



Origination 10/12/2017  
Last Approved 6/27/2023  
Effective 6/27/2023  
Last Revised 6/27/2023  
Next Review 6/26/2025

Owner Faculty Organization  
Policy Area College of Nursing CNG  
Applicability MVHS

## Selecting Samples of Academic Documents, CNG-100.40

---

### PURPOSE

To define the process of selecting random samples of academic assignments to provide examples of documents to meet program objectives.

### SCOPE

Students, Faculty

### REFERENCES

### DEFINITIONS / ABBREVIATIONS

### PROCEDURE / DIRECTIVE

1. Samples to be chosen of academic assignments such as clinical journals, information literacy assignments, examinations etc. shall be selected randomly utilizing an alphabetical roster.
2. After determining how many total samples of an academic project shall be collected, selection for the first course (NUR 116) shall begin with the first name in alphabetical order and progressing sequentially based on the amount of samples required. For example, if 5 samples are required from a group of 14, the process for selection shall begin with the 1<sup>st</sup> name, 4<sup>th</sup> name, 7<sup>th</sup> name, 10<sup>th</sup> name, and 13<sup>th</sup> name.
3. Selection of samples shall progress through the alphabetic roster for the second course (NUR 141) beginning with the second student and progressing through the roster to gather the appropriate sample

size.

4. Sample selection will progress in sequence throughout each course correlating with the student roster (See Table below).

5. Samples of selected examples of academic assignments shall be stored in the appropriate folders on the College system shared drive.

Course	Start of Sample Selection
NUR 116	1 <sup>st</sup> student
NUR 141	2 <sup>nd</sup> student
NUR 118	3 <sup>rd</sup> student
NUR 142	4 <sup>th</sup> student
NUR 122	5 <sup>th</sup> student
NUR 232	6 <sup>th</sup> student
NUR 233	7 <sup>th</sup> student
NUR 240	8 <sup>th</sup> student
NUR 244	9 <sup>th</sup> student

**CONTENT EXPERT(S) / RESEARCHER(S) / CONTRIBUTOR(S):**

**This Document Replaces:**

### Approval Signatures

Step Description	Approver	Date
Owner	Faculty Organization	6/27/2023