FOR COURSE SECTIONS OFFERED IN DISTANCE LEARNING FORMAT. This class is taught in a distance-learning format. Images and words of class participants may be transmitted live or on a delayed basis to other locations. Classes may be rebroadcast due to extenuating circumstances.

COMPUTER REQUIREMENTS. To ensure successful completion of an online course, a student should have an appropriately equipped computer. Use the guidelines included on the TCL website.

USER RESPONSIBILITY ON USE AND DUPLICATION OF COMPUTER SOFTWARE (TCL PROCEDURE 7-1-702.5). Students are responsible for the legal use of computer software and applicable copyright laws and are prohibited from copying software on College computers and from installing personal software.

COURSE POLICIES/PROCEDURES
It is clearly to the advantage of the student to attend class regularly. Test materials are weighted heavily in favor of lecture materials.

All cell phones and pagers must be turned off during class (lecture and laboratory periods). No pagers or phones are allowed in the clinical facility. No exceptions are made to this rule. Students are held accountable for content in the nursing student handbook. http://www.tcl.edu/wp-content/uploads/2012/13/Division-of-Health-Sciences-Student-Handbook9.pdf

Instructors will excuse a student from class who disrupts the class. No course grades are posted in public areas. Grades are available through Web Advisor. The student must go to the college’s website www.tcl.edu. Select current student then select TCL Web Advisor and find: (1) the directions and a demonstration on how to log in to Web Advisor, and (2) how to access grades. For questions, contact the TCL Help Desk at 525-8344 or the Registrar’s office at 525-8210.

COMMUNICATION
Instructors will generally respond to voice mail messages and e-mail messages as soon as possible. If there is a problem, the student should remember that a face-to-face meeting with the instructor is best. Student should contact instructor to make an appointment. Student should check TCL email at least once each day.
**Students**
Contact information for instructors is listed at *VII Class Information* on the course syllabus. The student is responsible for making sure that the instructor and College has his/her current contact information, including telephone number(s) and e-mail address. **All** students are expected to establish a TCL email account. The student is responsible for checking the course Blackboard site and TCL email account regularly (at least 2-3 times a week) for course announcements and email.

**Voice Messages**
Instructors' telephone numbers and the Division Administrative Assistant's telephone number are listed at *VII Class Information* on the course syllabus. When leaving a voice mail message for the instructor, the student should speak slowly and clearly. He/she should leave accurate information including accurate telephone number(s) where he/she may be reached. It is helpful to repeat the telephone number at the very end of the voice message. The Division Administrative Assistant is available on class days from 8:00-5:30 pm. A message left with the Administrative Assistant will be received by the instructor when he/she checks the mailbox. The most efficient way to get a voice mail message to an instructor is to leave a voicemail at the instructor's contact number listed at *VII Class Information* on the course syllabus. If there is a need to call an adjunct instructor, call the Division Office 843-525-8267 from 8:00-5:30 pm Monday – Thursday and 8:00 – 11:30am on Friday. The Administrative Assistant will place a note in the instructor's mailbox. A message left with the Administrative Assistant will be received by the instructor when he/she checks the mailbox.

**E-mail Messages**
The instructor's e-mail address is listed at *VII Class Information* on the course syllabus. When e-mailing the instructor, the student should identify herself/himself in the body of the message. Identifying information should include name, course, and section in which the student is enrolled, and a telephone number where he/she may be reached. With the tools provided by the browser, it might be helpful to create a "signature" with this information for all e-mails. E-mails to adjunct instructors may be addressed to the instructor and sent to the Division Administrative Assistant at 525-8267. A copy will be made and placed in the adjunct instructor's mailbox. Students may also email selected adjunct instructors in course websites.

**COURSE COORDINATOR:** Kathleen L. Slyh, MSN, RN  
**OFFICE LOCATION:** Building 4, Room 125  
**TELEPHONE NUMBER:** 843-525-8256  
**E-MAIL:** kslyh@tcl.edu

**COURSE COORDINATOR:** Lynda Buss, MSN, RN  
**OFFICE LOCATION:** Building 4, Room 215  
**TELEPHONE NUMBER:** 843-470-8389  
**E-MAIL:** lbuss@tcl.edu
**Instructional Methods**

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**ADDITIONAL COURSE POLICIES/PROCEDURES**

**Course Structure.** Classes are designed to employ a variety of teaching/learning strategies. In order to maximize learning, required readings should be done prior to a unit. If a student is falling behind in clinical performance or academic achievement, it is imperative to seek immediate assistance from the instructors.

Distance education students are expected to attend on-campus activities as announced.

**Other Required Materials**

- TCL student nurse uniforms, name pin, & college picture student ID
- White lab coat
- Stethoscope
- Watch with second hand
- Black ball point pen (No gel pens)