



NUR 274 Syllabus
Issues in Nursing Practice
Spring 2021

Technical College of the Lowcountry
921 Ribaut Road, PO Box 1288
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Division of Health Sciences Administrative Support
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COURSE COORDINATOR

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COURSE NUMBER AND TITLE

NUR 274 - Issues in Nursing Practice

CREDIT HOURS

3 Credits

- **Lecture:** 2.5
- **Lab:** 1.5

PREREQUISITES/CO-REQUISITES:

Prerequisites: MAT 120, NUR 162, NUR 265.

Co-requisite: ENG 102, Approved Humanities Elective, NUR 275

COURSE DESCRIPTION

This course addresses current issues in nursing practice.

REQUIRED TEXTS AND REFERENCES

American Psychological Association (2009). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: Author.

Stegan, A.J. & Sowerby, H. (2018). *Nursing in today's world: trends, issues, and management* (11th ed.). Philadelphia, PA: Wolters Kluwer.

Laws governing nursing in South Carolina (multiple dates). Columbia, SC: State Board of Nursing for South Carolina.

Access to online products associated with *Nursing in Today's World: Trends, issues, and Management* (11th ed.)

Access to online Lippincott Coursepoint associated with *Nursing in Today's World: Trends, Issues, and Management* (11th ed.).

Access to online Kaplan products.

Access to Lippincott NCLEX-RN PassPoint.

*****On-line materials for course are one student only use. Giving your access to another student is a copyright issue and is therefore considered academic dishonesty.*****

"All students will be required to wear PPE as deemed appropriate and necessary per clinical facility for the duration of the clinical experience. Students will also be required to wear PPE while participating in any "on campus" activities such as labs/lectures. Failure to adhere to this mandate will render the student ineligible to participate in clinical rotations or "on campus" activities, and therefore unable to progress in the program"

COURSE OUTCOMES/LEARNING OUTCOMES

Upon successful completion of this course, the student will be able to:

1. Examine issues that influence the integrity of the nursing profession. (1, 5)*
2. Recognize how selected nursing theories and research are used to improve nursing practice. (1, 3, 4, 6)*
3. Select effective strategies for communication with diverse groups who influence the delivery of health care. (1, 2, 4)*
4. Apply knowledge of the components of effective leadership and management to the role of the registered nurse. (1, 2, 3, 4, 6)*
5. Design a plan for successful entry into RN practice. (all)*

*Identify curriculum concepts related to program outcomes

GOALS

The following list of course goals will be addressed in the course. (*designates a CRUCIAL goal)

1. analyze ethical issues
2. differentiate nursing practice laws
3. evaluate clinical liability
4. adopt ethical decision making strategies*
5. review ethical issues

6. summarize healthcare confidentiality importance
7. summarize South Carolina licensure requirements
8. synthesize legal concepts
9. translate accountability
10. validate ethical theories
11. adopt nursing theory
12. adopt research findings
13. analyze South Carolina Nurse Practice Act
14. differentiate nursing research methods
15. dress professionally
16. evaluate research studies
17. examine professional integrity issues
18. explain nursing theory
19. identify negative nursing actions*
20. use problem solving nursing process techniques*
21. utilize ethical decision making tool
22. utilize nursing research
23. understand safe and effective delegation*
24. analyze healthcare resources
25. characterize management
26. demonstrate leadership skills*
27. distinguish malpractice and negligence principles
28. expand healthcare resource management knowledge
29. recognize nursing practice improvement theories
30. apply positive communication techniques*
31. describe communication process
32. examine conflict communication methods
33. select communication strategies*
34. apply change theory management
35. demonstrate teamwork
36. implement team building skills
37. outline federal emergency response system

Student Contributions

Classes are designed to employ a variety of teaching techniques. In order to maximize learning, required readings, reviewing posted lecture documents, and Online Learning-Web enhanced sections should be completed **prior to class**. If a student is falling behind in clinical performance and/or academic achievement, it is imperative to seek immediate assistance from the instructor. To successfully complete this course, a student must have an appropriately equipped computer with Windows Media Player or equivalent software to download screencasts and podcasts.

In order to perform at a satisfactory level in the clinical area, students must be prepared, on a daily basis, to do the following:

1. demonstrate a thorough knowledge of patient's condition and related nursing care;
2. complete clinical assignments (e.g. written assignments, care planning, patient care), on time and in the prescribed manner;
3. arrive on time and in proper uniform as outlined in the TCL Nursing Handbook;
4. give a complete report on all assigned patients to the assigned nurse or charge nurse before leaving the clinical unit each day;
5. utilize the nursing process in the delivery of safe and competent patient care;
6. accurately perform nursing skills and procedures learned in campus lab;
7. correctly apply all previously mastered knowledge, skills, and abilities.

Students not prepared to care for his/her assigned patient(s) will be given an unsatisfactory for the day.

COURSE SCHEDULE

Classes are a combination lectures and podcasts. Labs are live and/or online. Lecture consists of two hours per week with online learning-web enhanced activities. The laboratory with scheduled dates and assignments located on the course calendar.

No recording/taping of any lectures and/or laboratory material are allowed.

In order to maximize learning, required readings should be done in advance of lecture. ***The online week begins on Monday and ends on Sunday. Assignments are due as listed in the course calendar. Access to the online course should be at least three times in the week. This is a higher expectation than current TCL policy for online attendance. According to TCL policy, attendance in an online course is defined by; at least once weekly course access and by completion of assignments as required by the instructor. Each student will be expected to access the web class at least once a week and complete weekly assignments on time. Additional access is encouraged and may be necessary for successful completion of classes.***

COMPUTER REQUIREMENTS

To ensure successful completion of online instruction with the use of Blackboard Learning system, students should have an appropriately equipped computer, reliable internet access and ability to complete word processing, send and receive email, participate on discussion boards, and upload documents to safe assignment.

NURSING LABORATORY

Nursing Learning experiences in the nursing lab focus on preparation for entry into practice and participative exploration of major issues/challenges facing the nursing profession.

The student utilizes the nursing laboratory to practice learned past and newly acquired skills. Skills must be practiced in the laboratory before being used in the clinical setting. Competence of a skill must be demonstrated in the nursing laboratory. Students are responsible for material covered in skills

laboratory. To progress in the course and program, the student MUST achieve a satisfactory skill criterion and demonstrate competence in clinical laboratory skills by the end of the course.

Students are responsible for material covered in campus laboratory.

At the conclusion of each laboratory experience, the student's performance is evaluated. The student is awarded points as noted on the lab skills checklist for each satisfactory performance and 0 points if performance is unsatisfactory. Student performance is evaluated based on preparedness, skill development, clinical judgement, active learning contributions, attendance, and professional appearance. ***Uniforms are to be worn in clinical laboratory learning and when completing orientation or clinical experience within the clinical agency. Uniforms are required for NUR 274 laboratory.***

Expectations include:

1. Contributing to a productive learning environment for self and others by
 - a. being prepared for the lab activities by reading and watching assigned videos and completing worksheet if applicable
 - b. answering questions and identifying steps or processes about skill
 - c. demonstrating skill competency
 - d. remaining attentive
2. Arriving and departing on time. Attendance is expected for each scheduled laboratory experience.
3. **Uniforms are to be worn in the laboratory learning sections and any orientation session within the clinical agency. Any second-year student who arrives for clinical/lab out of compliance with the uniform policy will be sent home which will result in a loss of clinical/lab hours. No make-up opportunities for uniform violations will be offered.**

Please note, in order to be successful and progress in this course and the nursing program all above items must be completed/satisfactory. Students must receive satisfactory on clinical and laboratory summative evaluations to pass the course.

CLINICAL LEARNING EXPERIENCE

There is no clinical experience associated with this course.

ACHIEVEMENT TESTING

Kaplan Achievement assessments (focused-review and integrated) are given to assist in the evaluation of individual student progress and to support student success. Achievement testing is required as a supplement to instruction and assessment of learning outcomes in preparation for the NCLEX-RN. Student expectations for taking a standardized test are: students are motivated to perform well; academic honesty prevails under standardized conditions. If the student is unable to complete remediation by required date in the course calendar, a grade of Incomplete (I) is assigned to provide the student more time for completion. However, in order to progress in the nursing program, the student must have a "C" or better course grade. A grade of "I" will delay student progression. To receive a letter grade when remediation is required beyond the last day of classes, it is the student's responsibility to notify the instructor that remediation is complete. The dates for completion of these tests are posted on the course calendar.

****Kaplan Focused Review Tests**

Check the course calendar for the due dates for review tests. In order to receive a satisfactory for this assignment, students must:

- achieve a minimum of 60% on the Kaplan Management of Care A, B, & C Focused Tests

****Kaplan Integrated Management/Professional Issues Test**

Check the course calendar for the due dates. In order to receive a satisfactory for this assignment, students must:

- achieve a minimum of 73% on the Kaplan Management/Professional Issues Test

Kaplan Path to NCLEX Success. Students must access the Kaplan website and click on the button **Go to your Study Plan**. Students will then print out the study guide as this is what the student will use to document his or her work. The student is to complete all items as listed below and document all work on the study plan. After completing all assignments listed, the Kaplan Study Plan is submitted to the course coordinator by the date on the course calendar.

Remediation Requirements

- Review test results to develop a study plan.
- Access online remediation which may include Kaplan Overview, Essentials of Nursing Care, and/or Background for Nursing Care dependent on the level achieved.
- Complete Q-bank questions related to evaluation of weak areas.
- Review Kaplan Basics book chapters that correspond to the appropriate content.
- Engage in tutoring available at the tutoring center.
- Remediate 1 to 2 minutes per question missed.
- Other learning activities as determined.
- Complete and turn in Kaplan Study Plan.

Students must remediate 1-2 minutes per question missed in order to complete remediation and progress in the nursing curriculum.

Students that achieve a score of 73% or higher on the Kaplan Integrated Management/Professional Issues test will receive 5 bonus points added to their lowest exam grade (Exam 1, 2 or 3). Bonus points will not be added to the Final Exam Grade.

DISCUSSION POSTINGS

There are four discussion postings due for this course. These discussions will focus on current issues related to professional nursing. The due dates and times are listed on the course calendar the post is due on a Thursday and the reply is due the following Monday. Students are to post and reply using the guidelines below. A student posts to the topic and another student will reply to the original student post. Each post and reply are graded on 5 points (20 point total) equal to 5% of the total grade. Cite reference used in APA format. The following rubric will be used to grade the discussion post and reply.

Use the following guideline for Discussion Postings:

Discussion post and reply rubric grading	
5 points	Assignment is complete and includes all components for discussion within one to 3 paragraphs and 300 to 500 word count. Critical thought is demonstrated in the discussion and reply. Presentation is in clear and concise wording. Evidence is present in the discussion (citation) that shows further thought on the topic based on reference from the text or other written work (internet or journal articles). Personal experience is used sparingly and is appropriate to highlight a point of content. No bias or opinionated entries are present. Correct spelling and grammar is used with up to one error. APA citation and references are present with up to 1 error. Assignment is posted in advance of the due date or by the due date. Partial credit may be awarded (e. g. 4.75, 4.25).
4 points	Assignment is complete and includes 80% or more of the components. Writing is less than a 300 word count or in excess of a 500 word count. Critical thought is demonstrated in the discussion and reply. Arguments are presented but contain minimal irrelevant information. Evidence is present in the discussion but limited to only the required text. Personal experience is used and adds to the discussion. There is no bias or opinionated entries. Correct spelling and grammar is used with up to two errors. APA citation and reference is used with 2 errors in format. Discussion is posted by the due date or within one day with approval. Partial credit may be awarded (e. g. 3.75, 3.5, or 3.25).
3 points	Assignment is completed and includes 60% or more of the components. Writing is less than a 200 word count or in excess of a 600 word count. General discussion and reply. Arguments contain irrelevant information. Evidence present in the discussion is limited to personal experience. Correct spelling and grammar is used with up to three errors. APA citation and reference up to 3 errors. Discussion is posted late. Partial credit may be awarded (e. g. 2.75).
2.5 points	Discussion post and reply only meet half of the requirements. Writing is less than a 200 word count or in excess of a 600 word count. Half credit is given for half the effort on the assignment. Posts a discussion but no reply. Posts a reply but no discussion. Posts late by one day. Correct spelling and grammar use with up to four errors. APA citation and reference is not used or has multiple errors.
2 point	Assignment includes 40% of the requirements. Writing is less than a 200 word count or in excess of a 700 word count. Posts without supporting evidence. Arguments are irrelevant or erroneous. Discussion with personal opinion rather than facts. Post is late by 2 days. Incorrect spelling and grammar is used throughout the post or reply. APA citation is not used or has four or more errors.
1 point	Assignment is completed and includes 20% of the requirements. Little effort is made by the student. Posting is 2 – 3 sentences. Posts late by 3 days. Arguments are presented erroneously and filled with personal opinion rather than facts. APA citation is not used or has 4 or more errors. No effort is made by the student. Evidence that the student copied and used another student's ideas and discussion. Plagiarism evident. Post late more than 3 days. Discussion is posted late. HIPPA violation of confidentiality.
0 points	Assignment is not done or submitted within 4 days of the due date

GUIDELINES FOR POWERPOINT PRESENTATION

Students will be assigned to groups to create a PowerPoint Presentation on Evidenced Based Practice with an abstract. **Correct APA format using the “Publication Manual of the American Psychological Association, 6 ed.”** is the expectation.

Abstract should be one page, double spaced, Courier or Times New Roman 12 pt. font size with 1 inch margins. **The expectation is that groups will utilize three or more nursing journal (2015+) articles. Points will be deducted for the use of the course text.**

Students also are required to turn in a Peer Evaluation in which they review the members in their group on their contributions to the PowerPoint Presentation.

COURSE GRADING

Assessments	Date Due	Weight
Exams (3 @ 20% each) – 50 questions each	Refer to Course Calendar	60%
Final Exam – Cumulative – 100 questions	Refer to Course Calendar	30%
Written Discussion Postings	Refer to Course Calendar	5%
Abstract/Power Point Presentation	Refer to Course Calendar	5%
Kaplan Assignments	Refer to Course Calendar	Satisfactory/Unsatisfactory
Laboratory	Refer to Course Calendar	Satisfactory/Unsatisfactory
Total		100%

Please note, in order to be successful and progress in this course and the nursing program all above items must be completed/satisfactory, Students must receive satisfactory on laboratory evaluations to pass this course.

GRADING POLICY

Grading Scale	
93% - 100% A	W withdraw
85% - 92% B	WP withdraw with passing grade
78% - 84% C	WF withdraw with failing grade
70% - 77% D	I Incomplete
Below 70% F	

GRADING METHODOLOGY

To be successful in this course and receive a passing grade, the student's laboratory skill development must be at the satisfactory level and the final course grade must be 78.00 or greater. Final grades are not rounded up.

Students absent from an examination or presentation will receive a "0" grade for the examination or presentation unless other arrangements are made with the individual instructor **prior to** the examination or presentation day or on the examination or presentation day before the test/presentation is scheduled to be given. Arrangements may be completed by telephone. **If the instructor is not available, a message should be left on the instructor's voice mail AND the student must speak with another member of the faculty and/or administrative assistant. Messages sent by other students are unacceptable.** The student is responsible for notifying the instructor for the reason of the absence. Students who are tardy for an examination will be permitted to complete the examination in the remaining time allotted.

Make up quizzes and/or examinations *may be offered*, at the instructor's discretion, the last week of classes prior to the final examination period. Additional options for make-up testing include reweighting the final examination. It is the responsibility of the student to contact the instructor to arrange to make up the examination. The instructor will decide the method of examination. Grades are posted on Blackboard within seven working days of administration of tests and examinations. Students with concerns or questions regarding grades should contact the course coordinator following the posting of grades.

*Students with concerns or questions regarding grades earned for class assignments should contact the course coordinator within one week of grades being posted. Students who score 78 or less on exam 1 and/or exam 2 **must** create an academic success plan and meet with an instructor to discuss success strategies. Students must meet with an instructor within two weeks of taking an exam.*

TESTING ENVIRONMENT

No watches, fitness devices or watches capable of text messaging will be worn during testing in addition to no caps or hats will be worn. All electronic devices are to be turned off or placed in an airplane mode. There is a 10 point penalty on the test for any noise emitting from an electronic device.

Grades are posted on Blackboard within seven working days of administration of tests and examinations. Students with concerns or questions regarding grades should contact the course coordinator within one week of the grade being posted.

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

HONORLOCK

TCL uses an online test proctoring service called *Honorlock* to monitor some online tests as an alternative to in-person proctoring. Your instructor may elect to have some of your tests proctored using *Honorlock*. If so, you will need to make sure that you have access to the necessary equipment in order to take your online proctored tests:

1. The ability to install the Honorlock extension on Google Chrome.
2. A computer with access to a high-speed internet connection.
3. A webcam and microphone. A functioning webcam and microphone are required to complete proctored online tests.
4. *Microsoft Office*. *Microsoft Office* can be downloaded for free by accessing the Office 365 link in your TCL email account.

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.

PAPER EXAMINATIONS

During on campus examinations, only answers transferred and completed on Scantron sheets will be graded electronically to count towards the test score.

Students must record the last 6 digits of their college identification number on the Scantron answer sheet. Students must correctly fill in answers on the Scantron sheet to be accurately scored and counted for test. No paper tests will be graded.

ONLINE TESTING

Online examinations will consist of 50 questions except for the final examination, which will consist of 100 questions. Students will be allowed a simple calculator, a pencil, and a single blank sheet of paper to answer calculation questions. For examinations consisting of 50 questions students will be given 1 hour. For examinations consisting of 100 questions, students will be given 2 hours. Students that have approved accommodations for extended testing time will receive the same amount of extended time that they would have received on a paper test.

*****Students committing academic dishonesty when taking an online examination will be subject to but not limited to receiving a zero on the examination or withdrawal from the nursing program. *****

ADA STATEMENT

The Technical College of the Lowcountry provides access, equal opportunity, and reasonable accommodation in its services, programs, activities, education, and employment for individuals with disabilities. To request disability accommodation; contact the counselor for students with disabilities at (843) 525-8219 during the **first ten business days of the academic term**. It is the student's responsibility to notify and schedule accommodation testing a week in advance of each exam.

ATTENDANCE

The College's statement of policy indicates that students must attend ninety percent of total class hours (lecture) or they will be in violation of the attendance policy. A copy of TCL's STATEMENT OF [POLICY NUMBER: 3-1-307](#) CLASS ATTENDANCE is on file in the Division Office.

1. Students not physically attending class during the first ten calendar days from the start of the semester must be dropped from the class for NOT ATTENDING. **NUR 274 Course Orientation is mandatory.**
2. Students taking an online/internet class must complete an assignment designated by the instructor during the first week of classes. The instructor will drop the student from the course if the initial assignment is not completed during the first week of class. Students not attending class during the first ten calendar days from the start of the semester must be dropped from the class for NOT ATTENDING.
3. Attendance in an online course is defined by at least once weekly course access and by completion of assignments as required by the instructor. Each student will be expected to access the web class at least once a week and complete weekly assignments on time. Additional access is encouraged and may be necessary for successful completion of classes.
4. In the event it becomes necessary for a student to withdraw from the course **OR** if a student stops attending class, **it is the student's responsibility to initiate and complete the necessary process.** Withdrawing from class may have consequences associated with financial aid and time to completion for program. Students are strongly encouraged to consult with Financial Aid prior to withdrawing from any class, particularly if the student is currently on a warning or probation status.
5. When a student exceeds the allowed absences, the student is in violation of the attendance policy. The instructor **MUST** withdraw the student with a grade of "W", "WP", or "WF" depending on the date the student exceeded the allowed absences and the student's progress up to the last date of attendance.
6. Under extenuating circumstances and at the discretion of the faculty member teaching the class, allow the student to continue in the class and make-up the work. This exception must be documented at the time the allowed absences are exceeded.
7. Reinstatement requires the signature of the Division Dean.
 - a. In the event it becomes necessary for a student to withdraw from the course **OR if a student stops attending class, it is the student's responsibility to initiate and complete the necessary paperwork.** Withdrawing from class may have consequences associated with financial aid and time to completion. Students are strongly encouraged to consult with Financial Aid prior to withdrawing from any class, particularly if the student is currently on a warning or probation status.
 - b. When a student exceeds the allowed absences, the student is in violation of the attendance policy. The instructor **MUST** withdrawal the student with a grade of "W", "WP", or "WF" depending on the date the student exceeded the allowed absences and the student's progress up to the last date of attendance

or

- c. under extenuating circumstances and at the discretion of the faculty member teaching the class, allow the student to continue in the class and make-up the work. This exception must be documented at the time the allowed absences are exceeded.
 - d. Absences are counted from the first day of class. There are no "excused" absences. All absences are counted, regardless of the reason for the absence.
8. A student must take the final exam or be excused from the final exam in order to earn a non-withdrawal grade.
 9. Students are expected to be in class on time. Arrival to class/clinical after the scheduled start time or leaving class prior to dismissal counts as a tardy. Three tardies and/or early departures are considered as one absence unless stated otherwise. Arrival to class, clinical, and lab by the published time is an expectation for all students. Class, clinical, and lab times are measured by the clock in these teaching areas.
 10. It is the student's responsibility to sign the roll/verify attendance with instructor upon entering the classroom. Failure to sign the roll/verify attendance results in a recorded absence. In the event of tardiness, it is the student's responsibility to insure that attendance is marked. The student is responsible for all material/ announcements presented, whether present or absent.
 11. Continuity of classroom and laboratory (which includes clinical experiences) is essential to the student's progress in providing safe and competent patient care. Students are expected to use appropriate judgment for participating in clinical activities. To evaluate the student's knowledge and skills, it is necessary for the student to be present for all clinical experiences. If absence does occur, the **clinical facility** must be notified via phone message no later than 30 minutes prior to your clinical start time along with Division of Health Sciences Administrative Assistant also being notified by telephone no later than 30 minutes prior to the start of the clinical experience. The Division of Health Sciences telephone number is **(843-525-8267)**.
 12. Absences from the clinical area are strongly discouraged. The attendance policy applies to clinical all activities. **"NO CALL, NO SHOW"** for clinical is unprofessional conduct and **THE STUDENT WILL BE WITHDRAWN FROM THE PROGRAM. The student must complete all clinical hours in order to be eligible for progression in/graduation from the nursing program.**
Please refer to the Division Handbook for clarification of the No Call/No Show process.

Academic Misconduct

There is no tolerance at TCL for academic dishonesty and misconduct. The College expects all students to conduct themselves with dignity and to maintain high standards of responsible citizenship. It is the student's responsibility to address any questions regarding what might constitute academic misconduct to the course instructor for further clarification.

The College adheres to the “***Student Code for the South Carolina Technical College System***”. Copies of the *Student Code and Grievance Procedure* are provided in the *TCL Student Handbook*, the Division Office, and the Learning Resources Center.

ACADEMIC MISCONDUCT (See TCL student handbook, division handbook, and course syllabi)

Health care professionals hold the public trust. Academic misconduct by health science students calls that trust into question and academic integrity is expected. Academic misconduct may result in withdrawal for related health science courses. Also, depending on the severity of the student’s academic misconduct, the student will not only be withdrawn from the program, but will not be allowed for re-entry and/or reapplication to **all** Health Science programs.

It is a fundamental requirement that any work presented by students will be their own. Examples of academic misconduct include (but are not limited to):

1. copying the work of another student or allowing another student to copy working papers, printed output, electronic files, quizzes, tests, or assignments.
2. completing the work of another student or allowing another student to complete or contribute to working papers, printed output, electronic files, quizzes, tests, or assignments.
3. viewing another student’s computer screen during a quiz or examinations.
4. talking or communicating with another student during a test.
5. violating procedures prescribed by the instructor to protect the integrity of a quiz, test, or assignment.
6. **plagiarism in any form**, including, but not limited to: copying/pasting from a website, textbook, previously submitted student work, or any instructor-prepared class material; obvious violation of any copyright-protected materials. Safe Assignment is used to detect plagiarism.
7. knowingly aiding a person involved in academic misconduct.
8. providing false information to staff and/or faculty.
9. entering an office unaccompanied by faculty or staff.
10. misuse of electronic devices (including, but not limited to; cell phones, laptops, tablets, smart watches...etc.)

COMMUNICATION

Instructors will generally respond to voice mail messages and e-mail messages within 72 normal working hours. Faculty do not normally respond to communication on weekends, after work hours, or holidays. It is the expectation that the student checks TCL email and Blackboard course site at least twice each day i.e. morning and evening for course, lab, and/or clinical information and announcements. If there is a problem, the student should remember that a face-to-face meeting with the instructor is best.

At any time a student is falling behind in academic achievement, laboratory skill achievement and/or clinical performance, it is imperative to the student to seek immediate assistance from the course coordinator. The student is to develop an “*Academic Plan for Success*” and meet with the course coordinator to discuss academic success for the course.

SYLLABUS ADDENDUM

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.

Students will turn in all paperwork for their clinical site by the required due date. If the student does not turn in the required paperwork by the required due date, they will be withdrawn from the program.

All cell phones, pagers, and other electronic devices must be turned off during class (lecture and laboratory periods). No cell phones, pagers, and/or other electronic devices are allowed in the clinical facility. No exceptions are made to this rule.

Students are held accountable for content in the nursing student handbook.

<https://www.tcl.edu/wp-content/uploads/2011/02/NUR-Student-Handbook-2016.pdf>

Instructors are to excuse a student from class who are being disruptive and uncivil the class setting.

Hazardous Weather

In case weather conditions are so severe that operation of the College may clearly pose a hardship on students and staff traveling to the College, notification of closing will be made through the following radio and television stations: WYKZ 98.7, WGCO 98.3, WGZO 103.1, WFXH 106.1, WWVW 106.9, WLOW 107.9, WGZR 104.9, WFXH 1130 AM, WLVH 101.1, WSOK 1230 AM, WAEV 97.3, WTOC TV, WTGS TV, WJWJ TV, and WSAV TV. Students, faculty and staff are highly encouraged to opt into the Emergency Text Message Alert System. www.tcl.edu/current-students/text-alert

Syllabus Safety Addendum

Purpose

The purpose of this safety addendum is to provide each student with safety guidelines during an incident, emergency, or disaster at TCL. In addition, it provides students guidelines for lockdown procedures, evacuation procedures, and active shooter.

Definition

An incident is any event, potential or actual, that may impact normal operations but has no immediate health or life threatening consideration or serious effect on the overall functional capacity of the College. An event of this nature should be reported to the Office of the Vice President for Administrative Services. Also, notify the off-site campus administrator if applicable.

An emergency is any incident, potential or actual, which may endanger life or health or which affects an entire building or buildings, and will disrupt the overall operations of the College. Outside emergency services will probably be required, as well as major efforts from campus support services. Major policy considerations and decisions will usually be required from the college administration during times of crises. An emergency should be reported immediately by directly using **911** if life or health/injury considerations exist and then to the Office of the President or Vice President for Administrative Services as quickly as possible. Also, notify the off-site campus administrator if applicable.

A disaster is any event or occurrence that has taken place and has seriously impaired or halted the operations of the College. In some cases, mass personnel casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency services will be essential. In all cases of disaster, an Emergency Control Center will be activated, and the appropriate support and operational plans will be executed. The disaster should be immediately reported, first by calling **911** and then to the Office of the President or Vice President for Administrative Services. Also, notify the off-site campus administrator if applicable.

Types of Emergencies

- Hurricane
- Tornado
- Fire
- Biochemical or Radiation Spill
- Explosion/Bomb
- Downed Aircraft (crash which directly impacts campus operations)
- Utility Failures
- Violent or criminal behavior
- Psychological Crisis

Procedures

Active Shooter

Run/hide/fight (<http://www.fbi.gov/about-us/cirg/active-shooter-and-mass-casualty-incidents/run-hide-fight-video>)

Building Evacuation

1. Building evacuations occur when an alarm sounds and/or upon notification by Security or the Emergency Director.
2. When the building evacuation alarm is activated during an emergency, individuals should exit according to the building evacuation plan and alert others to do the same.
3. Once outside, individuals should proceed to a clear area that is at least 500 feet away from the affected building. Streets, fire lanes, hydrant areas and walkways should be kept clear for emergency vehicles and personnel.
4. Individuals should not return to an evacuated building unless told to do so by Security or the Emergency Director.
5. Individuals should assist persons with disabilities in exiting the building. Elevators are reserved for disabled persons

Campus Evacuation

1. A uniformed Security Guard, the Emergency Director, or an Emergency Resource Team member will announce evacuation of all or part of the campus grounds.
2. All persons (students and staff) are to immediately vacate the campus, or in the case of a partial evacuation relocate to another part of the campus grounds as directed.

Lockdown

1. Clear the halls
2. Report to the nearest classroom/office
3. Assist those needing special assistance
4. Ensure classroom/office doors are closed and locked
5. Turn off lights
6. Stay away from doors and windows (out of the line of sight)
7. BE QUIET and follow instructor's directions
8. Silence cell phones
9. Wait for the "All Clear" before leaving

NUR 274 – PowerPoint Presentation Rubric

	5	4	3	2	1
Content/Slides	Displayed exceptional understanding of content on all of slides. Presentation contains more than 8 slides but no more than 10 slides.	Displayed good understanding of content on all slides. Presentation contains more than 5 slides but less than 8 slides.	Displayed satisfactory understanding of content on most slides. Presentation contains 5 slides.	Displayed minimal understanding of content on at least half of the slides. Presentation contains 5 slides.	Displayed minimal understanding of content on less than half of the slides. Presentation contains less than 5 slides.
Organization	All slides in presentation are exceptionally clear and organized.	One slide in presentation is not clear or organized.	Two slides in presentation are not clear or organized.	Three slides in presentation are not clear or organized.	More than three slides in presentation are not clear or organized
Graphics	Graphics effectively illustrate topic of slides.	Graphics often illustrate topic of slides.	More graphics needed to illustrate topic of slides effectively.	Few graphics used to illustrate topic of slides.	Graphics used are ineffective in illustrating topic of slides.
Grammar/Spelling	Exceptional grammar and spelling skills. No grammar or spelling errors noted.	Had one or two errors in grammar or spelling.	Had three to five errors in grammar or spelling.	Had six to eight errors in grammar or spelling.	Had greater than eight errors in grammar or spelling
Teamwork/Collaboration	Exceptional job collaborating with peers. 100% contribution effort.	Good job collaborating with peers. 90% contribution effort.	Satisfactory job collaborating with peers. 75% contribution effort.	Minimal job collaborating with peers. 50% contribution effort.	Unsatisfactory job collaborating with peers. 25% contribution effort.

Acknowledgement of Nursing Course Syllabus/Addendum

I _____, understand it is my responsibility to read the Nursing Syllabus for NUR 274, for the semester of SPRING 2021. I have also read the Nursing Program Handbook, and Division Handbook.

Students should read the Syllabus and/or Addendums, including appropriate Program Handbook, and Health Sciences Division Handbook. This will allow the student to have a better understanding of the expectations of the class, program, and its faculty. Students are always notified when updates have been made as they will be asked to sign additional Acknowledgement Sheets.

Students who are able to successfully complete the lecture component of the course but are not able to successfully complete the lab or clinical components of a course for any reason will receive an "I" (incomplete) for the course and be expected to complete the incomplete portions the following semester in order to receive a final grade for the course.

Students will be expected to sign this statement indicating they have read and understand the Appropriate Class Syllabus and/or Addendum, including appropriate Program Handbook, and Division Handbook.

Signature

Date

NUR 274 – SPRING 2021**Online Testing Guidelines:**

1. All exams will be taken at the regularly scheduled time through Honorlock. This means you will need a computer with a camera and internet. Before you begin the exam you will need to do:
 - a. Watch the Honorlock Orientation
 - b. A visual of your student ID. You will NOT be able to access the exam without this.
 - c. A complete 360 degree environmental scan of your testing area and the desk area around the computer. This must be a slow and complete scan. I need to see the whole area...walls, floor, desk.
 - d. During the exam, you will be recorded...video and audio. Feel free to read the question or rationalize the answers out loud...nobody will hear you but me 😊
 - e. At the completion of the exam, another 360 degree environmental scan must be completed.
 - f. Exams, like before will be timed. You will be given exact times in the exam instructions.
2. All exam recordings will be reviewed. Any significant ‘flagging’ will be discussed with the student. Habits and patterns that are flagged include:
 - a. Taking eyes off the computer screen repeatedly...for example, reading the screen then looking to the right
 - b. Moving out of the camera view
 - c. Having more than one person in the room
3. Absolutely no cell phones, mobile devices, smart watches or any resources such as textbooks or notes can be used.
4. The testing dress code from the current handbook will apply to online testing.
5. Students who are unsuccessful on an exam will have the opportunity to schedule a virtual meeting (phone call, facetime, Zoom) with their instructor(s).

Student's Name: _____

Student's Signature: _____

Date: _____