

Course Syllabus

COURSE: RNSG 1115 (1:0:4) Health Assessment
 SEMESTER: Spring 2023
 CLASS DAYS: See course calendar
 CLASS TIMES: See course calendar
 FACEBOOK: <https://www.facebook.com/SPCNursing17/>

Name:	Phone Numbers	Email	Office	Office Hours
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“South Plains College improves each student’s life.”

GENERAL COURSE INFORMATION

It is the responsibility of each student to be familiar with the content and requirements listed in the course syllabus

COVID

The following statement should be included in all course syllabi for face-to-face and hybrid instruction options: If you are experiencing any of the following symptoms, please do not attend class and either seek medical attention or test for COVID-19.

- Cough, shortness of breath, difficulty breathing
- Fever or chills
- Muscles or body aches
- Vomiting or diarrhea
- New loss of taste and smell

Please also notify DeEtte Edens, BSN, RN, Associate Director of Health & Wellness, at dedens@southplainscollege.edu or 806-716-2376. Proof of a positive test is required. A home test is sufficient but students must submit a photo of the positive result. The date of test must be written on the test result and an ID included in the photo. If tested elsewhere (clinic, pharmacy, etc.), please submit a copy of the doctor’s note or email notification. Results may be emailed to DeEtte Edens, BSN, RN at dedens@southplainscollege.edu.

A student is clear to return to class without further assessment from DeEtte Edens, BSN, RN if they have completed the 5-day isolation period, symptoms have improved, and they are without fever for 24 hours without the use of fever-reducing medication. Students must communicate with DeEtte Edens, BSN, RN prior to their return date if still symptomatic at the end of the 5-day isolation.

COURSE DESCRIPTION

Development of skills and techniques required for a comprehensive nursing health assessment within a legal/ethical framework. This course lends itself to a blocked approach. Topics include knowledge, skills and professional values. Through classroom and interactive experiences, the students explore basic concepts and skills related to physical assessment of diverse clients. The student will describe the components of a comprehensive health assessment and demonstrate competency performing an adult physical assessment.

Prerequisites: Psychology 2314, Biology 2401, English 1301, and Biology 2420. Concurrent enrollment of RNSG 1105, RNSG 1144, RNSG 1160, and RNSG 1413. Failure of RNSG 1115 will require repeating all Level I Semester I courses.

STUDENT LEARNING OUTCOMES

At the completion of the semester students will:
1. Provide care based on current knowledge, theory, and research.
2. Assume accountability and responsibility for practice.
3. Utilize principles of therapeutic communication with individuals.
4. Perform complete vital signs, health assessments and documentation on individual clients.
5. Utilize information technologies to enhance knowledge base, retrieve information to support nursing practice and document nursing actions

COURSE OBJECTIVES - SCANs (Secretary's Commission on Attaining Necessary Skills) Competencies found within this course are C1-14, C16, C18, C19, F6-9, F11-13, F15, & F16. SPC ADNP Graduate Outcomes: 1-5. DEC's (Differentiated Essential Competencies) are attached at the end of the syllabus and listed in each blackboard module.

EVALUATION METHODS

Teaching methods: classroom lecture, skills demonstrations, simulation, focus learning groups, and Course Point+ assignments. Possible online learning: Zoom, Blackboard Collaborate, and/or Microsoft Teams. This course will offer **face-to-face instruction** with online instruction provided to supplement and enhance learning. This course may take on a different format such as:

- I. Lecture online with lab components face-to-face
- II. Evaluation methods: skills demonstration, individual assignments, SIMs/Lab recording sessions, CoursePoint+ assignments, computer testing, iPad, etc and Blackboard assignment submissions.

ACADEMIC INTEGRITY

It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his or her own any work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences, possibly suspension.

Cheating - Dishonesty of any kind on examinations or on written assignments, illegal possession of examinations, the use of unauthorized notes during an examination, obtaining information during an examination from the textbook or from the examination paper of another student, assisting others to cheat, alteration of grade records, illegal entry or unauthorized presence in the office are examples of cheating.

Complete honesty is required of the student in the presentation of any and all phases of coursework. This applies to quizzes of whatever length, as well as final examinations, to daily reports and to term papers.

Plagiarism - Offering the work of another as one's own, without proper acknowledgment, is plagiarism. Any student who fails to give credit for quotations or essentially identical expression of material taken from books, encyclopedias, magazines, websites such as: blogs, journals, or articles, other referenced works, from themes, reports, and/or other writings of a fellow student, is guilty of plagiarism. If there is any suspicion of work completed by Artificial Intelligence (A.I.), the student and their work may be questioned, and if proven that A.I. was used will be considered guilty of plagiarism.

Students are expected to adhere to the professional standards set forth in the Associate Degree Nursing Program School of Nursing Student Handbook. It is the responsibility of the School of Nursing to teach and model professional behaviors, and it is the responsibility of the student to demonstrate professional and academic integrity. The student is representing the School of Nursing and are expected to maintain the highest standards.

VERIFICATION OF WORKPLACE COMPETENCIES

There is external and lab learning experiences in this course which provides the settings in which the student applies workplace competencies. Successful completion of the designated Semester X course outcomes will allow the student to continue to advance within the program. Successful completion of RNSG 1115 meets the requirements as stated in the Differentiated Essential Competencies of Graduates of Texas Nursing Program.

BLACKBOARD

Blackboard is an e-Education platform designed to enable educational innovations everywhere by connecting people and technology. This educational tool will be used in this course throughout the semester.

FACEBOOK

The nursing program has a Facebook page at <https://www.facebook.com/SPCNursing17/> In addition to the South Plains College website; this Facebook page will be used to keep students up-to-date on program activities, weather delays, South Plains College announcements and will help with program recruitment. "Liking" the South Plains College Nursing Facebook page is not mandatory, nor are personal Facebook accounts, in order to access this page.

SCANS AND FOUNDATION SKILLS

Refer also to Course Objectives. Scans and Foundation Skills attached

SPECIFIC COURSE INFORMATION

TEXT AND MATERIALS

- Taylor, C., Lynn, P., & Bartlett, J. (current edition). Lippincott Course Point + Enhanced. *Fundamentals of Nursing: The art and science of person-centered nursing care* (current ed.). Wolters Kluwer. **ISBN 978-1-975123-90-1. Students need the Digital Instant Access.**

OPTIONAL

Taylor, C., Lillis, C., & Lynn, P. (current). *Fundamentals of Nursing: The art and science of person-centered nursing care* (current ed.). Wolters Kluwer. (**Hardback book**) ISBN 9781496362179

RECOMMENDED TEXTS

Any health assessment handbook and a medical dictionary of choice.

ADDITIONAL CLASSROOM ITEMS

Students should come to class prepared with pens, pencils, and a spiral notebook for taking notes or completed quizzes or assignments in class. Students are responsible to purchase a blood pressure cuff, stethoscope, Pen Light, and Pulse Oximeter and bring to class. Students should be prepared to take notes over lecture material if they choose. Students may be required to use a laptop computer or similar technology for exams and quizzes in the classroom. Students may use personal laptops in the classroom to take notes if desired. An iPad will be checked out to each student for school use.

ATTENDANCE POLICY (*READ CAREFULLY) Class Attendance

Students are expected to attend all classes in order to be successful in a course. The student may be administratively withdrawn from the course when absences become excessive as defined in the course syllabus.

When an unavoidable reason for class absence arises, such as illness, an official trip authorized by the college or an official activity, the instructor may permit the student to make up work missed. It is the student's responsibility to complete work missed within a reasonable period of time as determined by the instructor. Students are officially enrolled in all courses for which they pay tuition and fees at the time of registration. Should a student, for any reason, delay in reporting to a class after official enrollment, absences will be attributed to the student from the first class meeting.

Students who enroll in a course but have "Never Attended" by the official census date, as reported by the faculty member, will be administratively dropped by the Office of Admissions and Records. A student who does not meet the attendance requirements of a class as stated in the course syllabus and does not officially withdraw from that course by the official census date of the semester, may be administratively withdrawn from that course and receive a grade of "X" or "F" as determined by the instructor. Instructors are responsible for clearly stating their administrative drop policy in the course syllabus, and it is the student's responsibility to be aware of that policy. It is the student's responsibility to verify administrative drops for excessive absences through MySPC using his or her student online account. If it is determined that a student is awarded financial aid for a class or classes in which the student never attended or participated, the financial aid award will be adjusted in accordance with the classes in which the student did attend/participate and the student will owe any balance resulting from the adjustment.

(http://catalog.southplainscollege.edu/content.php?catoid=47&navoid=1229#Class_Attendance)

The SPC ADNP policy must be followed. Refer to the SPC ADNP Nursing Student Handbook to review this policy. In addition, refer to the attendance policy found in the South Plains College Catalog. Punctual and regular class attendance, as stated in the SPC handbook, is required of all students attending South Plains College. According to SPC Student Handbook, there are no excused absences. The Instructor/course leader has the prerogative of dropping the student from the course for any absences.

Students are expected to attend all lecture days. In the event of illness, it is the student's responsibility to notify his/her instructor. **The student can miss no more than two (2) hours of classroom lecture.** A student missing more than two (2) classroom lecture hours will be dropped from RNSG 1115. The course leader may initiate the withdrawal of the student for any absences. Reinstatement is handled on an individual basis. Do not be tardy for lecture; this is disruptive to the rest of the class. Cellular phones must be turned off during the lecture period or while in the NLRL (nursing learning resource lab). **No Cellular phones or smart watches are allowed in the Center for Clinical Excellence. It is the student's responsibility to contact the instructor via email or phone call the main office number (806-716-2391) if they are late or absent.**

Dropping a class will be instructor initiated.

If a student is not successful in one or more of the following courses: RNSG 1115 the instructor will meet with the student to discuss which class(es) will be dropped and which class(es) a grade will be assigned. (RNSG 1105, RNSG 1144, RNSG 1160, RNSG 1413)

Withdrawing from all classes

If a student wishes to withdraw from all courses, they should initiate that process with the Advising Office.

They can schedule an appointment with an advisor by visiting

<http://www.southplainscollege.edu/admissionabout:blankaid/advising/spcadvisors.php> or by calling 806-716-2366.

Schedule Change (after late registration and before census date)

To make a schedule change after late registration (August 28) and before the census date (September 9), students should submit a **Schedule Change Form**.

After late registration, adding a class requires instructor approval. If a student is requesting to be added to one of your courses and you approve, please email registrar@southplainscollege.edu with your approval. This can take the place of signature on the Schedule Change Form that we have required in the past.

For additional information regarding schedule changes, drops and withdrawals, [click here](#).

DRESS CODE

- a. Classroom attire: Professional scrubs (South Plains College, TNSA or affiliated hospital T-shirts are allowed with scrub pants).
- b. Full SPC Uniform is required for recording sessions, demo/skills check offs, simulation, and any remediation. Students are not allowed to have cell phones on their person during exams, skills practice, recording or live skill check off.

ASSIGNMENT POLICY

All assignments must be completed by the assigned due date/time (CST) as listed on the course calendar. In the event of an emergency students should contact faculty prior to the due date/time if they anticipate material will be late. Please note that contacting faculty will not guarantee the receipt of an extension for the submission. **Submissions received within 24 hours of due date/time will receive a 50% and after 24 hours will receive a 0 (zero).** Due to the time constraints within this course, there are no allowances for extra credit assignments or resubmissions of an assignment. Please allow enough time for preparation and submission of each assignment prior to the scheduled due date. Student must scan required documents before uploading into Blackboard. Students may scan by using the notes section on iPad or by an app of choice (I-scan, etc.). Assignments must be uploaded as a PDF with correct orientation or will be considered late and you will receive a 50%. A digital upload is considered a digital signature.

LIPPINCOTT'S COURSEPOINT+ ENHANCED ASSIGNMENTS

Student will complete assignments in Lippincott's CoursePoint +Enhanced. These assignments link directly back to the Taylor's Fundamentals of Nursing text. Reading and comprehending this text will be crucial to your success in this course. Please see course calendar for due dates. These assignments will include pre-lecture quizzes. Students have three attempts to achieve the highest grade desired. The average of all CoursePoint+ Enhanced assignments will account for **5%** of the final course grade. See late assignment deductions above. Class code will be posted on blackboard. Course Access Code available in Blackboard.

EXAMS

Student will be required to complete four (4) exams and 1 final exam, refer to calendar for dates. The average of all five (5) exams will be **45%** of the final course grade. Exams vary in the number of questions; however,

the student will receive 1 minute per question to complete the exam. Exams will be taken by computerized testing in the computer testing lab and/or by blackboard. Any exam not completed during the assigned time frame will receive a zero. If a student makes less than an 83% on an exam, see the exam remediation below.

EXAM REMEDIATION

Remediation is an essential component to ensure student success. Therefore, any student scoring below 83% on any exam is required to attend remediation. For all other student's exam remediation is optional. Planned class remediation will be given after lecture day. The student is required to complete a Review Questionnaire, Why Did I Miss This Question worksheet, and Test Review rationale sheet per Test Review instructions. During this review student will be provided with a sheet of paper to write rationale of question from book. During remediation all electronic devices and personal items will be set at the front of the classroom or will be set out in the hallway. Once this is completed the student will receive 0.25 points for each question reviewed and written per instructions to exam grade. The student will only be able to remediate exams on test remediation days and only able to review the last exam given. This is due to keeping the integrity of the test. After being unsuccessful on 2 tests with less than 77% or at any time as designated by instructor you may be sent to the retention specialist and/or the student will be given a Letter of Success, completed by instructor.

HEALTH HISTORY DOCUMENTATION

Students will complete a health history on a peer. Health History documentation can be found on Blackboard. Health History Documentation will be submitted under the assignment upload folder in blackboard by the due date specified on the class schedule. The Health History Documentation will account for **10%** of the final course grade. See late assignment deductions above.

SIMULATION ORIENTATION

Students will be required to attend and complete the simulation orientation forms. Students must complete the orientation prior to performing the physical assessment portion of this course. The simulation orientation will be at the Center for Clinical Excellence on the Reese Campus as designated on the calendar. Simulation Orientation information can be found under Simulation Orientation Information Blackboard Module. Simulation Orientation paperwork will be submitted under the assignment link in blackboard by the due date specified on the class schedule. Student is responsible for being on time and completing all aspects of orientation or student will not be successful in Health Assessment.

SIMULATION PRACTICE

The simulation practice will be at the Center for Clinical Excellence on the Reese Campus as designated on the calendar. Simulation practice information can be found on the Health Assessment Calendar. Student is responsible for being on time and completing all aspects of exercise or student will not be successful in Health Assessment.

PHYSICAL ASSESSMENT

The student will be required to complete a head-to-toe physical assessment on a client in the Center for Clinical Excellence simulation lab on Reese campus. Students must complete all ****Critical Elements highlighted on the Physical Assessment Grading Criteria** to pass the physical assessment and to pass RNSG 1115. Each section on the grading criteria is worth 2.63 points. Completing all the ****Critical Elements highlighted on the Physical Assessment Grading Criteria** gives the student a 81.58 grade. Once the head-to-toe physical assessment has been successfully passed the grade will account for **30%** of the overall grade for RNSG 1115. If unsuccessful on the first attempt (missing a ****critical element**) the student will be required to remediate and record a physical assessment on a peer/manikin in the Nursing Learning Lab in the Allied Health Building. At the discretion of the instructor you may be allowed to repeat only the items missed for the second attempt. On the second attempt each section on the grading criteria, missed on the first attempt will be worth half the points

(1.315). The points for areas completed correctly will be added to original grade for a final grade on the physical assessment. **In order to receive credit for each element, the bed must be angled toward the camera so the instructor can see each element being performed. If the instructor cannot see the element being performed, then credit will not be given.** Again, noting all ****Critical Elements** highlighted must be completed correctly to get the extra points and to pass the Physical Assessment. Failure to complete all ****Critical Elements** highlighted on the Physical Assessment Grading Criteria on the first or second attempt or not completing by the designated due date specified on the calendar will result in an F for this course. Review grading criteria and additional instructions under Physical Assessment learning module located under course content in Blackboard.

VITAL SIGNS

The student will be required to complete vital sign assessment on a client in the Center for Clinical Excellence simulation lab on Reese campus. Students must complete the Vital Signs Competency Checklist correctly to pass the vital signs skill and to pass RNSG 1115. This skill is Pass/Fail. If a student is unsuccessful a remediation plan to include a signed Enhancement form will be assigned to include practice/lab time and due date for second attempt. As part of the remediation plan, students must validate practice time with learning lab faculty before completing 2nd attempt for skill competency validation. All skills must be passed by the assigned date. See course calendar for due dates. Failure to validate skill competency by the assigned date will result in failure of RNSG 1115.

REMEDATION POLICY

Students who are unsuccessful on the first attempt on the head-to-toe physical assessment will be required to complete a remediation plan prior to scheduling to record the second attempt on a peer/ manikin in the Nursing Learning Lab in the Allied Health Building. The student will have no more than two thirty-minute recording sessions prior to submitting the second attempt physical assessment recording to instructor for grading **In order to receive credit for each element, the bed must be angled toward the camera so the instructor can see each element being performed. If the instructor cannot see the element being performed, then credit will not be given.** Failure to validate skill competency by the assigned date will result in failure of RNSG 1115.

Students who are unsuccessful in Vital Signs Competency Checklist, a remediation plan to include a signed Enhancement form will be assigned to include practice/lab time and due date for second attempt. As part of the remediation plan, students must validate practice time with learning lab faculty before completing 2nd attempt for skill competency validation. All skills must be passed by the assigned date. See course calendar for due dates. Failure to validate skill competency by the assigned date will result in failure of RNSG 1115.

SPECIAL INSTRUCTIONS WHEN PERFORMING A PHYSICAL ASSESSMENT

Students must arrive in full SPC uniform for the Simulation Orientation at the Center for Clinical Excellence, to test for the physical assessment at the Center for Clinical Excellence or the Nursing Learning Lab. A student may receive deductions and/or be sent home for noncompliance of the SPC Uniform Policy. Cell phones are permissible, kept on silent mode, and should not be used in patient care areas, hallways or nurse stations in the clinical setting/Sim Lab/skills lab. The student should notify his/her family that in the case of an emergency during clinical rotations, they should call and leave a message or text (who they are and who they need to get in touch with for an emergency) to the number or numbers provided to them in the clinical course syllabus and/or on the clinical course schedule. Cell phones may be used on your lunch break. Failure to use responsibly will result in a 50% penalty for the clinical day. Exception is iPad checked out to students by SPC ADNPs. Student assumes responsibility for loss or damage to their property. This policy is also in effect for the clinical prep day. An attempt must be made to meet with the instructor prior to the next exam and then a

referral to the retention/remediation counselor will be made or receive a letter of success by the instructor. The student will be required to follow up with the retention/remediation counselor as indicated and/or follow instructions per letter of success.

ADDITIONAL PRACTICE

At any time, a faculty member can require a student to complete additional practice in the simulation lab or the nursing learning lab to ensure student and client safety in clinical. Students are required to maintain proficiency in all skills.

PHYSICAL ASSESSMENT DOCUMENTATION

The student will be required to complete documentation of their head to toe physical assessment on a client in the Center for Clinical Excellence simulation lab on Reese campus. Physical Assessment will be submitted under the assignment upload folder in blackboard by the due date specified on the class schedule. See late assignment deductions above. The Physical Assessment Documentation will account for **10%** of the final course grade. See additional instructions under Physical Assessment Data Base Documentation Simulation Lab module located under course content in Blackboard.

COMPUTER USAGE

As computer technology in the field of health occupations continues to become more popular, computers will be used in this course for several assignments. All students have access to computers and printers on the South Plains College campus. Students will be expected to utilize computers to access assignments and classroom resources. All registered students are supplied with a working email account from South Plains College. In order to take exams, students must have their username and password. **ALL STUDENTS ARE EXPECTED TO KNOW THEIR SPC STUDENT USERNAME, PASSWORD AND STUDENT ID.**

COMPUTER LAB USAGE

The computer lab(s) on any campus may be used by students during scheduled open hours or as assigned by an instructor. Printer paper will not be provided for students to print materials but students may seek assistance from faculty or staff to request lab paper from the college if needed. Lack of computer lab paper is not an excuse for not having homework assignments, skills lab sheets, or any other required documents. Students should come prepared for class.

Cell phones, smart watches, athletic Fitbits, student badges, personal calculators or any electronic learning device of any kind are not allowed in the computer lab at any time during testing. All caps and large heavy jackets are to be left in the classroom or your vehicle during testing. Backpacks, handbags, food or drink are not allowed in the computer lab at any time.

IPAD

This iPad is the property of the college and should not have any personal information stored on it. The iPad may be requested to be produced by the student and is subject to review to ensure no personal information is on the iPad and that the iPad is being used as intended. The request may come at any time by any ADN faculty, Nursing director or IT personnel.

CELLPHONES

Cell phones are to be turned OFF or silenced during scheduled class periods. Text messaging is not allowed during scheduled class/lab times. **Cell phones are not allowed in the skills lab or computer lab.** Cell phones are to be used outside of the classroom/lab only on designated breaks. Students are not allowed to have cell phones on their person during exams.

GRADING POLICY

The grade for this course will be determined upon completion of the following components:

Lippincott's CoursePoint+ Enhanced Assignments	5%
Exams	45%
Health History Assignment	10%
Physical Assessment must complete all **Critical Elements highlighted on the Physical Assessment Grading Criteria to Pass RNSG 1115 and before grade is applied to overall grade point	30%
Physical Assessment Documentation	10%
Simulation Orientation	P/F
Vital Signs Competency Checklist	P/F
Course Total	100%

All **Critical Elements highlighted on the Physical Assessment Grading Criteria must be passed first in order to PASS RNSG 1115. Failure to pass all ****Critical Elements highlighted on the Physical Assessment Grading Criteria** by specified date on the calendar will result in a F for RNSG 1115. Once the physical assessment has been successfully passed the grade will then become 30% of the overall grade. A grade of 77% or greater must be made to pass RNSG 1115.

In order to pass RNSG 1115 you have to pass the physical assessment and then have a grade of 77% or better.

Course grades are based on the following scale:

A= 90-100%

B= 80-89.99%

C= 77-79.99%

D= 60-76.99%

F= below 60%

Grades will not be rounded

COURSE SCHEDULE

See course calendar for date, time and location. Students will be responsible for all assignments and dates listed in the course calendar.

COMMUNICATION POLICY

Electronic communication between instructor and students in this course will utilize the South Plains College "My SPC" and email systems. The instructor will not initiate communication using private email accounts. Students are encouraged to check SPC email on a regular basis each week of class. Students will also have access to assignments, web-links, handouts, and other vital material which will be delivered via the classroom website. Any student having difficulty accessing the classroom website or their email should immediately contact their instructor for direction. The instructor will work with any student to ensure the student has access to a computer on campus and can obtain the needed class content that is located on the course website.

STUDENT CONDUCT

Rules and regulations relating to the students at South Plains College are made with the view of protecting the best interests of the individual, the general welfare of the entire student body and the educational objectives of the college. As in any segment of society, a college community must be guided by standards that are stringent enough to prevent disorder, yet moderate enough to provide an atmosphere conducive to intellectual and personal development.

A high standard of conduct is expected of all students. When a student enrolls at South Plains College, it is assumed that the student accepts the obligations of performance and behavior imposed by the college relevant to its lawful missions, processes and functions. Obedience to the law, respect for properly constituted authority, personal honor, integrity and common sense guide the actions of each member of the college community both in and out of the classroom.

Students are subject to federal, state and local laws, as well as South Plains College rules and regulations. A student is not entitled to greater immunities or privileges before the law than those enjoyed by other citizens. Students are subject to such reasonable disciplinary action as the administration of the college may consider appropriate, including suspension and expulsion in appropriate cases for breach of federal, state or local laws, or college rules and regulations. This principle extends to conduct off-campus which is likely to have adverse effects on the college or on the educational process which identifies the offender as an unfit associate for fellow students. Any student who fails to perform according to expected standards may be asked to withdraw. Rules and regulations regarding student conduct appear in the current Student Guide.

SPECIAL REQUIREMENTS (*Read Carefully)

Students must complete quizzes in Blackboard acknowledging that the student has read and understands the content of syllabus, ADN Student handbook, attendance, grievance policy, and appeals process.

COURSE DISCLAIMER

Working within the healthcare field can be stressful and requires a mentally tough individual to provide medical care in the hospital environment. In order to better prepare students for a career in the healthcare profession, there will be times during this course where students will be exposed to training scenarios and situations that will be unpleasant to the average college student. If the student does not feel they can tolerate this type of learning environment, they should discuss this with me immediately before continuing the course. Additionally, enrollment in this course does not guarantee a passing grade, successful completion of the nursing curriculum, or NCLEX- RN examination.

GRIEVANCE POLICY

The student is responsible for scheduling an appointment with the instructor/course leader to discuss the final grade or discipline action. If the student is not satisfied, he/she should schedule an appointment with the Level I Semester I Course Leader. The next chain of command is to make an appointment with the Director of the Associate Degree Nursing Program, following that would be the Health Occupations Dean. The procedure will follow the same as found in the student handbook.

EMERGENCY MESSAGES

The student should notify his/her family that in case of an emergency during normal class schedule, they should call the Nursing Office at (806)716-2391 or (806)716-2193. Class will not be interrupted unless it is an emergency, so they must identify themselves and say it is an emergency to get immediate action.

ACCOMMODATIONS

4.1.1.1. Diversity Statement

In this class, the teacher will establish and support an environment that values and nurtures individual and group difference and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

4.1.1.2. Disabilities Statement

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2577, Lubbock Centers (located at the Lubbock Downtown Center) 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.

4.1.1.3 Non-Discrimination Statement

South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Affairs, South Plains College, 1401 College Avenue, Box 5, Levelland, TX 79336. Phone number 806-716-2360.

4.1.1.4 Title IX Pregnancy Accommodations Statement

If you are pregnant, or have given birth within six months, Under Title IX you have a right to reasonable accommodations to help continue your education. To activate accommodations you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Health and Wellness Center. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact the Health and Wellness Center at 806-716-2529 or email dburleson@southplainscollege.edu for assistance.

4.1.1.5 OPTIONAL STATEMENT - Campus Concealed Carry Statement

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in South Plains College buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations and Frequently Asked Questions, please refer to the Campus Carry page at: <http://www.southplainscollege.edu/campuscarry.php>

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains College campuses. Report violations to the College Police Department at 806-716-2396 or 9-1-1

FOUNDATION SKILLS

BASIC SKILLS—Reads, Writes, Performs Arithmetic and Mathematical Operations, Listens and Speaks

F-1 Reading—locates, understands, and interprets written information in prose and in documents such as manuals, graphs, and schedules.

F-2 Writing—communicates thoughts, ideas, information and messages in writing and creates documents such as letters, directions, manuals, reports, graphs, and flow charts.

F-3 Arithmetic—performs basic computations; uses basic numerical concepts such as whole numbers, etc.

F-4 Mathematics—approaches practical problems by choosing appropriately from a variety of mathematical techniques.

F-5 Listening—receives, attends to, interprets, and responds to verbal messages and other cues.

F-6 Speaking—organizes ideas and communicates orally.

THINKING SKILLS—Thinks Creatively, Makes Decisions, Solves Problems, Visualizes and Knows How to Learn and Reason

F-7 Creative Thinking—generates new ideas.

F-8 Decision-Making—specifies goals and constraints, generates alternatives, considers risks, evaluates and chooses best alternative.

F-9 Problem Solving—recognizes problems, devises and implements plan of action.

F-10 Seeing Things in the Mind's Eye—organizes and processes symbols, pictures, graphs, objects, and other information.

F-11 Knowing How to Learn—uses efficient learning techniques to acquire and apply new knowledge and skills.

F-12 Reasoning—discovers a rule or principle underlying the relationship between two or more objects and applies it when solving a problem.

PERSONAL QUALITIES—Displays Responsibility, Self-Esteem, Sociability, Self-Management, Integrity and Honesty

F-13 Responsibility—exerts a high level of effort and perseveres towards goal attainment.

F-14 Self-Esteem—believes in own self-worth and maintains a positive view of self.

F-15 Sociability—demonstrates understanding, friendliness, adaptability, empathy and politeness in group settings.

F-16 Self-Management—assesses self accurately, sets personal goals, monitors progress and exhibits self-control.

F-17 Integrity/Honesty—chooses ethical courses of action.

SCANS COMPETENCIES

C-1 **TIME** - Selects goal - relevant activities, ranks them, allocates time, prepares and follows schedules.

C-2 **MONEY** - Uses or prepares budgets, makes forecasts, keeps records and makes adjustments to meet objectives.

C-3 **MATERIALS AND FACILITIES** - Acquires, stores, allocates, and uses materials or space efficiently.

C-4 **HUMAN RESOURCES** - Assesses skills and distributes work accordingly, evaluates performances and provides feedback.

INFORMATION - Acquires and Uses Information

- C-5 Acquires and evaluates information.
- C-6 Organizes and maintains information.
- C-7 Interprets and communicates information.
- C-8 Uses computers to process information.

INTERPERSONAL–Works with Others

- C-9 Participates as a member of a team and contributes to group effort.
- C-10 Teaches others new skills.
- C-11 Serves Clients/Customers–works to satisfy customer’s expectations.
- C-12 Exercises Leadership–communicates ideas to justify position, persuades and convinces others, responsibly challenges existing procedures and policies.
- C-13 Negotiates–works toward agreements involving exchanges of resources; resolves divergent interests.
- C-14 Works with Diversity–works well with men and women from diverse backgrounds.

SYSTEMS–Understands Complex Interrelationships

- C-15 Understands Systems–knows how social, organizational, and technological systems work and operates effectively with them.
- C-16 Monitors and Corrects Performance–distinguishes trends, predicts impacts on system operations, diagnoses systems performance and corrects malfunctions.
- C-17 Improves or Designs Systems–suggests modifications to existing systems and develops new or alternative systems to improve performance.

TECHNOLOGY–Works with a Variety of Technologies

- C-18 Selects Technology–chooses procedures, tools, or equipment, including computers and related technologies.
- C-19 Applies Technology to Task–understands overall intent and proper procedures for setup and operation of equipment.
- C-20 Maintains and Troubleshoots Equipment–prevents, identifies, or solves problems with equipment, including computers and other technologies.