

Course Syllabus

COURSE: RNSG 1205.002 Transition Skills I (2:1:4)
 SEMESTER: Fall 2025
 CLASS DAYS: Review Calendar
 CLASS TIMES: Review Calendar.
 FACEBOOK: <https://www.facebook.com/SPCNursing17/>

Name	Phone Number	Email	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

COURSE Transition Skills I (2:1:4). Pre-requisite: ENGL 1301, BIOL 2401, BIO 2420, PSYC 2314, with a grade of “C” or better. This course must be taken concurrently with RNSG 2260, RNSG 1301, RNSG 2213, RNSG 1205, and RNSG 1244. GENERAL COURSE INFORMATION

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

COURSE DESCRIPTION

Study the concepts and principles necessary to perform basic nursing skills for the adult patient; and demonstrate competence in the performance of nursing procedures. Content includes knowledge, judgment, skills, and professional values within a legal/ethical framework. This course lends itself to a blocked approach.

STUDENT LEARNING OUTCOMES

At the completion of the semester students will:
1. Understand and apply appropriate and evidence-based techniques when performing skills.
2. Perform basic nursing skills competently with individual clients in structured settings.
3. Provide cost effective care in the clinical setting.
4. Utilize information technologies to enhance knowledge base, retrieve information to support nursing practice and document nursing actions.
5. Apply concepts and principles necessary for the performance of basic nursing skills for the adult patient; and demonstrate competence/clinical reasoning in the performance of basic nursing procedures and practices.
6. Provide care based on current knowledge, theory, and research.
7. Assume accountability and responsibility for practice.
8. Utilize principles of therapeutic communication with individuals.
9. Utilize information technologies to enhance knowledge base, retrieve information to support nursing practice and document nursing actions
10. Apply concepts and principles necessary for the performance of basic nursing skills for the adult patient; and demonstrate competence/clinical reasoning in the performance of basic nursing procedures and practices.

COURSE OBJECTIVES

DECs (Differentiated Essential Competencies) are attached in the student handbook. Competencies foundations skills found within the course are: C1-16, C18-20, F1-9, F11-13, and F15-17. SPC ADNP Graduate Outcomes: 1-5; DECs (Differentiated Essential Competencies) are attached at the end of the syllabus and listed in each blackboard module.

The course is designed to provide the learner with the basic knowledge and skills necessary to function within the four roles of nursing in compliance with the January 2021 Texas BON Differentiated Essential Competencies (DEC) which include member of the

profession, provider of patient centered care, patient safety advocate and member of the health care team. Refer to the student handbook for a complete list of the DECS.

EVALUATION METHODS

The evaluation methods in this course will include computer-based exams and ATI, classroom course assignments and participation, or Blackboard assignments.

TEACHING METHODS

Teaching methods: This is a hybrid course which provides student learning online and face to face lecture. This course may consist of online or face to face assignments, discussion boards, simulation scenarios, case studies, focus learning groups and possible online learning via: Zoom, Blackboard Collaborate and/or Microsoft Teams. This course may 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 or simulation.
- II. Web Based: online assignment submissions, blackboard, ATI testing and learning modules, case studies, class assignments, and virtual simulations.

ACADEMIC INTEGRITY

Refer to the SPC student handbook. Refer to the “Honesty Policy” located in the student handbook and appendix for examples of plagiarism. Violations of the honesty policy include cheating during testing, plagiarizing another’s work, and falsifying records will result in failure of the course. 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 a student to present his or her own work which he or she has not honestly performed is regarded by the faculty and administration as a serious offense and renders the offender liable to serious consequences, including possible 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 all phases of coursework, including all quizzes, exams, and all assignments.

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 for any assignment will be considered guilty of plagiarism. If a student does not meet the Turn it in and AI usage percentage, or if they repeat a semester and reuse their assignment work from a previous semester; their work will be investigated. If the student’s work is positive for plagiarism the student may be counseled and placed under contract for the remainder of their time in the program. If the student is found guilty for plagiarism a 2nd time they may be dismissed from the course.

Turn it in Percentage: 25% or less

AI usage Percentage: 15% or less

If a student is found cheating or plagiarizing the instructor will fill out the Student Conduct Reporting Form on the SPC website.

https://cm.maxient.com/reportingform.php?SouthPlains&layout_id=20

VERIFICATION OF WORKPLACE COMPETENCIES

No external learning experiences are provided in this course but learning experiences in the lab provides the setting in which the student applies workplace competencies. Successful completion of the designated RNSG 1205 course outcomes will allow the student to continue to advance within the program. Successful completion of RNSG 1205 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, to access this page.

SCANS and FOUNDATION SKILLS

Refer also to Course Objectives. Scans and Foundation Skills attached.

SPECIFIC COURSE INFORMATION TEXT AND MATERIALS

(If a newer edition is available, the newer is the book of choice)

Required Textbooks:

Taylor, C., Lynn, P., & Bartlett, J. (2022). *Fundamentals of Nursing: The art and science of person-centered nursing care* (10th ed.). Wolters Kluwer.

ISBN: 9781975168179. May have ebook or hardcopy. (additional Course Point materials are optional)

Optional Physical Book ISBN: 9781975168155

ADDITIONAL CLASSROOM ITEMS

Students should come to class prepared. Power point lecture notes should be viewable during lecture.

Students will be required to use a laptop computer or similar technology for exams and quizzes in the classroom. Students may use pen and paper or a laptop computer/tablet to take notes during lecture. Students are responsible to purchase a Blood Pressure Cuff, Stethoscope, Pen Light, and Pulse Oximeter. Students should be prepared to take notes over lecture material if they choose. 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. It is the students responsibility to make sure that the iPad is fully charged at all times.

ATTENDANCE POLICY (*READ CAREFULLY)

Class Attendance

Students are expected to attend all classes 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 via email. Students are expected to attend all scheduled lab days; including but not limited to, skills demonstrations, mass check off days, and scheduled recording sessions. **The student can miss no more than four (4) hours or one day of classroom lecture or lab hours for RNSG 1205.** Review table below for occurrences and consequences of absences and tardies. **The course leader may initiate the withdrawal of the student for any absences from RNSG 1205 and all other concurrent courses (RNSG 1327, RNSG 1301, RNSG 2213, RNSG 2260, and RNSG 1244) within the semester.** Reinstatement is handled on an individual basis. Do not be tardy for lecture. Cellphones must be turned off during the lecture period or while in the NLRL (nursing learning resource lab).

Occurrence	Consequence
Absences	<u>The student can miss no more than four (4) hours or one day of classroom lecture or lab hours for RNSG 1205.</u> It is the student's responsibility any missed class content and in class assignments (quizzes) will not be made up.
Tardies	The class starts at the designated time, if the student enters the room after the doors had been closed, they are considered tardy. After 3 tardies it considered one absence. Each course instructor will determine their absences based on their course hours. It is the student's responsibility any missed class content and in class assignments (quizzes) will not be made up. If the instructor has been properly notified prior to class, exceptions may be made on a case by case basis of emergency and/or school sponsored event.
2nd Absence	May be dismissed from RNSG 1205, as well as all congruent courses.
Exams	Once doors are closed and instructions are started in the designated testing environment (computer lab or classroom). The student will not be able to take test and will receive a zero. If the instructor has been properly notified prior to exams exceptions may be made on a case by case basis of emergency and/or school sponsored event.
1st Exam missed	Final Grade may substitute for the one zero Exam grade per course. There is no Final exemption.
2nd and subsequent Exam missed	May receive a Zero "0" for the grade and counted as a tardy.
Tardy after Announced start time	Class starts at 0800. A tardy is considered any time after 0800. Tardy x 3 will be the same as one Absence. Make sure to review calendar for class start times.
Failure to sign in on arrival to class	May result in student being counted as absent for the day.
Use of cell phone without instructor approval	May result in student being counted as absent for the day.
Leaving Class more than 1 hour early without being dismissed	May result in student being counted as absent for the day.
Failure to follow dress code in class	May result in student being counted as absent for the day.

SPECIAL REQUIREMENTS (*Read Carefully)

SPECIAL INSTRUCTIONS FOR CLASSROOM, SKILLS CHECK OFFS, RECORDING OF SKILLS, SIMULATION AND CLINICAL SITES

1. Classroom uniform will be any regular medical scrubs and tennis shoes. Certain days students can wear a SPC nursing t-shirt with scrub bottoms.

2. Uniform Specifics:

- Students must arrive in **full SPC uniform for skills check off, recording of skills, Reese simulation, and clinical sites.**
- Classroom/Lab time** - Any color of scrub top and bottom, Nursing SPC organization t-shirt and scrub bottom, SPC t-shirt and scrub bottom. If you are cold natured and wear a sweatshirt, it must be a SPC sweatshirt. If you need a zip up jacket for warmth, it is not required to be SPC brand. Any color tennis shoe is acceptable for the classroom/lab time. All hair must be up in a bun or pulled back in a pony tail.
- Clinical full uniform** - Clinical, Reese Simulation Lab, and Lab taping time – Uniform and white/gray tennis shoes. If you are cool natured remember you can only wear a clinical uniform jacket. Hair must be neatly up in a bun or pulled back in pony tail.
- Failure to comply with the SPC Uniform Policy in classroom or clinical may result in a deduction for any assignments due that day (clinical daily attendance and evaluations) or student will be sent home.

3. Cell Phones and Smart Glasses(Any Smart Device) :

- Classroom:** Cell Phones and Smart glasses are permissible and kept on silent mode in the classroom. Smart Glasses cannot be worn during class due to information presented and patient related information. Cell phones and smart glasses are not allowed during tests. If student has an emergency that requires you to be on the phone, please let instructor know. Cell phones may be used on your lunch break. Issued iPads will be used can be used during class, clinicals, and may be used during exams.
- Clinical/Lab/Simulation:** Cell Phones are permissible, kept on silent mode, and should not be used in patient areas, hallways, or nurses' stations. Smart glasses cannot be used in Clinical/Lab/ Simulation due to increased risk of HIPAA violations. Cell phones may be used on you lunch break. If student has an emergency that requires you to be on the phone, please let instructor know. Issued iPads will be used can be used during class, clinicals, and may be used during exams. iPad cameras can not be used to take pictures of patient charts or other students during simulation.

4. Students assumes responsibility or loss or damage to their property, such as iPads, cell phone, skills equipment, books, and etc.

5. The instructor will remove the student from the clinical setting if the student demonstrates unsafe clinical performance. Unsafe clinical performance may result in clinical failure and/or dismissal from the ADN. Examples of unsafe clinical performance include, but are not limited to the following:

- a. Failure to complete assigned clinical paperwork
 - b. Placing a patient in physical or emotional danger
 - c. Assuming inappropriate independence
 - d. Failure to accept moral and legal responsibility for his/her own actions
 - e. Violation of professional integrity as expressed in the ANA Code of Ethics
 - f. Performing invasive procedures or giving medications without an instructor.
7. All invasive procedures must be observed by the instructor. Students will comply with Health Insurance Portability and Accountability Act (HIPAA) in and out of the clinical/simulation setting. HIPAA violations are subject to grade deductions and/or the student's removal from the SPC nursing program
- 8. Students must complete the syllabus quiz for each course.** This indicates that the student acknowledges they have read and understand the content of syllabus, program and clinical handbook, grievance policy, and appeals process.

Dropping a Class

Dropping a class will be initiated by the instructor. If a student is not successful in one or more of the following courses: RNSG 1327, RNSG 1301, RNSG 2213, RNSG 1205, RNSG 2260, and RNSG 1244). The instructor will meet with the student to discuss which class(es) will be dropped and which class(es) a grade average will be assigned as a letter grade. Review SPC website for drop dates.

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/admissionaid/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 (September 3rd) and before the census date (September 20th), 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](#).

COMPUTER USAGE

As computer technology in the field of health occupations continues to be a necessity, computers will be used in this course almost exclusively, except for a few assignments. All students have access to iPads, 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, the student should check this email regularly. To take exams, students must have their username and password. All students are expected to know their SPC student username and password.

IPAD

All students will be issued a SPC iPad. This iPad is the property of the college and should not create a personal access code for access or 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. The student assumes responsibility for loss or damage to the issued iPad.

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.

ASSIGNMENT POLICY

All assignments in the course are related to course/lesson plan objectives. Students must complete and submit all assignments to be successful in the course. Failure to submit an assignment may result in failure of the course. Students with missing assignments will be ineligible to take the final exam. All assignments **must** be completed, and submission uploaded by the assigned due date/time (CST) as listed in Blackboard and course calendar. In an emergency, students should contact faculty prior to the due date/time if they expect submission will be late. Please note that contacting faculty does 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 assignments. Please allow enough time for preparation and submission of each assignment before the due date. Make sure you have an alternate plan for Wi-Fi issues, we will not give extensions for Wi-Fi issues. Student must scan required documents before uploading into Blackboard, scans should be cropped, clear and the correct orientation for grading. Students may scan by using the notes

section on iPad or by an app of choice (I-scan, etc.). All **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 your digital signature.

COURSE ASSIGNMENTS

HEALTH HISTORY DOCUMENTATION

The Health History Documentation will 5% percentage in course average in RNSG 1205 course grade. Students will complete a health history on a peer. Health History documentation can be found on Blackboard under Course Content: Class 1 module. Health History Documentation will be submitted under the assignment upload folder in blackboard by the due date specified on the class schedule. See late assignment deductions above.

PHYSICAL ASSESSMENT DOCUMENTATION AND VITAL SIGNS HOMEWORK

The Physical Assessment Documentation and vital signs homework will be 5% percentage in course average in RNSG 1205 course grade. The student will be required to complete documentation of their head to toe physical assessment and vital signs 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. See additional instructions under Physical Assessment Documentation module located under course content in Blackboard.

LAB COMPONENT & CHECK-OFF

The All Skill are a part of the All Skills Check-Off percentage worth 20% in the course average in RNSG 1205 course grade. Each skill listed on Main Skills List, will need to be passed by 3rd attempt per skill rubric for a grade. Any attempt needed after the 3rd attempt will result in a zero and student will continue to make attempt until successfully passing each skill. The student is responsible for completing practicing and mandatory practice. Failure to validate skill competency by the assigned due date may result in failure of RNSG 1205 and all corresponding courses within the semester.

LIVE INSTRUCTOR CHECK-OFFS

Instructor skills check-off will be graded by an instructor in real time. Students will need to be in full uniform and bring a print out of their skill rubric for all attempts. Students will be checked off with video recording. Any student unsuccessful on the first attempt instructor check-off will have two additional attempts. All students will have a designated time to prep for skill and to complete skill during check depending on skill. See skill check-off schedule on Blackboard. If student passes they will not have to complete another attempt but will need to make sure they are competent in clinical and simulation or may result in needing remediation of the skill. After all check-offs students are required to stay after check-off time to practice skills demonstrated.

During check-off the student may not have rubric during live check off or in recording room with them, this time is considered testing. During the testing period students are not allowed to talk to each other or compare rubrics and grades. This action is considered as cheating and may cause students to fail attempts or maybe dismissed from the program. If a student is unsuccessful after any attempt they will receive a Skill Enhancement Sheet with instructor feedback and time designated to practice. (SEE SKILLS REMEDIATION POLICY) Students will have a 2nd and 3rd attempt to be successful in their skill demonstration.

Rubrics: Each rubric needs to have the date, time, room number to be graded, and scenario code or letter. If information is not on the rubric **the instructor will return attempt to student and the student will lose that attempt and have to complete another attempt.**

Rubric Grading: Critical elements are indicated by an asterisk (*). All critical elements must be performed and receive a satisfactory (S) to be successful on the check-off. If there are more than 3 non-critical items receive unsatisfactory (U) it will result in an unsuccessful competition of the skill.

If student turns in rubric or taping late or does not turn in taping on time that is scheduled, that attempt may not be graded and student may have to complete the next attempt and tape again without feedback. If student does not complete taping or turns in a late 3rd attempt, the student may get a 0 (zero) and may be unsuccessful in RNSG 1205 and will be withdrawn from concurrent courses. Please refer to your calendar for dates.

FIRST ATTEMPT will be a live check-off with instructor in a recorded simulation room.

SECOND ATTEMPT and THIRD ATTEMPT will be completed in a recording simulation room at the Levelland campus.

FIRST UNSUCCESSFUL DEMONSTRATION

- The student meets with the instructor for a formal performance conference on a remediation sheet to review documentation of the deficiency and criteria for meeting the requirements for performance mastery as well as a plan for remediation.
- The student repeats a skill demonstration at a specified time* after the opportunity for remediation has

been completed.

SECOND UNSUCCESSFUL DEMONSTRATION

- The student meets with the instructor for a formal probation report on a remediation sheet to review documentation of the deficiency and criteria for meeting the requirements for performance mastery as well as a plan for remediation.
- The student repeats a skill demonstration at a specified time after the opportunity for remediation has been completed.

THIRD UNSUCCESSFUL DEMONSTRATION

- The student meets with the team lead and instructor to discuss educational options.
- The student has the option to withdraw from the course voluntarily or the student will be withdrawn by the instructor. (If the occurrence is past the official college date for withdrawal from a course, the student will receive a performance grade of "D.")

If a student misses a skills demonstration, regardless of previous attempts made, then it is considered an unsuccessful demonstration

SKILLS REMEDIATION POLICY

Students who are not successful in their skills will receive a Skill Enhancement Sheet with the following:

- 1) additional lab practice hours for each failed rubric/skill.
- 2) additional assignment(s) on failed skill(s).
- 3.) Students MUST complete assigned remediation plan according to Skill Enhancement Sheet prior to second or third attempt/recording and upload with next rubric attempts, failure to upload will cause a delay in grading process.
- 4.) Specific Skill Enhancement Sheet instructions are as follows:
 - a.) Must complete remediation time that you are instructed to do.
 - b.) Practice Date/Time/Initials must be filled out by Lab instructor or course instructor at the beginning and at the end.
 - c.) Practice time begins after you have all supplies ready at bedside. Once you have completed practice time, and remediation sheet is signed by student and instructor, only then you will be able to sign up for another taping.
 - d.) Lab directors and instructor will sign student in and out for remediation time to be complete before taping.
 - e.) The student will need to use QR code or link to sign up and schedule taping for their next attempt.
 - f.) Failure to produce this documentation will result in the inability to retape. All attempts will need to be taped in full SPC uniform.
 - g.) Skills uploaded after the due date and time will not be watched, the student will receive a remediation form without feedback to be completed prior to recording for the next attempt. This will also apply for any attempts submitted late.
- 5.) The student may not have rubric in recording room with them during testing. Students will need to be in full uniform for each attempt.
- 6.) The student will have 2 attempts with 15 minutes to prep and 45 minutes to get the best recording per Main Attempt. Once time is over the student will need to review their taping in the review room and turn in best attempt.
- 7.) **Failure to complete remediation, turn in remediation by due date, or pass the skill before the assigned due date per calendar will result in unsatisfactory of skill and student may be successful in RNSG 1205 and be withdrawn from concurrent courses.** Please refer to your calendar for dates.

ADDITIONAL PRACTICE

At any time, a faculty member may require a student to complete additional practice in the simulation lab or the nursing learning lab to ensure student and client safety in clinical. It is the student's responsibility to make additional time to practice on their own outside of class. Students are required to maintain proficiency in all skills.

***All skills will be graded per grading scale:

1st Passed Main Attempt: 100%

2nd Passed Main Attempt: 87%

3rd Passed Main Attempt: 77%

If the student is unsuccessful in skill competency by the assigned date or on third attempt, it will result in a failure of RNSG 1205 and all concurrent courses. All skills listed below are skills that may be demonstrated by video or instructor and checked off by an instructor. All skills below must be PASSED by the due date (see course calendar) to successfully complete the skills competency portion of RNSG 1205.

Main Skills: All skills below must be PASSED by the due date (see course calendar) to successfully complete the skills competency portion of RNSG 1205.

Health Assessment & Vital Signs

Sutures and Staple Removal Wraps and ROM

Nasogastric Tube Insertion and D/C

Sterile urinary catheterization
-foley
-straight and specimen collection
-prima fit

Wound Care

Stoma/Ostomy Care

PEG care and dressing change

ADDITIONAL PRACTICE

At any time, a faculty member may require a student to complete additional practice in the simulation lab or the nursing learning lab to ensure student and client safety in clinical. It is the student's responsibility to make additional time to practice on their own outside of class. Students are required to maintain proficiency in all skills.

ADN PROGRAM CLINICAL SKILLS CHECKLIST

The ADN Program Clinical Skills Checklist is worth 5% of your clinical grade. Student is required to print checklist from Blackboard and complete ADN Program Clinical Skills Checklist by the end of their clinical rotations. Students will be required to have skill checklist at every clinical site: simulation, lab, and hospital clinical and grade will reflect on Clinical Daily Evaluation Tool. Students are required to show competency of skills during clinical experience and have instructor or TPCN sign them off on checklist. At the end of the semester the student will turn in ADN Program Clinical Skills Checklist via blackboard and to instructor. Students will retrieve checklist in the next semester. If student does not complete all shaded areas or turn in Skills Checklist to instructor and upload to Blackboard. IF student loses checklist, it is the student's responsibility to reprint and complete all shaded areas.

ATI SKILLS MODULES, QUIZZES, AND SKILLS NURSING PROCESS LEARNING SHEET

Quizzes, ATI modules, and Skills Nursing Process Learning Sheet will average together to make up 10% of your course average. Students are required to complete

SKILLS NURSING PROCESS LEARNING SHEET

Skills nursing process learning sheets will be used to demonstrate the nursing process for nursing skills. Students must follow rubric for this assignment via Blackboard. Students will demonstrate knowledge on analyzing and recognizing cues, hypothesis, nursing considerations and implementation, and evaluation of all skills. A rubric will be attached to the upload for students to review and follow. All criteria must be met to achieve the points and grade. Uploads will be on blackboard and learning sheets may be discussed in class. It is the student's responsibility to upload assignments on time.

QUIZZES, CLASS ASSIGNMENTS, AND ATI LECTURE MODULES

Students are required to complete scheduled quizzes, unscheduled quizzes (pop-quizzes), and online lecture modules.

Blackboard Quizzes: Blackboard quizzes may be given to quiz online lecture material. Students will have 3 attempts to receive the highest grade. ***Blackboard Quizzes are due on Saturdays at 11:59PM**

ATI Quizzes: All quizzes and modules may be taken on ATI platform. Students may have as many attempts as needed to get highest grade. ***Online Quizzes are due before section Exam by 0800 AM**

Classroom Quizzes: If a student is late for a quiz or not in attendance in any way while a quiz is being conducted the student will not be able to take quiz and receive a zero. Material for quiz will be based on weekly lecture material. *** Due before class is over.**

Class Assignments: Assignments are anything that may be completed in class and may consist of posters, case study maps, etc. Students will need to complete and upload assignments completed in class by the end of class time to receive credit. *** Upload Due before class is over.**

VOICEOVER

Students may be required to use voiceovers to help them for pre-lecture assignments, if assigned. If lecture has to be cancelled due to increment weather or any other reason voiceovers may be used as supplemental lecture and participation is mandatory. All voiceover may have a quiz or a review with a classroom activity to encourage learning. It is the student's responsibility to review lectures, take notes, and review chapters from book. Please refer to your calendar for dates and Blackboard weekly line-up.

LECTURE AND CLASS PARTICIPATION

Students will be required to participate in recap lecture and class activities, such as posters, class discussion, case studies, and etc, to incorporate material learned in voiceover and lecture.

EXAMS

There will be three (3) unit exams and one (1) comprehensive exam in this course. **Unit exams will consist of 30% of the final course grade.** Exams will be administered throughout the course, refer to the class calendar for the date and time. The student is responsible for, and may be tested on, all material presented in lectures and discussions, which may or may not appear in the course textbook

- All exams will include previously learned course content.
- There is no Final exemption.

See course calendar and Blackboard for exam schedule. **Students must be on time for Exams. Once doors are closed and instructions have started in the designated testing environment (computer lab or classroom) no one will be admitted. The student will not be able to take the scheduled exam, and the student will receive a zero.** Students will have one (1) opportunity to replace the zero (0) exam grade with the Final Exam Grade. In an emergency or school-sponsored event and with proper instructor notification prior to exam/class, an exception may be reviewed case-by-case.

Exams will be administered on either an iPad or computer in the computer lab, on occasion there may be an exam given in the classroom. Cell phones, smart watches, smart glasses, athletic Fitbits, student badges, personal calculators, or any electronic learning device are not allowed in the classroom or computer lab during testing, unless specified by instructor. Ball caps, hoodies, and large heavy jackets are to be left either in the classroom/hallway during testing. Backpacks, handbags, food or drink are not allowed in the computer lab at any time.

Unit Exam and/or Final Exam scores will not be rounded.

EXAM REMEDIATION

All students earning less than 80% on any exam will need to complete mandatory exam remediation and follow course syllabus regarding test remediation. The steps for exam remediation are as follows:

- Students will need to complete remediation by Sunday 11:59PM after exam.
- Students will download the Test Remediation Packet from Blackboard for remediation.
- Students must complete Prelim Review Questionnaire and the ATI-focused review to submit a complete remediation. Students may use the ATI Focused Review worksheets or complete a summary to review their test topics and to complete the remediation.
- Students may request an appointment with course instructor(s) to review the exam within 2 weeks of the exam date. Student may meet with instructor **only** after student has completed and submitted exam remediation packet.
- If the student scores below 80% and refuses to complete exam remediation, the student must sign and upload the Student Remediation Refusal Statement.
- Students who do not follow this policy may not be considered for re-admission to the program.

The instructor will continue to document students' progress and exam grades by using the Letter of Success (see below). At any time, a course instructor may refer any student to the Success Specialist for guidance on test-taking skills, learning style, study skills, and tips for course success. Success Specialist is not responsible for course subject matter. Students who do not follow this policy may not be considered for re-admission to the program.

LETTER OF SUCCESS

Students who have less than an **83%** course average may be given a letter of success during certain times of the semester as designated by the instructor to highlight students' needs, areas for improvement and address any concerns. Students unsuccessful on exams and assignments will be at risk of failing the course.

FINAL EXAM

Comprehensive (Entire semester) final will consist of 20% of the final grade. There will not be a final review prior to final exam. The student is advised to study all previous study material from previous exams, for the final will be over all material from entire semester. It is the student's responsibility to keep up with all study material from the start of the semester. The final will not have a review at the end of the exam. Student will come to Final Exam with only pencil and iPad. No 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, unless specified by instructor. Ball caps and large heavy jackets are to be left in the classroom during testing.

Backpacks, handbags, food or drink not allowed in the computer lab at any time. Final Exam scores will be posted within 24 hours and will not be rounded. If student has questions regarding the Final Exam they will have to wait till all student's complete exam before making an appointment to talk to instructor. Please refer to your calendar for dates.

GRADING POLICY

There is a total of 100% to obtain in this course. **There are no exemptions for the final exam. Exam Average and Final course average MUST be a 77% or higher to continue.** In this course there will not be any extra points, extra credit, or curves given on any grades. All exams will go through a SPC ADN Program policy driven item analysis and instructor review before all grades are finalized on blackboard. All grades uploaded to Blackboard will not rounded.

Grading Scale:

A = 90-100%

B = 80-89.99%

C = 77-79.99%

D = 70-76.99%

F = 69% or below

All Unit Exams (Must have a 77 average)	30%
Final Exam	20%
ATI Skills Modules Quizzes, All Quizzes, Skills Learning Sheets	10%
ADN Program Clinical Skills Checklist	10%
Health History	5%
Physical Assessment Documentation & Vital Signs	5%
All Skills Check-Off Grade	20%
Total	100%

TO CALCULATE YOUR OVERALL AVERAGE: DO NOT ROUND

A. Add all unit All Exams, take your average and multiply it by 0.30.

Example: $81 \times 0.3 = 28.3$

B. Then take your Final Grade and multiply it by 0.20. Example: $84 \times 0.20 = 16.8$

C. Then take your ATI Skills Modules and Quizzes and multiply it by 0.1. Example: $95 \times 0.1 = 9.5$

D. Then take your ADN Program Clinical Skills Checklist and multiply it by 0.05. Example: $80 \times 0.1 = 8$

E. Then take your Health History and Physical Assessment Documentation and multiply it by 0.05. Example: $80 \times 0.1 = 8$

F. Then take your All Skills Check-off Average and multiply by 0.25. Example: $97 \times 0.2 = 19.4$

ADD: A + B + C + D + E + F together to get your overall course average: $28.35 + 16.8 + 9.5 + 8 + 8 + 19.4 = 80.05 = B$ (No Rounding)

*****In order to be successful in RNSG 1205 the student must have a 77% or greater on exam average and a 77% or greater for course averages, if not student will be unsuccessful in RNSG 1205 and all concurrent courses; and will necessitate repeating all Transition courses. When repeating any course, the student is required to complete all aspects of the course including the required written work.**

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 and Blackboard Announcements 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 or SPC IT 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. Communication is imperative to your success in this course and is highly encouraged. **When emailing allow 24 hours during**

Monday through Friday, and during weekends and holidays, allow the next business day for the instructor to respond back to email.

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.

GENERAL ATTITUDE AND INSUBORDINATION

The conduct of the student reflects upon the individual, agency, school and the nursing profession as a whole. Students are required to conduct themselves in a professional, mature manner at all times. Students are required to adhere to the policies of the school and institution they are attending. Failure to comply with policies will result in disciplinary action up to and including dismissal from the program.

Students are expected to follow all directions closely and immediately, as given by instructors, preceptors, medical staff, and clinical site management. Failure to communicate, respond to or follow directions from such individuals can result in disciplinary action up to and including dismissal from the program. Any behavior viewed as unprofessional or detrimental to the reputation of the program and/or program faculty, may result disciplinary action up to and including dismissal from the program. Any concerns about the program or program faculty may be addressed with program faculty or administration through the proper chain of command. Discussion of any such concerns with clinical staff or other faculty not involved in the class will not be tolerated.

COURSE DISCLAIMER

Working within the healthcare field can be stressful and requires a mentally tough individual to provide medical care in the hospital environment. 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 course leader to discuss the final grade or discipline action. If the student is not satisfied, he/she should schedule an appointment with the Director of the Associate Degree Nursing Program, following that would be the Health Sciences Dean. The procedure will follow the same guidelines that are found in the ADN student handbook.

Intellectual Exchange Statement

In South Plains College courses, the instructor 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 intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

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.

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.

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.

CARE (Campus Assessment, Response, and Evaluation) Team

South Plains College is committed to ensuring the safety, health, and well-being of its students and community. To support its campus community SPC has a CARE Team. This is a dedicated group of campus professionals responsible for assessing and responding to students who could benefit from academic, emotional, or psychological support, as well as those presenting risk to the health or safety of the community. If you see someone experiencing challenges, appearing distressed, posing a threat to their safety or someone else's safety, or causing a significant disruption to the SPC community, please submit a [CARE Team referral](#). You may also submit a referral for yourself if you would like additional support. NOTE: In cases where a person's behavior poses an imminent threat to you or another, contact 911.

Campus Concealed Carry Statement

Texas 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.

Course Syllabi

The syllabus for each course should be reviewed annually and revised as appropriate by the faculty. Instructors are encouraged to think and plan course and units of instruction, i.e., content, methods of presentation, teaching aids, student roles and tests in terms of student behavioral objectives. Student participation in planning, where practical, and their orientation about course plans tend to enhance course relevancy. Copies of syllabi should be filed with the department chairperson and the appropriate dean.

Syllabus Statements

Each syllabus should include the following Diversity Statement, Disabilities Statement, Non-Discrimination Statement and Title IX Pregnancy Accommodations Statement appropriate to the location of the course.

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.

If you are experiencing any of the following symptoms, please do not attend class and either seek medical attention or get tested 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.

1. SPC will follow the recommended 5-day isolation period for individuals that test positive.
 - a. **Please note that day 0 is the date of positive test. Day 1 begins the first full day after the date of positive result.**
2. COVID reporting
 - a. Please have students and employees notify DeEtte Edens if they have tested positive to verify dates before returning to class or work.
 - b. The home tests are sufficient but students need to 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.
 - c. A student is clear to return to class without further assessment if they have completed:
The 5-day isolation period, symptoms have improved and they are afebrile for 24 hours without the use of fever-reducing medication.
- a) Please instruct students and employees to communicate with DeEtte Edens prior to their return date if still symptomatic at the end of the 5-day isolation.
4. Exposed individuals will not be required to quarantine. If exposed, SPC does request individuals closely monitor themselves. If an individual does become symptomatic, please do not attend class or work and be tested.

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 selfcontrol.

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 adjusts 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.