

Course Syllabus 1409.501 (4:3:2)

COURSE TITLE: VNSG 1409 Nursing in Health and Illness II (Level II Adult Health)
PRE-REQUISITES: Approval of Program Director
SEMESTER/YEAR: Spring 2023
CLASS TIMES: See class schedule posted on Blackboard
INSTRUCTOR: Tracy Davis, MSN, RN, CNP
OFFICE LOCATION: Plainview Campus, Room 104 F
PHONE: 806-716-4405
EMAIL: tdavis@southplainscollege.edu

OFFICE HOURS: Please make an appointment via email.

Monday: By appointment
Tuesday: 9:00-12:00, 1:00-3:00
Wednesday: By appointment
Thursday: By appointment
Friday: 9:00-12:00

**** Some Fridays will be scheduled for skills checkoffs and Benchmark exams. These are required as part of this course. Please see course schedule for details****

***Please Note:* The COVID 19 crisis may change the lecture format and this syllabus. Please refer to the 2022 Student Handbook for the complete COVID POLICY.**

"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 DESCRIPTION (WECM)

Introduction to General principles of growth and development, primary health care needs of the patient across the life span, and therapeutic nursing interventions.

STUDENT LEARNING OUTCOMES (DECS)

At the completion of the semester students will:
1. Utilize information from A&P, Adult Health 1, Mental Health, Foundations and discuss medication use and patient response in each disease process using current physical assessment, evidence-based practice, and resources. Identify medications for each body system.
2. Assist in formulation of a plan of care utilizing the nursing process for medical-surgical conditions based on interpretation of health related data and cultural/social diversity.
3. Discuss appropriate therapeutic measures for each disease processes and questions orders, policies & procedures that may harm a patient.
4. Plan appropriate nursing interventions toward client improvement, report data, and collaborate with patients, their families, and the health care team. Evaluate effectiveness of planned interventions towards goals.
5. Evaluate effectiveness of planned nursing interventions toward goals.
6. Promote a safe environment using patient centered care.
7. Advocate for your patient and recognize signs of decompensation and identify priorities of patient care.
8. Knowledge of clinical technology for documentation and uses known procedures for infection control.
9. Be present and punctual for all classes with no more than 2 absences. Must pass course with a 76 average.

10. Demonstrate knowledge of the Texas Nursing Practice Act and the Texas BON and accepts assignments accordingly to stay within scope of practice.

COURSE OBJECTIVES - Outline form C-1,C-2,C-3,C-4,C-5,C-6,C-7,C-9,C-10,C-11,C-12,C-13,C-14,C-15,C-16,C-17,C-18,C-19 F-1,F-2,F-3,F-4,F-5,F-6,F-7,F-8,F-9,F-10,F-11,F-12,F-13,F-14,F-15,F-16,F-17

This level 2 course covers concepts necessary for medical-surgical nursing and specific disease processes, including: pathophysiology, etiology, risk factors, prevention, signs and symptoms, diagnostic testing, and therapeutic/nursing care. Content will cover:

- Physiological Changes associated with Geriatric Patients
- Pain
- Surgical Procedures including Preoperative, Intraoperative, Postoperative Phases
- Cardiovascular Disorders
- IV Fluids/IV Therapy
- Acid-Base Balance
- Respiratory Disorders
- Gastrointestinal Disorders
- Urinary System Disorders
- Endocrine Disorders
- Genitourinary Disorders
- Musculoskeletal Disorders
- Neurologic and Sensory Disorders
- Burns
- Shock
- Become familiar with and have a basic understanding of terminology used in text.
- Be present and punctual for all classes with no more than 2 (two) absences.
- Must pass the course with a minimum of 76 average.

EVALUATION METHODS

Written exams, computer-based exams via Blackboard or Exam Soft, written assignments, quizzes (written and computer-based), and other projects as assigned.

In order to complete this course, the student must have reliable internet and computer connections. If there is an internet problem, please contact your provider. If there is an SPC computer system issue, please contact the Help Desk at 806-716-2600. If there is a system error that is acknowledged by the SPC IT department, adjustments will be made to due dates

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.

VARIFICATION OF WORKPLACE COMPETENCIES

Upon successful completion of the one-year vocational nursing program, students will be eligible to take the State Board Exam (NCLEX) for Vocational Nurse licensure.

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.

SCANS and FOUNDATION SKILLS

Refer also to Course Objectives. Scans and Foundation Skills attached

SPECIFIC COURSE INFORMATION

MANDATORY TEXTBOOKS

Williams, L., & Hopper, P. (2019). *Understanding Medical Surgical Nursing*, (6th ed.), F.A. Davis. ISBN #978-0-8036-6898-0

Williams, L., & Hopper, P. (2019) *Study Workbook for Understanding Medical Surgical Nursing*, (6th ed.), F.A. Davis. ISBN #978-0-8036-6900-0

Venes, D. (Ed.). (2013). *Taber's Cyclopedic Medical Dictionary* (24th ed.). Philadelphia: F.A. Davis Company. ISBN 978-0-8036-5904-9

*Davis Advantage for LVN Med-Surg

*Exam Soft

*Blackboard

*CJ Sim

*VSIM

SUGGESTED TEXTS

VanLeeuwen, A., & Bladh, M. (2021). Davis's Comprehensive Manual of Laboratory & Diagnostic Tests with Nursing Implications. (9th ed.). F.A. Davis. ISBN # 9781719640589

Vallerand, A., & Sanoski, C. (2023). Davis Drug Guide for Nurses, (18th ed.). F.A. Davis. ISBN # 9781719646406

Watkins, C. J., & Beaman, N. (2018). *Pharmacology Clear & Simple: A Guide to Drug Classification and Dosage Calculations* (4th ed.). Philadelphia, PA: F.A. Davis. ISBN 978-0-8036-6652-8

Cohen, B.J., & Hull, K.L. (2019). Memmler's The Human Body in Health and Disease, (14th Ed.), Wolters Kluwer. ISBN: 978-1-4963-8050-0

Cohen, B.J., & Hull, K.L. (2019). Study Guide for Memmler's The Human Body in Health and Disease, (14th Ed.), Wolters Kluwer. ISBN: 978-1-4963-8054-8

ADDITIONAL CLASSROOM ITEMS

Students should come to class prepared with pens, pencils, books, and a spiral notebook for taking notes and for completing quizzes or assignments in class. Students should be prepared to take notes over lecture material if they choose. If PowerPoint outlines are posted on Blackboard, they must be printed prior to class. Class time will not be given for printing notes.

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)716-4406. 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. **Cellular phones, both calls and texts, are NOT permitted during classes or in the clinical setting. If correspondence is expected, please notify the instructor before the beginning of class or clinical day. Students will be dismissed and receive an absence for the class period or clinical day should cell phones be used without permission.**

Phones should be turned to the OFF or SILENT position. Electronics including but not limited to laptops, iPads, ThinkPads, or Chrome books are not allowed to be used or on the desk during class time unless approved by the instructor and not at all during clinical time.

Dropping a class

Students should submit a [Student Initiated Drop Form](#) online.

Students will not be required to obtain an instructor signature to drop, however, we do encourage students to communicate with instructors or advisors prior to dropping a course when they are able. **There will be no charge for drops for the fall or spring semesters.**

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 (August 29) and before the census date (September 14), 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](#).

ATTENDANCE POLICY

Class Attendance

Students are expected to attend all classes in order to be successful in a course. **The student will be administratively withdrawn from the course when more than 2 absences occur.**

Roll is taken at the beginning of class. A student who is not present when roll is taken is “absent.” A student is not allowed to disrupt the class for tardiness. A student who is late may come into the classroom after a break to hear the lecture, BUT the student will still be marked as “absent.” Learning is fostered in the classroom environment. Missing even one lecture/class activity can negatively impact student performance; therefore, classroom attendance is mandatory, and students are accountable to attend and be on time for class.

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. Students who do not have a “76” average at the end of the course, when there are no further assignments or grades, will be administratively withdrawn from the VN program. 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. **Refer to student handbook for detailed policy information.**

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

ATTENDANCE PHILOSOPHY: Research has proven that academic achievement for each student is enhanced when the student has regular and punctual attendance. In order to foster accountability, to match the work environment policies, and to foster learning and understanding, attendance is mandatory in the Vocational Nursing Program. Understanding that illnesses and unavoidable problems do arise, the VNP does allow for some absences within the program. Faculty do not inquire as to why a student is absent because the student is an adult learner. **Faculty will not do make up classes or repeat lectures for students who miss a class.** Students who are absent should contact the instructor/s of the class sessions missed on the day they return in order for a plan of action to be agreed upon for the student to obtain missed information.

4.1-A. CLASSROOM ATTENDANCE: Learning is fostered in the classroom environment. Missing even one lecture/class activity can negatively impact student performance; therefore, classroom attendance is mandatory and students are accountable to attend and be on time for class.

4.1-B Tardy: Tardiness is not accepted in the Vocational Nursing Program. Students are either present on time or they are absent.

4.1-C. ATTENDANCE RECORDS: Because the student is an adult learner, each student should keep his/her own record of absence. Faculty is under NO obligation to inform a student of absences; the student will be notified when he/she no longer meets program objectives because of excessive absences and the student is being withdrawn. *Should the student believe a discrepancy exists, the student should submit the notice in writing to the lead faculty member within 24 hours of notification.*

4.1-D. RELIGIOUS HOLY DAYS ABSENCES: In accordance with Section 51.911, Texas Education Code, SPC will allow a student who is absent from class for the observance of a religious holy day to take an examination or complete an assignment scheduled for that day within seven calendar days after the absence.

Students are required to file a written notification of absence with each instructor within the first fifteen (15) days of the beginning of the semester in which the absence will occur. Forms for this purpose are available in the office of the Director of Special Services along with instructions and procedures. “Religious holy days” means a holy day observed by a religion whose place of worship is exempt from property taxation under Section 11.20, Tax Code.

Allowable absences in this class will be **two (2) absences**. Students should take an absence when they are truly ill (running fever, nausea/vomiting not due to pregnancy, diarrhea or some other communicable disease). A physician’s release should be submitted when the student is treated by a physician. **Students who attend class exposing classmates to disease will receive a 10 point deduction on the next (or current) examination!**

Students who exceed the allowable absence no longer meet the course criteria and must withdraw.

Due to COVID we may have to meet virtually at some point. Please have a plan prepared as to how to meet via computer for this course. **You will need to have access to a computer and it will need to have a camera and a microphone.** When we meet virtually it will be Microsoft Teams, Blackboard Collaborate or Zoom. In the event that we must meet in the virtual setting please notify me if you do not have a computer to use.

Students are expected to do all classwork at the time scheduled, whether the class is “live,” a pre-recorded lecture, or via Zoom—this means the students should be “in class” during this time, not working, driving, shopping or doing some other activity.

ZOOM classes/meetings: Zoom meetings are considered formal classes. Therefore, the student must be present in stationary environment—not working, driving, shopping or engaged in some other activity. There should be no TV, cell phones or other distractors during the meeting. **The student’s camera must be on for the entire time of the class/meeting.** The microphone should be muted unless the student is answering a question, presenting information, or otherwise engaged in the course discussion. **If the student does not follow zoom etiquette as outlined in the VN handbook, the student will be removed from the zoom meeting and given an absence. The student MUST BE ON TIME for the zoom meeting; once the course instructor has started the lecture/meeting, the late student WILL NOT be allowed in and will be counted as absent.**

Students must attend all live classroom presentations and all Zoom meetings. A student who exceeds the allowable absences in any one class will be withdrawn from the program except in the case of a Covid exposure (see handbook for policy).

LIVE classroom: students must be in their seat ready for class at the scheduled time.

- Roll may be taken at any time during the class. Anytime the student is not present, the student is counted as a full absence.
- Breaks are given during the lecture time. Because we must closely monitor student movement in the building, you may only have a break when one is given. Students should use break times wisely - going to the restroom, getting refreshments, etc. rather than spending time on the cell phone and then wanting to use the restroom when class starts.

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.

Absences are recorded for the whole day if a class is scheduled for the whole day. If a student leaves before the end of the class period, the student is marked “absent” for the day. A student who misses the morning session may attend the afternoon session to get the information, but the student is still marked as “absent” for the day. There are no “half-day” absences. If the student is asked to leave the classroom for any reason (sleeping, talking or other inappropriate behavior), the student is given an absence and the subsequent point deduction.

Attendance is most often taken by a sign in sheet. Attendance will be recorded by the instructor for required zoom meetings.

As a matter of courtesy and professional behavior, a student who is going to be absent should email or call the course instructor and inform the instructor of the pending absence.

ASSIGNMENT POLICY

Assignments/Quizzes may be given as a “Ticket to Class” or to enhance learning of the course material. If it is a gradable assignment, it will count toward 20% of total grade. Students may have worksheets, workbook assignments or other assignments that will be completed outside of class time, and have a time scheduled to complete them. You only have one attempt on the quizzes/assignments and the honor code is in place as this is not a group assignment.

All assignments will be due on their scheduled due date before 8AM. NO late work will be accepted.

If it is a “Ticket to Class”, it will be required to enter the class period. If the “Ticket to class” is not complete, the student will not be allowed to enter class until it is finished. Understand that it is the student’s responsibility to come to class prepared and class activities/lecture, etc. may be missed if the student does not come with the required “ticket to class” while the student completes the requirement outside of the classroom. It is the student’s responsibility to get the information that may have been missed due to this issue.

It is the responsibility of the student to be informed of class progress and assignments and to come to class prepared to participate in discussion, to turn in any assignments due, and/or take the quiz or test scheduled for that day. Reading any assigned material assists the student to listen to the lecture with a higher degree of acuity and to participate in class discussion more effectively. A student cannot expect to understand what is being said in class when s/he has had no previous contact with the ideas or terms related to a given topic.

All required work must be in on time in order that the student may benefit from the corrections and study for future examinations. Assigned outside work is due on the dates specified by the instructor. No late work is accepted. Work not completed and turned in on time by the due date will result in a grade of zero. Not all quizzes are on the schedule. There may be pop quizzes throughout the course that can be given at any time.

Assignments are not accepted by email. If an assignment is required to be uploaded to Blackboard, it is the responsibility of the student to ensure that the file uploaded correctly prior to the due date/time. Late work is not accepted, and work saved to your personal or school computer will not be graded. The only exception will be if there is a documented IT issue with Blackboard as confirmed by the South Plains College IT department.

Workbook/Study Guide: The workbook is designed to give learners of all styles the opportunity to enhance learning this material and all students should complete the workbook chapters as part of their ongoing study.

The handbooks that accompany the text books offer the students different learning styles or ways of comprehending information. Students struggling to understand the text should refer to these additional books. Students may also access the published website for additional helps.

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.

COMPUTER LAB USAGE

Computers are available in the nursing computer lab in room PC 109 for student use.

****ALL STUDENTS ARE EXPECTED TO KNOW THEIR SPC STUDENT USER NAME AND PASSWORD****

EXAMS

Exams are a measurement of learning, and while they do not measure ALL learning, exams are the instruments used in the academic setting to measure learning. Because of the nature of this material and of nursing, ALL information in this course is important. Someday, the student in the role of the vocational nurse may be the only person to stand between the patient and harm or death. Therefore, the student is NOT merely studying to pass the exam but studying to intervene on the behalf of the patient.

A&P is a foundational course to nursing. Students must know where the body parts are and how they function so that when they are learning in nursing, they can understand what is going wrong and how to appropriately intervene! It is important to review A&P prior to each unit in Maternal-Neonatal Nursing to better understand the body and pregnancy/post-partum/newborn disease processes or complications.

Exams will be given in written format with the student answering on scantrons or paper; or exams will be given via Exam Soft on the computer. Exams may cover information given during lecture, handouts, and assigned reading of the texts. At the completion of the course a comprehensive final examination will be given. Exams will be in the form of multiple choice, matching, select all that apply, ordering, case study, essay, hot spot, and completion.

- Exams are administered in a campus computer lab using ExamSoft. Students are expected to arrive on time to exams and complete the exams within the time frame allowed. You will not be permitted to take your exam past the scheduled time unless arrangements are made in advance for extenuating circumstances. Due to the ever changing COVID conditions it is possible that you may take exams on Exam Soft and have it proctored or on Blackboard with Proctorio. **It is your responsibility to make sure that you have working computers with a web cam and a microphone and reliable internet.**
- In addition to the course unit exams, students will be required to take Exam Soft Benchmark Exams. Students will take 1 practice/mock exam to learn the system. Students will take 1 open check benchmark exam at the beginning of level 2 Med-Surg and 1 benchmark proctored exam at the end of level 2 Med-Surg. A benchmark proctored exam will also be given at the end of the Med-Surg course in Level 3. The purpose of these exams is to evaluate the competency of the student's knowledge of critical concepts for entry into professional nursing.
- The Benchmark Exams will be scheduled by your instructor and will possibly be scheduled outside of your regular course time. Please watch for these dates to be added to your schedule if they are not already present.
- Following the Open Benchmark Exam, the student may have a remediation plan including CJsims and concepts maps. The benchmarks give the student analytics to let them know what they are strong in and what they are weak in and compares them on a national level to their peers. Remediation is mandatory and the student will be given 2 weeks to complete the remediation.
- Grades will be recorded on Blackboard for the student to view. The student will also be provided a grade sheet on Blackboard for all grades to be recorded by the student after reviewing their exams. It is up to the student to keep up with their grade sheet and grades.

NO HATS OR CAPS ARE TO BE WORN DURING QUIZZES AND EXAMS. BOOKS, FOOD, DRINKS AND BACKPACKS ARE NOT TO BE IN THE ROOM DURING EXAMINATIONS. STUDENTS ARE EXPECTED TO WEAR THE ROYAL BLUE SCRUB PANTS AND NURSING APPROVED T-SHIRT TO ALL SCHEDULED CLASSES AND CCE. THE STUDENT IS TO FOLLOW OTHER CLINICAL REQUIREMENTS FOR CLASSROOM AND CCE. SEE STUDENT HANDBOOK FOR DETAILED POLICY INFORMATION.

1. Exam grades will be posted within 48 hours. Assignment grades will post within 7 days.
2. Each student should know current course averages for all classes.
3. **Students must earn a "C" (76) or better in this class for progression.**
4. Students have the opportunity to review all grades as they are recorded. Should the student have any questions about a specific grade or specific test question, the student must discuss this with the instructor within 48 hours of notification of grade assignment. Once the 48 hours have passed without the student questioning the grade or question, **the assigned grade is final and may not be challenged at the end of the course. The final exam may not be reviewed.**
5. Once grades are posted, an exam is ready for review. When possible, exams will be made available for all students to review at the end of a lecture (time permitting) but if not possible, a student may email me for an appointment to come by the office and review the exam. The final exam may not be reviewed.

**** Grades will not be given or discussed by email or phone****

MISSED EXAMS/MAKEUP WORK:

1. There will be NO make-up exams given for a missed unit exam. Since the final exam is comprehensive (meaning it covers the entire course), the final exam grade will be substituted for the first missed unit exam grade only. Should any additional unit exams be missed, a grade of "0" will be recorded.
2. NO exams will be given prior to the to the originally scheduled exam
3. Missed Exams due to COVID: See VN Student Handbook

GRADING POLICY

Students must earn an overall grade of 76 or better in this course section to pass.

Final semester grades will be based on the following:

Unit Exams: 55%

Daily work/Assignments/Quizzes/Pop Tests/Benchmark/Other: 20%

Class Participation: 5%

Final Exam: 20%

Grading Scale:	90-100	A
	80-89	B
	76-79	C
	70-75	D
	69 or Below	F

The Final Course grade **will not** be rounded up.

Example: Your average is 79.8. Your grade will be 79 which is a C.

COMMUNICATION POLICY

- Electronic communication between instructor and students in this course will utilize the South Plains College Blackboard and email systems. The instructor will not initiate communication using private email accounts. Students are encouraged to check SPC email on a regular basis. Students will also have access to assignments, web-links, handouts, and other vital material which will be delivered via Blackboard. Any student having difficulty accessing the Blackboard or their email should immediately contact the help desk.

Email Policy:

- Students are expected to read and, if needed, respond in a timely manner to college e-mails. It is suggested that students check college e-mail daily to avoid missing time-sensitive or important college messages. Students may forward college e-mails to alternate e-mail addresses; however, SPC will not be held responsible for e-mails forwarded to alternate addresses.
- A student's failure to receive or read official communications sent to the student's assigned e-mail address in a timely manner does not absolve the student from knowing and complying with the content of the official communication.
- The official college e-mail address assigned to students can be revoked if it is determined the student is utilizing it inappropriately. College e-mail must not be used to send offensive or disruptive messages nor to display messages that violate state or federal law
- Instructors make every attempt to respond to student emails during regular college business hours when faculty are on campus. Instructors are not required to answer emails after hours or on weekends.
- Students who use email inappropriately to faculty, students, staff or others will be placed on probation for the first offense; dismissed from the program for a second offense.

Texting Faculty: Students should *not* text faculty via the faculty cell phone. Written communication should be by email or the student may call the office phone. The faculty cell phone is for contact during the clinical hours ONLY and should not be used outside the clinical experience. Students who text faculty will be placed on probation for the first offense and dismissed from the program for the second offense.

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 ****

ADDITIONAL INFORMATION:

- The student is allowed to use the cell phone only during breaks, please keep cell phones in your car.
- No drinks or food may be brought into the computer lab at any time.
- Bottled drinks with a screw top lid may be brought into the classroom during lecture **only**.
- Competencies are defined as effective demonstration of basic nursing skills, knowledge, and judgment as taught and demonstrated in the nursing lab and classroom.
- Excessive talking in class will not be allowed; the student may be asked to leave, with an absence given for the day.
- The Nursing Laboratory is provided to enhance the learning experience. It is the student's responsibility to keep the lab clean and tidy at all times. If it is necessary to utilize the lab after hours, arrangements must be made with the faculty. The student must sign in each time they utilize the lab.
- Classroom rules also apply to the laboratory classes.
- Radios will not be allowed in the classroom at any time.
- ALL work should be done in APA format including cover page, page numbers, references, and citations AND include your name WITH credentials (SVN)

SPECIAL REQUIREMENTS (*Read Carefully)

- Students must present the signature page acknowledging that the student has read and understands the content of this syllabus.

COURSE DISCLAIMER

To Be Successful in this course: *Because this information is VITAL to becoming a safe and effective vocational nurse, the student MUST commit to learning this information as thoroughly as possible. The BEST way to do this is through diligent DAILY study and weekly review!*

STUDENT SUCCESS: Repetition and study are the ONLY WAYS for students to retain the volume of information contained in this course! You MUST study outside of the classroom if you want to succeed.

Textbook: This textbook is designed for independent learning and contains many activities to help you learn! The Key terms and definitions are the best places to start. Students should make flash cards of these key terms and carry around with them for quick study and review. At the end of each chapter there are review questions with which you can test yourself.

RECOMMENDATIONS ON HOW TO STUDY:

- COMMIT to your career choice—which means committing to this class. Decide you WANT to learn this information and you will.
- Study at least an hour every day! Do not wait until the night before or the morning of an exam and expect to learn all of the information presented! Daily study helps you understand and place information in long-term memory.
- Read the chapters prior to class—don't let the lecture be the first time you become acquainted with the information. If you do this, it is like hearing a foreign language and you are already behind.
- Plan weekly reviews of old material. Set aside some time (maybe on a Saturday) and quickly go through your old notes from previous units—remember there will be a comprehensive final. Remember, you have to know the body parts and how they work as long as you are a nurse!
- Take NOTES in class!
- The first time you have less than a desirable grade, make an appointment with me to discuss what you are doing! Don't wait until it's almost the final—it's too late then!

If you FAIL this class, it is because you *chose* to fail!

You choose your attitude. . . . *positive or negative!*

You choose to study daily. . . . *or wait until the last minute!*

You choose to read the chapters. . . . *or wait and try to skim after class or before a test!*

You choose to use the available resources . . . *or not!*

You choose to attend class and arrive on time. . . . *or not!*

You choose to review weekly *or not!*

You choose to seek help. . . . *or not!*

It really is up to you!

Tracy Davis, MSN, RN, CNP

Vocational Nursing Instructor

SPC Vocational Nursing Program – Plainview Center

Course Schedule is located on Blackboard

Revised 01/2023

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 differences 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, Reese Center (Building 8) 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 Director of Health and Wellness. 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 Director of Health and Wellness at 806-716-2362 or [email cgilster@southplainscollege.edu](mailto:cgilster@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.

VNSG 1409.501 (4:3:2)
Adult Health Level II
Syllabus Contract

Print Name: _____ Class # 0823

By signing below, I agree that I have read and understand the VNSG 1409: Adult Health Level II Syllabus and schedule. I have had the opportunity to ask questions. I understand the course requirements and expectations.

Signed: _____ Date: _____

Plagiarism Declaration

Department of Nursing

South Plains College

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.

By signing this plagiarism declaration, I acknowledge that I have received a copy of the honesty policy and been made aware that the penalty for plagiarism is dismissal from the program.

Examples of student plagiarism¹

- Copying material without quotes, in-text citations, and/or referencing
- Paraphrasing content without in-text citation and/or referencing
- Copying ideas, words, answers, exams, or shared work from others when individual work is required
- Using another's paper in whole or in part
- Allowing another student to use one's work
- Claiming someone else's work is one's own
- Resubmitting one's own coursework, when original work is required (self-plagiarism)
- Falsifying references or bibliographies
- Getting help from another person without faculty knowledge or approval
- Purchasing, borrowing, or selling content with the intent of meeting an academic requirement for oneself or others

Printed Name: _____

Signature: _____

Date: _____

VOCATIONAL NURSING CONTRACT

In compliance with the policies of South Plains College and the Vocational Nursing Program of the Plainview Center campus, the Vocational Nursing Student will:

1. Be in attendance and be punctual for lecture and clinical experiences. **I understand that I must withdraw from the program should I exceed allowable absences for any reasons.**
2. Satisfactorily pass nursing courses with a 76-grade average in all nursing subjects and meet all other graduation criteria as found in this handbook. **I understand that if I do not earn a “C” in any course, I must repeat that course and cannot progress in the VNP. I understand that if I do not meet all graduation criteria, I will not graduate from the VNP.**
3. Demonstrate satisfactory nursing skills in both lab and clinical experience as evaluated by instructors. **I understand that should I fail in the lab experiences, I must withdraw from the program.**
4. Complete assignments by the designated deadlines. **I understand that penalties occur for any incomplete assignment.**
5. Comply with the dress code. **I understand that to violate the dress code is unprofessional conduct and that continued violations are grounds for dismissal.**
6. Adhere to the confidentiality statement. **I understand that to violate confidentiality/HIPAA is grounds for immediate dismissal.**
7. Satisfactorily meet all clinical objectives. **I understand that if I do not meet clinical objectives, I will fail the VNP.**
8. Understand and will comply with all policies regarding professional conduct and **understand the disciplinary actions that may be taken should I fail to follow these policies.**
9. Understand that should I have a criminal incident, **I must report the incident to the VNP and withdraw from the program until I am cleared by the BON.**

I have read and understand the statements regarding State Board Regulations for Licensure as outlined in the Student Handbook, including the statements with regards to a criminal background. I understand that graduating from this program does not guarantee me a license to practice nursing and that I must meet all Board requirements to be licensed.

I have read and understand fully my individual responsibility to comply with the rules and regulations as outlined in the Student Handbook. I accept responsibility for my learning. I understand that patient safety is the primary focus of my nursing care.

Printed Name: _____

Signature: _____

Date: _____

STUDENT PROFESSIONAL CONDUCT CONTRACT

Part of the nursing education program that we have adopted at the Vocational Nursing Program, SPC Plainview Campus includes a significant emphasis on the issue of professionalism. While this topic has been briefly discussed in orientation, it will be discussed frequently throughout the year and is also discussed in the Student Vocational Nurse Handbook. Additionally, an even greater and more specific focus will be placed on the area of respect. A list of unacceptable behaviors are listed below but are not limited to only these:

1. Students sighing loudly or rolling of the eyes
2. Students talking and interrupting while a faculty member or guest speaker is talking/lecturing.
3. Students arguing or yelling, stomping of the feet

Consequently, this contract has been designed to inform the student that these behaviors will be specifically targeted and will not be acceptable. Students who engage in these behaviors will be classified as exhibiting “unprofessional conduct” with the following disciplinary action(s) to ensue:

1. Immediate removal from the classroom or clinical setting, accruing an absence for that class or clinical day, a verbal conference will occur and documentation will be done with both the student and instructor will sign the documentation
2. Written conference between the lead instructor and/or program director and the student with a learning contract and/or probation initiated
3. Dismissal from the program.

Continued behaviors as outlined above will be reviewed by the VESC and appropriate disciplinary action will be determined by the committee which could include dismissal from the VNP.

It is our desire to teach professionalism through acceptable professional behavior so that you, as the student, may be a successful nurse throughout the year.

I have received a copy of the Vocational Nursing Program, SPC Plainview, Student Professional Conduct Contract and understand the consequences that will follow if I display the behaviors addressed in this contract.

Printed Name: _____

Signature: _____

Date: _____