

Plainview Campus

Course Syllabus

COURSE TITLE: VNSG 2410 Nursing in Health and Illness III (Level 3 Adult Health Nursing)
SEMESTER/YEAR: Summer 2026
CLASS TIMES: See the class schedule posted on Blackboard.
INSTRUCTOR: Karen Wright Davis BSN, RN
OFFICE LOCATION: Allied Health 103 A Levelland Campus
PHONE AND EMAIL: 806-716-2386
kawrightdavis@southplainscollege.edu
OFFICE HOURS: Please make an appointment via email.

“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. *

Prerequisite Courses: VNSG 1400, 1409

Co-requisite (concurrent) courses: VNSG 2461, 1334, 1219, 1331

COURSE DESCRIPTION (WECM)

Continued study in the principles of growth and development, primary health care needs of the patient across the life span, disease processes, and therapeutic nursing interventions. This class is also viewed as an NCLEX prep course.

STUDENT LEARNING OUTCOMES (DECS)

At the completion of the semester students will:

1. Become a member of the profession
2. Provider of Patient-Centered Care
3. Be a Patient Safety Advocate
4. Become a member of the health care team
5. See textbook specific objectives for each chapter

COURSE OBJECTIVES - Outline form (C-5, C-6, C-7, C-8, C-15, C-16, C-17, C-18, C-19, C-20) (F-1, F-2, F-7, F-8, F-9, F-10, F11, F-12)

At the completion of this course the student will:

1. Describe normal body functions with that of pathological variations.
2. Discuss disease process, assessment, lab data and diagnostics.
3. Assist in formulation of a plan of care utilizing the nursing process for medical-surgical conditions.
4. Provide patient/family education.
5. Demonstrate use of nursing process regarding patient care, nursing interventions and drug therapy
6. Discuss normal aging, system changes, common disease processes, lifestyle changes, common issues and needs during the aging process.
7. Discuss the principles of nutrition, the digestive process, food nutrients, diet therapy and diet modifications.
8. Apply sound nursing principles and concepts to multiple patient situations in a variety of clinical settings.
9. Be fluid in the use of medical terminology.
10. Be present and punctual for all classes with no more than 2 (two) absences.
11. Must pass the course with a minimum of 76 average.

EVALUATION METHODS

Computer-based quizzes and exams, written exams, assignments, quizzes, and other projects as assigned.

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 presenting all coursework phases. This applies to quizzes of whatever length, final examinations, daily reports, and term papers.

Plagiarism - Offering the work of another as one's own, without proper acknowledgment, is plagiarism; therefore, any student who fails to give credit for quotations or identical expression of material taken from books, encyclopedias, magazines, and other reference works, or from themes, reports, or other writings of a fellow student, is guilty of plagiarism. Refer to Student Handbook.

VERIFICATION OF WORKPLACE COMPETENCIES

No external learning experience provided. Successful completion of the DECS competency statements at the level specified by the course (Level Objectives) will allow the student to continue to advance within the program. Upon successful completion of the 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. Please calculate your grade according to the criteria in this syllabus.

FACEBOOK

The Vocational Nursing Program has a Facebook page at <https://www.facebook.com/SouthPlainsCollegeVocationalNursingProgram> in addition to the South Plains College website. "Liking" the South Plains College Vocational Nursing Program 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

MANDATORY TEXTBOOKS

Davis Advantage for NCLEX-PN. ISBN-13: 978-1-7196-4458-7

Williams, L., & Hopper, P. (2019). Understanding Medical Surgical Nursing, (7th ed.), F.A. Davis.
ISBN #978-0-8036-6898-0

Williams, L., & Hopper, P. (2019) Study Workbook for Understanding Medical Surgical Nursing, (7th ed.), F.A. Davis.
ISBN #978-0-8036-6900-0.

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

Venes, D. (Ed.) *Taber's Cyclopedic Medical Dictionary*. Philadelphia: F.A. Davis Company. ISBN 978-0-7196-4285-9

Ford, S. M. (2022). *Introductory clinical pharmacology*. Wolters Kluwer.

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

ATI access

SUGGESTED TEXTS

Sommers, M. S. (2019). *Davis's Diseases and Disorders: A Nursing Therapeutics Manual*. Philadelphia: F. A. Davis.
ISBN #978-0-8036-6905-5

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

These books and online resources are required, it is not a suggestion. This was on your required list before school started!! You cannot do your assignments or study without them!!

ADDITIONAL CLASSROOM ITEMS

Students should come to class prepared with pens, pencils, and a spiral notebook for taking notes, and 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 before class. Class time will not be given for printing notes. You may use your SPC IPAD for this course content only in the classroom. Follow student conduct guidelines for the appropriate use of electronics in the classroom.

EMERGENCY MESSAGES

The student should notify his/her family that in case of an emergency during the normal class schedule, they should call the Nursing Office at (806)716-4623 or (806)716-4626. 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.

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/admission-aid/advising/spcadvisors.php> or by calling 806-716-2366. In addition, please notify Ms. Steffey by email.

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

ATTENDANCE POLICY (*READ CAREFULLY)

Class Attendance

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

Because of the fast pace of this course within the Vocational Nursing Program and as stated in the Vocational Nursing Student Handbook, **makeup work is not accepted in this course**. Students are officially enrolled in all courses for which they pay tuition and fees at 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’s 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)

ATTENDANCE PHILOSOPHY: Research has proven that academic achievement for each student is enhanced when the student has regular and punctual attendance. 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 ask why a student is absent because they are an adult learner. **Faculty also do not make up classes or repeat lectures for students who miss a class**; students who are absent should obtain missed information from a fellow classmate.

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.

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.**

Students are expected to do all classwork at the time scheduled, whether the class is “live,” per pre-corded lecture or via Zoom—this means the students should be “in class” during this time, not working, no sleeping, driving, shopping, or doing some other activity.

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

The 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 bathroom, getting refreshments, etc. rather than spending time on cell phones and then wanting to go to the bathroom when class starts.

COVID-19.

- Please see SPC COVID Policy
 - [COVID Response](#) (SPC link)

Absences

Absences are recorded for the full day if a class is scheduled for the full 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 occasionally taken by a sign in sheet. Students who "forget" to sign in are counted as absent. Attendance will be recorded by the instructor for required Zoom meetings.

Students are given numerous days off for holidays and Spring/Fall breaks, not including weekends. In addition, classes are over by 4:00 p.m. This should give students ample time to take care of business, and schedule medical and other necessary appointments. 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.

- **On exam days, the test will start at the designated time. There are no tardies allowed. If you are late, it is an absence, and you will receive a zero for the exam. See "missed exam" for more details. You may enter after the exam is complete to participate in class activity but will still be considered absent.**

Tardy: Tardiness is not accepted in the Vocational Nursing Program. Students are either present on time or they are absent. It is disruptive to students who are on time for a tardy student to enter the classroom with books and backpacks. It also demonstrates a lack of caring and lack of respect for classmates for the tardy student to disrupt class. The LVN program is a professional program, **tardiness is not acceptable! If a student is tardy, they will be counted absent.** The student may still join the class if the door is open, if the door is closed, the student should wait until it is opened before entering the classroom. See Exam policy regarding expectations on tardiness for exams.

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 course instructor within 24 hours of notification.*

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).

ZOOM classes/meetings:

Zoom meetings are considered formal classes. Therefore, the student must be present in a 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.**

ASSIGNMENT POLICY

All assignments must be completed by the assigned due date. Late work will receive a zero. Assignments are tied to course learning objectives and are required to be completed before the Final Exam is taken in order to exit the course, even if the assigned grade is a zero. The grade will not be changed upon submission of late work. In class quizzes, exams, and skills that are missed due to an absence may not be made up. Not all quizzes are on the schedule. Pop quizzes may be throughout the course and given at any time. See the instructor for more specific information.

The student is responsible for being informed of class progress and assignments and coming to class prepared to participate in discussion, turning in assignments due, and/or taking 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 she/he has had no previous contact with the ideas or terms related to a given topic.

Virtual or hardcopy homework assignments are not accepted late or by email. You must submit the assignment in the appropriate location (BlackBoard, ATI, etc.) depending upon the assignment and it is your responsibility to make sure that you do not upload blank documents and that your document can be opened on a PC, because not all Mac files are able to convert. If you submit a blank document or a file that cannot be opened, it will not be accepted, unless informing instructor a minimum of two hours prior to deadline. If within this timeframe, instructor can clear the previous attempt and allow student to resubmit before the deadline. Again, it is your responsibility to make sure it is compatible, not blank and submitted correctly.

Workbook/Study Guide: The workbook is designed to give learners of all styles the opportunity to enhance learning this material. There may be homework assigned using the Study guide that will be turned in.

The handbooks that accompany the textbooks 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 help.

Ticket to class: Assignments may be given as your “ticket to class;” these will be posted to Blackboard with directions. You must present these tickets prior to the start of class. You will not be able to enter class until you are able to turn in your completed “ticket.” Understand that if you come to class unprepared and without your “ticket” completed as assigned, you may miss lecture content and class activities while you complete the “ticket” outside of the classroom.

First Exam Alert:

If the student fails the first exam in the course, the student is required to meet with Student Success Coach at least 3 days prior to the next exam. A *First Exam Alert* form will be sent by the instructor to the Student Success Coach (Mrs. Berryhill) and she will contact the student via email to set up an appointment to meet. This is MANDATORY.

Remediation:

In addition, anyone that fails an exam will have REQUIRED remediation. This will be in-person on specific designated dates and specific times. The session date and time will be communicated via Blackboard. The remediation session is also open to any student who passed the exam and would like further detail on material that was missed on the exam. The student must turn in a completed Exam Wrapper upon entrance to the remediation session.

Should a student fail to meet with the Student Success Coach and/or fail to attend and complete the required remediation the student will be placed on probation. On the second occurrence, the student will be required to meet with Program Coordinator (Mrs. Steffey) and may be dismissed from the Vocational Nursing Program.

Class Preparation: Students may be assigned preparation materials that must be completed before the start of class as assigned by the instructor. This will count towards a daily class preparation/ participation grade. Incomplete work will result in deductions, and if not turned in, can result in a zero "0".

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. The use of TikTok is prohibited on SPC devices and Wi-Fi. TikTok may not be used for online assignments.

ALL STUDENTS ARE EXPECTED TO KNOW THEIR SPC STUDENT USERNAME AND PASSWORD.

CLASSROOM COMPUTER POLICY

Although current educational research still confirms that the best learning/notetaking system is paper and pen (Mueller & Oppenheimer, 2014); in keeping with current technology trends, the faculty will allow SPC issued in the classroom setting (cell phones remain prohibited).

The following guidelines apply:

- SPC issued tablets must be fully charged for use in the classroom
- For safety and limited electric access, no IPADS may be plugged into the wall during class
- Devices may be charged during the lunchtime or before/after class
- IPADS may not be in the classroom during exams
- The individual student is solely responsible for the security of each device.
- **Current course class materials are the only things that should be pulled up on the computer during class**
- **Students who are shopping, answering emails, playing games, or engaged in other types of computer activities during the lecture will be barred from computer use in the future.**
- Students must follow the SPC guidelines regarding internet access and computer use.
- All notifications should be **off** and keyboards on silent.
- Each instructor can cancel computer use in the individual course or for a specific session based on the curriculum presented.
- **Should computer usage become too distracting for the class or interfere with student learning (success), this policy can be canceled without notice.**

COMPUTER LAB USAGE

Computers are available in the Plainview lab for student use. Under **no** circumstances may TikTok be used on SPC internet or SPC computers.

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 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 behalf of the patient.

By this course, the student has had all basic medical-surgical concepts through the Level 1 and Level 2 courses. This course aims to stimulate higher critical thinking and increase nursing judgment in preparation for the NCLEX. The student is expected to have maintained the previous body of knowledge from earlier coursework for use within this

course. The fundamental knowledge WILL NOT be reviewed in this course. It is the student's responsibility to review and maintain knowledge from each course for appropriate application.

Exams may cover information given during lectures, handouts, and assigned readings of the texts. All exams can be cumulative. At course completion, a comprehensive final examination will be given. Exams will be in the form of, but not limited to, multiple choice, matching, select all that apply, True/False and short answer, CJE matrix, Hot spot, drag & drop, and Highlight.

Exams are administered in a campus computer lab using ATI or in IPADS. Students are expected to arrive on time for exams and complete the exams within the time 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 ATI and have them proctored or on Blackboard with Proctorio. **It is your responsibility to make sure that you have working computers with a webcam and a microphone and reliable internet.** There will not be projects or assignments to replace a low exam grade. This is the third semester and it should not be needed by this point.

The door to the computer lab will be closed during testing. It will close promptly at the time the test is to start and will not reopen until all students have completed the testing.

1. ***No hats, caps, blankets, backpacks, food, drinks, cell phones, smart devices or smart watches*** are allowed in the computer lab during exams. If students are wearing long sleeves, the sleeves must be pulled up to the elbow.
2. All cell phones should be in your pouch. ***If a cell phone/smartwatch, smart devices is seen or heard during an exam, the exam will be taken up and a 50 will be given regardless of how many questions have been answered.***
3. Testing Supplies: Each student should bring the following to every test:
 - a. #2 pencil (2)
 - b. 4-functional calculator (simple calculator)

- Exam Grades will be posted to students within 48 hrs. Other assignments will be posted within 7 days.
- Each student should know the current course averages for all classes.
- **Students must earn a "C" (76) or better in this class for program completion.**
- Students can review all grades as they are recorded. Should the student have any questions about a specific grade or a specific test question, the student must discuss this with the instructor within 48 hours (about 2 days) of notification of the grade assignment. Once the 48 hours (about 2 days) 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 course grade will be posted to Campus Connect as the transcript letter grade.
- Once grades are posted, an exam is ready for review. A student may email me for an appointment to meet and review the exam.
- **Grades will not be given by email or phone, only posted to Blackboard.**

It is mandatory that students attend NCLEX review to exit this course.

MISSED EXAMS/MAKEUP WORK

- **There will be NO make-up exams for a missed unit exam.** Since the final exam is **comprehensive** (meaning that it covers the entire course), the final exam grade will be substituted for the first missed unit exam grade only. **Should any additional unit exam be missed, a grade of “0” will be recorded.**
- **No exams will be given prior to the originally scheduled exam.**
- **If an exam is missed for COVID. The first test will be exactly as stated above, the final exam will be substituted for that exam grade. If a second test is missed refer to the student handbook for Covid policies.**
- **No make-up work is accepted for assignments or quizzes completed during class while absent. It will be a zero.**
- **There is no make-up exam for the Final Exam**

ATI COMPREHENSIVE PREDICTOR EXAM

Students will also be required to complete ATI modules and a Comprehensive Predictor Examination.

COMPREHENSIVE PREDICTOR GRADING RUBRIC

(Using a combination of the practice and proctored assessments to achieve 10% of the course grade.
This sample assumes a course worth 100 points.)

PRACTICE ASSESSMENT			
4 points			
<p>Complete Practice Assessment A.</p> <p>Remediation:</p> <ul style="list-style-type: none"> • Minimum 1-hour Focused Review on initial attempt • For each topic missed, complete an active learning template as part of the required remediation <u>process.</u>* <p>Take Post Study Quiz (if available)** and complete an active learning template for each topic missed.</p>		<p>Complete Practice Assessment B.</p> <p>Remediation:</p> <ul style="list-style-type: none"> • Minimum 1-hour Focused Review on initial attempt • For each topic missed, complete an active learning template as part of the required remediation <u>process.</u>* <p>Take Post Study Quiz (if available)** and complete an active learning template for each topic missed.</p>	
STANDARDIZED PROCTORED ASSESSMENT			
95% or above Passing predictability = 4 points	90% or above Passing predictability = 3 points	85% or above Passing predictability = 1 point	84% or below Passing predictability = 0 points
<p>Remediation = 2 points:</p> <ul style="list-style-type: none"> • Minimum 1-hour Focused Review • For each topic missed, complete an active learning template as part of the required remediation <u>process.</u>* 	<p>Remediation = 2 points:</p> <ul style="list-style-type: none"> • Minimum 2-hour Focused Review • For each topic missed, complete an active learning template as part of the required remediation <u>process.</u>* 	<p>Remediation = 2 points:</p> <ul style="list-style-type: none"> • Minimum 3-hour Focused Review • For each topic missed, complete an active learning template as part of the required remediation <u>process.</u>* 	<p>Remediation = 2 points:</p> <ul style="list-style-type: none"> • Minimum 4-hour Focused Review • For each topic missed, complete an active learning template as part of the required remediation <u>process.</u>*
10/10 points	9/10 points	7/10 points	6/10 points
Proctored Assessment Retake***			
No retake required	No retake required	Retake required/recommended	Retake required/recommended

*Handwritten Active Learning Templates are preferred.

**Post-study quiz questions may be provided to a student based on specific student knowledge gaps.
(Major Content Areas 75% or less. 0 to 50 quiz items possible for additional remediation.)

***If a retake of the Proctored Assessment is required and the student moves up a level on the retake, the student will earn one additional point for each level advanced.

Focused Review specifics are per instructor's discretion and may not be reflected in the above table.

GRADING POLICY

Students must earn an overall grade of 76 or better in this course section to pass. Students must complete their course evaluation when available.

Final semester grades will be based on the following:

Unit Exams:	50%
Class Prep Work/ Participation, Quizzes:	10%
ATI Comprehensive Predictor	10%
Final Exam:	30%

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 regularly. 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 their assigned e-mail address promptly does not absolve them from knowing and complying with the official communication's content.
- 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; and 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 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, and 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 reasonable disciplinary action as the college administration may consider appropriate, including suspension and expulsion in appropriate cases for breach of federal, state, or local laws, or college rules and regulations. This principle extends to conduct off-campus which is likely to have adverse effects on the college or on the educational process which identifies the offender as an unfit associate for fellow students.

Any student who fails to perform according to expected standards may be asked to withdraw.

Rules and regulations regarding student conduct appear in the current Student Guide.

SPECIAL REQUIREMENTS (*Read Carefully)

Students must complete the signature acknowledgment on Blackboard. This acknowledges that the student has read and understands the content of this syllabus and is due by the start of the second day of this course.

- **Cell Phones – ATTENTION: ALL CELL PHONES SHOULD BE KEPT IN YOUR CAR DURING THE CLASS TIME or in CELL phone hanger and on SILENT.**
- If a student's cell phone goes off during class, a 25-point deduction will be taken from the class participation grade. The point deduction will increase by 5 points with any additional infraction during the course.
- Should a cell phone go off during an exam, that student's test will end immediately with a "50" recorded as the highest possible grade for this exam grade. (Even if the student is on the last question of that exam).
- **NCLEX review is required to complete this course.**

COURSE DISCLAIMER

This course will challenge the student to use nursing judgment. It is designed to challenge the student to go beyond facts to understand larger patterns and relationships related to patient care and illness. The focus is on student-centered learning, integrated learning activities, learning outcomes related to conceptual learning, and higher-level critical thinking. The student is expected to take responsibility for his/her own learning, since nursing will require the student to be a self-directed learner for the rest of their nursing career.

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 flashcards of these key terms and carry them around for quick study and review. There is a study guide to help with learning as well.

NCLEX Review Book: It is recommended that the student purchase an NCLEX review book or online resource that will reinforce test-taking tips and provide numerous review questions.

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 for at least an hour every day! Do not wait until the night before or the morning of an exam and expect to learn all the information presented! Daily study helps you understand and place information in long-term memory.
- Read the chapters prior to class and put effort into your class prep work. — Really think, process the information, and contemplate how it would be useful in caring for the whole patient.

- 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 must know the foundational knowledge that began in Level 1 and continued in Level 2.
- 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! Do not wait until it is the final—it is too late then!

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 Handbook.

“I resolve to treat all who enter with respect, dignity and consideration.”

“I resolve to place caring for patients as our primary and highest concern.”

“I resolve to conduct myself with the highest ethical and professional standards in dealings with colleagues, other staff members and faculty.”

“I resolve to respect the facility and its reputation to include being a faithful steward of our capabilities and resources.”

“I will strive to be a mentor and role model to other students.”

(Adapted from UMC Code of Conduct SPP#PAS-3)

Every Student will:

- Conduct themselves in an ethical manner (acting in ways consistent with what society and individuals typically think are good behaviors)
- Conduct themselves with honesty, integrity, and fairness.
- Treat others with kindness, care, and empathy.
- Comply with all applicable laws, regulations, policies, and procedures
- Report in good faith suspected violations

(Adapted from UMC General Compliance Standards and Behaviors Policy)

NOTE: During this semester, students may be exposed to graphic images and discussions related to human body parts and aspects of diseases processes pertaining to the nursing care of individuals, students may consider this content uncomfortable.

ACCOMMODATIONS

For college policy statements related to Intellectual Exchange Statements, Disabilities Statements, Non-Discrimination Statements, Title IX Pregnancy Accommodations Statements, CARE, Campus Concealed Carry Statements, COVID-19, or the use of AI-artificial intelligence, visit <https://www.southplainscollege.edu/syllabusstatements/>.

Be aware you must still hold a LTC to carry on our campus. Also, there is a NO Carry Policy at all within ANY clinical facility.

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 the best alternative.

F-9 Problem Solving—recognizes problems, devises, and implements a 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 adjusts 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 performance 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 operate effectively with them.

C-16 Monitors and Corrects Performance—distinguishes trends, predicts impacts on system operations, diagnoses system 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.

Course Schedule

Located on Blackboard

Karen Wright Davis BSN, RN
Vocational Nursing Instructor
SPC Vocational Nursing Program