

Adult Health II COURSE SYLLABUS

COURSE: VNSG-1409-200: 2024S12 Nursing in Health & Illness II
SEMESTER: Summer 2024
Class Times: Thursday 8:00 am – 12:00 pm and 1:00 pm-4:00 pm (Also 5/20, 5/21 and 7/3 1:00 pm – 4:00 pm)
Lab Times: None
Instructor: Erin Hennesay MSN, RN-BC
Office: Building 8 Room 815
Office Hours: Tuesday 8:30 am-11:30 am/1:00 pm-3:00 pm; Friday 8:00 am- 11:00 am (by appointment confirmed by email)
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Facebook: <https://www.facebook.com/SouthPlainsCollegeVocationalNursing>

“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

At the completion of the semester, students will: This course is a more in-depth continuation of general principles of growth and development, primary health care needs of the patient across the life span, and therapeutic nursing interventions.

STUDENT LEARNING OUTCOMES

See textbook-specific objectives for each chapter.

COURSE OBJECTIVES - SCANs (Secretaries Commission on Achieving Necessary Skills) and FOUNDATION SKILLS:

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

At the completion of the semester, the student will:
1. Define and explain the pathophysiology and etiology of concepts and topics discussed in AH2.
2. Identify common myths and barriers to concepts and topics discussed in AH2.
3. Identify commonly used medications for the treatment of modalities and their appropriate use along with non-pharmacologic treatments.
4. Identify, collect data, and list signs and symptoms of disorders, disease processes, and conditions discussed in AH2 and their expected outcomes.
5. Identify causes and prevention of disorders discussed in AH2.
6. Plan safe nursing care for patients with disorders discussed in AH2.
7. Identify appropriate nursing interventions, therapeutic measures, and involvement of interdisciplinary teams for disorders discussed in AH2.
8. Apply a holistic approach to patients that respect cultural and spiritual characteristics.
9. Describe how to evaluate the effectiveness of interventions and outcomes.
10. Develop a teaching plan and goals that are patient-centered to enhance the learning of patient and their families.
11. Plan and evaluate the effectiveness of nursing interventions.
12. Apply knowledge and concepts learned from A&P, AH1, and Mental Health.
13. Be present and punctual for all classes with no more than 2 absences. Must pass the course with a 76 (c) average.
14. Demonstrate knowledge of the Texas Nursing Practice Act and the Texas BON and accept assignments accordingly to stay within the scope of practice.

EVALUATION METHODS

Written exams, computer exams via Blackboard or ATi, pop quizzes, scheduled quizzes (written or computer-based), in-class+ and online assignments, and assigned projects.

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 that 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 (AI), the student and their work may be questioned, and if proven that AI was used will be considered guilty of plagiarism.

VERIFICATION OF WORKPLACE COMPETENCIES

Vocational nurses are expected to know the structure and function of each area of the human body.

BLACKBOARD

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

FACEBOOK

The 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.

SPECIFIC COURSE INFORMATION

TEXT REQUIREMENTS

1. Watkins, C. J. (2022). Pharmacology Clear & Simple. (4th ed). F.A. Davis.
2. Williams, L., & Hopper, P. (2019). Understanding Medical Surgical Nursing, (7th ed.), F.A. Davis.
ISBN #978-0-8036-6898-0
3. Williams, L., & Hopper, P. (2019) Study Workbook for Understanding Medical Surgical Nursing, (7th ed.), F.A. Davis. ISBN #978-0-8036-6900-0.
4. VanLeeuwen, A., & Bladh, M. (2021). Davis's Comprehensive Manual of Laboratory & Diagnostic Tests with Nursing Implications. (9th ed.). F.A. Davis. ISBN # 9781719640589
5. Vallerand, A., & Sanoski, C. (2023). Davis Drug Guide for Nurses, (18th ed.). F.A. Davis. ISBN # 9781719646406
6. Venes, D. (Ed.). (2021). Taber's Cyclopedic Medical Dictionary (24th ed.). Philadelphia: F.A. Davis Company. ISBN 978-0-7196-4285-9
7. ATi access
8. Davis Advantage access for Understanding Medical Surgical Nursing

**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 Items: Students should come to class prepared with pens, pencils, and a spiral notebook for taking notes or completing quizzes or assignments in class. Students should be prepared to take notes over lecture material if they choose. You may use your computer for this course content only in the classroom. Follow student conduct guidelines for the appropriate use of electronics in the classroom. If students are caught using personal computers for other than class-related work, this could be changed.

ATTENDANCE POLICY (READ CAREFULLY)

Class Attendance

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

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 the time of registration. Should a student, for any reason, delay in reporting to a class after official enrollment, absences will be attributed to the student from the first class meeting.

Students who enroll in a course but have “Never Attended” by the official census date, as reported by the faculty member, will be administratively dropped by the Office of Admissions and Records. A student who does not meet the attendance requirements of a class as stated in the course syllabus and does not officially withdraw from that course by the official census date of the semester, may be administratively withdrawn from that course and receive a grade of “X” or “F” as determined by the instructor. Instructors are responsible for clearly stating their administrative drop policy in the course syllabus, and it is the student’s responsibility to be aware of that policy.

It is the student’s responsibility to verify administrative drops for excessive absences through MySPC using his or her student'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. 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. The faculty does not inquire as to why a student is absent because the student is an adult learner (unless COVID-related). **Faculty also does not hold make-up classes or repeat lectures for students who miss a class; students who are absent should obtain missed information from a fellow classmate.**

Additionally, one way a student demonstrates the nursing caring attitude is through timeliness and attendance.

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 for attending and being on time for class.** If a Zoom meeting is scheduled this is considered mandatory classroom attendance and will be treated as such. Students will be required to have their cameras on during “class”.

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, driving, shopping, or doing some other activity.

CLASSROOM DRESS CODE POLICY: Students are required to follow the VN Handbook dress code (even if the student plans to leave before the class is complete). Students out of dress code will NOT be allowed in class or “just” to take a test! Students out of the dress code are sent home with an absence. The absence will count against the total class absences and could cause a student to exceed the allowable absences and fail the course.

- Scrub top, pants, or scrub skirt of student’s choice in color and design. The clinical student uniform is NOT required for the classroom but may be worn if the student chooses. Please note: ANY time the student is in

clinical uniform, the clinical dress code must be followed, including hair up, nails short, ID badge on, appropriate underwear, and shoes. Refer to Dress Code for Clinicals.

- Students may purchase classroom scrubs from any vendor.
- Scrubs should be clean and pressed and should not contain obscene pictures or wording. Scrubs may NOT be rolled down to be “low riding” or rolled up to be shorts/capris.
- The body must be covered! For labs, piercings, and tattoos guidelines are the same as for the clinical experience. Refer to Dress Code for Clinicals.
- Shoes are required.
- Deodorant should be used; perfume, cologne, and hairspray should be worn sparingly.
- Caps or hats may not be worn in the classroom.
- Students may wear hoodies but may not wear the hood up during class.
- All jackets and long sleeves worn during exams must have the sleeves pushed up above the elbows for the duration of the exam. Infinity scarves or other scarves may not be worn during an exam.
- Smart watches are prohibited.

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 distractions 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. 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 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 COVID-19 exposure.

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. If a second absence is needed you must present a doctor note or court documentation.

- **Students who exceed the allowable absence no longer meet the course criteria and must withdraw.**
- **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.**
- **On exam days, the test will start at the designated time. There are no tardies allowed. If you are late the door will be locked and you will not be allowed into the classroom. You will receive a zero for the exam. You may enter after the exam is complete to participate in the class activity but will still be considered absent.**
- **Attendance is taken at every assigned classroom time.**

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 3-day isolation period (the day of the test is day 0), 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 3-day isolation.

(See student handbook for Full list of Covid policies)

4.1-B. TARDINESS

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's opened before entering the classroom. See Exam policy regarding expectations on tardiness for exams.

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 Program Director within 24 hours of notification.*

Dropping a class

Students should submit a **Student Initiated Drop Form** online.

Students will not be required to obtain an instructor's 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/admission-aid/advising/spcadvisors.php> or by calling 806-716-2366.

Schedule Change (after late registration and before the census date)

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

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

ASSIGNMENT POLICY

All assignments must be completed by the assigned due date. **Late and/or incomplete work will not be accepted and a grade of zero will be recorded. Assignments, quizzes, pop quizzes, exams, skills, and any other assignment that are missed due to an unexcused absence may not be made up.** (alternate assignments may be assigned if absent for COVID) See the student handbook for COVID policies)

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 in listening to the lecture with a higher degree of acuity and participating in class discussions 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.

Students should retain a photocopy or computer-accessible file of all assignments turned in. Always have a backup copy. All work is submitted via the Blackboard classroom, CJ SIM course, or any other method per instructor instructions or directions.

Assignments are not accepted by email. You must submit the assignment in the appropriate location (BlackBoard, CJ SIM, 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, the instructor can clear the previous attempt and allow the student to resubmit before the deadline. Again, it is your responsibility to make sure it is compatible, not blank, and submitted appropriately.

Workbook/Study Guide: The workbook is designed to give learners of all styles the opportunity to enhance learning this material. There will be homework that is 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”, and these will be posted to BlackBoard with directions. **You must present these prior to class time starting. 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.**

COMPUTER USAGE

As computer technology in the field of health occupations continues to become more popular, computers will be used in this course. All students must have access to computers, webcams, microphones, and printers. Some may be available on the South Plains College campus. Students will be expected to utilize computers to access assignments, classroom resources, Zoom Meetings, and possibly exams. 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.

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 computer or tablet usage in the classroom setting (**cell phones remain prohibited**).

The following guidelines apply:

- Computers or tablets must be fully charged for use in the classroom
- For safety and limited electric access, no computers may be plugged into the wall during class
- Devices may be charged during the lunchtime or before/after class
- Computers 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 student's 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 individual instructor has the option to 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 as a whole or be found to interfere with student learning (success), this policy can be canceled without notice.**

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

COMPUTER LAB USAGE

The computer lab (building 8) on Reese campus may be used by students during scheduled open hours. 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 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 behalf of the patient.**

Exams are administered in a campus computer lab using ATi. Students are expected to arrive on time for 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 ATi and have them proctored using Respondus.

It is your responsibility to make sure that you have working computers with a webcam and a microphone and reliable internet.

In addition to the course unit exams, students will be required to take ATi Mastery Exams. Students will take the Medical Surgical Practice A, B, and proctored exam during this course. The purpose of these exams is to evaluate the competency of the student's knowledge of critical concepts for entry into professional nursing. Students will receive a grade out of 100 from ATi placing them at a level from 3 to below 1, and the grade will be calculated accordingly. **The grade received on the Proctored Exam will be calculated as 10% of the students' average.**

The ATi Mastery Exam will be scheduled by your instructor and will possibly be scheduled outside of your regular course time. **Please watch for this date to be added to your schedule if they are not already present.** This Mastery gives 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

Following the Mastery Exams, the student will have a focused review. The focused review will be available on ATi. The requirements of focused review will be assigned by the instructor and is subject to change at instructor discretion.

Exams may cover information given during lectures, handouts, movies, website links, 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, but not limited to, multiple choice, matching, select all that apply, completion, CJE matrix, Hot spot and drag and drop, and True/False.

1. ***No hats, caps, blankets, backpacks, food, drinks, cell phones, or smart watches*** are allowed in the classroom 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 vehicle. ***If a cell phone/ smart watch 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 post 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 progression.**
- 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 the 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 grade and a numerical course grade will **NOT** be posted on BlackBoard. The final course grade will be posted to CampusConnect as the transcribed 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.**

If the student fails the first exam in the course, the student is required to meet with Student Success Coach and/or Nursing Success Coordinator 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.

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 before the originally scheduled exam time.**
- **If an exam is missed for COVID-19. First test will be exactly as stated above, 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**

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%

Homework/Assignments/Quizzes: 10%

ATi Mastery Exam: 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

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) 716-4626 or (806) 716-4623. 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.

- 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 at 806-716-2600

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. 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 dismissed from the program.

Texting Faculty:

Students should not text faculty via the faculty cell phone. Written communication should be by email or 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, as well as South Plains College rules and regulations. A student is not entitled to greater immunities or privileges before the law than those enjoyed by other citizens. Students are subject to such reasonable disciplinary action as the administration of the college may consider appropriate, including suspension and expulsion in appropriate cases for breach of federal, state or local laws, or college rules and regulations. This principle extends to conduct off-campus which is likely to have adverse effects on the college or on the educational process which identifies the offender as an unfit associate for fellow students.

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

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

****SPECIAL REQUIREMENTS (Read Carefully)**

Students must complete the **Syllabus Acknowledgment on BlackBoard**. This is acknowledging that the student has read and understands the content of this syllabus and the contents of the class schedule. Please note this syllabus and the course schedule is subject to change at the instructor's discretion.

Syllabus Acknowledgment is due no later than the second day of class

If a student's cell phone goes off during class, the student will be asked to leave.

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

The 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 with them for quick study and review. In the study guide, 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 several hours 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**—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 and quickly go through your old notes from previous units—remember there will be a comprehensive final. Remember, you must know the body parts and how they work as long as you are a nurse!
- Take NOTES while reading, studying PowerPoints, live online lecture Q&A sessions, and recorded lectures.
- 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 in 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 to 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!

Erin Hennesay MSN, RN-BC
Vocational Nursing Instructor
SPC Vocational Nursing Program – Reese Center

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 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-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.

Course Schedule

Located on Blackboard