

COURSE:	VNSG 2410 Nursing in Health and Illness III (Level III Adult Health)
SEMESTER:	Summer 2023
CLASS DAYS:	Mondays
CLASS TIMES:	0800-1600

Name	Phone	Email	Office	Office Hours
Sarah Gill MSN, RN	806.716.2195 (o)	<a href="mailto:sgill@southplainscollege.edu">sgill@southplainscollege.edu</a>	PC104D	By appointment

**\*\* 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\*\***

*"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. \*

**Concurrent Courses: VNSG 1219; VNSG 1334; VNSG 1331; VNSG 2461**

### 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 I and II, 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.
11. Become a member of the profession
12. Provider of Patient-Centered Care
13. Be a Patient Safety Advocate
14. Become a member of the health care team
15. See textbook specific objectives for each chapter

**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

<b>At the completion of this course the student will:</b>
1. Describe normal body functions with that of pathological variations
2. Discuss disease process by definition, 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 in regard to patient care, nursing interventions and drug therapy
6. Discuss normal aging, system changes, common disease processes, lifestyle changes, common issues and
7. needs during the aging process
8. Discuss the principles of nutrition, the digestive process, food nutrients, diet therapy and diet modifications
9. Apply sound nursing principles and concepts to multiple patient situations in a variety of clinical settings
10. Be fluid in the use of medical terminology
11. Be present and punctual for all classes with no more than 2 (two) absences.
12. Pass the course with at least 76-C

### **EVALUATION METHODS**

Written exams, computer-based exams via Blackboard or Exam Soft, written assignments, quizzes (written and computer-based), 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 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**

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 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*, (6<sup>th</sup> ed.), F.A. Davis. ISBN #978-0-8036-6900-0

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

\*Davis Advantage for LVN Med-Surg

\*Exam Soft

\*Blackboard

\*Nurse Think Clinical Judgement (CJ Sim)

\*VSIM for Nursing Medical-Surgical

#### SUGGESTED TEXTS

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

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

Watkins, C. J., & Beaman, N. (2018). *Pharmacology Clear & Simple: A Guide to Drug Classification and Dosage Calculations* (4<sup>th</sup> 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, (14<sup>th</sup> 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, (14<sup>th</sup> Ed.), Wolters Kluwer. ISBN: 978-1-4963-8054-8

#### 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 a computer, web cam, microphone, and printer.** 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. . Due to COVID the class may have to meet virtually at some point. **Please have a plan prepared as to how to meet via computer for this course in case it becomes necessary.** If the class meets virtually, it will be via Microsoft Teams, Blackboard Collaborate, or Zoom at the instructor's discretion. **ALL STUDENTS ARE EXPECTED TO KNOW THEIR SPC STUDENT USERNAME AND PASSWORD.**

#### COMPUTER LAB USAGE

The computer lab PC 109 may be used by students during opening hours, or as assigned by an instructor. Printer paper will not be provided for students to print materials, but students may seek assistance from faculty or staff to request lab paper from the college if needed. **Lack of computer lab paper is not an excuse for not having homework assignments, skills lab sheets, or any other required documents.**

#### ADDITIONAL CLASSROOM ITEMS

Students should come to class prepared with pens, pencils, and a spiral notebook for taking notes, quizzes, or assignments in class. Students should be prepared to take notes over lecture material. You may use your computer for this course content only in the classroom. Follow student conduct guidelines for appropriate use of electronics in the classroom

## ATTENDANCE POLICY (\*Read Carefully\*)

**\*\*Course Schedule is on Blackboard\*\***

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.

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 exceed allowable absences of (2), no longer meet the course criteria per the board of nursing. These students will be withdrawn from the program and receive a grade of "F", except in the case of COVID. (see handbook)**

Attendance is taken for each class and may be taken several times during a class. Attendance is most often taken by a sign in sheet. Students who "forget" to sign in are counted as 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 remainder of lecture, but the student will still be marked as "absent." If a class is scheduled for the whole day, but the student leaves before the end of the class period, the student is marked "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 for the day.

**CLASSROOM:** students must be in their seat ready for class at the scheduled time. Classes will be held on scheduled days with lectures immediately following any exams. Students who leave after exams are counted as "absent." Students who are late for an exam will not be allowed to take the exam.

**Tardiness:** Tardiness is not accepted in the VN Program. Students are either present and on time, or they are absent.

**Breaks:** Roll may be taken at any time during the class. Breaks are given during the lecture time. Student movement in the building is monitored closely for safety; therefore, students should use break times wisely—going to the bathroom, getting refreshments, etc. not spending time on cell phones then going the bathroom once class starts.

**ZOOM classes/meetings:** Zoom meetings/classes are considered formal class time; therefore, the student must be present, on time, dressed appropriately, and in a stationary location. (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.**

## COVID POLICY: See VN Student Handbook

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

**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 the 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.

- Students **MUST** notify DeEtte Edens, BSN, RN, Associate Director of Health & Wellness, of the positive results at [dedens@southplainscollege.edu](mailto:dedens@southplainscollege.edu) or 806-716-2376.
- Students **MUST also** communicate with DeEtte Edens, BSN, RN prior to their return date if still symptomatic at the end of the 5-day isolation.

- A student is clear to return to class without further assessment from DeEtte Edens, BSN, RN **ONLY** 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.

**OTHER ILLNESSES:** Students should take an absence when they are truly ill (running fever, nausea/vomiting not due to pregnancy, diarrhea, etc.). A physician's release should be submitted when the student is treated by a physician. **Students should inform the instructor of absences prior to class via email.**

**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 if they no longer meet the program objectives due to excessive absences. **Should the student believe a discrepancy exists, the student should submit the notice in writing to the Program Director within 24 hours of notification.**

**4.1-D. RELIGIOUS HOLY DAYS ABSENCES:** In accordance with Section 51.911, Texas Education Code, SPC allows 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.

### **ASSIGNMENT POLICY**

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/incomplete 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/Quizzes may be given as a "Ticket to Class" or to enhance learning of the course material. Students may have worksheets, workbook assignments or other assignments that will be completed outside of class time.

**TICKET TO CLASS:** Being prepared for class by becoming familiar with the lecture content is an important skill for students to learn. It helps class time to be more productive and aids the student in committing the concepts into long term memory. To ensure that students are familiarizing themselves with the content prior to class, assignments and or quizzes may be designated by the instructor as a "Ticket to Class" assignment .

- Tickets to class may include Chapter outlines, lecture outline, Davis Edge quizzes, Ah Ha! Points, and/or Muddiest points. Tickets to class will be communicated via Blackboard and Remind
- **These assignments must be completed and uploaded to the appropriate place, as designated by the instructor, prior to the start of class.** If the assignment is not completed, or not submitted, the student will not be allowed to enter the classroom and attend lecture until the assignment is completed and uploaded. **Any students who are late to class due to an incomplete "ticket to class" assignment, will receive an absence for the day, even if they are able to rejoin the class later in the day.**

**QUIZZES:** Students may be assigned Davis Edge quizzes to be completed outside of class. Students will be given 5 attempts on each quiz and the highest grade will be the one recorded. **Class ID: 58081101283261GHQN3** The class ID is required to enter the course and complete any assignments. Davis Edge Quizzes will be **due before 8 am on the due date** and **no late work will be accepted.**

## SUBMITTING ASSIGNMENTS

- Because of the fast pace of this course within the Vocational Nursing Program and as stated in the Vocational Nursing Student Handbook, **make up work is not accepted in this course.**
- All required work must be turned in **on time** so the student can benefit from corrections and to help study for exams. Assignments given outside of scheduled lecture time are due on the dates specified by the instructor. **No late work will be accepted.** All work will be submitted via Davis Edge, CJ SIM, ATI, or the Blackboard course, unless otherwise specified by the instructor.
- Assignments are **not** accepted by email. Assignments must be submitted on time and in the appropriate place. **It is the student's responsibility to make sure that they do not upload blank documents and that the documents can be opened on a PC and/or viewed on Blackboard.** (Not all Mac files are able to convert, and Blackboard is not compatible with many of them. Apple Pages and Columns for example, cannot be viewed on Blackboard.) **If the student submits a blank document, or a file that cannot be opened, it will not be accepted, and the student will receive a grade of 0 for the assignment.** The student **must** retain a photocopy or computer-accessible file of all assignments, in case of upload errors. **If there is an error and the student does not have a backup copy, the student will receive a grade of 0 for that assignment.**

## 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!

## EXAMS

- Presentation of Exams may be on paper with pencil or via computer by ExamSoft.
- For test security, no hats, caps, backpacks, or purses are permitted in the classroom during exams.
- No drinks or food may be brought into the classroom during an exam.
- Computer exams are administered in the campus computer lab using ExamSoft and the lab must be reserved by the instructor in advance. Students are expected to arrive on time and ready for exams. Exams must be completed within the time frame allowed. No extra time will be given.
- **Due to the ever-changing COVID conditions, if it becomes necessary to take exams off campus, it is possible that the student may be required to take exams proctored by an exam monitor via ExamSoft. It is the student's**

responsibility to make sure that you have working computers with a web cam and a microphone and reliable internet on which such exams can be taken if necessity dictates.

- **UNIT EXAMS:** Unit exams will include information and concepts from class lectures, student presentations, discussions, handouts, videos, and power points.
  - **UNIT EXAM REVIEW:** Students will have the opportunity to review each exam taken as scheduled with the instructor. After reviewing the exam, if the student has further questions, the student will need to email the instructor for an appointment to review the exam further. The student must discuss this with the instructor within 48 hours of viewing their grade. **Once the 48 hours has passed after the test review, the assigned grade is final and may not be challenged at the end of the course. Grades will not be emailed or given out by phone.**
  - **UNIT EXAM REMEDIATION:** Once the exam is completed, any exam grade below an 80 will require remediation from your instructor to be scheduled within 48 hours of the exam. The student will receive a remediation plan from the instructor based on their score. If the required remediation is not completed by the due date, the student will not be allowed to take the following exam and will receive a grade of 0 for that exam.
- **ATI EXAMS:** In addition to the course unit exams, students will be required to take ATI proctored Exams. These exams give the students and instructors analytics to let them know what concepts they are strong in, and which they are weak in. **The ATI Exams will be scheduled by the instructor and will possibly be scheduled outside of the regular class times. Please watch for these dates to be added to the schedule if they are not already present.**
- **MISSED EXAMS:** Students are required to take all examinations for each nursing course. There are NO makeup exams for this course. Since the final exam is comprehensive over the entire course, the final exam grade will be substituted **FOR THE FIRST MISSED EXAM GRADE ONLY.** If any additional exams are missed, a grade of "0" will be recorded. **There is no make-up exam for the Final Exam.** No exams will be given prior to the scheduled exam.

**Any action interpreted as cheating by facilitating instructor may result in immediate removal from the testing area, a zero recorded for the test grade and possible removal from SPC nursing program.**

#### GRADING POLICY

- All grades will be recorded on the Blackboard course for the student to view.
- **Grades are not rounded up or down, i.e., 79.5 = 79.5 The final course grade will not be rounded up or down.**
- **The student must earn a, "C", "76.00" overall in the course to pass.**
- The final letter grade will be posted to Blackboard and Campus Connect.

#### Course Grades are based on the following scale:

A = 90-100%  
B = 80-89.99%  
C = 76-79.99%  
D = 70-75.99%  
F = 69.9% and below

#### Course Grade Determined by:

Unit Exams: 50%  
Daily work/Assignments/Quizzes/Other: 20%  
ATI 10%  
Final Exam: 20%

*Please refer to your SVN handbook for additional comments about grades.*

#### COMMUNICATION POLICY

- Electronic communication between instructor and students in this course will utilize the South Plains College "My SPC" and email systems and the Remind App. Students are encouraged to check SPC email daily. 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.

### 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.

The student should notify his/her family that in the case of an emergency during clinical rotations, they should call and leave a message or text (who they are and who they need to get in touch with for an emergency) to the number or numbers provided to them in the clinical course syllabus and/or on the clinical course schedule.

### ADDITIONAL INFORMATION:

- **ATTENTION: CELL PHONES ARE NOT ALLOWED DURING CLASS.** Use of cell phones is only allowed during breaks. Please keep cell phones in your car. The following penalties apply to students who choose to sneak in their phones:
  - If a cell phone rings during an exam, that student's exam will end immediately with a "50" recorded for the exam grade. There is no makeup for this grade.
  - If a cell phone goes off during lecture, it will be taken and left in the Director's office till 4:00 p.m.
- **Excessive talking in class is not allowed. Students may be asked to leave and given an absence for the day.**
- **No Sleeping in class. Students seen sleeping in class will be asked to leave and given an absence for the day.**
- Recording (Voice or Video) is not allowed unless the student receives permission from the instructor.

### 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 at <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 (May 22) and before the census date (June 12), 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](mailto: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](#).

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, not report 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 policy information.** ([http://catalog.southplainscollege.edu/content.php?catoid=47&navoid=1229#Class\\_Attendance](http://catalog.southplainscollege.edu/content.php?catoid=47&navoid=1229#Class_Attendance))

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

## 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 accommodation 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) 806716-2577, 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 accommodation. 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.

## 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 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 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.

Revised 05/2023

VNSG 2410 (4:3:2)  
Adult Health Level III  
Syllabus Contract

Print Name: \_\_\_\_\_

*By signing below, I agree that I have read and understand the VNSG 2410: Adult Health Level II Syllabus and schedule. I have had the opportunity to ask questions. I understand the course requirements and expectations. I understand that this information is VITAL to my success as a vocational nurse. I understand that it is recommended that I study DAILY and review weekly so that this information is thoroughly mastered.*

*I commit to this course and commit to daily study as I prepare to become a vocational nursing student. I understand that I am not just studying for exams, but that I am studying for the day when I stand between my patient and harm or death.*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## Plagiarism Declaration

**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 plagiarism<sup>1</sup>

- 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 lectures and clinical experiences. **I understand that I must withdraw from the program should I exceed allowable absences for any reason.**
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 is 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: \_\_\_\_\_