



## **NURS 4540.01 NURSING CARE OF MENTAL HEALTH CLIENTS** **COURSE SYLLABUS: SPRING 2024 (01B& 02B)**

### **INSTRUCTOR INFORMATION**

Faculty: **Dr. Chin-Nu Lin**, Ph.D., MSN, MA, PMHRN-BC, CNE, Effective Teaching Certificate-ACUE (**Course Coordinator**)

Office Location: NHS Room 236

Office Hours: **Tuesdays 11:30am-1pm, 3p-4pm, Wednesdays 10-30am-12p, 2-3p and by appointment**

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Clinical instructors:

**Crystal Brakefield**, MSN-Ed, RNC-OB, Office phone: 903-886-5724/Cell 972-743-3867

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Preferred Form of Communication: Email

Communication Response Time: Three (3) business days

### **COURSE INFORMATION**

Materials – Textbooks, Readings, Supplementary Readings

#### **Textbook(s) Required**

Halter, M. J. (2022). *Varcarolis' foundations of psychiatric mental health nursing: A clinical approach* (9th ed.). St. Louis, MO: Saunders. ISBN-13: 978-0323697071

**ATI Content Mastery Series (CMS): RN Mental Health Nursing Edition 11.0**

Previous nursing courses textbooks

Online resources and articles as directed  
Software Required:

<https://www.atitesting.com/> (Assessment Technologies Institute, LLC) online account with access to the following resources:

- EHR Tutor
- Video Case Studies RN 2.0
- Real-Life RN Mental Health 4.0
- Engage Mental Health RN
- Practice and Proctored RN Mental Health 2019
- Swift River Simulations

Optional Texts and/or Materials: None

## Course Description

Demonstrates the relevance of psychosocial nursing concepts to all areas of professional practice. Provides a conceptual integration of the nursing process, theories, and research from psychosocial sciences and humanities as these relate to the care of persons with mental disorders. Clinical experience provides an opportunity for application of psychosocial concepts and methods in using the nursing process to promote optimal levels of wellness for individuals, families, and target groups.

### Student Learning Outcomes

By the end of the course, the student will be able to:

1. Analyze selected nursing and psychological theories used in psychiatric/mental health settings (AACN Domain 1).
2. Examine the legal, economic, sociocultural, and ethical issues impacting the psychiatric/mental health delivery system and apply them in the clinical setting (AACN 9 Domains 7, 8 & 9).
3. Discuss clinical modalities and psychiatric terminology as it relates to psychiatric/mental health nursing practice (AACN Domains 2 & 9).
4. Utilize principles of evidence-based practice in psychiatric mental health nursing (AACN Domain 4).
5. Identify barriers to care for patients with psychiatric illnesses in the rural setting (AACN Domains 1, 2 & 3).

### Clinical Objectives

Use the nursing process to develop a plan of care for the client in a psychiatric/mental health setting.

1. Apply theories about causation and treatment of mental disorders and chemical dependency to clients in a psychiatric setting (AACN Domains 1 & 2).
2. Demonstrate increasing competency in using therapeutic communication skills with psychiatric/mental health clients (AACN Domains 2 & 9).
3. Demonstrate the ability to observe and describe problematic behavior in a clinical setting (AACN Domain 2).
4. Analyze clinical therapeutic modalities and their effectiveness with clients (AACN Domain 2).
5. Demonstrate professionalism, including attention to appearance, demeanor, respect for self and others, and attention to professional boundaries with patients and families as well as among caregivers (AACN Domain 9).
6. Implement evidence-based nursing interventions as appropriate for managing the acute and chronic care of patients and promoting health across the lifespan (AACN Domains 2 & 3).
7. Monitor client outcomes to evaluate the effectiveness of psychobiological interventions (AACN Domains 2 & 3).
8. Create and maintain a safe and effective therapeutic milieu that results in high-quality patient outcomes (AACN Domains 2 & 9).
9. Incorporate knowledge from nursing and other disciplines to support clinical judgment (AACN Domain 2)
10. Demonstrate skills of promoting self-care practices (AACN Domains 2 & 3).



**Trigger Warning-** Psychiatric/Mental Health classes discuss topics/issues of psychiatric & mental illnesses. In didactic, student will receive contents of these topics. In the clinical settings, student will closely encounter with clients with these issues. If a student expects to be emotionally or psychologically impacted by these issues and topics, please contact your course and clinical instructor.

**Students are highly encouraged to gain knowledge, skill and attitude to face and resolve these challenges to be competent nurses. You are resilient and you could do it!!**



## COURSE REQUIREMENTS

### Minimal Technical Skills Needed

Using the learning management system (D2L), EHR Tutor and using Microsoft Word, Microsoft Excel and PowerPoint, uploading & download course documents/completed assignments and ExamSoft.

### Instructional Methods

This is a **blended course** without lectures requiring students to complete online activities and independent study to be successful. Course objectives may be met through individual studies using suggested resources, active involvement in classroom activities, formal, and informal exchange of ideas with classmates and colleagues regarding specific topics as well as utilizing critical thinking skills.

Teaching methods include seminars, discussions, small group work, independent studies of texts and library resources, computer-assisted instruction, audio-visual aids, and the assignments listed. While the professor will provide guidance and consultation, **the student is responsible for the identification of learning needs, self-direction, seeking consultation, and demonstration of course objectives.** Students are strongly encouraged to discuss questions with the course instructor.

### Student Responsibilities or Tips for Success in the Course

- Logging into the course website daily during the week
- **Checking emails at least daily**
- Updating semester calendar with communicated changes
- At least **three hours** of the weekly study excluding working on assignments
- Attendance at all class meetings, clinicals, seminars, and simulations
- Review of examinations
- Attend classes and mandatory clinical activities
- Communicate effectively and promptly with course and clinical instructors for any issues/concerns

## Advising Statement

Before being accepted and entering the nursing program, undergraduate students may have been advised by a pre-nursing advisor. However, once admitted into nursing, the nursing faculty become the student's advisor. The nursing department subscribes firmly to the **chain of command** because, as nurses, that is how most employers will require you to resolve issues. **If you have a problem with a course, you should contact your instructor, then the course coordinator, then the department head for nursing.** Therefore, any advisement questions or any other concerns you have should first be discussed with your clinical or course instructor. She/he is your advisor for that semester.

## GRADING

Final grades in this course will be based on the following scale:

**A = 90%-100%**

**B = 80%-89%**

**C = 75%-79%**

**D = 60%-74%**

**F = 59% or Below**

✚ See the grade rounding policy in the Student Guide

Assignment	Weight
<b>Examinations (3 units &amp; a final, 17.5% each)</b>	<b>71%</b>
ATI Engage lessons (7, 2% each)	14%
ATI Practice A & B and Proctored Examination	10%
Study of Happiness (Part I (1%), Part II (4%))	5 %
<b>Clinical</b>	<b>Pass/Fail</b>
<b>Total</b>	<b>100%</b>
Pop quiz	✚ Extra credits

✚ **Noted that there will be pop quizzes throughout the semester. Quizzes will be given at the beginning, middle, or end of the lectures or other learning opportunities. The grades of the pop quiz will serve as extra credit to the course after a student has a final grade that is equivalent to or greater than 75%.**

A minimum grade of **75** is required to pass the course. Students must achieve a minimum average of 75% on all exams in order to pass the course. Other graded assignments will not be added to the final grade unless the exam grade average is 75% or higher.

**All students with an exam grade of less than 75 must review their exam.** It is the student's responsibility to contact their clinical instructor or course coordinator by

email to set up an appointment to review the exam. The current exam must be reviewed before the next scheduled exam. **Only the most current exam may be reviewed.** Do not wait until the last minute to request a review. Of course, all students are welcome to review their exams but should follow the same procedure.

Successful completion of the assignments will enable the student to meet the student learning outcomes.

**Students are required to purchase a laptop privacy screen for use during all computerized exams.**

## Course Assignments

**Types of Assignments and Purpose of Each:** There is a variety of assignments for this class to accommodate different learning styles.

### Important!

For all the assignments, students should use the correct form of the title: **Lastname/First2lettersof first name/name of the assignment.**

For example, for the ATI Engage 1 score report and the student is **Mary Smith**, the title of the assignment should be **Smith-Ma-ATI-Engage1. This includes course and clinical assignments**

#### 1. Examinations 71% total (3 units & 1 final, 17.5% each)

There are **five (4)** examinations **(including a comprehensive final exam)** in this class on the dates identified. The exams will include terminology from the applicable chapters in the textbook. The questions will/may be in multiple formats: multiple choice, multiple answers, matching, short answers, etc. (Learning outcomes #1-#5). Test contents will be partially contributed from ATI Engage reading contents and practice questions. **Exams are taken via ExamSoft. Students should check if your personal device is able to download ExamSoft prior to first exam.**

#### 2. ATI Engage Mental Health RN, 14% total (2 % each)

There are **Seven (7)** ATI Engage Mental Health RN to be completed and submitted the score reports by 2359 on the date indicated on the course schedule. Students are required to complete the reading part and complete the quiz by the identified due date.

- See course schedule for the required modules and due dates.
- Students should study well before taking the topic quiz. Academic integrity policies apply to individual/self-paced situations.

- The required modules are open at the beginning of the semester. There are **48 hours window for each attempt**. Students have **unlimited attempts** to complete the quiz.
- Students should report the **highest score** to D2L on time. No late submission is allowed.
- You should try to work on the other unassigned modules at your own time to advance your knowledge and skills in mental health field.

### 3. ATI Practice & Proctored Exam 10%

#### ATI Subject Examination Scoring Rubric

Practice Assessments (Mandatory) 4 Points			
<b>Complete Practice Assessment A &amp; Focused Review</b> Focused Review: <i>Handwritten focused review completed on the initial attempt.</i> For each topic missed, identify three critical points to remember. (Minimum of 1 hour spent on Focused Review on initial attempt)		<b>Complete Practice Assessment B &amp; Focused Review</b> Focused Review: <i>Handwritten focused review completed on the initial attempt.</i> For each topic missed, identify three critical points to remember. (Minimum of 1 hour spent on Focused Review on initial attempt)	
Late submissions: One point per day will be deducted for late completion up to three days. After three days, no credit will be awarded.			
Standardized Proctored Assessment			
Exceeds most expectations	Exceeds minimum expectations	Meets the absolute minimum expectations	Does not meet absolute minimum expectations
Level 3 = 4 pts	Level 2 = 3 pts	Level 1 = 1.5 pts	Below Level 1 = 0.5 pts
Level 3: No retake required Recommend focused review. For each topic missed, identify three critical points to remember.  <b>Focused Review &amp; Remediation = 2 pts</b>	Level 2: No retake required Recommend focused review. For each topic missed, identify three critical points to remember.	Level 1: Retake required Handwritten focused review required on proctored assessment. For each topic missed identify Three Critical Points to remember.  <b>Focused review &amp; *remediation must be, completed to earn remediation points &amp; participate in proctored assessment retake.</b> (Required: Student must meet with faculty for Remediation Packet) <b>Focused Review &amp; Remediation = 2 pts</b>	Below Level 1: Retake required Handwritten focused review required on proctored assessment. For each topic missed identify Three Critical Points to remember.  <b>Focused review &amp; *remediation must be completed to earn remediation points &amp; participate in proctored assessment retake.</b> (Required: Student must meet with faculty for Remediation Packet) <b>Focused Review &amp; Remediation = 2 pts</b>
Proctored Assessment Retake			
	Level 2: Retake optional (Handwritten focused review <b>must be</b> completed for those	Level 1 If the student scores a level 2, add 1.5 points.	Below Level 1 If the student scores a level 1, add 1 point

	who choose to retake the proctored assessment.) If the student chooses to retake for a level 3 and is successful, the student receives 1 additional point.	If the student scores a level 3, add 2.5 points	If the student scores a level 2, add 1.5 points If the student scores a level 3, add 2.5 points
<b>Student Scoring for LMS Gradebook</b>			
<b>Practice Assess. Points: _____</b>	<b>+ Proctored Assess. Points: _____</b>	<b>+ Focused Review &amp; Remediation Points: _____</b>	<b>+ Assessment Retake Points: _____ = Total Points: _____</b>
<b>6.5 pts = 65%</b>	<b>7.5 pts = 75%</b>	<b>8 pts = 80%</b>	<b>9 pts = 90%</b> <b>10 pts = 100%</b>

*\*Remediation is dependent upon the students' scores on Practice A & B and ATI Modules. Remediation cannot be waved.*

- Although there are due dates for ATI activities, please complete them at your earlier convenience and do not wait till the last hours. There are always unexpected incidents to prevent you from submitting assignments promptly.
- **All the ATI remediations are to be hand-written** including the student's name and date. For every missing concept, **at least 3 learning key points** should be listed. The contents should be explained in detail. An example is provided in the D2L.

#### 4. Study of Happiness 5 % ; Part 1 (1%), Part 2 (4%)

- Happiness is a key and vital factor in pursuing mental health. You will have opportunities to participate in this project to discover the make of your happiness. There are Part 1 and Part 2.
- You need to complete Part 1 (survey) to proceed to Part 2 to get credits for this assignment. Due dates are on the course schedule. See detailed information in D2L.



#### 7. Prior Nursing & Studying Experiences (Not Graded)

Detailed information is given on the first day of the class. See due dates are on the course schedule

#### Expected classroom/academic behaviors

Students must adhere to the expected classroom/academic behaviors and responsibilities. Any instance of violation of any of the objectives listed in the **Student Performance and**



**Behaviors Evaluation Form** may result in suspension, receipt of a **Student Performance and Behaviors Evaluation** form, failure of the course, and/or removal from the nursing program. A student will be removed from the program if there are more than **TWO (2)** violations. See the **Student Guide** for more information.

## Clinical Components

**All the clinical activities are mandatory!**

The clinical component is **PASS/FAIL** and must be passed in order to pass the course. To receive a passing grade in clinical you must achieve a **Satisfactory** for all the clinical assignments and receive a **satisfactory clinical evaluation**.

**Clinical is graded Pass/Fail. If a student fails the clinical component, the entire course must be repeated.**

You must also adhere to the expected clinical behaviors. Any instance of violation of any of the objectives listed in the **Student Performance and Behaviors Evaluation Form** may result in clinical suspension, receipt of a **Student Performance and Behaviors Evaluation** form, failure of clinical, failure of the course, and/or removal from the nursing program. See the **Student Guide** for more information.

### Late Submissions

It is expected that you will submit all class and clinical assignments on time. If you need an extension, it should request **before** the due date/time and may or may not be approved at the discretion of the course coordinator and clinical instructor. **Unexcused late assignments will be penalized 10% per day for each of the first two days overdue; on the 3rd day, the grade will be assigned as 0%.** Communication on these matters is the student's responsibility. Multiple instances of late clinical assignments will result in receipt of a Student Performance and Behaviors Evaluation Form and, possibly, failure of clinical/course. Only **ONE** request of extension is allowed.

### Paper Submissions

**All documents submitted online are to be in .docx, .rtf, or .pdf format.** No other formats will be accepted (JPEG, GIF, etc.) unless it is specified. Assignments need to be submitted in a maximum of one document per assignment. **Failure to follow these guidelines will result in a grade of "0" on the assignment.**

You are highly recommended to check if your documents uploaded correctly before you click submit button. Oftentimes, a few students submit incorrect or a blank file. **Such actions may result in receiving lower grade for the particular assignment.**

## Clinical Attendance

- Students are required to attend all the clinical activities/assignments.
- Students are expected to report to the clinical sites on time, preferably at least 5 minutes prior to the start of the clinical assigned time.
- For any missing clinical hour, a student should make up to meet the required hours.
- Unexcused tardy or absence will result a failure of the clinical component and fail from the course.

**Uniform and name badges are to be worn in all clinical areas/lab activities. No head coverings (except for religious purposes) are to be worn in any clinical area unless the facility requires head coverings. For all clinical experiences, you need to be assertive and responsible for seeking out your own experience.**

## Clinical Assignments

**Types of Clinical Assignments and Purpose of Each:** There is a variety of assignments for this class to accommodate different learning styles. **All clinical assignments must be graded as "COMPLETE" or "SATISIFCATORY" to receive credit for the assignment.**

You may redo any assignments **one time** that is less graded as Unsatisfactory. For any unsatisfactory assignment, resubmit it **within 3 days** after receiving the comments from the clinical instructors. For example, if your clinical day is on Monday, the due day is no later than Thursday, 2359. If your clinical day is on Thursday, the due day is no later than Sunday, 2359.

**All the clinical writeup assignments are due within 48 hours after the clinical experience. For example, if your clinical is on Wednesday, the due date is Friday, 2359.**

### A. Clinical Orientation & Skill Lab 1 (Clinical learning outcomes #1-#8)

There are mandatory Clinical Orientation & Skill Labs (part 1 & 2). It is counted towards clinical hours. Failure to attend will be prohibited from clinical activities. See detailed information & agenda in D2L.

- Clinical Orientation & skill lab Part 1
- Hearing Voice Sim & Skill lab Part 2

"Hearing Voice" lab activity provides the learning opportunity to facilitate empathy and understanding for those who live with hearing disturbing inner voices (auditory hallucination).

- a. This is a group activity that is conducted and supervised by the instructors. You will be given a device to listen to the voices.
- b. After the activity, the group will have group discussions.
- c. Post the discussion on the discussion board.
- d. Instructions and detailed information are available in D2L.

## B. Inpatient Assignments (Clinical learning outcomes #1-#8)

You will have your **inpatient clinical experiences** in the following facilities.

Facility	Address	Phone#
Glen Oaks (G)	301 Division St, Greenville	903-454-6000
Texoma (T)	2601 Cornerstone, Sherman	903-416-3000

- a. Bring a disposal paper mask with you. Mask should be worn when you have direct in-person contact with the clients or in the patient care areas.
- b. Be familiar with the route of traveling to the facilities prior to your clinical day.
- c. On your schedule, you will have assigned in-patient days at the above facilities.
- d. **Inpatient clinical will be from 0700- 1500 with 30 minutes for lunch.**
- e. **Wear your uniform and name badge. Have your car keys, writing instrument, and notepaper in your pockets.** You can bring lunch into place in the refrigerator at the facility. **EVERYTHING else remains in your car; this includes cell phones, smart watches, clipboards, backpacks, etc.**
- f. On your assigned unit, you will discuss with your instructor and/or the nurse an appropriate patient for you for the day. You will remain with this patient throughout your clinical day. The activities, etc. the patient attends you will also attend. **During the day, you also must participate in therapeutic communication activities with the patient based on the patient's situation.**
- g. You must submit the **mental health comprehensive care plan and a Mental Status Examination (MSE)** form for each of the in-patient days and submit to D2L.
- h. The nursing diagnoses that you use for your clinical journals **cannot** be repeated during the semester.
- i. During these clinical days, you need to have a patient with the following disorders. One client can fit more than one category.
  - **Schizophrenia spectrum, Bipolar, Anxiety/OCD, Survivor of violence, Depression, Substance Abuse Disorders, Eating/Personality Disorder**

## C. Outpatient Assignments (Clinical learning outcomes #1-#8)

- You will be assigned to the following facilities, ex, for group therapies. You are to complete **the reflective journal and attendance sheet**, and submit it to. For example, if your clinical is on Wednesday, the due date is 2359 Friday.
- Wear your uniform and name badge. Have your car keys, writing instrument, and notepaper in your pockets. You can bring a lunch into place in the refrigerator at the facility. **EVERYTHING else remains in your car this includes cell phones, smart watches, clipboards, backpacks, etc.**

### 1. Glen Oaks Outpatient Program (GO)

- a. On your assigned day when other students/faculty are present on the clinical schedule, you will arrive at **0850 am** and report to the Outpatient Therapy program. Follow the guidance and

instructions of the therapist in charge. Leave around **1400** or the completion of the day program. Complete an attendance form and submit it on D2L by 2359 the day of your experience.

- b. You can buy lunch at Glen Oaks if you choose not to bring your lunch. There are no eating areas nearby that you would be able to go to on a 30-minute lunch break. It costs \$3 for lunch and you must bring cash and pay the receptionist in the front lobby.
- c. You are to give a **" Non-employee Orientation Packet"** to read and sign on pages **1, 9,10 & 11**.
- d. Turn your signature pages on **the designed date**

## 2. Texoma Behavioral Health Center (BHC) Outpatient Program (TO)

- a. On your assigned day when other students/faculty are present on the clinical schedule, you will arrive at **0850 am** and report to the Outpatient Therapy program. Follow the guidance and instructions of the therapist in charge. Leave around **1400** or the completion of the day program. Complete an attendance form and submit it on D2L.
- b. You can buy lunch if you choose not to bring your lunch. There are no eating area nearby that you would be able to go to on a 30-minute lunch break. It costs \$2-8 for lunch and you must use your debit card to pay in the cafeteria.
  - a. cash or card in the canteen.

## 3. Heritage Program (H), Hunt Regional Behavioral Health

- a. On your assigned day, you are to arrive at the Heritage Program by **0750** to ride the bus while the participants are picked up from their homes. Attend the programs/activities throughout the day as an observer, assisting the staff as needed. You will be done before **1500**. Complete an attendance form and submit on D2L.
- b. You can bring lunch to the facility. There are no eating areas nearby that you would be able to go to on a 30-minute lunch break. Follow the instructions from the program director.

Heritage Program  
2904 Sterling Hart Drive  
Commercer, TX 75428  
903-886-2238

## 4. Support Group

- a. You are to attend **two (2) in-person** support group events during the semester. The group can be focused on alcohol, drugs or a specific mental illness.
- b. Don't pick a meeting that is listed as closed, you will not be able to attend. It is recommended that you do NOT go to groups in the town that you reside in.
- c. Due to the nature of these meetings, do not wear your uniform or name badge. However, if you are asked, explain that you are a nursing student observing how various support groups assist clients with their overall well-being. **ONLY ONE STUDENT CAN ATTEND A SUPPORT GROUP AT ANY ONE TIME-YOU CANNOT GO TOGETHER TO THE MEETINGS.**
- d. **Only in-person group is allowed to attend to enhance the purpose of this activity.**
- e. Complete a written report. The format is available on D2L.

## 5. Community Psychology Center (CPC)

- a. You will be shadowed by a licensed clinical psychologist throughout the day. **Wear a business casual & presentable dress.**
- b. To enter the clinic, enter our building where **Henderson Hall (B19) and Binnion Hall (B5)** are joined together off **Monroe & Lee Street**. (Same area as the Health Service Building). There are sliding glass doors at that entrance next to the back of the Campus Police Department. When you enter the sliding door go to the right and the **BN 101**, waiting room, will be on the left.
- c. Complete an attendance form and a reflection paper, and submit it on D2L by 2359 the day of your experience.
- d. **Tuesday: 10am - 4pm**
- e. **Wednesdays: 10- 2p 0800 to 1400.**

Henderson Hall 106, P.O Box 3011, Commerce, TX 75429  
903-886-5660, [ccpc@tamuc.edu](mailto:ccpc@tamuc.edu)

## 6. TI Swift River (SR) practices

- a. Access Swift River with (SR) a provided code.
- b. The benchmark score is **90** for every assignment. A “zero” is given if a score is below 90.
- c. Each practice allow **3** attempts to complete.
- d. Upon completion, access the report and submit it to D2L. Submit the individual but not the combined score reports. See report example in D2L.

## D. Signed Clinical Evaluation, end of the semester

You will be evaluated by your clinical instructor at the end of the semester. The overall evaluation of your clinical performance must be **satisfactory**. You must pass the clinical evaluation to pass the course regardless of the rest of your clinical grade. See the form in D2L.

### Additional clinical opportunities

There are other additional assignment opportunities if a student is unable to complete a total of 90 clinical hours. This will be based on case-by-case. If you need this additional opportunity, you need to discuss it with Dr. Lin to get approval.

## TECHNOLOGY REQUIREMENTS

### LMS

All course sections offered by Texas A&M University-Commerce have a corresponding course shell in the myLeo Online Learning Management System (LMS). Below are technical requirements

LMS Requirements:

<https://community.brightspace.com/s/article/Brightspace-Platform-Requirements>

LMS Browser Support:

[https://documentation.brightspace.com/EN/brightspace/requirements/all/browser\\_support.htm](https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm)

YouSeeU Virtual Classroom Requirements:

<https://support.youseeu.com/hc/en-us/articles/115007031107-Basic-System-Requirements>

## ACCESS AND NAVIGATION

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or [helpdesk@tamuc.edu](mailto:helpdesk@tamuc.edu).

**Note:** Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, etc.

## COMMUNICATION AND SUPPORT

If you have any questions or are having difficulties with the course material, please contact your instructor.

### Technical Support

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778. Other support options can be found here:

<https://community.brightspace.com/support/s/contactsupport>

## Interaction with Instructor Statement

It is expected that you will check your D2L course and email at least **DAILY** for communication from the instructor.

Communication between faculty and students is primary and taken seriously. Preferred communication methods are individualized office hours, email, or via office phone. If a phone call is not answered, please leave a message and send an e-mail using the direct e-

mail link on the course home page. You will be treated with collegial respect and you are expected to communicate likewise in a professional manner.

It is expected that assignments will be graded and returned to the student within two (2) weeks of submission after the due date.

### **Nursing Student Guide**

Specific information for the nursing student regarding the nursing program and current policies and procedures can be found in the BSN Student Guide

**The Board of Nursing requires applicants, students throughout the program, graduates and licensure renewals to answer questions as to their ability to be admitted to a nursing program, sit for the NCLEX-RN exam or be re-licensed. You are responsible for checking those questions to be sure you are still in compliance. Keep in mind that your fingerprints are on file with the BON so if you should ever be arrested, they would be notified. You should notify them proactively. The link is as follows: [http://www.bon.texas.gov/licensure\\_eligibility](http://www.bon.texas.gov/licensure_eligibility)**

**It is the student's responsibility to review and understand the policies and procedures provided in the student guidebook as all students are held to the statutes and policies therein.**

## **COURSE AND UNIVERSITY PROCEDURES/POLICIES**

### **COURSE SPECIFIC PROCEDURES/POLICIES**

#### **Syllabus Change Policy**

**The syllabus is a guide and is subject to change.** Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

#### **CLASS :**

1. Class Cancellation: In the event that a class is canceled, the student is expected to do the readings and complete the objectives for that day. The content will still be included on examinations. The material in this syllabus and dates identified in the Course Calendar are subject to change.
2. **Class attendance is required.** The students should notify the course coordinator/instructor in advance of any absence.
3. Exam dates are listed in the course schedule, and the student is expected to be present for exams. In the event that the student will be absent, the course coordinator must be

notified in advance. Failure to do so may result in the student receiving a **zero** for the missed exam or quiz. Review the BSN Student Guide for the exam absence process.

4. As an adult learner and responsible professional, the student is responsible for reading and completing assignments prior to class and for being prepared to participate in discussions over the assigned material. It should not be expected that all material would be covered in class.
5. **Students are expected to come to class prepared:** complete assigned readings and assignments on time, actively participate/engage in class activities and effectively communicate with the course and clinical instructor(s).

## **CLINICAL EXPERIENCE:**

**Some of our clinical partners are requiring the COVID-19 vaccine for faculty and students. We are not requiring the vaccine. If you choose not to take the vaccine, and we cannot find a facility that will accept unvaccinated students, you will not be able to complete the clinical requirements for the course. You will fail the course and be unable to progress in the program.**

1. **Clinical attendance is mandatory.** Refer to the BSN Student Guide for clinical attendance policy information. Violation of the clinical attendance policy may result in the student receiving a **Student Performance and Behaviors Evaluation** form (see the form in student handbook) may lead to failure of the clinical portion of the course.
2. Immunizations, CPR, and TB status must be current for students to be able to attend clinical experience at the assigned clinical location. Suspension from clinical for failure to maintain required immunizations will be considered an absence.
3. Students should keep the required immunization and documents valid at all time. It is the student's responsibility to upload the current and valid document to **Project Concert.**
4. Students are expected to meet clinical expectations outlined in the clinical evaluation tool.
4. Based on student learning needs, the faculty will determine the appropriate amount of time and clinical assignments needed to assess student growth. Faculty may require additional assignments and clinical work to ensure students have met clinical objectives. Students are expected to comply with any additional assignments or clinical hours assigned.
5. Students are expected to prepare for clinical practice in order to provide safe, competent care.
6. Clinical assignments must be completed on time and submitted to the clinical instructor as directed. No exceptions without prior permission from the instructor.

## **University-Specific Procedures/Policies**

**The Counseling Center at A&M-Commerce, located in the Halladay Building, Room 203, offers counseling services, educational programming, and connection to community resources for students. Students have 24/7 access to the Counseling**



**Center's crisis assessment services by calling 903-886-5145. For more information regarding Counseling Center events and confidential services, please visit [www.tamuc.edu/counsel](http://www.tamuc.edu/counsel)**

### **Student Conduct**

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the [Student Guidebook](#).

<http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx>

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: <https://www.britannica.com/topic/netiquette>

### **TAMUC Attendance**

For more information about the attendance policy please visit the [Attendance](#) webpage and [Procedure 13.99.99.R0.01](#).

<http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx>

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf>

### **Academic Integrity**

Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

[Undergraduate Academic Dishonesty 13.99.99.R0.03](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf>

[Graduate Student Academic Dishonesty 13.99.99.R0.10](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/13.99.99.R0.10GraduateStudentAcademicDishonesty.pdf>

### **Students with Disabilities-- ADA Statement**

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

### **Office of Student Disability Resources and Services**

Texas A&M University-Commerce  
Gee Library- Room 162

Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148

Email: [studentdisabilityservices@tamuc.edu](mailto:studentdisabilityservices@tamuc.edu)

Website: [Office of Student Disability Resources and Services](#)

<http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/>

### **Nondiscrimination Notice**

Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

### **Campus Concealed Carry Statement**

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce 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 A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations.

For a list of locations, please refer to the [Carrying Concealed Handguns On Campus](#) document and/or consult your event organizer.

Web url:

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.