Fundamentals of Nursing NUR1020C Revised July 9, 2010
Syllabus
Florida Keys Community College

I. Course Information
Course Prefix/Number/Course: NUR 1020C
Credit Hours/Contact Hours: 7 credits (3 credits lecture & lab, 4 credits clinical)
Prerequisites for the course: ENC 1101; MAT 1033; PSY2012

Class Hours:
Lecture: Monday 0830 – 1240 Videoconference Room
Skills Lab: Per assigned times
  Monday 13:00-17:00
  Tuesday 08:30-12:30

Clinical Days: Per assigned times
  Tuesday 0700-1700
  Wednesday 0700-1700

II. Course Method
This course blends traditional face-to-face and online learning. Students are expected to attend classroom sessions as well as participate in online activities as assigned. You may access the course on the first day of class at: http://online.fkcc.edu. If you have difficulty in logging in to the course or you do not see the course listed, contact the Office of Distance Learning helpline at 305-809-3177 for assistance.

  Office Hours- All lead and co-instructors for the nursing classes have on-campus office hours posted.

  Announcements- Please check D2L for updates and announcements. To access, click on "Announcements" under Course Tools.

  Classroom Email- All classroom email between students and faculty members should occur within the internal D2L email system. To access click on "Mail" under Course Tools.

III. Instructor Information
Instructor: Susan Bousum MSN, ARNP, FNP-BC (Key West, Marathon) Lead Instructor
Email: Susan.Bousum@online.fkcc.edu
Office Hours: C104 TBA
Phone: 809-3225

Instructor: Rachelle Richardson MS, RN, FNP-BC (Key West) Co-instructor
Email: Rachelle.Richardson@online.FKCC.edu
Office Hours: C102 TBA
Phone: 809-3532
IV. Description

Fundamentals of Nursing is designed to introduce the student to selected concepts and technologies which are utilized in the practice of nursing. Concepts of health, stress adaptation, biological, psychological, and social needs provide the student with a theoretical basis for the assessment, planning, implementation, and evaluation of nursing care to selected patients. Clinical experiences are provided in both a practice laboratory and in various health care facilities under faculty supervision. Throughout the course, the student is expected to develop a beginning understanding of the various roles and responsibilities inherent in the nursing profession.

7.000 Credit Hours
4.000 Lecture hours
3.000 Lab hours

Other Course Information:
- Students must maintain a clinical journal.
- Students are not allowed to work within 8 hours of their clinical start time.
- Students are expected to follow hospital and nursing program policies and procedures.
- Students must wear their school ID at all times and identify themselves as a nursing student and appear neat and well groomed in appropriate attire.
- The student must attend a minimum of 80% of required class time. No makeup is allowed for missed class time.

The following are necessary in order to successfully complete the course and are considered Pass/Fail requirements:
- The student must take the required ATI test(s).
- The student must receive an acceptable clinical evaluation from their instructor.
- Students are not allowed to miss more than 2 clinicals. All missed clinicals must be made-up. Absences from 3 or more clinical experiences will result in a clinical failure and withdrawal from the program, regardless of the circumstances.
- Students must notify the appropriate instructor prior to an absence of any class, lab, or clinical. Failure to do so is a breach of professional behavior and can result in termination from the nursing program. Failure to notify an instructor of an absence for a clinical, lab
competency, or classroom exam will result in a written warning. A second incident will result in termination from the program and a failing grade for the course.

**Course Objectives:**

**Didactic Component:**
Upon conclusion of this course the participant will be able to:
1. Describe the role of the nurse in the maintenance of health, prevention of disease, and as a member of the health team.
2. Identify protective measures related to nursing practices.
3. Identify ethical and legal issues confronting the professional nurse.
4. Identify the major components of the nursing process.
5. Use concepts and scientific principles from the natural, behavioral, and social sciences in applying the nursing process to patient care.
6. Describe the nurse's role in the promotion, maintenance, and satisfaction of basic physiological and psychosocial needs.
7. Identify the scientific rationale and the evidence-based research underlying the various nursing technologies described in this course.
8. Develop an awareness of one's own professional growth in the nursing role.
9. Discuss concepts of healing and holism.
10. Demonstrate respect for diversity and cultural sensitivity.
11. Describe adaptive and prescriptive diets.

**Clinical Component:**
1. Communicate verbally in a professional manner with patients, families, and staff.
2. Establish therapeutic relationships with patients and families based on identified patient problems and needs.
3. Utilize therapeutic communication techniques.
4. Convey written communication clearly, accurately, and concisely.
5. Participate in client care conferences with staff, instructors, and peers.
6. Perform psychomotor skills safely and efficiently, utilizing proper techniques.
7. Identify scientific principles and the evidence-based practice underlying each psychomotor skill.
8. Utilize the nursing process in planning patient care, with appropriate goals and outcomes.
9. Implement and evaluate care safely, adapting care as needed.
10. Perform a basic physical assessment.
11. Demonstrate accountability in professional behavior and appearance.
12. Demonstrate appropriate independence in clinical activities.
13. Utilize outside resources appropriately in researching and planning in the delivery of quality care.
14. Evaluate own performance in a systematic and organized manner.
15. Calculate correct dosage calculations for medications.
16. Demonstrate safe technique for the administration of medications.

**V. College-level Competencies**

Florida Keys Community College graduates who complete the core curriculum possess the knowledge, skills and values associated with college-educated individuals. Our graduates demonstrate mastery of
competencies integrated within the academic disciplines, such as the ability to effectively communicate, seek creative solutions to problems, exhibit cultural awareness, and command basic technological skills.

1. **Communication:** Comprehend and articulate effectively – written and oral communication

2. **Critical thinking:** Demonstrate mastery of problem-solving skills in the discipline

3. **Diversity:** Interpret and evaluate societal and ethical issues, problems and values

4. **Technology:** Utilize technology effectively

### VI. Course Calendar

1. The Course Calendar lists the learning activities and assessment measures that comprise this course on a weekly basis. These activities and assessments are directly related to learning outcomes that support the overall course objectives. There are a total of 1500 (or whatever the total points are) points that can be achieved during this 15-week course, with each week offering a total of 100 possible points. Students are able to gauge their performance according to this grading scale throughout the duration of the course. The “Student Assessment” column lists all of the assignments required by this course and their due dates. I strongly recommend you print this out and refer to it often.

2. Students are responsible for following the course calendar. Consult your calendar before you start a new chapter or section. (Note: Some sections may not be covered in the same order as in the text). If you ever have a question that begins with “When is ___”, the answer is probably already published in this Course Calendar. Looking here first will probably get you a quick answer to your question.

<table>
<thead>
<tr>
<th>Competency</th>
<th>Module/Week</th>
<th>Learning Outcomes</th>
<th>Learning Activities</th>
<th>Student Assessments</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1,2,3,4</td>
<td>Module/Week 1 August 23-27</td>
<td>1. <strong>Lecture:</strong> Orientation to course Intro to Nursing &amp; Health Care Delivery System 2. <strong>Lab:</strong> Orientation to lab; Safety; Patient Care; Hygiene; Standard Precautions 3. <strong>Clinical:</strong> Body Mechanics; ROM, vital signs; patient care+</td>
<td>1. <strong>Lecture:</strong> Perry &amp; Potter: Chap. 1, 2, 3, (4,5 optional). Shiland: Ch 1,2. Class Monday 0830 - 1240 2. <strong>Lab:</strong> Review all skills CD’s r/t topics; Elkins, Perry, &amp; Potter (EPP) Ch 2, 3, 4, 6, 7, 8, 8.1,11. Class time in lab as assigned. 3. <strong>Clinical:</strong> On campus 7-5 as assigned</td>
<td>1. <strong>Lecture:</strong> Shiland online ch. 1, 2 <strong>Due Date:</strong> August 26th <strong>Pre-Test</strong> <strong>Due Date:</strong> August 23rd</td>
<td>1500</td>
</tr>
<tr>
<td>1,2,3,4</td>
<td>Module/Week 2 August 30- September 2 September 3 Faculty</td>
<td>1. <strong>Lecture:</strong> Safety, Communication; Vital Signs; Health Assessment Monday 0830-1240 2. <strong>Lab:</strong> Vital signs, Physical assessment,</td>
<td>1. <strong>Lecture:</strong> P &amp; P; Chap. 24, 32, 38. Shiland ch. 9,10 Class Monday 0830 - 1240</td>
<td>1. <strong>Lecture:</strong> Shiland online ch. 9, 10 <strong>Due Date:</strong> August 30th</td>
<td>1500</td>
</tr>
</tbody>
</table>
### Module/Week 3

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 7-10</td>
<td>1. <strong>Lecture:</strong> Holiday</td>
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<td>2. <strong>Lab:</strong> Holiday</td>
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<td></td>
<td>3. <strong>Clinical:</strong> BLS</td>
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<td></td>
<td>Orientation to clinical sites; mini-life history; IPR with client</td>
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<td></td>
<td>Patient Care, hygiene, vital signs, basic physical assessment.</td>
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**Due Date:** August 30th

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### Module/Week 4

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<thead>
<tr>
<th>Date Range</th>
<th>Activities</th>
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</thead>
<tbody>
<tr>
<td>September 13-17</td>
<td>1. <strong>Lecture:</strong> Health &amp; Wellness</td>
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<td></td>
<td>Overview of Nursing Process, Critical Thinking, Assessment, Nursing Diagnosis</td>
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<td></td>
<td>2. <strong>Lab:</strong> Medical &amp; surgical asepsis, sterile field. Cardiac &amp; respiratory assessment</td>
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<td></td>
<td>3. <strong>Clinical:</strong> Patient Care in various clinical sites, (hospital/SNF), documentation practice</td>
</tr>
</tbody>
</table>

**Due Date:** September 13th

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### Module/Week 5

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 20-24</td>
<td>1. <strong>Lecture:</strong> Nursing Process; Planning, Implementation, Evaluation, Documentation</td>
</tr>
<tr>
<td></td>
<td>2. <strong>Lab:</strong> Continue with assessment techniques; neuro and GI. Nursing Diagnosis practice</td>
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<td></td>
<td>3. <strong>Clinical:</strong> At facilities as assigned</td>
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</tbody>
</table>

**Due Date:** September 20th

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<table>
<thead>
<tr>
<th>Module/Week 6</th>
<th>1,2,3,4</th>
<th>September 27-30</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>No Classes</strong></td>
<td>3. <strong>Clinical:</strong> Continue with patient care; dressing changes, wound care, documentation</td>
<td>20th</td>
</tr>
<tr>
<td><strong>Module/Week 7</strong></td>
<td>1. <strong>Lecture:</strong> Skin Integrity</td>
<td>1: <strong>Lecture:</strong> Exam 1</td>
</tr>
<tr>
<td><strong>October 1st Conference Day</strong></td>
<td>2. <strong>Lab:</strong> Skin assessment, wound care, dressing changes, pressure ulcers</td>
<td><strong>Due Date:</strong> September 27th</td>
</tr>
<tr>
<td><strong>No Classes</strong></td>
<td>3. <strong>Clinical:</strong> Hospital rotation, skills, lab diagnostics and specimen collection</td>
<td><strong>Online Case Study:</strong> Skin integrity</td>
</tr>
<tr>
<td><strong>Due Date:</strong> September 30th</td>
<td><strong>Shiland Online Chapter 4</strong></td>
<td><strong>Due Date:</strong> September 27th</td>
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</table>

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<thead>
<tr>
<th>Module/Week 8</th>
<th>1,2,3,4</th>
<th>October 11-15</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Lecture:</strong> February 16, 2010 Urinary Elimination, Teaching/Learning</td>
<td>1. <strong>Lecture:</strong> P &amp; P: Chap. 45, 25 Shiland Ch. 6</td>
<td><strong>1. Lecture:</strong> Math Unit 3</td>
</tr>
<tr>
<td>2. <strong>Lab:</strong> GI &amp; GU assessment; Foley catheterization</td>
<td>2. <strong>Lab:</strong> EPP: Ch. 9, 33 Jarvis Ch. 14</td>
<td><strong>Due Date:</strong> October 11th</td>
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<td><strong>Due Date:</strong> October 7th</td>
<td><strong>Shiland Online</strong></td>
<td><strong>Shiland Online</strong></td>
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<tr>
<td><strong>3: Clinical:</strong> Midterm evaluations due on clinical day.</td>
<td><strong>IPR</strong> due on clinical day</td>
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<tr>
<td>1, 2, 3, 4</td>
<td>Module/Week 9</td>
<td>October 18-22</td>
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<tr>
<td><strong>3. Clinical:</strong> Hospital Rotation</td>
<td><strong>3. Clinical:</strong> At facilities as assigned</td>
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| 1. **Lecture:** Bowel Elimination, Nutrition and Food Safety |
| 2. **Lab:** Foley practice Competency Review GI/Abdominal assessment; bowel elimination diagnostics; enemas; Ostomy care, specimens |
| 3. **Clinical:** Hospital Rotation Clinical Prep Care Plan review |

| 1. **Lecture:** P & P: Chap. 44, 46 Shiland Ch. 5 |
| 2. **Lab:** EPP: Ch. 32 Jarvis Ch. 19 |

**Due Date:**
- October 11th
- Primary Discussion Posting

| 1. **Lecture:** Professional Paper |
| 2. **Lab:** Foley Competency on lab day |
| 3. **Clinical:** Journals due on clinical day. |

**Due Date:**
- October 18th
- Online Case Study: Constipation

| 1. **Lecture:** Exam 2 |
| 2. **Lab:** Foley Competency on lab day |

| 1. **Lecture:** Loss, Grief, Death and Dying |
| 2. **Lab:** Foley Competency Continue review GI/ |
| 3. **Clinical:** At |

| 1. **Lecture:** P & P: Chap. 30 |

**Due Date:**
- October 25th
- Online Case Study: Loss,
<table>
<thead>
<tr>
<th>Week</th>
<th>Module/Week</th>
<th>1. Lecture:</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>Medications:</td>
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<td></td>
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<td>Sleep; Pain; Sensory alterations</td>
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<td>2. Lab: Review Pain assessment; Medication Administration: oral, topical, nasal, rectal, vaginal, suppository, nebulizers, inhalers</td>
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<td>3. Clinical: Same as week 10 Patient Assignment for care plan</td>
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<td>1. Lecture: P &amp; P: Chap. 35, 42, 43, 49 Shiland Ch. 12</td>
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<td>2. Lab: EPP: Ch. 15, 16 Jarvis Ch. 16</td>
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<td>3. Clinical: At facilities as assigned</td>
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<td></td>
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<td>1: Lecture: Math unit 4 Ch. 17</td>
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<td>2: Due Date: November 1st</td>
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<tr>
<td></td>
<td></td>
<td>Shiland Online Ch. 12</td>
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<td>3: Due Date: November 1st</td>
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<td></td>
<td></td>
<td>Online Case Study: Pain</td>
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<td>4: Due Date: November 4th</td>
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<tr>
<td>1,2,3,4</td>
<td>Module/Week 11</td>
<td>1. Lecture: Self Concept; Stress; Ethics &amp; Values; Legal Implications.</td>
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<tr>
<td>November 1-5</td>
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<td>2. Lab: Parenteral Medications IM, subcutaneous, IM injections; pharmacology and Math review</td>
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<td></td>
<td>3. Clinical: Continue</td>
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<tr>
<td>1,2,3,4</td>
<td>Module/Week 12</td>
<td>1. Lecture: P &amp; P: Chap. 27, 31, 22, 23</td>
</tr>
<tr>
<td>November 8-12</td>
<td></td>
<td>2. Lab: EPP: Ch. 17, 34 Jarvis 17, 18</td>
</tr>
<tr>
<td>November 11 Veteran’s day</td>
<td></td>
<td>3. Clinical: At facilities as assigned</td>
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<tr>
<td></td>
<td></td>
<td>1: Lecture: Math unit 4, Ch. 18, 19, 20 Math test 1</td>
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<td></td>
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<td>2: Due Date: November 8th</td>
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<td></td>
<td></td>
<td>Online Case Study: Sensory</td>
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<td>3: Due Date: November 12th</td>
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</tbody>
</table>

Abdominal assessment; bowel elimination diagnostics; enemas; ostomy care, specimens

Grief and Death

Due Date: October 28th

Discussion Responses

Due Date: October 27th

2. Lab: continue foley competency on lab day

Due Date: October 27th

Due Date: October 28th

Grief and Death

Due Date: October 27th

Discussion Responses

Due Date: October 27th

2. Lab: continue foley competency on lab day
<table>
<thead>
<tr>
<th>Module/Week 13</th>
<th>Lecture: Psychosocial Needs, Complementary and Alternative Therapies, Sexuality, Spirituality; Cultural Diversity</th>
<th>Lecture: P &amp; P: Chap. 9, 28, 29, 36</th>
<th>Lecture: Exam 3</th>
<th>Due Date: November 15th</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 15-19</td>
<td>Lab: Medication review, medication competency and Math test</td>
<td>Lab: As from previous week</td>
<td>Lab: As from previous week</td>
<td>Online Case Study: Sleep</td>
</tr>
<tr>
<td>1, 2, 3, 4</td>
<td>Clinical: Hospital rotation/medication administration</td>
<td>Clinical: At facilities as assigned</td>
<td>Clinical: At facilities as assigned</td>
<td>Due Date: November 18th</td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>Module/Week 14</th>
<th>Lecture: Oxygenation</th>
<th>Lecture: P &amp; P: Chap. 40</th>
<th>Lecture: Online case study: Respiratory</th>
<th>Due Date: November 29th</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 22-23</td>
<td>Lab: Review oxygen therapies; resp assessment</td>
<td>Lab: EPP: Ch. 29.1, 29.2 Jarvis: Ch. 11</td>
<td>Lab: EPP: Ch. 29.1, 29.2 Jarvis: Ch. 11</td>
<td>3. Clinical: Care plans</td>
</tr>
<tr>
<td>November 24-28</td>
<td>Thanksgiving holiday no classes</td>
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<td></td>
<td>Due Date: November 29th</td>
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<tr>
<td>1, 2, 3, 4</td>
<td>요청</td>
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<table>
<thead>
<tr>
<th>Module/Week 15</th>
<th>Lecture: Fluid and Electrolyte; Acid Base</th>
<th>Lecture: P &amp; P: Chap. 41</th>
<th>Lecture: Final for Math test</th>
<th>Due Date: November 29th</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 29-December 3</td>
<td>Lab: Review of ABG’s; Semester review</td>
<td>Lab: EPP: Ch. 28 Jarvis Ch. 20</td>
<td>Lab: EPP: Ch. 28 Jarvis Ch. 20</td>
<td>Online case study: Fluid and electrolyte imbalance.</td>
</tr>
<tr>
<td>1, 2, 3, 4</td>
<td>Clinical: Hospital rotation/medication administration</td>
<td>Clinical: At facilities as assigned</td>
<td>Clinical: At facilities as assigned</td>
<td>Due Date: December 2nd</td>
</tr>
<tr>
<td>3. Clinical: Final</td>
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</tbody>
</table>
Evaluations due on clinical day. Journals Due on clinical day

<table>
<thead>
<tr>
<th>Module/Week 16</th>
<th>Final Exam Theory and Application; Post test</th>
<th>All Students to Key West</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday December 6th</td>
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</table>

**VII. Materials**


All students are also required to purchase a nurse pack with lab supplies that are specific for this FKCC Fundamentals of Nursing Class, available through University Books Online. Students are also expected to have a stethoscope and blood pressure cuff for clinical and lab experiences.

**VIII. Grading Scale**

The following grade scale will apply to this class:

- **A:** 90 % or above
- **B:** 80 – 89.9 %
- **C:** 77 – 79.9 %
- **F:** 76.9 or below is Failure

**IX. Class Policies**

**Communications:** All class communications should be conducted via D2L. The online format of this class puts a premium on communications. The prime responsibility for timely communications rests with you - the student. We will use the following methods:

In addition, most questions about class policies and subject matter should be posted in the discussion forum to allow the entire class to benefit from the question and the answer. There will often be important information published to the class via the Discussion Forums, such as changes in due dates, exam information, etc. **You are responsible for all information published here.**

Occasionally, time-sensitive announcements will be posted on Discussion Boards. You should logon to D2L 3-4 times each week to check for time-sensitive messages. Before you post a question, look through the Discussion Board. That same question may have already been asked and answered.

**D2L EMAIL:** The email utility within D2L should not be used for personal items that are not appropriate to share with the entire class.

**What you can expect from me:**
I normally log into D2L and check for messages at least once per day, including weekends and holidays. If you have an urgent message for me, do not post the same message both on a Discussion Forum and in an email. Doing both will waste your time and will not result in my getting the message any faster. If I expect to be out of contact for more than a couple of days, I will inform the class via the Discussion Forum.

**Important Note:** If I have not responded to your email or voicemail message by the end of the day after you left the message, you should assume that I did not receive it and leave another message.
Logging Off From D2L

In order to better serve our faculty and students, all D2L users should use the logoff button when completing online course work. By logging off instead of just closing your internet browser window, D2L server space is freed and system performance is optimized. In addition, logging off will more accurately record each student’s time logged into the online course.

Late Work

1. Any assignment not submitted by the date and time specified in the Course Calendar is considered late, unless you have contacted me and I have approved an extension in advance.

2. Assignments (other than class participation) will be accepted up to 7 days late unless you have contacted me and we have mutually agreed on an alternate submission date before day that the assignment is due.

3. Late assignments (other than class participation) will be assessed a late penalty equal to 15% of the total point value of the assignment. The penalty will be based on the date that the assignment is actually submitted.

4. The above policy does not apply to the final exam or any other assignment that may due during the Final Exam period. No assignments due during the last week of classes will be accepted late to allow me to submit the course grades to the college on time.

5. Class participation will not be accepted late unless you have contacted me and we have mutually agreed on an alternate submission date in advance. Posting class participation messages late will add little to the class discussion of those topics.

6. Internet connection problems are not an acceptable excuse for late work. You should have a plan in place for internet access in case your primary method is unavailable. I strongly recommend submitting assignments at least one full day early to allow time to recover from technical problems.

7. If you are unable to access the online classroom due to a College server outage on the date that an assignment is due, the following guidelines apply. If I have not heard from you before the deadline I will not waive the late penalty described above.
   a. Send me an internet email before the assignment is due and attach the assignment to the email if applicable.
   b. If you don’t have access to the internet, leave a message at the phone number listed at the top of the Syllabus.
   c. If there is a problem with the D2L server that prevents completing an exam or quiz, I will make a reasonable accommodation and publish the information in the online classroom as soon as I am able to log on myself.

8. If you are out of contact and miss a deadline due to an extenuating circumstance, I expect you to contact me as soon as possible to discuss the situation. No exceptions will be made to the above policies unless you can provide documentation of the situation that I consider adequate.

Class Participation

Class participation is a combination of live class activities/discussions and asynchronous online discussion postings. The online discussion component is defined as posting a minimum number of substantial, separate, and distinct messages to the various Discussion Forums. These discussion board
messages must be posted before the deadlines in the Course Calendar to count toward your participation grade.

**For the purposes of this class, a substantial online posting must:**

1. Provide a good explanation of a concept or concepts related to the material discussed in the forum, or give a good example of how a concept can be applied, or provide an insightful response to a previous post.

2. Be factually correct. The post should help your classmates, and yourself, learn the material.

3. **Be at least 150 words in length.** Messages that do not meet this length requirement will earn only a small amount of partial credit, even if they are only one word short.

4. Have acceptable spelling and grammar. Although this is not a writing class, this is College. Students should get into the habit of writing complete sentences that are grammatically correct. I don’t expect your grammar to be perfect, but it should be generally correct. Take advantage of the spell check feature in D2L.

5. Be your own work. Do not plagiarize from any source (internet, textbook, etc) as the body of your post. Study the concept, and then express it in your own words. Make certain to cite and document your references.

Other key points:

1. **Only messages that meet all of the requirements of a substantial post** listed above will earn full credit for participation.

2. It is acceptable (and encouraged!) for more than one student to respond to the same message. The best way to be sure you understand a topic is to try to explain it to someone else.

3. Please use the discussion forums to ask all of the questions you have about the class material. I want you to ask a lot of questions, and these questions will contribute to your class participation grade.

4. Off-topic messages will not count toward your participation grade.

5. **If your final average is on the borderline between two letter grades, active participation (posting several messages to each forum, on average) will work to your advantage as I decide which of the two letter grades you have earned.**

6. Messages must have content that contributes to the discussion. Messages that contain a few words and merely say “I agree with you” or something similar will not earn any credit.

7. These participation points are the easiest part of your grade to earn, and also the easiest to forget to do. Don’t forget!

8. Copying and pasting from any source, even if you cite the source, is not acceptable. You should study the source document and paraphrase what you learned when typing a message.

**To earn 100% for your class participation grade, you must do the following by the dates published in the Course Calendar:**

1. Post an introductory message to the class in the Introductions forum.

2. Post one substantial message in each discussion forum at any time during the week in which that forum is scheduled. (If two forums are scheduled during the same week, then one message must be posted in each forum.)

3. Credit will be given for substantial messages that are posted no later than Wednesday of the week they are due. This is to encourage students to post early in the week, which will help generate a better class discussion within each forum.
4. If no substantial messages are posted on time in a forum, it will not be possible to earn 100% for that forum. A small number of messages that are not substantial but do say more than “I agree” or “Good Post!” and are more than 1 or 2 sentences in length will earn some part credit, but not very much.

**Withdrawal Policy**

1. Students may withdraw without academic penalty from any course by the established deadline published in the College’s calendar. This will result in a grade of ‘W’ for the course and will not count against the student's GPA.

2. Students will be permitted a maximum of two withdrawals per course. Upon the third attempt, the student WILL NOT be permitted to withdraw in accordance with State of Florida regulations and will receive an earned grade for that course.

3. It is the responsibility of the student wishing to withdraw from the course to do so by the date published in the College Academic Calendar.

4. Students who abandon the course or do not withdraw themselves by the published deadline are subject to receiving a grade of F.

5. An instructor may withdraw a student from courses for excessive absences and/or non-attendance up to the 70% point in the semester.

**Exams and Quizzes**

I recommend the following general process for studying each chapter:

a. Read each chapter once to get an idea of its contents.

b. Read the chapter carefully, ensuring you understand each concept.

c. Use the chapter notes available in the online classroom to supplement the textbook.

d. Use the study guide. You should be able to provide a detailed explanation for each item in the study guide.

e. Use the interactive review games. These will cover just about every concept that may appear on a test. Make sure you understand the reasons behind each correct answer.

f. If you can provide a detailed explanation for every item in the study guide and you understand the reasons behind the all of the correct answers in the review games, you will be well prepared for the tests in this class.

g. Post any questions you have in the appropriate discussion forum. Myself or a classmate will be sure to help you.

Examinations are focused on helping you pass the NCLEX-RN examination and to help faculty evaluate your learning. Any cheating will result in immediate course failure and withdrawal from the nursing program. Examinations utilize formats similar to what you will experience on the NCLEX-RN licensing examination. This includes multiple answer questions. The more you practice NCLEX style exams, the better you will do. All of your examinations must average 77% or better to pass the class. No extra credit is given and other course work cannot be used to "bump up" a failing examination average. Cell phones are not allowed in the classroom while an exam is being given. Please leave them in your car. You may not write on the tests, only the answer sheets.

**Exam Review**
Exam review is at the sole discretion of the instructor and is subject to suitable student behavior. Test review will not be done during class time. It is not a time to "argue a question". Students are not allowed to copy or write down test questions or answers. Instructors may impose a time limit for the review.

Evaluation Strategies

Teaching Methods and Learning Experience:
A variety of teaching methods will be used in this course. Classroom experiences include lecture/discussion, demonstration, role playing, and small group activities. For the lab, students are expected to complete computer software programs, view audio-visual aids, and practice identified skills with peers and/or instructors, and participate in patient simulation activities.

Classroom - Students are evaluated through objective written examinations, case studies, online activities, and a professional paper. Missing exams is discouraged and make-ups will be given only for extreme emergencies, at the discretion of the instructor. Make-ups will be considered ONLY if the instructor has been notified in advance. A comprehensive final examination will be given at the completion of the course covering all facets of your nursing education to date. In order for students to receive full credit for the course, students are expected to complete all assignments, and math sections as indicated on the calendar and throughout the syllabus.

Breakdown is as follows:

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<table>
<thead>
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<tbody>
<tr>
<td>Exam I</td>
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<td>Exam II</td>
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<tr>
<td>Exam III</td>
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<tr>
<td>Comprehensive Final Exam/post test</td>
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<tr>
<td>Care Plan</td>
<td>5%</td>
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<tr>
<td>Professional Paper</td>
<td>5%</td>
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<tr>
<td>Journal/Participation</td>
<td>5%</td>
</tr>
<tr>
<td>Case Studies</td>
<td>5%</td>
</tr>
<tr>
<td>Shiland Online Activities</td>
<td>10%</td>
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</tbody>
</table>

Total 100%

*In order to receive credit for the care plan, paper, discussion questions and journal, you **must** have a cumulative exam average of (77.0%). Exam grades may be rounded up but the cumulative final grades **will not**. The care plan, paper, journal, case studies, and threaded discussion questions will not pass you in the course. All course work must be submitted before the final grade is calculated. Those students who do not submit or participate in **all** assigned work will receive an Incomplete (I) for the course and may be failed for the entire course.

SPECIAL ASSIGNMENTS

Professional Paper

Purpose
The purpose of this short assignment is to encourage the student to explore a professional nursing issue. The student will convey his/her view on this issue in a professional written paper. Any paper turned in after the due date of Tuesday, February 23, 2010 will receive ZERO credit.

Instructions
Select one of the following topics to discuss in a 5-paragraph essay (2-3 pages, Size 12 font, Times New Roman, Double-spaced):

- Discuss the advantages and disadvantages of simulated patient experiences. Do you feel that the simulated experience would increase your confidence in the clinical arena?
- Discuss evidence-based practice. What is the relationship to nursing practice? What is the significance as it relates to professional nursing?
- Health Care Reform: where are we going in the US?
- Nursing ethical situations: Pick an ethical situation and define the pros and cons that help to explain your point of view.

Grading Criteria
15% Form, spelling, grammar, punctuation. Paper must be typed.
70% Content - subject researched and explored in an organized manner. Paper reflects student’s point of view
15% Bibliography - at least 4 references, 2 of which must be current nursing journal articles, and/or 2 nursing websites, in APA format. (Check in library for APA Reference Manual or go online for resources). (Wikipedia is not a valid reference source).

Please review the FKCC policy in plagiarism. A plagiarized paper will result in a grade of “0” for the paper and possible dismissal from the nursing program.

APA Style

All papers, writing assignments, and references are to be written using current APA style (7th edition). Failure to use APA style will result in receiving no credit for the assignment. All students should have an APA reference book. APA assistance also is available online and from the college librarians. There are numerous resources to help you. Correct grammar and spelling also is expected. APA style papers always should have a title page, running headers, and a reference page.

Academic Honesty & Plagiarism

1. Students are expected to respect and uphold the standards of honesty in submitting written work to instructors. Though occurring in many forms, plagiarism in essence involves the presentation of another person's work as if it were the work of the presenter. Any cheating or plagiarism will result in disciplinary action to be determined by the instructor based on the severity and nature of the offense. It is the student's responsibility to review the College's policy on Academic Honesty and the Nursing Student Handbook.
2. Collaboration and discussion is encouraged in all course aspects other than actually completing the assigned work (quizzes, exams, homework, projects, etc). Indeed, collaboration
often leads to increased understanding of the material being covered. If you have questions about an assignment, I encourage you to speak up and ask questions about it.

3. It should, but will not go without saying that plagiarism is a form of fraud and will not be tolerated. You are expected to do your own work. Copying text or images from any source and claiming it as your own is considered plagiarism. Submitting copied text as most or all of your answer on a homework or project is also a form of dishonesty, even if you cite the source. I want to read YOUR words, not someone else's words. When writing papers for nursing courses, your references should be from nursing sources. References usually should not be more than 3 years old and should be from peer-reviewed sources.

4. If I catch you in any form of academic dishonesty, you will receive a grade of zero for that assignment. If I catch you a second time, you will earn a failing grade for this class and be reported to the College.

ATI Testing

Time and date for this testing is TBA. The testing is mandatory for all students to complete. Failure to complete scheduled ATI testing will result in a failure for the class (final grade). Failure to complete assigned remediation pursuant to ATI testing will result in a failure for the class (final grade of “F”).

Discussion Forum

Under the discussion tab, there will be a question to which you are to post a response. Make sure that you click on the “respond” button immediately after the question. You are to make appropriate comments; for maximum point you are also to respond to at least two other student’s response. You should also check to see who has responded to your comments and respond to this person if it is appropriate to do so. These responses are also to be thought revealing – they are more than “I agree” or “I disagree.” You are expected to provide quality insight citing and documenting your references, in order to demonstrate an understanding of the weekly topic and provide original thought in the posts. Cutting and pasting from the text, websites, or providing a response with limited substance will receive a significantly reduced grade. As with all activities in this class, quality counts and your postings need to add value to the discussion.

For more specific requirements, see Class Participation.

Case Studies

There is an online Case Study component to this course which will be accessed using the Evolve Online website. Case studies are assigned according to the course calendar, and will account for 5% of the total grade for the course. Access to the Case Studies is included in your textbook bundle.

Shiland Online Activities

There is a medical terminology component to this course. The online component will be accessed through Evolve Online; there is also a textbook Mastering Healthcare Terminology by Betsy Shiland included in your textbook bundle. The online activities associated with the book are assigned according to your course calendar and will count for 10% of the final grade for the course.

Clinical and Skills lab:

This part of the class consists of the 4 hour skills lab and a 10 hour clinical site rotation. The dates and times are as scheduled as per assigned area. Please see your instructor for any issues
with these assigned times. Attendance at skills lab and clinical is mandatory. FKCC scrubs are required at all times for skills lab and clinical, as well as stethoscopes and nurse packs as instructed.

Textbooks, Lab Manuals, E-books, CD’s, and AV guides per assigned list.

Students are required to review assigned material before lab and class. This allows for optimal skills preparation.

Faculty will provide theory content and a demonstration of a skill. Lab is a time for the student to practice demonstrated skills and for utilization of skills lab equipment, AV’s, CD’s, static mannequins, and human patient stimulation when designated. It is the responsibility of the student to put in the appropriate lab time to develop competency in needed skills. Faculty may be available to assist at designated, scheduled times.

Students may utilize the lab during open lab times as provided. Students are required to follow the rules of the skills lab, and sign in when present in the lab.

During clinical time, the student is given the opportunity to participate in the many areas available within the community to begin building the foundation for nursing practice. The student will be in a variety of clinical settings that will allow them to experience the continuum of wellness and illness, and the relationship between the both. It will also be the opportunity for the student to apply concepts that have been introduced in theory and the lab.

**Student Evaluation in the Skills Lab and Clinical Settings:**

A student’s knowledge base is tested with examinations in class and demonstration of competency and designated skills. The student is responsible for the information covered in the lab/clinical areas. Students are evaluated on a pass/fail basis in the lab and clinical settings.

Students are expected to come prepared to lab, completing assigned readings and computer programs. The student is evaluated through the participation in lab and return demonstrations as outlined in the nursing skills book.

When the student’s performance meets the competency level required for each skill, the student may then utilize the skill in the clinical setting under faculty supervision. It is essential that competency be demonstrated to faculty before using each skill with patients. **Failure to pass competency tests after 2 attempts may result in course failure.** The student will be tested in the competency of skills in the clinical area as well as in the lab. Please refer to the calendar for specific skills competencies.

Competency exams are based on procedure steps found in *Nursing Interventions and Clinical Skills, 4th Ed. by Elkin, Perry, and Potter (2007).* Please bring this book as well as Jarvis, Physical Examination book and Laboratory Manual to class (lab). There will be some assignments from these books as we progress through the course. Your textbooks will provide you with a more in depth explanation of skills and the rationale for performance in the manner described.

**Clinical Evaluation:** Students will receive a midterm and final clinical evaluation. The student must receive a passing grade on the final clinical evaluation to pass the course. **Failure of the clinical component constitutes failure of the course.** Utilizing the clinical objectives found in the clinical evaluation tool, a written evaluation of the student’s clinical performance will be completed by nursing faculty and discussed with the student in conjunction with the student’s own self evaluation. Students must meet all clinical objectives satisfactorily (see clinical evaluation tool) to pass the course. Students are expected to be open to constructive feedback from instructors and modify behavior accordingly. The student must be able to apply theory to the clinical experiences. Therefore, the **clinical grade supersedes the theoretical grade.** In order to pass the course and receive a theory grade, the student must be passing clinical.
Please review the student handbook for the nursing program where incidents and expected professional behavior is detailed. Two clinical incidents will result in a clinical failure and dismissal from the nursing program. You are responsible for adhering to the policies listed in the student handbook.

CLINICAL ASSIGNMENTS

1. Nursing Care Plans:
Nursing Care Plans provide the student with the opportunity to apply the nursing process, in written form, to specific patient situations. It is expected that the student will complete a working care plan for his/her primary patient assignment. Any care plan turned in after the due date will receive a zero. Failure to turn in the required care plan can result in course failure.

2. Process Recordings/Mini Life History:
Process Recordings and the Mini Life History enable the student to analyze and evaluate communication skills with clients. At least one process recording will be required during the term, and will be used by the instructor to help evaluate the student's clinical performance. MUST contain at least 8 interactions. See guidelines for details. Any process recording turned in after the due date will receive a zero. Failure to turn in the required IPR can result in course failure.

3. Clinical Journals:
Students are required to make 1 (one) entry per week in their journals. This may be hand-written legibly or typed. Prompts will be given by the instructors for the week and will follow along with the clinical focus for the week. Journals should be turned in to your clinical instructor at mid-term and at end of term prior to clinical evaluations. Students are encouraged to write about any thoughts, feelings, and frustrations you may have as a student nurse. There is no grade point for this, but completion is necessary to receive full credit for the class. This journal should be reflective of your experiences as a student nurse.

- Week 1 prompt—What do you hope to achieve after completion of the program? What are your expectations?

4. Math test requirements: One of the requirements for successful completion of the Fundamentals lab/clinical is the 100% passage of a medication math test. See course syllabus and calendar for dates that assignments are due.
1. Complete Unit 1 in Clinical Calculations. Turn in your book for check-off to the lab “in box”. If you are having difficulties, it is highly suggested that you do some remedial math work before beginning Unit 2 in your math book. A list of math resources is available upon request.
2. Once your book is returned, complete Unit 2. Turn in to lab “in box” for check-off.
3. Complete Unit 3
4. Complete Unit 4-Chapter 17
5. Complete Unit 4-Chapters 18, 19, 20

**Hint:** Do not procrastinate working on your math book -- start it immediately and turn it in early, if possible. Always bring your math book to lab with you. As soon as you have completed the assigned sections, you may begin taking the final math test. This test is available during lab hours, from the lab instructor. No books may be used. Calculators may be used for the final math test.

*Deadline* for 100% passage of the final math test is Posted in the Calendar
There are several Math Resources available to you. Please use them if you need to!! There are different math and drug dosage books available to you. Also, the instructors are there to assist you. Not everyone learns Math the same way—you just need to find the way that works for you! Seek help early if you are having difficulties.

**Extra Credit Work**

In general, I do not permit students to complete extra credit assignments to improve their grade. To earn the grade you desire, work hard all semester.

**How Much Study Time You Should Expect To Devote To This Course**

1. Most educators recommend that students spend 1-2 hours outside of class studying and completing assignments for every hour spent in class. For a typical 3 credit hour class, this translates into a total of 6-9 hours every week per course. This same guideline applies to online courses. You should expect to spend a total of 6-9 hours each week studying and completing assignments for each course you take.

2. This is a guideline. Some classes will require more time and effort than this guideline and some will require less, and the time any individual student will need to spend will vary. You should expect the study time you will need in any class will be toward the high side of the guideline until at least after the first exam or quiz. Then you can compare the effort you expended with the results you earned and make any adjustments necessary.

3. This class covers a lot of material and there are some concepts that may be difficult to grasp. Experience has shown that students who are successful in this class generally have study time totals on the higher of the scale.

4. Few students do well in this course if they are spending fewer than 5 or 6 hours studying every week. If you do not have a strong background in this subject, you study time will almost certainly need to be on the higher end of the scale if you want to earn a good grade.

**Academic Honesty & Plagiarism**

1. Students are expected to respect and uphold the standards of honesty in submitting written work to instructors. Though occurring in many forms, plagiarism in essence involves the presentation of another person’s work as if it were the work of the presenter. Any cheating or plagiarism will result in disciplinary action to be determined by the instructor based on the severity and nature of the offense. It is the student’s responsibility to review the College’s policy on Academic Honesty.

2. Collaboration and discussion is encouraged in all course aspects other than actually completing the assigned work (quizzes, exams, homework, projects, etc). Indeed, collaboration often leads to increased understanding of the material being covered. If you have questions about an assignment, I encourage you to speak up and ask questions about it.

3. Plagiarism is a form of fraud and will not be tolerated. You are expected to do your own work. Copying text or images from any source and claiming it as your own is considered plagiarism. Submitting copied text as most or all of your answer on a homework or project is also a form of dishonesty, even if you cite the source. I want to read YOUR words, not someone else’s words. Using quoted text to support your answer will not usually be necessary in this class.
4. If I catch you in any form of academic dishonesty, you will receive a grade of zero for that assignment. If I catch you a second time, you will earn a failing grade for this class and be reported to the College.

Attendance Policy

1. I will monitor student attendance and participation during each class session and online via D2L. Students are required to participate in their online course each week as verified by activity within the D2L Learning Management System.

2. There will be at least one assignment in this course that is due every week of the semester, unless the College is officially closed for the entire week. These may include discussion forum posts for class participation, exams and quizzes, homework, projects, or a combination of these. I will take attendance each week based on your submission of the assignments that are due that week, so it is important that you submit every assignment on time. If you submit all of the week’s assignments late, you will be marked as absent from class for that week. If at least one assignment is submitted on time each week, you will be marked as present.

3. Simply logging into the online classroom without submitting any of the assignments due is not sufficient to count for attendance purposes.

4. Students who do not regularly participate in class by submitting the assignments that are due each week are considered absent from the class.

5. An instructor may withdraw a student from courses for excessive absences and/or non-attendance up to the 70% point in the semester.

Delays in Getting the Textbook

Having regular access to the textbook is a requirement for this class. Whenever possible students should have the text in hand before the first day of class each semester, but there will be times that students are unable to get the text until after the class begins. If you are in this situation, follow the guidelines below. These guidelines are intended to be general enough to apply to all classes you take, and they may not all apply to this class. Not having the text is not an acceptable excuse for doing no work at all in this class.

1. The FKCC library has reserve copies of the textbook available for student use. These textbook copies cannot be removed from the library.

2. During the first week of the semester, complete all of the administrative items. This includes printing the Syllabus and the Course Calendar and Assessment Measures, posting an introduction to the class, and returning the Class Contract. The text is not needed for any of these tasks.

3. Print out the study guide I prepared for this class. This will give you a good idea what topics are covered in each chapter. You should do some internet or library research on some of these topics to minimize how far you get behind. This research should also help you learn enough to participate in the class discussions.

4. Use any resources that are available in the online classroom. This includes links to web sites, review activities, handouts, PowerPoint slide shows, and anything else that may be available.

5. Reading all messages posted in the discussion forums may be the best way to keep up until you have the book in hand.

6. Look at the publisher’s web site for the text. Most publisher text sites have student resources that can help you, and many of these are available even if you do not have the text. As a minimum, the web sites usually have a Table of Contents, which can also help you get an idea what topics we will cover.
7. Please let me know if you don’t have the text by the end of the first week of class. I will not be sympathetic if you wait until after the first week of the semester to tell me you don’t have the text. The above guidelines will probably not be enough to replace the text entirely, but they will allow you to learn enough to participate in the discussion forums each week. This participation is critical to your grade and also for attendance purposes.

Sources of Technical Assistance

If you are having any technical difficulties (e.g., logging in, accessing the discussion board, etc.) please contact the Office of Distance Learning helpline at 305-809-3177 Monday—Friday 8:00AM to 4:00PM or email your question to FKCC.helpdesk@online.fkcc.edu.

Special Needs

If you have any special needs or requirements pertaining to this course, please discuss them with the instructor early in the term. If you have special needs as addressed by the Americans with Disabilities Act (ADA) and need assistance, please notify the Office for Students with Disabilities at 305-809-3292 via email at: karla.malsheimer@fkcc.edu or the course instructor immediately. Reasonable efforts will be made to accommodate your special needs.

Community Decorum

A positive learning experience depends upon respect among all members of this classroom community. Disregard or disrespect for the process, the group or toward any individual will result in removal from the class and may result in you being dropped from the course. Respectful discourse in discussion and email areas is expected and anonymous posting will not be tolerated.

Sexual Predators

Federal and State law requires a person designated as a “sexual predator or offender” to register with the Florida Department of Law Enforcement (FDLE). The FDLE then is required to notify the local law enforcement agency where the registrant resides, attends or is employed by an institution of higher learning. Information regarding sexual predators or offenders attending or employed by an institution of higher learning may be obtained from the local law enforcement agency with jurisdiction for the particular campus, by calling the FDLE hotline (1-888-FL-PREDATOR) or (1-888-357-7332), or by visiting the FDLE website at www.fdle.state.fl.us/sexual_predators. If there are questions or concerns regarding personal safety, please contact the Campus Security Officer on your campus.
Class Contract

The Class Contract assignment is my method of ensuring you know what you should expect from me, and what I expect from you. By returning the Class Contract to me, you are acknowledging that you:

a. Understand the policies detailed in this Syllabus.
b. Understand the expectations and due dates listed in the Course Calendar and Assessment Measures.
c. Understand that you will be held accountable to the standards published in this document.
d. The Class Contract must be submitted via the dropbox by the date published in the Course Calendar.

By signing my name I acknowledge the above.

Print Name: ______________________________ Date: ____________

Signature: ______________________________