DAKOTA NURSING PROGRAM

Bismarck State College • Dakota College at Bottineau • Lake Region State College • Williston State College

NURS 120 Syllabus - Fall 2023

COURSE: NURS 120: Foundations of Nursing

CREDIT HOURS: 3 semester hours (Didactic course – 48 hours in the classroom)

COURSE DESCRIPTION:
Develop an understanding of the multidimensional base of nursing knowledge, including basic human needs, nursing process, nursing judgment, informatics, ethical and professional, health promotion and disease prevention concepts. Gain an understanding of the role of the practical nurse within the interdisciplinary team, the vital importance of communication while providing safe and quality client care, and how nurses use evidence-based information in their practice.

MEETING TIME:

AM Section 1 - LRSC-Devils Lake, LRSC-Grand Forks & DCB-Minot Faculty: N120 Roberta Valella	NURS 120 – 0830-0950 T and R
PM Section 2 – BSC-Bismarck B, BSC Garrison, BSC Harvey Faculty: N120 Kishori Kelsey	NURS 120 –1200-1320 T and R
AM Section 3 – BSC-Bismarck A, BSC-Hazen, DCB-Valley City, & DCB-Bottineau Faculty: N120 Kishori Kelsey	NURS 120 –1000-1120 T and R
PM Section 4 – WSC-Williston & LRSC-MV Faculty: N120 Roberta Valella	NURS 120 –1330-1450 T and R

INSTRUCTORS:

Roberta Valella, MSN, RN Nursing Instructor Dakota College at Bottineau, Minot Site Trinity 5th Avenue Medical Building 307 5th Ave SE Minot, ND 58701 Office Telephone: (701) 858-6354 Office Hours: email or call for appointment roberta.valella@dakotacollege.edu	**Kishori Kelsey, MSN, RN** Nursing Instructor Bismarck State College, Garrison Site CHI Garrison Memorial Hospital 437 3rd Ave SE Garrison, ND 58540 Office Hours: email for appointment Kishori.kelsey@bismarckstate.edu

PREREQUISITES: Admission to Dakota Nursing Program, Practical Nursing Certificate

COREQUISITE(s): NURS 121 Practical Nursing I
NURS 122 Clinical Practice I

REQUIRED TEXTBOOKS:
1. Assessment Technologies Institute (ATI) Review Package and Skills Modules for PN students.
2. Burton, M. A. & Smith, D. W., (2023). *Fundamentals of nursing care concepts, connections, and skills.* (4th ed.). Philadelphia, PA: F. A. Davis (Text/eBook and Advantage)
3. Nursing Central by *Unbound Medicine* (includes *Davis Drug Guide* and *Davis Lab Guide)*
4. Silvestri, L.A., & Silvestri, A., (2022) *Saunders Comprehensive Review for the NCLEX-PN* (8th ed.) St. Louis, MO: Elsevier

SPECIAL TECHNOLOGY UTILIZED BY STUDENTS:

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Requirements for each student in this course include:

1. Microphone: any microphone, either internal or external
2. Webcam: 320×240 VGA resolution (minimum) internal or external
   - Students will be attending class, meetings, and making recordings so the microphone and webcam need to be in good working order.
3. Desktop or laptop computer. Do not use Google Chromebooks as they are not supported
4. Printer (optional, for class handouts)
5. Reliable, high-speed internet
6. Desktop Browser – use Coogle Chrome or Mozilla Firefox
7. Access to word processing software that can produce, reading, and saving files in the following formats: **.doc, .docx, .pdf, .htm, .html, .rtf, .ppt, .pptx**
8. Access to Adobe Acrobat Reader © to open PDF files that are used during the course.
9. Log into the LMS Blackboard _daily_ to keep abreast of course announcements, weekly content, and Grade Center.
10. Successfully navigate course Discussion Forums, Respondus Lockdown Browser, Class Collaborate Ultra, Yuja/Blackboard Collaborate Proctor, and Yuja/Blackboard Collaborate.
11. Successfully install and navigate Microsoft Teams or Zoom on personal smartphone.
12. ATI technical requirements: https://www.atitesting.com/technical-requirements
13. Adhere to technology requirements for all instructional platforms utilized in the course.

PROGRAM AND COURSE SLOS CORRELATED TO LEARNING ACTIVITIES AND EVALUATION METHODS:

NURS 120: Clinical Practice II			
Program Student Learner Outcomes (SLOs)	**NURS 120 Course Student Learner Outcomes (SLOs)**	**Learning Activities**	**Course SLO Evaluation**
TEAMWORK AND COMMUNICATION: Participate as a member of the interdisciplinary health care team through effective communication in the delivery and management of client care.	1. Define effective communication techniques used within interdisciplinary healthcare teams when documenting care and reporting to appropriate team members. 2. Identify the roles and responsibilities of the members of the interdisciplinary healthcare team.	• Assigned reading • Lecture/Classroom discussion and Activities • Assignment: Ethnic, cultural, and spiritual aspects of care • Assignment: End of life	• Quizzes • Exams • Assignment: Ethnic, cultural, and spiritual aspects of care • Assignment: End of life
PROFESSIONALISM AND LEADERSHIP: Incorporate professional standards and scope of practice as a certificate practical nurse while pursuing professional growth within legal, ethical and regulatory frameworks.	3. Describe the legal and ethical considerations and the role of the LPN. 4. Identify how professional standards, scope of practice, and social forces affecting nursing apply to nursing practice within the healthcare delivery system.	• Assigned reading • Lecture/Classroom discussion and activities • Assignment: End of life	• Quizzes • Exams • Assignment: End of life
CLIENT-CENTERED CARE: Provide culturally competent care for clients while	5. Describe how the nurse incorporates caring and holistically meets basic human	• Assigned reading • Lecture/Classroom discussion	• Quizzes • Exams • Assignment:

promoting their self-determination and integrity.	needs of socially and culturally diverse clients. 6. Identify therapeutic communication barriers and techniques when interacting with clients along the health illness continuum. 7. Define the nursing process as utilized by the Licensed Practical Nurse. 8. Recall the effects of age, gender, culture, and lifestyle choices on nutrition.	• Assignment: Ethnic, cultural, and spiritual aspects of care • Assignment: End of life • Assignment: Nutrition module	Ethnic, cultural, and spiritual aspects of care • Assignment: End of life • Assignment: Nutrition module
EVIDENCE-BASED PRACTICE AND NURSING JUDGEMENT: Utilize the nursing process, science, and clinical reasoning to provide quality evidenced-based client care.	9. Define evidence-based nursing practice and how it is used by nurses at the bedside. 10. Identify the components of critical thinking for problem solving, and decision-making. 11. Describe the nursing process, nursing judgment, and prioritization of care. 12. Describe nursing interventions related to health promotion, disease prevention, and alterations in basic human needs.	• Assigned reading • Lecture/Classroom discussion • Assignment: End of life	• Quizzes • Exams • Assignment: End of life
QUALITY IMPROVEMENT AND SAFETY: Employ evidence-based decision making to deliver safe and effective client care and to evaluate client outcomes.	13. Describe how QI and safety competencies are utilized within the healthcare system.	• Assigned reading • Lecture/Classroom discussion • Examples of safety hazards within rooms	• Quizzes • Exams
INFORMATICS: Utilize appropriate technology to communicate effectively and manage information in the delivery of client care.	14. Define informatics and confidentiality issues related to informatics.	• Assigned reading • Lecture/Classroom discussion • Example of Occurrence report for enhanced safety and tracking	• Quizzes • Exams

GRADE BREAKDOWN:

Exams	80%
Proctored Foundations ATI	10%
Assignments/Quizzes	<u>10%</u>
	100%

GRADING POLICY:

The following grading scale is used:

92.0 - 100.00 = A
84.0 - 91.99   = B
76.0 - 83.99   = C
68.0 - 75.99   = D
Below 68   = F

- **There will be no rounding up of grades.**
- **There is no extra credit offered.**
- **Final exams will not be given early. Plan on being in school until the final day.**

NCLEX REVIEW PROGRAM NURSING REVIEW PROGRAM:
The Dakota Nursing Program requires students to purchase and complete an ATI Nursing Review Program. This program is complete with the review modules (Books or eBooks, Skills Modules, Online Practice Assessments, and Proctored Assessments). Please review the complete ATI policy in your student handbook for preparation policy, remediation policy, and grading levels.

GRADING:
Course and clinical grades are based on a variety of activities and assignments designated by the faculty. The criteria by which grades for each theory and clinical course are determined are included in course syllabi distributed to students. Students have access to and should review the learning management system grading calculation method.

Students are responsible for knowing what their grades are during the course. Please review the gradebook frequently. If an assignment or exam in the student's gradebook says the assignment or exam has not been submitted or has not been entered, it is then treated as a fact that the student did not do the assignment or exam unless the student has written proof that they did in fact complete and submit such assignment/exam as outlined in the directions. Make sure your assignments are submitted well before the due date to ensure timely submission.

Please see your Dakota Nursing Student handbook for attendance and grading policies in addition to the information listed below.

Grades: Grades are given for both theory classes and clinical performance of clinical nursing courses. Students must earn a minimum grade of "C" with a maintained 2.5 GPA or better in all required courses of the program. Students who fail a theory or clinical course will be dismissed from the nursing program. A final grade of D or F is a failed grade. Any time a student has unsatisfactory grades, they should contact the instructor for guidance.

Incomplete Grades: Incomplete grades will be given to a student only when extreme circumstances have prevented the student from completing all work by the end of the term and will be given at the discretion of the faculty as written in the student's home campus college catalog. An incomplete grade must be made up within four weeks of the end of the semester following that in which the incomplete grade was received. Work not completed by that time will be converted to the grade indicated by the instructor.

Active Learning: In addition to educational strategies such as reading, listening, and reflecting, when appropriate this class makes use of learning techniques commonly known as active learning. Students should expect to participate in active learning techniques such as discussions and presentations, small group activities, writing, problem-solving, movement, case studies, role-playing, etc. These activities promote analysis, synthesis, and evaluation of class content to improve student learning outcomes.

Assignments/Quizzes/Clinical Paperwork: All assignments must be completed and submitted on time in the manner specified by the faculty. Students may fail the course if all assignments are not completed. Late/makeup work will not be accepted (student will receive a 0%) unless previously arranged with the instructor or impacted by extenuating circumstances.

Attendance Policy:
The Dakota Nursing Program supports the college policy on attendance as stated in your college catalog. In addition, the nursing program implements strict attendance policies for classroom, lab, and clinical experiences as outlined in the nursing student handbook. Students are expected to attend all theory, lab, and clinical hours.

Regular, punctual attendance demonstrates safe and professional behavior and responsibility. In recognition of the fact that the primary learning takes place in the teacher-student relationship, the principle governing class attendance is that the student is expected to attend all regularly scheduled classes (classroom, laboratory, and clinical) and is responsible for meeting course objectives.

Absences may make it impossible for a student to meet course objectives and result in failure of the course. A student may be excused from class or clinical with the approval of the instructor. It is the student's responsibility to notify the appropriate persons in a timely manner as noted in the absence procedure below and then agree on a plan to fulfill missed assignments with the appropriate faculty member.

All makeup work may have a deduction in theory, lab, or clinical applications. All missed hours in lab or clinical need to be made up with an hour for each hour missed. More than four absences in any classroom, lab, or clinical course may result in course failure. Students who are absent from lab or clinical and do not make up the hours, will fail the course. If a student has an agreement with the nursing director to make up the hours, they may be eligible for an incomplete grade following policy at their college.

Exams:
1. Notification for absence from:
     * **Exam:** Students will notify the **program director/site faculty AND the lead course instructor** at least 1 hour prior to an exam. "Notification" for an exam day means that the student sends an email with the appropriate information or speaks directly to the nursing instructor AND program director by telephone or in person.
     * **Theory course on a non-exam day:** Students will notify the **nursing program director or site faculty** at least 1 hour prior to the course start time. "Notification" for theory course day means that the student sends an email with the appropriate information or speaks directly to the program director or site faculty by telephone or in person.
     * Failure to notify the persons noted above in the time specified will result in a conference.

2. If a student is absent on an exam day, the following procedure is followed:
     * The first missed exam will result in a conference with the program director.
     * Any future missed exams will result in an unsafe behavior. Two unsafe behaviors may result in the student's dismissal from the nursing program.
     * This policy includes theory course exams, lab course exams (including math) and ATI exams.
     * The policy covers all exams in a semester. For example, if a NURS 120 course exam is the first exam missed and there is a NURS 121 exam two weeks later that is missed, then the NURS 121 exam is the second missed exam.

- All exams must be made up within 24 hours following the missed exam, excluding weekends and holidays. Extenuating circumstances will be considered, and subsequent actions will be decided by the nursing program director. The nursing program director may require documentation of extenuating circumstances.
- It is the student's responsibility to contact the nursing program nursing director to arrange a makeup exam.
- Faculty will consult with the program director regarding missed exams as they occur.

Records of Grades: The faculty strongly endorses the idea that each student is responsible for knowing his/her own academic status based on grades from learning activities. Grades are recorded in the Blackboard Grade Center.   All gradebook questions must be addressed by the student to the lead instructor at midterm and then again during the week before finals. There will be no changes accepted to the gradebook regarding absent or late/missed assignments or late/missed exams during finals week. It is the student's responsibility to know what their grades are and contact the instructors or their Nursing Program Director for a plan to improve.

Nursing Department Etiquette: It is expected that students will show sensitivity to their peers as well as instructors by avoiding any activity that may cause distraction during class. Incivility will not be tolerated and is an unsafe behavior. Use of mobile devices and related applications, cameras, side conversations, and children are not allowed in the classroom.

Nursing is a profession and thus requires professional behavior. It is expected that students will act in a professional manner displaying commitment to learning in the classroom, lab, all clinical areas, all college areas, and always in the public (including social networking sites when representing the college or the profession of nursing.)

Professional attire and decorum are expected when attending class, lab or clinical either face-to-face or via virtual delivery. During a virtual class, the camera settings will be always on, and microphone settings will be on/off as requested by the faculty. Students will sign in with first and last names and will sign in 5 minutes before class time so faculty can take attendance. Students will be available the entire class time and will engage in discussion or answer questions if called upon. Taking pictures or videos of the other students without their consent is not allowed and considered uncivil behavior. Faculty and students will strive for an interruption free environment, refrain from driving, refraining from the use of other electronic devices, and not smoking, or eating during a virtual session.

Course study expectations: Commitment to learning is important to success. For every semester credit hour, you are taking in a class, three hours need to be set aside in your weekly schedule to read, study, and devote time towards your education outside of class.

For example: NURS 120 (3 credits) x 3 hours = 9 hours/week to study (minimal recommended study hours per week.)

Academic Dishonesty: Academic honesty is held in the highest regard within the Dakota Nursing Program. Academic dishonesty will be addressed following the policies outlined in your college catalog. Dishonesty may result in failure of the course and dismissal from the Dakota Nursing Program.

Student Role in Evaluation of Teaching, Course, and Program Evaluation: The Dakota Nursing Program student will evaluate faculty teaching and curriculum in the classroom, lab, and clinical settings. Evaluations are an

important source of information for both individual faculty and for program evaluation.

ACCOMMODATIONS:
To request academic accommodation due to a disability that may limit your ability to fully participate in this class/lab/clinical, please contact the disability services office listed for your college below. Personnel from that office will work with you and your instructor to arrange for reasonable accommodation after you have completed the registration process and it has been determined that you qualify. It is the student's responsibility to obtain the request for accommodation and provide it to the instructor and local campus nursing director.

- Bismarck State College Students: contact the Student Accessibility Office at 701.224.2496
- Dakota College at Bottineau Students: contact Disability Support Services Coordinator at 701.228.5425
- Lake Region State College Students: contact the Counselor/Disability Services at 701.662.1546
- Williston State College Students: contact the Accessibility and Retention Specialist at 701.774.4224

DROP AND WITHDRAW DATES CAN BE FOUND ON YOUR CAMPUS WEBSITE AT:
BSC – http://www.bismarckstate.edu/current/records/calendarsdeadlines/
DCB – http://www.dakotacollege.edu/academics/academic-calendar/
LRSC – http://www.lrsc.edu/academics/term-schedules
WSC – https://www.willistonstate.edu/admissions/Cost/Important-Dates-and-Deadlines/

If you have any questions about dropping or withdrawing from a class, please contact your campus nursing director or registrar.

ADDITIONAL INFORMATION:
All written work must be completed and turned in to the instructor prior to taking any scheduled exam. Any assignments which are not complete and turned in will result in the student failing the course with a grade of F.

Students are required to read the Dakota Nursing Program student handbook upon admission to the program and submit the signature form found in the handbook showing that the student will agree to follow the information and policies found in the handbook.

Material for this course will be posted onto the Blackboard site. It is your responsibility to check this site for assignments and notes. It is also your responsibility to know what your grade is in the course by reviewing the Blackboard gradebook.
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WEB STREAMING (Yuja and Blackboard Collaborate platforms):
Yuja/Blackboard Collaborate are lecture and content capture software chosen by the ND University System to provide that service for its 11 campuses. Yuja/Blackboard Collaborate enables faculty, students, and staff to record presentations, lessons, training, an entire lecture, and more. The recorded content is searchable, provides for notetaking and participant rating of content, can be streamed live, and can be used on portable devices having internet access. Yuja/Blackboard Collaborate integrate with most learning management systems and are ADA compliant. An instructor's lecture for the DNP is recorded and stored within a learning management system for the duration of the semester. Instructors will record lectures on Yuja/Blackboard Collaborate. Students should be aware that their voices or any presentation they do in class may be recorded on Yuja/Blackboard Collaborate and available via Blackboard for other students in their class to view. The recordings will be available for viewing for the duration of the semester. Watching the class recordings via web streaming does not usually count as attendance for class but is highly encouraged if you are unable to attend class or wish to review concepts covered in class. Please refer to attendance policy if there are any questions.

GUEST SPEAKERS:
Guest Speaker Statement: Dakota Nursing Program is committed to presenting timely, innovative educational opportunities for its students. As part of those efforts, DNP faculty may invite guest speakers to address the student members of this course. Under FERPA regulations, such guest speakers are considered volunteers who serve a legitimate educational interest to institutional services or functions. Guest speakers will be informed by the faculty member of their responsibilities under FERPA to ensure student privacy. For more information, please visit the Department of Education's FERPA Student Privacy webpage at https://studentprivacy.ed.gov/

FACULTY/STUDENT COMMUNICATION:
Faculty/students are responsible for checking course announcements in Blackboard, bulletin boards and/or mailboxes as appropriate at each campus for messages each class day. Email is used extensively within the Blackboard Learning Management System; students are responsible for having a working college email account and checking it daily during the semester. Students, staff, and faculty are expected to respond to emails promptly – within 48 hours during a usual work week or as requested. The purpose is to ensure rapid communication between students and instructors. Students must notify the nursing coordinator if their email address changes.

Faculty and students must identify themselves professionally with each contact (mail, email, or telephone). This includes first and last name as well as identification of location within the consortium.
Example of student identification at end of each email:
Joan Miller
DCB – Minot

Communication between students and faculty should remain on a professional level with no questionable jokes, cartoons, etc. transmitted. Students using the institution's computer labs are reminded that they cannot download information onto the computer hard drives. Any information must be stored on an alternate drive.