



Course Prefix/Number/Title: NURS 120 Foundations of Nursing Addendum

Number of Credits: 3

Course Description: see DNP NURS 120 Syllabus below

Pre-/Co-requisites: see DNP NURS 120 Syllabus below

Course Objectives:

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.
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.
5. Describe how the nurse incorporates caring and holistically meets basic human 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. Define evidence-based nursing practice and how it is used by
9. 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.
13. Describe how QI and safety competencies are utilized within the healthcare system.
14. Define informatics and confidentiality issues related to informatics.

Instructor: see DNP NURS 120 Syllabus below

Office: see DNP NURS 120 Syllabus below

Office Hours: see DNP NURS 120 Syllabus below

Phone: see DNP NURS 120 Syllabus below

Email: see DNP NURS 120 Syllabus below

Lecture/Lab Schedule: see DNP NURS 120 Syllabus below

Textbook(s): see DNP NURS 120 Syllabus below

Course Requirements: see DNP NURS 120 Syllabus below

Tentative Course Outline:

Week	Tuesday	Thursday
Week 1	ORIENTATION DAY 8/25 – N120	Chapter 1- The Vista of Nursing
Week 2	Chapter 2- Health Care Delivery System Review ATI: Fundamentals for Nursing Unit 1, Chapter 1: Health Care Delivery Systems	Chapter 3- Nursing Ethics and Law Review ATI: Fundamentals for Nursing Unit 1, Chapter 3: Ethical Responsibilities Unit 1, Chapter 4: Legal Responsibilities <u>Quiz #1:</u> Chapters 1,2,3 Due Friday 9/4/20 at 23:59 (10 points)
Week 3	Chapter 4- Nursing Process Review ATI: Fundamentals for Nursing Unit 1, Chapter 7: Nursing Process	Chapter 4- Nursing Process Review ATI: Fundamentals for Nursing: Unit 1, Chapter 8: Critical Thinking and Clinical Judgment <u>Quiz #2:</u> Chapter 4 Due Friday 9/11/20 at 23:59 (10 points)
Week 4	Chapter 4- Nursing Process	Proctored EXAM #1: Chapters 1-4 50 points
Week 5	Chapter 5- Documentation Review ATI: Fundamentals for Nursing Unit 1, Chapter 5: Information Technology	Chapter 6- Communication and Relationships Review ATI: Fundamentals for Nursing Unit 3, Chapter 32: Therapeutic Communication <u>Quiz #3:</u> Chapter 5, 6 Due Friday 9/25/20 at 23:59 (10 points)
Week 6	Chapter 7- Promoting Health and Wellness Review ATI: Fundamentals for Nursing Unit 2, Chapter 16: Health Promotion and Disease Prevention	Chapter 8- Ethnic, Cultural and Spiritual Aspects of Care Review ATI: Fundamentals for Nursing Unit 3, Chapter 35: Cultural and Spiritual Nursing Care <u>Assignment:</u> Ethnic, Cultural and Spiritual Aspects of Care Paper Due Friday 10/2/20 at 23:59 (20 points)
Week 7	Chapter 8- Ethnic, Cultural and Spiritual Aspects of Care	Proctored EXAM #2: Chapters 5, 6, 7, 8 50 points

Week 8	<p>Chapter 9- Growth and Development Throughout the Lifespan</p> <p>Review ATI: Fundamentals for Nursing Unit 2, Chapters 18-21: Infants-School-Age Children</p> <p>Unit 2, Chapters 22-24: Adolescents-Middle Adults</p>	<p>Chapter 32- Care of Elderly Patients</p> <p>Review ATI: Fundamentals for Nursing Unit 2, Chapter 25: Older Adults</p> <p><u>Quiz #4:</u> Chapter 9, 32 Due Friday 10/16/20 at 23:59 (10 points)</p>
Week 9	<p>Chapter 32- Care of Elderly Patients</p>	<p>Chapter 10-Loss, Grief, and Dying</p> <p>Review ATI: Fundamentals for Nursing Unit 3, Chapter 36: Grief, Loss, and Palliative Care</p> <p><u>Assignment:</u> End of Life assignment Due Friday 10/23/20 at 23:59 (20 points)</p>
Week 10	<p>Chapter 11- Complementary and Alternative Medicine</p> <p>Review ATI: Fundamentals for Nursing Unit 4, Chapter 42: Complementary and Alternative Therapies</p>	<p>Chapter 11- Complementary and Alternative Medicine</p> <p><u>Quiz #5:</u> Chapters 10, 11 Due Friday 10/30/20 at 23:59 (10 points)</p>
Week 11	<p>Proctored EXAM #3: 9, 10, 11, 32</p>	<p>Chapter 12-Patient teaching</p> <p>Review ATI: Fundamentals for Nursing Unit 2, Section 17: Client Education</p>
Week 12	<p>Chapter 12-Patient teaching</p>	<p>Chapter 13- Safety</p> <p>Review ATI: Fundamentals for Nursing Unit 1, Chapter 12: Client Safety Unit 1, Chapter 13: Home Safety</p> <p><u>Quiz #6:</u> Chapters 12, 13 Due Friday 11/13/20 at 23:59 (10 points)</p>
Week 13	<p>Chapter 19- Pain Management, Rest, and Restorative Sleep</p> <p>Review ATI: Fundamentals for Nursing Unit 4, Chapter 38: Rest and Sleep Unit 4, Chapter 41: Pain Management</p>	<p>Chapter 20- Admissions, Transfers, and Discharges</p> <p>Review ATI: Fundamentals for Nursing Unit 1, Chapter 9: Admissions, Transfers, and Discharge</p> <p><u>Quiz #7:</u> Chapters 19, 20 Due Friday 11/20/20 at 23:59 (10 points)</p>
Week 14	<p>Proctored EXAM #4: Chapters 12, 13, 19, 20</p>	<p>NO Class Thanksgiving ATI: PN Fundamentals Online Practice B</p>

		<p>Upload results to BB; must achieve 90% or greater. Due Friday, 11/27/20 at 23:59 (10 points)</p> <p>Practice B must be completed in order to take the PN Fundamentals proctored assessment during finals week.</p>
Week 15	Chapter 25- Diagnostic Tests	<p>Chapter 29 - Fluids, Electrolytes, and Acid-Base Balance</p> <p>Review ATI: Fundamentals for Nursing Unit 4, Section 57: Fluid and Electrolyte Imbalances</p> <p>Quiz #8: Chapters 25, 29 Due Friday 12/4/20 at 23:59 (10 points)</p>
Week 16	Chapter 33- Care of the Surgical Patient	<p>Chapter 33- Care of the Surgical Patient</p> <p><u>Assignment:</u> Care Plan for the surgical client. Due Friday 12/11/20 at 23:59 (40 points)</p> <p><u>Quiz #9:</u> Chapters 25, 29, and 33 Due Friday 12/11/20 at 23:59 (10 points)</p>
Week 17	ATI: PN Fundamentals Proctored Assessment 10% of final grade	No Class

General Education Competency/Learning Outcome(s) OR CTE Competency/Department Learning Outcome(s):

CTE Competencies:

- Employ industry-specific skills in preparation for workplace readiness.
- Combine general education and vocational skills curriculum.

Relationship to Campus Focus: *Nature, Technology, and Beyond*- The practical nursing program is designed to prepare students to meet the needs of communities by enhancing professional advancement, utilizing technology, and integrating quality and safety competencies (Dakota Nursing Program Philosophy). Each course within the program serves as a foundation for evidence-based decision-making and preparation for practice in the nursing profession.

Classroom Policies: see DNP NURS 120 Syllabus below

Student Email Policy:

Dakota College at Bottineau is increasingly dependent upon email as an official form of communication. A student's campus-assigned email address will be the only one recognized by the Campus for official

mailings. The liability for missing or not acting upon important information conveyed via campus email rests with the student.

Academic Integrity:

According to the DCB Student Handbook, students are responsible for submitting their own work. Students who cooperate on oral or written examinations or work without authorization share the responsibility for violation of academic principles, and the students are subject to disciplinary action even when one of the students is not enrolled in the course where the violation occurred. The Code detailed in the Academic Honesty/Dishonesty section of the Student Handbook will serve as the guideline for cases where cheating, plagiarism or other academic improprieties have occurred.

Disabilities or Special Needs:

Students with disabilities or special needs (academic or otherwise) are encouraged to contact the instructor and Disability Support Services.

Title IX:

Dakota College at Bottineau (DCB) faculty are committed to helping create a safe learning environment for all students and for the College as a whole. Please be aware that all DCB employees (other than those designated as confidential resources such as advocates, counselors, clergy and healthcare providers) are required to report information about such discrimination and harassment to the College Title IX Coordinator. This means that if a student tells a faculty member about a situation of sexual harassment or sexual violence, or other related misconduct, the faculty member must share that information with the College's Title IX Coordinator. Students wishing to speak to a confidential employee who does not have this reporting responsibility can find a list of resources on the DCB Title IX webpage.

DAKOTA NURSING PROGRAM

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

NURS 120 Syllabus - Fall 2020

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 and INSTRUCTORS:

<p>Section I <u>0830-0950 T/R</u> LRSC-Devils Lake, LRSC-Grand Forks, DCB-Bottineau</p> <p>Karen Clementich, MS, RN Nursing Program Director, Associate Professor Lake Region State College 1801 College Drive North Devils Lake, ND 58301 Office Hours: email or call for an appointment LRSC Toll free 1-800-443-1313 ext. 1569 Office Telephone (70) 662-1569 karen.clementich@lrsc.edu</p>	<p>Section II <u>1200-1320 T/R</u> BSC-Bismarck B, BSC- Harvey, BSC Hettinger, DCB-Minot A & B, LRSC-Mayville</p> <p>Tracy Bina, MSN, RN Nursing Instructor/Site Facilitator Lake Region State College Mayville State University Site 330 3rd Street NE Mayville, ND 58257 Office Hours: email or call for appointment Office Telephone: (701) 788-5261 tracy.bina@lrsc.edu</p>
<p>Section III <u>1000-1120 T/R</u> BSC-Bismarck A, BSC Ashley, BSC Hazen, DCB-Valley City</p> <p>Paige Baade MSN, RN Nursing Instructor Dakota College at Bottineau Valley City Site 101 College St SW Valley City, ND 58072 Office Telephone: (701) 845-7680 Office Hours: email or call for an appointment paige.baade@dakotacollege.edu</p>	<p>Section IV <u>1330-1450 T/R</u> WSC-Williston, WSC-Tioga, WSC-Watford City</p> <p>Barb Haugland, MSN, RN Nursing Instructor Lake Region State College 1801 College Drive North Devils Lake, ND 58301 Office Hours: email or call for an appointment LRSC Toll free 1-800-443-1313 ext. 4627 Office Telephone (701) 665-4627 barbara.haugland@lrsc.edu</p>

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., & Ludwig, L. J. (2019). *Fundamentals of nursing care concepts: Connections and skills* (3rd ed.). Philadelphia, PA: F. A. Davis (Text and Study Guide)
3. Silvestri, L.A., & Silvestri, A., (2018) *Saunders Comprehensive Review for the NCLEX-PN* (7th ed.) St. Louis, MO: Elsevier
4. Ucentral by Unbound Medicine (includes *Davis Drug Guide* and *Davis Lab Guide*)

SPECIAL TECHNOLOGY UTILIZED BY STUDENTS:

Requirements for each student in this course include:

1. Microphone: any microphone, either internal or external
2. Webcam: 320x240 VGA resolution (minimum) internal or external
3. Desktop or laptop computer
4. Printer (optional, for class handouts)
5. Reliable, high-speed internet
6. Access to word processing software that can produce, reading, and saving files in the following formats: **.doc, .docx, .pdf, .htm, .html, .rtf, .ppt, .pptx**
7. Access to Adobe Acrobat Reader © to open PDF files that are used during the course.
8. Log into the LMS Blackboard daily to keep abreast of course announcements, weekly content, and Grade Center.
9. Successfully navigate course Discussion Forums, Respondus Lockdown Browser, Blackboard Collaborate Ultra, Yuja/Blackboard Collaborate Proctor, and Yuja/Blackboard Collaborate.
10. Successfully install and navigate Microsoft Teams or Zoom on personal smartphone.
11. 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
<p>TEAMWORK AND COMMUNICATION: Participate as a member of the interdisciplinary health care team through effective communication in the delivery and management of client care.</p>	<ol style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> • Assigned reading • Lecture/Classroom discussion and Activities • Report on ethnic, cultural, and spiritual aspects of care • Assignment: End of life 	<ul style="list-style-type: none"> • Quizzes • Exams • Report on ethnic, cultural, and spiritual aspects of care • Assignment: End of life
<p>PROFESSIONALISM AND LEADERSHIP:</p>	<ol style="list-style-type: none"> 3. Describe the legal and ethical considerations and the role of the LPN. 	<ul style="list-style-type: none"> • Assigned reading • Lecture/Classroom discussion and 	<ul style="list-style-type: none"> • Quizzes • Exams • Assignment:

<p>Incorporate professional standards and scope of practice as a certificate practical nurse while pursuing professional growth within legal, ethical, and regulatory frameworks.</p>	<p>4. Identify how professional standards, scope of practice, and social forces affecting nursing apply to nursing practice within the healthcare delivery system.</p>	<p>activities</p> <ul style="list-style-type: none"> • Assignment: Care plan for the surgical patient • Assignment: End of life 	<p>Care plan for the surgical patient</p> <ul style="list-style-type: none"> • Assignment: End of life
<p>CLIENT-CENTERED CARE: Provide culturally competent care for clients while promoting their self-determination and integrity.</p>	<p>5. Describe how the nurse incorporates caring and holistically meets basic human needs of socially and culturally diverse clients.</p> <p>6. Identify therapeutic communication barriers and techniques when interacting with clients along the health illness continuum.</p> <p>7. Define the nursing process as utilized by the Licensed Practical Nurse.</p>	<ul style="list-style-type: none"> • Assigned reading • Lecture/Classroom discussion • Assignment: Ethnic, cultural, and spiritual aspects of care • Assignment: Care plan for the surgical patient • Assignment: End of life 	<ul style="list-style-type: none"> • Quizzes • Exams • Assignment: Ethnic, cultural, and spiritual aspects of care • Assignment: Care plan for the surgical patient • Assignment: End of life
<p>EVIDENCE-BASED PRACTICE AND NURSING JUDGEMENT: Utilize the nursing process, science, and clinical reasoning to provide quality evidenced-based client care.</p>	<p>8. Define evidence-based nursing practice and how it is used by nurses at the bedside.</p> <p>9. Identify the components of critical thinking for problem solving, and decision-making.</p> <p>10. Describe the nursing process, nursing judgment, and prioritization of care.</p> <p>11. Describe nursing interventions related to health promotion, disease prevention, and alterations in basic human needs.</p>	<ul style="list-style-type: none"> • Assigned reading • Lecture/Classroom discussion • Assignment: Care plan for the surgical patient • Assignment: Diagnostic tests and lab values • Assignment: End of life 	<ul style="list-style-type: none"> • Quizzes • Exams • Assignment: Care plan for the surgical patient • Assignment: Diagnostic tests and lab values • Assignment: End of life
<p>QUALITY IMPROVEMENT AND SAFETY: Employ evidence-based decision making to deliver safe and effective client care and to evaluate client outcomes.</p>	<p>12. Describe how QI and safety competencies are utilized within the healthcare system.</p>	<ul style="list-style-type: none"> • Assigned reading • Lecture/Classroom discussion • Examples of safety hazards within rooms 	<ul style="list-style-type: none"> • Quizzes • Exams
<p>INFORMATICS: Utilize appropriate technology to communicate effectively</p>	<p>13. Define informatics and confidentiality issues related to informatics.</p>	<ul style="list-style-type: none"> • Assigned reading • Lecture/Classroom discussion • Example of 	<ul style="list-style-type: none"> • Quizzes • Exams

and manage information in the delivery of client care.		Occurrence report for enhanced safety and tracking	
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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 to know 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 assure timely submission. **Please see your Dakota Nursing Student handbook for grading policies in addition to the policies 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 considered to be a failed grade. Any time a student has unsatisfactory grades, he/she should contact the instructor for guidance.

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 in order 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.

Exams: Students will notify the program nursing director/site faculty AND the lead course instructor 1 hour prior to missing the scheduled exam for the day and schedule a time to makeup that exam. Failure to notify these individuals may result in a conference with faculty recommendations for improvement. Missing more than one exam in the nursing courses in one semester as detailed in the attendance area of your handbook will result in an unsafe occurrence report with a performance improvement plan. All exams must be made up within 24 hours of the academic week. Extenuating circumstances will be considered, and subsequent actions decided by the nursing program director. Situations where students miss an exam need to be backed up with written documentation by a healthcare provider or other published documentation. It is the student's responsibility to contact the nursing program nursing director to arrange a makeup exam. "Notification" means that the student sends an email with the appropriate information or speaks directly to the nursing instructor AND program director per telephone or in person prior to one hour before the exam is scheduled.

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 at all times in the public (including social networking sites when representing the college or the profession of nursing.)

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

For example: NURS 129 (3 credit) x 6 hours = 18 hours/week to study (minimal recommended study hours per week.) Note: the study time is double what you have had in a 16-week course, the summer

semester is only eight weeks long thus requiring a more focused study due to the shorter length for the same credits.

Academic Honesty: 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. The evaluations are an important source of information for both individual faculty and for program evaluation.

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. 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 objective 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 make arrangements 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. Absences of more than four in any classroom, lab, or clinical course may result in course failure.

Please see the Attendance Policy in your Nursing Program Handbook for directions on how to notify faculty of and for consequences specific to being absent or tardy.

ACCOMMODATIONS:

To request academic accommodations 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 accommodations 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 701.224.5671
- Dakota College at Bottineau Students: contact Disability Support Services at 701.228.5672
- Lake Region State College Students: contact the Disability Office at 701.662.1689
- 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 – <http://www.willistonstate.edu/Class-Schedule.html>

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

IVN (Pexip) and WEB STREAMING (Yuja and Blackboard Collaborate platforms):

The North Dakota Interactive Video Network (IVN) provides face-to-face collaboration for nursing courses using high quality video and audio which allows two or more locations/sites to connect for scheduled classes or meetings. All theory NURS theory courses are provided over IVN. Pexip is a videoconference platform that operates with IVN and can be utilized when a student or faculty is not in the IVN classroom.

Yuja/Blackboard Collaborate are a lecture and content capture software chosen by the ND University System to provide that service for its 11 campuses. Yuja/Blackboard Collaborate enable 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:

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 to have a working college email account and check it daily during the semester. Students, staff, and faculty are expected respond to emails promptly – within 48 hours during a usual work week or as requested. The purpose is to assure 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.