

RNSG 2402 Syllabus

Summer 2022

Course, Time, and Location:

Concepts of Nursing Practice III for Articulating Students, RNSG 2402-44514

Monday 0800 – 1045, Lab 1050 – 1140

Tuesday 0800 – 1045, Lab 1050 – 1140

RNSG 2402 – Black Board Collaborate

Course Faculty:

Professor Ann Hearn, MSN, RN – Level Lead (Lecture/Clinical Simulations)

Email: ahearn@austincc.edu

Contact Information: 512-964-6722 (cell)

Office Location: Eastview Campus, 8000 bldg, # 8355

Office Hours: Monday: 1100-1600, Wednesday and Friday: by prior appointment.

Students may contact me via cell, call or text anytime Monday and Wednesday until 2100. Email or text on weekends may not be answered until the next working day.

Professor Vicki Johnson, PhD, RN (Lecture/Simulations)

Email: Vicki.Johnson@austincc.edu

Contact Information: 205-789-0645 (cell)

Office Location: TBA

Office Hours: Monday *am*-*pm*; Tuesday *pm*-*pm* or by prior arrangement

Students may contact me via cell - (call or text) anytime Monday thru Friday until _____. Email or text on weekends may not be answered until the next working day.

Professor Jennifer “Jenna” Laine, MSN, APRN, FNP-C (Simulations)

Email: jennifer.laine@austincc.edu

Contact Information: 512-287-1285 (cell)

Office Location RNSG 2402 Blackboard Collaborate – Laine Student Meetings

Office Hours: Tuesday & Thursday: 0700-0800 & 1400-1500; Wednesday: 0700-1030. *For your convenience you may schedule meetings with me at <https://calendly.com/jennifer-laine/15min>*

You may email anytime & text message from 7am-6pm. Messages will be answered in 24 hours, except on weekends/holidays which will be answered the next working day.

Professor Kelly Hamade, DNP, APRN, CNM (Lecture)

Email: kelly.hamade@austincc.edu

Contact Information: 512-589-6051 (cell)

Office Location: TBA

Office Hours: Monday _____, Tuesday _____, other times by appointment.

Students may contact me via cell: call, text, Monday-Friday _ am – _ pm. Messages will be answered within 24 hours except for weekends.

Faculty Office Hours:

Faculty will maintain regular contact with students. Any student wishing to meet with a faculty member may contact them via email to arrange a time to meet online on Blackboard Collaborate.

Course Description:

- Credit hours: 4
- Classroom contact hours per week: 4

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- Laboratory contact hours per week: 1.5

Provides the opportunity to synthesize the roles of the professional nurse; application of a systematic problem-solving process and critical thinking skills; focus on the care of patients throughout the life span with continued emphasis on leadership and management skills in the provision of care to small groups of adult patients and their families in multiple settings; and competency in knowledge, judgment, skills, and professional values within a legal/ethical framework. This course lends itself to either a blocked or integrated approach.

Transferability of workforce courses varies. Students interested in transferring courses to another college should speak with their Area of Study (AoS) advisor, Department Chair, and/or Program Director.

Placement:

Third semester of the nursing sequence

Prerequisites:

- RNSG 1542 Concepts of Nursing Practice II for Articulating Students
- RNSG 2363 Nursing Practice II Clinical

Co-requisites:

- RNSG 2263 Nursing Practice III Clinical
- RNSG 2121 Professional Nursing: Leadership and Management

Course Objectives:

Upon completion of the course the student will be able to:

1. Utilize clinical reasoning and the nursing process guided by evidence-based practice as a framework for nursing decisions in meeting the health care needs of small groups of patients and their families throughout the lifespan.
2. Integrate the etiology, pathophysiology, risk factors, signs and symptoms, complications, therapeutic interventions for small groups of patients and their families throughout the lifespan.
3. Integrate the four roles of the professional nurse when providing patient-centered care for small groups of patients and their families throughout the lifespan.
4. Modify teaching plans that assist small groups of patients and their families throughout the lifespan to meet their needs for health maintenance, promotion, and /or restoration.
5. Integrate legal principles from governing and accrediting agencies and ethical guidelines when planning patient-centered nursing care for small groups of patients and their families throughout the lifespan.
6. Formulate goals and outcomes that promote quality and a risk free, safe environment for all individuals.
7. Demonstrate competence and safety in the performance of selected nursing skills.
8. Analyze the role of a health care advocate when collaborating with members of the interdisciplinary health team determining resources that facilitate continuity of care; health promotion, maintenance, and restoration.
9. Integrate the principles of therapeutic communication that facilitate interactions with small groups of patients and health care members.
10. Analyze use of technology when communicating and managing information to support decision-making to improve care for small groups of patients and their families throughout their

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lifespan.

11. Analyze the guidelines and responsibilities associated with delegation of nursing care.
12. Analyze measures that promote the development and practice of professional nursing.

Learning Outcomes:

The student will continue to examine the role of the professional nurse as provider of patient-centered care, patient safety advocate, member of health care team, and member of professional nursing while applying a systematic problem-solving process and critical thinking skills which include a focus on the adult, obstetrical and pediatric populations in selected settings; and identify ethical and legal principles in professional nursing practice.

Required References:

- McKinney, James, Murray, & Ashwill. (2018). *Maternal- Child Nursing*, (5th ed.) St. Louis, Mo: Elsevier.
- Lewis, S., Harding, M., Roberts, D., Reinisch, C., Hagler, D., Kwong, J. (2020), *Medical-surgical nursing assessment and management of clinical problems*. (11th ed.). St. Louis, Mo: Elsevier.
- EHR tutor from <https://my.ehrtutor.com/>
- Vallerand, A., Sanoski, C. (2020). *Davis Drug Guide for Nurses* (current ed.) F.A. Davis Company

Recommended References:

- Gahart, B., & Nazareno, A. (2021). *Intravenous medications: A handbook for nurses and health professionals*. (37th ed.). St. Louis, Mo: Elsevier Mosby.
- Pagana, K. D. & Pagana, T.J. *Mosby's Diagnostic & Laboratory Test Reference*, (current edition). St. Louis: Mosby.

Methods of Instruction

- Methods of instruction will vary and may include, lecture/ppt presentations, small-group discussion, simulation, role-playing, games, case studies, critical thinking exercises, group activities, supplemental learning resources, and/or computer assisted instruction.
- Students are expected to complete the assigned readings and activities prior to class.

Grade Distribution:

Exams	Grade Percentage
4 - Unit Examinations	70%
1 – Comprehensive Final Exam	30%
Total %	100%

Unit and final exam question format: multiple choice - multiple answer, multiple choice, numeric answer, hot spots.

- Students must achieve a minimum of 75% to pass an exam.

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- If the student achieves a score of 1000 on either the first or second Exit HESI exam, the student will have 4 points added to a unit exam grade.

Grade scale:

A = 90-100%

B = 80-89%

C = 75-79%

D = 60-74%

F = <60%

***Students' grade average will be displayed in the Blackboard course. Blackboard calculates grade average to the hundredths place. For this course, students' grade is only rounded from the tenths place, **not** the hundredths then the tenths place.

Clinical RNSG 2262 - Satisfactory/Unsatisfactory

Methods of Evaluation

Computerized examination

Policies and Procedures:

Attendance:

Class attendance is not mandatory, however highly recommended to allow the opportunity to clarify information. Class will return to "on campus" this semester. In addition, Blackboard Collaborate will be used for theory classes to record lectures. You must use the Google Chrome browser to access Blackboard Collaborate. Class participation is expected. Attendance at all examinations is required. No make-up examinations will be given.

Complete readings and learning guides found in each course module prior to class.

Virtual Classroom Etiquette:

Attend class on time if at all possible. If entering the classroom after class has started, do so quietly. Turn off microphone and video options. For questions or comments during lecture, use the "raise hand" icon and the instructor will call on you, unmute your microphone before speaking, mute your microphone when finished or type your question/comment in the chat. Netiquette when using chat: do not YELL; be careful of sarcasm, it can be misinterpreted; don't abuse or dominate the chat box; use proper grammar; use a respectful tone and be professional. Participate in breakout group sessions.

In the event the college or campus closes due to unforeseen circumstances (for example, severe weather or other emergency), the student is responsible for checking Blackboard for instructor(s) communication of the plan for any missed lectures or assignment due dates.

TECHNOLOGY SUPPORT SERVICES

Austin Community College provides free, secure drive-up WiFi to students and employees in the parking lots of all campus locations. WiFi can be accessed seven days a week, 7 am to 11 pm. Additional details are available at <https://www.austincc.edu/sts>.

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Students who do not have the necessary technology to complete their ACC courses can request to borrow devices from Student Technology Services. Available devices include iPads, webcams, headsets, calculators, etc. Students must be registered for a credit course, Adult Education, or Continuing Education course to be eligible. For more information, including how to request a device, visit <http://www.austincc.edu/sts>.

Student Technology Services offers phone, live-chat, and email-based technical support for students and can provide support on topics such as password resets, accessing or using Blackboard, access to technology, etc. To view hours of operation and ways to request support, visit <http://www.austincc.edu/sts>.

Blackboard

- Students will use the Blackboard learning management system for assignment instructions, submitting assignments, and collaboration.
- Students should check the Blackboard site on a regular basis. Students are responsible for all Blackboard information updates.
- Changes in the calendar, reminders, and other relevant information concerning the courses will be announced via Blackboard.

Email Address:

All students are required to utilize the gmail provided by ACC for correspondence with instructors.

- All correspondence with instructors will be through ACC gmail accounts only (no other email accounts will be acceptable).
- Students are responsible for reviewing and implementing all faculty information or assignments as directed to them through email contact or Blackboard announcements
- Instructors will respond to student emails within 24 hours of receipt except during clinical days, weekends, and holidays.

Expectations / Requirements:

- Students are expected to participate in classroom activities.
- All students must achieve a minimum grade of "C" (75%) on the course grade to successfully complete RNSG 2402.
- Students are expected to maintain the licensure and/or certification required for admission into the Mobility tract throughout the program.
- All students must demonstrate basic competency in reading, writing, oral communication, math and computer skills.
- Students are expected to be enrolled in the co-requisite courses (unless previously successfully completed).
- All students must attend and participate in all simulations and learning lab experiences. Any absence of an on-line lab or simulation experience must be made up by an assignment given by faculty
- All students must comply with policies and procedures as outlined in the course syllabus as well as those in the ADN student handbook.
- Students are required to pass a medication dosage calculation examination with a 90% proficiency at the beginning of the semester as well as pass a comprehensive skills performance checkoff, as outlined in the RNSG 2263 syllabus. Students will have 3 opportunities to demonstrate proficiency of dosage calculations and skills performance check off. Failure to pass the dosage and calculation examination or the comprehensive skills performance checkoff will result in withdrawal from the program.

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HESI Exam policy

- Students must take the Exit HESI exam at the end of the semester. All students must complete the first Exit HESI exam as a course requirement. If a student scores less than 1000 on the first EXIT HESI, the student is required to remediate and complete a second Exit HESI exam. If the student achieves a score of 1000 on either the first or second HESI exam, the student will have 4 points added to a unit exam grade. The 4 points will not be added to the final exam grade.
- All students must purchase EHR Tutor.

Examinations:

- Examinations will be administered on campus in the nursing computer lab. Students should check the course calendar frequently for any changes in dates or times.
 - Students cannot use/access any resources during exams. Only a simple calculator, clean piece of paper or provided cover sheet, and pen or pencil are allowed during exams.
 - Cell phones and smart devices must be silenced and are not allowed to be in view while the student is taking an exam.
 - Students will review the “Academic Honesty” stated in this syllabus.
- Students will not be allowed to start any exam once any other student has finished and exited the exam room.
- No student may log into an exam after the designated end time of the exam.
- Any student who engages in any form of academic dishonesty, cheating or plagiarism, will be subject to dismissal from the program. Any student found with examination questions in their possession except during test review will be put on probation or dismissed from the program.
 - Follow the link to review ACC Academic Dishonesty policy <https://sites.austincc.edu/huse/orientation/code-of-conduct/academic-dishonesty/>

Exam Honor Pledge

As a student in the Professional Nursing Program at Austin Community College, I understand the importance of maintaining the highest standards in the advancement of my education. Therefore, I pledge on my honor not to compromise my integrity or the integrity of this program by cheating, giving assistance of any kind on this examination, or receiving assistance of any kind on this examination-this includes, but is not limited to, reading questions aloud, not completing a 360 environment scan and beginning the exam immediately after the scan, wearing a hoodie or hat, and/or utilizing any unauthorized technology like smartwatches, cell phones, or any additional computer/tablet/laptop or similar device. By beginning the exam, I attest to this honor statement.

- Preliminary exam scores will be generated at the conclusion of the examination session.
- Final scores will be available after statistical review by faculty within 24 hours.
- Students must schedule all exam reviews with the lecturing faculty. Exam review will be in person with faculty.
- Students are expected to be present for all exams. If a student must miss an exam, they must notify the program lead instructor. If the lead instructor is not notified, the student may be given a zero (0) on the missed exam.
- If an exam is missed, the grade will be replaced with the score made on the final exam, provided the lead instructor was notified of the absence from the exam. Any additional exams missed will result in a grade of zero (0). No make-up exams will be given.
- The final exam will replace a unit exam score if the final exam score is higher. The final exam score will only replace one unit exam score. If the final exam is used to replace a zero from a missed exam, then it will not replace any other exam score.

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- Attendance at the comprehensive final examination is required and may only be rescheduled in the event of an emergency with the approval of the Department Chair.

Exam Review Policy

- Students are expected to review the exam feedback directly following taking the exam (while in the nursing testing center) for missed concepts/questions.
- A student who scores 76% or less will schedule an appointment to meet with lecturing faculty to review the exam and sign a Student Success Plan.
- Faculty will schedule the exam review within 1-2 weeks of the exam review request. If the student wishes to review the exam with faculty to see the actual questions missed, along with the rationale for the correct and incorrect answers, the student must attend the scheduled review face-to-face with faculty.
- Student request for a Test Item Review of exam question(s) is as follows:
 - o A student who questions an answer on an exam, must submit written rationale/documentation based on required learning resources (textbook) via email within one week of the test date, using the Student Test Item Review form. Rationale presented by the student will be reviewed by the faculty who taught the content and a decision returned to the student involved within one week of receipt of documentation.
 - o Student Test Item Review for the final exam must be submitted within 24 hours of completion of the final exam.
 - o The Student Test Item Review form is found at:
 - <https://drive.google.com/file/d/17vQ5zlh972FbNLulcCn6gjDalWYAfqDc/view>

If exams are changed to online due to unforeseen circumstances (weather, pandemic, etc...)

- Verify your device meets the requirements for Respondus Lockdown Browser. If your device doesn't meet the requirements, then checkout an iPad from ACC <https://www.austincc.edu/students/student-technology-services>
- Verify you have adequate internet for the course. You can get free internet access on campus for general class activities <https://www.austincc.edu/students/student-technology-services> , but exams will be held on campus if at all possible to avoid unforeseen interruptions during your exam.
- Install Respondus Lockdown Browser <https://instruction.austincc.edu/students/article/respondus-lockdown-browser/>
- Take the Practice Exam in Blackboard the night before an online exam.
- The day of the exam, make sure your device is fully charged and plugged in.
- Sit as close to your wireless router as possible, often your connection may vary if you are on another floor or on the other side of your home.
- No hoodies or hats are allowed.
- Remove all books, notes, and your phone from the area.
- Turn on your camera and microphone settings. All exam videos are reviewed by faculty.
- Complete a 360 degree environmental scan of your environment including your entire desk and walls around you. Show both sides of your cover sheet/scratch paper without any notes.
- Do not talk or read out loud during your exam.
- Upon finishing the last question & before you submit the test, show both sides of your scratch paper and rip it into several pieces before exiting the exam.
- No grade or feedback for incorrect answers will be made available to students upon completion of Blackboard Respondus exams, though a grade and feedback for incorrect answers will be made available upon completion of on-campus exams by meeting with the instructor.

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Failure to abide by examination policies may result in progressive discipline. Follow the link to review ACC Academic Dishonesty policy <https://pss.austincc.edu/human-services/orientation/human-services-acc-code-of-conduct/>

Mastery Skills Lab/ Simulation Lab:

All labs are a **required** portion of the RNSG 2402 nursing course. ****Attendance is mandatory.** Any student missing a lab is responsible for contacting the instructor to make arrangements for completion of the learning experience

Progression:

- A student must earn a minimum grade of "C" in all non-clinical nursing courses and general education courses and pass all clinical nursing courses in order to progress through the nursing program
- All nursing courses must be taken in the appropriate sequence.

Guidelines for Mastery Skills Performance Checkoff (On Campus)

Students will have three opportunities to pass. Inability to successfully pass on the third attempt will result in withdrawal from the program. (See RNSG 2263 Syllabus)

Withdrawal Policy:

It is the responsibility of each student to ensure that his or her name is removed from the rolls should they decide to withdraw from the class. The instructor does, however, reserve the right to drop a student should he or she feel it is necessary. If a student decides to withdraw, he or she should also verify that the withdrawal is recorded before the Final Withdrawal Date. **The Final Withdrawal Date for this semester is July 25, 2022.** The student is also strongly encouraged to keep any paperwork in case a problem arises.

Students are responsible for understanding the impact that withdrawal from a course may have on their financial aid, veterans' benefits, and international student status. Per state law, students enrolling for the first time in Fall 2007 or later at any public Texas college or university may not withdraw (receive a W) from more than six courses during their undergraduate college education. Some exemptions for good cause could allow a student to withdraw from a course without having it count toward this limit. Students are strongly encouraged to meet with an advisor when making decisions about course selection, course loads, and course withdrawals.

Incomplete Grade:

An Incomplete may not be used as a shelter from a potentially low grade in the class. What constitutes "extenuating circumstances" is left to the instructor's discretion. If a grade of I is given, the remaining course work must be completed by a date set by the student and professor. A grade of I also requires completion and submission of the Incomplete Grade form, to be signed by the faculty member (and student if possible) and submitted to the department chair.

Students may request an Incomplete from their faculty member if they believe circumstances warrant. The faculty member will determine whether the Incomplete is appropriate to award or not. The following processes must be followed when awarding a student an I grade.

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1. Prior to the end of the semester in which the "I" is to be awarded, the student must meet with the instructor to determine the assignments and exams that must be completed prior to the deadline date. This meeting can occur virtually or in person. The instructor should complete the Report of Incomplete Grade form.
2. The faculty member will complete the form, including all requirements to complete the course and the due date, sign (by typing in name) and then email it to the student. The student will then complete his/her section, sign (by typing in name), and return the completed form to the faculty member to complete the agreement. A copy of the fully completed form can then be emailed by the faculty member to the student and the department chair for each grade of Incomplete that the faculty member submits at the end of the semester.
3. The student must complete all remaining work by the date specified on the form above. This date is determined by the instructor in collaboration with the student, but it may not be later than the final withdrawal deadline in the subsequent long semester.
4. Students will retain access to the course Blackboard page through the subsequent semester in order to submit work and complete the course. Students will be able to log on to Blackboard and have access to the course section materials, assignments, and grades from the course and semester in which the Incomplete was awarded.
5. When the student completes the required work by the Incomplete deadline, the instructor will submit an electronic Grade Change Form to change the student's performance grade from an "I" to the earned grade of A, B, C, D, or F.

If an Incomplete is not resolved by the deadline, the grade automatically converts to an "F." Approval to carry an Incomplete for longer than the following semester or session deadline is not frequently granted."

Course Outline/Calendar: RNSG 2204 Course Calendar is published in this course Black Board site under the "Course Calendar Tab". This calendar is a Google calendar and may be synced with your phone or personal device. Any changes will be announced in class and posted as a Blackboard Announcement (or other resource faculty is using to communicate)."

COLLEGE POLICIES:

Health and Safety:

Beginning Monday, March 21, 2022, ACC will implement the following health & safety protocols on campus.

- Face masks will be *optional*.
- The college's [Appian health screening app](#) will remain available to everyone who visits campus. This continues to be a good way to check your own health before coming to class or work.
- Health Liaisons will continue to be available on campus.
- ACC will expand access to events and activities that are hosted by the college on our campuses and centers. This expansion allows the college and its departments and offices to invite internal *and* external guests to their events and activities. We continue to restrict access for external parties seeking to host activities at ACC.
- The process for requesting accommodations will continue. Any employee who has a qualifying medical condition or disability and needs to request an accommodation in order to complete their essential duties is encouraged to submit an ADA accommodation request. Information about the

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process, form, and related Administrative Rule can be [found on our website](#).

ACC continues to offer health and safety support on campus, including:

COVID-19 Testing | Beginning January 31, ACC will offer free COVID-19 testing at ACC Highland Campus. The testing schedule will vary by day and campus. The testing schedule is posted here along with other testing resources.

Health Safety Liaisons | Students or employees who begin to display symptoms consistent with COVID-19 while they're on campus should check in at the Campus Managers' Office to be connected with an ACC Health Safety Liaison. They can assist with COVID-19 testing and other related questions.

COVID-19 Vaccinations | COVID-19 vaccination clinics remain available on select campuses. The clinics are free and open to the community. [Here is a link to our vaccination schedule](#) and other [vaccine locations in Central Texas](#).

Health Screening | Everyone who comes to an ACC campus may [submit a self-health screening](#) through ACC's health app to check their personal health before entering campus.

Self-Reporting Illness | Anyone experiencing COVID-like symptoms or evaluating possible exposure, must submit [ACC's self-reporting form](#).

Because of the ever changing environment of the Corona Virus please go to ACC's Covid 19 webpage at <https://www.austincc.edu/coronavirus?ref=audiencemenu> for the latest updates and protocols.

Statement on Academic Integrity

Austin Community College values academic integrity in the educational process. Acts of academic dishonesty/misconduct undermine the learning process, present a disadvantage to students who earn credit honestly, and subvert the academic mission of the institution. The potential consequences of fraudulent credentials raise additional concerns for individuals and communities beyond campus who rely on institutions of higher learning to certify students' academic achievements and expect to benefit from the claimed knowledge and skills of their graduates. Students must follow all instructions given by faculty or designated college representatives when taking examinations, placement assessments, tests, quizzes, and evaluations. Actions constituting scholastic dishonesty include, but are not limited to, plagiarism, cheating, fabrication, collusion, falsifying documents, or the inappropriate use of the college's information technology resources. Further information is available at

<https://www.austincc.edu/about-acc/academic-integrity-and-disciplinary-process>

Student Rights & Responsibilities

Students at ACC have the same rights and protections under the Constitution of the United States. These rights include freedom of speech, peaceful assembly, petition and association. As members of the community, students have the right to express their own views, but must also take responsibility for according the same rights to others and not interfere or disrupt the learning environment. Students are entitled to fair treatment, are expected to act consistently with the values of the college, and obey local, state and federal laws. www.austincc.edu/srr

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As a student of Austin Community College you are expected to abide by the Student Standards of Conduct. <https://www.austincc.edu/students/students-rights-and-responsibilities/student-standards-of-conduct>

Senate Bill 212 and Title IX Reporting Requirements

Under Senate Bill 212 (SB 212), the faculty and all College employees are required to report any information concerning incidents of **sexual harassment, sexual assault, dating violence, and stalking** committed by or against an ACC student or employee. Federal Title IX law and College policy also require reporting incidents of **sex- and gender-based discrimination and sexual misconduct**. **This means faculty and non-clinical counseling staff cannot keep confidential information about any such incidents that you share with them.**

If you would like to talk with someone confidentially, please contact the District Clinical Counseling Team who can connect you with a clinical counselor on any ACC campus: (512) 223-2616, or to schedule online: <https://www.austincc.edu/students/counseling>.

While students are not required to report, they are encouraged to contact the Compliance Office for resources and options: Charlene Buckley, District Title IX Officer, (512) 223-7964; compliance@austincc.edu.

If a student makes a report to a faculty member, the faculty member will contact the District Title IX Officer for follow-up.

Student Complaints

A defined process applies to complaints about an instructor or other college employee. You are encouraged to discuss concerns and complaints with college personnel and should expect a timely and appropriate response. When possible, students should first address their concerns through informal conferences with those immediately involved; formal due process is available when informal resolution cannot be achieved.

Student complaints may include (but are not limited to) issues regarding classroom instruction, college services and offices on the basis of actual or perceived race, color, national origin, religion, age, gender, gender identity, sexual orientation, political affiliation, or disability.

Further information about the complaints process, including the form used to submit complaints, is available at: <http://www.austincc.edu/students/students-rights-and-responsibilities/student-complaint-procedures>

Statement on Privacy

The Family Educational Rights and Privacy Act (FERPA) protects confidentiality of students' educational records. Grades cannot be provided by faculty over the phone, by e-mail, or to a fellow student. Student grades will be posted in Blackboard usually within 24 hours of exams closing.

Recording Policy

To ensure compliance with the Family Education Rights and Privacy Act (FERPA), student recording of class lectures or other activities is generally prohibited without the explicit written permission of the instructor and notification of other students enrolled in the class section. Exceptions are made for approved accommodations under the Americans with Disabilities Act.

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Recording of lectures and other class activities may be made by faculty to facilitate instruction, especially for classes taught remotely through BlackBoard Collaborate or another platform. Participation in such activities implies consent for the student to be recorded during the instructional activity. Such recordings are intended for educational and academic purposes only.

Safety Statement

Health and safety are of paramount importance in classrooms, laboratories, and field activities. Students are expected to learn and comply with ACC environmental, health and safety procedures and agree to follow ACC safety policies. Emergency Procedures posters and Campus Safety Plans are posted in each classroom and should be reviewed at the beginning of each semester. All incidents (injuries/illness/fire/property damage/near miss) should be immediately reported to the course instructor. Additional information about safety procedures and how to sign up to be notified in case of an emergency can be found at <http://www.austincc.edu/emergency>

Everyone is expected to conduct themselves professionally with respect and courtesy to all. Anyone who thoughtlessly or intentionally jeopardizes the health or safety of another individual may be immediately dismissed from the day's activity and will be referred to the Dean of Student Services for disciplinary action.

In the event of disruption of normal classroom activities due to an emergency situation or a continuing illness outbreak, the format for this course may be modified to enable completion of the course. In that event, students will be provided an addendum to the class syllabus that will supersede the original version.

Campus Carry

The Austin Community College District concealed handgun policy ensures compliance with Section 411.2031 of the Texas Government Code (also known as the Campus Carry Law), while maintaining ACC's commitment to provide a safe environment for its students, faculty, staff, and visitors. Beginning August 1, 2017, individuals who are licensed to carry (LTC) may do so on campus premises except in locations and at activities prohibited by state or federal law, or the college's concealed handgun policy.

It is the responsibility of license holders to conceal their handguns at all times. Persons who see a handgun on campus are asked to contact the ACC Police Department by dialing 512-223-7999. Please refer to the concealed handgun policy online at <http://austincc.edu/campuscarry>

Discrimination Prohibited

The College seeks to maintain an educational environment free from any form of discrimination or harassment including but not limited to discrimination or harassment on the basis of race, color, national origin, religion, age, sex, gender, sexual orientation, gender identity, or disability.

Faculty at the College are required to report concerns regarding sexual misconduct (including all forms of sexual harassment and sex and gender-based discrimination) to the Manager of Title IX/Title VI/ADA Compliance. Licensed clinical counselors are available across the District and serve as confidential resources for students.

Additional information about Title VI, Title IX, and ADA compliance can be found in the ACC Compliance Resource Guide available at: <https://drive.google.com/file/d/1o55xINAWNvTYgl-fs-JbDyuaMFDNvAjz/view>

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Use of ACC email

All College e-mail communication to students will be sent solely to the student's ACCmail account, with the expectation that such communications will be read in a timely fashion. ACC will send important information and will notify students of any college-related emergencies using this account. Students should only expect to receive email communication from their instructor using this account. Likewise, students should use their ACCmail account when communicating with instructors and staff. Information about ACC email accounts, including instructions for accessing it, are available at:

<http://www.austincc.edu/help/accmail/questions-and-answers>

STUDENT SUPPORT SERVICES

The success of our students is paramount, and ACC offers a variety of support services to help, as well as providing numerous opportunities for community engagement and personal growth.

Student Support

ACC strives to provide exemplary support to its students and offers a broad variety of opportunities and services. Information on these campus services and resources is available at <http://www.austincc.edu/students>. A comprehensive array of student support services is available online at:

<https://www.austincc.edu/coronavirus/remote-student-support>

Student Accessibility Services

Students with documented disabilities who need academic or other accommodations must request them through the office Student Accessibility Services (SAS). SAS offices are located at each major campus. Students are encouraged to request accommodations when they register for courses or at least three weeks before the start of the semester; otherwise, the provision of accommodations may be delayed.

Students who have received approval for accommodations from SAS for this course must provide the instructor with the document titled "Notice of Approved Accommodations" from SAS before accommodations will be provided. Accommodations will not be provided retroactively. Arrangements by the instructor for academic accommodations can only be made after he or she receives the "Notice of Approved Accommodations" from the student.

Additional information about Student Accessibility Services is available at

<https://www.austincc.edu/offices/student-accessibility-services-and-assistive-technology>

Academic Support

ACC offers academic support services on all of its campuses. These services, which include online tutoring, academic coaching, and supplemental instruction, are free to enrolled ACC students. Tutors are available in a variety of subjects ranging from accounting to pharmacology. Students may receive these services on both a drop-in and referral basis.

[An online tutor request can be made here:](https://de.austincc.edu/bbsupport/online-tutoring-request/)

<https://de.austincc.edu/bbsupport/online-tutoring-request/>

[Additional tutoring information can be found here:](https://austincc.edu/onlinetutoring)

austincc.edu/onlinetutoring

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Library Services

Campus Libraries have reopened for in-person services. Please check the **hours of operation** before heading to see us.

Faculty librarians and library staff will continue assisting users with virtual reference, research and information services with 24/7 access to chat, all databases, and electronic resources, including nearly 100,000 ebooks, online videos, and millions of newspaper, magazine and scholarly journal articles in full-text. ACC students have full rights and privileges to access Library Services online 24/7 via the ACC Library website, and students must use their ACCeID logins to access all online materials, including ebooks, articles from library databases, and streaming videos. ACC Libraries provide the "Ask a Librarian" service, which allows students to reach a librarian 24/7 through online chat or complete an online form for in-depth questions. Faculty librarians are available via email and virtually to meet with you by appointment seven days a week. Students can also contact the Library for questions about their library account, registration holds, and technology/device distribution options.

- Library Website: <http://library.austincc.edu>
- Library Information & Services during COVID-19: <https://researchguides.austincc.edu/LSinfoCOVID19>
- Ask a Librarian 24/7 chat and form: <https://library.austincc.edu/help/ask.php>
- Library Hours of Operation by Location: <https://library.austincc.edu/loc/>
- Email: library@austincc.edu

Student Organizations

ACC has over seventy student organizations, offering a variety of cultural, academic, vocational, and social opportunities. They provide a chance to meet with other students who have the same interests, engage in service-learning, participate in intramural sports, gain valuable field experience related to career goals, and much else. Student Life coordinates many of these activities, and additional information is available at <http://sites.austincc.edu/sl/>.

Personal Support

Resources to support students are available at every campus. To learn more, ask your professor or visit the campus Support Center. All resources and services are free and confidential. Some examples include, among others:

- Food resources including community pantries and bank drives can be found here: <https://www.centraltexasfoodbank.org/food-assistance/get-food-now>
- Assistance with childcare or utility bills is available at any campus Support Center: <http://www.austincc.edu/students/support-center>.
- The Student Emergency Fund can help with unexpected expenses that may cause you to withdraw from one or more classes: <http://www.austincc.edu/SEF>.
- Help with budgeting for college and family life is available through the Student Money Management Office: <http://sites.austincc.edu/money/>.
A full listing of services for student parents is available at: <https://www.austincc.edu/students/child-care>
- The CARES Act Student Aid will help eligible students pay expenses related to COVID-19: <https://www.austincc.edu/coronavirus/cares-act-student-aid>.

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Mental health counseling services are available throughout the ACC Student Services District to address personal and or mental health concerns: <http://www.austincc.edu/students/counseling> .

If you are struggling with a mental health or personal crisis, call one of the following numbers to connect with resources for help. However if you are afraid that you might hurt yourself or someone else, call 911 immediately.

Free Crisis Hotline Numbers:

- Austin / Travis County 24 hour Crisis & Suicide hotline: **512-472-HELP (4357)**
- The Williamson County 24 hour Crisis hotline: **1-800-841-1255**
- Bastrop County Family Crisis Center hotline: **1-888-311-7755**
- Hays County 24 Hour Crisis Hotline: **1-877-466-0660**
- National Suicide Prevention Lifeline: **1-800-273-TALK (8255)**
- Crisis Text Line: **Text “home” to 741741**
 - Substance Abuse and Mental Health Services Administration (SAMHSA) National Helpline: **1-800-662-HELP (4357)**
- National Alliance on Mental Illness (NAMI) Helpline: **1-800-950-NAMI (6264)**

Some faculty may consider adding a student sign-off page at the end of the syllabus to be removed and handed back to the instructor providing evidence that the student received a copy of the syllabus and had an opportunity to ask questions, but such a page is optional.

Illness

Any ACC student or employee with symptoms or exposure to the COVID-19 virus should inform their professor(s) or supervisor and complete the college's self reporting form:

https://cm.maxient.com/reportingform.php?AustinCC&layout_id=124

Student Support Services:

Resources to support you are available at every campus.

- Food pantries are available at all campus Student Life offices (<https://sites.austincc.edu/sl/programs/foodpantry/>).
- Assistance paying for childcare or utility bills is available at any campus **Support Center** (<http://www.austincc.edu/students/support-center>).
- For sudden, unexpected expenses that may cause you to withdraw from one or more of your courses, go to <http://www.austincc.edu/SEF> to request emergency assistance through the **Student Emergency Fund**.
- Help with budgeting for college and family life is available through the **Student Money Management Office** (<http://sites.austincc.edu/money/>).
- **Counselors** are available at any campus if you experience a personal or mental health concern (<http://www.austincc.edu/students/counseling>). All services are free and confidential.
- **Student Accessibility Services** will assist with establishing accessibility services to enhance learning <https://www.austincc.edu/students/student-accessibility-services-and-assistive-technology/accessibility-services-application-steps>
- **Health Science Retention Specialist:** Luis Garza follow the link to make a self referral <http://sites.austincc.edu/health/retention-coordinator/>

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Source: <http://www.austincc.edu/offices/academic-outcomes-assessment/master-syllabi/college-policies>

Syllabus Release Form:

After reading the syllabus, print and sign the Syllabus Release Form, found in Blackboard and submit by uploading the signed form into Blackboard on the first day of class.