

## Orientation - Classes

At IUBAT regular classes start at 8:30 a.m. and continue to 5:30 p.m. Lunch break is from 12:45 p.m. to 1:10 p.m. Each class is one hour long with a 5 minute break before the start of the following class.

**Please send soft copies of any new material you include or update in your class! Copies should be sent to a) the Chair and b) the Admin. Assistant. It is important we can account for our program delivery.**

- **Dress Code:** Students and faculty must follow the IUBAT dress code in the class room and all students should be wearing university ID. Role traditions are much stronger in Bangladesh than in many other countries. The university feels strongly that the dress code helps to a) improve self-esteem and professionalism in the students and b) discourage infiltration by outside gangs. Men are expected to wear shirt and tie or polo style knit shirts with pants or fresh jeans and closed shoes. Women should be dressed conservatively and may wear either salwar kameez, long skirt and shirt, pants and shirt with closed shoes or sandals.

**As nursing in Bangladesh suffers from social stigma and has been associated with ideas of low moral character, instructors in the CON are expected to wear (pressed) business casual/professional dress.**

- **Class Schedule:** Check the nursing office white board for the class schedule and room number.
- **Multimedia:** Every classroom has a multimedia projector and a computer which is locked in a cabinet in the classroom. The security guard in the corridor has the key; ask him/her and he to open it for you.
- **Take your lecture notes/ppts on a flash drive** if you plan to use the computer. Most of the university computers have many viruses so after using the classroom computers please have your flash drive cleaned in the nursing office (we generally use a Mac computer to do this.)
- **Internet:** Most classroom computers are linked to the internet although the bandwidth is often not sufficient to show online video.
- **Photocopying:** For photocopying of class handouts please send your material by email or from your flash drive to the Administrative Assistant at least two days before the class. Please have PowerPoint presentations 4 slides per page (landscape). Note: We do not generally distribute handouts to the class. One copy of the material is kept in the photocopy center and the students are responsible for ordering their own copies. If you expect to have a number of handouts please give the photocopy center a folder with the course number and BSN written on it clearly with a marker and ensure that the course number appears on each of your handouts. **Please do not provide students with electronic copies of classroom ppts.**
- **Cell Phones:** Students are not allowed to use their cell phones in any way or to have them switched on in class. Habitual infractions should result in the student being asked to remove

themselves from that class session with return to class permitted after a written apology to the class acknowledging the disturbance to others by careless cell phone use.

- **Attendance:** Please keep student attendance for every class. Note the name of the class, the date and the number of hours (ie. noting 2 hours for double classes.) (Recycled paper can be used.) The list should be passed around the class and the students should sign individually (name + ID number). Also use this list to record student lateness or disturbances. After the class please give this sheet to our Administrative Assistant to record electronically. (*Note: We use signature sheets because the university has had problems with students asserting that the instructor has made an error in checklist style attendance sheets.*) It is especially important to take signature attendance during any examinations.
- **Lateness:** Students are not to be admitted to class if they are more than 5 minutes late (some flexibility is allowed the first week of classes in each semester, while the directions are being clarified). Irregularity is habitual and if instructors are not a little rigorous we often have students drifting in and out of classes throughout the hour.

Students who are habitually late or absent from class may not be allowed back in class or to write the final exam for the course. Discuss this with the Director. (As students have had very little exposure to any requirement to take responsibility for themselves or their education, the nursing faculty has developed these requirements as a necessity as part of the training of international standard nurses.)

- **Assignments:** It is expected that students will turn in assignments on time at the beginning of the class in which they are due. Marks are to be deducted for late assignments (-5% for returning at end of class or later in the day, -5% for each subsequent day late up to 3 days. After 3 days the student gets a grade of zero for the assignment but MUST hand the assignment in at least 2 weeks before the end of classes in order to pass the course. If they don't complete all assignments the will be graded Incomplete (I) or may fail the class.

(Note: In the absence of this policy students frequently did not hand in assignments until the end of the semester. This meant instructors were marking large numbers of poorly written assignments that were never picked up by the students and so useless as learning tools.)

- **Plagiarism:** Students have no concept of plagiarism or any hesitation in copying. If fact, in their previous education, students may have been encouraged by their teachers to copy and may feel obligated to provide work for other students to copy. We begin to address this early in student classes but the students will not fully understand referencing or plagiarism until late in their third year (concurrent with third semester of Medical-Surgical Nursing).

In the earlier semesters the students will not be expected to know correct referencing formats but they will begin to learn about copying and plagiarism in BIO 101, second semester.

The students should be encouraged to use information from other sources with quotation marks and some sort of citation, or to paraphrase with some sort of citation. However they

should NEVER be allowed to copy directly from a book or the internet without using some form of citation. They should also be warned they may NEVER copy from each other. **The instructor should warn the students in the first class (and occasionally throughout the semester, if necessary) that copying without reference is not acceptable. Assignments that are obviously copied from other students will result in a grade of “F” for both parties.**