**PhD Syllabus Template Appendix X3**

*To be ADA compatible, the syllabus must be easy to read. Use a white background with black font in sizes 11 to 12. Sample is shown in size 11.*

UNIVERSITY OF NEBRASKA MEDICAL CENTER

COLLEGE OF NURSING

*To be consistent, no additional graphics or colors should be used on the syllabus.*

*Use Times New Roman font and T/B 5” margins L/R 1” margin.*

NRSG ### - Course Title

Semester/Year

**Course Description** *Insert the official course description including title, description, prerequisites, co-requisites, and credit allocation. This information can be accessed on the CON Wiki site.*

**Course Faculty** *Insert primary course faculty or division coordinators, office location, telephone number, email address and preferred type of communication (e.g., email, phone calls) and availability. Cell phone and pager number may be added. Division specific instructors will be listed in division addendum and on the instructor tab in the learning management system.*

**Course Outcomes/Competencies/Objectives** *Insert the approved course outcomes, competencies and/or objectives. This will be information for the student, CON review committees and external course and program reviews (e.g. accrediting agencies, other academic institutions).*

**Brief Course Topical Outline/Course Calendar**

**Teaching and Learning Strategies** *Insert summary of major strategies used, such as PBL, chat rooms, narrated PowerPoint, simulations, include type of course (asynchronous/blended, etc.).*

**Textbook**

**Evaluation** *The grading scale and quality points must be inserted as presented below, which comes from CON policies. Course or instructor specific grading can go below the policy wording.*

**Grading scale** *per CON policies.*

The percentage system used to award grades within the College of Nursing is the following:

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| A+ | 98-100 |  | B+ | 88-89 |  | C+ | 78-79 |  | D+ | 68-69 |
| A | 93-97 |  | B | 83-87 |  | C | 73-77 |  | D | 63-67 |
| A- | 90-92 |  | B- | 80-82 |  | C- | 70-72 |  | D- | 60-62 |
|  |  |  |  |  |  |  |  |  | F | below 60 |

Quality points are calculated according to the following system:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Grade | Quality Points |  | Grade | Quality Points |  | Grade | Quality Points |
| A+ & A | 4.0 |  | B- | 2.67 |  | D+ | 1.33 |
| A- | 3.67 |  | C+ | 2.33 |  | D | 1.00 |
| B+ | 3.33 |  | C | 2.00 |  | D- | 0.67 |
| B | 3.00 |  | C- | 1.67  |  | F | 0.00 |

Grades are referenced in Policy 5.4.3 at <https://wiki.unmc.edu/index.php/CON_Graduate_Grading_System_-_PhD_Program>.

*For all courses this is to be included:*

Incomplete (I) Grade average is not affected until the incomplete has been removed. Students have one semester to remove the incomplete grade or the grade will be automatically changed to an F. Incomplete grades are referenced in the UNMC Graduate Studies Bulletin at <http://www.unmc.edu/gradstudies/current/Graduate-Studies-Bulletin.pdf>.

Withdraw (W) Students who drop a course after the first seven calendar days of the term will receive a grade of W on their transcript. Students may not drop a course after 70% of the course has been completed. A grade other than W must be assigned. Refer to the UNMC Drop Add policy at <http://webmedia.unmc.edu/studentservices/docs/Drop-Add-Policy.pdf>.

Only a Pass/Fail grade is used for research projects, practicums, thesis or dissertations work Refer to the UNMC Graduate Studies bulletin for details at <http://www.unmc.edu/gradstudies/current/Graduate-Studies-Bulletin.pdf>.

*Course specific grading information goes here.*

*Include information such as the following as applicable:*

Assignments/work with guidelines for completion

Grading rubrics and percentage weights for each

Make-up exam policy

Minimal requirements to pass

Other criteria or policies related to performance

Clinical/Laboratory

Criteria for clinical requirements

Clinical evaluation tool

**Student Responsibilities**

**Cheating/Plagiarism** Consistent with the College of Nursing policy, a student who engages in any form of cheating, plagiarism or deception regarding clinical activities and/or classroom assignments, will be subject to disciplinary action based on the severity of the act. Refer to the statement entitled “Academic Integrity and Professional Conduct” in the UNMC Student Handbook at <http://www.unmc.edu/studentservices/_documents/handbook.pdf>. For the definition of plagiarism, please refer to the McGoogan Library of Medicine webpage at <http://unmc.libguides.com/plagiarism>.

**Student Confidentiality** The College of Nursing (UNMC) adheres to the UNMC policy “Security and Confidentiality of Patient Information”. Patient information and academic or personal student information, in any form, is considered to be sensitive and private. Students will request and use patient information only on a need-to-know basis, share confidential health information only with a patient’s healthcare team, and will not discuss patient or personal student information in public places or outside of work. The student will respect clients’ rights, and the rights of other students, in relations to privacy, confidentiality, informed consent, treatment and refusal of treatment as privileged communication and discloser to safeguard themselves and others. It is understood that issue of confidential information, whether intentional or due to neglect on the student part, is a breach of policy and grounds for corrective action, which could result in dismissal from the nursing program. Students are also expected to follow the policies and regulations of the clinical agency.

**Student Obligation to Provide Care** All students are obligated to provide care to assigned clients regardless of race, creed or religion. Any students with health, religious or ethical concerns that may limit their participation in a health care activity must inform the instructor no later than orientation to the course, or as soon as the information becomes available. The instructor shall make the final decision about assignment of care, taking into consideration the student’s expressed concerns.

**Student Right to Evaluate Course and Faculty** Students have the right and responsibility to evaluate courses and faculty. All evaluations are anonymous.

**Classroom and Clinical Expectations**

**Attendance** Class attendance at scheduled times is expected. Absences are to be reserved for illness or other serious events, and the instructor is to be notified prior to class. Make necessary arrangements with the course instructor to make up missed work.

**Being on time** Students are expected to be on time regardless of location and time zone, and remain in attendance for the entire class/clinical unless otherwise directed.

**Disruptions of any kind during class are to be avoided.**

**Use of personal phones and computers** Students must follow instructor guidelines and etiquette for using cell phones and computers during class. In the clinical setting where cell phones are permitted, cell phones must be on silent and used for clinical application only.

**Technology guidelines** It is expected that students will meet recommended technology requirements for full class participation. Follow instructor’s guidelines and etiquette specified for the technologies used in your class. See your Blackboard course site or the technology support page for more detailed information at <http://www.unmc.edu/nursing/admissions/online-education1/technology-support.html>.

**Proctor Statement for Remote Students**

If proctor is needed for this course, please contact your course instructor. Refer to Policy 5.1.11 and Appendix V for more information at <https://wiki.unmc.edu/index.php/CON_Proctors_for_Remote_Students>.

**Student Use of Clinically Related Lab Supplies and Equipment**

The UNMC College of Nursing (CON) purchases consumable supplies for use by students in the learning environment, both in skills labs and simulation, under close supervision of faculty and/or teaching assistants. Task trainers (e.g. pelvis models for urinary catheterization) and equipment such as injection pads and simulation manikins provide a safe mechanism for practicing invasive skills. Safe performance of invasive skills, when completed following established guidelines, can be attained in this environment without risk of harm to patients. Refer to Policy 6.2.5 for complete policy and definitions at <https://wiki.unmc.edu/index.php/CON_Student_Use_of_Clinically_Related_Lab_Supplies_and_Equipment>.

**Academic Success Resources**

The Academic Success Program in the UNMC Counseling & Student Development Center offers assistance with study skills, test taking, and stress management. More information is available on the student counseling website at <http://www.unmc.edu/stucouns/>. In addition, the College of Nursing offers academic success resources on each division. Please contact the Student Services department at your division for more information.

**Accommodation of Students with Disabilities**

It is the policy of the University to provide reasonable, flexible individualized accommodation to students with documented disabilities; faculty are not required to provide accommodations without prior approval from the Disability Services Office. To receive accommodation, students must apply to the Disability Services Office. Information and an online “Request for Services” form are available on the website of the Counseling and Student Development Center which houses the DSO ([www.unmc.edu/stucouns](http://www.unmc.edu/stucouns) click Services and Programs). Please contact the Coordinator of Services if you wish to arrange a meeting or have additional questions.

**Social Media**

The University of Nebraska Medical Center College of Nursing approves using social media platforms-such as blogs, wikis, podcasts, Facebook, LinkedIn, Twitter, YouTube, Pinterest, Flickr, or other social networks, social collaboration tools, text messages, etc. not in existence at the time this policy was implemented - as a communications platform to connect with students, colleagues, alumni and friends. The University of Nebraska Medical Center College of Nursing support the social media policy outlined at <http://wiki.unmc.edu/Social_Media>.

**Title IX Information**

Reporting allegations of rape, domestic violence, dating violence, sexual assault, sexual harassment, and stalking enables the University to promptly provide support to the affected student(s), and to take appropriate action to prevent a recurrence of such sexual misconduct and protect the campus community. Confidentiality will be respected to the greatest degree possible. Any student who believes she or he may be the victim of sexual misconduct is encouraged to report to one or more of the following resources: If you would like more information about Title IX, please click here <http://www.titleix.info/>.

Retaliation against the student making the report, whether by students or University employees, will not be tolerated.

UNMC Title IX Coordinator: Carmen Sirizzotti 402.559.2710

Local Agency and Campus Security numbers

|  |  |  |
| --- | --- | --- |
| **Kearney**Agency: S.A.F.E. Center: 308.237.2599Campus Security: 308.627.4811 | **Lincoln**Agency: Voices of Hope Crisis Line: 402.475.7273 Non-Emergency: 402.476.2110Campus Security Dial 2 for Blue: 402.472.2222  | **Norfolk**Agency: Bright Horizons Hotline/Crisis: 402.379.3798Campus Security: 402.841.5163 |
| **Omaha**Agency: Women’s Center for Advancement 24/7 Crisis Hotline: 402.345.7273Español Hotline: 402.672.7118Campus Security: 402.559.5111  |  | **Scottsbluff**Agency: The Doves Program: 308.436.HELP (4357)877.215.0167 (Español) Police Department: 308.632.7176or 911 |

**Inclement Weather/Emergency Closure Procedures**

In the event of a severe weather or other emergency in which the police request that UNMC keep people off the streets in Omaha, the Chancellor will officially close the campus and cancel classes including College of Nursing classes. In the event that UNMC does not close or cancel classes, but UNO/UNL/UNK (as the case may be) cancels classes, the CON will suspend classes (i.e. if UNO cancels classes, Omaha CON suspends operations; if UNL cancels classes, Lincoln CON suspends operations; if UNK cancels classes, CON Kearney suspends operations; if NECC cancels classes, Norfolk CON suspends operations). The Assistant Dean, West Nebraska Division (WND), will determine whether classes will be suspended for the WND. There may be times when a decision must be made by individual faculty about classes or clinical experiences when there is no official cancellation. In this event, College of Nursing faculty members must make a judgment regarding the wisdom of having class or clinical experience at this time. In making decisions about class and clinical, faculty should consider that maintaining safety of all is a priority. See the policy for specific procedures per division at <https://wiki.unmc.edu/index.php/CON_Cancellation_of_Classes_or_Clinical_Experiences>.

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