**Undergraduate Syllabus Template Appendix X1**

*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.*

*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.*

UNIVERSITY OF NEBRASKA MEDICAL CENTER

COLLEGE OF NURSING

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. (Required – completed by office associates)*

**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. (Required – completed by office associates)*

*Division specific instructors will be listed in division addendum and on the instructor tab in the learning management system.*

**Competencies 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). (Required – completed by office associates)*

**Relationship of Learning Activities to Course Objectives/Outcomes**

| **Outcome** | **Learning Strategies** | **Method of Evaluation** | **Clinical Activities and Skills**  ***(if clinical course)*** |
| --- | --- | --- | --- |
|  |  |  |  |

*(Required – completed by faculty)*

**Brief Course Concepts/Exemplars** *The detailed schedule/outline should be in the division addendum.*

|  |  |
| --- | --- |
| **Concepts** | **Exemplars** |
|  |  |
|  |  |

*(Required – completed by faculty)*

**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.). (Required – completed by faculty)*

**Textbooks** (if all divisions use the same textbook list here – if different text used list in division addendum) *(Required – completed by faculty)*

**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 Undergraduate Grading System Policy 5.2.16 found within the* [*https://wiki.unmc.edu/index.php/College\_of\_Nursing\_Student\_Policy\_Index*](https://wiki.unmc.edu/index.php/College_of_Nursing_Student_Policy_Index)*. (Required – completed by office associates)*

*For theory only courses:* 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 of C+ or above are considered to be passing grades in the College of Nursing. Students must maintain a cumulative University of Nebraska average of 2.33 GPA in order to remain in good standing.

Additional policies related to course completion and grades include: a) Undergraduate Grade of Incomplete Policy 5.1.9, b) Undergraduate Progression Policy 5.2.18, and c) Undergraduate Student Grade Appeal 5.2.19. The UNMC Drop/Add policy is found in the UNMC student handbook at <https://www.unmc.edu/studentservices/_documents/Handbook.pdf>. Students requiring additional information and assistance are encouraged to meet with the course coordinator and their campus student services staff.

*For all PCC courses only, office associates to insert:* The Patient-Centered Care classroom and clinical courses are considered co-requisite. A student who does not receive a passing grade in either the classroom or clinical component of any of the Patient-Centered Care courses must repeat both courses the next time they are offered, even if the student received a passing grade in one of the courses.

*For clinical courses only, office associates to insert:* Clinical laboratory performance is rated on a Pass/Fail basis. A rating of Pass in clinical performance results in a P in the clinical course. A rating of Fail in clinical laboratory performance results in an F in the clinical course.

*For courses in which theory and clinical are combined, this is be included, office associates to insert:* Clinical laboratory performance is rated on a Pass/Fail basis. A rating of Fail in clinical laboratory performance results in a D in the course unless the theory grade is an F. If the clinical laboratory performance is Pass, the grade awarded for the course will be based on the theory grade.

*For PCCC courses only, office associates to insert:* Medication Math Competency Requirements Procedure 5.2.2: To ensure safe administration of medications, a medication math competency exam will be given prior to the students entering the clinical settings. Questions will relate to math content taught in previous nursing courses. Students must not miss more than one question to pass the competency exam. If the exam is not passed, a retake exam will be given. The student cannot pass medications in the clinical setting until the medication math competency exam is passed.

*For all courses with a clinical component, excluding NRSG 312: Health Assessment, office associates to insert:* Clinical Evaluation: Critical clinical behaviors are identified on the course Clinical Evaluation Tool. Evaluation of clinical performance includes both self-evaluation by the student and faculty evaluation of the student. Students should reference the Student Policy CON Evaluation of Undergraduate Students Policy 5.2.15 and the CON Undergraduate Grading System policy 5.2.16 (as noted previously).

Applicable topics include, but are not limited to:

Students will be oriented to the evaluation policies and procedures for each course at the beginning of the semester.

Weekly, mid-term and final evaluations are completed to identify learning needs and determine if student is attaining course outcomes.

Students may request evaluation of progress whenever he/she feels need for guidance.

A student who faculty deems unprepared or unsafe will be required to leave the clinical setting and complete remediation until prepared to return. A student is not able to return before the end of the semester will receive a fail for the clinical course.

The student must sign the evaluation record, indicating that they have read the evaluation. The signature does not indicate that the student agrees with the evaluation.

*For courses with ATI that do retakes (all PCC courses and any other course that has students take the test and offers a retake). If courses do not offer a retake, the ATI information should be in the addenda, office associates to insert:* **ATI Implementation Statement** Passing the NCLEX-RN is required to practice as a licensed RN. The UNMC College of Nursing recognizes preparation for passing this important test must begin from the moment you enter the program. To enhance your learning and test-taking skills, the UNMC College of Nursing has adopted an NCLEX preparation program, ATI (Assessment Technologies Institute). This cumulative product will be used through all four semesters of our program. It involves assessing aptitude and learning abilities, practicing for computerized tests, knowledge building, and assessing comprehensive knowledge. Evidence indicates utilization of this program enhances learning and test-taking skills and prepares you to successfully pass the NCLEX-RN.

**Practice Tests** Students must attain a score of 95% on the practice test to qualify to take the proctored assessment test. The practice test can be taken multiple times. For students not achieving a 95% on the practice test, there will be a 24-hour lock-out period during which students are expected to review in preparation for the next attempt. Once 95% has been achieved on the practice test, students are eligible to take the proctored test. Students are encouraged to start practicing early to avoid missing the deadline.

Practice tests are accessible all semester and may be taken anywhere and time the student has Internet access. The semester ATI product ID will be supplied early in the semester. Faculty encourage students to access these tests several times, utilizing the test-taking hints and rationales, as well as the Focused Review feature, which pinpoints individual weaknesses and directs students to specific pages for review. Students have access to all material at the ATI web site: [www.atitesting.com](http://www.atitesting.com).

ATI Materials for this course include *list all ATI tests students will take in this course. Include course-specific instructions as needed. Division-specific instructions should be added to course addendum.*

**Proctored Assessments** Students meeting the requirements of the practice tests are qualified to sit for the proctored assessments. Proctored assessments are scheduled, monitored assessments with time limits.

The following percentages will be used to allocate points in the final course grade according to the students’ levels of achievement on the priority ATI exams. Students may retake the exam and the higher of the two scores will be used to determine level of achievement.

|  |  |
| --- | --- |
| **ATI Level** | **Percentage of allotted points** |
| Level 3 | 100% |
| Level 2 | 95% |
| Level 1 | 78% |
| < Level 1 | 0% |

* Students achieving Level 2 or 3 have the option to retake the exam once. Students who achieve a Level 2 and desire to retake the exam are encouraged to remediate prior to the retake, but no minimum hours are required.
* Students achieving Level 1 or lower are required to remediate and to retake the exam. Students who achieve a Level 1 on the proctored test on the first attempt are required to print out the Individual Focused Review to guide their remediation activities and are required to spend a minimum of 3 hours in remediation.
* Students who achieve less than a Level 1 on the first attempt must complete 5 hours of remediation using the Individual Focused Review as a guide.

Explanation of Proficiency Levels on ATI Proctored Assessments

* Scores meeting Proficiency Level 3 standard may be considered to exceed most expectations for performance in the content areas. Scores at this level were judged by a panel of content experts to indicate a student as **likely to exceed NCLEX-RN standards in this content area.**
* Scores meeting Proficiency Level 2 standard may be considered to exceed minimum expectations for performance in the content areas. Scores at this level were judged by a panel of content experts to indicate a student as **fairly certain to meet NCLEX-RN standards in this content area.**
* Scores meeting Proficiency Level 1 standard may be considered to meet the absolute minimum expectations for performance in the content areas. Scores at this level were judged by a panel of content experts to indicate a student as likely to **just meet NCLEX-RN standards in this content area.**
* Scores below the Proficiency Level 1 standard are considered to be below minimum expectations and may be indicative of significant risk in the content areas. Scores at this level were judged by a panel of content experts to indicate a **student at significant risk and unlikely to meet NCLEX-RN standards in this content area**.

**Student Responsibilities**

Students are responsible for understanding and following all policies of the College of Nursing and University of Nebraska Medical Center.

UNMC Policies are found in the UNMC Student Handbook: <http://www.unmc.edu/studentservices/_documents/handbook.pdf>

Applicable sections include but are not limited to:

Academic Integrity and Professional Conduct

Patient and Student Confidentiality

Social Media Guidelines

Responsibilities and Rights of Students

Title IX Information

CON Policies and Procedures specific to the College of Nursing are found at:

<https://wiki.unmc.edu/index.php/College_of_Nursing_Student_Policy_Index>

Applicable sections include but are not limited to:

Undergraduate Professional Performance Policy 5.2.36

Undergraduate Progression Policy 5.2.18 (also mentioned in grading section)

Undergraduate Academic Probation, Dismissal, Withdrawal Policy 5.2.23

Undergraduate Student Grade Appeal Policy 5.2.19 (also mentioned in grading section)

Undergraduate Student Disciplinary Appeal Policy 5.2.20

Student Clinical Attire Policy 5.2.12

Emotional Health Policy and Guidelines 5.1.4

Student Use of Clinically Related Lab Supplies and Equipment Policy 6.2.5

**Academic Success Resources**

**Accommodation of Students with Disabilities (ADA)**(Required – completed by office associates)

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 UNMC Disability Services Office. To receive accommodation, students must apply to the UNMC 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.

*Optional: Faculty can put more information by using the following sections in either the syllabus or the addenda if they wish. For a given course, syllabi should be identical across all divisions, so division specific information should be included in division addenda as needed. Examples of information course faculty many want to include in syllabi or addenda include:*

**Cheating/Plagiarism** <http://www.unmc.edu/studentservices/_documents/handbook.pdf>. The definition of plagiarism can be found on 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.

**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 [https://wiki.unmc.edu/index.php/Social\_Media.](https://wiki.unmc.edu/index.php/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  308.237.2599  Campus Security 308.627.4811 | **Lincoln**  Agency: Voices of Hope Crisis Line: 402.475.7273  Non-Emergency: 402.476.2110  Campus Security Dial 2 for Blue: 402.472.2222 | **Norfolk**  Agency: Bright Horizons Hotline/Crisis: 402.379.3798  Campus Security 402.841.5163 |
| **Omaha**  Agency: Women’s Center for Advancement 24/7 Crisis Hotline: 402.345.7273  Español Hotline: 402.672.7118  Campus Security 402.559.5111 |  | **Scottsbluff**  Agency: The Doves Program 308.436.HELP (4357)  877.215.0167 (Español)  Police Department 308.632.7176  or 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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**Undergraduate Division Specific Syllabus Addendum**

COURSE ADDENDUM

UNIVERSITY OF NEBRASKA MEDICAL CENTER

COLLEGE OF NURSING

DIVISION

NRSG ### - Course Title

Semester, Year

*Specific grading information goes here. If these are division-specific, this information MUST appear in the division-specific addendum.*

*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

Grading specifics

ATI if retakes are not offered