Nursing Department

NURSING 111

ADULT AND MENTAL HEALTH NURSING

Course Outline
Spring 2017

INSTRUCTORS
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COURSE COORDINATOR
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Individual instructor office hours and tutoring / learning resource hours are posted on the instructor’s office door and posted on their website. Contact information is provided on the instructor’s website. The instructor’s preferred method for contact is provided in a separate handout.
NURSING 111
ADULT NURSING

Spring 2017

I. Credits: 6 Semester Hours

II. **PREREQUISITE:** Nursing 101 or permission of the department head.

III. **Time Allotment:**
- Theory: 78 hours
- Laboratory: 52 hours
- 130 hours

IV. **COURSE DESCRIPTION:**
The focus of this course is on the nursing process as a method of determining the nursing actions needed to help patients engage in setting goals and achieving outcomes that will restore their ability to perform self-care or to adapt to their disabilities in medical-surgical and mental health settings. Common health problems of adults are studied, along with related pharmacology. Skill attainment is emphasized in the skills laboratory and through concurrent clinical laboratory experiences that emphasize the therapeutic and developmental self-care requirements of adults with common health problems. The mental health rotation focuses on the development of the therapeutic relationship and therapeutic communication between the nurse and patient. Topics include adaptive and maladaptive behaviors and psychiatric disorders that interfere with self-care. Activities that are part of an interdisciplinary treatment program are emphasized in the mental health clinical setting.

V. **COURSE OBJECTIVES:**
At the completion of NUR 111, the student will be able to utilize the nursing process to:
1. identify common deviations from normal in the physiological, psychological, emotional, cultural, and social functioning of adults; (GEO 2,6,5,7)
2. meet the needs of the medical surgical and psychiatric client (GEO 2,4,5,6,7)
3. perform nursing care appropriate for adults with health deviations, observing principles of safety and asepsis; (GEO 4,6,7,8)
4. use principles of therapeutic communication with medical surgical and psychiatric clients, multidisciplinary team members, coworkers, and instructors to collect data, to implement plan of nursing care, and to evaluate care given; (GEO 1,8)
5. use established guidelines to identify, develop and implement teaching plans to instruct clients and their families; (GEO 1,2,3)
6. demonstrate accountability for own nursing practice by identifying own abilities and
limitations in providing nursing care; (GEO 5,7,8)
7. provide care within the ethical and legal frameworks of nursing practice. (GEO 5,8)

VI. **REQUIRED TEXTBOOKS - These textbooks are ESSENTIAL for the course.**


**Recommended Texts-** These textbooks are additional resources to assist students in the course, but are NOT mandatory to purchase.


Lippincott, Williams & Wilkins.


VII. **TEACHING/LEARNING METHODS:**
- Charts
- Skills assignments
- Demonstrations
- Drug Cards
- Videotapes
- Group work
- Library Assignments
- Role Playing
- Computer Learning Assignments
- Concept – mapping
- Lecture/discussion
- Nursing Care Plans
- Client Care Assignments
- Reports
- Electronic Media Center
- Simulations
- Conferences
- Field Trips

VIII. **COURSE REQUIREMENTS:**
To complete requirements for each portion of Nursing 111, the student must meet course objectives and:
1. complete all written exams with a minimum grade average of 75%;
2. complete all clinical objectives from the Clinical Evaluation Rubric with a minimum grade average of 75%;
3. complete written assignments, group projects, computer assignments, and all library assignments as listed in the syllabus by the dates posted on the course calendar;
4. pass pre and post drug calculation tests with a minimum grade of 90%;
5. prepare a written plan of care for EVERY PATIENT, assigned to direct care;
6. pass all **SKILLS CHECKS**;
7. attend assigned clinical and observational rotations reporting on time to appropriate place and person;
8. maintain a weekly journal of clinical experiences;
9. participate actively in pre & post conference;
10. develop an educational topic for a group of psychiatric clients and present the topic orally. This project must achieve a grade of 75% or higher. This is a group project and group participation must occur.

X. **EVALUATION**
The final grade of the course will be determined by the following components:
1. A minimum cumulative grade average of 75% on all exams and a minimum cumulative grade average of 75% on the Clinical Evaluation Rubric must be attained to pass this course. *The annotated bibliography, psych graded care plan, and the psychiatric group project grades are averaged into the clinical grade average if and
only if, the Clinical Evaluation Rubric average equals at least a minimum average of 75%.

<table>
<thead>
<tr>
<th>Theory - 50% of final grade</th>
<th>Clinical Grade - 50% of final grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Med/Surg Module 1 Exam #1</td>
<td>Clinical Evaluation Rubric average</td>
</tr>
<tr>
<td>14%</td>
<td>75%</td>
</tr>
<tr>
<td>Med/Surg Module 1 Exam #2</td>
<td><em>Annotated bibliography</em></td>
</tr>
<tr>
<td>14%</td>
<td>10%</td>
</tr>
<tr>
<td>Med/Surg Module 2 Exam #1</td>
<td><em>Psych Group Teaching Project</em></td>
</tr>
<tr>
<td>14%</td>
<td>10%</td>
</tr>
<tr>
<td>Med/Surg Module 2 Exam #2</td>
<td><em>Psych Care Plan</em></td>
</tr>
<tr>
<td>14%</td>
<td>5%</td>
</tr>
<tr>
<td>Psych exam 1</td>
<td>12.6%</td>
</tr>
<tr>
<td>Psych exam 2</td>
<td>12.6%</td>
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<tr>
<td>HESI Mental</td>
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</tr>
<tr>
<td>Health Exam</td>
<td>2.8%</td>
</tr>
<tr>
<td>Final Exam (Cumulative)</td>
<td>16%</td>
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</table>

Review of exams available for 2 weeks following date of the return of the exam.

2. One Complete Nursing Care Plan is required the 3rd week of each module to be turned in the 4th week.

3. If the initial Complete Nursing Care Plan is unsatisfactory, it must be revised and turned back in to the clinical instructor teaching the module for which the care plan was evaluated as unsatisfactory. An unsatisfactory Complete Care Plan will result in a one point deduction from your clinical average for that module and will be reflected in your Clinical Evaluation Rubric. An unsatisfactory revision will result in an additional 2 points deduction from your clinical average for that module. If an unsatisfactory Complete Care Plan is turned in for any subsequent module it will result in a 2 point deduction from your clinical average for that module and will be reflected in your Clinical Evaluation Rubric. An unsatisfactory revision will result in an additional 3 point deduction from your clinical average for that module.

Med/Surg Care Plans will receive either a Satisfactory or Unsatisfactory rating (S/U) grade. The psych care plan is numerically graded.

4. A mini care – plan is required for all clinical experiences, other than clinical Observations or when a Complete Care Plan is due.

5. Satisfactory completion of all skills checks. (refer to syllabus section re: skills checks)

6. Satisfactory student performance in the clinical laboratory based on achievement of the course objectives and reflected in the Clinical Evaluation Rubric.

7. A passing grade of at least 90% on the pre and post drug calculation tests.

8. Satisfactory completion of ALL computer learning assignments.

9. Writing assignments are due with every observational experience. Failure to complete a writing assignment associated with an observational experience will result in point deductions on the Clinical Evaluation Rubric.

*10. The grade for the annotated bibliography, psych group teaching project, and psych care plan will ONLY BE AVERAGED INTO THE CLINICAL GRADE IF THE STUDENT
CLINICAL EVALUATION AVERAGE IS AT LEAST 75%. THE STUDENT CLINICAL EVALUATION AVERAGE MUST BE AT LEAST 75% TO PASS THE COURSE.

11. **Refer to Section X for Grading Standards.**

   The grading scale is:
   
<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>100-90</td>
</tr>
<tr>
<td>B</td>
<td>89-80</td>
</tr>
<tr>
<td>C</td>
<td>79-75</td>
</tr>
<tr>
<td>D</td>
<td>74-66</td>
</tr>
<tr>
<td>F</td>
<td>65 or below</td>
</tr>
</tbody>
</table>

There will be no rounding of the following grades: final theory grade, final skills lab or final course grade. (E.g. 74.5 – 74.9 does not equal 75).

X. **GRADING STANDARDS**

1. **Care Plans:** (See Care Plan example)
   
   A. One Complete Nursing Care Plan is required by the 4th week of each module. Mini care plans will be required for each clinical experience other than observational experiences.
   
   B. Med/Surg Care plans will be graded applying either an Unsatisfactory or Satisfactory rating, using the *Worksheet for Evaluation of NCP*. Psych Care Plans are numerically graded.
   
   C. Grading Standards for the **COMPLETE NURSING CARE PLAN**;
      
      1. The *Worksheet for Evaluation of NCP* will be used to record scoring.
      
      2. Nursing assessment tool and disease process must be completed.
      
      3. The Complete Nursing Care Plan must include the 5 highest priority Nursing diagnoses.
         
         a. For med/surg care plans one diagnosis must be psychosocial. (see instructor for acceptable psychosocial diagnoses). For the psych care plan all diagnoses must be psychosocial unless permission is granted by the instructor for an alternate diagnosis.
         
         b. A minimum of three outcome criteria are required with each nursing diagnosis. One outcome criterion **must be** a learning outcome.
         
         c. Cited rationales must be present for all nursing interventions.
         
         d. Nursing diagnoses must be prioritized.
      
      4. If an incomplete care plan is handed in to the instructor, the care plan will be assigned a grade of Unsatisfactory and returned to the student for revision (see evaluation for point deduction details).
      
      5. A **Complete Nursing Care Plan** must be submitted by the 4th week of each module.
      
      6. All abnormal data are to be highlighted on the assessment tool and related to a
nursing diagnosis.
7. On the Complete Nursing Care Plan, laboratory significance must be completed when the care plan is turned in for grading.
8. Maintain a complete and correct Drug Card for all the assigned patient’s ordered drugs as detailed on the Drug Card Guidelines.
9. All Nursing Care Plans must be accompanied by a journal and self-evaluation to be complete.
10. All care plans must be submitted no later than the beginning of the 1st class day of the week following the clinical experience.

E. Requirements for MINI CARE PLANS (all NCP’s except the one required Complete Nursing Care Plan). See Nursing Care Plan Example
1. The Worksheet for Evaluation of mini NCP will be used as a guide to calculate the score.
2. Nursing assessment tool and disease process must be completed.
3. Develop the three highest priority nursing diagnoses; For med/surg one diagnosis must be psychosocial (see instructor for acceptable psychological diagnoses). For the psych care plan all diagnoses must be psychosocial unless permission is granted by the instructor for an alternate diagnosis.
   a. A minimum of three outcome criteria are required with each nursing diagnosis.
   b. One outcome criterion must be a learning outcome.
   c. Nursing diagnoses must be prioritized.
4. If an incomplete mini-care plan is turned in it will be reflected on the Clinical Evaluation Rubric.
5. All other sections of the nursing care plan are to be complete except rationales which are optional.
6. All abnormal data are to be highlighted on the assessment tool and related to a nursing diagnosis.
7. Lab significance must be completed when the care plan is turned in.
8. Maintain a complete and correct Drug Card for all the assigned patient’s ordered drugs as detailed on the Drug Card Guidelines.
9. Mini care plans must be accompanied by a journal and self-evaluation to be complete.
10. Mini Care Plans are due no later than the beginning of the 1st class day of the week following the clinical experience, but may be turned in at the end of the clinical day, if desired.

2. Drug Calculation Competency Pretest and Posttest
   A. A drug competency pretest will be given before the first clinical day in the health care setting and must be passed with a 90% or greater.
   1. If students do not pass the pretest, it must be retaken prior to the next pre-assignment.
   2. Failing the drug calc pre-test will result in 2 points off the final clinical grade. A second failure will result in an additional 2 points off the final clinical grade. A
third failure will result in a failure for the clinical portion of the course. The student will receive a grade of “F” for the course.
3. Students need to schedule the drug calc pretest retake at a mutually agreeable time for the faculty member and student.
4. Students who do not pass the drug calc pretest may not give medications in the clinical setting until they have successfully passed the pretest.
5. The first scheduled drug calc pretest date will be on the student calendar.
6. **It is the student’s responsibility to seek remediation before retaking the drug calculation test. Students must wait at least 24 hours before retaking the test.**

B. A drug competency posttest will be given as posted on the course calendar and must be passed with a 90% or greater. If students do not pass the posttest, they **must** retake it by the following week.
1. 2 points will be deducted from the student’s final clinical grade if the student fails the first posttest. A second failure will result in an additional 2 points off the final clinical grade. A third failure will result in a failure for the clinical portion of the course. The student will receive a grade of “F” for the course.
2. Failure to pass the posttest will result in the student being unable to give medications in the clinical setting until it is passed.
3. Students who do not pass the posttest, must schedule a time to re-take the posttest at a mutually agreeable time for the faculty member and student.
4. **It is the student’s responsibility to seek remediation before retaking the drug calculation test. Students must wait at least 24 hours before re-taking the test.**
5. The first scheduled posttest date will be on the student calendar.

3. Skills Checks
   A. Two skills checks are conducted in NUR 111 on the dates noted on the student calendar.
   B. Additional learning experiences are planned for skills check day so be prepared to spend 4-6 hours on campus completing these activities. Confirmation of completion of these activities must be provided by the date/time in the appendix. Failure to complete additional skills checks activities to the level assigned is a failure for the skills check. Computerized skills check activities must be completed to a Mastery Level of 5.
   C. **Skills Check #1** is IV management. Refer to objectives under Skills Lab #2 in your syllabus. Plan on 45 minutes to complete these skills. The skills check will begin with a doctor’s order requiring the student to administer a primary intravenous solution after calculating mLs per hour and drops per minute. Time taping the primary IV solution bag will be checked for accuracy. The student will then accurately prepare and administer the secondary IV. (calculation of rate of secondary medication is not required). The student will then “grab bag” 1 of the following skills: clean and dress the IV site, or convert an IV to an INT. Satisfactory performance is judged by performance detailed in the required nursing skills book and the skills performance...
checklist. In addition, students must complete the additional computer learning assignments (See Appendix).

D. **Skills Check #2** Plan on 30 minutes to complete these skills. The student will “grab bag” 2 out of 3 of the following skills the day of the final skills check; nasotracheal suctioning, nasogastric tube insertion and removal, or Foley catheter insertion and removal. Satisfactory performance is judged by performance detailed in the required nursing skills book and the skills performance checklist. Students also must complete the additional computer learning assignments (See Appendix).

E. The first failure for any skills check will result in **2 points** taken off the final clinical grade. A second failure for the same skills check will result in an additional **5 points** taken off the final clinical grade. Further retakes for that skills check will result in an additional **10 points** off the final clinical grade for each time it is retaken. **Students are encouraged to seek remedial help from their instructor if they are unsatisfactory on any skills checks.** Students may retake the skills check after 24 hours or more from the failed check, but must recheck within 1 week.

4. Written Assignment (CO 4, 6, 7)

A. An annotated bibliography of at least two nursing RESEARCH ARTICLES must be written using ELECTRONIC DATA BASE SOURCES. Research articles have an abstract, review of the literature, method, results, discussion/conclusion. The articles should be on topics representing best practices in nursing, e.g., nursing procedures, patient safety, workplace safety, interdisciplinary communication, or working conditions, to name a few. The student must consult with their theory instructor to determine the appropriateness of articles included in the bibliography.

B. The articles must be submitted with the bibliography.

C. **Evaluation of article:** Information on how to prepare an annotated bibliography can be found at [http://www.library.cornell.edu/olinuris/ref/research/skill28.htm](http://www.library.cornell.edu/olinuris/ref/research/skill28.htm)

For example: What were the author's conclusions? How did s/he reach those conclusions? Did the previous authors cited in the literature review reach the same conclusions (compare/contrast)? Is there any bias (e.g. - is there a potential conflict of interest because the researcher is doing research for a company s/he works for?)? Has anyone else validated this author's research? This is a factual review of an article; not a place to discuss your opinion. Do not use first person in a professional paper (e.g. I, you, in my opinion, this article supports my position, etc…). The article is being reviewed on its own merit.

D. APA 6th ed. format must be used for this writing assignment. The media center has information regarding APA format. Questions not addressed by the preprinted media center information can be answered by your instructor. Citations must reflect that your sources are electronic.

E. The **Scoring Rubric for Annotated Bibliography** is in the syllabus; (see Appendix B) If you require additional writing assistance the WWCC writing center is available by appointment. From the WWCC Home Page → Current Students → Learning Resources → Writing Conferences.
F. An annotated bibliography not turned in by the date on the course calendar will be graded as a zero.

5. Computerized Learning Assignments
Students are required to complete all computer learning assignments by the date indicated on the course calendar. All students must complete the med/surg assignments to a mastery level of 5, and the psych assignments to a level of 6 to receive a passing grade in the theory portion of the course. These assignments must be completed by the date on the calendar.

0.25 points will be added to the theory grade for the completion of each assignment (A,B,C,D) if each individual test within the assignment is a mastery level of 6. In order for the student to gain the additional points to the theory grade, the respective assignment must be completed by the date indicated on the course calendar and the student must have a theory grade average of at least 75% before any additional points are added. (see Appendix for computer learning assignments).

6. Observational rotation assignments are due no later than the beginning of the 1st class day of the week following the clinical experience. One point will be deducted from the final skills grade for late or unsatisfactory work.

7. General Requirements
   A. The student is responsible for any work missed due to absence.
   B. All written work must be legible, grammatically accurate, and correctly spelled. Instructors will return assignments without evaluation if they do not meet these criteria.
   C. All exams must be taken on the date and time listed on the course calendar. In the event of an emergency, only one scheduled test can be taken at an alternately scheduled time. Any subsequent test not taken on the originally scheduled date and time will result in a zero grade for that test. If a student is absent from an exam or quiz on the alternately scheduled time and date the student will receive a zero grade. Please refer to the Nursing Department Student Policy Handbook; Attendance and policy regarding rescheduling and make-up work.
   G. Blackboard is being used as a supplementary site in this course. To access course content in Blackboard, you need to have access to a computer with an internet connection, (other requirements may apply). Computers that meet these requirements are available on campus in AHB 108 and other resource labs on campus. Please follow these directions to access course syllabi and any other materials posted for this course.

Login Information
From Wor-Wic home page, point to “Quick Links: (top- right) and click the “Blackboard Login” link.
Enter your Wor-Wic user ID and password (same as your Wor-Wic email user ID and
password).

Don’t know your user ID or password? Contact Student Services.

1. **ACADEMIC INTEGRITY AND COMPUTER USAGE POLICY**

All students logging into Blackboard affirm that they understand and agree to follow Wor-Wic Community College policies regarding academic integrity and the use of College resources as described in the college catalog. Wor-Wic Community College considers the following as violations of the computer usage policy:

- Using the campus computing network and facilities to violate the privacy of other individuals.
- Sharing of account passwords with friends, family members or any unauthorized individuals

XI. **ATTENDANCE**

A. The nursing program moves rapidly and many learning experiences cannot be duplicated, therefore it is important that you attend all scheduled learning experiences. **Absences and tardiness will lower your course grade.**

B. Students who know in advance that they will be absent from a class, skills lab, clinical laboratory, or final must contact the teacher(s) involved to let them know of the planned absence and to arrange for make-up work with the full-time faculty member and course coordinator. In the event of an unplanned absence, **for whatever reason, it is the student’s responsibility to contact each teacher concerned upon returning to school to develop a plan for completing all make-up work.** It is recommended that plans for completing make-up work be in writing. Any student who misses a scheduled make-up test will receive a grade of **zero** for that test. (see also, General Requirements, above).

C. Any tardiness from 1-15 minutes will be recorded as a 15-minute absence. After 15 minutes, total absence time will be recorded. **All clinical time missed will result in an assignment, commensurate with the time missed, as determined by the instructor. This does not “make up” for time lost.**

D. Students are requested to notify the nursing department when they will be tardy or absent from class or skills lab. **When students scheduled for clinical laboratory will be tardy or absent for any reason, they are responsible for notifying the clinical instructor no later than 15 minutes prior to the start of the clinical lab.** Failure to follow this procedure will result in a **Clinical Conference** for the student.

E. **Attendance at all skills lab, preassignment and clinical laboratory experience is mandatory.** See the Nursing Department Handbook for specifics of the attendance policy. Absences from skills lab; pre-assignment and clinical labs in
excess of that specified for a particular course will result in a designation of “U” (unsatisfactory) for the clinical grade for that course.

F. **Clinical time consists of skills lab, preassignment and clinical laboratory.**

   NUR 111 – Absence Policy
   1. A maximum of 14 hours of laboratory time may be missed without penalty. Any further missed laboratory time will result in a “U”. Any student who exceeds the acceptable number of absences for the course will receive a “U” (unsatisfactory) for clinical portion of that course. A designation of unsatisfactory for the clinical portion of the course means a grade of “F” for the course and automatic withdrawal from the nursing program.

XII. **CLINICAL LABORATORY REQUIREMENTS**

   A. Clinical Appearance
      A clinical conference is given to any student who does not meet the criteria for appearance. (see Student Policy Handbook)
   B. If unable to attend, the student is responsible for contacting the appropriate clinical agency and notifying the instructor.
   C. Clinical instructors or student preceptors (endo, OR, etc.) must be present when performing treatments or administering medications.

   Students **may not** perform in the clinical laboratory any skill/task that they have not previously practiced in the campus skills laboratory.

   D. When on the **CLINICAL AREA** students must calculate all dosages with 100% accuracy and verify with the instructor before being permitted to give the medication.

   E. Completion of self-reflective journal for each clinical.
         a. Students are required to keep a self-reflective journal about clinical experiences.
         b. The self-reflections are to be kept in a bound notebook or folder.
         c. Every entry must be dated.
         d. Students should address thoughts and feelings regarding the clinical experience.

   F. Participate actively in pre and post-conference.

   G. Preparedness
      1. **Any student who comes unprepared for a clinical experience, according to the criteria below, may be dismissed for the day.** If dismissed for coming unprepared, the day will be counted as an absence.

   Pre-assignment (Psych does not have a pre-assignment)
   A. Interview client and begin physical assessment.
      Begin nursing care plan by **completing**:
      I. **Basic data** (Health history, Psychosocial, Communication, Ego Integrity,
Teaching/Learning, and Discharge Planning).

II. Assessment of basic needs

a.) Identify a minimum of three of the most important nursing diagnoses relating to the patient’s symptoms/chief complaint. Develop goals and interventions for the highest priority nursing diagnoses. (2 physiological and 1 psychosocial diagnoses)

b.) Prepare Drug cards on all current drugs ordered.

c.) Prepare an IV Flow Sheet for all continuous intravenous fluid orders.

d.) Review skills from texts and agency procedure manual.

e.) Collect significant laboratory data

f.) Complete disease process form(s).

g.) Complete physical assessment data and diagnostic tests to support identified nursing diagnoses (2 physiological and 1 psychosocial nursing diagnoses). At least two body systems should be completely assessed prior to leaving pre-assignment.

h.) All reference material must be from a professional healthcare source.

B. On the clinical day

1. MED/SURG

a.) Complete physical exam on assessment tool.
b.) Evaluate problems and goals written. Identify interventions not completed.
c.) Revise/complete problem list, goals, interventions.
d.) Complete Drug Cards- (effectiveness of drug).
e.) Update the IV Flow Sheet for all continuous intravenous fluid orders.

e.) Review skills as needed.
f.) Document the implications of lab tests and x-rays/diagnostic studies associated with the client disease or therapy on assessment tool.
g.) Highlight abnormal data on physical exam tool.
h.) Document all nursing diagnoses identified in appropriate columns on assessment tool.
i.) Document the significance of laboratory values.

2. PSYCH

a.) Review therapeutic modalities, psychopharmacology, and psychiatric diagnoses of your assigned client.
b.) Begin nursing care plan by completing:

1. Basic Data (Health history, psychosocial, communication, ego integrity, teaching/learning)

2. Assessment of Basic Needs (including lab work, x-rays, drug cards, five most important nursing diagnoses)

c.) Interview the client
d.) Evaluate problems and goals written
e.) Revise problem list, goals and interventions

f.) Formulate rationales
g.) Complete drug cards  
h.) Determine the implications of lab tests, x-rays/diagnostic studies associated with the client’s disease of therapy

XIII.  **ACADEMIC HONESTY**
Academic honesty is expected of all students. Cheating and plagiarism are violations of academic honesty. If academic dishonesty is suspected, a student may receive a zero on a test or paper. Discussion with the student will occur before penalties are implemented. Purposeful dishonesty may be reported to the Student Faculty Disciplinary Committee (see College Catalog). Student may appeal any penalty through the Student Faculty Disciplinary Committee (see College Catalog). Cheating occurs when one uses deceitful or dishonest means to obtain information, e.g. crib notes, copying from another’s test paper, etc. Plagiarism is copying or imitating the language and ideas of another, without footnoting, and presenting them as one’s work, e.g. copied papers, sections of books, etc.  

**Students will be required to adhere to the following statement on all tests and exams.** “I certify that I did not give or receive any information concerning this or previous tests before or during this test. I will not disclose or discuss the contents of the test with anyone outside of the classroom now or in the future. I understand that the penalty for violating this agreement is referral to the student-disciplinary committee and/or dismissal from the nursing program.”

XIV. Cell phones and pagers are not permitted in the clinical areas. **All cell phones and pagers must also be turned off during class time.** Ringing phones, etc… are disturbing to the class.

XV. Use electronic devices only for emergency situations or instructor-directed educational purposes in the classroom. Any inappropriate use of electronic devices that disrupts the learning environment will be subject to student code of conduct.

XVI. Due to privacy concerns, students may not video record under any circumstances in any classroom, lab or clinical setting. Students may audio record classroom lectures with instructor permission. The Nursing Department strictly prohibits the posting of any audio, video recording, or photo obtained in class, lab or clinical to any public or social media sites.

XVII. **H1N1 STATEMENT**

A. In the event of a flu epidemic or other emergency that results in the suspension of classes, faculty will be communicating with students about their courses and course requirements, such as assignments, quiz and exam dates, and class and grading policies, via faculty websites or Blackboard. Students will be responsible for completing all these assignments in accordance with class policies.
about the resumption of classes will be communicated via the College’s website and email system.

XVIII. SERVICES FOR STUDENTS WITH DISABILITIES
Wor-Wic provides reasonable accommodations for students with disabilities, in compliance with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. If you are in need of accommodations, please contact the counseling office at (410) 334-2899. For more information, see Wor-Wic's Services for Students with Disabilities web page.

XVIV. EMERGENCY INFORMATION STATEMENT
In the event of severe inclement weather or other emergency, information about the closing of the college will be communicated via e2Campus and the College’s website. Faculty will communicate with students about their courses and course requirements, such as assignments, quiz and exam dates, and class and grading policies, via Blackboard. Students will be responsible for completing all assignments in accordance with class policies.

XVII. SEXUAL VIOLENCE DISCLOSURES
Wor-Wic Community College seeks a campus free of sexual violence which includes sexual harassment, domestic violence, dating violence, stalking and/or any form of sex or gender discrimination. Please be aware that if a student discloses a personal experience, verbally or in writing as a Wor-Wic student to a faculty or staff member, the employee cannot maintain confidentiality and has the mandatory responsibility to notify one of the college’s Title IX coordinators. However, if you would like to make a confidential disclosure of any such violence, you can contact Wor-Wic’s director of counseling (X-2900), or you can contact the Life Crisis Center at 410-749-HELP or 2-1-1.

Information on rights of victims of sexual violence and related resources is available in the college catalog and on the public safety page of Wor-Wic’s website: http://www.worwic.edu/Administration/PublicSafety.aspx.

Revised 12/2016