I. INTRODUCTION

A. **Course Description**: Introduction to the role of the professional nurse as provider of patient-centered care, patient safety advocate, member of health care team, and member of the profession. Content includes fundamental concepts of nursing practice, history of professional nursing, and a systematic framework for decision-making, critical thinking, clinical reasoning, and clinical judgment. The mechanisms of disease and the needs and problems that can arise are discussed and how the nursing process helps manage the patient through these issues. Emphasis is placed on knowledge, judgment, skills and professional values within a legal/ethical framework. This course lends itself to a blocked approach. This is a modified traditional course; computerized self-study is required for students. The concepts of communication, caring, community, and critical thinking will be included throughout the course.

B. This is a required course in the Associate Degree Nursing curriculum.

C. This course is occupationally related and serves as preparation for careers in nursing (Associate Degree Nursing).

D. Prerequisites:
   1. Admission to Central Texas College
   2. Admission to the Department of Nursing
   3. Administrative Approval
   4. BIOL 2401, ENGL 1301, HPRS 2300, BIOL 2420

E. Co-requisites:
   1. BIOL 2402: Anatomy and Physiology II
   2. RNSG 1115: Health Assessment
   3. RNSG 1262: Clinical 1
   4. All first level nursing courses must be completed prior to proceeding on to the Second level nursing courses. Before beginning clinical, all Level I students, must be able to perform the skills that have been learned in RNSG 1413 according to criteria outlined on the RNSG 1413 skills form.

F. **Secretary's Commission on Achieving Necessary Skills (SCANS) and Differentiated Essential Competencies (DECs)**

Alphanumeric coding used throughout the syllabus denotes the integration of SCANS occupational competencies (C) and foundation skills (F). The DECs
(Differentiated Entry Level Competencies) that are implemented in RNSG 1413 are also alphanumeric coded as Provider of Patient Centered Care (PPCC); Member of Health Care Team (MHCT), and Patient Safety Advocate (PSA) Member of Profession (MOP).

II. LEARNING OUTCOMES

Upon successful completion of this course, Foundations for Nursing Practice, the student will:

A. Describe the roles of the nurse in the delivery of health care (C 9, 12, 15; F 16) (MOP- 1A: MHCT- 2-3A; 1-3B; 3C; 1-3D; 1-3E)

B. Perform basic nursing skills. (PPCC: 1-2A; 1-2B; 1-2C; 1-2D; 1-2E; 1-2F; 1-2G; PSA – 1D, E)

C. Apply basic systematic problem-solving using critical thinking for clinical decision making.(C 5, 7, 14, 15; F 7, 8, 9, 10, 11, 12) (MOP: 1-2A; 1-2B; 1-2C; 1-2D)

D. Describe legal and ethical issues in the provision of care for the adult client. (C 15; F 5, 12, 17) (PPCC 1-2A; 1-2B; 1-2C; 1-2D; 1-2E; 1-2F; 1-2G: MOP 1-2A; 1-2B; 1-2C; 1-2D)

E. Apply therapeutic communication skills to establish and maintain effective interpersonal relationships. (C 7, 14; F 5, 6, 15) (MHCT 1-3A; 1-3B; 3C; 1-3D; 1-3E; 2-3F; 2-3G)

F. Apply basic principles of caring to the practice of nursing. (C 5, 7, 14, 15; F 7, 8, 9, 10, 11, 12) (PPCC 1-2A; 1-2B; 1-2C; 1-2D; 1-2E; 1-2F; 1-2G)

G. Investigate and integrate best practice quality initiatives into basic nursing practice. Acknowledge and demonstrate patient quality and safety as it relates to all practices of patient care (C 1-12, 14-20; F 1&2, 4- 17) (PSA: 1-2A; 1-2B; 2C; 1D; 1-2E; 1-2F: MOP - 1-2A; 1-2B; 1-2C; 1-2D)

H. Investigate and analyze how cultural diversity affects innovations in care for patients. (C 9, 12, 15; F 16) (PPCC 1-2A; 1-2B; 1-2C; 1-2D; 1-2E; 1-2F; 1-2G: MOP 1-2A; 1-2B; 1-2C; 1-2D)

I. Incorporate local, regional, and global nursing perspectives into an individual plan for patient care. (C 7, 14; F 5, 6, 15) (PPCC 1-2A; 1-2B; 1-2C; 1-2D; 1-2E; 1-2F; 1-2G)

J. Demonstrate behaviors that are congruent with the Code of Ethics for Nurses with Interpretive Statements (2015) of the American Nurses Association, Scope and Standards of Practice, and Social Policy Statements in all class related interactions. (C9, 11, 14, 15; F15, 16, 17) (PPCC 2B)
III. INSTRUCTIONAL MATERIALS

A. Instructional Materials:
1. The instructional materials identified for this course are viewable through: www.ctcd.edu/books
2. Non-memory calculator
3. #2 Pencil regular or Mechanical
4. Blank Scantron® Test forms
5. Lab kit

B. Computer Accessibility: Accessibility to computer hardware and software that will support the completion of assignments on the internet, DVD, CD, or other electronic delivery is required. All Associate Degree Nursing courses (RNSG and HPRS), whether traditional, blended, or online utilize Blackboard Learning Management System tools for communication and course requirements. Other online components, such as publisher online resources, online activities, or database searches may also be required. It is expected that students enrolled in RNSG or HPRS courses have access to a computer with minimum technical requirements, have a consistent and reliable Internet connection, possess basic computer skills, and have the ability to download and install applications or plugins. Online components/requirements may be completed in a CTC computer lab or on a home computer. Students are recommended to familiarize themselves with the locations and available hours of CTC computer labs in the event that home computers or Internet access are unavailable or unreliable. No extensions or alternate due dates for assignments or exams will be granted due to computer or Internet difficulties.

C. Supplemental Reading: The student is encouraged to use initiative in reading current journals and other periodicals. The Oveta Culp Library reserves a section for recommended articles.

D. Supplementary Materials: Various electronic media systems, computer software, web sites, experiential group exercises, and simulated situations as suggested by the instructor to enhance clinical practice in nursing.

E. References: Current professional nursing journal article readings are used to supplement dated textbook information.

F. Library Resources: It is expected that all students will have a working knowledge of the Oveta Culp Hobby Memorial Library.

G. Other Instructional Materials: Laboratory exercises as deemed appropriate to the course content.

H. Current practice guidelines set forth by Occupational Safety & Health Administration (OSHA) and the National Institute for Occupational Safety and Health (NIOSH) related to safe patient handling and ergonomics will be implemented.
I. Seven areas of core competencies, as delineated by the Quality and Safety Education for Nurses (QSEN) project, will be taught and evaluated in relation to the course objectives and content for RNSG 1413. The QSEN project is to meet the challenge of preparing future nurses who will have the knowledge, skills and attitudes (KSAs) necessary to continuously improve the quality and safety of the healthcare systems within which they work. The seven core competencies are Patient-Centered Care, Teamwork and Collaboration, Evidence-Based Practice, Quality Improvement, Safety, and Informatics.

IV. COURSE REQUIREMENTS

A. Reading Assignment: In preparation for all classroom and lab activities, it is expected that the student first read the Chapter objectives, online PowerPoint’s slides and assigned required reading/activities found on Black Board and the course calendar.

B. Projects, Oral Reports, Case Studies, Book Reports, Research Papers:

1. The “Course & Testing Policy” fully explains the grading policy, exam dates and times, time limitations, review, challenge policy, and counseling. Please refer to last page of this syllabus.

2. Submitting Presentations/Written Assignments: All written assignments are to be completed independently unless instructed otherwise. All assigned written work or presentations must be submitted at the designated time. Late papers or presentations will receive a grade of “0”. All assignments that are to be submitted electronically are due by 2359(CST) on the due date unless otherwise specified.

3. HESI Testing: Health Educations Systems Inc., (HESI) testing must be completed by the assigned due date. Failure to successfully complete all assigned exam(s) will result in an “Incomplete” (IP) grade for the course. The student will complete the required proctored Evolve Reach Specialty (HESI) exam for each designated RNSG course as scheduled by the faculty. The student must successfully complete the required HESI exam(s) for each semester at or above the HESI National Average Score on the scheduled date.

Students who do not score at or above the HESI National Average Score will be required to complete remediation. Failure to complete remediation requirements will result in an incomplete (IP) for the course.

An Evolve Reach Specialty Exam will be scheduled in Semesters 1, 2, and 3 during these courses: RNSG 1413, RNSG 1229, RNSG 1331, RNSG 1347, and RNSG 2213. These exams will count toward the course participation grade.

If the composite score of the Evolve Reach Specialty Exam is less than the HESI National Average Score, a required counseling session with the course faculty will be held.
Statistical data generated according to student responses will be available through the Evolve site https://evolve.elsevier.com/staticPages/s_index.html for each student for the purpose of self-directed remediation in identified areas that do not meet the HESI National Average Score.

**HESI Testing in Semester 4:** The RN Exit Exam will be administered and completed on the scheduled dates during RNSG 2331 with two attempts as a requirement for completion. The RN Exit exams provide a conversion score, which is a weighted percentage score. The two HESI RN Exit Exam conversion scores will be averaged together and will be designated as the student’s final exam grade in the course, RNSG 2331.

The two (2) HESI RN Exit Exams are mandatory for all fourth semester students. Mandatory self-remediation is required PRIOR to taking the second scheduled HESI RN Exit Exam. A score of 950 or higher requires 5 hours of remediation. A score less than 950 require 10 hours of remediation. A counseling session must be held with a faculty facilitator and remediation must be documented. Counseling and remediation is mandatory. Failure to take both exit exams and/or complete required remediation will result in course incomplete (IP). The final grade will not be configured until meeting the above requirements.

Any student repeating a course will be required to re-take the HESI exam associated with that course even if the student passed the HESI exam the first time.

Students with documented disability may request accommodations for these standardized exams. The students must contact the faculty at the start of each semester to activate and adopt approved accommodations.

**C. Class Performance:**

1. Attendance Policy: RNSG 1413 adheres to the departmental attendance policy published in the Nursing Department Student Handbook. Refer to the college catalog: “Class Attendance and Course Progress”. Classroom absence may negatively impact the student’s performance on examinations and will negatively impact the class participation grade (see VI. Semester Grade Computations).
   a. Classroom: If absences occur from the classroom, it is the student’s responsibility to obtain missed work from his/her peers. Attendance will be taken at the beginning or end of class.
   b. Attendance at Examinations: Written examinations will be given on the dates and times noted on the daily plan. (See V. Examinations for policy)

2. The faculty reserves the right to adjust the student’s classroom grade based upon classroom performance/behavior/civility.

3. You may not audiotape a lecture without the faculty’s/presenter’s permission. No taping of copyrighted material will be allowed.
4. Electronic devices and cellular phones must be turned off in the classroom, lab, and clinical areas.

D. **Class Participation:**
Participation will be graded on the written and oral projects, Power Point presentations, standardized testing assignment, various evolve modules and quizzes. See Semester Grade computation for more information on Classroom Participation Assignments.

E. **Other Requirements:**
1. Please see the RNSG1413 Calendar for Skills Check Off and Supervised Practice dates. If a student cannot attend a check off or a supervised practice, it is the student’s responsibility to notify Professor Byrd via Blackboard Message before the scheduled check off/supervised practice time. Failure to notify the instructor in advance will count as one unsuccessful attempt towards skill completion, which will leave the student with only two opportunities to successfully complete the skill. Any make-up check offs must be completed no later than 1 week prior to the end of the semester.

2. Students are responsible for having their check off sheets signed and keeping their skills sheets until required submission date. **Submission of an incomplete skills check off sheets will result in an incomplete grade for RNSG1413, thus preventing progression in the ADN program.**

3. Students have three opportunities to successfully complete each supervised practice and skills check off. Remediation is required for those not passing a supervised practice or skills check off on the first and second attempts. **It is the student’s responsibility to notify the lab professor of unsuccessful attempts within 24 hours of the student’s assigned lab time via Blackboard messages. Failure to notify the instructor and make remediation arrangements within the designated timeframe can result in the loss of one remediation attempt.** If the student is tardy, absent, or unprepared for a remediation appointment without making previous arrangements with the lab professor, it will count as one unsuccessful attempt. Failure to successfully complete a skills check-off or supervised practice by the third attempt is grounds for course failure. The third attempt may be videotaped. Students will be offered an opportunity to practice before they reattempt a supervised practice or check off. However, if a student says he/she is ready to reattempt a skill and begins to do so, he/she will not be at liberty to change his/her mind at that point. At the instructor’s discretion, the student may not be allowed to move forward with future supervised practices or skills check off until a previous skill has been completed. **Students may not perform these skills in the actual clinical setting until they have been successfully checked off.**
4. Skills check offs and supervised practices are Pass/Fail.

5. Any time the instructor chooses to videotape a student’s performance, the student may be videotaped in the simulation lab.

6. Students are expected to be professional and respectful of faculty, staff and each other in lab at all times.

**F. Progression:** A student must successfully complete RNSG 1413 and the identified co-requisite/prerequisite courses in order to progress to the second semester.

If failure or withdrawal for any reason occurs from any of the co-requisite Nursing courses, withdrawal from the corresponding clinical course (Clinical Nursing 1262) is required.

If a student has a previous RNSG course failure, the student will be allowed to register for only one RNSG course during each summer session. Exceptions to this policy will be made on an individual basis by the Admission & Standards Committee recommendation.

If a student does not successfully complete any nursing course or withdraws from a nursing course with a failing average, the student may apply for readmission to the Nursing Program one time. This applies to the following nursing courses: RNSG 1115, 1262, 1301, 1331, 1347, 1363, 1412, 1413, 2213, 2221, 2331, 2362, and 2363. Failure of any two RNSG courses will result in ineligibility for readmission.

**G. Scholastic Honesty:** The following statement is published in the Central Texas College Catalog and all RNSG 1413 students are expected to abide by this policy.

“All students are required and expected to maintain the highest standards of scholastic honesty in the preparation of all course work and during examinations. The following are considered examples of scholastic dishonesty:

1. Plagiarism - the taking of passages from the writing of others without giving proper credit to the sources.
2. Collusion - using another’s work as one’s own, or working together with another person in the preparation of work, unless such joint preparation is specifically approved in advance by the instructor.
3. Cheating - giving or receiving information on examinations.

Students guilty of scholastic dishonesty will be administratively dropped from the course with a grade of “F” and subject to disciplinary action, which may include suspension and expulsion.” In RNSG 1413, falsification of attendance records is considered a violation of scholastic honesty.

**H. Office Hours:** Each faculty member keeps office hours posted on Blackboard for the purpose of conferring with students. Students are encouraged to make appointments with a professor to discuss their needs and/or problems related to RNSG 1413. Please use the phone at the reception desk to call the faculty member’s office before your appointment.
I. **Other requirements:**
Following an illness or other medical or mental health-related event, during the duration of clinical internship, the student may be required to obtain a release from their health care provider prior to returning to the classroom/lab/clinical agency/site. The required release must include 1) when the student can return to school/clinical and 2) specific limitations on activity level, if any.

V. **EXAMINATIONS**

A. The course grade consists of (4) multiple choice and alternate format examinations and a comprehensive multiple choice and alternate format final examination. The examination dates are listed on the daily plan. Each exam has 65 questions worth 1 points each. The Cumulative Final Exam is made up of 100 questions worth 1.25 points each. The students will be allowed 1.3-1.5 minutes for each question. The student nurse’s Par Score Scantron is the only source of written test answers recognized for each exam.

B. Attendance at Examinations: Written/ Computer examinations will be given on dates noted on the Course Calendar and daily plan. If a student cannot attend an examination, the course coordinator/professor must be notified at their office number before the examination is given. It is your responsibility and a requirement to notify the professor in advance of any absence to retain the privilege of sitting for a make-up exam without grade penalty. Make-up examinations may include a variety of formats to include essay. Students requiring a make-up exam will report to the Department of Nursing at 9:00 a.m. on the Friday following the missed exam. If the rescheduled opportunity is missed there will be no other opportunities afforded. RNSG 1413 follows the testing policy published in the Department of Nursing Student Handbook.

C. Make-up examinations: Make up exams will be scheduled by lead instructor; it is the responsibility of the student to contact the instructor for time and date of makeup exam. Make up exams must be taken within a week of the original exam, no exceptions. Examination policy will apply to any make up exam. If a rescheduled opportunity is missed, there will be no other opportunity given, student will receive a 0.

D. A student scoring 75% or less on any exam must make an appointment with the course faculty for exam review and counseling within one (1) week after completing the exam. (Appointments are optional for scores >75%). According to Department policy, individual appointments with the course faculty must be made within one week of the test date for individual review of the exam. The exam may be reviewed with the faculty at a later date but the appointment must be made within the one week time frame. No exceptions! Once a subsequent exam has been administered, no prior exam may be reviewed or any prior test question challenged.

A student in academic jeopardy will be required to make an appointment with the Department of Nursing Assistant Chair/Retention Counselor for further assistance, counseling, and recommendations for academic success.
E. The “Course and Testing Policy” fully explains the grading policy, exam dates and times, time limitations, review, and challenge policy and counseling. Please refer to last page of this syllabus.

VI. SEMESTER GRADE COMPUTATIONS

A. The course grade is determined by four (4) exams and a comprehensive final examination, the performance of skills in the lab setting, classroom participation assignments, and successful completion of the standardized test assignment (HESI) for Fundamentals.

B. Participation (10% of the total grade) will be worth 40 points. Classroom participation assignments are worth 40 points total. Not completing the classroom participation assignments can contribute to a failing grade for the course. Classroom participation points will only be assigned after the student has obtained a combined 75% average on all examinations.

C. The final grade for the course will be computed as follows:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Percent of Total Grade</th>
<th>Number of Questions</th>
<th>Points per Question/Assignment</th>
<th>Total Worth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exam I</td>
<td>16.25%</td>
<td>65</td>
<td>1 point each</td>
<td>65 points</td>
</tr>
<tr>
<td>Exam II</td>
<td>16.25%</td>
<td>65</td>
<td>1 point each</td>
<td>65 points</td>
</tr>
<tr>
<td>Exam III</td>
<td>16.25%</td>
<td>65</td>
<td>1 point each</td>
<td>65 points</td>
</tr>
<tr>
<td>Exam IV</td>
<td>16.25%</td>
<td>65</td>
<td>1 point each</td>
<td>65 points</td>
</tr>
<tr>
<td>Final Exam</td>
<td>25%</td>
<td>80</td>
<td>1.25 points each</td>
<td>100 points</td>
</tr>
<tr>
<td>Participation Assignments</td>
<td>10%</td>
<td>n/a</td>
<td>Points vary based on the assignment. (See course Daily Plan for assignment dates and point distributions.)</td>
<td>40 points</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
<td></td>
<td></td>
<td>400 points</td>
</tr>
</tbody>
</table>

D. There is no rounding off of the final theory average.

A = 360 - 400 points (This is 90.0 - 100% of credit)
B = 320 – 359 points (This is 80.0 - 89% of credit)
C = 300 – 319 points (This is 75.0 - 79% of credit)
D = 240 – 299 points (This is 60.0 - 74% of credit)
F = 239 or fewer points (This is 0 - 59.9% of credit)

E. The Student must earn a cumulative exam grade average of 75% (270 Total points from the 360 total possible exam points) to pass RNSG 1413. The faculty reserves the right to adjust the student’s grade based upon classroom behavior/civility. There will be a test review after each exam. The date, time and location will be announced.

F. Group Presentations will be submitted to Black Board forum by 2359 pm CST on the due date. No late assignments will be accepted. All late assignments will receive a “0” (zero).
VII. NOTES AND ADDITIONAL INSTRUCTIONS FROM THE INSTRUCTOR

A. Course Withdrawal: (Consistent with CTC policy)

B. Administrative Initiated Withdrawals: (Consistent with CTC policy)

C. Incomplete Grade: (Consistent with CTC policy).

D. Cellular Phones/other electronic devices: Cellular phones and all other electronic
   or recording devices will be turned off while the student is in the classroom, laboratory, or clinical area.

E. American’s With Disabilities Act (ADA): Disability Support Services provide
   services to students who have appropriate documentation of a disability. Students
   requiring accommodations for class are responsible for contacting the Office of
   Disability Support Services (DSS) located on the central campus. This service is
   available to all students, regardless of location. Explore the website at
   www.ctcd.edu/disability-support for further information. Reasonable
   accommodations will be given in accordance with the federal and state laws
   through the DSS office.

F. Instructor Discretion: The instructor reserves the right of final decision in course
   requirements.

G. Civility: Individuals are expected to be cognizant of what a constructive
   educational experience is and respectful of those participating in a learning
   environment. Failure to do so can result in disciplinary action up to and including
   expulsion.

H. Support Services: The College offers a variety of support services to students.
   Refer to the CTC website:http://www.ctcd.edu/students/current-ctc-
   students/academic-support/ and http://www.ctcd.edu/academics/catalog/catalog-
   continental-international/student-services/

I. State on Harassment and Discrimination: Central Texas College District is an
   equal opportunity, affirmative action institution. We are unequivocally committed
   to a policy of equal access and equal opportunity in employment practices,
   admissions, educational programs, and all other college activities. The college
   does not discriminate on the basis of race, color, religion, national origin, gender,
   age, disability, veteran status, genetic information, sexual orientation, gender
   identity or transgender status. Accordingly, it is the policy of the college to
   maintain an academic and work environment free of discrimination and
   harassment in accordance with all applicable federal, state and local statutes and
   regulations.

J. Inclement Weather: Information about class cancellation or delay because of
   inclement weather can be obtained by listening to KNCT-FM (91.3 on the FM
   dial) or by calling (254) 501-3100 (Central Texas College Inclement Weather
   Information Line).

K. End–of–Course Evaluation: The student will be given the opportunity to evaluate
   the course and the professor(s) at the end of the semester.
VIII. COURSE OUTLINE

(In succession of Units outlined in Fundamentals of Nursing, Potter & Perry, 9th Ed.)

Unit I – Nursing and the Health Care Environment
- Ch. 1 Nursing Today
- Ch. 2 The Health Care Delivery System
- Ch. 3 Community-Based Nursing Practice
- Ch. 4 Theoretical Foundations of Nursing Practice
- Ch. 5 Evidence-Based Practice

Unit II – Caring Throughout the Life Span
- Ch. 6 Health and Wellness (Maslow’s Hierarchy of Needs)
- Ch. 9 Culture and Ethnicity – Self-Directed Reading, Content Integrated Throughout Course
- Ch. 11 Developmental Theories (Erikson only)
- Ch. 14 Older Adults – Self-Directed Reading, Content Integrated Throughout Course

Unit III – Critical Thinking in Nursing Practice
- Ch. 15 Critical Thinking in Nursing Practice – Content Integrated Throughout Course
- Ch. 16 Nursing Assessment
- Ch. 17 Nursing Diagnosis
- Ch. 18 Planning Nursing Care
- Ch. 19 Implementing Nursing Care
- Ch. 20 Evaluation

Unit IV – Professional Standards in Nursing Practice
- Ch. 22 Ethics and Values – Content Integrated Throughout Course; Discussed in Ch. 23 Lecture
- Ch. 23 Legal Implications in Nursing Practice
- Ch. 24 Communication
- Ch. 25 Patient Education
- Ch. 26 Documentation and Informatics

Unit V – Foundations for Nursing Practice
- Ch. 27 Patient Safety and Quality
- Ch. 28 Immobility
- Ch. 29 Infection Prevention and Control
- Ch. 30 Vital Signs
- Ch. 31 Health Assessment and Physical Examination
- Ch. 32 Medication Administration
- Ch. 33 Complementary and Alternative Therapies

Unit VI – Psychosocial Basis for Nursing Practice
- Ch. 36 Spiritual Health
Unit VII – Physiological Basis for Nursing Practice
- Ch. 39 Activity and Exercise
- Ch. 40 Hygiene
- Ch. 41 Oxygenation
- Ch. 43 Sleep
- Ch. 45 Nutrition
- Ch. 46 Urinary Elimination
- Ch. 47 Bowel Elimination
- Ch. 48 Skin Integrity and Wound Care

This is an outline of the units that will be covered in RNSG 1413. A detailed description of these units and associated learning activities will be provided by the assigned faculty and are outlined in the daily plan and calendar in the order they will be covered.

IX. TEACHING LEARNING ACTIVITIES

A. Auto-Tutorial: For some units of study, audio-visual materials, and Skills On-Line will be utilized. The student will be tested over material from all sources. (C18)

B. Self-directed Study: Each student enters the program with varied backgrounds, educational preparations and rate of learning; therefore, to enhance the teaching-learning process, the student is expected to develop an attitude of self-direction in acquiring knowledge. This course is fast paced, with new material covered daily. Class time is designed to supplement and clarify assigned learning activities. The faculty is there to assist in assimilating learned material into clinical application. (F 11, 13, 16)

Please set up an appointment time with the appropriate faculty member, if further assistance is needed. (F11, 13, 16)

C. Class Presentations: A variety of teaching methods (lecture, discussion, demonstration, guest lectures, small group activities, audio visuals) will be utilized to present material on assigned units of study. It is the student's responsibility to be familiar with assigned material before coming to class. Class presentations will be required of all students. (F13)
These rules are standard rules of rounding that apply across the curriculum unless otherwise specified on an exam. All answers must be correctly labeled or they are wrong.

1. Never round off until the final answer.
2. When rounding, the general rule is: 5 and above round up; 4 and below round down. However, never round up when figuring problems for pediatrics/infants. Refer to the required dosage calculation text for specific examples.
3. Milligrams/dose- round to the tenths place. (Exception: see rule #9)
4. Milliliters/dose- round to the tenths place unless the amount is less than 1 ml, then round to the hundredths place.
5. Milliliters or ounces/feed- round to the tenths place.
6. Milliliters/hour- round to the tenths place.
7. Drops (gtt)/minute- round to the whole number.
8. Insulin should be given as ordered. DO NOT round off.
9. Digoxin and heparin should be rounded to the thousandths place. (mg/dose only)
10. Amounts less than 1 should be preceded by a 0 and a decimal point. Refer to the required dosage calculation text for specific examples.
11. No “trailing” zeros. Ex: 5 mL, not 5.0 mL; 0.4 mL, not 0.40 mL.
12. Microdrip tubing has a drop factor of 60gtt/mL. Macrodrip tubing has a drop factor of 10, 15, or 20 gtt/mL.
13. To convert pounds and ounces to pounds, divide the ounces by 16. For example: weight = 7 lb, 10 oz; 10/16 = 0.625; so weight is 7.625 lb.
14. Conversions you must know:

\[
\begin{align*}
1 \text{ pound (lb)} &= 16 \text{ ounces (oz)} \\
1 \text{ kilogram (kg)} &= 1000 \text{ grams (g)} \\
1 \text{ gram (g)} &= 1000 \text{ milligrams (mg)} \\
1 \text{ unit (U)} &= 1000 \text{ milliunits (mU)} \\
1 \text{ ounce (oz)} &= 30 \text{ milliliters (mL)} \\
1 \text{ tablespoon (Tbsp)} &= 15 \text{ milliliters (mL)} \\
1 \text{ oz of baby formula} &= 20 \text{ kilocalories (kcal)}
\end{align*}
\]

1 oz of breast milk = 20 kilocalories (kcal)
1. Examinations 1, 2, 3, and 4 will consist of 65 questions, each question worth 1 point, and each exam weighted at 16.25%. The Final examination will consist of 80 questions, each question worth 1.25 point and weighted at 25% of the final grade.

2. A minimum total of 270 points of a possible 360 points (75%) exam points must be achieved in order to complete RNSG 1413 successfully. There is no rounding off of the final theory average. Classroom participation points, up to 40 points will be assigned after the student has earned an average of 75% on course examinations. A minimum of 300 total points out of a possible 400 points are required to pass the course.

3. Examinations will be given on dates noted on the course calendar and daily plan. If a student cannot attend an examination, the lead professor must be notified a minimum of one hour before the examination is given. If the instructor is not notified of the absence prior to the beginning of the class a grade of “0” (zero) will be assigned for that exam. Students requiring a make-up exam will report to the Department of Nursing at 9 am on the Friday following the missed exam. Make-up examinations may be in essay format. RNSG 1413 follows the testing policy published in the Department of Nursing Student Handbook. The instructor is not required to allow you to turn in late assignments. Late and incomplete assignments will receive a grade of “0” unless approved by the instructor.

4. Due to the CTC class schedule and an allowance of 1.3-1.5 minutes per question; (90 min) will be the maximum time limit for the completion of exams 1, 2, 3, and 4. The final exam is allowed two hours (120 min) per CTC policy.

5. A test review will be provided following each exam. The date, time, and place will be announced prior to the exam. Attendance is voluntary.

6. Challenges to test questions must be made during the review. To challenge a question during the test review, you must write the question number and your rationale for your choice on the PAR Score test result answer sheet. These comments will be reviewed by the course professors and their decision will be final.

7. Make up exams will be on the Friday following the test date, unless otherwise notified. Arrangements must be made by the student with the lead instructor as soon as possible. Once scheduled, exam policy is enforced.

8. A student scoring less than 75% on any exam must make an appointment with the course professor for an exam review and counseling. Appointments are optional for scores greater than 75%. According to the Department policy, individual appointments with the course professor must be made within one week of the test date for individual review of the exam. The exam may be reviewed with the professor at a later date but the appointment must be made within the one week time frame. No exceptions! Once a subsequent exam has been administered, no prior exam may be reviewed or any prior test question challenged. Students scoring below 75% will also be referred to the retention counselor.

9. According to CTC policy, the professor reserves the right to adjust the student’s classroom grade based upon classroom performance/behavior/civility.

I fully understand the HESI Total Testing Program policy as outlined in the syllabus.

My signature acknowledges receipt of, and understanding of, the RNSG 1413 Course & Testing Policy and other information outlined in the RNSG 1413 Syllabus.