

ALLEGANY COLLEGE OF MARYLAND
ONLINE COURSE SYLLABUS



ALLEGANY COLLEGE
of MARYLAND

COURSE NUMBER: Nursing 296

COURSE TITLE: Nursing Transitions Online

ACADEMIC YEAR: Fall 2019

INSTRUCTOR: Rick Cooper, MSN, RN

Email: rcooper@allegany.edu

Office: 301-784-5574

Print a copy and follow this Syllabus for all assignments and grading criteria.

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Hello and a very warm welcome to class! I am looking forward to sharing this learning experience with you and am available via email if you have any questions about the course content or assignments. I do ask that you read the syllabus first and if you cannot find the answer, post your question to the dedicated thread in the Main Course Discussion Board. If you have a question, classmates may have a similar question or may be able to help you as well.

Remember that it is imperative to communicate frequently and effectively, especially in the online course environment. Do not hesitate to ask questions as well as assist each other in this learning process - Be Proactive. Remember - unless we connect via webcam meeting, I will not see you to observe those "non-verbal communication signs".

ABOUT YOUR INSTRUCTOR

I am posting my autobiography in the course Discussion Board. I am looking forward to reading your autobiographies in order to get to know one another during this course time together.

****CLASS AUTOBIOGRAPHIES**:**

Your FIRST ASSIGNMENT will be to post a brief autobiography to the Discussion Board thread and also submit it via the Assignments Folder. Write a paragraph or two introducing yourself to the rest of the class. Include information about your life experiences, your family, city you live in, hobbies, future goals, pets, job, and anything else about you that you're willing to share.

Course Information

COURSE DESCRIPTION:

Nursing 296 – Transitions-- This is prerequisite course for students entering the ONLINE NURSING EDUCATION programs who have met select admission criteria to enter the theory/clinical courses of the Online Nursing Education Programs ONLY. This course is a restricted enrollment course designed to aid the online nursing students in obtaining necessary knowledge and skills to effectively complete course requirements in the Online Nursing Education programs. Students will begin the process to secure clinical agency sites and clinical preceptors in preparation for the clinical nursing courses in addition to meeting course outcomes.

WEBINARS:

A mandatory live online orientation meeting is required at the beginning of the course. The date and **time are provided in your acceptance letter**. You will be emailed the login information for the Orientation Webinar to your ACM student email account 24 hours prior to the webinar.

Additional webinars may be held throughout the course at the discretion of the faculty or request of the students. You will be notified via the Announcements in the course of such webinar meetings.

Out of respect for the student and faculty time, we will commence webinars on time. Please be prepared to start on time.

Webinar meetings are considered CLASSROOM time and as such, it is EXPECTED the student will be in a secure room without background noise and interruptions such as family members or coworkers talking, television playing, dogs barking, etc.

Webinars will not be repeated to accommodate students who were disconnected. The webinars will be recorded and available for review.

Students are expected to demonstrate professional behavior during webinars and dress appropriately for webinars. Shirts are required to be worn. Tank tops, pajamas, etc. are NOT proper attire.

Students are expected to be sitting upright at a table/desk during the webinar, not reclining on a couch, etc.

Students are REQUIRED to have a working webcam and headset to participate in webinar meetings and take live proctored exams.

Students who are unable to effectively establish and maintain communication during webinars will be considered “absent” and not receive credit for attendance.

Students are expected to know how to adjust settings and effectively use the webcam and headset **prior** to participating in webinars.

Students are accountable to have configured and checked the equipment **prior** to all webinars.

Students are expected to log into the webinar ONTIME to check their settings in order to be ready to participate when the webinar starts.

Students are responsible to contact Tech Support to troubleshoot connection issues PRIOR to the webinar. Faculty are NOT “tech support”.

Hi Speed Internet is essential to log into the webinar and is the responsibility of the student to secure.

You should anticipate spending on average 18 hours/ week completing online class assignments. *This time does NOT include individual study time, exam time, or required clinical paperwork.* Readings and other activities will be assigned to acquaint you with the framework, curriculum and policies of the Allegany College of Maryland (ACM) Nursing Program at large and to address the policies and skills specific to the online program. You are expected to complete reading and project assignments and participate in online class discussions. This course is conducted completely On-line.

To do your best in this course, it is recommended that you print this syllabus to keep as a reference **and** log on daily (recommended) to the online classroom and keep up with all assigned readings and web work. Log in and participation a minimum of 2 times a week is required.

If you fall behind or develop technical problems, you are still accountable for completing the work. You will receive a final grade based on your completed assignments, your participation, and weekly criteria. Project assignments will not be accepted after the course ends. If you post assignments late, you will receive either ‘zero’ or partial credit, depending on the original point value and how late you submitted the work.

Course Calendar: A course calendar outlining content, course readings, assignments and due dates is available online in the course management system. **Please Note: Under extenuating circumstances, the instructor has the right to change any course provisions or requirements during the semester. You will be notified as soon as possible of any necessary changes.

Prerequisites

Successfully meet admission criteria, passed the Entrance Exam and offered admission into the Online program.

Student accepted into this course are expected to be competent in the following skills upon entering this course:

Basic hygiene and assisting with activities of daily living

Care and maintenance of peripheral IV's

Medication administration including oral, intramuscular, sub-cutaneous, and intravenous secondary and piggy back

Sterile technique including catheterizations, dressings, and tracheotomy care

Care of nasogastric and peg tubes

3. Basic Internet and computer skills are required.

Basic navigational skills in a course Learning Management System (Blackboard)

Internet browsing skills

How to save and find files on your hard drive

How to scan, send and receive attachments through email

How to use word and power point software

How to use a webcam

4. DAILY access to a computer and the Internet are required.

refer to COMPUTER & TECHNICAL REQUIREMENTS for Online Program.

Course Outcomes

Upon completion of this course, you will:

1. Review and discuss the ACM nursing program framework, curriculum, and policies.
2. Demonstrate the ability to use the course learning management system (LMS) effectively.
3. Discuss the role and transition.
4. Demonstrate information literacy knowledge and skills.
5. Review foundational nursing concepts including nursing process, math, and communication.
6. Develop a community teaching project.
7. Demonstrate the use of documentation and administrative skills for the clinical setting.

General Education Goals: (Allegany College of Maryland's General Education Goals and Outcomes have been developed in conjunction with the Allegany College of Maryland's mission, vision, values and institutional priorities. All degree graduates of Allegany College of Maryland will be able to demonstrate proficiency at the time of graduation (or at other key points) in each of the following Goals and Outcomes:

The following General Education Goals are covered in the course:

1. Written and Oral Communication- Use reading, writing, speaking, and listening to communicate effectively.
2. Information Literacy- Locate, evaluate, and use information ethically and effectively.
3. Critical Analysis and Reasoning- Analyze, synthesize, and evaluate data and text.
4. Technological Competency- Use discipline-specific technologies effectively.
5. Information Literacy- Locate, evaluate, and use information ethically and effectively.
6. Personal and Civic Responsibility- Explore and develop understanding for oneself and others, the community, and other cultures, and engage with issues of local, national, and global significance.
7. Arts and Humanities Inquiry- Explore and interpret expressions of human ideals, values, and creativity across cultures.

Technical Requirements

The primary means of communication in an online course is through the Internet. Therefore, participants are expected to have:

1. Basic computer and Internet literacy skills. This includes the ability to work comfortably in a browser, scan, send and receive email with attachments, use a search engine, and create and modify documents in MS Word and Power Point.

If you would like/need to purchase Microsoft Office Suite products at student pricing, please go to <http://allegany.e-academy.com>

2. Reliable Daily Internet access (you must provide your own Internet Service Provider).

Important- A high speed connection is strongly recommended, as the majority of course materials are offered as audio or video over the Internet. If you do not have a high speed Internet connection, YOU are responsible to obtain access to a computer with a high speed Internet connection in order to view the materials and take course exams.

3. An ACM student email account – this was in your general admission acceptance letter. Your ACM student email account is required for use in this course and is the ONLY email account to which your faculty will send and receive emails regarding this course. It is your responsibility to check your student email account DAILY.

**** You are responsible to have a computer system that meets the technical requirements for this online program BEFORE you begin in the course. This information was sent to your ACM student email account upon enrollment in the course. The information is provided again here as a courtesy. If you have not previously read this information, click on the link Technical & Computer Requirements to see if you have the needed tools on your computer to do this online course or continue below.**

4. Browser – Chrome or Firefox work best
5. Software and/or Plug-ins you MUST have on your computer:
 - a. Windows Media Player
 - b. P o w e r Point or the (free) Power Point viewer
 - c. Silverlight
 - d. Java
 - e. Adobe Reader
 - f. Adobe Flash player

6. Operating System and Hardware

- a. Windows XP or higher
- b. Working speakers and headset
- c. Working webcam for Attendance at required meetings and group projects
- d. Working printer
- e. Small Camcorder (approx. \$50-\$100) or other tool *may* be utilized in clinical courses (205, 206, 215) to record audio and video projects. Not required for Transition Bridge course.

Please note: Technical difficulties do occur during a semester. However, technical difficulties do not excuse late or incomplete assignments and grades for late assignments may have adverse effects in your success in the course. You should always plan on completing assignments well before the due dates, in order to prevent problems from last minute technical glitches.

Technical Support

If you experience problems logging into your course, timing out of your course, using your course web site tools, or other technical problems:

1st - review the tutorials in the Resource Tab

2nd – contact the Allegany College of MD Help Desk for information or technical assistance ONLY for problems accessing your student email account or student ID number – do NOT contact the HelpDesk for issues related to the course:

ACM HelpDesk - 301-784-4357 or Contact the Information Center or CHAT Live (Chat Hours are Mon-Fri: 12-5pm EDT)

3rd - for Technical Support related to OUTSIDE resources (ex. - located in the Resource Tab in the course.)

How the Course is Conducted

A mandatory synchronized online orientation meeting is required at the beginning of the course. Students who do not attend the entire mandatory meeting will be dropped from the course. ** Please dress and act professionally for the webinars – you ARE in class.

Your conduct for online courses is the same as in a traditional classroom. Since there will be no regular face-to face class meetings, it is imperative that you are conscientious, motivated, and self-disciplined. *While the course is flexible in terms of when you put in the time in a 24 hour day, you can expect to average approximately 18 hours/week of ‘class time’ for this course. Additional hours outside of class reading, researching for projects, and studying depend on your individual needs. This is a FULL TIME program of study – plan accordingly.*

Participants will work through the course as a cohort group. This course IS NOT SELF PACED, nor is it an Independent Study course. Assignments are due by specific dates. You may work ahead if you like, but you may not “work behind”. You will be able to submit assignments once the link opens in the course. All assignments are clearly indicated in the course calendar and assignment folder of the course site. You will not be reminded when assignments are due. If you have difficulty or questions, please contact me and I will be happy to assist you.

THE ONLINE WEEKLY SCHEDULE:

The electronic week will begin on Monday and end on Sunday at 11:30 pm EST. This will allow you to have greater flexibility with your participation and completion of assignments. Assignment due days are listed in the course calendar to assist you in keeping track of when things are due to be posted.

Day 1	Monday
Day 2	Tuesday
Day 3	Wednesday
Day 4	Thursday
Day 5	Friday
Day 6	Saturday
Day 7	Sunday

You will be interacting with other students enrolled in the course, which enhances your learning experience. You are encouraged to communicate with each other by email, course discussion board and group pages, or webcam.

****Remember when responding to classmate's posts, that our discussions are to be kept on a positive note. Please provide feedback to others in a kind and constructive manner. ** We are a team and are all in this together.**

How To Go To Class

WEB ACCESS TO CLASS: <https://allegany.brightspace.com> Use your ACM email credential to log in.

Course Navigation Tabs

ANNOUNCEMENTS: Important announcements will be placed here, including schedule/course changes. Students are responsible to check this section DAILY.

CONTENT - This is where you find the course content

START HERE - SYLLABUS: means just what it says – “start here” to begin the course. This folder will contain the syllabus, support links and other vital information for the course.

GRADING RUBRICS - Contains descriptions of how your work in the course will be graded.

WEEKLY CLASS NOTES: This area contains lecture notes from faculty which include a review of the weekly objectives, overview of assignments for the week including the discussion questions.

Weekly COURSE MODULES: This area will contain reading assignments, handouts for the course, self- check quizzes, and other assignments to reinforce the theory content.

ASSIGNMENTS: This folder is where you will obtain assignments and submit them for grading. Due dates are STRICTLY adhered to with submission of assignments for grading due by 11:59 pm EST of the due date in order to not be considered late/missed. All assignments submitted for grading MUST be sent as a word document.

Assignments submitted using notepad, etc. will NOT be accepted.

**** In the event the course management system is offline (highly unlikely) and the magical hour of midnight is fast approaching for an assignment that is due, you should submit the assignment as an attachment and email it to my work email: rcooper@allegany.edu The date and time will be noted when it was received. This is to be used only as a last**

resort for server problems, not for every assignment. Remember, if I am unable to open the document, you will not receive credit as this is considered a form of cheating in the online classroom.

DISCUSSION BOARD: This is the main collaboration area for the class. It has read-and-write access for everyone to discuss issues related to the course content. This is where you will post and respond to required weekly discussion questions.

Class List: Will list all students in the course. You can communicate with individual students or send email to the entire class.

Groups: This tab will take you to your GROUP/TEAM site located within the course. You can communicate to group members from this tab.

Quizzes-This is where the link to take all tests will be located.

RESOURCES - This area contains resources you will need for the course such as technical support information for the outside vendors (Prep-U, "The Point" etc.), ACM'S Nursing Program Handbook, and skill videos, library items, and more

EXTERNAL LINKS - Contains supplemental external resources.

INSTRUCTOR INFO - Information about the instructor for the course.

GRADES – Takes you to the gradebook.

VIRTUAL CLASSROOM –this link will take you to where you attend live webinars and conferences.

Course Policies – College and Nursing Policies

In addition to the following course policies, all college policies and guidelines outlined in the Nursing Guideline Hand Book must be adhered to. The STUDENT is responsible to have read the Nursing Guideline Handbook and will be held accountable accordingly.

***ALL assignments must be completed as a requirement to pass this course. Any missing assignments/projects/exams constitutes a Failing Grade for the course regardless of the student's total points in the class.*

Attendance/Participation

ATTENDANCE

Attendance at the Orientation Webinar is MANDATORY. Students not attending the required course webinar(s) will be dropped from the course. See Nursing Guidelines Handbook section III Attendance.

You are required to attend online classes beginning with the first day of class. *The U.S. Department of Education mandates online students must be in regular attendance weekly.* Students who are not in attendance in any given week of the course, will be dropped from the course. Readmission is not guaranteed. Class attendance is defined as submitting an academic assignment - such as a quiz, written paper or project, discussion board post, or other academic event. Taking Exams via third party vendors is NOT considered attendance, as it transpires outside of the online classroom. If the student misses a week of attendance or has not attended during the first four days of the course, the student will be dropped from the course roster and will not be allowed to submit further course work or return to the course.

You are expected to submit tests and course work throughout the term and/or sub-term. Students who begin attendance, but then cease progressing toward the completion of the course after the first week has passed, will be assigned a grade of "F" for non-attendance. In either case, if you are dropped from the course for non-attendance you will still be responsible to pay course fees. It is NOT the role or responsibility of the instructor to see that students are dropped from class rosters before financial aid deadline dates.

VOLUNTARY WITHDRAWAL FROM COURSE

It is the responsibility of a student desiring to withdraw from a class or the College to complete and submit a Change of Schedule Form. Withdrawal forms are available from the Registrar's Office – call

301-784-5345. To complete this form, students must consult with the course instructor and their assigned academic advisor. Students may withdraw from a course on, or before the "Last Day to Withdraw" listed in the Academic Calendar for the current semester. Students will receive a "W" grade on their academic transcripts. Failure to begin attending or ceasing to attend does not constitute official notice of withdrawal. Students who do not officially withdraw from class are required to pay all charges to their accounts. Students should contact the Financial Aid Office for information concerning payment of charges to their account before submitting the course withdrawal form. Financial Aid Office phone: 301-784-5213.

PARTICIPATION

You are REQUIRED to participate in class a minimum of two (2) out of seven (7) days each week. You must respond to at least 2 different classmate's comments on each of the 2 days you participate. Students posting comments to classmates all on the same day will not receive full credit for participation even if they posted 6 or more comments that day. Your responses for participation must occur in the Main Discussion Board. Some assignments may require you to log in more frequently.

You will be expected to contribute to the class discussion in a substantive way and your contributions will be evaluated according to its quality using the *Discussion Board Rubric*.

Responses such as "I agree" or merely repeating what was previously stated, does not count as participation. By contributing to the discussions, you open up different viewpoints to consider and everyone learns more! Students who do not meet the above participation criteria may fail the course.

Students are required to effectively participate in all group projects. Each person will be responsible to contribute to projects within timelines established by the group. The role of team leader may also be a required position to hold throughout the course for various projects. Points for various group projects are posted with the assignments.

Students who do not actively participate in group projects fail the course – No Discussion – No Excuses.

Out of class expectations: In order to help ensure successful completion of this course, out of class student work is required. Assignments are designed to meet course outcomes and general education goals. It is expected that each one credit hour of lecture requires a *minimum* of at least two - three hours of out of class student work per week over the semester.

To help ensure successful completion of this course, the student should expect to engage in a minimum of 12-18 hours per week of out of class work on assignments and preparation, etc. Student reading assignments are provided with each unit of study. Other typical assignments would include, but are not limited to:

Computer assignments

Case Studies

Video assignments

Virtual Simulation (V-Sims)

Individual and/or group study

Written Assignments

Library Research Project

Math Test

Skills Video assignments – Required to watch and answer question from Lynn Skills Video Series on all skills expected to be proficient at this level with a score of 90% or higher.

PUNCTUALITY: Regular reading and completion of assignments by due dates are required to pass the course.

Assessment and Grading

Incomplete Grades: Under extenuating circumstances, a final grade of “I” can be obtained. You cannot move forward in the program until the “I” grade has been resolved. One reason for an “I” grade is not having a clinical site or an approved preceptor by the completion of the course. You have 6 weeks after the course ends to have everything submitted, otherwise the “I” grade becomes an “F” grade.

Assignments will only be accepted online in the designated course folder. Please do not snail mail, fax, or email assignments to me or place them in my mailbox at the college.

A variety of assessment methods will be utilized to ensure mastery of competencies and to familiarize students with diverse online assessment choices. Assignment types include homework, quizzes, reflective writing, research/writing, discussion board participation, individual and group projects, videotaping yourself performing skills and formal exams. Specific grading criteria are provided within the course.

Grading of assignments will be completed within 5 business days of the assignment due date.

**ALL assignments must be completed as a requirement to pass this course even if a score of zero points was awarded. Any missing assignments/projects/exams constitutes a Failing Grade for the course regardless of the student’s total points in the class.

GRADING SCALE:

Please refer to the Overview of Assignments document in the “START HERE” link for point values assigned to each submission/requirement for the course.

The total number of course points is multiplied by the ranges below to give exact points needed within the range to earn the letter grade. There is NO rounding of percentages. Grades are not ‘weighted’ in this course.

** Grading for the course is as follows:

100 % - 90 % = A =Excellent Performance
89.9 % - 82 % = B =Good Performance
81.9 % - 77 % = C =Average Performance
76.9 % and below = F = Unacceptable Performance

The total number of points for the course is:

For an A = 493-547 points are required

For a B = 449-492 points are required

For a C = 422-448 points are required

We do not round percentages to increase the grade, the above points are what’s needed in order to obtain the grade.

** The Nursing program follows and adheres to the National Council of State Board Nursing (NCSBN) Examiners who develop policy for the national licensure exam in regards to responses to exam questions. The policy in the nursing program is that exam answers are either fully correct or incorrect – translated there is NO partial points awarded for partially correct responses to exam questions, including the alternate format questions.

Students are required to pay for third party proctoring services for math, theory and standardized exams. Students are responsible to schedule exam times with the proctoring service for the date of the exam. Exams are available only on the dates announced in the course. Exams do NOT ‘open early’ and all exams are timed.

Failure to register for an exam or complete it by the end of the due date will constitute a score of “ZERO”. Students MUST have a working webcam and audio system available to have exams proctored. Students are responsible to secure a quiet and secure environment and have a Reliable High Speed Internet when taking the proctored exams. Students are highly encouraged to do a ‘trial run’ 24- 48 hours prior to their scheduled exam time by contacting the proctoring service and completing a computer scan to ascertain their computer meets the Technical Requirements needed to successfully view and complete the exam.

WEEKLY DISCUSSION QUESTIONS:

Discussion questions (DQ) will be posted each week in the required reading folder: ‘Weekly Class Notes’. Each question is worth 5 points.

Minimal requirements for each original post include:

- a) 75 words minimum (does not include reference citation or the original question);
- b) reference citation for each original DQ post to support your response

Students are referred to the Discussion Board Grading Rubric posted in the course “Resources” folder for grading criteria.

PARTICIPATION:

Participation (30 points/week) will come from two areas: 1) your responses to classmates Main Discussion Board questions and 2) your Weekly Summary.

Main Discussion Board Participation in online courses is critical to your success both in the course and the program at large. Students are REQUIRED to actively participate 2 out of 7 days in the week by posting substantial comments (minimum of 75 words per response) to a minimum of two different classmates on EACH of the discussion board questions. Responses such as “good post’ or ‘I agree’ do NOT count towards substantial posts.

Discussion board participation responses constitute 24 points/week toward your final grade.

Some assignments may require you to log in more frequently. You will be expected to contribute to the class discussion in a substantive way and your contributions will be evaluated according to its quality using the Discussion Board Rubric posted in the course “Resources” folder for grading criteria.

By contributing to the discussions, you open up different viewpoints to consider and everyone learns more! Students who do not meet the above participation criteria may fail the course.

Students are required to participate in all group projects. Each person will be responsible to contribute to projects within timelines established by the group. The role of team leader may also be a required position to hold throughout the course for various projects. Points for various group projects are posted with the assignments.

Students who do not actively participate in group projects fail the course – No Discussion – No Excuses.

WEEKLY SUMMARY:

Each week you will present a brief summary (approx. 75- 250 words) of what you learned from the readings, research, activities, discussions, and assignments. This summary is due at the end of each week. Your summaries need to include two (2) paragraphs summarizing: (1) what you learned from the course materials and (2) what you learned from your classmates. Your summary is to be posted to the appropriate folder and will be evaluated according to its quality which constitutes 5 points/week toward your final grade. Students are referred to the Weekly Summary Grading Rubric posted in the course “Resources” folder for grading criteria.

Discussion Questions (DQ) and Participation – Once the online week ends at 1159 pm EST on Tuesdays, the opportunity to participate for the week and submit original responses to the DQ links will close. Failure to have submitted responses to the DQ or participate will result in Zero points and no opportunity is available to complete these activities.

COURSE EXAMS/QUIZZES:

A math exam will be given during the 1st month of the program. There are several self-check quizzes that will help you prepare for the math test. This is a basic Math for Meds or Dosage Calculations test. The exam consists of 30 questions and you get one hour to complete the exam through Proctor U. A score of 90% is required in order to pass the Math Exam. If your score is below 90% (27/30) you will be required to take a 2nd math exam within 2 weeks. If at that time you

do not score a 90%, you earn an unsatisfactory grade for the course and you cannot continue in the online program. Tutoring for math between test 1 and test 2 will be mandatory.

Several quizzes may be given throughout the course. Tests will be multiple choice questions, and will also include alternate format questions and may include math problems.

A comprehensive final exam (worth 100 points) will be given in this course.

Any Make up exams will be given on the same day at the end of the semester. You get 2 hours for a make-up exam. 1 Make up exam is allowed. If a 2nd exam needs to be made up, a score of 0 will be recorded.

PROJECTS/ASSIGNMENTS:

There will be both individual and group projects in this course that will count toward the total course points. Point values are provided with each assignment in the course.

Virtual Simulations - Students are required to reach a benchmark of 100% for each vSIM assignment in order to earn credit for clinical time. Failure to complete any simulation at the required benchmark warrants a clinical failure.

Case study/simulations – refer to criteria in course.

**LEARNING TEAM FORMULATION AND GRADING:

Working together on teams is an integral part of what we do in health care. There are always obstacles to overcome, but it is our responsibility to learn how to overcome those obstacles and work together

for the good of our clients. Therefore, during the first week of class, I will assign each of you to a learning team.

Each team will need to select a ‘team leader’ for each segment of the final team assignment. It will be the team leaders responsibility to set due dates for the sections of the assignment they are in charge of, and also to combine each team members contributions into a final report for that section for grading purposes.

As a team, you will have approximately 1 (one) week to complete each section/assignment. The team leader should post the combined report to the team folder at least 1 day prior to the due date to give everyone else on the team time to look over the ‘final draft’ and double check it for any corrections, etc. Once everyone on the team has given the ‘OK’ to submit it, the team leader for that week will submit the paper to me for grading- making sure it is submitted before midnight of the due date.

****Each person submitting a portion of a learning team assignment is responsible for its content in that it is paraphrased, cited, referenced, and edited for correct spelling and grammar. ****

**** ALL WORK/CORRESPONDANCE FOR TEAM PROJECTS MUST BE DONE IN THE TEAM DISCUSSION FOLDER** Do NOT send private emails to classmates and then submit only the final paper to the assignment folder. All work must be present/documented in the team folders – this is for grading purposes and is a requirement, NOT an option. ****

If a member of your team is not participating or does not submit their sections of the assignment by established due dates, you need to inform me and do not submit their name on the paper. If your name is the one not submitted on the team paper due to lack of participation or late submission of your sections, you will fail the course. The learning team is awarded the same grade for all final written team assignments unless a member has not participated. Therefore, it is in your best interest to read what others have submitted as far as their sections of the assignment, and read over the final draft of each paper before it is submitted for grading- be on the alert of accidentally ‘plagiarized’ work.

Each team member will also have the opportunity to 'grade' their peers at the end of the course, according to each person's contributions to the group projects, thus ensuring equal participation by all. The grades will be emailed ONLY to me to ensure confidentiality, and team participation will be counted towards the FINAL COURSE GRADE.

Late Assignments

Students are expected to complete the course within the specified time frame. Late assignments submitted after the last day of the course will not be accepted. Weekly assignments not submitted on time by the due date will be deducted one point for each day past the due date, up to 5 days. After 5 days, the instructor has the option of having the student do an entirely new assignment or not accepting the assignment and awarding a clinical failure. The assignment is considered late if it is posted after 11:30 pm EST on the assigned date. Faculty *may* offer a grace period of ONE hour to post assignments without point deduction. Submission of assignments later than 1 hour are subject to full point deduction.

Communication Guidelines

COMMUNICATION WITH YOUR INSTRUCTOR

The primary means of communicating with your instructor will be through the class discussion board and college email.

Students are to post questions related to the course and assignments in the designated forum in the Main Discussion Board. Students may collaborate in responding to queries to classmates in the forum. The instructor will respond to course related queries in the forum.

Students who may have a question of a more personal nature should email the instructor privately from their ACM STUDENT EMAIL account to the Faculty email. Personal or work emails are not acceptable to communicate with the faculty.

Discussion board posts and emails will be answered within 24-48 hours.

If you wish to speak to the instructor by phone or webcam, please send an email to arrange an appointment.

Virtual office hours will be posted under the Instructor Tab in the course management system.

Reminder: Your instructors will ONLY respond to email sent from your official ACM student email account. Be sure to include the title of the course in the subject line and separate new conversations/topics into separate emails.

Email:

Always include a subject line and sign your name at the end of the message.

Remember without facial expressions some comments may be taken the wrong way. Be careful in wording your emails. Use of emoticons might be helpful in some cases.

Use standard fonts – such as Arial, Calibri, or Tahoma.

Do not send large attachments without permission.

Special formatting such as centering, audio messages, tables, html, etc. should be avoided unless necessary to complete an assignment or other communication.

Respect the privacy of other class members.

Discussion Groups:

Refrain from typing in ALL CAPITALS LETTERS in a response – this is considered “YELLING” in the online classroom. Review the discussion threads thoroughly before entering the discussion. Respond in a thoughtful and timely manner. Try to maintain threads by using the "Reply" button rather than starting a new topic. Do not make insulting or inflammatory statements to other members of the discussion group. Be respectful of other’s ideas. Be cooperative with group leaders in completing assigned tasks. Be patient and read the comments of other group members thoroughly before entering your remarks. Be positive and constructive in group discussions.

Course Standards for Written Assignments

Assignments will be posted with the course calendar in the course information folder, as well as the

‘Assignments’ folder. Written assignments should be word-processed according to APA format. Submit papers using one of the following fonts – Arial, Tahoma, or Calibri. Font size must be 10-12-point font, double spaced, one inch margins, headers with page numbers, introduction, conclusion, references, and a cover page. The cover page for each assignment should include: name of university and site- (i.e. Online); title of paper; your name and credentials (i.e. EMT, MLT, BSN, RN); course name and number; instructor's name and credentials; and date paper is due.

APA AND ATTACHMENTS:

Your formal written assignments require APA format. Since it is not possible to apply all of the APA guidelines and have them transfer properly in OE notes, you are required to send your formal assignments as attachments. This applies to the weekly formal written papers submitted by each one of your learning teams. This does not include responses to weekly discussion questions.

- Prepare these assignments in Microsoft Word - do not use Notepad or word processor as they will NOT be accepted.
- Save your work as a “.doc” or a “.docx” file (this is the MS Word default file type).
- To send an attachment, open a “Reply” or “Send To” email in the correct thread (or a new post if it is to the Assignments folder).
 - Type in a subject line that includes the name of the assignment and your initials.
 - Use the “Attach” function, or the ‘paper clip’ to find and attach the file from your word processor.
 - Then send it.
 - If the instructor is unable to open the file, it is considered an attempt at cheating.

I have provided a sample copy of APA format in the course documents folder that you may use as a guideline. Also, please make use of the resources available in the Resource Tab- especially the link to “OWL”. In addition, the Writing Center – “Raven”- is not a resource to be used to ‘write’ your papers, but they can provide valuable feedback to you in regards to grammar, APA format, etc.

**As you can glean from my syllabus, written assignments will be graded according to APA format as well as organization and clarity of presentation, logical progression of thought, technical accuracy, current sources (not > 5 years old- except for historical purposes that is clearly explicated), page length of paper (excludes cover, references, appendices), and correct spelling and grammar. The content of all papers is to be presented according to APA heading levels (see APA Manual or refer to the APA guidelines sample paper in the course documents section) by using the specific grading criteria in my Syllabus for each assignment as the outline.

** APA is NOT difficult, it is simply another way to cite references, etc., and is also used in other courses.

In order to avoid plagiarism, all concepts (ideas) that you use from a published source must be paraphrased – **not quoted** – so that the work is your own rather than a compilation of the works of published authors, documented (cited), and properly referenced in the “Reference” section of the paper in APA format. References are to be from professional literature (magazines, newspapers, pamphlets, brochures are not professional publications).

AVOIDING PLAGIARISM:

Plagiarism is the act of using another’s work or ideas without giving credit to the originator of the work or idea. The way that credit is given is through the use of reference citations. APA format is used to reference citations in text and in reference lists. If you are unsure as to whether or not you should credit work to another, do it. It is better to give credit than to "forget" or "overlook" giving credit. There are multiple venues available to faculty to address plagiarism in student work. Should plagiarism be discovered in your individual or group work, I will use all of ACM’s remedies to address the issue. I hold each member of a team responsible for the entire work product of a team. So, if one team member provides plagiarized content for a team assignment and it is submitted to me as a final work, each and every member of the team will be held accountable for the plagiarized work. For additional information, please visit the college’s plagiarism website at: www.allegany.edu/plagiarism

Instructor Information

I monitor the course daily and check the discussion board on a regular basis except weekends.

I will post new announcements to alert you of any new happenings in our course to the Announcement page, so be sure to check it daily.

I read ALL of the postings and take note of them. Please do not take it personally if I do not respond to one or more of your posts. The purpose is for the class to interact and discuss the topics, and my role is to help facilitate the discussion.

I will respond to your emails within 48 hours, though typically sooner. Emails of a personal nature should be sent to rcooper@allegany.edu. Questions or concerns about the course should be posted to the Main Discussion Board thread.

I’m always happy to talk to you on the phone or via webcam in case of an emergency. My virtual office hours are located under the Instructor Tab in the navigation bar of the course.

I am posting a brief WELCOME message and my autobiography in the main course Discussion Board. I look forward to reading your autobiographies that you are to post there as well in order to get to know one another during our time together.

Accommodating Disabilities

In compliance with federal 504/ADA requirements, Allegany College of Maryland supports the belief that all “otherwise qualified” citizens should have access to higher education and that individuals should not be excluded from this pursuit solely by reason of handicap. The college is committed to the integration of students with disabilities into all areas of college life and offers support services intended to maximize the independence and participation of all students. The College complies with applicable state and federal laws and regulations prohibiting discrimination in the admission and treatment of students.

Any student who wishes to receive accommodations must register with the Disabilities Services Office, providing documentation of the declared disability. Once documentation is received, the Director will establish eligibility for specific accommodations based on the student’s documented functional limitations and the essential functions required within specific courses. Any student who wishes to declare a disability should contact Wilma Kerns or June Bracken at 301-784-5234, TDD 301-784-5001, wkerns@allegany.edu or <http://www.allegany.edu/x864.xml> to obtain information and assistance.

Qualified students with disabilities will be provided reasonable and necessary academic accommodations if determined eligible by the Director of Learning Support and Disability Services. Prior to granting disability accommodations in this course, the instructor must receive written verification of a student's eligibility from the Office of Disabled Student Services. It is the student's responsibility to initiate contact with the DSS staff and to follow the established procedures for having the accommodation notice sent to the instructor.

FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part99) is a Federal law that protects the privacy of a student’s education records. In order for your information to be released, a form must be signed and in your records located in the Admissions/Registrar’s Office.

Ethical Standards, Academic Integrity & Social Media

Students enrolled in this course are expected to adhere to the American Nurse Association (ANA) Code of Ethics as well as follow the Department of Nursing Academic Integrity and Honor Code. Students will be held accountable to follow the Social Media Policy in the Nursing Handbook.

ANA Code of Ethics: Students enrolled in the LPN-RN Program are currently licensed nurses. The ANA Code of Ethics will be adhered too in relation to ALL interactions with clients, family members, preceptors, classmates, clinical site representatives, and faculty. As a member of the profession, there is no room or excuse for misconduct, misrepresentation, fabrication or falsification of information or documents, etc. ANY violation of ethics, unprofessionalism or breach of academic integrity will result in immediate dismissal from the program with a failing grade and the student will not be eligible for readmission.

Academic Integrity Statement - Refer to Online Nursing Guidelines Handbook.

Academic honesty is highly valued in Online Courses just as it is at each Allegany College of Maryland campus. A student must always submit work that represents his or her original words or ideas. If any words or ideas are used that do not represent the student's original words or ideas, the student must cite all relevant sources. The student should also make clear the extent to which such sources were used. Words or ideas that require citations include, but are not limited to, all hardcopy or electronic publications, whether copyrighted or not, and all verbal or visual communication when the content of such communication clearly originates from an identifiable source. At the Online campus, all submissions to any public meeting or private mailbox fall within the scope of words and ideas that that require citations if used by someone other than the original author.

Academic dishonesty in an Online learning environment could involve:

- Sharing course access codes or pass codes of any type;
- Having a tutor or friend complete a portion of your assignments or exams;
- Having a reviewer/coworker/friend make extensive revisions to an assignment;
- Copying work submitted by another student to a public class meeting;
- Using information from Online information services without proper citation;
- Submitting assignments in a format unable to be opened by the instructor.

Students should be familiar with "*ACM Student Rights and Responsibilities*" - the student handbook which outlines academic misconduct defined as plagiarism, cheating, fabrication, or facilitating any such act, a statement of community standards of civil behavior, and code of computer use. The handbook can be accessed at [Student Handbook and Documents](#)

Title IX and Non-Discrimination

Title IX Statement

Alllegany College of Maryland does not discriminate against any individual for reasons of race, ethnicity, color, sex, religion or creed, sexual orientation, gender identity or expression, national origin, age, genetic information, familial status, disability or veteran status in the admission and treatment of students, educational programs and activities, scholarship and loan programs, or to terms and conditions of employment, including but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation and training. Allegany College of Maryland complies with applicable state and federal laws and regulations prohibiting discrimination and Maryland prohibits retaliation in any form against any person who reports discrimination or who participates in an investigation.

Non-Discrimination Statement

Alllegany College of Maryland prohibits sexual misconduct and sex discrimination by or against all students, employees, and campus guests. If you have any questions or concerns or if you need to make a complaint, contact ACM's Title IX Coordinator, Dr. Renee Conner in CC-152, by email at rconner@allegany.edu , or by phone at (301) 784-5206. For detailed information about policy, procedures, and prevention education, see www.allegany.edu/titleIX .

Syllabus Change

The instructor reserves the right to make changes as necessary to this syllabus. If changes are necessitated during the term of the course, the instructor will immediately notify students of such changes both by individual email communication and posting both notification and nature of change(s) on the course announcement page of the course management system.

Textbooks and Supplementary Materials

CONTACT the ACM Bookstore at the CUMBERLAND CAMPUS to purchase at 301-784-5348. They will mail the items directly to you. OR you may purchase from the publisher or other vendor.

REQUIRED TEXTBOOKS and COURSE MATERIALS:

Please note that these resources will be utilized throughout the entire program. There will be additional texts required for purchase in the clinical nursing courses.

REQUIRED TEXTBOOKS and COURSE MATERIALS: This is a complete and thorough book list for the remainder of the nursing program. All books and electronic resources are required to be purchased in the Transitions course.

See the booklist on the college bookstore website. ALL BOOKS ARE REQUIRED

(* * The resources will be utilized throughout the program).

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Learning Harbor Online. Requires access code – billed to student account is not purchased through bookstore.