# [UNDERGRAD CLINICAL COURSE TEMPLATE]

Nurs ###, Course Name, # Credits

South Dakota State University

College of Nursing – [Name of] Department – [Site location]

Semester, Year

**Course Meeting Time and Location: Specify here**

**Instructor/Coordinator Names & Contact Information:**

Name, Credentials

(Optional: concepts teaching for co-taught courses)

## Office Location

Office Hours: Specify here

Phone: ###-####

Email: (\_\_\_\_\_\_@ sdstate.edu) or in D2L (specify preference)

Student/Faculty Communication:The preferred method of communication [specify]. Include any other communication requests such as hours, etc. as desired by faculty.

## Clinical Faculty

| Name | Site | Phone | Email |
| --- | --- | --- | --- |
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Catalog Description: Copy from current catalog description

Course Prerequisites: List here

Description of Instructional Methods**:** This course is D2L-enhanced and students are required to have internet access and access to D2L. Basic computer skills are a prerequisite. This course includes approximately [#] hours of clinical application, which will be delivered through on-campus and off-campus experiences utilizing a variety of settings and instructional methods. Examples of instructional methods include, but are not limited to, experiential learning, simulation, observation, and direct client interaction/care.

## COURSE REQUIREMENTS

### Required Textbooks and other Materials: (Primary Course Texts Bolded)

Insert textbook and material references in APA format here, with primary course texts bolded.

Optional Tech Support statement available at end of syllabus template.

### Required Supplemental Materials:

Insert here. See Optional Course Statements at end of syllabus template.

ADA Statement: Any student who feels s/he may need an accommodation based on the impact of a disability should contact Nancy Hartenhoff-Crooks (or successor), Coordinator of Disability Services (605-688-4504 or Fax 605-688-4987), to privately discuss your specific needs. The Office of Disability Services is located in Room 065 in the University Student Union.

Undergraduate Class Attendance Policy: SDSU’s[general class attendance policy](https://www.sdstate.edu/policies-and-procedures/section-2-academics), as stated in

the SDSU Undergraduate Catalog and Policy and Procedure Manual, will be followed.

Requests for excused absences due to approved university - sponsored/recognized trips must be submitted one week prior to the trip or event. Students must present the completed approved trip absence card to the faculty member prior to the trip or event to have an official excused absence. Faculty members are not required to honor incomplete or late cards. Absences for trips or activities will not be approved during finals week.

Students with official excused absences:Students with excused absences will be given appropriate make up work or faculty member-determined equivalent opportunities for obtaining grades as students who were in attendance. Students with official excused absences are not to be penalized in course progress or evaluation. However, should excused absences be excessive, the faculty member may recommend withdrawal from the course(s) or a grade of incomplete be given.

Clinical Attendance Statement: Clinical attendance, including simulation and community experiences, is required.  The definition of official excused absence is provided in the SDSU Undergraduate Catalog. Students must contact the clinical instructor by phone as early as possible prior to the start time for clinical if unable to attend that day’s clinical experience.  Failure to notify the clinical instructor prior to the clinical absence will initiate a Performance Improvement Plan.

An unexcused absence will initiate a Performance Improvement Plan as identified in the College of Nursing Accountability Performance Standards statement within syllabus. Any absence from clinical will require that the student make up the missed clinical hours and assignments. For an unexcused absence, the student will be billed by the College of Nursing for payment for the makeup clinical hours as outlined in the Billing Procedure for an Unexcused Clinical Absence/Simulation/Community Experience.  It is the responsibility of the student to initiate via jacks e-mail (to the semester coordinator and the instructor) the process of scheduling clinical makeup within twenty-four hours (M-F) after the absence. The unexcused absence will be noted on the clinical evaluation tool.

Mediation on absence:Please refer to Guideline for Communication of Undergraduate Student Program Concerns document in CON online handbook.

Required Records:  
All required records (CPR, immunizations and verification of health status) must be current before the student can attend clinical experiences.  Failure to maintain current status (including having current documentation on file in Nursing Student Services through CastleBranch) will result in an unsatisfactory for each clinical day missed for this reason and the policy for unexcused clinical absences will be applied.

### Communicable Disease Policy:

The College of Nursing refers to the SDBOR Policy 3.13 for students, faculty, and clinical teaching assistants who are infected with communicable diseases.  The individual representing SDSU at any clinical site should also refer to that particular clinical site’s policy on the matter.

### SDSU Key Dates:

**Insert Date –** Last Day to Drop/Add courses and adjust fees

**Insert Date –** Last day to drop a course and receive a “W” grade

### Course Goals:

List here, specifically referencing System General Education Goals, if applicable.

### Student Learning Outcomes:

List outcomes here

### Evaluation Methods:

List methods here (i.e. exams, discussion, papers, etc.)

### Performance Standards:

Accountability is being responsible for your own actions and is demonstrated by adhering to the University policies and guidelines, College of Nursing (CON) policies and guidelines, and professional standards of practice. Accountability is evident by consistently demonstrating the following professional behaviors:

* Supporting and contributing to a positive learning environment in the classroom, clinical sites, laboratories, and on-campus clinical simulation experiences.
* Coming prepared and engaging in learning activities in all classroom, laboratory, clinical, and on-campus clinical simulation experiences.
* Demonstrating timeliness by arriving on time and adhering to assignment due dates for all classroom, clinical, laboratory, and on-campus clinical simulation experiences.
* Maintaining professional written and oral communication with students, faculty, administrators, clinical agency employees, and in public settings.
* Demonstrating respectful behavior at all times with and toward students, faculty, administrators, clinical agency employees and in public settings.
* Demonstrating safe patient care and professionalism consistent with the American Nurses Association’s Code of Ethics, Standards of Practice, and the SDSU Student Code of Conduct.
* Submitting assignments that reflect individual work, unless specified in the course assignment.
* Proactively seeking guidance from an advisor, faculty member, and other staff member.
* Following the CON and clinical agency(s) dress code for classroom, clinical, laboratory, and simulation experiences.
* Utilizing SDSU approved secure technology which is current and up to date.
* Recognizing and reporting others’ unprofessional behaviors.
* Maintaining compliant student status by completing requirements such as the background check, immunizations, basic life support, agency requirements and time limits for submission of material such as those need to access to the electronic medical record.

Evidence of unprofessional behavior, lack of accountability or unacceptable performance will be brought to the student’s attention and guidance will be offered, allowing the student to make immediate changes. However, if improvement in performance is not consistent, a plan for improvement will be completed and signed by both the student and the faculty member and will be filed with the student’s academic file until graduation. Depending on the unprofessional behavior and severity of the infraction, sanctions will be given. Sanction may include assignment grade reduction including receiving a “zero”; a grade reduction for the total course, up to possible probation, dismissal from the program or both

Grading Standards:Grading is determined using the College of Nursing Undergraduate Grading Scale. See above for the breakdown of points for the corresponding letter grade in this course.

A = 92-100%

B = 84-91%

C = 76-83%

D = 68-75

F = below 68%

Students will be evaluated by the academic and professional judgment of the individual faculty member(s) assigned to teach the course, based on requirements and performance standards approved by the College of Nursing.  Students must attain a “C” in this course in order to proceed in the nursing major.  University policy for filing delinquent slips for below “C” grades at midterm will be followed.  Students will receive periodic feedback throughout the course. No Rounding: All grades will be recorded to the hundredths place (two decimal points). The point value will not be increased to the next highest number. For example, 91.99% will not be rounded up to 92%.

**Earning less than 76% on the final clinical evaluation form for any clinical area constitutes failure of the course.**

See Calculations statement in Optional Course Statements at the end of the Clinical Syllabus Template for use if applicable.

### Tentative Course Outline:

Insert here

Course Assignments and Point Distribution: Due dates for assignments will be communicated by clinical instructors.

| Assignments | Points | Due Date |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Total Points Possible** | Specify Total # |  |

Assignments must be turned in on time unless an extension has been requested in writing and approved from the faculty prior to the due date and time. Assignments that are turned in after the due date and time will receive a zero. Students missing lecture are responsible for obtaining information and assignments. If a quiz or exam is missed related to an excused absence, the same or alternative quiz or exam will be completed on the date and time arranged between the student and faculty member. A student who is not present in class to take a scheduled quiz or exam due to an unexcused absence will be allowed to take the quiz or exam. The student will receive the grade earned if below 76%. For any grade above this cut-off, the maximum grade that will be recorded is 76%. This does not include ATI items.

Exams taken in this course will follow the Examination and Examination Review Protocols posted in D2L.

Freedom in Learning:Students are responsible for learning the content of any course of study in which they are enrolled. Under Board of Regents and University policy, student academic performance shall be evaluated solely on an academic basis and students should be free to take reasoned exception to the data or views offered in any courses of study. Students who believe that an academic evaluation is unrelated to academic standards but is related instead to judgment of their personal opinion or conduct should first contact the instructor of the course. If the student remains unsatisfied, the student may contact the Department Head, Dean, or both, of the college which offers the class to initiate a review of the evaluation.

Student Academic Integrity and Appeals:The University has a clear expectation for academic integrity and does not tolerate academic dishonesty. [University Policy 2.4](https://www.sdstate.edu/sites/default/files/Student%20Academic%20Misconduct%20and%20Academic%20Appeals.pdf) sets forth the definitions of academic dishonesty, which includes but is not limited to, cheating, plagiarism, fabrication, facilitating academic dishonesty, misrepresentation, and other forms of dishonesty relating to academics. The policy and procedures also set forth how charges of academic dishonesty are handled at the University. Academic Dishonesty is strictly proscribed and if found may result in student discipline up to and including dismissal from the University.

### Early Alert D2L/Syllabus Statement

Academic Success/Early Alert

As your professor, my goals are to support your success in this course and provide a meaningful learning experience.   For that reason, if there are academic performance concerns that may impede your success, I will communicate with you and those dedicated to supporting your success using ConnectState.  Notifications will be sent to your jacks email account and can be reviewed in the ConnectState platform.  If you receive a notification, please come see me or seek assistance from your advisor, the Student Success Center, or other campus resources.

Access to ConnectState is found on the MyState dashboard page and uses the same login credentials as MyState.

Last Update: Initials, Date

## Optional Syllabus Statements

Veterans and Active Duty Military Personnel: Veterans and Active Duty Military Personnel with special circumstances (e.g., upcoming deployments, drill requirements, disabilities, and other qualifying needs, are welcome and encouraged to communicate these, in advance if possible, to the instructor in order to address attendance requirements or other actions in accordance with SDBOR and University Policies and procedures.

Children in class: Per SDBOR policy 4:41, children are not allowed in work areas, hallways, libraries, lounges, areas adjacent to classrooms, laboratories, or offices except under brief or exceptional circumstances during the standards working hours. Exceptional circumstances would include children acting as standardized patients. As a general rule, students should not bring children to class, however, if an emergency situation occurs exceptions can be made with prior approval of the faculty member.

Use of Clickers (use this statement if clickers are required in the course):

If you are a student with a disability that makes the use of a standard “clicker” device difficult or impossible, please do not buy a device at the University bookstore. Instead please contact Instructional Design Services (IDS) at 605.688.6312. IDS will assist you in obtaining an accessible version of the technology to fit your needs.

### Technical Support for Elsevier Evolve and Pageburst:

1-800-222-9570 Support available 24/7 or visit [Evolve Support Center](http://evolvesupport.elsevier.com/)

APA Resources:All course assignments (pass/fail included) must follow APA guidelines

[Hilton M. Briggs Library APA Guide](http://libguides.sdstate.edu/content.php?pid=345178&sid=3029937)

[Purdue Online Writing Lab](https://owl.english.purdue.edu/owl/resource/560/01/)

### Code of Ethics:

[Nursing World-Code of Ethics](http://www.nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses/Code-of-Ethics.pdf)

### The Essentials of Baccalaureate Education for Professional Nursing Practice:

[American Association of Colleges of Nursing](http://www.aacn.nche.edu/education-resources/BaccEssentials08.pdf)

Calculations:The ability to perform medication calculation is a key part of medication administration. Students must achieve a 100% on the medication calculation quiz, worth 10 points. Students will be awarded the points they receive on the medication calculation quiz however, will be given additional quizzes until a 100% competency is achieved. For each additional attempt needed after the second attempt, 5 points will be subtracted from the final course grade. For semesters 2-5, if students do not pass the initial medication calculation quiz, students may attend clinical, however they may not administer medications, which will result in a reduction in their clinical grade since safe medication administration is an expectation of clinical performance.