# [UNDERGRADUATE THEORY COURSE TEMPLATE]

Nurs ###, Course Name, # Credits

South Dakota State University

College of Nursing – Undergraduate Department – RN to B.S.N.

Semester, Term 1 or Term 2, Year

Course Meeting Time and Location:Asynchronous Online

## 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.

**Email Response Times**: Insert text here.

Catalog Description: Copy from current catalog description

Course Prerequisites: Insert Prerequisites if applicable.

Students are expected to possess basic technology skills including word processing and internet usage. Students enrolling in an online course are expected to know, or be willing to learn, **Desire2Learn** (D2L) and technology skills. If this is your first online course, you are strongly encouraged to complete the Student D2L 101 self-guided course available from Instructional Design Services.

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. Learning experiences may include the following methods: [insert methods here. Examples: online learning, team learning, lecture, quizzes, examinations, student-directed learning experiences, readings, written assignments, role-play, library and internet searches, and professional presentations].

## 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.

### Required Supplemental Materials:

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

**SDSU Support Desk** is your contact for any technical support, including Desire2Learn, needed for your course. Phone: 1-605-688-6776 Email: sdsu.supportdesk@sdstate.edu Administration Building 131

**Technical Requirements:** <https://d2l.sdbor.edu/shared/sdsu/require.htm>

**ADA Statement**: South Dakota State University strives to ensure that physical resources, as well as information and communication technologies, are reasonably accessible to users in order to provide equal access to all. If you encounter any accessibility issues, you are encouraged to immediately contact the instructor of the course and the Office of Disability Services (Phone: 605-688- 4504; Fax: 605-688-4987; E-mail: Nancy.Crooks@sdstate.edu or SDSU.Disabilityservices@sdstate.edu; Address: Room 271, Box 2815, University Student Union, Brookings South Dakota 57007), which will work to resolve the issue as quickly as possible. Please note: if your home institution is not the institution you are enrolled at for a course (host institution), then you should contact your home institution’s Office of Disability services. The disability services at the home and host institution will work together to ensure your request is evaluated and responded.

Undergraduate Class Attendance Policy**:**

Students can access this asynchronous, online course through D2L. Students are expected to log in to D2L to complete assignments by the due dates and use proper Netiquette at all times. Please visit the [Student Success Videos](https://www.sdstate.edu/continuing-distance-education/student-success-videos#netiquette) for guidance on being successful in online courses and the Netiquette guidelines. Attendance is expected for this online class. Students are expected to "log in” and **"participate"** a minimum of one (1) time per week for class. Remember that just logging in is not the same as "logging in and participating". The student is highly encouraged to log in and access the Start Here! area of the course the first day of the semester.

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.

Students will be accountable for meeting all deadlines and meaningful engagement during asynchronous course delivery. 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 during previously determined times 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%.**

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.

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

### 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.)

**Grading Response Times**: Insert text here

### 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 clinical sites, experiential learning opportunities, and/or online communication platforms.
* Coming prepared and engaging in learning activities in all clinical sites, experiential learning opportunities, and/or online communication platforms.
* Demonstrating timeliness by arriving on time for clinical sites, experiential learning opportunities, and/or online communication platforms.
* Maintaining professional written and oral communication with students, faculty, administrators, and in public settings.
* Demonstrating respectful behavior with and toward students, faculty, administrators, 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 advisors, faculty members, and other staff members.
* Following the CON dress code for clinical sites, experiential learning opportunities, and/or online communication platforms.
* 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.

Professional performance and behavior are integral to the nursing profession. As such, nursing students are expected to demonstrate professional behavior. Professional behavior includes but is not limited to demonstrating accountability for one’s own actions; being truthful and dependable; maintaining confidentiality; acting respectfully toward others; and demonstrating a commitment to one’s own nursing education and nursing professional standards.

Grading Standards:

The Undergraduate Nursing Department course grading scale is as follows:

* A = 92 to 100%
* B = 84 to <92%
* C = 76 to <84%
* D = 68 to <76%
* F = <68%

Percentages, points, and point fractions will not be rounded for any exam, assignment, or course total.

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.

### Tentative Course Outline:

Insert here

### Course Assignments and Points Distribution:

| Assignments | Outcomes Assessed | Points | Due Date |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | ***Total Exam Points*** | ***Specify total exam points*** |  |
|  | **Total Course Points** | **Specify total course points** |  |

Assignments must be turned in on time unless an extension has been requested in writing and approved by the responsible faculty member prior to the due date and time. If prior arrangements for an approved extension have not been made, late assignments will be accepted and scored for points up to 48 hours after the due date and time. If scored below 76% of total possible points, the student will receive the points earned for the assignment. If scored at 76% or greater, the maximum that will be recorded is 76% of total possible points. Late assignments submitted more than 48 hours after the due date and time without a prior approved extension will receive a zero.

**Respondus Lockdown Browser with Webcam:** South Dakota State University College of Nursing utilizes Respondus Lockdown Browser with Webcam to proctor exams in this course. A part of the test security is the utilization of a room scan and continuous video and audio recording during the exam. If the student does not approve the use and recording of the room scan in relation to exams taken in this course, they will notify their instructor and need to secure a testing location that is approved by the SDSU College of Nursing. Any costs incurred are the responsibility of the student.

**SDSU College of Nursing Diversity Statement:** Diversity encompasses all characteristics that comprise each unique individual. These characteristics include but are not limited to socio-economic status, geographical location, cultural and educational background, gender identity, sexual orientation, and overall life experience. The College of Nursing believes and embraces how diversity enhances the student learning environment and strengthens collaborative relationships. We recognize and welcome the value of diversity among nurses as well as individuals seeking to become future nurses. We regard these characteristics as important assets in creating a diverse healthcare workforce, reflective of the people nurses serve thus working to create a healthier region, nation, and world.

Freedom in Learning:Under Board of Regents and Regental Institutions policy, student academic performance may be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards. Discussion and debate are critical to education and professional development. Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled. Students who believe that an academic evaluation reflects prejudiced or capricious consideration of student opinions or conduct unrelated to academic standards should contact their home institution to initiate a review of the evaluation.

**Academic Dishonesty and Misconduct:** Cheating and other forms of academic dishonesty and misconduct run contrary to the purposes of higher education and will not be tolerated. Academic dishonesty includes, but is not limited to, plagiarism, copying answers or work done by another student (either on an exam or an assignment), allowing another student to copy from you, and using unauthorized materials during an exam. The Regental Institution’s policy and procedures on cheating and academic dishonesty can be found in SDSU Policy 2:4 and the governing Board of Regents policies can be found in BOR Policy 2:33 and BOR Policy 3:4. The consequences for cheating and academic dishonesty are outlined in policy.

**Complaint Procedure and Academic Appeals:** South Dakota State University’s primary objective is to assist students in meeting their academic goals through a positive and rigorous academic experience. In the case that a student has a concern, the University’s [procedures](https://www.sdstate.edu/office-dean-students/concerns-and-complaints) should be followed to address these concerns and/or complaints. [Policy 2:4](https://www.sdstate.edu/sites/default/files/Student%20Academic%20Misconduct%20and%20Academic%20Appeals.pdf) outlines procedures for academic appeals.

### 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.

### Acceptable Use of Technology

While Regental Institutions strive to provide access to computer labs and other technology, it is the student’s responsibility to ensure adequate access to the technology required for a course. This may include access to a computer (not Chromebooks, iPads, etc.), webcam, internet, adequate bandwidth, etc. While utilizing any of the information technology systems students, faculty and staff should observe all relevant laws, regulations, [BOR Policy 7.1,](https://www.sdbor.edu/policy/Documents/7-1.pdf) and any institutional procedural requirements.

### Emergency Alert Communication

### In the event of an emergency arising on campus under [BOR Policy 7:3,](https://www.sdbor.edu/policy/documents/7-3.pdf) your Regental Home Institution will notify the campus community via the emergency alert system. It is the responsibility of the student to ensure that their information is updated in the emergency alert system. The student’s cell phone will be automatically inserted if available and if not, their email address is loaded. Students can at any time update their information in the student alert system.

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

[Hilton M. Briggs Library APA Guide](http://libguides.sdstate.edu/c.php?g=582180&p=7193375)

[Wegner Health Sciences Library](https://www.usd.edu/Academics/Libraries/Wegner-Health-Sciences-Library)

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

**Student Success Services and Supports:** Information about student success services and supports, including tutoring and supplemental instruction, can be found at the [Wintrode Student Success and Opportunity Center website](https://www.sdstate.edu/wintrode).

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.

### Technical Support for Elsevier Evolve and Pageburst:

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

### 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)](https://www.aacnnursing.org/Education-Resources/AACN-Essentials)

### Courses that must meet online review criteria will utilize links and statements as follows:

1. [Quality Assurance for Internet and Blended/Hybrid Courses Policy](http://www.sdstate.edu/policies/upload/Quality-Assurance-Policy.pdf)
2. [Online Course Review Rubric](https://insidestate.sdstate.edu/technology/infotech/Units/IDS/Documents/QUALITY%20ASSURANCE%20REVIEW%20RUBRIC%20%282015%29.pdf)

3. [Hybrid Course Review Rubric](https://insidestate.sdstate.edu/technology/infotech/Units/IDS/d2l/Documents/How%20To%20Pages/Hybrid%20Review%20Rubric.pdf)