# [UNDERGRAD THEORY 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.

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. 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.

You may purchase the required textbooks through the eBook package, billed to your student account, with First Day access. Follow the book order link provided to you in the D2L course.

However, you have the choice of opting-out of the eBook package and purchasing the required textbooks from the vendor of your choice. Students, choosing to opt-out must do so by the deadline which is “census day” or the last day to add and drop courses.  If you are opting out, please refer to Nurs 112 for textbook details, e.g., ISBN number, required edition, etc.

If you do not opt-out of eBooks by the deadline, you will receive and be charged for the entire package.

### Required Supplemental Materials:

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

**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](mailto:Nancy.Crooks@sdstate.edu) or [SDSU.Disabilityservices@sdstate.edu](mailto: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**:** SDSU’s [general class attendance policy,](https://www.sdstate.edu/sites/default/files/2017-07/Class-Attendance.pdf) as stated in

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

Students missing lecture are responsible for obtaining information and assignments.  If an exam is missed related to an excused absence, the same or alternative exam will be completed on the date and time arranged between the student and faculty member.  **A student who does not take an exam at the scheduled time due to an unexcused absence must notify the faculty member within 48 hours to be allowed to take the exam.  The student will receive the grade earned if below 76%. If scored at 76% or greater, the maximum that will be recorded is 76% of total possible points. Failure to notify the faculty member of an unexcused absence within 48 hours will result in a zero on that exam.  This does not include ATI proctored assessments.**

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.)

### 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, Healthcare Simulation Center Policy Handbook, 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, and on-campus clinical experiences (simulation & skills lab).
* Coming prepared and engaging in learning activities in all classroom, clinical, and on-campus clinical simulation experiences (simulation & skills lab).
* Demonstrating timeliness by arriving on time and adhering to assignment due dates for all classroom, clinical, 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, SSH Code of Ethics, Standards of Practice, Healthcare Simulation Standards of Best Practices™, 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, Healthcare Simulation Center, and clinical agency(s) dress code for classroom, clinical, and on-campus clinical (simulation & skills lab) 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.

Professional performance and behavior are integral to the nursing profession. As such, nursing students are always 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.

When poor performance or unprofessional behavior is identified, the performance improvement plan (PIP) process will be initiated by the instructor (as outlined in the UG student handbook). The faculty member will work with the student to correct the performance or behavior. If the student continues to demonstrate poor performance or unprofessional behavior, as evidenced by failed resolution of a PIP or repeated poor performance or unprofessional behavior issues, consequences may range from a course grade reduction of at least 5% of the final course grade up to dismissal from a course or from the nursing program.

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.

Students must earn a 76% average on exams in all nursing courses (except Pathophysiology) to progress to the next semester of the major. If a student does not achieve this exam average, the student cannot receive higher than a D in the course. If the exam average is above 76%, the scores from quizzes and other assignments will be added to the exam score to determine the final grade.

[Insert this statement if applicable to course: “Also note that some courses may require a 76% on major assignment(s) in order to progress to the next semester.”]

### Tentative Course Outline:

Insert here

### Course Assignments and Points Distribution:

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

Alternative learning experiences (assignments, quizzes, presentations, etc.) 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.

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

**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.

(The following statement MUST be included in syllabi of theory courses that administer ATI assessments):

ATI Assessment: This course includes ATI proctored assessments. Please refer to the ATI Protocol posted in D2L.

(The following statements MUST be included in syllabi of theory courses that contain a lab component).

**Lab Attendance Statement:** Lab attendance is required and is part of on-campus clinical.  The definition of an official excused absence is provided in the SDSU Undergraduate Catalog.  Students must contact the instructor by email as early as possible prior to the start time of lab if unable to attend.  Attendance in lab is required for students during their assigned time. Failure to notify the instructor will initiate a Performance Improvement Plan.  Active learning activities may be assigned and are due at the end of the laboratory time.

An unexcused absence from lab will initiate a Performance Improvement Plan as identified in the College of Nursing Accountability Performance Standards statement within syllabus.  Any absence from lab will require that the student make up the missed lab hours and assignments. For an unexcused absence, the student will be billed by the College of Nursing for payment for the makeup lab 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 lab makeup within twenty-four hours (M-F) after the absence.

SDSU clinical uniforms will be required for all skills lab sessions and validations. If a special procedure requires a different dress code due to safety or realism, then an announcement will be made by the course instructor.

Theory courses that include a lab component must also include a validation statement (tailored to meet the needs of each program site) that includes scoring expectation and approach to unsuccessful completion of skills.

**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](https://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

## V**eterans 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.

Late to Class statement (the following paragraph is suggested to be added to course syllabi and can be modified to fit expectation of the instructor (i.e., the times below are flexible):

All members of the class should make every effort to arrive on time. In the event that I am going to be late, due to circumstances beyond my control, I will, if possible, notify the department and ask that someone be sent to apprise you of the situation. If such notification is not possible, please remain in the class for \* minutes beyond the scheduled start time. If I have not yet arrived, and if no emissary of the department has informed you otherwise, class will be cancelled and you will be free to leave.

\*Recommended times: 15 minutes for a 50-minute class; 25 minutes for a 75-minute class.

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.

Recording of Classroom Lectures: Unless written permission from the class instructor has been obtained and all students in the class, as well as guest speakers, have been informed that audio and/or video recording may occur, the University prohibits the recording and transmission of classroom lectures and discussions by students. See policy <http://www.sdstate.edu/policies/upload/Recording-of-Classroom-Lectures.pdf>

### 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)

**SSH Code of Ethics (Simulation):**

<https://www.ssih.org/SSH-Resources/Code-of-Ethics>

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

[American Association of Colleges of Nursing](https://www.aacnnursing.org/portals/42/publications/baccessentials08.pdf)

Calculations:The ability to perform medication calculation, such as dimensional analysis (DA), is a key part of medication administration. Students must achieve a 90% on the medication calculation competency quiz, worth 10 points. Students will be awarded the points they receive on the initial medication calculation quiz, however, will be given additional quizzes until a 90% competency is achieved. Students should receive the score they earn on their initial attempt.

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

1. Other Materials-- additional sections to syllabus if needed (i.e. Professionalism).
2. 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](mailto:sdsu.supportdesk@sdstate.edu) Administration Building 131
3. Technical Requirements: <https://d2l.sdbor.edu/shared/sdsu/require.htm>
4. E-mail Response Times: Click here to enter text.
5. Grading Response Times: Click here to enter text.
6. [Quality Assurance for Internet and Blended/Hybrid Courses Policy](http://www.sdstate.edu/policies/upload/Quality-Assurance-Policy.pdf)
7. [Online Course Review Rubric](https://insidestate.sdstate.edu/technology/infotech/Units/IDS/Documents/QUALITY%20ASSURANCE%20REVIEW%20RUBRIC%20(2015).pdf)

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