# [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 |
| --- | --- | --- | --- |
| *Name* | *Site* | *Phone* | *Email* |
| *Name* | *Site* | *Phone* | *Email* |
| *Name* | *Site* | *Phone* | *Email* |
| *Name* | *Site* | *Phone* | *Email* |
| *Name* | *Site* | *Phone* | *Email* |

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.

You may purchase the required text books 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.

Compliance:  
If compliance documents are missing in CastleBranch or Exxat, students will not be allowed to participate in clinical experiences, including on-campus lab and simulation with each absence considered unexcused. This rule also applies to any compliance documents that require renewal throughout the course of the program.

Students who are not in compliance will be notified by SDSU Nursing Compliance the second working day of each week. All items must be in the compliance platform (CastleBranch or Exxat) and approved by Friday at noon in order to attend clinical at any time during the following week, regardless of the day and/or clinical experience. This includes all on-campus clinical (simulation and lab) and any off-campus experiences. Any absence from on-campus and off-campus clinical due to incompliance will be considered an unexcused absence. [Billing procedure for unexcused absences](https://www.sdstate.edu/nursing/nursing-handbook-section-2-policies-procedure-and-guidelines#billing) will occur when students are out of compliance.

Clinical Attendance Statement: Clinical attendance, including on-campus clinicals (simulation & skills lab) 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.

### 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, 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, off-campus clinical, and on-campus clinical (simulation & skills lab).
* Coming prepared and engaging in learning activities in all classroom, off-campus clinical, and on-campus clinical (simulation & skills lab) experiences.
* Demonstrating timeliness by arriving on time and adhering to assignment due dates for all classroom, off-campus clinical, and on-campus clinical (simulation & skills lab) experiences.
* Maintaining professional written and oral communication with students, faculty, administrators, clinical agency employees, and in public settings.
* Demonstrating respectful behavior 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 advisors, faculty members, and other staff members.
* Following the CON dress code for classroom, off-campus 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.
* Continuously maintaining all compliance requirements in CastleBranch.

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.

When poor performance or unprofessional behavior is identified, the PIP process may be initiated by the Faculty of Record (as outlined in the College of Nursing 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, 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.

**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 | 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 Points Possible** | Specify Total # |  |

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.

**On Campus Clinical, Skills Lab**: Unauthorized removal of equipment from the Healthcare Simulation Center without approval will result in a verbal warning for the first occurrence. For each subsequential unauthorized removal of supplies, there will be a 5-point deduction from the total course grade.

**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 Statement:** 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](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

(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.

## 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/)

### 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.