**Pacific Lutheran University School of Nursing**

**GNUR XXX: Course Name**

**Semester Year**

**Course Description {*delete these comments before publishing for students: The Course Description may not be changed}***:  Catalog language course description goes here

**Credit hours:** X (\_\_ didactic, \_\_\_lab,\_\_\_seminar, \_\_\_\_\_clinical \_\_\_\_\_practicum)

**Learning Outcomes{*delete these comments before publishing for students: The Course Learning Outcomes may not be changed}*:**

1. Catalog language, approved learning outcomes (indicate corresponding program outcomes, DNP essentials, NTF criteria in parentheses)

2. These learning outcomes cannot be changed (indicate corresponding program outcomes, DNP essentials, NTF criteria in parentheses)

3. Any desired changes must be submitted to the program coordinator, approved by the program faculty, submitted to CIC and approved, Submitted to SNO and approved, then submitted to University EPC for approval. (indicate corresponding program outcomes, DNP essentials, NTF criteria in parentheses)

4. Substantial changes must also be submitted to the State and CCNE. (indicate corresponding program outcomes, DNP essentials, NTF criteria in parentheses)

**Class Schedule and Classroom**

Schedule: Day of the week, time (eg 0900-1200)

Location: Building Room number

Online Classroom (as needed):

**Faculty Information**

Lead Faculty title and name

Email:

Phone:

Office location:

Office hours:  Days of the week and times

Faculty title and name

Email:

Phone:

Office location:

Office hours:  Days of the week and times

**Instructional Materials and Technologies *{delete any headers that are not required}***

**Required:**

Books:

Example: Colyar, M. R. (2020). Advanced practice nursing procedures. 2ed. New York: Springer Publishing.

Electronic/Online resources:

Example: Subscription/purchase of Derm for Primary Care. <https://dermforprimarycare.com/>

**Recommended:**

**Optional:**

**Other Readings:**

Other course materials and readings will be made available in Sakai, in class, or independently through the student’s own readings.

**Evaluation Methods**

Activity Category XX%

            Activity 1 (X%)

            Activity 2 (X%)

Activity Category YY% Key assignment

Activity 1 (Y%)

Activity 2 (Y%)

Activity Category ##

Clinical (P/F)

Professionalism

 Typhon Hours (%)

 Course Eval (%)

 etc. (%)

{We discourage offering Extra Credit in Graduate Level Courses}

{Key assignments recommendations 1-2 for 1-2 credit course, 2-3 for 3+ credit course}

**Final Course Grade**

A minimum grade of “B-” is required to pass all graduate nursing courses. Students must maintain an overall GPA of 3.00 or risk Academic Probation and removal from School of Nursing.  No rounding of grades will be done.

Calculation of grades will be based on the PLU School of Nursing grading scale as specified below.

4.00   94-100 = A         3.00   84-86.9 = B           2.00   71-75.9 = C          1.00   62 – 64.9 =D

3.67   90- 93.9 = A-      2.67   80-83.9 = B-          1.67   68-70.9 = C-        0.67   59 – 61.9 =D-

3.33   87-89.9 = B+      2.33   76-79.9 = C+         1.33   65-67.9 =D+        0.00   58.9 & below =E

**Late Assignments:**All assignments will have X% of the assignment grade subtracted for every day it is late.  Assignments overdue by 3 days (72 hours) will not be accepted and the grade assigned will be zero. Absences from class do not alter established due dates. No assignments are considered collaborative unless so designated by the instructor. ​ Collaborating on an assignment that is designed to be done independently will result in a grade of zero (0) and considered a breach of academic integrity.

**Professionalism –**Unprofessional behavior will adversely affect course grades without regard to objective test scoring.  Serious breaches of professional behavior may result in dismissal from the course and/or the School of Nursing or the University.

**Course Content and Schedule**

**Use this area to list the content for the course (unless a schedule is here). Ex: Asthma, Otitis Media; Depression, Anxiety; qualitative data, quantitative data**

**See Course Schedule/Sakai {or include the schedule as below - choose one or the other} (schedule is considered part of the syllabus and must be published before class starts)**

|  |  |  |
| --- | --- | --- |
| **Week/ Date** | **Content outline/Topics** | **Required Reading/Assignments** |
| **WEEK 1****Class date** | Course Introduction & Syllabus ReviewCourse content for this week (If co-taught, you can annotate each instructor responsible for this content in parentheses)  | Required reading, homework and other learning activities for each week goes here |
| **WEEK 2****Class date** | Course content for this week (If co-taught, you can annotate each instructor responsible for this content in parentheses) | Required reading, homework and other learning activities for each week goes here |
| **WEEK 3****Class date** | Course content for this week (If co-taught, you can annotate each instructor responsible for this content in parentheses) | Required reading, homework and other learning activities for each week goes here |
| **WEEK 4****Class date** | Course content for this week (If co-taught, you can annotate each instructor responsible for this content in parentheses) | Required reading, homework and other learning activities for each week goes here |
| **WEEK 5****Class date** | Course content for this week (If co-taught, you can annotate each instructor responsible for this content in parentheses) | Required reading, homework and other learning activities for each week goes here |
| **WEEK 6****Class date** | Course content for this week (If co-taught, you can annotate each instructor responsible for this content in parentheses) | Required reading, homework and other learning activities for each week goes here |
| **Week 7****Date** |    **Mid-Semester Break – No Class**(Annotate any breaks or holidays) |  |
| **WEEK  8****Class date** | Course content for this week (If co-taught, you can annotate each instructor responsible for this content in parentheses) | Required reading, homework and other learning activities for each week goes here |
| **WEEK 9****Class date** | Course content for this week (If co-taught, you can annotate each instructor responsible for this content in parentheses) | Required reading, homework and other learning activities for each week goes here |
| **WEEK 10****Class date** | Course content for this week (If co-taught, you can annotate each instructor responsible for this content in parentheses) | Required reading, homework and other learning activities for each week goes here |
| **WEEK 19****Class date** | Course content for this week (If co-taught, you can annotate each instructor responsible for this content in parentheses) | Required reading, homework and other learning activities for each week goes here |
| **WEEK 12****Date** | **Holiday – No Class**(Annotate any breaks or holidays) |  |
| **WEEK 13****Class date** | Course content for this week (If co-taught, you can annotate each instructor responsible for this content in parentheses) | Required reading, homework and other learning activities for each week goes here |
| **WEEK 14****Class date** | Course content for this week (If co-taught, you can annotate each instructor responsible for this content in parentheses) | Required reading, homework and other learning activities for each week goes here |
| **Week 15** |  FINALS WEEK | Place information about Finals here |
|  | **Have a Great Holiday!!!!!** |  |

**Time**: (time is based upon Carnegie rules of 2 hours per credit hour per week)

Reading of professional materials (books, journals, etc.) is an integral aspect of role development.  Although individual time spent on course material may vary, it is recommended that students spend a minimum of \_\_\_ hours weekly outside of class time reviewing materials related to assigned readings, clinical topics, and professional issues associated with this course. This time commitment includes readings, assignments, and is not inclusive of actual classroom time. Clinical preparation may take additional time.

**Course Policies**

Students are expected to notify the faculty if there is an emergency and they are not able to attend class. Class participation points may be deducted for every class missed. Multiple absences (greater than 2) may warrant a Performance Progression Alert.
Students are requested to be in class on time. The student has the responsibility to obtain class notes and announcements made during the missed class from classmates. Students are responsible for all content including schedule changes that occur in class, even if they are not present.
Communication between student and faculty should occur via the university e-mail system and addresses. E-mail sent by a non-PLU address might be discarded as SPAM.
To show respect to student peers and the instructor, it is required that *all cell phones and audible beepers* be turned off during the class period. Laptops and tablets may be used for class, but students are expected to refrain from accessing non-course materials and sites during the class time (Facebook, shopping, etc.).

**Labeling of Files**

Electronic Files for assignments should be submitted in Word and labeled in the following format: *Last Name*\_*NURS 755\_Assignment name.* Example: Smith\_NURS 755\_Progress Report

**Center for Student Success**

Nursing students may access the Nursing Tutor at the Center for Student Success located on the first floor of the Library.

**Writing Center**The Writing Center, located within the Center for Student Success (Library first floor), can assist you in writing your papers by developing an outline, revising drafts, and demonstrating academic integrity. Students are expected to make use of the writing center independently and proactively, as needed to improve writing skills at all levels.

**Help Desk**The Help Desk can assist you with your laptop computer. PLU provides free antivirus software for all students (www.plu.edu/anti-virus). All computers on campus must have functional antivirus software before a computer can be connected to the network.

**Student Care Network**

PLU has established the Student Care Network (SCN) to work with students and partners for a successful academic, social, and emotional experience at PLU. Students, faculty, and staff can submit a Care Form (available on the main page of the PLU web-site under ePass) if they have concerns (academic, emotional, physical or social) related to the well-being of a PLU student. The SCN will work with campus partners to support a culture of care and response for all community members. Please go to: http://www.plu.edu/srr/student-care-network to learn more or to submit a report.

**Library**

The Mortvedt Library Services website is your portal to the PLU library collection. You can search our library catalog, online databases, indexes, and encyclopedias, and access most of our periodical collection online. Other library services include: Inter-Library Loan, Computer labs, Study rooms, The Writing Center, and Help Desk

###### **Academic Integrity**

PLU’s expectation is that students will not cheat or plagiarize, and that they will not condone these behaviors or assist others who plagiarize. Academic misconduct not only jeopardizes the career of the individual student involved but also undermines the scholastic achievements of all PLU students and fails to reflect the mission of this institution. Students are responsible to do their own work, thereby ensuring the integrity of their academic records. The most common forms of dishonesty are cheating and plagiarism. Cheating includes, but is not limited to, submitting material that is not yours as part of your course performance, such as copying from another student’s exam or allowing another student to copy from your exam. Plagiarism includes, but is not limited to, directly quoting the words of others without using quotation marks or indented format to identify them. Because plagiarism involves a misrepresentation of principles and processes fundamental to the integrity of the university, matters of plagiarism are taken very seriously. If you are unsure about something that you want to do or the proper use of materials, please ask your course instructor for clarification.

**Breaches in academic integrity** can significantly alter your course grade; result in a **failure** for the course and/or **dismissal** from the School of Nursing. Faculty members determine grades within a course, but issues of integrity are frequently referred to the SON Recruitment, Admissions and Progression (RAP) Committee for additional review and action. Additionally, the University’s Academic Dishonesty Hearing Panel may be utilized.

**Office of Accessibility and Accommodation**We are committed to supporting the learning of all students in our class. If you have already registered with the Office of Accessibility and Accommodation (OAA), please meet with your chair early in the course to discuss, plan, and implement your accommodations in the course. If you have a documented disability that requires reasonable accommodations, please contact the OAA at 253-535-7073 or oaa@plu.edu.

**Campus Ministry**

Campus Ministry is a community that welcomes, celebrates and engages the diverse spiritual and faith traditions of PLU students, staff and faculty members. Our office suite (AUC 190) is a place to study, connect, and relax. You can also check in with Pastor Jen Rude or Miss Melannie Denise Cunningham for care and support.  Pastor Jen is one of PLU’s Confidential Resources.
PLU’s **Food Pantry** for any form of food insecurity is located in the Campus Ministry office and accessible via your Lute Card.

For quiet, private space to pray or meditate, use your Lute Card to swipe into our Multi-Faith Meditation & Prayer Space (AUC 205).

**Mental Health & Wellness Resources**

We all may experience a range of mental health issues that can impact our life in all varieties of ways. These might include anxiety, high levels of stress, alcohol/drug problems, strained relationships, feeling down, or loss of motivation. PLU’s Counseling Center is here to help you with these or other issues you may experience. You can learn about the free, confidential mental health services available on campus by calling 253-535-7838, visiting <https://www.plu.edu/chws/> or emailing counseling@plu.edu. For urgent mental health support at any time, contact the Counseling Center Crisis Line at 253-535-7075. Help is always available.

Additionally, [Lute Telehealth](http://www.plu.edu/lute-telehealth) is a resource for you that expands access to mental health and medical care by providing free on-line or phone-based services 24/7/365 from licensed mental health providers, health coaches, and nurse practitioners.

Finally, the [Couple and Family Therapy Center](https://www.plu.edu/mft/the-couple-and-family-center/) (part of PLU’s Marriage and Family Therapy program) offers affordable, high-quality care to individuals, couples, and families, including PLU students, using the latest advances in the field.

In addition to direct mental health service, PLU provides referrals for students in search of longer term (more than 6-8 sessions) or specialized mental health care to community mental health providers via [Thriving Campus](https://plu.thrivingcampus.com/).

**Religious Accommodations**

We will make every effort to provide reasonable accommodations for all students who, because of religious observances, may have conflicts with scheduled exams, assignments, or required attendance in courses. Please review the course schedule at the beginning of the semester to determine any such potential conflicts and let your chair know about the need for religious accommodations. While we are happy to provide such accommodations, we understand that asking a faculty member for assistance can be intimidating; if that’s the case, you can contact PLU’s University Pastor Jen Rude (rudejl@plu.edu or 253-535-7465) for support in making this request.

#### **Health Directives**

All students and campus employees must follow university health directives. If those directives change during the term, we will be sure to share them with the class so we can discuss what the changes mean for our particular course. If this is a clinical course, faculty and students must comply with the health directives of any clinical site they are assigned.

Language for Other items (as appropriate to the course):

**Tips for ZOOM synchronous classes Optional and recommended to be placed in Sakai for specific courses.**

* Mute your microphones!
To help keep background noise to a minimum, make sure you mute your microphone when you are not speaking.
* Be mindful of background noise
When your microphone is not muted, avoid activities that could create additional noise, such as shuffling papers.
* Position your camera properly
If you choose to use a web camera, be sure it is in a stable position and focused at eye level, if possible. Doing so helps create a more direct sense of engagement with other participants.
* Limit distractions
You can make it easier to focus on the meeting by turning off notifications, closing or minimizing running apps, and muting your smartphone.
* Avoid multitasking
You'll retain the discussion better if you refrain from replying to emails or text messages during the meeting and wait to work on that PowerPoint presentation until after the meeting ends.
* Prepare materials in advance
If you will be sharing content during the meeting, make sure you have the files