ALL INFORMATION IN THIS SYLLABUS IS SUBJECT TO THE WRITTEN POLICIES AND PROCEDURES OF THE SCHOOL OF NURSING, STEPHEN F. AUSTIN STATE UNIVERSITY, NACOGDOCHES, TEXAS.

IN THE CASE OF COMMISSION, OMISSION, AMBIGUITY, VAGUENESS, OR CONFLICT, THE POLICIES AND PROCEDURES OF THE SCHOOL OF NURSING SHALL CONTROL.

EACH STUDENT SHALL BE RESPONSIBLE FOR ACTUAL AND/OR CONSTRUCTIVE KNOWLEDGE OF THE POLICIES AND PROCEDURES OF THE SCHOOL OF NURSING AND FOR COMPLIANCE THEREWITH.

THE STUDENT IS RESPONSIBLE FOR ALL INFORMATION IN THIS SYLLABUS.

This syllabus is provided for information purposes only.
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Office Hours: Monday 8-10, Tuesday 1-3, Wednesday 8-12 and by appointment

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Department: Nursing  
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Phone: 936-468-7717  
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Office Hours: Mondays: By appointment for my 305 students; Tuesdays: 1030 – 11:30, 1-4pm; Wednesdays: 1:30 – 4:30pm; Thursdays: 1030 – 11:30 and by appointment; Fridays: By appointment

Class Meeting Time and Place: All Sections will meet on Mondays. Times and class rooms will vary. Please check the schedule for times and meeting rooms for your sections. Your section for NUR 305 will coincide with your Assessment class sections.

Required


Recommended

All books required by NUR 308.

All books required by NUR 306.

A Medical dictionary

Course Description
This is a two-hour required prerequisite course designed to aid the nursing student with exploring the profession of nursing. The emphasis for this course is to explain the use of critical thinking,
study skills, pertinent to nursing courses, and mathematical strategies for medication dosages. Several other topics to be covered are nursing theory, history, roles, ethics, medical terminology, and the healthcare system as a whole.

**Number of Credit Hours**
2 credit hours (2 lecture). This course typically meets once a week for 1.5 hours per day for 15 weeks. This course is designed to augment the other first semester classes. Most of the work for this course will be completed during the class time with some reading required before class. There may be a couple of assignments to be completed outside of class. Students have weekly reading assignments and weekly online quizzes. There are numerous learning activities available online to aid with their studying.

**Course Prerequisites and Co-requisites**
Prerequisites: Admission to the school of nursing.
Co-requisites: None

**Program Learning Outcomes**
Graduates of the program will:
1. Apply knowledge of the physical, social, and behavioral sciences in the provision of nursing care based on theory and evidence-based practice.
2. Deliver nursing care within established legal and ethical parameters in collaboration with clients and members of the interdisciplinary health care team.
3. Provide holistic nursing care to clients while respecting individual and cultural diversity.
4. Demonstrate effective leadership that fosters independent thinking, use of informatics, and collaborative communication in the management of nursing care.
5. Assure responsibility and accountability for quality improvement and delivery of safe and effective nursing care.
6. Serve as an advocate for clients and for the profession of nursing.
7. Value continuing competence, growth, and development in the profession of nursing.

**General Education Core Curriculum Objectives/Outcomes**
None

**Student Learning Outcomes**
1. Relate concepts and principles of the arts, sciences, humanities, and nursing as a source for introducing students to the nursing profession.
2. Describe nursing roles, practice settings, the interdisciplinary team, traditions, and the historical progression of nursing as a profession.
3. Explain the nurse's responsibility and accountability in providing client care.
4. Identify moral, ethical, economic, political, and legal issues affecting nursing practice.
5. Examine how holistic, socio-economic, spiritual, and ethno-cultural characteristics of clients affect nursing care.
6. Relate the concepts of nursing process, critical thinking, and mathematical strategies for medication administration to nursing care.
7. Develop professional communication skills.

**Differentiated Essential Competencies (DEC’s)**
The Richard and Lucille DeWitt School of Nursing prepares graduates to demonstrate the *Differentiated Essential Competencies of Graduates of Texas Nursing Programs Evidenced by Knowledge, Clinical Judgments, and Behaviors (DECs).* The competencies are based upon the preparation in the program of study. In nursing education, the DEC’s serve as a guideline and tool for curriculum development and revision, a tool for benchmarking and evaluation of the program, and statewide standard to ensure graduates will enter practice as safe and competent nurses. The DECs are incorporated into every course in the SON to ensure uniformity and continuity of standards. Please refer to the Texas BON website for additional information. [https://www.bon.texas.gov/pdfs/differentiated_essential_competencies-2010.pdf](https://www.bon.texas.gov/pdfs/differentiated_essential_competencies-2010.pdf)

**Course requirements:**
1. Class room work 20%
2. Quizzes (individual assignment) 20%
3. Ethical/Legal discussion (group assignment) 10%
4. Lab values paper (group assignment) 20%
5. Self-reporting 10%
6. Nursing Theory & History 20%

**Total course grade 100%**

Assignments must be submitted by the posted due date. A grade of zero will be given for late assignments unless arrangements have been made with the instructor prior to the due date. Grading criteria and due dates for assignment are posted on Brightspace.

**Grading Policy:**
It is necessary to obtain a grade pf 75 or higher in the class to pass this course. A class average below 75 constitutes failure.

(Nursing Policy No.25; [http://www.fp.sfasu.edu/nursing/studentpolicies.htm](http://www.fp.sfasu.edu/nursing/studentpolicies.htm)).

*Quizzes are meant to be secure; no printing, copying, or writing questions down for outside use is permitted.*

In the event of course failure, the student must petition the Student Affairs Committee to repeat the course and to remain in the program. See the School of Nursing policies relating to retention and progression.
Policy 66 (effective June 1, 2017) for all courses:

1. Rounding is confined to the final course grade.

   Grades on assignments, quizzes, and projects are recorded in the gradebook (BRIGHTSPACE) in their original form without rounding.

2. Final course grades are rounded to the closest whole number using the 0.5 math rule and using one decimal point to the right of the whole number. If the final course grade is not a whole number, the following rounding rules apply:
   
a. If the decimal attached to a whole number is 0.5 or greater, then round up to the next whole number (equal to or greater than 85.50 = 86)

   b. If the decimal attached to a whole number is less than 0.5, then round down to the previous whole number (equal to or less than 85.49 = 85).

3. The grading schedule for all Nursing Courses is as follows:

   89.5 – 100 = A
   79.5 – 89.4 = B
   74.5 – 79.4 = C
   Less than 74.5 = F

Assignments and Quiz Overviews:

Due Each Week

1. Class Room Work
   You will be responsible for participating in ALL CLASS ROOM activities; study skills, test taking skills, preparing for lecture and preparing for a test. Each of these exercises is developed to enhance your learning in nursing school and provide you with the tools to be successful. **This grade is awarded according to your signature on the sign in sheet and you active participation.**

2. Lecture
   You will need to review the posted PowerPoint and any notes or links included with the PowerPoint and/or found in the content area for that lesson. The information in the lectures will be tested on the quiz for that week. See the 305 Course Calendar and Brightspace for dates.

3. Quizzes
   Quizzes will be due by Sunday at 2359 of that week. The quiz will cover lecture and terminology/vocabulary content. On weeks where there is no lecture, the quiz will only
cover terminology content. The average of the quizzes will account for 20% of your grade. The number of questions will vary from quiz to quiz.

4. Ethical/Legal Discussion
You will be assigned groups in a face-to-face meeting. Your group will be given an ethical/legal scenario to discuss within the group and decide if the nurse acted in a legal and/or ethical manner. The group will then present their thoughts verbally to their course peers.

5. LATTE Paper (lab)
You will be divided into groups. Each group member will bring information about one of their patient clinical rotations each week and work on the LATTE form in class in groups, following the guidelines posted on Brightspace for this assignment. The assignment will also be discussed during class. See Grading Rubric in Brightspace.

6. Self-Reporting
The student is required to record the exam grades for all courses taken this semester on the form provided and drop the form in the drop box. The form is provided and located in BRIGHTSPACE. The form is to be submitted in the drop box after each test. The same form will be used throughout the semester. This form is meant to help us be informed of your progress and let us know if anyone needs help. We will not reteach course content. You need to consult with each course faculty for content understanding. We will help with study habits and test taking strategies.

7. Nursing History and Theory
TBA

Acceptable Student Behavior (University Policy)
Classroom behavior should not interfere with the instructor’s ability to conduct the class or the ability of other students to learn from the instructional program (see the Student Conduct Code, policy D-34.1). Unacceptable or disruptive behavior will not be tolerated. Students who disrupt the learning environment may be asked to leave class and may be subject to judicial, academic or other penalties. This prohibition applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc. The instructor shall have full discretion over what behavior is appropriate/inappropriate in the classroom. Students who do not attend class regularly or who perform poorly on class projects/exams may be referred to the Early Alert Program. This program provides students with recommendations for resources or other assistance that is available to help SFA students succeed.

Attendance Policy
Attendance is strongly encouraged, both face to face and online. Attendance will be considered when a student is in jeopardy of failing. Attending the course will increase the student’s
successful completion of the course. Makeup work for excused absences will follow university and SON policy.

**Being on Time**
Arrive 10 minutes prior to your expected time and be prepared to begin class. Leave plenty of time in case you encounter delays. Please tend to your personal needs prior to class or during lecture breaks. Pay close attention to the calendar for times.

**Expected Classroom Behaviors**

**Instructors’ Statement:**

As your instructors, we will provide the context and environment that supports your learning through a mindful, intentional curriculum that guides your investigations and education. By the end of the semester, you will have invested your time, energy, and resources in completing this course, and we want you to be successful. We expect you to be an involved member of this learning environment.

Know what is expected of you every day – read your syllabus and check Brightspace daily! Note all course obligations on your calendar and check your calendar daily. If you feel you are falling behind, please contact us immediately so we can develop a plan together. We welcome pertinent questions before, during, and after class as well as via Brightspace email or discussion boards. We believe that if one student has a question, others probably have the same issue but haven’t asked.

We consider texting, checking social networks, and surfing the internet during class disruptive behaviors. Leave your cell phone off and out of sight. This class requires engagement, and cell phones serve to detract from that engagement. Additionally, phones should be not only put away but on “silent” (NOTE: vibrate is NOT silent). If your phone is out and/or insight, rings, or vibrates, you will be asked to put it away, and you will be dismissed for the day. Once you are asked to leave, we will no longer consider you to be in class and will not accept any work after that point in time. If asked to leave, please do so quietly as not to disturb your classmates further.

**Mid-term and Drop Dates:** Refer to the University calendar.

**Academic Integrity and Honesty:** Academic integrity is a responsibility of all university faculty and students. Faculty members promote academic integrity in multiple ways including instruction on the components of academic honesty, as well as abiding by university policy on penalties for cheating and plagiarism.
**Definition of Academic Dishonesty:** Academic dishonesty includes both cheating and plagiarism. Cheating includes but is not limited to (1) using or attempting to use unauthorized materials to aid in achieving a better grade on a component of a class; (2) the falsification or invention of any information, including citations, on an assigned exercise; and/or (3) helping or attempting to help another in an act of cheating or plagiarism. Plagiarism is presenting the words or ideas of another person as if they were your own. Examples of plagiarism are (1) submitting an assignment as if it were one’s own work when, in fact, it is at least partly the work of another; (2) submitting a work that has been purchased or otherwise obtained from an Internet source or another source; and (3) incorporating the words or ideas of an author into one’s paper without giving the author due credit.

The University updated the definitions of, penalties for, and procedures to handle Academic Dishonesty in January 2017. This updated information can be found at [http://www.sfasu.edu/policies/4.1-student-academic-dishonesty.pdf](http://www.sfasu.edu/policies/4.1-student-academic-dishonesty.pdf)

**Withheld Grades:** ([http://www.sfasu.edu/registrar/143.asp](http://www.sfasu.edu/registrar/143.asp) Policy and Procedure Manual for Graduate students Policy #0)

Ordinarily, at the discretion of the instructor of record and with the approval of the academic chair/director, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F. If students register for the same course in future terms, the WH will automatically become an F and will be counted as a repeated course for computing grade point average. The circumstances precipitating the request must have occurred after the last day in which a student could withdraw from a course. Students requesting a WH must be passing the course with a minimum projected grade of a C.

**Students with Disabilities:** To obtain disability related accommodations, alternate formats and/or auxiliary aides, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, and Room 325, 468-3004/468-1004 (TDD) as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aides to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to [http://www.sfasu.edu/disabilityservices/](http://www.sfasu.edu/disabilityservices/)

**Communication with Instructors**

Instructor will communicate with students about the course through the use of Brightspace. Students are required to check this site at least three times a week (daily is recommended) for announcements and posted material and are responsible for information posted on Brightspace. Grades will be posted electronically. Students should use Brightspace email for any emails to faculty.

**Course Evaluations by Students**
Students will evaluate the course per SFASU School of Nursing Policy at the end of the semester.

**Online Sites:**

Brightspace: http://Brightspace.sfasu.edu

School of Nursing Policies:

http://www.sfasu.edu/academics/colleges/sciences-math/nursing/student-resources/student-policies
Unit Objectives:

Cross-Unit Objectives:
1. Define selected medical/nursing terms.
2. Incorporate medical/nursing terminology into own skill set.
3. Pronounce medical/nursing terminology correctly.
4. Reflect on successes and challenges as nursing students.
5. Develop critical thinking skills.
6. Improve application-style test-taking skills.

Unit 1:
Basic Laboratory Tests
1. Describe selected laboratory tests.
2. Discuss “normal” ranges vs. abnormal results.
3. Identify appropriate questions to ask patients based on lab results.
4. Describe teaching points for selected lab tests.

Unit 2:
Communication & Confidentiality
1. Discuss importance of therapeutic communication in health care.
2. Identify techniques for facilitating and blocking communication.
3. Discuss importance of confidentiality in health care.
4. Discuss HIPAA and its utilization in the health care setting.
5. Discuss and practice the importance of legally accurate documentation.

Unit 3:
Patient Education & Learning Styles
1. Describe learning styles.
2. Discuss importance of patient-centered, culturally-aware patient education.
3. Prepare patient education handouts over the disease process discussed in Health Assessment and utilize research principles learned in this section to develop project.

Unit 4:
Legal & Ethical Issues in Nursing
1. Describe several legal/ethical theories utilized in health care.
2. Discuss the role of the nurse in ethical/legal matters.
3. Define ethical legal terms.
4. Explore the ANA Nurses Code of Ethics.
**Unit 5:**
Research & Evidence Based Practice
1. Describe different types of research
2. Explore methods of locating peer-reviewed research
3. Define research terms
4. Demonstrate ability to evaluate website or resource
5. Describe importance of evidence based practice

**Unit 6:**
History & Nursing Theory
1. Define nursing theory.
2. Describe prominent nursing theorist and their theories.
3. Discuss nursing history and present nursing image.
# Course Calendar Nursing 305

*(All chapter assignments refer to Osuna (2014) text)*

<table>
<thead>
<tr>
<th>Date</th>
<th>Classroom (date/time)</th>
<th>Topics/Assignments</th>
<th>Due Dates and other comments!</th>
</tr>
</thead>
</table>
| **Week 1** (8/26) | Classroom 107 All Day | Syllabus Orientation  
Chapter 1 – Getting Ready & Study Skills  
Chapter 2 – Getting Organized  
Chapter 5 – Studying the *Straight A Way*  
Nurse Tim Exercises (Time and /Reading)  
Quiz 1: Syllabus Quiz (online) | **Bring your Syllabus and your Osuna text with you to class**  
Quiz opens Monday (8/26) at 1630 and closes on Sunday (9/1) at 2359 |
| **First Class** | 1030-1200 Group D  
1300-1430 Group C  
1430-1600 Group B  
1600-1730 Group A |                                           |                               |
| **Week 2** (9/2) | Classroom No 305 class today | In-class Experience  
SimChart hands on with N306 faculty – we donate our time!  
Terms: Gastrointestinal & Renal  
Quiz 2: Terms only | **No Nur 305 today!!!!!**  
Quiz opens at 0800 on Monday (9/2) and close at 2359 on Sunday (9/8). |
<table>
<thead>
<tr>
<th>Week 3</th>
<th>Classroom</th>
<th>Chapter 9 Test Taking Strategies: How to prepare for a test?</th>
<th>Bring your Osuna text with you to class</th>
</tr>
</thead>
<tbody>
<tr>
<td>(9/9)</td>
<td>1030-1200 Group D</td>
<td>Lecture: Powerpoint lecture on Brightspace</td>
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<tr>
<td>(107)</td>
<td>1300-1430 Group C</td>
<td>Terms: No Terms</td>
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<tr>
<td>(111/113)</td>
<td>1430-1600 Group B</td>
<td>Quiz: No Quiz</td>
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<td>(111/113)</td>
<td>1600-1730 Group A</td>
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<tr>
<td>Week 4</td>
<td>Classroom</td>
<td>Chapter 7 Be a Clinical Rockstar</td>
<td>Bring your Osuna text with you to class</td>
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<tr>
<td>(9/16)</td>
<td>1030-1200 Groups C and D</td>
<td>Chapter 11 – Make Time for Yourself Nurse Tim (Test Prep)</td>
<td>Quiz open at 0800 on Monday (9/16) and close at 2359 on Sunday 9/22)</td>
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<td></td>
<td>1430-1600 Groups B and A</td>
<td>Quiz 3: Lecture &amp; Terms</td>
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<tr>
<td>Week 5</td>
<td>Classroom</td>
<td>In-class Experience</td>
<td>Bring your Osuna text with you to class</td>
</tr>
<tr>
<td>(9/23)</td>
<td>1030-1200 Group D</td>
<td>Chapter 6 – Would You Like a LATTE with That?</td>
<td>Clinical start for Nurs 306</td>
</tr>
<tr>
<td>(107)</td>
<td>1300-1430 Group C</td>
<td>LATTE assignment discussion</td>
<td>Quiz opens at 0800 on Monday (9/23) and close at 2359 on Sunday (9/29)</td>
</tr>
<tr>
<td>(111/113)</td>
<td>1430-1600 Group B</td>
<td>Q&amp;A – test taking tips</td>
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<tr>
<td>(111/113)</td>
<td>1600-1730 Group A</td>
<td>Lecture: LATTE and Lab Terms: Respiratory</td>
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<td>Quiz 4: Lecture and Terms</td>
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<td>Week</td>
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<tr>
<td>Week 6</td>
<td>10:30-12:00</td>
<td>Group D</td>
<td>Test Review and test taking skills</td>
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<tr>
<td>(9/30)</td>
<td>13:00-14:30</td>
<td>Group C</td>
<td>Patient Education and Learning Styles</td>
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<tr>
<td>107</td>
<td>14:30-16:00</td>
<td>Group B</td>
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<tr>
<td>(111/113)</td>
<td>16:00-17:30</td>
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<td>Week 7</td>
<td>10:30-12:00</td>
<td>Group D</td>
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<td>13:00-14:30</td>
<td>Group C</td>
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<td>107</td>
<td>14:30-16:00</td>
<td>Group B</td>
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<td>(111/113)</td>
<td>16:00-17:30</td>
<td>Group A</td>
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<tr>
<td>Week 8</td>
<td>10:30-12:00</td>
<td>Group D</td>
<td>Test Review</td>
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<td>(10/14)</td>
<td>13:00-14:30</td>
<td>Group C</td>
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<td>107</td>
<td>14:30-16:00</td>
<td>Group B</td>
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<td>(111/113)</td>
<td>16:00-17:30</td>
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<td>Week 9</td>
<td>Monday 10/21</td>
<td>Lecture: Legal/Ethical Terms: Endocrine &amp; HEENT Quiz 7: Lecture and Terms</td>
<td>Quiz will open at 0800 on Monday (10/21) and will close at 2359 on Sunday (10/27)</td>
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<td>(10/21)</td>
<td>1030-1200</td>
<td>Group D</td>
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<td>1300-1430</td>
<td>Group C</td>
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<td>1600-1730</td>
<td>Group A</td>
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<td>Week 10</td>
<td>Classroom</td>
<td>In-class Experience Legal/Ethical group work assignment in class</td>
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<td>(10/28)</td>
<td>1030-1200</td>
<td>Group D</td>
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<td>(107)</td>
<td>1300-1430</td>
<td>Group C</td>
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<td>(111/113)</td>
<td>1600-1730</td>
<td>Group A</td>
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<td>Week 11</td>
<td>Monday 10/28</td>
<td>Lecture: Research &amp; Evidence-Based Practice Terms: Reproductive Quiz 8: Lecture and Terms</td>
<td>Quiz will open at 0800 on Monday (10/28) and will close at 2359 on Sunday (11/3)</td>
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<td>1030-1200</td>
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<td>1600-1730</td>
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<td>Week 12</td>
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<td>Lecture: History of Nursing &amp; Nursing Theory</td>
<td>Quiz will open at 0800 on Monday (11/4) and will close at 2359 on Sunday (11/10)</td>
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<td>1030-1200 Group D</td>
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<td>Terms: Integumentary</td>
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<td>Quiz 9: Lecture and Terms</td>
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<td>Week 13</td>
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<td>Lecture: History of Nursing &amp; Nursing Theory</td>
<td>Quiz will open at 0800 on Monday (11/11) and will close at 2359 on Sunday (11/17)</td>
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<td>Quiz 10: History and Theory of Nursing</td>
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<tr>
<td>Week 14</td>
<td></td>
<td>THANKSGIVING Break</td>
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<td>(11-25)</td>
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<tr>
<td>Week 15</td>
<td>Classroom</td>
<td>You are finished – please use all you learned to finish the semester smashingly!</td>
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<td>(12/2)</td>
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<tr>
<td>Week 16</td>
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<td>No Final in this Class</td>
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