Stephen F. Austin State University
DeWitt School of Nursing
Nursing Capstone Course
Course Number: NUR 4233
Clinical Sections: 010-014

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.
Faculty Contact Information

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            Tues: 1200-1400
            Weds: 1000-1200 & 1300-1500
            Thurs: 1000-1200
            Friday: By appointment

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            Tues: 1200-1400
            Weds: 1000-1200 & 1300-1500
            Thurs: 1000-1200
            Friday: By appointment

Please call in advance as times may vary due to committee obligations, lecture time, and clinical.
Calendar

All Capstone time is considered clinical; therefore, **attendance is mandatory for all activities**. Clinical absence policy applies for all capstone activities.

<table>
<thead>
<tr>
<th>Date/Time/Room</th>
<th>Activity/Assignment/Attire</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Aug. 24</strong> (Mon.): 1500-1700, Rm 115 and 107</td>
<td><strong>Orientation; Syllabus review</strong>&lt;br&gt;In Class: Orientation/syllabus review. Lab kits distributed.&lt;br&gt;Complete student information sheet in class.&lt;br&gt;Student: Bring a copy of syllabus to class to review. <strong>Bring receipt for HURST CODE from bookstore.</strong></td>
</tr>
<tr>
<td><strong>Aug. 25</strong> (Tues): 1300 -1600, Venipuncture Lab/SimLab (See specific schedule on D2L for your date/time)</td>
<td><strong>Venipuncture Lab</strong>&lt;br&gt;View Venipuncture Video on D2l. Wear scrubs; bring Venipuncture Check off sheet and venipuncture supplies (KIT), etc.</td>
</tr>
<tr>
<td><strong>Aug. 28-30</strong> (Friday-Sunday) 08 -1700, Location TBD, Lunch break included. Come at 0745 the first day.</td>
<td>HURST live on-campus review: Mandatory attendance&lt;br&gt;Bring a valid ID this day for Hurst to receive a review book.</td>
</tr>
<tr>
<td><strong>Sept. 1</strong> (Tues): <strong>1300-1530</strong>, Rm 115</td>
<td><strong>Hurst Specialty Videos</strong>: Pediatric Nursing&lt;br&gt;-Class: Med Calc. Quiz on D2L.</td>
</tr>
<tr>
<td><strong>Sept. 3</strong> (Thur.): 0830-1700 SIM lab <strong>Group C</strong> (See specific schedule on D2L for your date/time)</td>
<td><strong>Skills SIM</strong>&lt;br&gt;Watch videos on D2L as listed on the pre-SIM student instruction sheet located on D2L.&lt;br&gt;Wear scrubs, bring Lab kit (supplies), stethoscope, watch, pen, med book (IV and PO), etc.</td>
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<tr>
<td><strong>Sept. 4</strong> (Fri.): (Fri): 0830-1630, SIM lab Partial <strong>Group A &amp; Group B</strong> (See specific schedule on D2L for your date/time)</td>
<td><strong>Skills SIM</strong>&lt;br&gt;Watch videos on D2L as listed on the pre-SIM student instruction sheet located on D2L.&lt;br&gt;Wear scrubs, bring Lab kit (supplies), stethoscope, watch, pen, med book (IV and PO), etc.</td>
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<tr>
<td><strong>Sept. 8</strong> (Tues): 1400–1630, Rm115 and 111</td>
<td><strong>Hurst Specialty Videos</strong>: Maternity Nursing&lt;br&gt;-Class: No Quiz</td>
</tr>
<tr>
<td><strong>Sept. 11</strong> (Fri.): (Fri): 0830-1630, SIM lab Partial <strong>Group A &amp; Group B</strong> (See specific schedule on D2L for your date/time)</td>
<td><strong>Skills SIM</strong>&lt;br&gt;Watch videos on D2L as listed on the pre-SIM student instruction sheet located on D2L.&lt;br&gt;Wear scrubs, bring Lab kit (supplies), stethoscope, watch, pen, med book (IV and PO), etc.</td>
</tr>
<tr>
<td><strong>Sept. 15</strong> (Tues): 1400–1630, Rm115 and 111</td>
<td><strong>Hurst Specialty Videos</strong>: Management of Care and Neurology&lt;br&gt;-Class: Med Calc. Quiz on D2L.</td>
</tr>
<tr>
<td><strong>Sept. 17</strong> (Thur.): 0830-1700, SIM lab-- (See specific schedule on D2L for your date/time)</td>
<td><strong>Med-Surg SIM</strong>&lt;br&gt;Complete Med-Surg pre-SIM assignment on D2L.&lt;br&gt;Wear scrubs, bring stethoscope, watch, pen, med book, etc.</td>
</tr>
<tr>
<td><strong>Sept. 18</strong> (Fri): 0800-1700, SIM lab <strong>ALL Groups</strong> (See specific schedule on D2L for your date/time)</td>
<td><strong>Combined Simulation with NUR 431- Cancer/End of Life SIM</strong>&lt;br&gt;Complete the Pre-Simulation Assignment and pre-sim quiz before 0830 on this day. Wear scrubs, bring stethoscope, watch, pencil, med book, etc.</td>
</tr>
<tr>
<td><strong>Sept. 22</strong> (Tues): 1200–1600, Rm115</td>
<td><strong>Comprehensive HESI #1</strong>, 160 questions&lt;br&gt;<strong>BRING EARBUDDS/HEADPHONES TO EXAM</strong></td>
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<td>Date</td>
<td>Time</td>
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<tr>
<td>Sept. 24</td>
<td>0830-1700</td>
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<td>Sept. 25</td>
<td>0830-1700</td>
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<tr>
<td>Sept. 28</td>
<td>1000</td>
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</table>
| Sept. 29   | 1400–1630, Rm115 and 111 |            | Elevate Module #1
Before Class, go to [www.hurstreview.com](http://www.hurstreview.com). Logon to your account. Under “My Review” tab choose Elevate from drop down menu. Now Select the yellow “Elevate” tab on the top right of the screen. Select the “Let’s Get Started” bullet on the left side of the screen. Review each of the content areas under that bullet. Q-Cards are discussed and you are expected to make Q-Cards. The “cards” do not have to be cards and can be written out on notebook paper or whatever medium you prefer. Next, Select Module 1. Read/watch video on NCLEX Study Tip: Select All That Apply and Making Q-Cards. Make Q-Cards on upcoming content videos listed in Module 1 by utilizing your Hurst Review book. The topic videos will be viewed during class. Do Not take module 1 quiz. The quiz will be completed in class. -Class: Med Calc. Quiz |
| Oct. 2     | 0830-1700   | SIM lab    | Complete Med-Surg pre-SIM assignment on D2L. Wear scrubs, bring stethoscope, watch, pen, med book, etc. |
| Oct. 6     | 1400–1630, Rm115 and 111 |            | Elevate Module #2
Before Class. Go to [www.hurstreview.com](http://www.hurstreview.com). Logon to your account. Under “My Review” tab choose Elevate from drop down menu. Now Select the yellow “Elevate” tab on the top right of the screen. Choose Module 1. Review the “Learning Activities.” You may complete a Q-review Customizer quiz to help prepare you for Module Quiz that will be completed in class. Next, Select Module 2. Read/watch video on NCLEX Study Tip: Priority Questions and Making Q-Cards. Make Q-Cards on upcoming content videos listed in Module 2 by utilizing your Hurst Review book. The topic videos will be viewed during class. Do Not take Module 2 quiz. The quiz will be completed in class. -Class: Elevate Quiz, Quiz ,Q-cards are due. Clinical preceptors assigned. |
<table>
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<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Event Description</th>
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</table>
| Oct. 13 (Tues): 1400–1630, Rm115 and 111 | Elevate Module #3  
**Before Class,** Go to [www.hurstreview.com](http://www.hurstreview.com). Logon to your account. Under “My Review” tab choose Elevate from drop down menu. Now Select the yellow “Elevate” tab on the top right of the screen. Choose Module 2. Review the “Learning Activities.” You may complete a Q-review Customizer quiz to help prepare you for Module Quiz that will be completed in class. Next, Select Module 3. Read/watch video on NCLEX Study Tip: Calculation Questions and Making Q-Cards. Make Q-Cards on upcoming content videos listed in Module 3 by utilizing your Hurst Review book. The topic videos will be viewed during class. **Do Not take Module 3 quiz.** The quiz will be completed in class.  
-Class: Elevate Quiz, Med Calc. Q-cards are due. |
| Oct. 17    | Some Capstone students may start scheduling some hospital clinicals on weekend of 17-18, 24-25. If you choose to schedule Capstone clinicals early on any of these four days, **you must post your clinical schedule with your preceptor in the dropbox BEFORE you attend your scheduled clinical day.** |
| Oct. 20 (Tues): 1400–1630, Rm115 and 111 | Elevate Module #4  
**Before Class,** Go to [www.hurstreview.com](http://www.hurstreview.com). Logon to your account. Under “My Review” tab choose Elevate from drop down menu. Now Select the yellow “Elevate” tab on the top right of the screen. Choose Module 3. Review the “Learning Activities.” You may complete a Q-review Customizer quiz to help prepare you for Module Quiz that will be completed in class. Next, Select Module 4. Read/watch video on NCLEX Study Tip: Ordered Response and Making Q-Cards. Make Q-Cards on upcoming content videos listed in Module 4 by utilizing your Hurst Review book. The topic videos will be viewed during class. **Do Not take Module 4 quiz.** The quiz will be completed in class.  
-Class: Quiz on D2L, Elevate Quiz, Q-cards are due. |
| Oct. 26 – Nov. 1: Clinical Activity Customizer Quizzes Due before 11:59 pm on Nov.1  
For successful completion of these clinical hours, the student must achieve a 25 out 50 score for all clinical activity quizzes.  
1. Select Pharmacology and 50 for the number of questions and Create Quiz. Repeat quiz until you have a passing score of 25 out of 50.  
Now create another quiz. Choose Q Review/Qbank Customizer from drop down menu. Now, select Quiz and Pull By Client Need Category. |
2. Select **Reduction of Risk** and **50** for the number of questions and **Create Quiz**. Repeat quiz until you have a passing score of 25 out of 50.

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<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Activity Details</th>
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<tr>
<td>Oct. 27</td>
<td>1400–1630, Rm115 and 111</td>
<td><strong>Elevate Module #5</strong> Before Class, Go to <a href="http://www.hurstreview.com">www.hurstreview.com</a>. Logon to your account. Under “<strong>My Review</strong>” tab choose <strong>Elevate</strong> from drop down menu. Now Select the yellow “Elevate” tab on the top right of the screen. Choose <strong>Module 4</strong>. Review the “Learning Activities.” You may complete a Q-review Customizer quiz to help prepare you for Module Quiz that will be completed in class. Next, Select <strong>Module 5</strong>. Read/watch video on NCLEX Study Tip: Hot Spot Questions and Making Q-Cards. Make Q-Cards on upcoming content videos listed in Module 5 by utilizing your Hurst Review book. The topic videos will be viewed during class. <strong>Do Not take Module 5 quiz.</strong> The quiz will be completed in class.</td>
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<tr>
<td>Oct. 29</td>
<td>10am</td>
<td></td>
<td><strong>Must have individual clinical schedule with preceptor posted to D2L drop box this day.</strong> Make sure you submit it to the correct drop box. If you have not scheduled your clinical day(s), submit your reason into the drop box such as “preceptor does not have next month’s schedule yet.” <strong>You may not schedule clinical on a university holiday.</strong></td>
</tr>
<tr>
<td>Oct. 30</td>
<td></td>
<td></td>
<td>***** Hospital Clinicals Start*****</td>
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| Nov. 2 – Nov. 8 | 1400–1630, Rm115 | Go to [www.hurstreview.com](http://www.hurstreview.com). Logon to your account. Under “**My Review**” tab, choose **Q Review/Qbank Customizer** from drop down menu. Now, select **Quiz** and **Pull By Content Area**. 1. Select **Fundamentals** and **50** for the number of questions and **Create Quiz**. Repeat quiz until you have a passing score of 25 out of 50.  
Now create another quiz. Choose **Q Review/Qbank Customizer** from drop down menu. Now, select **Quiz** and **Pull By Client Need Category**. 2. Select **Safety and Infection Control** and **50** for the number of questions and **Create Quiz**. Repeat quiz until you have a passing score of 25 out of 50. |
| Nov. 3     | 1400–1630, Rm115 | **Elevate Module #6** Before Class, Go to [www.hurstreview.com](http://www.hurstreview.com). Logon to your account. Under “**My Review**” tab choose **Elevate** from drop down menu. Now Select the yellow “Elevate” tab on the top right of the screen. Choose **Module 5**. Review the “Learning Activities.” You may complete a Q-review Customizer quiz to Final Exam. |
help prepare you for Module Quiz that will be completed in class. Next, Select Module 6. Read/watch video on NCLEX Study Tip: Multimedia, NCLEX Questions and Making Q-Cards. Make Q-Cards on upcoming content videos listed in Module 6 by utilizing your Hurst Review book. The topic videos will be viewed during class. Do Not take Module 6 quiz. The quiz will be completed in class on Monday, April 15 after your other course’s exam.

- Class: Elevate Quiz, Q-cards are due.

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<th>Date</th>
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<tr>
<td>Nov. 9 – Nov. 15: Clinical Activity Customizer Quizzes Due before 11:59 pm on Nov. 15</td>
<td>For successful completion of these clinical hours, the student must achieve a 25 out 50 score for all clinical activity quizzes. Instructors will review quizzes.</td>
</tr>
<tr>
<td>Nov. 9 (Mon.): 10-1230 After 431 Exam, Rm115</td>
<td>Go to <a href="http://www.hurstreview.com">www.hurstreview.com</a>. Logon to your account. Under “My Review” tab, choose Q Review/Qbank Customizer from drop down menu. Now, select Quiz and Pull By Content Area. 1. Select Leadership and 50 for the number of questions and Create Quiz. Repeat quiz until you have a passing score of 25 out of 50. Now create another quiz. Choose Q Review/Qbank Customizer from drop down menu. Now, select Quiz and Pull By Client Need Category. 2. Select Management of Care and 50 for the number of questions and Create Quiz. Repeat quiz until you have a passing score of 25 out of 50.</td>
</tr>
<tr>
<td>Nov. 10 (Tues.) - 12:00–1500, Rm115</td>
<td>Elevate Module Follow-up Before Class, Go to <a href="http://www.hurstreview.com">www.hurstreview.com</a>. Logon to your account. Under “My Review” tab choose Elevate from drop down menu. Now Select the yellow “Elevate” tab on the top right of the screen. Choose Module 6. Review the “Learning Activities.” You may complete a Q-review Customizer quiz to help prepare you for Module Quiz that will be completed in class. Please complete the Quiz directly after N4431Exam #4. - Class: Elevate Quiz,</td>
</tr>
<tr>
<td>Nov. 19 (Mon.): 10-1230 After 431 Exam, Rm115</td>
<td>Q-Review test #1 Review all Q-cards and module 1-6 quizzes (section 6) prior to the Q-review test. Try to complete one Q-review test as practice prior to 1st Q-review in class test. Do not take more than 1 practice Q-review. Access the Q-review practice by going to <a href="http://www.hurstreview.com">www.hurstreview.com</a>. Logon to your account. Under “My Review” tab choose Q-review. Listed are the 4 Q-review attempts. Click &quot;begin&quot; to access one of the 4 attempts. Q-Review Quiz #1 will be taken in class for a grade and you may use your Q-card notes during this quiz. 125 question Quiz over all HURST review and Elevate content.</td>
</tr>
</tbody>
</table>
For successful completion of these clinical hours, the student **must achieve a 25 out 50 score** for all clinical activity quizzes.

**Instructors will review quizzes.**

1. Select **Adult Health** and **50** for the number of questions and **Create Quiz**. Repeat quiz until you have a passing score of 25 out of 50.

2. Select **Basic Care and Comfort** and **50** for the number of questions and **Create Quiz**. Repeat quiz until you have a passing score of 25 out of 50.

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<tr>
<th>Date</th>
<th>Time</th>
<th>Event</th>
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<tr>
<td>Nov. 19 (Thurs.)</td>
<td>7pm</td>
<td><strong>Last Day for N4233 Clinicals to complete by 7pm.</strong></td>
</tr>
<tr>
<td>Nov. 20 (Fri.)</td>
<td>1000</td>
<td><strong>ALL CLINICAL PAPERWORK DUE by 10am.</strong></td>
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</tbody>
</table>
| Nov. 20 (Fri.) | 1000–1400, Rm115 | **HESI Comprehensive Exam #2 ********  
BRING EARBUDS/HEADPHONES TO EXAM  
Review all Elevate module information and quizzes. Make sure to review the uncommon words/test/meds on old HESI located on D2L under Resources. |
| Dec. 8 (Tues.) | ALL GROUPS | **Clinical Evaluations** for all 4th semester courses. University and Typhon evaluations. Specific information to follow. |
| Dec. 8 (Tues.) | 1400–1600, Rm115 | **Q-Review test #2**  
No Q-cards/notes may be used during this test.  
125 question Quiz over all HURST review and Elevate content. |

**COVID-19 Mask Policy:** Masks (cloth face coverings) must be worn over the nose and mouth at all times in this class and appropriate physical distancing must be observed. Students not wearing a mask and/or not observing appropriate physical distancing will be asked to leave the class. All incidents of not wearing a mask and/or not observing appropriate physical distancing will be reported to the Office of Student Rights and Responsibilities. Students who are reported for multiple infractions of not wearing a mask and/or not observing appropriate physical distancing may be subject to disciplinary actions.  

**Textbooks and Materials**

**Required:** Purchase of Hurst Code for Capstone NUR4233 from the bookstore. Receipt proving purchase must be shown to instructor the first day of class to receive code.

All textbooks, CD’s, and other required learning materials from previous semesters.

An NCLEX-RN review book of choice

**Course Description**

This course builds upon previous, concurrent, and prerequisite courses. This practicum provides students with the opportunity to apply critical thinking, nursing theory, research, and practice to clinical decision-making with clients of diverse spiritual, ethno-cultural, and socioeconomic
backgrounds. The course is designed to evaluate and strengthen student readiness to practice as an entry-level nurse. Emphasis is placed on meeting client and family needs, providing holistic nursing care across the life span, and the nurse’s role in addressing associate legal, ethical and economic issues in conjunction with the interdisciplinary healthcare team.

**Number of Credit Hours**

2 credits (6 clinical practicum per week)  
This course typically meets once a week on average of 6 hours for a total of 90 clinical hours. Weekly medical calculation and/or quizzes are given and the course has multiple comprehensive exams. Preparation for clinical activities is required. Clinical activities consist of skills lab, multiple simulations, and precepted clinical hours in a hospital setting.

90 total clinical hours  
24 hours NCLEX-RN review  
36.5 hours Elevate learning module and course content  
13 hours precepted clinical and evaluation  
16.5 hours Lab/simulation (pre and post activity included)

**Course Pre-Requisite and Co-Requisites**

Pre-requisites: NURS 4606, 4407, 4208  
Co-requisites: NURS 4330, 4431, 4432

**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

At the end of the course, the student will:

1. Apply concepts and knowledge to successfully pass a Standardized Comprehensive Exam with a pre-determined benchmark.
2. Apply knowledge of the physical, social and behavioral sciences in the provision of nursing care based on theory, research and evidence-based practice.
3. Deliver nursing care within established legal and ethical parameters in collaboration with clients and members of the interdisciplinary health care team.
4. Provide holistic nursing care to clients while respecting individual and cultural diversity.
5. Demonstrate effective leadership that fosters independent thinking, use of informatics, and collaborative communication in the management of nursing care.
6. Assume responsibility and accountability for quality improvement and delivery of safe and effective nursing care.
7. Serve as an advocate for clients and for the profession of nursing.
8. Demonstrate continuing competence, growth, and development in the profession.

Unit Objectives

At the end of each learning module, the student will:

1. Acquire additional strategies to understand and apply the Hurst core content knowledge and testing skills necessary to pass the NCLEX®-RN on their first attempt.
2. Develop and refine critical thinking skills and clinical reasoning.
4. Employ an understanding related to the provision of safe, client-centered care in the health care arena.
5. Understand the role of entry level RN’s into practice.
6. Utilize the use of technology for individual learning and content mastery.

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 http://www.bon.texas.gov
Course Requirements
A course average of 75 is required to pass the course.

Grading Policy
Students will receive a letter grade for this course as follows:

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Comprehensive HESI Exam #1 (conversion score)</td>
<td>30%</td>
</tr>
<tr>
<td>Comprehensive HESI Exam #2 (conversion score)</td>
<td>40%</td>
</tr>
<tr>
<td>Clinical application &amp; Pre clinical activities</td>
<td></td>
</tr>
<tr>
<td>Med Calc. quizzes, Elevate module quizzes, pre-SIM/SIM quizzes and Q-cards.</td>
<td>20%</td>
</tr>
<tr>
<td>Q-Review exam #1</td>
<td>5%</td>
</tr>
<tr>
<td>Q-Review exam #2</td>
<td>5%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
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Grading Scale
A=90 – 100
B=80-89
C=75-79
F=less than 75

Rounding of grades follows Policy 1.7 and is confined to the final course grade.
- Grades on individual exams (including comprehensive or HESI), assignments, quizzes, and projects are recorded in the gradebook (D2L) in their original form without rounding.
- 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).

Late work will not be accepted without prior approval from instructors.

Quizzes and assignments – medication Calculation quizzes and other graded quizzes/assignments; no make-up allowed unless approved by instructor in advance.

Attendance

Attendance will follow the School of Nursing Clinical Absence Policy. As a clinical course, all assigned hours are required.
Exams

Attendance is mandatory. The only excused absence is one related to illness of self, death of immediate family member or significant other, the result of a catastrophic event, or any event approved by the instructor. If so directed by the instructor, the student must send a written excuse from the professional health care provider. If the absence is not excused, a zero (0) will be received for the exam. See School of Nursing Absence from Exam Policy.

In the event that a student must be absent for an exam, the student must:
1. Notify the instructor prior to the exam;
2. Contact the instructor within two (2) days following the exam, in order to make arrangements to take the exam. If the student has an excused absence from an exam, the instructor has the option of requiring a make-up exam or increasing the percentage of the points of another test.

Academic Integrity

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 then, in fact, it is 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.

Please read the complete policy at http://www.sfasu.edu/policies/

Withheld Grades

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 the purpose of computing the grade point average.
Students with Disabilities

To obtain disability related accommodations, alternated formats and/or auxiliary aids, 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 aids 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/.

All students are responsible for the Policies and Procedures of the School of Nursing. These can be found online at http://www.sfasu.edu/academics/colleges/sciences-math/nursing/student-resources/nursing-policies

Clinical Supervision Limit

This course uses the preceptor model of twenty four students per clinical instructor. Each student will be assigned to an RN preceptor in the clinical area.

Clinical Evaluation Tool

The preceptor will complete the Preceptor Clinical Evaluation Tool at the end of each clinical day. The forms will be turned in to your instructor at the completed of clinical and will be added to your permanent file.

The Preceptor Clinical Evaluation Tool is available on Brightspace. It is the responsibility of the students to have the tool completed.

Clinical Expectations

1. All students are expected to be present at each clinical and are responsible for all materials presented there. Social conflicts and work are inexcusable.
2. Demonstrate continual development of critical thinking skills, in-depth application of nursing process and clinical expertise.
3. Complete clinical hours (Clinical hours are those hours spent with clients assessing, planning, implementing, and evaluating in the health-care setting, those in case studies, in the simulation lab and other assignments given clinical credit). Total clinical absences not to exceed 10%. Absences for any reason over 10% (1 clinical day) must be petitioned with the Student Affairs Committee using the Petition form found online. See Clinical Absence Policy for more details.
4. Missed clinical hours related to illness require a visit to the SFA clinic or your private provider and a note from the health care provider. Please, do not come to clinical with fever.
5. Arrange conferences with the instructor to discuss progression, processes, and clinical experiences as needed.
6. Exercise punctuality to all clinical and agency assignments.
7. Make up missed clinical hours at discretion and timing of instructor and preceptor.
8. If unable to make clinical times please call instructor and clinical site at least one hour prior to clinical time.
9. Provide care for clients in accordance with Texas Standards of Nursing Practice Act 217.11.
10. Wear SFASU nursing uniform with name pin and maintain SFA nursing dress code policy in clinical setting.
11. Wear hair off collar, contained, and in a moderate style.
12. Wear makeup only in moderate amounts.
13. Do not wear perfume, cologne, aftershave at clinicals.
14. Discipline self to prohibit use of slang and expletives in the clinical setting.
15. Do not use cell phones in clinical setting.

Additional Responsibilities:
1. Arrive at the clinical site on time with all needed supplies/equipment and paperwork.
2. Apply safe care according to the Nurse Practice Act and SFASU School of Nursing Policies and Procedures
3. Notify primary nurse immediately in the event of an emergency or change in patient condition.
4. Verify all medications and procedures with your clinical preceptor prior to giving all medications or performing procedures and follow-up with same nurse/instructor after completion of task.
5. All procedures (such as IV insertion, catheter insertion and dressing changes) must be completed under the direct supervision of the clinical preceptor.
6. Actively pursue skills and experiences with primary nurse/preceptor. You should not be sitting with nothing to do or bored.
7. Turn in all work as directed in this syllabus.
8. You are to remain at the clinical site during normal operation hours.
9. Clinical COVID Screening Requirements: Students will be required to complete a COVID screening prior to any clinical experience at a clinical site or in the Cole Simulation Lab. Failure to complete this screening may result in the inability to participate in clinical or simulation, loss of clinical hours, loss of clinical points, and/or a clinical F-day.

Clinical Absences:
In case of illness or emergency it is the RESPONSIBILITY of the students to notify the instructor and the agency if unable to attend clinical. For clinical sites, please phone as soon as they open. Phone numbers are available on provider information sheets on Brightspace. To be an excused absence, the student must also be excused directly by the clinical instructor.

Unexcused absences will result in a clinical F day. Unexcused absences are defined as any absence that was not cleared with the instructor prior to the clinical experience, or any absence not directly related to illness of self or death of immediate family member or significant other. All course meetings, tests, skills, and simulations are considered clinical.
Absence from the clinical area exceeding 10% will result in a clinical failure. However, if the absences are excused, the student may be able to petition to remain in the course.

**Clinical Failure** –

Receiving more than two (2) failed days (2 “F” days) in the clinical component of the course. The following represent one (1) failed day each:

1. Failure to provide care for clients and families in accordance with the Texas Standards of Nursing Practice Article 217.11.

2. Failure on each clinical day of each week to be prepared for assigned area and to be able to discuss the assigned client(s)/ family(ies) in a holistic manner.

3. Failure to successfully complete any clinical assignment by the assigned date/time.

4. Substantiated complaints or unsatisfactory preceptor evaluation from a preceptor or agency can be a clinical failure.

5. Failure to take advantage of opportunities at various clinical sites (i.e. having to be asked to go with doctors or nurses, studying instead of being attentive to patient care, including not keeping up with the nurse etc.).

**Requirements for passing clinical:**

To receive a satisfactory clinical grade, the nursing student must:

1. Adhere to the policies stated in the student handbook, SON policies, and this syllabus.
2. Receive a grade of “S” (satisfactory) on all behaviors outlined on the clinical summative evaluation form.
3. Give a satisfactory demonstration of all selected clinical skills.
4. Give satisfactory performance in all oral and written work and complete any prescribed remediation.

**Reminder:** Students may not receive more than 2 clinical “F” days and receive a passing grade in the course.