



## VOCATIONAL NURSING VNSG 1216 NUTRITION SYLLABUS CRN 80736-SPRING-SECOND START

### INSTRUCTOR INFORMATION:

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Office Location: Coleman College for Health Sciences

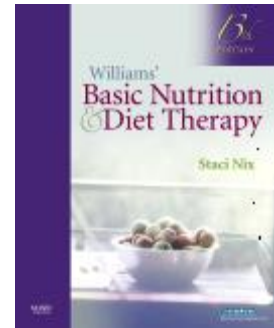
Office Telephone: 713-718-7333

1900 Pressler, Ste. 312, Rm., 313

Office Hours: 4:00-6:00 p.m. Mon.-Fri. You can request an appointment via email, and meet in my office at the agreed time and date.

### REQUIRED TEXTBOOK:

Nix, S. (2009). Williams' basic nutrition & diet therapy, 13<sup>th</sup> ed. St. Louis: Elsevier Mosby.



### COURSE DESCRIPTION:

The course is designed to have: Lectures online, Assignments, Discussions, and Quizzes online

while four (4) unit examinations and the final examination are scheduled to be taken at Coleman College for Health Sciences Computer Lab. This course introduces vocational nursing student candidates

to nutrients and the role of diet therapy in growth and development and in the maintenance of health.

### LEARNING OUTCOMES:

The student will:

1. identify the basic nutrients;
2. discuss the role of nutrients in growth and development, health maintenance, and diet therapy.

### PREQUISITES:

Successful completion of Texas Success Initiative (TSI) requirements.

### COURSE GOALS/OBJECTIVES:

A. Member of the Profession

1. The student shall provide nursing care within the parameters of vocational nursing knowledge and education

including participating in activities with other health team members to identify resources needed by clients to support diet alterations that ensure adequate nutrition during the specific stage of life as referenced to Member of the Profession competency B and SCANS #2.

**B. Provider of Patient-Centered Care**

1. The students shall assist in determining the physical and mental status and health needs and preferences of culturally, ethnically, and socially diverse patients, including nutritional care to meet basic needs as referenced to Provider of Patient-Centered Care Competency B and SCANS #2.
2. The student shall interpret the impact of various belief systems and socio-cultural differences on accepted health behaviors and health practices such as selection of a nutritionally adequate diet as referenced to Provider of Patient-Centered Care Competency B and SCANS #2.

**C. Patient Safety Advocate**

1. The student shall promote a safe, effective care environment conducive to the optimal health of the patient, including serving the correct diet to the correct patient or maintaining NPO or fasting state as ordered as referenced to Patient Safety Advocate Competency B and SCA

**D. Member of the Health Care Team**

1. The student shall participate in the identification of patient needs for referral to resources which support diet alterations that ensure adequate nutrition during the specific stage of life that facilitates continuity of care as referenced to Member of the Health Care Team Competency C and SCANS #2.

**SCAN COMPETENCY:**

The VNSG 1216 course covers one SCANS Workplace Competency.

|                             |
|-----------------------------|
| <b>Maximize Resources</b>   |
| #2 Allocate Money Resources |

## SCANS OBJECTIVE:

Upon successful completion of VNSG 1216 the student shall be able to use knowledge gained about foods, sound nutritional practices, and actual food costs to be able to take a projected budgeted amount of funds and appropriately feed a family or individual providing adequate nutrition for all family members with consideration of their specific needs.

## POLICIES:

Choosing a DE course provides you with the opportunity to complete one of the pre-nursing courses required by the Vocational Nursing Program prior to application for program admission. Applicants may seek admission to the program upon successful completion of the admission requirements, including this course. Registration in this course is limited to two times only. If a student is unsuccessful on a second attempt, a third enrollment will not be allowed. Courses repeated for a third attempt at any other college/university will not be accepted as substitution. You have taken the first step in preparing for a career in nursing by taking this DE course which requires use of technology, particularly since health science fields require extensive use of technology.

However, if you are intimidated by technology as used in the field and in DE courses you will have to conquer that problem. Many times students think taking an online course is easier than a face-to-face course but that is a misconception. Even though you can manage your time in terms of when you will study, you will find that Distance Education courses require as much if not more work. Time management and prioritizing is critical to success in this type of course. **Rule one** of this course is you must log into the course the very first week at the start of the course (February 12-18, 2011) to be given credit for the course. Failure to log-in during this time period will result in you be withdrawn from the course. **Rule two** of this course is you are required to **read the syllabus**, print and re-read it as many times as necessary to be sure you understand the information. **Rule three** of this course is during the first week of the course you must **electronically sign the Faculty/Student Agreement form and the syllabus acknowledgement** (the last two pages of your syllabus) and **send them to me as attachments in Blackboard email**.

The Distance Education Student Handbook contains policies and procedures unique to the DE student. Students should have reviewed the handbook as part of the mandatory orientation. It is the student's responsibility to be familiar with the handbook's contents. The handbook contains valuable information, answers, and resources, such as DE contacts, policies and procedures (how to drop, attendance requirements, etc.), student services (ADA, financial aid, degree planning, etc.), course information, testing procedures, technical support, and academic calendars. Refer to the DE Student Handbook by visiting this link: <http://de.hccs.edu/de/de-student-handbook>

## TUTORING:

I will make myself available to meet with you once a week for tutoring on Thursday 5:30-6:30 p.m. at Coleman College, Room 365.

### **CLASS ATTENDANCE:**

As stated in the HCC Catalog, all students are expected to attend classes regularly. Students in DE courses must log into their Blackboard class or they will be counted as absent. Just like an on-campus class, your regular participation is required. A tool in the course allows me to see the last time you logged on. Missing one week in succession will count as an absence. You are allowed only two absences in this course. If you miss more than two weeks (a total exceeding more than 12.5% of the total course hours) I will drop you from the course. After one absence I will send you an email-Subject: What are your intentions in this course? If you do not reply to the email, I will be forced to withdraw you prior to the drop date. The last day for administrative/student withdrawal is **Thursday, April 21, 2011 at 4:30 p.m.** to receive a "W" on your transcript. After that deadline, you will receive a failing grade of "F".

- **HCC and/or professors may withdraw students for excessive absences without notification.**
- **Students should check HCC's Academic Calendar by Term for withdrawal dates and deadlines.** Classes of other duration (flex-entry, 8-weeks, etc.) may have different final withdrawal deadlines. Please contact the HCC Registrar's Office at 713.718.8500 to determine mini-term class withdrawal deadlines.
- **If you must withdraw from this DE class, you must first contact me, PRIOR to the withdrawal deadline to receive a "W" on your transcript.** After the withdrawal deadline you will receive zeros "0" for all missed examinations, assignments, etc. resulting in a grade of "F" on your transcript.

### **EXAMINATION GUIDELINES:**

All examinations are administered by computer, hereafter referred to as Online Testing in the HSC Coleman computer lab. All students must follow the guidelines for Online Testing in this Vocational Nursing Course. Exams are **FORWARD ONLY**. You will not be allowed to go back.

Students must:

- Log onto the computer in the computer lab assigned by simultaneously depressing the Ctrl/Alt/Delete keys.
- On the next screen enter hsc (all lower case) for User ID and hsc 1900 (lower case letters) as Password to enter Par Test, the online testing program.
- On the next screen when asked for Instructor, scroll down to find the course name (eg. VNSG1216) when testing in Nutrition.
- On the next line enter the Exam Name given by the exam proctor (written on the board).
- On the next line enter the Password also given by the exam proctor (written on the board).

- On the next screen enter your name.
- When prompted to enter your student ID, enter **only** the **last four** digits of the student ID number to sign on to the scheduled test.
- Log on to the examination one time only during the scheduled examination as directed by the professor or proctor.
- Use the designated examination name and password **only** during the scheduled testing session.
- After completing the examination be sure to **Logout** of the exam. It is not necessary to shut down the computer.
- Attend the scheduled examination review for each course. Exams will not be reviewed after the scheduled examination review. A student must not attempt to log on the computer for a review using any examination name/password except the one specified for review by the professor. \*\*
- Direct any question to the professor or proctor **only**. Remain seated and raise your hand for assistance.
- Focus only on the monitor for the computer on which you are testing. Any student the professor/proctor observes looking on any other monitor, or attempting to exchange information (giving or receiving) with another student, will be immediately dismissed from the testing room and a **grade of zero “0”** will be assigned. Student will not be allowed to re-take the test.
- Student must avoid participating in any form of “Scholastic Dishonesty”. ***\*\* Any form of scholastic dishonesty can result in dismissal from the course with no consideration for admission to the program.***
- On the day of the scheduled examination, **leave all books, backpacks, purses, cell phones, and roller carts in your car.** Do not bring items to computer lab. Audible devices such as cell phones are not allowed in the testing room. Owner of any device that emits a sound during the exam will be dismissed from the testing room, a grade of “0” will be assigned, and a NEGATIVE Student Incident report will be written.
- **NO FOOD OR DRINKS ARE TO BE CONSUMED IN COMPUTER LAB AT ANY TIME AS PER BUILDING POLICY.**
- Avoid consuming a large volume of fluids before the exam.
- Locate and use the restroom before entering the computer lab testing area.
- **Do not enter the** computer lab prior to the examination time.

Remain in the student lounge

area. **Do not enter** the lab until you are instructed to do so by the professor/proctor.

- Exams are **FORWARD ONLY**. You will not be allowed to go back.
- Upon completion of exam, you must leave/exit the computer lab. (Do not stop at open lab area). Non-compliance will result in a written NEGATIVE Student Incident report.
- If you are late to any exam, **you must complete the exam within the class time allocated for the exam. You will not have additional time in which to complete the exam.** For example, if the exam is scheduled from 10-11a.m., you must complete the exam by 11 a.m. You are permitted **only one entry into any exam, and only one entry into the exam review.** Non-compliance with this rule will result in a written Negative Student Incident Report and awarding of the lowest grade. *Any form of scholastic dishonesty can result in not being considered for admission to the program.*

**\*\* Thirty (30) minutes will be allowed for review. No pens, pencils, paper, etc. will be allowed during review. If there are questions regarding the exam during review, the student must make an appointment to meet with the Professor.**

**In the Blackboard you will complete quizzes which will help you review the course materials and prepare for exams. These quizzes will constitute a percent of your course grade (see Grading). Printing or copying these quizzes will constitute “Scholastic Dishonesty” (see Academic Honesty above). Students with paid tuition will automatically be enrolled in Blackboard. Your password should be changed the first time you enter Blackboard.**

**Failing Unit Examinations:**

Students failing an exam will be required to meet with Professor to obtain an Rx for Vocational Nursing Program Success. The Rx must be returned to the Professor at the time of the next exam, *indicating by signature that the prescription/directions were followed.* The student will also be referred to an HCCS Counselor via the Early Alert system. Communication with the Counselor is also required (see AskDECounseling above).

The failing of unit exams will require the student to seek and attend tutorial assistance from the designated professor, or tutorial services. The student will also be referred to the Academic Success center at Coleman College or DE Counseling for assistance with study skills and test-taking techniques. *The student must present written confirmation of tutorial attendance at the beginning of next scheduled exam.*

**Grading Policy:**

The grade for this course is comprised of four components: 1) Unit exams, 2) Blackboard Quizzes, 3) Blackboard Assignments, and 4) Comprehensive Final Exam. The course grade will be derived as follows:

|                          |     |
|--------------------------|-----|
| Unit Examinations (4)    | 60% |
| Online Quizzes (10)..... | 10% |

Online Assignments (4).....10%  
Comprehensive Final Exam 20%  
100%

#### Grading Systems

90-100 = A  
80- 89 = B  
\*75-79 = C  
74-60 = D  
BELOW 59 = F

An overall 75% average must be achieved on the written examinations to satisfactorily complete the course. Failing courses must be repeated as pre-nursing courses to meet admission requirements for the Vocational Nursing Program. **Course can only be repeated one time.**  
**NOTE: THIS GRADING SCALE IS FOR HEALTH SCIENCE STUDENTS.**

#### **Obtaining Your Grade:**

The following policies are followed in informing students of their grades, and are in keeping with the HCCS policies regarding grade information dissemination:

- The student may initially learn of the grade earned in a VNSG prefix class immediately after online testing. Any graded assignments submitted in Blackboard will have a grade posted in your My Grades area.
- A student may receive electronic notification, via the internet, of the final course grade at the time HCCS posts electronic grades to all students.
- The grade a VNSG student earns in any course identified with a VNSG prefix will not be posted, given over the telephone, and will not be given to anyone other than the student.

#### **STATEMENT OF ACADEMIC HONESTY:**

Any student participating in any form of scholastic dishonesty will be dismissed from the course immediately.

“Scholastic Dishonesty” includes, but is not limited to cheating on a test, plagiarism, and collusion.

1. “Cheating on a test” includes:
  - a. Copying from another student’s test paper or computer monitor, using during a test-materials not authorized by the person giving the test.
  - b. Collaborating with another student during a test without permission.

whole or  
c. Knowingly using, buying, selling, transporting, or soliciting in

in part an unadministered test.  
2. "Plagiarism" means the appropriation of another's work and the  
unacknowledged  
incorporation of that work in one's written work for credit.

3. "Collusion" means the unauthorized collaboration with another person in  
preparing written work offered  
for credit.

HCC Students are responsible for conducting themselves with honor and integrity in fulfilling all course requirements. Disciplinary proceedings may be initiated by the college system against a student accused of scholastic dishonesty. Penalties can include a grade of "0" or "F" on the particular assignment, failure in the course, academic probation or even dismissal from the College. (See Student Handbook for further details). Cite all quotes, references and sources to avoid plagiarism. If quoting from the textbook, simply say: (from text, p. ##). **Plagiarism will not be tolerated. It will follow with a grade of "0", a written Negative Student Incident Report, and a report to the Department Chair for the Vocational Nursing Program.** Go to this website [www.plagiarism.org](http://www.plagiarism.org) and read the information to gain an understanding of this problem.

### **PROFESSIONAL APPEARANCE:**

Dress and appearance comparable to that required of nurses regularly practicing is expected of a student enrolled in a VNSG course. Established guidelines for dress and appearance are as follows in the classroom/computer lab setting:

- Attire for students attending class is conservative, appropriate street clothes. Clothing must not be too tight for free movement or for sitting, reaching and bending positions.
- Blouses, shirts and casual tops that are clean and neat may be worn.  
(Net shirts, halter tops, short crop tops, tank tops, undershirt type t-shirts, and any bare midriffs are not permitted)
- Moderate lengths for dresses, skirts, split skirts and culottes for students are required and will avoid extremes in either direction
- Shorts (inappropriate lengths) are not to be worn in the educational classroom setting.
- House shoes/thongs are not appropriate in the educational/classroom setting at any time.
- Hairstyles must be socially acceptable. Hair must be clean and well-groomed

### **NAVIGATING THIS COURSE:**



The course material in this class covers 10 chapters (1-5 & 7-11) with Selected Reading from Chapters 6, 18, 19, 20 & 21. The modules in Blackboard will help you stay on track. You will also have a Master Course Module to provide you with objectives for each unit exam, content covered, and chapters included. Disregard the Critical Thinking Exercises since you will have specific ones assigned in Blackboard. We will cover 1-2 chapters each week so you must adjust your study schedule to keep current.

### **Assignments, Discussion Topics, and Quizzes**

Each module will have either, an Assignment or a Discussion Topic (DT). **For Assignments** you will submit your work in the **Assignment tab**. Use a Microsoft Word document (.doc file or .rtf file) or a Text document (.txt file). If I am unable to open your submission, you **will not receive credit** for your work. **For Discussion Topics** you will post your assignment in the **Discussion Board** for the DT listed. The Discussion Topics are for class participation only and will not be graded but will count toward your participation in the course and enhance your knowledge of the course material. You are required to complete five (5) graded Assignments in order to earn the maximum 10 percentage points for your Online Assignments grade. Assignment #1 is worth 2.5%, Assignment #2- 2.5% Assignment #3-2.5% and Assignment #4-2.5%; however, each assignment has grading criteria which will be included with the assignment; check the due date in Blackboard and on your class schedule. Omission of any of the criteria will reduce the score received on the specific assignment. **Late assignments will not be accepted.** Your class schedule has the due date of each assignment. The cut off time will be 11:30 p.m. on the due date. Assignments can be submitted any time before the due date as soon as they are available. **Assignment #2** the Diet Diary will take you 4-5 days to complete. Start working on it on **2/12/11**. **First create an account in mypyramid.gov** (See detailed instructions under that assignment). Use the dietary intake forms provided in Blackboard. Record ALL of your food/fluid intake for three days. Use your **MyPyramid** account to determine what your diet is lacking. Also use the Dietary Planning guides-Dietary Guidelines for Americans and RDAs (textbook) to evaluate your dietary intake. **Read all instructions in Blackboard for this and all assignments. You must submit all Assignments under the Assignment tab. All enrolled students must participate in Discussion Topics 1 and 2.** For each discussion topic you must post your own response. You can also respond to your classmates' posting to interact with the class members, but you will not receive credit for answering or commenting on a classmates' post. For your postings, you are expected to make a contribution with your response to the topic or to any response to another student's posting. Commenting on a classmate's posting/response by simply saying, "I think the same thing about this," or "I agree with him/her statement" is not considered a contribution. Students must answer the question, support their position, begin a new issue, or add somehow to the discussion when posting. This is a twelve week course (the College is closed March 13-19, 2011 for Spring Vacation and April 22-24, 2011 for Easter Vacation) **but you must continue working (and I will, too, grading, but not answering emails or phone calls). Remember you cannot afford to fall behind.** When posting discussion responses, **FIRST** read all of the other posted responses to avoid REPEATING what has already been said. You can determine the grade earned on any Assignment by checking the *My Grade Icon* under *Student Resources* on the course menu. There are 15 quizzes covering the course material. Your quiz grade will be based on an average of the 10 best quiz scores. The first score attained will be the one recorded; however, you can repeat the quiz as many times as you like as long as it is available. There are 1-2 quizzes for

each topic. Be sure you study thoroughly before attempting the quiz because **ONLY the FIRST score counts toward your quiz grade.** Online Quizzes constitute 10 percent of your course grade. Be sure to check Blackboard to see the dates of availability for each quiz. Once a quiz has closed it will no longer be available. **DO NOT wait until the night before an Exam** to take the quizzes because the time will expire at 11:30 p.m. on the night before the exam day, example Exam #1 is Saturday, March 5, 2011, related quizzes will no longer be available after 11:30 p.m. on Friday, March 4, 2011.

### WORKPLACE COMPETENCIES

Houston Community College expects that all students completing Academic and Workforce programs will have the following competencies: reading, writing, listening, speaking, and computer literacy, in addition to the specific SCAN competencies in each course of study, i.e. **Maximize Resources** - Manage Money Resources, the competency for this course. I sincerely want my students to succeed in their chosen field of study and I will make sure you develop these competencies. During this course, you will be reading your textbook and notes on the computer; writing responses to critical thinking situations and discussion topics; and using the computer to gather information to complete the analysis for your Diet Diary, complete your assignments and your quizzes by accessing Blackboard Learning Management system. Through these required activities, I will have facilitated your achievement of these core and SCAN competencies.

## Tentative CLASS SCHEDULE SPRING '11-SECOND START VNSG 1216

| <u>DATE</u>                                      | <u>WK</u> | <u>CLASS ASSIGNMENT</u>   |
|--|-----------|---|
| <b><u>Sat 2/12/11</u></b><br><b>CLASS Begins</b> | 1         | Role of the Nurse in Promoting Nutrition Module for VNSG 1216<br>Basic Nut.-Diet Planning Guides Chapter 1, Chapter 6, pgs 79-82 <u>Williams' basic nutrition &amp; diet therapy.</u> Essential Nutrients <b>Assignment 1 (Partial Credit)</b><br><b>Calculation of Caloric Value of Food given DUE 2/16/11</b> (See class notes) |
| <u>Sat.</u><br><u>2/19/11</u>                    | 2         | Essential Nutrients-Carbohydrates (CHO) Chapter 2 <u>Williams' basic nutrition &amp; diet therapy</u> <b>Assignment 2-SUBMIT FOOD DIARY DUE 2/23</b>  |
| <u>Sat.</u><br><u>2/26/11</u>                    | 3         | Essential Nutrients-Fats Chapter 3 <u>Williams' basic nutrition &amp; diet therapy</u><br><b>Assignment 3-Critical Thinking Situation 1 DUE 5/2/11</b>  |
| <b><u>Sat. 3/05/11</u></b><br><b><u>Exam</u></b> | 4         | Essential Nutrients cont'd- Fats Conclusion <b>EXAM #1 10 a.m.-11:30 a.m.-includes post Exam Review</b> Coleman College Computer Lab First Floor 1900 Pressler Street, Houston, TX 77030 Essential Nutrients-Protein Text Chapter 4   |
| <u>Sat. 3/12/11</u>                              | 5         | Essential Nutrients Protein Text Chapter 4 <b>Assignment 1 (Completion of-Partial Credit) Calculation of Protein RDA DUE 3/16/11</b>  |
| <u>Sat. 3/19/11</u>                              |           | Essential Nutrients -Fat soluble Vitamins & Vitamin C Text Chapter 7  |

|   |    |  |
|---|----|--|
| <u>Sat.</u><br><u>3/26/11</u>           | 6  | Essential Nutrients Fat soluble Vitamins Chapter 7 <u>Williams' basic nutrition &amp; diet therapy</u> Essential Nutrients-Water soluble Vitamins Text Chapter 7 (Not included on Exam #2) <b>Discussion Topic 1 DUE 3/26/11</b> |
| <u>Sat.</u><br><u>4/02/11 Exam</u>      | 7  | Fat soluble Vitamins <b>EXAM #2 10 a.m.-11:30 a.m.-includes post Exam Review</b><br>Essential Nutrients-Water soluble Vitamins Text Chapter 7<br>Essential Nutrients-Major Minerals Text Chapter 8                               |
| <u>4/09/11</u>                          | 8  | Essential Nutrients-Major Minerals Text Chapter 8 <b>Discussion Topic 2 DUE 4/9/11</b>   |
| <u>Sat.</u><br><u>4/16/11 Exam</u>      | 9  | <b>EXAM #3 10 a.m.-11:30 a.m.-includes post Exam Review.</b><br>Essential Nutrients-Trace Minerals Text Chapter 8  |
| <u>4/21/11 4:30</u><br><u>p.m.</u>      |    | <b>LAST DAY FOR STUDENT/ADMINISTRATIVE WITHDRAWAL</b>  |
| <u>Sat. 4/23/11</u>                     |    | Essential Nutrients -Trace Minerals Essential Nutrients-Water Chapter 9 <b>Assignment 4-Critical Thinking Situation 2 DUE 4/27/11</b>  |
| Sat 4/30/11                             | 10 | Essential Nutrients-Water Text Chapter 9<br>Life Cycle Pregnancy Text Chapter 10 Infancy, Childhood, & Adolescence<br>Text Chapter 11 (Life Cycle-Included on the Final Exam not Exam #4)  |
| <u>Sat 5/07/11</u><br><u>Exam</u>       | 11 | <b>EXAM #4 10 a.m.-11:30 a.m.-includes post Exam Review.</b><br>Life Cycle Adults: The Early, Middle, & Later Years Review all Life Cycle & ALL Previous materials   |
| <u>Sat 5/14/11</u><br><u>FINAL EXAM</u> | 12 | <b>Comprehensive Final Examination 10 a.m.-12:00 p.m. NO REVIEW after Exam COURSE GRADES WILL BE POSTED BY 5/20/11 or sooner</b>   |

### STUDENT AND FACULTY AGREEMENT

The Coleman College for Health Sciences of the Houston Community College System works to provide quality educational opportunities for all students. Please read the following paragraphs to know what you should expect from your instructor, and what your instructor expects from you in your class(es) this semester.

#### **You should expect the following from the instructor:**

- Inform you in the first week of class of course content, requirements and grading procedures, in writing, through the course syllabus. The course syllabus and handouts will contain information about dates of tests and assignments; make-up policies; attendance policies; the instructor's office hours; the instructor's telephone number; the method of determining the course grade and SCANS competencies.

- Meet with you, either before or after class, or **by appointment**.
- Discuss with you any problems that you have that relate to the class.
- Treat you with courtesy, even when there is disagreement.
- Conduct him/herself in a professional manner at all times.

**The instructor expects the following from you:**

- Be in class 87.5% of the time. If you are absent more than 12.5 of the class due to absence, (or lateness,) you  
may be dropped from the class.
- Find out about work, you have missed. Keep a copy of the course syllabus. Arrange to make up missed work,  
if possible or if permitted.
- Behave appropriately in class. This means the following:
  - not entering class late or leaving early, except in emergencies
  - not bringing children to class
  - not bringing phones or beepers in class (unless they are turned off)
  - not bringing food or drink into areas where it is forbidden
  - not bringing weapons to class

HCCS offers computing resources **for use by** currently enrolled students and employees for educational **research, and administrative purposes**. Access to this equipment, supplies and labs is a privilege granted to students and faculty to facilitate instruction, learning, research, and administration. All students have the responsibility to make use of these resources in an efficient, **ethical, and** legal manner.

- Anyone under 17 yrs of age is not allowed to use computers, except for Student Services events. Visitors (non-students) may use computers in the Library according to their policies.
- The Health Science Computer Center reserves the right to monitor print jobs and manage instructional supplies with quotas and a fee system. Printing accounts are issued from course rosters generated and supplied by faculty. • No food or open drink containers are permitted inside the computer labs.

- Students will be respectful to staff and other students.
- Abuse of equipment, facilities, and policies will result in disciplinary action.

**Disruptive behavior will** result in Security being called. **Disruptive** students will be removed from class and not considered for program admission. (See "0" Tolerance Policy - Vocational Nursing Program Handbook)

- Purchase required- textbooks and other equipment during the first week of class.
- Discuss with the instructor problems that you are having with the class before asking others for help in resolving the situation.
- Check on your grades often and discuss concerns early. Do not wait until the last week of the semester.
- Treat the instructor with courtesy, even when-there is a disagreement. Also, treat other students with courtesy.

The college expects you to read the college catalogue, college handbook and program handbook to inform yourself of all policies.

If you experience any problems with your class, please discuss the problem with your instructor and/or advisor. If this is impossible, please contact the department chair: Deborah Simmons-Johnson, whose telephone number is 713-718-7332.

Faculty Signature/Date:

Student Signature/Date:

Mary Lockett February 12, 2011

\_\_\_\_\_

Modification Date  
1/24/11mel

I, \_\_\_\_\_ have read the

STUDENT AND FACULTY AGREEMENT and the course syllabus for VNSG 1216. I

understand these guidelines and expectations, and I agree to abide by them.

\_\_\_\_\_  
\_\_\_\_\_

Student's Signature

Date

Mary Lockett \_\_\_\_\_

Instructor's Signature

February 12, 2011

Date