



Division of Health Sciences

Associate Degree Nursing Department

<http://www.hccs.edu/programs/areas-of-study/Coleman Health Sciences Center of Excellence>

RNSG 1201: Pharmacology

Fall 2019 | August 27, 2019 – December 15, 2019

In-Person | Coleman College for Health Sciences/ Room 363/

Tuesday 9:30-11:30 (15701-B. McDaniel) | Tuesday 1-3 pm (15702-B. McDaniel) | Tuesday 3:30-5:30 (15808-S. John/B.McDaniel) | Thursday 9:00-11:00 (17528-B. McDaniel)

2 Credit Hours | 32 hours per semester

Instructor Contact Information

| | | | |
|-------------|-------------------------------|------------------|-----------------------|
| Instructor: | Brenda McDaniel, PhD, RN-C | Office Phone: | (713) 718-7494 |
| Office: | Suite 312, Room 309 | Office Hours: | Posted on Office Door |
| HCC Email: | Brenda.mcdaniel@hccs.edu | Office Location: | 1900 Pressler |
| Instructor: | Sofia John, EdD, MSN, RN, CNE | Office Phone: | (713) 718-7472 |
| Office: | Suite 326, Room 327 | Office Hours: | Posted on Office Door |
| HCC Email: | Brenda.mcdaniel@hccs.edu | Office Location: | 1900 Pressler |

Please feel free to contact me at any time concerning any problems that you are experiencing in this course. Your performance in our class is very important to me. I am available to hear your concerns and/or just discuss course topics.

Instructor's Preferred Method of Contact

I prefer HCC email. I will answer email within 24-48 hours on weekdays; 48-72 hours on weekend messages.

What's Exciting About This Course

In this course you will be introduced to the application of Bloom's taxonomy, which is a demonstration of how learning occurs on multiple levels. Through our new Sherpath for Pharmacology computer program, you will participate in lower-level learning BEFORE you come to class. This will free us up to be able to participate in different forms of higher-level learning in class. With Adaptive Quizzing and Non-Adaptive Quizzing, you will have multiple early opportunities to test your knowledge of the content, so that, if necessary, you can participate in remediation BEFORE a unit exam. This process really puts you in the driver's seat of student-centered learning!

My Personal Welcome

Welcome to Pharmacology!!! I look forward to working with each of you to reach your goals. One of my passions is to be an encouragement to others as they strive for success. My intention for this class is to partner with you to learn pharmacology and get you to your next phase of learning.

Information will be presented in a way that should help you grasp the concepts and apply them now and throughout your future professional nursing practice. As you read and wrestle with new ideas and facts that may challenge you, I am available to support you. The fastest way to reach me is by HCC email.

The best way to really discuss issues is in person and I am available during posted office hours to tackle any questions you might have. My goal is for you to walk out of the course with a sound foundational understanding of pharmacology for nurses. So please visit me or contact me whenever you have a question.

Prerequisites and/or Co-Requisites

The minimum requirements for enrollment in RNSG 1201 is admission to the associate degree nursing program or Biology 2401 with Administrative approval for this course.

Please refer to the policy in the [HCC Student Handbook and the ADN Student Handbook for questions related to failures, withdrawals, and progression.](#)

Eagle Online Canvas Learning Management System

This course will use [Eagle Online Canvas \(https://eagleonline.hccs.edu\)](https://eagleonline.hccs.edu) to supplement in-class assignments, exams, and activities. You are expected to use Eagle Online Canvas regularly. It is your responsibility to check regularly for updates and/or changes.

HCCS Open Lab locations may be used to access the Internet and Eagle Online Canvas. It is recommended that you **USE [FIREFOX](#) OR [CHROME](#) AS YOUR BROWSER.**

HCC Online Information and Policies

Although this is an in-person class, I encourage you to visit the HCC Online information pages. They contain a great deal of useful information about using Canvas. Here is the link to HCC Online: <http://www.hccs.edu/online/>.

Scoring Rubrics, Assignment Instructions, etc.

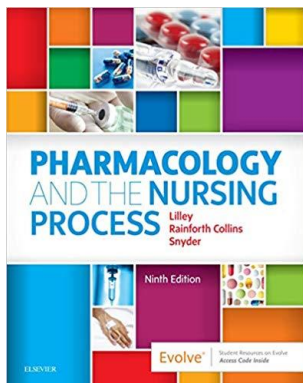
Look in Eagle Online Canvas for the scoring rubrics for assignments, assignment instructions, exam instructions, and other information to assist you in the course.

<https://eagleonline.hccs.edu/login/ldap>

Instructional Materials

Textbook Information

The textbooks listed below is **required** for this course.



This book is included in a bundle with the Sherpath for Pharmacology computer program for Lilley. This bundle may be ordered at:

https://evolve.elsevier.com/HCC_Sherpath_Pharm_Lilley_F19

This bundle that contains the text as well as an access code for the computer program may also be purchased at the [HCC Bookstore](http://hccs.bkstore.com), <http://hccs.bkstore.com> (West Loop Campus).

AND

[Calculate with Confidence](#) (8th Edition) 2018 (Paperback)
by [Deborah C. Gray Morris RN BSN MA LNC](#)
ISBN: 9780323396837

- **If you do not buy any book new, you will need to buy the access codes separately.**

Tutoring

HCC provides free, confidential, and convenient academic support, including writing critiques, to HCC students in an online environment and on campus. Tutoring is provided by HCC personnel in order to ensure that it is contextual and appropriate. Visit the [HCC Tutoring Services](#) website for services provided. (You may also contact your instructors for additional information regarding tutoring).

Libraries

The HCC Library System consists of 9 libraries and 6 Electronic Resource Centers (ERCs) that are inviting places to study and collaborate on projects. Librarians are available both at the libraries and online to show you how to locate and use the resources you need. The libraries maintain a large selection of electronic resources as well as collections of books, magazines, newspapers, and audiovisual materials. The portal to all libraries' resources and services is the HCCS library web page at <http://library.hccs.edu>.

Supplementary Instruction

Supplemental Instruction is an academic enrichment and support program that uses peer-assisted study sessions to improve student retention and success in historically difficult courses. Peer support is provided by students who have already succeeded in completion of the specified course, and who earned a grade of A or B. Find details at <http://www.hccs.edu/resources-for/current-students/supplemental-instruction/>. Please see your instructor for information regarding these services for your area)

Course Overview

This course is an introduction to the science of pharmacology with emphasis on the actions, interactions, adverse effects, and nursing implications of each drug classification. Topics include the roles and responsibilities of the nurse in safe administration of medications within a legal/ethical framework.

Differential Essential Competencies (DECs)

Written competencies are designed to guide nursing programs to meet the approved criteria established by the Texas Board of Nursing and to ensure that programs prepare graduates to provide safe, competent care to the people of Texas. A competency describes "an expected level of performance that integrates knowledge, skills, abilities, and judgment" (American Nurses Association, 2008).

1. Member of the Profession.
2. Provider of Patient-Centered Care:
3. Patient Safety Advocate
4. Member of the Health-Care Team

Program Student Learning Outcomes (PSLOs)

Upon completion of the program, students will be able to:

1. Meet the basic care needs of clients and families in various settings.
2. Administer safe nursing care to clients and families.
3. Communicate effectively with clients, families and members of the multidisciplinary team.
4. Manage the care environment of individual and multiple clients.
5. Apply principles of the teaching-learning process in promoting, maintaining, and /or restoring health.
6. Act within the ethical and legal parameters of nursing practice and society.

End of Course Student Learning Outcomes CSLOs

Upon completion of this course, the student will be able to:

1. Identify the roles and responsibilities of the professional nurse in administering pharmacological agents.
2. Explain the safe utilization of medications.

Course Learning Objectives

Upon completion of this course students will be able to:

1. Discuss the major concepts associated with pharmacology including pharmacodynamics, pharmacokinetics, therapeutic effects, adverse effects, and factors affecting drug therapy.
2. Explain the legal regulations for drug development, approval and testing.

3. Discuss the challenges associated with drug therapy in current times.
4. Calculate accurate drug dosages for adults and children.
5. Describe the major drug groups and their indications for use.
6. Correlate the actions of the major drug groups with the body system(s) affected.
7. Identify the prototype for each of the major drug groups.
8. Discuss the important lifespan considerations associated with the major drug groups.
9. Explain the mechanism of action, indications, contraindications and cautions, common side effects, adverse effects, and clinically important drug-drug and drug-food interactions for each of the major drug groups.
10. Relate the importance of renal and hepatic function with drug therapy.
11. Describe the nursing considerations related to drug therapy, including important teaching points, for each of the major drug groups.

Student Success

Expect to spend at least twice as many hours per week outside of class as you do in class studying the course content. Additional time will be required for written assignments. The assignments provided will help you use your study hours wisely. Successful completion of this course requires a combination of the following:

- Reading the textbook
- Attending class in person and/or online
- Completing assignments
- Participating in class activities

There is no short cut for success in this course; it requires reading (and probably re-reading) and studying the material using the course objectives as your guide.

Instructor and Student Responsibilities

As your Instructor, it is my responsibility to:

- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Facilitate an effective learning environment through learner-centered instructional techniques
- Provide a description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness, and make up
- Provide the course outline and class calendar which will include a description of any special projects or assignments

- Arrange to meet with individual students before and after class as required

As a student, it is your responsibility to:

- Attend class in person and/or online
- Participate actively by reviewing course material, interacting with classmates, and responding promptly in your communication with me
- Read and comprehend the textbook
- Complete the required assignments and exams
- Ask for help when there is a question or problem
- Keep copies of all paperwork, including this syllabus, handouts, and all assignments
- Be aware of and comply with academic honesty policies in the HCCS Student Handbook and the ADN Student Handbook

Assignments, Exams, and Activities

Please carefully review all of the information in this section and don't hesitate to ask questions if anything is unclear to you. Be assured that we have thoughtfully designed all of the assignments, exams, and activities in this course to enable you to learn the material and to be successful. By providing due dates, we are helping you stay on track and accomplish your goal of getting the best grade you can in this course.

Written Assignment(s)

Each week you are asked to complete assigned Sherpath for Pharmacology computer lessons related to scheduled chapters. After you complete the lessons, you are to write down the 3 topics where you feel the rationales need more clarification or are most confusing for you. You will then look up the information in your textbook/e book. Finally, you are to write down 3 to 4 sentences about what you learned about each of the 3 rationales by reading the text. This assignment is to be done independently. This will be your weekly ticket to class.

Exams

Master each of 6 unit exams with a 75% average or greater. The exams will include course content and consist of 50 questions each.

Computerized Testing

- All Houston Community College System A.D.N program exams will be computer based to prepare the student to meet the NCLEX testing requirements. This is an intentional design of the exams so that our computerized exams more closely emulate the NCLEX exams. Keep in mind, the NCLEX is a CAT (Computer Adaptive Test) that is not delivered in paper form. Paper and pencil exams also pose a security risk.

For a documented disability, reasonable and appropriate accommodations are made available through an ADA counselor. The accommodations do not fundamentally alter the assessment of essential knowledge and abilities the tests

measure. Reasonable accommodations might include extra time to test, an in-person reader, change in the environment (lighting for example), computer configuration (size of font or screen magnifiers, for example).

COMPUTER BASED TESTING

Exams are administered online and scantrons may be used for emergencies or make-up exams. Make-up exams are permitted only for documentable emergencies that must be approved by the instructor. You must notify the instructor of your absence from an exam BEFORE the exam begins. Only 1 make-up exam is permitted per student.

During testing all students are required to put their ID badge in a box at the podium or on the privacy screen at the computer facing away from the computer. Students are also required to remove jewelry including earrings, necklaces, bracelets, rings (except wedding sets), and watches. They are to be left in a locker or put in a box at the podium. No jackets, hoodies, or sweaters are to be worn during an exam. A student may wear a uniform warm-up jacket or lab coat. Jackets, hoodies, sweaters or coats must be left in a locker or at the front of the computer lab/room.

If a student will be absent from an exam they must notify the professor BEFORE the exam time via phone call AND email. Failure to do so will result in a zero (0) for the exam. A student may make up ONE EXAM ONLY providing they notify the professor according to the previous statement and provide an official authorized documentation. This documentation must be presented to the professor or Dr. Williams the next day after the missed exam date and BEFORE the make-up exam is given. The make-up exam must be taken within 24 hours of the missed exam and 5% will be deducted from the grade. If the make-up exam is taken over 24 hours but within 1 week 15% will be deducted from the grade. If the make-up exam is not taken within 1 week a grade of zero (0) will be given.

If you arrive more than 15 minutes after the official time for an exam, you will not be permitted to enter the exam. Late arrivals interrupt the class which began on time.

You are permitted only one entry into any exam. Any student taking an exam will not be allowed to leave and come back into the testing area to complete that exam. If a student must be excused **during** a test, he/she must exit the exam at that point. The score that is computed for that time will be the grade the student will receive for that exam.

Students must:

- Upon completion of exam, you must leave/exit the computer lab. (**Do not** stop at the open lab area).
- Log in to the examination one time only during the scheduled examination as directed by the instructor. □ Use the designated examination name and password **only** during the scheduled testing session.
- Direct any questions to the instructor 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 instructor/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 for that exam. A student will not be allowed to re- take the test.
- Student must avoid participating in any form of “Scholastic Dishonesty”.

- On the day of the scheduled examination, leave all books, backpacks, notes, and roller carts in an assigned classroom or locker.
- 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 until you are instructed to enter the computer lab by the instructor/proctor.
- Exams are **FORWARD ONLY**. You will not be allowed to go back.
- Upon completion of the exam, you must leave the computer lab.
- There will be no rounding of exam grades. ***Rounding is done only on the final course grade.***
- *Grades will not be shown on the computer after the exam. Professors must do a statistical analysis before grades are given. Grades may be posted on Canvas (or the current Learning Management System). Remember grades on Canvas may not be weighted according to your syllabus and may not be 100% accurate. You can refer to the weighting scale in the syllabus and calculate your course grade.*
- On the day of the scheduled examination, leave all books, backpacks, and roller carts, cell phones, tablets or other communication devices in a n assigned classroom or locker. *Do not bring these items to the computer lab or testing area.. Any students with a cell phone, tablet or other communication device will be asked to leave the computer lab or testing area, receive a zero (0) for the exam and a negative incident report.*
- Focus only on the monitor for the computer on which you are testing. Any student the instructor/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 "O" will be assigned and receive a negative incident report. Student will not be allowed to re-take the test.
- *A student is expected to attend all classes and skills laboratory experiences in order to meet course objectives. The VNSG program follows the policy that a student may be administratively withdrawn after absences exceeding 12.5% of scheduled class time. This is in accordance with the HCCS policy. The instructor will monitor attendance.*

Student will be responsible for material covered on days that are missed. The instructor will not reiterate content covered in class sessions that are missed. The student will be responsible for obtaining all material, notes, handouts and assignments missed during any absence. The instructor will not be responsible for any materials not obtained during a student's absence.

Exam Procedures

1. Seventy-five (75) minutes are provided for each Unit exam,
2. A graded unit exam may only be reviewed up to the day before the next exam. All students have the option to review exams regardless of the results.
3. If “scratch paper” is requested during an exam, the paper must be returned to the instructor after finishing the exam or the test review. The scratch paper will be shredded.

All questions or concerns about any test item must be formally addressed by submitting a written email to the instructor(s). This must be done prior to the next exam.

4. Grades will not be available until the faculty teaching team has reviewed the exam and the item analysis is completed. The official exam grade will be available to students within one work week.
5. Any student who **scores less than 75 on any exam must attend remediation** (see remediation policy).

Testing Protocol

To insure quality education and equality for all students in the Associate Degree Nursing Program, the following special conditions will apply during testing situations.

1. The instructor controls the options of seating arrangement, movement, changing the room, and stopping an exam for violation of scholastic honesty.
An HCC picture ID is required for entrance into all exams.
2. Books, papers, notebooks, personal belongings, or any devices connecting to internet, **are not allowed in testing areas.** Devices are to be left in lockers during testing and exam reviews.
3. Any unauthorized verbal or nonverbal communication between students during an exam will be grounds for the termination of the test for those students and a grade of zero will be recorded.
Should you need to communicate with the instructor, remain seated and raise your hand.
4. Any infractions of the scholastic honesty policy will be grounds for dismissal from the program.

All specialty benchmarking exams and exit exams will only be by computer. General testing, at the discretion of the faculty, may or may not be on the computer.

Read the textbook, submit assignments on the due dates, study for the exams, participate in face-to-face classroom activities, utilize the online component of the course, and enjoy yourself throughout the experience.

Exam Reviews

*** Thirty (30) minutes at the end of the testing session will be allotted for test reviews. No phones are allowed during reviews. If there are questions regarding a test question, the student must make sure to notify the instructor of the item number (in person or by email) and make an appointment to discuss it with the instructor. Test questions can only be checked or challenged within one week of the exam.

Make-up Exam Policy

It is an expectation that exams are on the scheduled date and at the scheduled time. Make-up exams will be permitted only for documentable emergencies that must be approved by the instructor. Make-up exams are limited to no more than one per student – no exceptions.

The Nursing Program will define “emergency basis”. The instructor must be notified by email that the student will miss an exam BEFORE the exam is missed or within 24 hours of an emergency for a make-up exam to be scheduled. Appropriate documentation will be required for the missed exam, either before the exam or within 24 hours of the emergency. Submit copies of documentation to the instructor of record and the Dean of the ADN Program prior to the missed exam or within 24 hours of the emergency. The makeup exam will be taken within 24 hours of the missed exam and no later than 3 days after the originally scheduled exam. A grade of zero (0) will be recorded for missing a second exam.

Failing A Unit Exam

Upon the initial failure the instructor shall submit an early alert notification. Failing a unit exam will require the student to attend a remediation session with the instructor, a remediation specialist, or a tutor to discuss potential strategies for future success. The student must acquire documentation of remediation prior to the next scheduled exam. If remediation is not completed prior to the next scheduled exam, the student will be given a grade of zero (0) for the next exam.

Remediation Policy and Procedure:

Policy: All students who fail an exam with less than 75% shall be required to remediate before taking another exam.

Procedure: To remediate is to remedy the deficiencies. Remediation procedure is as follows

1. Upon the initial failure the instructor shall submit an early alert notification
 2. Student will meet with the instructor to review the test
 3. The student will schedule and attend a meeting with the advisor if recommended by the instructor
 4. The student will meet with the Program Director
 5. Student will attend a remediation session for study skills, time management, and test taking skills for nursing students
 6. No student shall be allowed to sit for the next exam until remediation has been completed.
- ****Remediation is MANDATORY**
7. Student shall be required to repeat the above steps for each exam failure including specialty exams.
 8. Tutoring will be made available as deemed necessary by the retention and remediation specialist.
 9. Student responsibilities include bringing textbook, lecture notes, questions or topics for discussion and following through with all instructor-made assignments. Student may receive extra assignments to facilitate his/her learning.

*****Remediation is NOT FOR EXTRA CREDIT!**

In-Class Activities

In-Class activities may or may not be graded and the degree of your class participation and class attendance will be noted.

Other Assignments and Activities

Multiple methods will be available that you can use to determine how successful you are at achieving the course learning outcomes and mastering a foundational level of course content as outlined in the syllabus. If you find you are not mastering the material, you are encouraged to reflect on how you study and prepare for each class. I welcome your observations on what you discover and may be able to assist you in finding resources that may improve your performance.

Comprehensive Final Exam

There is no comprehensive final exam in this course.

Grading Formula

The course must be completed with a 75% or higher test average

| | |
|----------------------------|------|
| Exams 1, 2, and 3 10% each | 30% |
| Exams 4, 5, and 6 15% each | 45% |
| End of Semester Math Exam | 15% |
| Quizzes | 5% |
| Participation | 5% |
| Total | 100% |

HCC AND Grading Scale

| | |
|------------------|----------------------------|
| A= 100-90 | 4 points per semester hour |
| B= 89-80 | 3 points per semester hour |
| C= 79-75 | 2 points per semester hour |
| D= 74-60 | 1 point per semester hour |
| 59 and below = F | 0 points per semester hour |
| W (Withdrawn) | 0 points per semester hour |
| I (Incomplete) | 0 points per semester hour |
| AUD (Audit) | 0 points per semester hour |

Note: All nursing courses (RNSG) require a C to be considered passing. A 74.5 and above will be rounded to a 75.

HCC Grading Scale can be found on this site under Academic Information:
<http://www.hccs.edu/resources-for/current-students/student-handbook/>

Course Calendar

| Week | Tue | Thursday | Assignments | |
|-----------|-----------------|-----------------|----------------------------------------------------------------------------------------------------|--|
| 1 | 8/27/19 | 8/29/19 | Introductions; Syllabus Review; Review of Resources; Chapters 1, 2, 4 | |
| 2 | 9/3/19 | 9/5/19 | Chapters 1, 2, 4, 5, 6 | |
| 3 | 9/10/19 | 9/12/19 | Exam 1 – Chapters 1, 2, 4, 5, and 6 | |
| 4 | 9/17/19 | 9/19/19 | Ch 7, 10, 11, 12 | |
| 5 | 9/24/19 | 9/26/19 | Ch 13, 44 | |
| 6 | 10/1/19 | 10/3/19 | Exam 2 – Ch 7, 10, 11, 12, 13, 44 | |
| 7 | 10/8/19 | 10/10/19 | Ch 14, 15, 16, 18 | |
| 8 | 10/15/19 | 10/17/19 | Ch 19, 20, 21 | |
| 9 | 10/22/19 | 10/24/19 | Exam 3 – Ch 14, 15, 16, 18, 19, 20, 21 | |
| 10 | 10/29/19 | 10/31/19 | Ch 22, 23, 24, 25 | |
| 11 | 11/5/19 | 11/7/19 | Ch 26, 27, 28, 29 | |
| 12 | 11/12/19 | 11/14/19 | Exam 4 – Ch 22, 23, 24, 25, 26, 27, 28, 29 | |
| 13 | 11/19/19 | 11/21/19 | Ch 30, 31, 32, 33, 36, 37 | |
| 14 | 11/26/19 | 11/28/19 | Exam 5 – Ch 30, 31, 32, 33, 36, 37 Thursday group will meet on Tuesday 11/26/2019 | |
| 15 | 12/3/19 | 12/5/19 | Ch 50, 51, 52, 57, 58 | |
| 16 | 12/10/19 | 12/12/19 | Exam 6 – Ch 50, 51, 52, 57, 58 | |

Monday 9/2/2019 – Labor Day

Monday 9/9/2019 – Date of Record

Friday 11/1/2019 Last Day to Withdraw with a “W”

Sunday 11/3/2019 Daylight Savings Time Starts (Fall Back)

Monday 11/11/2019 – Veteran’s Day

Monday 11/14/2019 Columbus Day

Thursday 11/28/2019 Thanksgiving

Sunday 12/8/2019 Last Day of Instruction

Sunday 12/15/2019 Semester Ends

Syllabus and Calendar Modifications

The instructor reserves the right to modify the syllabus and/or course calendar at any time during the semester and will promptly notify students in writing, typically by e-mail, of any such changes.

Instructor's Practices and Procedures

Missed Assignments

There is no make-up for missed assignments or quizzes done in class.

Academic Integrity

Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/ or disciplinary proceedings may be initiated by college district officials against a student accused of scholastic dishonesty. "Scholastic Dishonesty" includes, but is not limited to, cheating on a test, plagiarism and collusion. Any instance of scholastic dishonesty may be reported to the Maxient system. Possible punishments for scholastic dishonesty include a grade of "0" or "F" on the particular assignment, failure in the course, and/or recommendation for probation or dismissal from the college district. A recommendation for suspension or expulsion will be referred to the college Dean of Students for disciplinary disposition. Students have the right to appeal the decision.

Here's the link to the HCC information about academic integrity (Scholastic Dishonesty and Violation of Academic Scholastic Dishonesty and Grievance):

<http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>

Attendance Policy

Students are expected to attend all scheduled classes. Absences exceeding 12.5% (2 days) may result in the administrative withdrawal of the student from the course, per HCCS policy.

Daily classroom attendance is monitored. It is the responsibility of the student to make sure their attendance is recorded on a daily basis.

Classroom Behavior / Student Conduct

Students are expected to come prepared to fully participate and learn. Group work and projects should be completed in a timely manner.

The instructor and all students in this class have a shared responsibility to develop and maintain a positive learning environment for everyone. I take this responsibility very seriously. I will inform members of the class if their behavior makes it difficult to carry out this task. You are asked to respect the learning needs of your classmates and to assist me in achieving this critical goal.

If you arrive after class has started, you will be required to wait until break time before joining the class. Entering the classroom after class has begun tends to be very disruptive for those who came to class on time.

Instructor's Course-Specific Information

All grades and announcements will be posted weekly in Canvas. Be sure to check for daily updates before coming to class.

Electronic Devices

Students are expected to bring their laptop or tablet to access online activities and in-class discussions.

Use of Camera and/or Recording Devices

As a student of a learning community, you are responsible to be respectful of the learning atmosphere in your classroom. To show respect, you will turn off your phone and other electronic devices, and will not use these devices in the classroom unless you receive permission from the instructor.

Use of recording devices (including camera phones and tape recorders) in the classroom, laboratories, faculty offices, and other locations where instruction, tutoring, or testing occurs is **prohibited**. Students with disabilities who need to use a recording device as a reasonable accommodation should contact the Office for Students with Disabilities for information regarding reasonable accommodations.

Nursing Program Information

Majoring in Nursing

Visit the Associate Degree Nursing Program pages on the Learning Web for information about our faculty and courses. You will also find information about majoring in nursing.

Student Organizations

Student Nursing Association (SNA)

All students are invited to join the SNA an organization that can help students learn about nursing and the nursing profession. For more information please contact the Nursing Department.

HCC Foundation: Please contact for any available scholarships

HCC Policies

Here's the link to the HCC Student Handbook <http://www.hccs.edu/resources-for/current-students/student-handbook/> In it you will find information about the following:

| | |
|-----------------------------------------------|-------------------------------------|
| Academic Information | Incomplete Grades |
| Academic Support | International Student Services |
| Attendance, Repeating Courses, and Withdrawal | Health Awareness |
| Career Planning and Job Search | Libraries/Bookstore |
| Childcare | Police Services & Campus Safety |
| disAbility Support Services | Student Life at HCC |
| Electronic Devices | Student Rights and Responsibilities |
| Equal Educational Opportunity | Student Services |
| Financial Aid TV (FATV) | Testing |
| General Student Complaints | Transfer Planning |
| Grade of FX | Veteran Services |

EGLS³

The EGLS³ ([Evaluation for Greater Learning Student Survey System](#)) will be available for most courses near the end of the term until finals start. This brief survey will give invaluable information to your faculty about their teaching. Results are anonymous and will be available to faculty and division chairs after the end of the term. EGLS³ surveys are only available for the Fall and Spring semesters. EGLS³ surveys are not offered during the Summer semester due to logistical constraints.

<http://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/>

Campus Carry Link

Here's the link to the HCC information about Campus Carry:

<http://www.hccs.edu/departments/police/campus-carry/>

HCC Email Policy

When communicating via email, HCC requires students to communicate only through the HCC email system to protect your privacy. If you have not activated your HCC student email account, you can go [to HCC Eagle ID](#) and activate it now. You may also use Canvas Inbox to communicate.

Housing and Food Assistance for Students

Any student who faces challenges securing their foods or housing and believes this may affect their performance in the course is urged to contact the Dean of Students at their college for support. Furthermore, please notify the professor if you are comfortable in doing so. This will enable HCC to provide any resources that HCC may possess.

Office of Institutional Equity

Use the link below to access the HCC Office of Institutional Equity, Inclusion, and Engagement (<http://www.hccs.edu/departments/institutional-equity/>)

DisAbility Services

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and state law. For more information, please go to <http://www.hccs.edu/support-services/disability-services/>

Title IX

Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual's fundamental rights and personal dignity. Title IX prohibits discrimination on the basis of sex-including pregnancy and parental status in educational programs and activities. If you require an accommodation due to pregnancy please contact an Abilities Services Counselor. The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator. All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:

David Cross
Director EEO/Compliance
Office of Institutional Equity & Diversity
3100 Main
(713) 718-8271
Houston, TX 77266-7517 or Institutional.Equity@hccs.edu
<http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/>

Department Chair Contact Information

Dr. Tyrone Sharp
Tyrone.sharp@hccs.edu
713-718-7476

***In order to pass a course with a RNSG prefix, a minimum grade of “C” must be achieved.** The HCC system grading scale may be viewed on the HCCS Student Handbook. [http://www.hccs.edu/media/houston-communitycollege/distance-education/student-services/pdf/HCC-Online Student Handbook.pdf](http://www.hccs.edu/media/houston-communitycollege/distance-education/student-services/pdf/HCC-Online%20Student%20Handbook.pdf)

Grading Matrix

Exam 1 score _____ x 0.1 = _____

Exam 2 score _____ x 0.1 = _____

Exam 3 score _____ x 0.1 = _____

Exam 4 score _____ x 0.15 = _____

Exam 5 score _____ x 0.15 = _____

Exam 6 score _____ x 0.15 = _____

Math Exam _____ x 0.15 = _____

Quizzes _____ x 0.5 = _____

Participation _____ x 0.5 = _____

Sum of scores equals final grade _____