

**REINHARDT SCHOOL OF NURSING**  
**NUR 304 Clinical Pharmacology**  
**Fall 2023**

**Course Faculty**

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**Course Description**

This course focuses on fundamental pathophysiological and pharmacological principles applicable to nursing care across the lifespan. Drug actions/interactions and therapeutic applications of major pharmacological classifications of drugs are emphasized. Various manifestations of disease are illustrated through the specific etiology, signs, symptoms, and diagnostics. Exploring the relationship of pharmacologic knowledge with nursing practice, integration of the nursing process and nursing implications with various drug classifications is emphasized. Nursing implications of drugs and drug therapy, including drug interactions, is examined. This is a continuation course for NUR 303.

**Credit Hours**

2 credit hours

Over 15 weeks, students will spend 100 minutes per week in lectures, class discussions, and examinations (25-30 hours for the semester). Instructional time includes a 3-hour final exam. Out of class work includes homework and preparation for exams and quizzes and is estimated at around 300 minutes per week.

**Course Schedule**

Class meets each Wednesday from 9:00 AM till 11:00 AM.

**Pre and Co-requisites**

Pre-requisites: NUR 301, NUR 302, NUR 303, NUR 305, NUR 307

Co-requisites: NUR 308, NUR 401, NUR 402

**Course Textbooks and Resources**

Holman, H. C., Williams, D., Sommer, S., Johnson, J., Ball, B. S., Morris, C., Leehy, P., Hertel, R. & Assessment Technologies Institute (Contributors). (2019). *RN pharmacology for nursing: Review module* (8.0 ed.). Assessment Technologies Institute. (provided with ATI subscription)

*2022 Nurse's Drug Handbook* (21st ed.). Jones & Bartlett Learning. (Or latest edition provided with ATI subscription)

## Resources

Information technology requirements can be found at: <http://www.reinhardt.edu/it/>. A PC or MAC laptop that has wireless connectivity and is in good working condition is required for class and for testing. Additional software requirements for this course include Microsoft Office (Word, PowerPoint), Acrobat Reader and Adobe Media Player or another computer media player capable of accessing the course videos.

## **Relationship between Course and Program Outcomes**

Course outcomes, stated below, help the student achieve the outcomes of the BSN Program at Reinhardt University. Each course outcome is followed by numbers in parentheses to represent the program outcomes and student outcomes (listed as domains) to be met. Each course outcome is followed by Roman numerals in brackets to represent *The Essentials: Core Competencies for Professional Nursing Education* guidelines to be met (American Association of Colleges of Nursing [AACN], 2021).

## **Course Outcomes**

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

1. Apply the concepts of the nursing process to the delivery of nursing care for adults and geriatric individuals experiencing health conditions. (1,2, Domain I, Domain II, Domain III, Domain IV, I, II, II, IV, V, VI, VII, VIII, IX).
2. Describe the relationship of the physical, developmental, economical, socio-cultural, psychological, and spiritual components of the adult and geriatric individual. (1,2, Domain I, Domain II, Domain III, Domain IV, I VIII, IX)
3. Examine the function of the professional nurse in diverse settings clinical settings. (2, Domain II, IX)
4. Apply the concepts of caring, critical thinking, clinical reasoning and clinical decision-making in the care of the acutely ill adult and geriatric individual. (2, Domain II, IX,)

Demonstrate knowledge of the nursing process and nursing clinical management of the adult and geriatric individual with acute health problems along the continuum of care, incorporating best practice, evidence and research into the nursing plan of care. (1,2,3,4, Domain I, Domain II, Domain II, Domain IV, I,II,III, IV,V,VI, VII, VIII, IX)

## **Program Goals of the Baccalaureate Program**

1. Provide baccalaureate nursing education within a liberal arts framework with a focus on the art and science of nursing recognizing the need to address all human needs biologically, psychologically, socially/culturally, and spiritually as entry into practice and the basis for pursuing graduate education.
2. Graduate prepared BSN students who meet criteria for licensure and are able to enter practice and function as a generalist novice nurse.
3. Prepare graduates to be flexible and have the ability to adapt in the ever-changing healthcare landscape.
4. Prepare graduates to be leaders that can impact patient care, the healthcare environment, and the communities they serve.

## **Student Outcomes of the Baccalaureate Program**

Reinhardt school of nursing BSN graduates will demonstrate the following characteristics and behaviors:

**Domain I Communication**

- Demonstrate caring therapeutic communication and collaboration grounded in theory and techniques to be utilized across the disciplines, with individuals, families, and communities including the use of verbal, written, informatics and technology.

**Domain II Critical Thinking and Inquiry**

- Infuse research, evidenced based information, safe quality therapeutic interventions throughout the process utilized for nursing practice – the nursing process.
- Utilize both critical thinking and clinical reasoning to determine prevention, treatment, education, and follow-up in caring for individuals and the community in the role of the professional nurse.
- Apply legal, organizational, management, leadership principles and techniques in the daily care of the individual in nursing practice.
- Demonstrate knowledge of quality improvement principles, state and federal regulatory agencies, accreditation agencies, economics, healthcare policy and reform.
- **Domain III Society and Culture**
- Understand the role of the professional nurse in respecting culturally diverse populations and providing holistic care to these individuals
- Demonstration of theory and practice advocacy for vulnerable individuals, communities and populations
- Understand the legal and ethical rights to self-determination in regard to health.

**Domain IV Values and Ethics**

- Demonstrate self-assessment, accountability, responsibility for self in preparation for the role of the professional nurse.
- Understand legal responsibility for actions and inaction in the role of the professional nurse.
- Demonstrate ethical principles, reasoning, and problem solving in the role of the professional nurse. Self-Assess and evaluate growth personally, spiritually, and as a nursing professional based on moral and ethical principles, Christian principles of faith, and nursing principles.

**The Essentials: Core Competencies for Professional Nursing Education**

Domain 1: Knowledge for Nursing Practice

Domain 2: Person-Centered Care

Domain 3: Population Health

Domain 4: Scholarship for the Nursing Discipline

Domain 5: Quality and Safety

Domain 6: Interprofessional Partnerships

Domain 7: Systems-Based Practice

Domain 8: Informatics and Healthcare Technologies

Domain 9: Professionalism

Domain 10: Personal, Professional, and Leadership Development (AACN, 2021)

### **Methods of Instruction**

This is a web enhanced course in which the instructor facilitates learning through classroom instruction, weekly assignments, classroom demonstrations, discussion, use of student text resources, and/or independent study. Expected assignments will be provided for each content module. Students are expected to access Canvas at least once each day during the course.

### **Required Course Evaluations**

Evaluation of the course is required by the Reinhardt University School of Nursing (RUSON). These evaluations are implemented through an electronic format. Evaluation of the course, clinical site, and clinical faculty are useful (1) to implement quality improvement within the course, processes and policies; (2) to provide evidence required by our accrediting agencies and the State Board of Nursing. It is the student's obligation to provide professional, objective, helpful feedback useful for the purposes outlined, and conversely it is the RUSON's obligation to provide nursing knowledge and content at the appropriate level for the preparation of the generalist professional nurse, which includes NCLEX-RN preparation. It is the School of Nursing policy that final grades in the course cannot be posted by faculty to the registrar until the course evaluation has been completed by the student. For anyone who does not complete the course evaluation on time, a grade of Incomplete will be sent to the registrar. Faculty do not receive information from these course evaluations until after all grades have been posted to the registrar. Information from the evaluations for faculty perusal are sent in summary form. Students are not identified in any way on these faculty summaries. The program coordinator of Nursing provides faculty with a list of students not completing the course evaluations so that grades can be held.

### **Professionalism Policy**

Professional behavior is expected in this course. Students are encouraged to review the Professionalism Policy and Rubric contained in the Student Handbook.

### **Attendance and Classroom Participation**

It is expected that the student will demonstrate professional behavior by being present, prompt, awake, alert, prepared, as well as participate in each class, lab, simulation, or clinical experience.

### **Dress code**

Students are expected to present themselves in a professional manner for all classes and activities. Dresses, skirts, and shorts must be an appropriate length. Students may not wear pajamas, tank tops, or shirts that reveal the abdomen to class.

### **Tardiness**

Tardiness or early exit is disruptive to the class and not conducive to the learning environment. Late students may be required to wait to enter the classroom until a class break to avoid disruptions. Late students will not be admitted to class during an exam and the rules for absence will apply. If the student is tardy or absent, the student is responsible for any missed content and assignments. Any absence may require additional work to validate the student's understanding of the missed content. The faculty will counsel any student whenever classroom or clinical absences

are affecting the grade. The program coordinator and the Dean of the RUCSONHS will be notified in writing by faculty of this situation.

### **Absence**

RUCSONHS has approved three types of excused absences. These include:

- 1) University excused absence as approved by the Vice President of Academic Affairs,
- 2) An illness that requires visitation to a health care facility (a note documenting your visit is required from the healthcare provider).
- 3) Documented death of a family member.

All other absences will be considered unexcused unless prior arrangements are made and approved by the course coordinator/faculty. Because didactic/clinical contact hours must be met in nursing content to pass a course, participation in institutional activities must be arranged so they do not occur simultaneously with class, clinical, lab, or simulation activities.

Due to the rigor of nursing curriculum and the standard expectation of professional conduct, students are expected to make a concerted effort to attend every class meeting. Students who are absent from one class (whether excused or unexcused) will be required to meet with the program coordinator/faculty member. Students who are absent from more than one class will be required to meet with the program coordinator/faculty to outline an attendance plan for remaining classes and to determine if successful completion of the course is possible.

All absences, whether excused or unexcused, require that the student make up missed activities and/or assignments (if permitted to do so). The student is responsible for contacting the instructor prior to or after an absence to obtain the assignment for content information missed. The faculty will counsel the student whenever classroom absences affect the student's attainment of course outcomes.

Exceptions, if made, will be made at the discretion of the course faculty, clinical faculty, program coordinator and Dean. All communication and notification of absences/tardies to class, lab, simulation, or clinical must be made either by email or RU office phone to the course instructor, clinical faculty, or preceptor as applicable. Please see syllabus for designated email addresses. Texting is not permitted unless prior permission has been granted by the faculty. For example, a clinical instructor may give her clinical group permission to text to notify of a problem before clinical. Some clinical courses may require non-typical hours such as evening and/or weekend time slots. Participation is expected and required.

### **Conversations During Class**

In order to provide the most optimal learning environment in the classroom, conversations during lecture should be kept to a minimum. When the private conversation becomes disruptive to the class or to the lecturing faculty, the participants will be instructed to leave the room. If a student is asked to leave more than once, that person will be sent to the program coordinator or Dean for disciplinary action.

### **Electronic Devices**

Reinhardt University strives to provide a positive learning experience for all students. Cell phones, iPads, computers and other electronic devices can disrupt classes and quiet places of study. We ask your cooperation in doing the following:

Turn off your cell phones, iPads, etc. in the classroom, clinical, lab and simulation.

Computers should be used only for classroom learning (i.e. viewing PowerPoint, note taking)

If you are suspected of texting or any other activity NOT associated with classroom learning during class/lab, you will be asked to leave the classroom/lab and be counted as absent for the day.

Electronic devices for research (looking up medications or disease processes) in the clinical setting will only be allowed as clinical affiliation agreements dictate. The clinical instructor will provide guidance on this based on specific clinical site expectations.

Utilizing a personal phone in a patient's room or patient care area is prohibited. If you are suspected of utilizing your phone for personal matters, playing games, using social media, texting (other than what has been approved by your clinical instructor) you will be asked to leave the clinical area and be counted as absent for the day.

Taking pictures in the clinical setting is prohibited. Patient confidentiality and HIPAA laws and regulations prohibit this practice. Unknowingly, items that may be in the background of group student pictures and selfies that are violations of confidentiality and the law. Violation of the patient's confidentiality and the HIPAA law will result in disciplinary action.

Cell phones will not be utilized during examinations and will be collected or placed at the front of the room for an exam.

### **Video and Audio Recording**

To assist students in notetaking and mastery of content, recording of lectures may be permitted. Because the lecture is the intellectual property of the professor, the student must ask the professor for permission before recording the lecture content of the course. The professor has the option to not allow recording of the course. If allowed, these recordings may only be used to assist the individual student in the course. Publishing, distributing to current or future students, or using classroom recordings in violation of these restrictions is a violation of the student code of conduct and may be a violation of federal copyright laws.

To secure the testing environment, exams may be recorded by the RUSON. Laboratory clinical check offs on the premises of RUSON and simulation activities may be recorded.

### **ATI Testing**

As a component of this course, students will complete two ATI practice exams and a proctored standardized mastery exam. Each ATI practice exam and the mastery exam will receive a separate grade. These exams and the remediation associated with each exam will be calculated as 10% of the course grade. Students must meet the minimal standard of **Proficiency Level 2** or above on the Mastery Exam. Any student who scores less than a Proficiency Level 2 will then be required to repeat the mastery exam as scheduled by the course coordinator/faculty. The practice exams and the ATI Mastery exam will include customized remediation for each student. Practice exam A will be available to students for a maximum time of 24 hours. Practice exam B will be taken on campus at a time to be determined by the course faculty (*outside regularly scheduled class time.*) Following each practice and proctored exam, the course faculty will provide a customized remediation plan for each student within 72 hours of exam completion. The student will then have 72 hours to complete the remediation. For Practice exams

A and B and the mastery exam 5 points will be deducted for each day the remediation is late, resulting in a 0 after 7 days. The student will receive an incomplete (I) course grade until the remediation for the mastery exam is complete.

#### Grading for Practice Exams A and B

- Completion of Practice Exam A and remediation- 100/A
- Completion of Practice Exam B and remediation- 100/A

#### Grading ATI Mastery Exam

- Level 2 or 3 with completed remediation- 100/A
- Level 1 with completed remediation- 83/B f
- Level 0 with completed remediation- 75/C
- Students who retake the ATI Mastery exam and receive a level 2 or 3 on the retake exam will receive an additional 10 points.

### **Course Assignments**

Students are expected to perform individually. Individual students may transcribe notes for their own learning; it is not permissible to sell or otherwise distribute these notes. The distribution of any class materials is strictly prohibited.

### **Assigned Readings/Preparation**

Students are expected to complete all assigned readings and homework assignments prior to coming to class, clinical, or lab. The student will be responsible for the didactic content discussed in the classroom. Clinical hours will be made up at the discretion of the course coordinator.

### **Online Activities**

Students will need to be proficient in using computer and internet applications to access and complete course requirements. The faculty is not responsible for teaching the student basic computing skills and navigation of Learning Management system. The student is expected to log in to the Canvas course daily. It is important to look for any announcements and to monitor/participate in discussions as assigned. Eastern Standard Time in the United States is the required time zone for all course submissions.

### **Special Commercial Assignment**

This course includes a special assignment where you will prepare a short medication video commercial that will be evaluated by the following rubric. Specific instructions are provided in Canvas.

Commercial Presentation Criteria	Possible points
<b>Ability to clearly articulate information</b> <ul style="list-style-type: none"><li>• Correct pronunciation of terms</li><li>• Layman's terms, information at appropriate level for target audience</li><li>• Easy to understand, hear, and follow. Organized execution.</li><li>• Creative approach to commercial</li></ul>	25 points
<b>Information presented</b>	60 points

<ul style="list-style-type: none"> <li>Includes important information relevant to highlighted medication: <ul style="list-style-type: none"> <li>Name of medication (brand and generic)</li> <li>Therapeutic indication</li> <li>Action</li> <li>Usual dose/route/administration schedule (frequency, with/without food. AM, PM....)</li> <li>Potential/common side effects</li> <li>Adverse effects</li> <li>Interactions (or states “no interactions”)</li> </ul> </li> <li>Includes relevant nursing implications/patient education priorities for specific medication <ul style="list-style-type: none"> <li>Monitoring (labs, vital signs.....)</li> <li>Contraindications</li> <li>When to stop taking/seek medical attention.</li> </ul> </li> </ul>	
<b>Reference list</b> (use APA format); minimum of 2 sources, one being your pharmacology textbook.	15 points
<b>Total Points</b>	100 points

### **Submission of Course Work and Late Submissions**

Each assignment provides specific details on how it is to be submitted, whether via the assignment drop box feature, discussion board, in person, group, or individual delivery to office or Email. Assignments not submitted as directed will not receive credit.

Five points per day (including weekends) will be subtracted from a grade for any late assignment, discussion, or any course activity, whether online, in-class, or clinical. Assignments not submitted within seven days (including weekends) of due date will receive a zero (0).

Naming convention for all coursework submitted using Canvas

Save document with Course ID followed by a period, then the name of the assignment followed by a period, then your Last name and first initial.

Example: NUR312.syllabus.DoeJ

### **Evaluation and Grading**

The work of the individual student will be evaluated according to the student learning outcomes and grading criteria associated with each assignment. Assignments must be on time, correct, complete, and pertinent. Grammar, spelling, writing style, and form are a part of the grade on each assignment. For courses that have a clinical component, both the classroom and clinical experience must be successfully passed.

<b><i>Reinhardt School of Nursing Grading Scale</i></b>	
92.5 – 100	A
82.5-92.4	B
74.5-82.4	C
64.5-74.4	D
Below 64.4	F

**A final letter grade of “C” is required in all nursing courses.**



## Grade Allocation

Item	Percentage of Grade
Exam 1	13%
Exam 2	13%
Exam 3	13%
Exam 4	13%
Comprehensive Exam	18%
ATI Assessments	10%
Commercial Project	10%
Homework and Other Assignments	10%

## **Examination Policy / Procedure**

The concepts and content of the nursing curriculum reflect the areas in which proficiency is necessary for meeting program goals, student learning outcomes and success on the NCLEX-RN licensing exam. It is the policy of Reinhardt University School of Nursing that all final exams will be comprehensive or contain a comprehensive component, where appropriate.

The student must have a weighted average of 75% on all exams (quizzes, sectional exams and final exam) in order to successfully complete the course. Papers, projects, discussions, etc. may not be used to pass the course. Exam grades will be averaged first and then the other grades are added provided the student has at least a 75% exam average. *If a student does not have  $\geq 75\%$  weighted average on all tests (quizzes, sectional exams, and final exam), the student fails the course regardless of other points earned in the course.*

Students may be randomly assigned seats for testing and should arrange themselves with ample space between them and the next person. Students must be seated and ready to start the exam at the scheduled time. Late admission to testing is disruptive, will not be allowed, and will be considered an unexcused absence without prior notification of absence resulting in an assigned score of “zero” for the exam. Backpacks, purses, cell phones, additional pens and pencils, hats, jackets, and books will be placed in a designated area of the classroom prior to taking each exam. Eating is not allowed during the exam. Calculators, pencils, and paper will be provided, if necessary. Testing may be performed on the student’s laptop computer, or an established PC in the computer lab. Testing is never permitted on a tablet or cell phone. While testing, the proctoring instructor will not address questions. If scratch paper is allowed, the student will place their name on it and submit it to the faculty before leaving the room.

Allowing access to your answers or attempting to gain access to another’s answers is cheating. Cheating will result in disciplinary action, which may include a failing grade and/or dismissal from the school of nursing.

During electronic format exams, both written and verbal instructions will be provided to students. Exam timing may be preset in the testing system and students are to note and adhere to the allotted time. When exam time expires, further submission of answers is not allowed and unanswered questions will not receive credit. Attempting to access the exam outside the proctored classroom environment is considered academic misconduct and may result in dismissal from the school of nursing.

Distribution of testing materials is prohibited and may result in dismissal from the school of nursing.

After an exam, the instructor will complete a statistical analysis of the test. Grades will not be posted until the analysis is complete. Exam review will be at the discretion of the instructor. Students will not take notes during the review. Final exams are not available for review.

When a student knows he/she will be absent from an exam, he/she must notify the course coordinator/faculty **before** the exam. The email or phone message time stamp should NOT indicate a time later than the start time of the exam. For any excused or unexcused absences on examination dates, the instructor or professor of the course must be informed of the reason for missing the exam prior to the exam being delivered to the other students. For excused absences/tardiness, the student is responsible for making arrangements with the instructor or professor of the course. For unexcused absences/tardiness that have been reported, the weight of the exam will be added to the final exam. Unexcused absences/tardiness on the final exam will result in 10% deduction to the exam grade. Failure to notify the instructor or professor of the course of your absence prior to the examination time, will result in a “zero” for the exam grade that cannot be made up. If in the judgment of the faculty there are circumstances that warrant allowing the student to make up the exam with the failure to notify the instructor of the absence before the exam, the resulting points will be 90% of the actual points and counted as such. Unannounced quizzes will not be made up because of an absence.

Reinhardt University School of Nursing has adopted a “make up” exam policy based on three excused absences. These include a university excused absence, illness that requires visitation of a health care facility (a note documenting your visit is required from the healthcare provider), and a documented death of a family member. Once approved by the instructor of the course, the student will have five (5) school days to make up the exam after returning to campus or the student will receive a zero. The format for all make-up exams will be at the discretion of the faculty and may include essay, short answer, fill in the blank, and/or multiple-choice type questions that cover the same content areas from the missed exam. Exam grades will not be released to the entire class until the student missing an exam has completed a make-up exam.

**Course Schedule** including tentative topic schedule and exam dates

Week 1	August 16	Cardiovascular System 1
Week 2	August 23	Cardiovascular System 2
Week 3	August 30	<b>EXAM 1</b>
Week 4	September 6	Musculoskeletal System
Week 5	September 13	Immune System
Week 6	September 20	<b>EXAM 2</b>
Week 7	September 27	Endocrine System
Week 8	October 4	<i>FALL BREAK - NO CLASS</i>
Week 9	October 11	Reproductive and Genitourinary System
Week 10	October 18	<b>EXAM 3</b> <b>ATI Practice A</b>

Week 11	October 25	Hematological System
Week 12	November 1	GI System <b>Commercial Project Due</b>
Week 13	November 8	<b>EXAM 4</b> <b>ATI Practice B</b>
Week 14	November 15	<b>ATI Content Mastery Exam</b>
Week 15	November 22	<i>THANKSGIVING BREAK - NO CLASS</i>
Week 16	November 28	<b>FINAL EXAM</b>

### **Academic Integrity**

The faculty of Reinhardt University BSN Program affirms the highest standards of honesty. Students are expected to follow guidelines in the University Student Handbook, Academic Catalogue, as well as the BSN Program Handbook. Cheating and plagiarism will not be tolerated. All students are expected to adhere to the highest standards of academic integrity, and to abide by the Reinhardt Honor Code:

*Reinhardt University is a community of learners committed to the integration of faith and learning in the education of the whole person. As a partnership of students, faculty, and staff, we are dedicated to intellectual inquiry, academic freedom, and moral development. We are devoted to the principles of integrity, honesty, and individual responsibility. Therefore, in all our personal and academic endeavors, we will strive to represent our institution with integrity, purpose, and pride; demonstrate honest behavior and expect honesty from others; and accept responsibility for our own words and actions.*

*As a student in Reinhardt University school of nursing, I also pledge that all assignments, quizzes, examinations, papers, projects, lab work, simulations will be my own work, I will not participate in academic dishonesty or plagiarize, and all clinical care that I provide to my patients will not be in violation of this pledge.*

*All nursing students are expected to be familiar with the Reinhardt policy on academic dishonesty stated in the University Catalog and in the Student Handbook. Plagiarism (using the ideas and phrases of others without crediting them, therefore claiming those ideas and phrases as your own) will not be tolerated in this program or on this campus. To avoid such academic dishonesty, you must use a citation (footnote or in text) for all ideas drawn from your reading and research, including research in encyclopedias and online, even when you have restated those ideas in your own words.*

Academic misconduct is taken very seriously. It can be represented by such acts as:

Plagiarism

Cheating

Unethical use or sharing of texts and teaching-learning resources including, but not limited to, those purchased by another

To give or receive information ***before, during or after examinations*** – including previous test information, copying actual exams or quizzes, or possession and use of unauthorized instructor materials (test banks associated with texts utilized in the course)

To turn in assignments which are the result of another's work (fabrication)

Acting in a disrespectful manner toward patients, visitors, faculty or clinical faculty

Falsifying clinical documents

Falsifying the medical record

Duplicating and disbursing in any format copyrighted national certification exam questions

Sharing or discussing information or details regarding simulation scenarios/clinical experiences that represent a HIPAA violation

Academic dishonesty will result in a grade of zero for the particular course assignment or examination and pending review of the Dean, failure of the course and dismissal from Reinhardt University.

### **Communication**

Regular feedback about course concerns from students to faculty is welcomed. Any concerns related to a specific faculty member should first be discussed with the faculty member involved. If the situation remains unresolved, the next approach is to meet with the program coordinator followed by a meeting with the Dean of the School of Nursing.

All professional cultures designate appropriate ways to communicate formally and informally via technology. For the nursing program, formal communication is appropriate through your RU email account. Formal communication is anything directly related to assignments, individual meetings, absences, grades, technical issues with the learning management systems (LMS), etc. Messages should contain clear questions, include any pertinent details, and be specific if a response is needed within a certain time frame. Please note that abbreviations such as BTW, GRB, UR are only appropriate when using media that have a character limit. Informal communication may be appropriate through social media. If you have any concerns about appropriateness of communications, please contact your professor.

### ***RU email is the preferred method of professor/student communication.***

When emailing course faculty:

- Email communication should be from RU email accounts only. Faculty will only respond to emails sent from the RU email system.
- Start the subject line of your email with the course number followed by a few words about the substance of the email. (For example: NUR307: Request a private meeting). Emails with a class number and a subject in the subject line are responded to first.
- Sign all email messages with your first and last name. This is appropriate, professional etiquette. Your email address may only show your student number.

To receive a positive professional evaluation, all written communication should be formatted appropriately, written in complete sentences, free of spelling and grammatical errors, and include the required subject line. Emails that are sent from personal accounts (gmail, etc.) or do not have the class number and subject will likely be filtered, and as a result, may not be received by the instructor. Communication should also be in compliance with HIPAA and FERPA regulations.

### **Discussion/Chat Sessions**

- Review the discussion/chat threads thoroughly before entering the discussion/chat

session.

- Try to maintain discussion threads by using the “reply” button rather than starting a new topic.
- Do not make insulting or inflammatory statements to other members.
- Be respectful of others’ ideas.
- Be patient and read the comments of other group members thoroughly before entering your remarks.
- Be cooperative with others in completing assigned tasks.
- Be positive and constructive in discussions/chats.
- Respond in a thoughtful and timely manner.
- Do not use sarcasm
- Do not use all capital letters for emphasis. This is interpreted as shouting and is not appropriate etiquette.

### **Syllabus Modification**

This syllabus is to provide guidance. It may be modified by the faculty as necessary. The student is responsible for checking email accounts on a routine basis.

### **ADA Accommodations**

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. This legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. Reinhardt University is committed to providing reasonable accommodations for all persons with disabilities. Therefore, if you are seeking classroom accommodations under the Americans with Disabilities Act, you are required to register with the **Academic Support Office (ASO)**. ASO is located in the basement of Lawson Building. To receive academic accommodations for this class, please obtain the proper ASO letters. More information is available on the RU website at <https://www.reinhardt.edu/academic-resources/academic-support-office/aso-programs-services/>.

### **Center for student success**

The Center for Student Success (CSS) is located at the lower floor of Lawson, room 035. **CSS offers free peer and faculty tutoring for all subjects.** More information is available on the RU website at <https://www.reinhardt.edu/academic-resources/center-for-student-success/>

### **Library/virtual library**

Reinhardt University Library is available to all students enrolled in the BSN Program. Links to library materials such as electronic journals, databases, interlibrary loans, digital reserves, dictionaries, encyclopedias, maps, and librarian support may be found on the RU website at <https://www.reinhardt.edu/library/about/news/>

### **Academic calendar**

Please review the Academic Calendar, found on the university website (<https://www.reinhardt.edu/wp-content/uploads/2023/03/2023-24-Reinhardt-University-Academic-Calendar.pdf>) for the last date to drop the course or other registration issues.

### **Counseling services**

If you are experiencing difficulty of any type, please understand that the Reinhardt University faculty care about you as an individual. You may speak with any of us at any time. In addition, if you are having personal, familial, or educational, difficulties and would like to speak with a trained counselor, students may schedule a counseling appointment. More information can be found on the RU website at <https://www.reinhardt.edu/student-life/student-services-resources/counseling-services/>

### **Assistance with SON technology**

Reinhardt University (RU) provides technical assistance through the “Help Desk”. Laptops must have wireless connectivity and be in good working condition. In addition, it is the student’s responsibility to contact tech support for resources and assistance.

### **Reinhardt University Student Handbook**

Accessible on the RU website: <https://www.reinhardt.edu/wp-content/uploads/2022/08/2022-2023-Reinhardt-University-Student-Handbook-Revised-8.1.2022.pdf>

### **Cauble School of Nursing and Health Sciences Handbook**

Accessible on the Cauble School of Nursing and Health Sciences website:  
<https://www.reinhardt.edu/wp-content/uploads/2023/07/NursingStudentHandbookFall2023.pdf>

*“Reinhardt University is committed to providing a safe environment for its students, visitors, faculty and staff. Long-established policies, approved by Reinhardt's Board of Trustees, prohibit possession of firearms on property owned by the University.”*