



**Chaminade**  
**University**  
OF HONOLULU

## **Course Syllabus**

[Chaminade University Honolulu](http://www.chaminade.edu)

3140 Waialae Avenue - Honolulu, HI 96816

[www.chaminade.edu](http://www.chaminade.edu)

**Course Number:** NUR 401-01-02

**Course Title:** Public Health Nursing

**Department Name:** School of Nursing

**College/School/Division Name:** School of Nursing

**Term:** Fall 2019

**Course Credits:** 4 credits: Didactic(2)/Clinical (2)

**Class Meeting Days:** Mondays and Thursdays

**Class Meeting Hours/Location:** Hale Hoaloha 301. 8:30am-10:20am; some Thursdays as scheduled from 10:30am-12:30pm.

**Clinical Days:** Varies by Site (6hrs each day or 12hrs/week)

\*Please note that clinical days and times may vary based on facility and activity, please see clinical assignments.

**Instructor Name:** Lorin Ramocki, DNP, RN

**Email:** [lorin.ramocki@chaminade.edu](mailto:lorin.ramocki@chaminade.edu)

**Phone:** 808.739.7487

**Office Location:** Henry Hall, Room 110C

**Office Hours:** Mondays 10:30am-12:30pm; 1:30pm-3:30pm  
Thursdays: 1:30-3:30pm

### **University Course Catalog Description**

Public health theory, health promotion, and the nursing process are studied and applied to individuals, families, groups, and communities across the life span with diverse populations and in a variety of settings. Environmental health, epidemiology, health care systems, policy development, economics, and disaster nursing are studied. The roles of the public health nurse including care provider, educator, manager, advocate, researcher, and member of the nursing profession are discussed and incorporated into a variety of clinical experiences and settings.

### **Course Overview**

Important Note:

NUR 401 has both a didactic and clinical section. **Students must meet the requirements of both sections in order to pass this course.** Please remember that students must meet the requirements of

BOTH sections to pass NUR 401. The clinical practicum evaluation is graded as Satisfactory or Unsatisfactory. You must pass Nursing 401 with a grade of “C” or better and receive a satisfactory evaluation in Clinical Practicum to pass the class. Failure in either will result in failure of the course and you will not be permitted to continue in the nursing program progression as described in the CUH Undergraduate General Catalog and the School of Nursing Student Handbook. **Repeating the course means repeating both didactic and clinical sections.**

Clinical components of this course will be split between multiple community-based clinical sites, skills laboratory, and simulation experience.

**Clinical Hours:** 2 Credits (90 Clinical Hours)

- Skills Labs (2 hours)
- Simulation (13 hours)
- Community-based clinical experiences (at least 75 hours)

Students are responsible for any clinical required forms and prep with clinical facility coordinator prior to the first day of clinical. Students are expected to keep email/telephone contact information updated in the School of Nursing Office as this is the main form of contact that the clinical faculty will use in order to contact students. Failure to keep this information updated may result in the student not receiving pertinent clinical information. Each email that is sent directly to the instructor must have ‘NUR 401 clinical, your last name, and a topic’ in the subject line. In addition, students must use their **chaminade.edu** email account when emailing the instructor. Failure to do so may result in the student’s email not being opened.

### **Marianist Values**

This class represents one component of your education at Chaminade University of Honolulu. An education in the Marianist Tradition is marked by five principles and you should take every opportunity possible to reflect upon the role of these characteristics in your education and development:

1. Education for formation in faith
2. Provide an integral, quality education
3. Educate in family spirit
4. Educate for service, justice and peace
5. Educate for adaptation and change

### **Native Hawaiian Values**

Education is an integral value in both Marianist and Native Hawaiian culture. Both recognize the transformative effect of a well-rounded, value-centered education on society, particularly in seeking justice for the marginalized, the forgotten, and the oppressed, always with an eye toward God (Ke Akua). This is reflected in the ‘Olelo No’eau (Hawaiian proverbs) and Marianist core beliefs:

1. Educate for Formation in Faith (Mana) E ola au i ke akua (‘Olelo No’eau 364) May I live by God
2. Provide an Integral, Quality Education (Na’auao) Lawe i ka ma’alea a kū’ono’ono (‘Olelo No’eau 1957) Acquire skill and make it deep
3. Educate in Family Spirit (‘Ohana) ‘Ike aku, ‘ike mai, kōkua aku kōkua mai; pela iho la ka nohana ‘ohana (‘Olelo No’eau 1200) Recognize others, be recognized, help others, be helped; such is a family relationship

4. Educate for Service, Justice and Peace (Aloha) Ka lama kū o ka no‘eau (‘Ōlelo No‘eau 1430) Education is the standing torch of wisdom
5. Educate for Adaptation and Change (Aina) ‘A‘ohe pau ka ‘ike i ka hālau ho‘okahi (‘Ōlelo No‘eau 203) All knowledge is not taught in the same school

## COURSE LEARNING OUTCOMES

- 1) At the end of this course, the students will be able to:
- 2) Describe the three core functions of public health and the corresponding nursing roles and activities to meet the needs of a population;
- 3) Assess the needs of a population, identify potential nursing interventions, and evaluate those interventions while applying the nursing process at a population level;
- 4) Integrate knowledge of health care systems, public health issues, and advocacy for individuals, families, groups, and communities through a political action activity;
- 5) Incorporate the Standards of Professional Nursing Practice and the Nursing Code of Ethics into the practice of public health nursing;
- 6) Apply principles of epidemiology, disaster preparedness, and response in health promotion activities;
- 7) Describe how healthcare reform, allocation of resources, and interdisciplinary activities impact health outcomes for vulnerable populations; and
- 8) Analyze how evidence-based practice, informatics, nursing theories, and models are used to promote public health.

### Alignment of Learning Outcomes

#### Linkages between Course Learning Outcomes (CLOs) and Program Learning Outcomes (PLOs):

*I= Introduced to the concept/skill D= Developing M= Mastered*

<b>PLO Program Learning Outcomes</b>	<b>CLO1</b>	<b>CLO2</b>	<b>CLO3</b>	<b>CLO4</b>	<b>CLO5</b>	<b>CLO6</b>	<b>CLO7</b>
PLO#1 Nursing Process, health and illness, application. Developmentally and culturally appropriate care	M	M				M	
PLO#2 Safe, holistic care, across the lifespan. Patient-centered care.	M	M		M		M	

PLO#3 Patient advocate, apply leadership and professional nursing principles.	M		M	M		M	
PLO#4 Communicate and collaborate with professional disciplines in providing patient care.		M		M	M	M	
PLO#5 Evidence-based practice, research knowledge and participation.		M					M
PLO#6 Informatics, healthcare technologies as applied to professional nursing practice.		D/M			M		
PLO#7 Health Promotions/Disease Prevention, determinants of health.		M			M	M	M
PLO#8 Understand Healthcare finance and policy development.			M		M	M	
<b>Program Associated Hawaiian Core Values</b>	<b>CLO1</b>	<b>CLO2</b>	<b>CLO3</b>	<b>CLO4</b>	<b>CLO5</b>	<b>CLO6</b>	<b>CLO7</b>
. Patient Centered-Care, <i>Ka malama olakino Pili pono I ia kanaka</i>	M			M			
. Community Based Care, <i>Ka malama olakino ma o ke kaiāulu</i>	M		M	M		M	M
. Developmentally and Culturally Appropriate Care, <i>Ka malama ola kino noka ho'omohala a me ka mo'omeheu</i>	M	M			M		
. Care Across the Lifespan <i>Ka malama olakino o ka wa ola</i>	M			M		M	

### Course Prerequisites

*Prerequisites: BI 151 and BI 151L, BI 152 and BI 152L, CH 250, BI 250L, MA 107, NUR 190, NUR 290, NUR 291, NUR 201, NUR 202, NUR 203, NUR 204, NUR 206, NUR 301, NUR 302, NUR 303, BI 304, BI 305, NUR 306, NUR 307*

*Co-requisites: 400 level NUR courses*

**All texts from previous nursing courses are highly recommended to be used as a resource. Students are responsible for content from other courses that may apply to this course.**

## Required Learning Materials

Nies, M.A., & McEwen, M. (2015). *Community/public health nursing: Promoting the health of population* (7th ed.). St. Louis: Elsevier.

ATI Content Mastery Series – RN Community Health Nursing Edition 7.0

Tiffany, J. & Hoglund, B. (2019). Lippincott Clinical Experiences: Community, Public, and Population Health Nursing (You do not have to purchase this, I will give you a code)

## Electronic readings

American Nurses Association. (2001). *Code of ethics for nurses with interpretive statements*. Retrieved from <http://www.nursingworld.org/codeofethics>

American Nurses Association. (2011). *Nursing: Scope and standards of practice*. Retrieved from <http://nursingworld.org/scopeandstandardspractice>

American Nurses Association. (2011). *Public health nursing: Scope and standards of practice*. Retrieved from <http://www.nursingworld.org/MainMenuCategories/ThePracticeofProfessionalNursing/PublicHealthNursing>

## Resources

American Psychological Association. (2010). *Publication manual of the American Psychological Association*, (6<sup>th</sup> ed.). Washington, DC: Publisher

Chaminade University School of Nursing. *Nursing Student Handbook*

American Nurses Association. (2013). *Public health nursing: scope and standards of practice: public health nursing*. (2nd ed.). Silver Spring: Nursesbooks.org (Sullivan Family Library Reserve Section)

## Course Website:

<https://chaminade.instructure.com/courses/9980>

## Technical Assistance for Canvas Users:

- Search for help on specific topics at [help.instructure.com](http://help.instructure.com)
- [Chat live with Canvas Support 24/7/365](#)
- Contact the Chaminade IT Helpdesk for technical issues: [helpdesk@chaminade.edu](mailto:helpdesk@chaminade.edu), or call (808) 735-4855

## Course Requirements/Assessments/Methods

Your grade in this course will be based on the following:

Weekly Reflection Discussion (5 points x 5)	25 points
Exams (30 points x2)	60 points
NCLEX Self-Test (10 points x 7)	70 points
ATI exam	10 points
CBPR Outline	5 points
CBPR Final Report	10 points
Community Need/Resource Assessment	5 points
Windshield Survey	5 points
Group Presentation/Video	10 points
ATI Remediations (10 pts x 5)	

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**TOTAL 250 POINTS**

Assignment/assessment descriptions and instructions can be found in the appropriate modules on Canvas. Students are required to review the expectations of each assignment/assessment prior to completion.

### Overall Course Grading

Assignments	Points	Percentage/equivalent
Exam 1 & 2	60	30%
<b>*Student must have cumulative Exam score of 70% for the items below to be factored into the final grade</b>		
Weekly Reflection Discussion	25	10%
NCLEX Self-Test	70	10%
ATI exam	10	10%
CBPR Outline	5	3%
CBPR Final Report	10	5%
Community Need/Resource Assessment	5	2%
Windshield Survey	5	10%
Group Presentation/Video	10	10%
ATI Remediation	50	10%
Clinical		Pass/Fail
<b>Total</b>	<b>250</b>	<b>100%</b>

### Clinical Course Grading Percentage Equivalents

Clinical Performance	Points	Percentage/equivalent
Clinical Evaluation by Preceptor Adjunct faculty	N/A	Satisfactory/Unsatisfactory
Clinical Forms Preceptor Acknowledgement form Preceptor Attestation Clinical Evaluation forms Weekly Time Log	N/A	Mandatory
Overall Evaluation by the course coordinator		Satisfactory/Unsatisfactory

***\* All clinical forms are mandatory by due date. If any clinical forms are missed, your course grade will be “Incomplete”***

**Adjunct faculty for coordination and site visit**

**Professor Noreen Murata BSN, RN-** (noreen.murata@chaminade.edu) ph: 808-224-2196

Clinical site coverage: Institute for Human Services, Women’s Correctional Community Center, Halawa Correctional, Waianae Comprehensive Health Center, Kalihi Palama Health Center, Hawaii Job Corps

**Cera Kim-Sunada, MSN, RN –** (cera.kim-sunada@chaminade.edu) ph: 808-253-8776

Clinical site coverage: Hawaii Job Corps, Islands Hospice, QMC Diabetes Education Center, St. Francis Home Hospice, DOH Public Health Nursing Branch

**Simulation/Skills Lab:**

<b>Week</b>		<b>Focus of Learning</b>	<b>Readings/Assignment</b>
Week 1	Skills Lab	Competency goal #1 Skills: PPD, Injection, Specimen collection	Textbook & resources
Week 1-6	Weekly online simulations x 5 SIM – Incident Command, Triage care, Disaster preparation & Responses	Competency goals #2 through #6	Textbook & resources

**Clinical Details/Requirements**

Clinical rotations in the nursing program are foundational to the development of the professional nurse and nursing as a practice. You must dress professionally and look professional in all clinical experiences. Only the Chaminade University School of Nursing approved uniforms will be permitted. For this rotation, your uniform will be the community uniform which consists of the designated navy blue polo shirt with the school logo, black slacks, and black closed toe/closed heel shoes. Your image is representative of the Chaminade University Nurse. Your school picture ID is to be worn at all times unless specified by your clinical instructor/facility. All other clinical requirements apply. Additional information about the clinical requirements including hair, jewelries, make-up, tattoos, and finger nails specifications is found in your student handbook.

Clinical facilities have specific requirements each student must meet; some of these are to be completed before the first day of clinical. These requirements can be facility orientation to policies, computer systems, and other forms of paperwork. Please remember that students and faculty of Chaminade are guests in these facilities and we must comply with ALL of the requirements given or the student and/or clinical group will not be allowed to participate in learning experiences at that facility. A failure to meet these requirements may result in having to withdraw from the course since changing clinical placements after the semester has begun not allowed by the clinical facilities.

### **Clinical Attendance and Participation:**

Attendance is **mandatory**. If you must miss a clinical session due to illness, you must call your clinical instructor one hour prior to start time and provide a physician's note in order to receive a make-up session. A make-up session will be determined by the course coordinator. You also need to email the course coordinator within 24 hours of the absence. You are expected to be at the clinical site on time without tardiness. Students may **NOT** switch clinical sections as orientation to the clinical site will have occurred. Do not bring valuables and only bring the assigned equipment. Clinical facilities do not provide storage for students' bags. If you bring your lunch please realize that a refrigerator will not be available for storage so plan accordingly.

### **Confidentiality, Unacceptable Practice (unsafe, unethical, or illegal):**

Students are expected to maintain patient confidentiality at all times. **No computer printouts, or any form of patient record, are to be removed from the clinical setting.** Patient records are **NOT** to be photocopied. To do so will result in clinical failure. Please read the **HIPAA** regulations for your agency, sign acknowledgement form as required, and submit to appropriate clinical instructor or Course Coordinator.

- **A failure to close out completely from a facility computer with patient information is a HIPAA violation and will be treated accordingly. This includes screens that have been minimized. This is a federal law and compliance is mandatory.**
- **A failure to cover patient information on your clipboard or notepad is another example of HIPAA violation.**

Patient identifiers, such as: name, clinical facility, DOB, SS#, home address and telephone number, city/county/region, employer, names of relatives/significant others **must be removed or omitted from all written work.** All written work with patient care information (such as daily patient care plans with vital signs and physical assessment notes) must be shredded at the end of the clinical day. Students are also expected to delete from their computer files all coursework at the end of the semester **and** return any I.D. and/or parking badges to the respective clinical sites. Students are responsible for any replacement fees attached to lost IDs or parking badges.

### **Grading Scale**

Letter grades are given in all courses except those conducted on a credit/no credit basis. Grades are calculated from the student's daily work, class participation, quizzes, tests, term papers, reports and the final examination. They are interpreted as follows:

- A Outstanding scholarship and an unusual degree of intellectual initiative
- B Superior work done in a consistent and intellectual manner
- C Average grade indicating a competent grasp of subject matter
- D Inferior work of the lowest passing grade, not satisfactory for fulfillment of prerequisite course work
- F Failed to grasp the minimum subject matter; no credit given.

A=90-100%

B= 80-89%

C=70-79%

D=60-69%

F=59% and below

**No Rounding of grades: If a student earned a final percentage grade of 69.9%, the final score will NOT be rounded to 70. Every point in this class matters!**

### **Course Policies**

All policies stated in the Chaminade University and Chaminade University School of Nursing handbooks are in effect in this course.

### **Academic Honesty:**

Nursing students are responsible for promoting academic honesty in all educational settings. Nursing students represent Chaminade University and the School of Nursing and as such are expected to demonstrate professional, ethical behavior in the classroom, in laboratory settings, in the clinical setting, and in the community. The Chaminade student nurse shall be committed to the Marianist values and the core values of the School of Nursing.

Questions of unethical behavior or academic dishonesty in a particular class are first reviewed by the instructor, who must make a report with recommendations to the Dean for Nursing. Punishment for academic dishonesty or unethical behavior will be determined by the instructor in collaboration with the Dean for Nursing and may range from an “F” for the work in question to an “F” for the course to suspension or dismissal from the program.

### **Course Atmosphere:**

This course is not strictly a lecture course. Some of the content will be presented in a lecture format; however, we will be discussing the assigned readings, sharing our reflections on what we’ve read and our own personal experiences, and working in small and large groups. Everyone’s participation is essential as we will learn and grow from the sharing that occurs. Students are expected to come to didactic or clinical prepared and ready to fully engage in learning.

### **Class Attendance:**

Class attendance is regarded as an essential part of the educational process. Students are expected to attend all classes. The classroom is a teaching and learning environment where there is an exchange of

knowledge and experience, so it is essential that students attend class and actively participate in classroom activities to maximize individual learning. Students who are absent from class not only miss a part of the subject matter of the course but also diminish the opportunities for contributing to the learning environment for the entire class. Students are expected to develop a professional work ethic that reflects personal responsibility, initiative, and teamwork. Students should notify the instructor by phone or email when illness prevents them from attending class and make arrangements to complete missed assignments.

The following attendance policy is from the 2019-2020 Academic Catalog.

Students are expected to attend regularly all courses for which they are registered. Students should notify their instructors when illness or other extenuating circumstances prevent them from attending class and make arrangements to complete missed assignments. Notification may be done by emailing the instructor's Chaminade email address, calling the instructor's campus extension, or by leaving a message with the instructor's division office. Any student who stops attending a course without officially withdrawing may receive a failing grade.

Unexcused absences equivalent to more than a week of classes may lead to a grade reduction for the course. Any unexcused absence of two consecutive weeks or more may result in being withdrawn from the course by the instructor, although the instructor is not required to withdraw students in that scenario. Repeated absences put students at risk of failing grades.

Students with disabilities who have obtained accommodations from the Chaminade University of Honolulu ADA Coordinator may be considered for an exception when the accommodation does not materially alter the attainment of the learning outcomes. Federal regulations require continued attendance for continuing payment of financial aid. When illness or personal reasons necessitate continued absence, the student should communicate first with the instructor to review the options. Anyone who stops attending a course without official withdrawal may receive a failing grade or be withdrawn by the instructor at the instructor's discretion.

#### **Class participation/classroom activity:**

Please see note above about attendance and course atmosphere. Students absent from class (excused or unexcused) will be responsible to obtain the information presented in class including handouts. Every student is expected to be an engaged learner in the classroom. Substantive participation may include but not limited to: participating in class activities, asking relevant questions, adding information in class supported by pertinent reading materials, discussion questions answered posted in Canvas, etc. Substantive class participation often translates to active learning. Use of tools for success as suggested by faculty are instrumental in preparation for this class.

#### **Academic Conduct:**

Please refer to and follow all policies and procedures included in the University and School of Nursing Student Handbook (available in hard copy and online) and carefully read all areas. Please pay attention

to the sections that discuss plagiarism, classroom respect, student conduct, freedom of speech, and all academic policies regarding grading.

### **Assignments:**

It is expected that assignments will be submitted prior to class time. Late assignments are highly discouraged. Students may ask for an extension of an assignment, but may be subject to the deduction of points as stipulated above in the late assignments. All written assignments must be submitted in an acceptable Word document format. The student is responsible for making sure that the document is the final version of the assignment. Any resubmissions may be subject to late penalty. Individual assignments must be done on an individual basis. When templates are used and information submitted appears to be duplicate information, suspicion of academic dishonesty may occur. Please review the policy of academic honesty in detail.

### **Testing policy:**

Students are expected to take tests on the designated day. In case of an emergency, please contact the instructor immediately prior to the test so that an alternate plan can be made. Failure to do so may result in a zero. Make up tests dates and times will be determined by the instructor. In case of absence due to illness, a health care provider note is required. Approval for taking a make-up test may be granted by the instructor.

### **ATI Policy**

Prior to giving the proctored ATI examination in the course the student will be required to complete two practice exams (must reach 100% with remediation prior to final ATI). It is strongly recommended that one of these practice exams be completed in a 'simulated NCLEX' testing environment. The student will take a proctored assessment upon completion and submission of assigned focused reviews.

### **ATI Exam**

#### **Purpose**

1. Focus the student on mastery of content and RN competencies
2. Identify areas that need curricular and student learning improvement
3. Provide consistency in curricular assessment and evaluation
4. Provide a holistic perspective of the predictive value of ATI Examination throughout the curriculum

#### **Policy**

1. Prior to giving the proctored ATI examination in the course the student will be required to complete two practice exams. It is strongly recommended that one of these practice exams be completed in a 'simulated NCLEX' testing environment.
2. The student will take a proctored assessment upon completion and submission of assigned focused reviews.
3. If a student obtains a level 2 or above on the proctored ATI exam, the student will receive 100% for the ATI portion of the grade.
4. If a student obtains a level 1 on the proctored ATI exam, the student will receive 50% for the ATI portion of the grade.
5. If a student obtains below a level 1 on the proctored ATI exam, the student will receive 0% for the ATI portion of the grade.

6. No student will be offered a second attempt of an ATI proctored exam.
7. ATI proctored exams can be assigned a maximum of 10%.

### Procedures

1. Dates for practice exams must be scheduled in advance and listed in the course syllabus.
2. After taking a practice exam the student must go to the ATI focused review Web site and select “**all missed topics**” to review
3. The student is required to complete a hand-written active learning template for each topic reviewed and submit a hard-copy to the faculty member for each practice exam taken.
4. The faculty member will turn on the rationales for the right and wrong answers for the practice ATI examinations in preparation for the proctored exams after the assigned submission date of the focused review and all students have reached 100% on both Practice Exams.
5. Students will take the practice exams again and read the rationales provided by ATI for the right and wrong answers (even if the student obtained the correct answer); this will help them study the material.
6. Faculty may assign further remediation requirements.

### Cell phones, tablets, and laptops

Out of consideration for your classmates, please set your cell phone to silent mode during class. Students are encouraged to bring laptops or tablets to class as the instructor will assign online activities and readings that will require the use of a laptop or tablet. Laptops and tablets should not be misused, such as checking distracting websites. Use your best judgment and respect your classmates and instructor. Cell phones are prohibited unless directed by your instructor as part of a class learning activity. Use of music devices, Applewatches, and cell phones is prohibited during all Nursing classes at Chaminade, unless specifically directed by your instructor as a part of a class learning activity.

### Teaching and Learning Strategies:

Lecture, group discussion, small group activities, classroom questions, quizzes or tests in multiple formats, clinical preparation, clinical experience, conferences, written assignments, and professional presentations.

### Course Exam Policy

In order to pass this course the student must obtain a 70% or higher cumulative average on the examinations in this course (prior to any added earned points). All assignments must be successfully completed in order to pass this course. If the student fails to successfully complete all required assignments and/or does not have a cumulative score of at least 70% on all examinations in this course, the maximum grade that can be earned for the course will be 69%. All exams except ATI proctored exam will be included in the 70% cumulative exam policy. Each exam will have dosage calculation questions. If a student gets any of these questions wrong on the exam, they may need to do a “Math Challenge” to remediate prior to taking the next exam as designated by the instructor.

## **Late Work Policy**

All assignments are expected to be submitted as designated on this syllabus. Students must inform the instructor via email of any late assignments which is subject to late penalty. Late written assignments in the didactic component of this course will receive an automatic 10% deduction per day past the due date and time. No late assignments will be accepted after the 5th calendar day. Late assignments (e.g. weekly clinical reflection, etc. ) in the clinical portion of this course will result in an UNSATISFACTORY rating under Competency 1. Any UNSATISFACTORY rating after midpoint may result in the failure of the course.

In the rare occurrence that submission in Canvas is not accessible, please contact Help Desk Support and report any technical issues. The student is responsible to get a reference number from Help Desk Support as evidence of any technical issues as requested by the faculty. In an event that Canvas cannot be accessed to submit assignments on time, the student can email the course coordinator prior to the assignment deadline and attach the word document assignment. This procedure must only be used if Help Desk informs student that Canvas is not accessible. The student is also responsible to post the completed assignment in Canvas when the site is accessible for grading purposes.

## **Writing Policy**

All papers should demonstrate mastery of grammar, punctuation, spelling and syntax expected of college level students. Use of APA is required for all papers. If you need writing assistance, please seek help from Student Support Services and the Academic Achievement Program at 735-4881. All papers are to be word processed, proofread, and solely the work of the author. Please read information about plagiarism in your student handbook.

## **Instructor and Student Communication**

Questions for this course can be emailed to the instructor at [lorin.ramocki@chaminade.edu](mailto:lorin.ramocki@chaminade.edu). Online, in-person, and phone conferences can be arranged. Response time will take place up to two (2) business days, Monday - Friday.

## **Disability Access**

Statement from CUH [website](#) (retrieved June 16, 2019): In compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and the ADA Amendments Act (2008), Chaminade University of Honolulu offers accommodations for individuals with disabilities. If you would like to determine if you qualify for ADA accommodations, please contact the Counseling Center at (808) 735-4845 The Counseling Center will notify faculty to inform them of the accommodations a student is to receive. However, the nature of your disability is confidential.

## **Title IX Compliance**

Chaminade University of Honolulu recognizes the inherent dignity of all individuals and promotes respect for all people. Sexual misconduct, physical and/or psychological abuse will NOT be tolerated at CUH. If you have been the victim of sexual misconduct, physical and/or psychological abuse, we encourage you to report this matter promptly. As a faculty member, I am interested in promoting a safe and healthy environment, and should I learn of any sexual misconduct, physical and/or psychological abuse, I must report the matter to the Title IX Coordinator. If you or someone you know has been harassed or assaulted, you can find the appropriate resources by visiting Campus Ministry, the Dean of Students Office, the Counseling Center, or the Office for Compliance and Personnel Services.

## **Academic Conduct Policy**

From the 2019-2020 Undergraduate Academic Catalog:

Any community must have a set of rules and standards of conduct by which it operates. At Chaminade, these standards are outlined so as to reflect both the Catholic, Marianist values of the institution and to honor and respect students as responsible adults. All alleged violations of the community standards are handled through an established student conduct process, outlined in the Student Handbook, and operated within the guidelines set to honor both students' rights and campus values.

Students should conduct themselves in a manner that reflects the ideals of the University. This includes knowing and respecting the intent of rules, regulations, and/or policies presented in the Student Handbook, and realizing that students are subject to the University's jurisdiction from the time of their admission until their enrollment has been formally terminated. Please refer to the Student Handbook for more details. A copy of the Student Handbook is available on the Chaminade website.

For further information, please refer to the Student Handbook:

<https://studentaffairs.chaminade.edu/wp-content/uploads/sites/28/2018-19-NEW-STUDENT-HANDBOOK.pdf>

### ***PLEASE NOTE:***

*While every attempt has been made to prepare this syllabus and class schedule in final form, it will be the course coordinator's prerogative to make any changes as may be deemed necessary in order to meet the learning outcomes of the course. Students will be notified in writing via Chaminade email of any changes. It is recommended that you check your Chaminade email and course site including the canvas frequently for announcements. All students will be held responsible to read, understand, and clarify the content within this document.*