



Chaminade
University
OF HONOLULU

Course Syllabus

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

3140 Waialae Avenue - Honolulu, HI 96816

www.chaminade.edu

Course Number: NUR 307

Course Title: Nursing Care of Children and Family

College/School/Division Name: School of Nursing and Health Professions

Term: Fall Session 2020

Course Credits: 3

Class Meeting Days: Thursdays

Class Meeting Hours: Sect 2- 08:00-10:10a; Sect 1- 1:00-3:10p

Clinical Meeting Days: Mon, Wed, Sat, or Sun

Class and Clinical Location: TBA

Instructor Name: Lorena Gaskill, MSN, RN

Email: Lorena.gaskill@Chaminade.edu

Phone: 808.739.4616

Office Hours: Posted on CANVAS

Office Location: Henry Hall 106 D

Other contact information: Zoom Personal Meeting Room- provided on CANVAS

University Course Catalog Description

University Course Catalog Description

NUR 307 Nursing Care of Children and Family (3) 2 credits Didactic, 1 credit Clinical. This course provides a holistic approach to the study of child & family nursing concepts. The course uses a family centered approach to health promotion and health alterations in children from infancy through adolescence within the family context. Current research and ethical/legal principles are presented and applied in clinical practice. Well-child and child health nursing concepts are applied in the school laboratory as well as in a variety of pediatric clinical, community settings and interprofessional partnerships. The student will have the opportunity to integrate prior skills and knowledge regarding human development into culturally sensitive care. The student will continue to develop the ability to apply critical thinking, participate in classroom discussions, informatics, QSEN competencies, seminars, and case studies to add breadth and depth to their understanding of care of the child and family. Students will continue to build upon personal, professional and leadership skills to assimilate into the profession of nursing.

Prerequisites: BI 151 and BI 151L, BI 152 and BI 152L, BI 250 and BI 250L, CH 250, MA 107, NUR 190, NUR 201, NUR 202, NUR 203, NUR 204, NUR 206, NUR 290, NUR 291.

Co-requisites: NUR 302

Course Overview

NUR 307 has both a didactic and clinical section. Students must meet the requirements of both co-course sections in order to pass this course. For ease in reading, this syllabus has been divided with didactic information separate from the clinical information.

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 ('Olelo 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 ('Olelo No'eau 203) All knowledge is not taught in the same school

Course Learning Outcomes:

At the end of this course, the students will demonstrate the ability to:

1. Interpret responses to common pediatric conditions within a holistic and cultural context.
2. Apply the nursing process to the pediatric patient and family to set priorities in delivering quality, safe, and ethical patient care.

3. Apply appropriate developmental, cultural and spiritual care within the diverse inter-professional team.
4. Demonstrate patient-centered care applying the five-core institute of medicine (IOM) competencies in clinical settings; provide patient centered care, work in interprofessional teams, employ evidence-based practice, apply quality improvement, utilize informatics.
5. Implement patient safety initiatives, including nurse-sensitive indicators in the care of the pediatric population.

Alignment of Learning Outcomes

Key progression in professional nurse practice: Key: I=Introduced, D=Developed, M=Mastered

Program Associated Hawaiian Core Values	CLO 1	CLO 2	CLO 3	CLO 4	CLO 5
1. Patient Centered-Care, <i>Ka malama olakino Pili pono I ia kanaka</i>	D	D	D	D	D
2. Community Based Care, <i>Ka malama olakino ma o ke kaiaulu</i>	D	D	D	D	
3. Developmentally & Culturally Appropriate Care, <i>Ka malama ola kino noka ho'omohala a me ka mo'omeheu</i>	D	D			D
4. Care Across the Lifespan <i>Ka malama olakino o ka wa ola</i>	D				
Marianist Values	CLO 1	CLO 2	CLO 3	CLO 4	CLO 5
1. Education for formation in faith	D	D			
2. Provide an integral, quality education			D	D	
3. Educate in family spirit		D			
4. Educate for service, justice and peace	D				D
5. Educate for adaptation and change			D	D	

Program Learning Outcomes	CLO 1	CLO 2	CLO 3	CLO 4	CLO 5
<i>PLO#1:</i> Utilize the nursing process to advocate for safe, holistic, patient-centered care across the lifespan, incorporating the Marianist value of service, justice and peace.	D				
<i>PLO#2:</i> Apply leadership and communication skills to ensure quality, collaborative and continuous patient care.		D			
<i>PLO#3:</i> Integrate credible research with clinical expertise and patient preferences for optimal care across the lifespan.			D		
<i>PLO#4:</i> Incorporate informatics and healthcare technologies into the practice of professional nursing.				D	
<i>PLO#5:</i> Contribute to the safety and quality improvement of the healthcare environment.					D

Learning Materials required –

Ricci/Kyle, *Maternity and Pediatrics*, 3/e ISBN i – 9781975131418. The CoursePoint plus package contains the eBook, medical dictionary, PrepU, and vSim. Additional/optional supplementary materials for purchase including a hard text and hard text study guide are available on the publisher website. The learning materials purchased will be utilized in the co-requisite course NUR 307 Nursing Care of Children.

Required ATI texts/eBooks: (most current edition- 2019) (These are part of your ATI Learning System package)

ATI Maternal-Newborn 11.0

ATI Nutrition 7.0

ATI RN Pharmacology 8.0

ATI Fundamentals 10.0

ATI Nursing Care of Children 11.0

Other required class materials will be provided on the CANVAS course site.

Supplemental Materials:

The Learning Management System, **Canvas**, is used throughout all of the nursing courses. Course website address: <https://chaminade.instructure.com>. Hardware requirements: Canvas is accessible from most PCs and Macintosh computers with a reliable Internet connection. Canvas is accessible on all computers available for use on campus. Technical support: click the “Help” link to access help through the Canvas guide, the Canvas community or Canvas Support. If you encounter a problem with Canvas be sure to click the “report a problem” link to get help for a support agent 24/7.

Assessment Technologies Institute (ATI) is an online educational learning system used throughout the nursing courses at CUH SON. Website: <http://www.atitesting.com>. Complete system requirements are available on the logon page. For all inquiries during office hours use: (800) 667-7531. After hours technical support, send an email to helpdesk@atitesting.com.

Recommended Texts or Resources:

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

American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: American Psychological Association. ISBN: 978-1433805615

Any updated drug book or App

Hornrtvedt, T. (2013). *Calculating dosages safely: A dimensional analysis approach*. Philadelphia, PA: F. A. Davis. ISBN: 978-0-8036-2254-8

Lippincott Advisor- included with LWW ebook package

Winegard, B. (2016). *Medical terminology complete*. (3rd ed.). Boston: Pearson Education, Inc. ISBN: 13:978-0-13-404238-1

The Joint Commission. (2013). Facts about the official “Do not use” list. Retrieved from http://www.jointcommission.org/assets/1/18/Do_Not_Use_List.pdf

Course Website address: <http://chaminade.edu>

[CUH Sullivan Library Link](#)

Updated 8.18.2020 LG

Useful Journals:

The Journal of Pediatrics
 Journal of Adolescent Health
 Academic Pediatrics
 American Academy of Pediatrics
 Contemporary Pediatrics
 Journal of Pediatric Health Care

Useful Online References:

- ❖ <http://www.medscape.com/>
- ❖ www.acog.com
- ❖ www.nlm.nih.gov
- ❖ www.healthypeople.gov/2020/default.aspx
- ❖ www.aacap.org
- ❖ www.cdc.gov
- ❖ www.aacap.org
- ❖ www.cdc.gov

Course Website:

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

Technical Assistance for Canvas Users:

- Search for help on specific topics at help.instructure.com
- [Chat live with Canvas Support 24/7/365- phone: \(877\) -251-6615](#)
- Contact the Chaminade IT Helpdesk for technical issues: helpdesk@chaminade.edu, or call (808) 735-4855

Teaching-Learning Strategies:

Scrambled class discussion, case studies, audio-visual media, in-class and lab group activities, and virtual clinical simulation.

Course Requirements/Methods of Evaluation:

Your course grade will be based on the following:

- Participation
- Quizzes
- Examinations
- Specific Didactic, lab assignments & performance Pass/Fail

Updated 8.18.2020 LG

Assessments

Overall Course Grading Percentage Equivalents

Assignments	Percentage/equivalent
Exam 1	30%
Exam 2	30%
3 Quizzes	30% (10% each)
ATI proctored exam Nursing Care of children	10%
Simulation Assignments	Pass/Fail
Post Simulation Reflective Survey	Pass/Fail
ATI Practice A&B Remediation	Pass/Fail
ATI assignments including active L templates	Pass/Fail
Total Percentage Points for course	100%

Grading and 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, papers, and examinations. 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

Grading Scale:

A=90-100%

B= 80-89%

C=70-79%

D=60-69%

F=59% and below

OF NOTE: scores will not be rounded up (i.e., 74.9% is 74% = D) & there are no extra credit allowances

Please note the following policy:

- In order to pass this course, the student must obtain a 75% or higher weighted average on the examinations (quizzes, custom assessments, and proctored ATI exam) in this course.
- **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 weighted average score of at least 75% in all examinations (including quizzes) in this course, the maximum grade obtained for the course will be 69%.

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The School of Nursing may choose to utilize an online exam proctoring technology at any time during this course. This technology enables students to take proctored exams at a location that is off-campus. This technology provides a secure test environment that promotes academic integrity and provides data security. The process identifies a student and records video, audio, and screen capture during the student's exam. This information is communicated to secure servers and reviewed. The video, audio, and screen capture are used solely for the purpose of ensuring academic integrity during the testing process.

All exam grades will be available in the CANVAS gradebook within 72 hours. Students who wish to review their exams with faculty during the faculty's office hours will need to have this review completed **within two weeks from the date of the exam**. After the two week period (unless special arrangements have been made between instructor and student) the exams will no longer be available for review.

Course exams: Exams will be created to reflect both the Program Learning Outcomes (PLO) and Course Learning Outcomes. Questions will require recall, critical thinking, and clinical reasoning. Questions will incorporate ATI focused review resources.

Prep-U Assignments: Optional

What is Prep-U? This software offers students an adaptive learning process, increasing the difficulty level of questioning based on the student's previous performance. The students take the on-line Prep-U assessments on assigned chapters prior to arriving to lecture. Taking the assigned Prep-U assessments ensures the material has been reviewed and applied, allowing more constructive dialog and critical thinking scenarios in the classroom setting. Another advantage to the use of this software is the practice of multiple-choice and multiple response questions similar to those presented on the NCLEX. An access code is purchased with your class textbook.

1. If you don't already have access to Lippincott CoursePoint+ for Ricci, Kyle & Carman: Maternity and Pediatric Nursing, Third Edition, redeem your **ACCESS CODE** and complete registration at <http://thePoint.lww.com/activate>.
2. From the **"My Content"** page, click on Lippincott CoursePoint+ for Ricci, Kyle & Carman: Maternity and Pediatric Nursing, Third Edition.
3. On the welcome screen or from **"My Classes"**, select **"Join a Class"**, enter your **CLASS CODE: ED0A587F**, and click **"Enroll"**.

If you experience any problems, check the code again and re-enter it. If it does not work, contact Lippincott Online Product Support at 1-800-468-1128 or techsupp@lww.com for assistance.

Not sure what an **ACCESS CODE** is?

Learn more at <http://thepoint.lww.com/Help/BookAccess>.

Students must meet the **assigned mastery levels and complete the question collection assignments** by the deadlines to receive credit.

Medication calculation evaluation: Students are expected to demonstrate safe medication calculation and administration in didactic, and clinical settings. Specialty math calculations will be introduced over the semester and math calculations will be on every quiz and exam. The course coordinator and clinical instructors will refer students to math tutoring remediation if math calculation performance is not at an acceptable level.

Homework assignments prior to class: Students are expected to complete and submit all assignments that are due before scheduled class time. The assignments are intended to prepare the student for case studies and

group activities during didactic and sim/lab instruction. If there is no evidence of student submission prior to class the instructor may deny student admittance to the classroom until there is evidence work has been completed.

CLINICAL:

The clinical practicum evaluation for this course is graded as Satisfactory or Unsatisfactory. Refer to the student handbook for the definition of what would be considered an unsatisfactory grade in clinical. You must pass Nursing 307 with an overall grade of “C” or better and receive a satisfactory evaluation in Clinical Practicum to pass the class. Failure in clinical will result in failure of the course with a course letter grade of “F” and you will not be permitted to continue in the nursing program progression.

ATI 4.0 tutorial drills and tests: Students must complete assigned module tutorial drills, and complete the module posttest by earning a 90%. Any posttest can be repeated. Students must meet the assignments as the specified criteria to receive a satisfactory rating.

vSim Scenarios

A vSim scenario is an interactive training workflow for nursing students. *vSim for Nursing / Pediatrics* includes interactive learning scenarios that offers students the flexibility to complete the first three activities in a different order, if desired. After the student has completed the vSim for one patient scenario once, the post-simulation activities are unlocked, and available for completion in any order. Additionally, activities can be performed multiple times to reinforce concepts in a “learn by doing” environment. The goal is improved performance on the vSim over a set period of time through practice and remediation. Assigned vSim scenarios during clinical will require completion of the pre-test, minimum 90% on the run, and a 90% minimum completion of the posttest to receive a satisfactory rating.

Forms:

Clinical evaluation tool: There will be a formal final evaluation due to the short clinical rotation. A brief midterm meeting between instructor and student should occur to be clear on performance and current standing in clinical.

Weekly Clinical Reflective Logs: The logs must be legible and HIPAA compliant. No actual patient or staff names or other identifiers can be used. **Please use the separate reflective log template posted in CANVAS.** Respond to each question carefully, then post to CANVAS in the appropriate assignment link and per your clinical instructors preference. All reflective logs must be submitted to the clinical instructor and course coordinator in the appropriate assignment link in CANVAS no later than **two days after your clinical experience.**

Community Assignment Reflective Logs: Follow specific site or event instructions using APA format: see CANVAS for additional instructions. Refer to the library guide in CANVAS.

Simulation Clinical Experience (SCE) Observation Tool: Students provide their own observations of the group performance during the simulation scenario based on the designated areas of the form. The tool is used for the student to provide feedback on strengths and areas for improvement during debriefing.

Clinical Paperwork: Daily clinical activity forms which may include Fall Risk and Skin Assessment forms, Safety Clinical Assessment Tool, charting, and specific organization documents.

Professional Article Presentation: The student will select or be assigned a current (within the last 5 years) maternal child, women's health or children's health related article. The student will present the article utilizing the provided guidelines during clinical conference time (5-10 minutes). The student will utilize the outline provided to analyze the article, and show evidence that they have read and prepared to discuss the article without reading word for word from the article. The topic presented will demonstrate written and verbal communication skills and the ability to gain knowledge of the utilization of evidenced based practice in nursing. Satisfactory rating equals "satisfactory" checked in the selected categories that pertain to the provided rubric. A copy of the article along with the article summary will be submitted to the CANVAS assignment link, and a hard copy of the article given to the instructor during presentation. The instructor will complete and attach the grading rubric with the final clinical evaluation. If the student does not meet the rubric criteria for satisfactory grading, the student may have the opportunity to re-do the presentation at the instructor's discretion.

Course Policies

Late Work Policy

Late work is not accepted unless the student has made arrangements with the instructor prior to the due date.

Grades of "Incomplete"

Grades of incomplete are only considered for students in extenuating circumstances. Please refer to the University student handout for more details.

Writing Policy

Any paper written for a community assignment must be in APA format. Clinical reflective logs should be professionally written with all prompts and template guidelines removed prior to submission.

Instructor and Student Communication

Questions for this course can be emailed to the instructor. Online, in-person and phone conferences can be arranged. Response time will take place up to 48 hours.

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 ground and virtual 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.

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 e-mail at

counselingcenter@chaminade.edu. 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.

Attendance Policy

The following attendance policy is from the 2019-2020 Academic Catalog (p. 54-55). Faculty members should also check with their divisions for division-specific guidelines.

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. It is the instructor's prerogative to modify deadlines of course requirements accordingly. 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.

Academic Conduct Policy

From the 2019-2020 Undergraduate Academic Catalog (p.55):

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.

Updated 8.18.2020 LG

For further information, please refer to the Student

Handbook: <https://chaminade.edu/wp-content/uploads/2019/08/NEW-STUDENT-HANDBOOK-19-20-Final-8.20.19.pdf>

Course Schedule and Teaching Plan

Course content may vary from this outline at the discretion of the instructor to meet the needs of each class.

NOTE: *Assigned readings, pre-assigned modules, and Study Plan content are to be completed prior to class.*

Please refer to course Canvas shell pages for complete lesson plan.

Week/Day/Topic	Content	Exemplars Activity
Week One Thursday	Syllabus Review Growth and Development Immunizations Math review	Didactic Interactive Case Studies Small group Activities
9/3 Week Two Thursday	Neurological Considerations in Pediatrics	Didactic Interactive Case Studies Small group Activities
9/10 Week Three Thursday	Quiz 1 Cardiac: Congenital and Acquired Conditions	Didactic Interactive Case Studies Small group Activities
9/17 Week Four Thursday	Respiratory Conditions	Didactic Interactive Case Studies Small group Activities
9/24 Week Five Thursday	Exam 1(Immunizations,Neuro, Cardiac and Resp)	

10/1 Week Six Thursday	GI Conditions	Didactic Interactive Case Studies Small group Activities
10/8 Week Seven Thursday	GU Conditions	Didactic Interactive Case Studies Small group Activities
10/15 Week Eight Thursday	Quiz 2(GI and GU) Integumentary: Rash Burns Communicable DX	Didactic Interactive Case Studies Small group Activities
10/22 Week Nine Thursday	Musculoskeletal and Neuromuscular Conditions	Didactic Interactive Case Studies Small group Activities
10/29 Week Ten Thursday	Heme/Onc	Didactic Interactive Case Studies Small group Activities
11/5 Week Eleven Thursday PEDS Clin rotations start	Quiz 3 (Integ MS,MN,Heme/Onc) Immunological Considerations	Didactic Interactive Case Studies Small group Activities
11/12 Week Twelve Thursday	Endocrine	Didactic Interactive Case Studies Small group Activities

11/19 Week Thirteen Thursday	Exam 2 (GI, GU, Integ MS, MN, Heme/Onc)	
11/23 Week Fourteen Monday End of Semester	ATI proctored Exam- TBA	

COURSE POLICIES:

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

Academic Honesty: Nursing students are responsible for promoting academic honesty in all educational settings. **Any behavior that impedes assessment is considered academic dishonesty by the CUHSON.** 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. **Violations of the principle of academic honesty are extremely serious and will not be tolerated.** Students are responsible for promoting academic honesty by not participating in any act of dishonesty and by reporting any incidence of academic dishonesty to an instructor or to a University official. Please refer to page 17 “Professional Behaviors” in the 2019-2020 Student Handbook for an in-depth explanation.

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

Course Atmosphere: There will be ample opportunity for discussion and small group work in both the lecture and lab sections of the course. Everyone will be expected to complete the required reading and preparation; participation is needed so that everyone benefits from the sharing and trust that occurs. It is important that students come to class and lab prepared and ready to fully engage in learning.

Cell phones: Use of music devices and cell phones are ***prohibited*** during all Nursing classes at Chaminade, **unless specifically permitted by your instructor.** Use of cell phones and music devices in the laboratory, simulation, or clinical settings is a safety and privacy issue. In addition, use of cell phones and music devices in any class is discourteous and may lead to suspicion of academic misconduct. Students who cannot comply with this rule will be asked to leave class and may receive unsatisfactory performance for that day. Please refer any questions to the Dean of Nursing & Health Professions.

Laptops: maybe used in class for taking notes and for class activities as directed by the instructor. Any student found using the laptop in class for activities other than related class work (e.g. completing a paper form another course, social networking, etc.) will be prohibited from using the laptop in class.

Attendance: Class and lab attendance is a ***mandatory requirement***. 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 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. ***You must email the instructor prior to class if you have any emergencies that will affect your attendance.***

It is essential that students attend both class and labs to maximize individual learning. Each student will be encouraged to develop a professional work ethic that reflects personal responsibility, initiative, and teamwork. Any student who stops attending class without officially withdrawing may receive a failing grade; unexcused absences equivalent to more than a week of class may lead to a grade reduction for the course. The instructor must report any absence of two weeks or more to the Associate Provost and the Records Office.

Academic Conduct Policy: 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 \(Links to an external site.\)](#).

Assignments: It is expected that assignments will be submitted on time. Late assignments are highly discouraged. Students (at an instructor's discretion) may ask for an extension of an assignment for the didactic portion of this course only but will be subject to the deduction of 5% per day. ***No late assignments will be accepted after 48 hours.*** All written assignments must be submitted in the acceptable Word document attachment. The student is responsible to make sure that the attachment is the final version of the assignment. Any resubmissions will be subject to late penalty. In addition, students are encouraged to collaborate but 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 prior to the test so that an alternate plan can be made. Failure to do so will result in a zero. If a test is to be made up, it must be taken before the next class. Approval for taking a make-up test must

be granted by the instructor. If a lab is missed the student must arrange with the instructor for an alternative plan.

ADA Accommodations:

Chaminade University of Honolulu is committed to providing reasonable accommodations for persons with documented disabilities. Any student who believes that they may need accommodations must first register with the Counseling Center. Registration with the Counseling Center begins the process of determining whether the student meets the requirements for a documented disability in accordance with the Americans with Disabilities Act (ADA), even if accommodations may not be needed for this particular class. The contact information for the Counseling Center is (808) 735-4845, 739-4603, or by email at counselingcenter@chaminade.edu. It is important for students to contact the Counseling Center as soon as possible so that accommodations are implemented in a timely fashion and to allow your instructor(s) to plan accordingly. Students will be required to provide written documentation to the Counseling Center in order for a determination to be made as to whether the requirements for a documented disability under the ADA are met.

Failure to provide written documentation through the Counseling Center will prevent your instructor from making the necessary accommodations. Instructors cannot provide accommodations unless they have been prescribed by the Counseling Center. Once you have received an official notice of accommodations from the Counseling Center, it is also very important to discuss these accommodations directly with your instructor so that they can better support your needs. If you have specific questions regarding your individualized accommodations, you may speak directly with your instructor and/or you may contact the Counseling Center.

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.

Compliance information:

The Compliance website serves as a resource for compliance matters, including Title IX/Nondiscrimination, the Hawaii Post-Secondary Education Authorization Program, and human resource and employment policies. The Executive Director for Compliance and Personnel Services oversees university-wide efforts to meet compliance standards set forth by University policies and Federal and State regulations.

Grievances, violations or suspected violations of these policies may be submitted by the complainant or may be submitted anonymously to the Executive Director of Compliance and Personnel Services. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. Mechanisms in which to file a grievance can be found at the following website link:

<https://compliance.chaminade.edu/resources>