|  |  |
| --- | --- |
|  | **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 402-01-01

**Course Title**: Psychiatric and Mental Health Nursing

**Department Name**: Nursing

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

**Term**: Fall 2020

**Course Credits**: 4 (2 credits didactic, 2 credits clinical)

**Class Meeting Days**: Thursdays

**Class Meeting Hours**: 8:00am-12:20pm.

**Class Location**: Hale Hoaloha Rm 103 and/or online as deemed necessary.

**Instructor Name**: Jeremy Creekmore, DNP, APRN, PMHNP-BC

**Email**: jeremy.creekmore@chaminade.edu

**Phone**: 808.739.8397

**Office Location**: Henry Hall, Room 118B

**Office Hours**: Mondays: 8:00am-12:00pm, Fridays: 8:00am-10:00am

University Course Catalog Description

NUR 402 Psychiatric and Mental Health Nursing (4) 2 credits Didactic, 2 credits Clinical: This course focuses on a broad-based understanding and clinical application of mental health concepts and behavioral aberrations that occur in mental illness. Nursing students analyze the nursing process with a critical view towards the individual, family, ethical aspects and resources for the mentally ill. The complexity of disease from a holistic viewpoint will be explored. Prerequisites: BI 151 and BI 151L, BI 152 and BI 152L, BI 250 and BI 250L, BI 304, BI 305, CH 250, MA 107, NUR 190, NUR 201, NUR 202, NUR 203, NUR 204, NUR 206, NUR 290, NUR 291, NUR 301, NUR 302, NUR 303, NUR 306, NUR 307.

Course Overview

NUR 402 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 402. The clinical practicum evaluation is graded as Satisfactory or Unsatisfactory. You must pass Nursing 402 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.

### Marianist Values This class represents one component of your education at Chaminade University of Honolulu. An education in the Marianist Tradition in 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 (ʻŌlelo Noʻeau 364) May I live by God
2. Provide an Integral, Quality Education (Na’auao) Lawe i ka maʻalea a kūʻonoʻono (ʻŌlelo  Noʻeau 1957) Acquire skill and make it deep
3. Educate in Family Spirit (‘Ohana) ʻIke aku, ʻike mai, kōkua aku kōkua mai; pela iho la ka nohana ʻohana (‘Ōlelo Noʻeau 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 noʻeau (ʻŌlelo Noʻeau 1430) Education is the standing torch of wisdom
5. Educate for Adaptation and Change (Aina) ʻAʻohe pau ka ‘ike i ka hālau hoʻokahi (ʻŌlelo Noʻeau 203) All knowledge is not taught in the same school

### Learning Outcomes

By the end of our course, students will be able to:

1. Apply the nursing process to address the needs of patients and families, across the lifespan, incorporating knowledge of psychiatric concepts and interventions;
2. Collaborate with members of the treatment team to develop interventions and care plans for patients in psychiatric settings;
3. Apply evidence-based interventions for patients across the lifespan in psychiatric settings.;
4. Incorporate informatics to determine psychiatric needs of the psychiatric patient population across the lifespan;
5. Utilize an ethical framework to evaluate psychiatric mental health social policies and implement a quality improvement project to promote care within this vulnerable population;

### 

### Alignment of Learning Outcomes

**Key progression in professional nurse practice**

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PLO Program Learning Outcomes** | **CLO1** | **CLO2** | **CLO3** | **CLO4** | **CLO5** |
| PLO#1: 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 |  |  |  |  |
| PLO#2: Apply leadership and communication skills to ensure quality, collaborative and continuous patient care. |  | D |  |  |  |
| PLO#3: Integrate credible research with clinical expertise and patient preferences for optimal care across the lifespan. |  |  | D |  |  |
| PLO#4: Incorporate informatics and healthcare technologies into the practice of professional nursing. |  |  |  | D |  |
| PLO#5: Contribute to the safety and quality improvement of the healthcare environment. |  |  |  |  | D |
| **Program Associated Hawaiian Core Values** | **CLO1** | **CLO2** | **CLO3** | **CLO4** | **CLO5** |
| 1. Patient Centered-Care*,*   *Ka malama olakino Pili pono I ia kanaka* | D | D | D |  |  |
| 1. Community Based Care,   *Ka malama olakino ma o ke*  *kaiaulu* |  |  |  |  | D |
| 1. Developmentally and Culturally Appropriate Care,   *Ka malama ola kino noka ho’omohala a me ka mo’omeheu* | D | D | D | D |  |
| 1. Care Across the Lifespan   *Ka malama olakino o ka wa ola* | D | D | D | D | D |

**Course Prerequisites**

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

**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

ATI Psychiatric and Mental Health for Nursing Version 10.0 (highly recommend to use electronic updated version on ATI website)

Kneisl, C.R. & Trigoboff, E. (2013) *Contemporary Psychiatric-Mental Health Nursing* (*3rd ed*). Upper Saddle River, N.J.: Pearson Education. ISBN 9780113255777

Shadow Health: See CANVAS for information.

American Psychological Association, (2020). Publication manual of the American Psychological Association (7th ed). Washington, D.C. 978-1-4338-3217-8

Arnold, E.C. & Underman Boggs, K. (2016). Interpersonal relationships: Professional communication skills for nurses. (7th ed). St. Louis, MO: Elsevier Saunders. ISBN: 978-1-4377-0944-5

### Course Website:

### <https://chaminade.instructure.com/courses/12820>

### Technical Assistance for Canvas Users:

* Search for help on specific topics or get tips in [Canvas Students](https://community.canvaslms.com/groups/students/pages/home)
* [Live chat with Canvas Support for students](https://cases.canvaslms.com/liveagentchat?chattype=student)
* Canvas Support Hotline for students: +1-833-209-6111
* Watch this [video to get you started](https://community.canvaslms.com/docs/DOC-18585-getting-started-with-canvas-as-a-student)
* [Online tutorials](https://community.canvaslms.com/community/answers/guides/video-guide#jive_content_id_Students): click on “Students” role to access tutorials
* Contact the Chaminade IT Helpdesk for technical issues: [helpdesk@chaminade.edu](mailto:helpdesk@chaminade.edu) or call (808) 735-4855

### Tutoring and Writing Services

Chaminade is proud to offer free, one-on-one tutoring and writing assistance to all students. Tutoring and writing help is available on campus at Kōkua ʻIke: Center for Student Learning in a variety of subjects (including, but are not limited to: biology, chemistry, math, nursing, English, etc.) from trained Peer and Professional Tutors. Please check Kōkua ʻIke’s website (<https://chaminade.edu/advising/kokua-ike/>) for the latest times, list of drop-in hours, and information on scheduling an appointment. Free online tutoring is also available via TutorMe or Smarthinking. Tutor Me and Smarthinking can be accessed 24/7 from your Canvas account. Simply click Account – Notifications – TutorMe or Smarthinking. For more information, please contact Kōkua ʻIke at [tutoring@chaminade.edu](mailto:tutoring@chaminade.edu) or 808-739-8305.

### Assessment

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.

|  |  |  |
| --- | --- | --- |
| **Assignments** | **Possible Points** | **Percentage equivalents** |
| In Class Activity “Quiz” or Preparation Activity-Shadow Health (5 activities at 15 points each)  Weeks 2, 3, 4, 5, 6 This requirement is included in the exam cumulative. | 75 | 15% |
| Mid term exam (weeks 1-3 material) Week 4 | 50 | 15% |
| Final Exam (comprehensive) Week 7 | 70 | 30% |
| ATI psych proctored exam Week 7 | 100 | 10% |
| ATI Remediation | 60 | 10% |
| Final Project (Clinical) Week 7 | 50 | 15% |
| QSEN Discussions | 50 | 5% |
| **Total** | **455** | **100%** |

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.

### 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

Clinical Course Requirements to Pass NUR 402 (The tasks/assignments below are some evidence to show the student’s completion of the required competencies of the clinical evaluation. It is the student’s responsibility to complete assigned tasks/assignments on time and ensure the quality of work is the best student work.

|  |
| --- |
| **Tasks/Assignments** |
| Weekly Clinical Reflections |
| QSEN Discussion posts |
| Therapeutic Communication Logs |
| SBAR/Charting – Per Clinical Site Requirement |
| Medication Administration (per clinical site regulation) |
| Concept Mapping – medication and outcome |
| Medication Quizzes/Remediation |
| **Other Activities as Assigned** |

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

**Late Work Policy**

All assignments are expected to be submitted completed, and 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 the assignment 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.

### Grades of "Incomplete"

Refer to university student handbook for policies

### 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 [jeremy.creekmore@chaminade.edu](mailto:jeremy.creekmore@chaminade.edu). Online, in-person, and phone conferences can be arranged. Response time will take place up to two (2) business days, Monday - Friday.

**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.

**Disability Access**

## If you need individual accommodations to meet course outcomes because of a documented disability, please speak with me to discuss your needs as soon as possible so that we can ensure your full participation in class and fair assessment of your work. Students with special needs who meet criteria for the Americans with Disabilities Act (ADA) provisions must provide written documentation of the need for accommodations from Kōkua ʻIke: Center for Student Learning by the end of week three of the class, in order for instructors to plan accordingly. If a student would like to determine if they meet the criteria for accommodations, they should contact the Kōkua ʻIke Coordinator at (808) 739-8305 for further information ([ada@chaminade.edu](mailto:ada@chaminade.edu)).

## **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.

**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.

**Remote/Online Testing:**

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.

**Teaching and Learning Strategies:**

Lecture, class discussions, small and large group work, audio-visual media, guest speakers, role play, in-class activities, social networking. The goal is for students to have read and have a working knowledge of the basic concepts for the week. Every week new concepts are taught that can be applied at any time during the course learning.

**Course Requirements/Methods of Evaluation:**

Grades in the didactic section of this course will be based on the following:

In class activities/quizzes, Multiple choice exams, ATI proctored exams (Mental Health), Shadow Health, Problem-based learning (PBL) project, and Final presentation**.**

The clinical section of this course is a satisfactory/unsatisfactory grade. The primary component of this grading is the Clinical Evaluation: The respective instructor/clinical faculty will distribute and discuss.

Several activities outlined below will be used to evaluate the student’s competencies to meet the clinical evaluation requirements:

Weekly Clinical Reflections, Therapeutic Communication Analysis, Medication concept maps, Outcome concept maps, QSEN Activities.

**Course Exam Policy**

In order to pass this course the student must obtain a 75% or higher weighted 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 75% on all examinations in this course, the maximum grade that can be earned for the course will be 69%. All exams and quizzes except ATI proctored exam will be included in the 75% cumulative exam policy. Each exam will have dosage calculation questions. If a student gets any of these questions wrong on the exam, they will need to do a “Math Challenge” to remediate prior to taking the next exam as designated by the instructor.

Clinical Medication Quizzes: Students must achieve at least a 75% on a medication quiz to receive a “satisfactory/complete”. If a student scores less than 75% on a medication quiz, they will need to complete assigned remediation to receive a “satisfactory” grade in clinical portion of this course.

**ATI Policy**

Prior to giving the proctored ATI examination in the course the student will be required to complete two practice exams (must reach 90% 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.

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. If a student obtains a level 1 on the proctored ATI exam, the student will receive 50% for the ATI portion of the grade. If a student obtains below a level 1 on the proctored ATI exam, the student may receive 0% for the ATI portion of the grade. A second attempt of an ATI proctored exam will not be offered. ATI proctored exams can be assigned a maximum of 10%.

**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.

**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. Student should notify their instructors when illness or other extenuating circumstances prevents 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.

**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 Policy:**

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.

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

**Credit Hour Policy**

The unit of semester credit is defined as university-level credit that is awarded for the completion of coursework. One credit hour reflects the amount of work represented in the intended learning outcomes and verified by evidence of student achievement for those learning outcomes. Each credit hour earned at Chaminade University should result in 37.5 hours of engagement. For example, in a one credit hour traditional face to face course, students spend 50 minutes in class per week for 15 weeks, resulting in a minimum of 12.5 instructional hours for the semester. Students are expected to engage in reading and other assignments outside of class for at least 2 additional hours per week, which equals an additional 25 hours. These two sums result in total student engagement time of 37.5 hours for the course, the total engagement time expected for each one credit course at Chaminade.

The minimum 37.5 hours of engagement per credit hour can be satisfied in fully online, internship, or other specialized courses through several means, including (a) regular online instruction or interaction with the faculty member and fellow students and (b) academic engagement through extensive reading, research, online discussion, online quizzes or exams; instruction, collaborative group work, internships, laboratory work, practica, studio work, and preparation of papers, presentations, or other forms of assessment. This policy is in accordance with federal regulations and regional accrediting agencies.

***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.*