



**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 401-01-01

**Course Title:** Public Health Nursing

**Department Name:** School of Nursing

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

**Term:** Spring 2021

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

**Class Meeting Days:** Mondays

**Class Meeting Hours/Location:** Henry Hall 102. 8:30am-12:40am

Clinical Days: Varies by Site (90 hrs total)

\*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 1:00pm-4:30pm; Thursdays: 10:00-12:30pm

### University Course Catalog Description

NUR 401 Public Health Nursing (4) 2 credits Didactic, 2 credits Clinical 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, research, and member of the nursing profession are discussed and incorporated into a variety of clinical experiences and settings.

### Course Overview

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, virtual simulation, and a community based Participatory Research Clinical Project.

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

- **Community Based Participatory Clinical Research Project (15 hours)**
- **Simulation/Lab/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 ('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**

- 1) Apply the nursing process to address the needs of individuals, families, communities and culturally diverse populations from a public health focused perspective incorporating knowledge of health care systems, healthcare reform, public health issues, and advocacy.
- 2) Apply principles of public health while collaborating with interdisciplinary teams to meet the needs of vulnerable populations incorporating the Marianist values of service, justice, and peace.

- 3) Uses evidence based practice to explore upstream interventions for public health issues affecting individuals, families, communities, and populations.
- 4) Utilize informatics and healthcare technology to determine public health risks and needs and promote public health.
- 5) Explore the impact of socio-economic, legal, and political factors influencing community health and develop a quality improvement plan to promote public health based on identified needs from a community assessment.

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

|                                                                  |   |   |   |   |   |
|------------------------------------------------------------------|---|---|---|---|---|
| Care Across the Lifespan<br><i>Ka malama olakino o ka wa ola</i> | 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. 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 8.0

Virtual Clinical Experiences: Healthcare Learning Innovations: Sentinel City, Sentinel Town, and Family Support & Health Assessment.

### 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/scopeandstandardsofpractice>

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. (2019). *Publication manual of the American Psychological Association*, (7<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/12828>

### Technical Assistance for Canvas Users:

- Search for help on specific topics or get tips in [Canvas Students](#)
- [Live chat with Canvas Support for students](#)
- Canvas Support Hotline for students: +1-833-209-6111
- Watch this [video to get you started](#)
- [Online tutorials](#): 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 ‘Ike: 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 ‘Ike’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 Smarthinking. Smarthinking can be accessed 24/7 from your Canvas account. Simply click Account – Notifications – Smarthinking. For more information, please contact Kōkua ‘Ike 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.

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

|                                |            |
|--------------------------------|------------|
| Exams (125 points x2)          | 250 points |
| ATI exam                       | 50 points  |
| ATI Remediations (10 pts x 5)  | 50 points  |
| CBPR Final Presentation/Video  | 100 points |
| Weekly activities (5 x 10 pts) | 50 points  |

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**TOTAL 500 POINTS**

### Overall Course Grading

| Assignments                                                                                                          | Points     | Percentage/<br>equivalent |
|----------------------------------------------------------------------------------------------------------------------|------------|---------------------------|
| Exam 1 & 2                                                                                                           | 250        | 50%                       |
| <b>*Student must have weighted Exam score (above) of 75% for the items above to be factored into the final grade</b> |            |                           |
| ATI exam                                                                                                             | 50         | 10%                       |
| ATI Remediation                                                                                                      | 50         | 10%                       |
| CBPR Final Report/ Presentation/Video<br>(Collaborative Project)                                                     | 100        | 20%                       |
| Weekly “Classroom” Activities                                                                                        | 50         | 10%                       |
| Clinical                                                                                                             | N/A        | Pass/Fail                 |
| <b>Total</b>                                                                                                         | <b>500</b> | <b>100%</b>               |

### Clinical Course Grading Percentage Equivalents

| Clinical Performance                                                                                                                                                                | Points     | Percentage/equivalent       |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-----------------------------|
| Clinical Evaluation by <ul style="list-style-type: none"> <li>• Preceptor</li> <li>• Adjunct Clinical Faculty and/or</li> <li>• Faculty</li> </ul> CBPR Steps 1-8 (assigned weekly) | <b>N/A</b> | Satisfactory/Unsatisfactory |

|                                                                                                                                                                                                                                                                                                                       |     |                             |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-----------------------------|
| Clinical Forms <ul style="list-style-type: none"> <li>● Preceptor Acknowledgement form</li> <li>● Preceptor Attestation</li> <li>● Clinical Reflections (preceptor students)</li> <li>● Clinical Performance/check-offs (cohort students)</li> <li>● Clinical Evaluation forms</li> <li>● Weekly Time Logs</li> </ul> | 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". All assignments in didactic and clinical must be completed to pass the course.**

### 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

**No Rounding of grades: If a student earned a final percentage grade of 74.99%, the final score will NOT be rounded to 75**

### Course Policies

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

### SON Course Examination Policy

- In order to pass this course the student must obtain a 75% or higher weighted average on the examinations in this course, excluding ATI.
- 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 an average weighted score of at least 75% on all examinations in this course, the maximum grade obtained for the course will be 69%.
- Each exam may 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.

### 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. 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.

### **ATI Exam 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.

#### **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.

### **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 cohort students, your uniform (Community uniform vs Scrubs Uniform) will depend on the activity we are doing that week. Preceptor student uniform varies by facility. 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, jewelry, make-up, tattoos, false eyelashes and fingernails 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 is 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 the acknowledgement form as required, and submit it to the 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.

### **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.



## Late Work Policy

All assignments are expected to be submitted as designated on this syllabus/course schedule. Students must inform the instructor via canvas email of any late assignments. 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. ALL assignments regardless of grade must be completed and submitted in order to receive a passing grade in this class.

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 for getting 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. If requesting an extension on an assignment, the request must be formally submitted to the instructor prior to the due date unless there are extenuating circumstances. Extensions but may be subject to the deduction of points as stipulated below in the late assignments section. 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.

## Grades of "Incomplete"

Refer to university student handbook for policies.

## Writing Policy

All submitted papers must be in an acceptable Microsoft Word document. If you do not have Microsoft Word, use RTF (Rich Text Format). Papers are to be written in a scholarly manner, formatted in APA style. Refer to APA guidelines provided.

## Instructor and Student Communication

Questions for this course can be emailed to the instructor utilizing canvas email within the course. Online, in-person and phone conferences can be arranged. Response time will take place up to 24 hours on business days, responses may be delayed on weekends or holidays.

For questions regarding clinical:

### **Adjunct Clinical Faculty:**

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

**Professor Mercedes Gallup MPH, RN-BC, PHN, CPH, CHES-** (mercedes.gallup@chaminade.edu) ph: 805-402-2200 Cohort Clinical Instructor

**Cera Kim-Sunada, MSN, RN –** (cera.kim-sunada@chaminade.edu) ph: 808-253-8776 Clinical site coverage: QMC Diabetes Education Center, St. Francis Home Hospice, Halawa Correctional

### **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.

### **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 the Counseling Center 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 'Ike 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.

### **Attendance Policy**

The following attendance policy is from the 2019-2020 Academic Catalog (p. 54-55).

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.

### **Academic Conduct Policy**

From the 2020-2021- Undergraduate Academic Catalog (p. 39):

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 & Nursing Student Handbook.

### **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.*