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 2023
Course Credits: 5 credits: Didactic(2)/Clinical (3)
Class Meeting Days: Mondays
Class Meeting Hours/Location: Rm Hale Hoaloha 303. 8:30am-12:10pm
Clinical Days: Varies by Site
*Please note that clinical days and times may vary based on facility and activity, please see clinical assignments grid.

Instructor Name: Lorin Ramocki, DNP, RN
Email: lorin.ramocki@chaminade.edu
Phone: 808.739.7487
Office Location: Henry Hall, Room 110C
Office Hours: Mondays 1:00pm-3:30pm; Fridays: 9:00-12:30pm or by appointment.

Instructor and Student Communication
Questions for this course can be emailed to the instructor at lorin.ramocki@chaminade.edu. using the Chaminade student email account provided. Demonstrate professionalism by including a subject line that properly summarizes the contents of the message. Proper salutation is appreciated. Online, in-person and phone conferences can be arranged. Response time will take place up to 48 hours on business days, responses may be delayed on weekends or holidays.

University Course Catalog Description
NUR 401 Public Health Nursing (5) 2 credits Didactic, 3 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 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, All 200 and 300 level nursing courses. *Co-requisites: 400 level NUR courses*

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 a passing score as noted on the clinical evaluation tool. 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 may be split between multiple community-based clinical sites, skills laboratory, virtual simulation, and a community based Participatory Research Clinical Project.

Clinical Hours:

- Community Based Participatory Clinical Research Project
- Simulation/Lab/Community-based clinical experiences

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.

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

In NUR 401, we strive to provide you with a quality nursing education through the lens of the Marianist value or service, justice and peace. The following attitudes, skills and knowledge related to social justice are expected in this course:

1. Demonstrate the professional standards of moral, ethical, and legal conduct.
2. Assume accountability for personal and professional behaviors.
3. Promote the image of nursing by modeling the values and articulating the knowledge, skills, and attitudes of the nursing profession.
4. Demonstrate professionalism, including attention to appearance, demeanor, respect for self and others, and attention to professional boundaries with patients and families as well as among caregivers.
5. Reflect on one's own beliefs and values as they relate to professional practice.
6. Identify personal, professional, and environmental risks that impact personal and professional choices and behaviors.

7. Communicate to the healthcare team one's personal bias on difficult healthcare decisions that impact one's ability to provide care.
8. Recognize the impact of attitudes, values, and expectations on the care of the very young, frail older adults, and other vulnerable populations.
9. Protect patient privacy and confidentiality of patient records and other privileged communications.
10. Access interprofessional and intraprofessional resources to resolve ethical and other practice dilemmas.
11. Act to prevent unsafe, illegal, or unethical care practices.
12. Articulate the value of pursuing practice excellence, lifelong learning, and professional engagement to foster professional growth and development.

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 ʻOlelo Noʻeau (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 (Naʻauao) Lawe i ka maʻalea a kūʻonoʻono (ʻŌlelo Noʻeau 1957) Acquire skill and make it deep
3. Educate in Family Spirit (ʻOhana) ʻIke aku, ʻike mai, kōkua aku kōkua mai; pela iho la ka nohana ʻohana (ʻŌlelo 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 ʻike i ka hālau hoʻokahi (ʻŌlelo Noʻeau 203) All knowledge is not taught in the same school

Course Learning Outcomes

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

Program Learning Outcomes

Key progression in professional nurse practice: I= Introduced to the concept/skill D= Developing M= Mastered	CLO1	CLO2	CLO3	CLO4	CLO5

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

Required Learning Materials

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 populations* (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. (You do not have to purchase access to this, the school has purchased for you).

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,*
   (7th 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:

The Learning Management System, ***Canvas***, is used throughout all nursing courses. 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 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] or call (808) 735-4855

Assessment and Course Grading:

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. The proportion that each of the above contributes to your grade in this course is as follows:

List of Assignments	Course Grade %
Exam 1 (10%)	10%
Exam 2,3,4 (20% each)	60%
*Student must have <mark>weighted</mark> Exam score (above) of 75% for the items above to be factored into the final grade	
ATI exam	10%
ATI Remediations	5%
CBPR Final Report/ Presentation(Collaborative Project)	15%
Weekly "Classroom" Activities	Pass/Fail
Clinical	Pass/Fail
	100%

Clinical Course Grading Percentage

Clinical Performance	Percentage/equivalent
Clinical Evaluation by ● Preceptor	Satisfactory/Unsatisfactory

● Adjunct Clinical Faculty and/or ● Faculty CBPR Steps 1-8 (assigned weekly)	

Clinical Forms
    ● Preceptor Acknowledgement form (if applicable)
    ● Preceptor Attestation (if applicable)
    ● Clinical Reflections
    ● Clinical Performance/check-offs (cohort students)
    ● Clinical Evaluation forms
    ● Weekly Time Logs (if applicable)
	Mandatory

Overall Evaluation by the course coordinator	Satisfactory/Unsatisfactory

*** All clinical forms are mandatory by the due date. If any clinical forms are missed, your course grade will be "Incomplete". <u>All assignments</u> (including pass/fail) in didactic and clinical must be completed and graded as "pass or satisfactory" 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 (90.0% - 100.0%)
    B Superior work done in a consistent and intellectual manner (80.0%-89.99%)
    C Average grade indicating a competent grasp of subject matter (70.0%-79.99%)
    D Inferior work of the lowest passing grade, not satisfactory for fulfillment of prerequisite course work 60.0%-69.99%
    F Failed to grasp the minimum subject matter; no credit given (below 59.99%)

***Please note the following policy**:
- To pass this course, the student must obtain a 75% or higher weighted average on testing assessments (quizzes & exams) 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 testing (including quizzes & exams) in this course, the maximum grade obtained for the course will be a D.

No Rounding of grades: If a student earned a final percentage grade of 69.99%, the final score will NOT be rounded to 70.

Assignment Policy (all courses):
- All assignments must be successfully completed in order to pass this course.

Exam Average Policy

- The following language will be included in all BS in nursing course syllabi:
- 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%.

ATI Grading Policy

A. **Required Preparation**:
1. Prior to taking the proctored <u>Community Health 2019</u> ATI examination you will be required to complete both non-proctored 2019 versions of the exam by the following date: <u>2/24/2023</u> .
2. Utilize the non-proctored exams to study. When you take the non-proctored exams the first time, study the areas that you missed by utilizing the focused review tool provided by ATI.
3. On the ATI focused review Website select "<u>all missed topics</u>" to review. Read and view all the material provided by ATI to study.
4. Once you have read and viewed all the material provided by ATI, complete the active learning template for each topic reviewed and turn in to your instructor by the following date: <u>See canvas for due dates.</u>
5. Once you have turned in the active learning templates, your instructor will turn on the rationales for the right and wrong answers for the non-proctored ATI examinations.
6. Take the exams again and this time read the rationales provided by ATI for the right and wrong answers (even if you obtained the correct answer); this will help you study the material.
7. Once you have completed the study requirements delineated above, you may take the proctored <u>Community Health 2019</u> ATI examination which is tentatively scheduled for <u>2/24/2023.</u>

B. **Grading & Required Remediation:**
1. The <u>Community Health 2019</u> ATI Examination will be worth 10% of your final grade in this course.
2. If you obtain a level 2 or above on the proctored <u>Community Health 2019</u> ATI exam, you will receive 100% for this portion of your grade.
3. If you score a level 1 on the proctored <u>Community Health 2019</u> ATI exam, you will receive 50% for this portion of your grade.
4. If you score below a level 1 on the proctored <u>Community Health 2019</u> ATI exam, you will receive 0% for this portion of your grade.
5. All students progressing to the next nursing course must remediate regardless of level achieved on the <u>Community Health 2019</u> ATI content mastery exam and must complete focused review and submit the active learning templates for <u>Community Health 2019</u> ATI content mastery exam to the NUR 490 faculty prior to the <u>Community Health 2019-Re-take</u> ATI examination in that course.
6. The benchmark of all ATI content mastery exams is a level 2. If the student obtains below level 1; the student has not been able to demonstrate mastery of the content and is not meeting course expectations. Therefore, if the student obtains below a level 1 on the <u>Community</u> ATI content mastery examination in this course, the student must complete a focused review, submit active learning templates and retake the <u>Community</u> Mastery examination by the following date <u>2/10/2023</u>. If the student is not able to obtain at least a level 1 on the retake examination; the student will fail the course. All students progressing to the next nursing course must remediate regardless of level achieved on the <u>Community</u> ATI content mastery exam and must complete focused review and submit the active learning templates for <u>Community</u> ATI content mastery exam to the <u>NUR 490</u> faculty prior to the <u>Community Health 2019-Re-take</u> ATI examination in that course.

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.

Course Policies

All policies stated in the Chaminade University Student Handbook [Link](#) and Chaminade University School of Nursing and Health Professions BSN Student Handbook [Link](#) are in effect in this course.

Academic Conduct Policy

Nursing students are responsible for promoting academic honesty in all educational settings. ***Any behavior that impedes assessment is considered academic dishonesty by the CUH SONHP.*** 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 "*Professional Behavior"* in the 2022-2023 BSN Student Handbook (pg. 14-15) 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."* From the 2022-2023 Undergraduate Academic Catalog (pg. 194)

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.

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 the 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 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.

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 and notify your course coordinator 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 and an incomplete may be given until hours are completed. 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.

Students need to complete the required number of clinical/lab/simulation hours and meet the clinical competencies to successfully pass the course. Missed clinical days may be made up at the discretion of course coordinators dependent on faculty availability, site availability, and/or appropriateness of situation for the student to attend. Progression may be delayed due to clinical absences.

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 <u>and</u> 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.

Grades of "Incomplete"

See **Nursing and Health Professions BSN Student Handbook Link.**

Tutoring and Writing Services

All Chaminade undergraduate students are eligible to receive free tutoring through Kōkua ʻIke: Center for Student Learning. Kōkua ʻIke provides in-person tutoring with student or professional tutors. Appointments are scheduled via an online appointment system. Students seeking more information and wanting to schedule appointments should stop by Kōkua ʻIke, located in the Student Support Services Building, call the Tutor Coordinator at 808-739-8305, or email tutoring@chaminade.edu. Graduate and online students are also eligible for tutoring in certain subject areas. Please call 808-739-8305 for further information.
All Chaminade students have access to TutorMe, an online tutoring resource. Students may access TutorMe through the university's learning management system. Please call 808-739-8305 for further information.

Writing Policy

All submitted papers must be in an acceptable format per course coordinator. Papers are to be written in a scholarly manner, formatted in APA style. Refer to APA guidelines.

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.

<div align="center">

University Information

</div>

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).

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

Students are expected to regularly attend 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 Tutor 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.

For SONHP students: Clinical Attendance
Attendance is **mandatory**. If you must miss a clinical session due to illness, you must call your clinical instructor and notify your course coordinator one hour prior to start time and provide a provider's note. Students need to complete the required number of clinical/lab/simulation hours to meet the clinical competencies to successfully pass the course. Missed clinical days must be made up; however this is dependent on faculty availability, site availability, and/or appropriateness of situation for student to attend. Progression may be delayed due to clinical absences.

Student Conduct Policy
Campus life is a unique situation requiring the full cooperation of each individual. For many, Chaminade is not only a school, but a home and a place of work as well. That makes it a community environment in which the actions of one student may directly affect other students. Therefore, each person must exercise a high degree of responsibility. Any community must have standards of conduct and rules 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 under Student Life. Link

For further information, please refer to the Chaminade Catalog (Link)

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 45 hours of engagement. This equates to one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester, 10-week term, or equivalent amount of work over a different amount of time. Direct instructor engagement and out-of-class work result in total student engagement time of 45 hours for one credit.

The minimum 45 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.

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 for the latest times, list of drop-in hours, and information on scheduling an appointment. Free online tutoring is also available via TutorMe. Tutor Me can be accessed 24/7 from your Canvas account. Simply click Account – Notifications – TutorMe. For more information, please contact Kōkua ʻIke at tutoring@chaminade.edu or 808-739-8305.

Counseling Center Services

Counseling Sessions: Students may receive approximately 10 sessions of counseling free of charge during their academic career. If a student requires sessions beyond what the Counseling Center can provide for them, referrals to community resources are available.

Population Served: Students must be actively enrolled full-time or part-time as an undergraduate or graduate student for the term they are requesting counseling services for.

Services Provided: Individual and couples counseling, crisis management, psycho-education, outreach, referrals to community providers/resources, and consultative services in-person, video- conferencing, and via telephone.

Tredtin Hall, Room 201. (808) 735-4845 counselingcenter@chaminade.edu

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.