

 <p>Chaminade University OF HONOLULU</p>	<p>Nursing 303 Complex Disease III Course Syllabus Chaminade University of Honolulu 3140 Waiialae Avenue - Honolulu, HI 96816</p>
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Course Number: 303

Course Title: Complex Disease III

Department Name: Nursing

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

Term: Summer 2024

Course Credits: 6

Class Meeting Days: Thursdays

Class Meeting Hours: 0830- 1250

Class Location: Henry Hall 207

Instructor Name: Bree Dalton

Email: bree.dalton@chaminade.edu (Please allow up to 48 hours for a response.)

Phone: (808)- 739-7407 (o) or 915-204-4389 (c)

Office: Henry Hall, room 110C

Office Hours: Please, email, call or use link [Office Hours](#)

Course Canvas Site: <https://chaminade.instructure.com/courses/36027>

Instructor and Student Communication

Questions for this course can be emailed to the instructor at bree.dalton@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 303 Complex Disease III (6) 3 credits Didactic, 3 credits Clinical

This course focuses on the application of the nursing process in the care of adult medical/surgical patients. A holistic approach will be emphasized in studying specific body systems, disease and the pathological processes associated with them, including their etiology, diagnosis, signs and symptoms, treatment and nursing considerations. Complex Disease III is the third course of a four-semester series. Content will build on previous knowledge related to the complexities of disease and acute versus chronic conditions. Prerequisites: NUR 302 [SoNHP Course Catalog](#)

Course Overview

NUR 303 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 303. The clinical practicum evaluation is a passing score as noted on the clinical evaluation tool. You must pass Nursing 303 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 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 303, we strive to provide you with a quality nursing education through the lens of the Marianist value of service, justice, and peace. The following attitudes, skills and knowledge related to social justice are expected in this course.

- Demonstrate the professional standards of moral, ethical, and legal conduct.
- Assume accountability for personal and professional behaviors.
- Promote the image of nursing by modeling the values and articulating the knowledge, skills, and attitudes of the nursing profession.
- 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.
- Reflect on one’s own beliefs and values as they relate to professional practice.
- Identify personal, professional, and environmental risks that impact personal and professional choices and behaviors.
- Protect patient privacy and confidentiality of patient records and other privileged communications.
- Act to prevent unsafe, illegal, or unethical care practices.
- 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 ‘Olelo No’eau (Hawaiian proverbs) and Marianist core beliefs:

1. Educate for Formation in Faith (Mana) E ola au i ke akua (‘Ōlelo 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 (‘Ōlelo 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 (‘Ōlelo No‘eau 1200) Recognize others, be recognized, help others, be helped; such is a family relationship
4. Educate for Service, Justice and Peace (Aloha) Ka lama kū o ka no‘eau (‘Ōlelo No‘eau 1430) Education is the standing torch of wisdom
5. Educate for Adaptation and Change (Aina) ‘A‘ohe pau ka ‘ike i ka hālau ho‘okahi (‘Ōlelo No‘eau 203) All knowledge is not taught in the same school

Course Learning Outcomes

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

1. Apply patient-centered care incorporating the Marianist values, evidence-based research and nursing practice guidelines in acute adult medical-surgical settings.
2. Collaborate within interdisciplinary teams to improve the quality and safety of patient care.
3. Apply patient-centered care per evidenced-based research and nursing practice guidelines.
4. Incorporate the use of informatics and healthcare technology in the adult medical surgical patient care setting.
5. Implement patient safety initiatives, including nurse-sensitive indicators, in the care of the adult client.

Program Learning Outcomes

Key progression in professional nurse practice: I= Introduced to the concept/skill D= Developing M= Mastered	CLO 1	CLO 2	CLO 3	CLO 4	CLO 5
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

Course Prerequisites

NUR 302 [SoNHP Course Catalog](#)

Students are expected to apply knowledge from previous courses in order to engage in meaningful clinical experiences. Students are expected to maintain a professional demeanor on campus and at their clinical site.

Required Learning Materials

You need to purchase a new book (or new digital book) to utilize the publisher access code.

Print ISBN 1975161033

Hinkle, J.L., Cheever, K.H., & Overbaugh, K. (2022). Brunner & Suddarth's textbook of medical-surgical nursing. (15th ed.). Wolters Kluwer Health.

Assessment Technologies Institute (ATI)

- ATI Content Mastery Series - Fundamentals for Nursing (10.0 ed.)
- ATI Content Mastery Series - RN Adult Medical Surgical Nursing (11.0 ed.)
- ATI Content Mastery Series - RN Pharmacology for Nursing Review Module (8th ed.)
- ATI Content Mastery Series - RN Nutrition for Nursing Review Module. (8th ed.)

ATI is an online educational learning system used throughout the nursing courses at CUH SON.

Website:

<http://www.atitesting.com>. Complete system requirements are available on the logon page. For all inquiries

during office hours use: (800) 667-7531. After hours technical support, send an email to helpdesk@atitesting.com.

Lippincott Course Point +

eBooks on thePoint enable students to access content easily — in print and electronically, wherever and whenever online. Bundled free with a Wolters Kluwer print textbook, the eBooks available via thePoint match the print books page for page. Accessible online for 2 years (access may vary slightly by title)

Access codes are distributed within a printed book (not sold separately).

Previous course textbooks for reference:

Craven, R.F., Hirnle, C.J., & Henshaw, C.M. (2021). *Fundamentals of nursing concepts and competencies for practice*. (8th ed.). Wolters Kluwer Health.

Horntvedt, T. (2019). *Dimensional analysis: Calculating dosages safely*. F.A Davis.

Adams, M., Holland, L. N., & Urban, C. Q. (2020). *Pharmacology for nurses: Pathophysiologic approach*. (6th ed.) Pearson.

American Psychological Association. (2019). *The publication manual of the American psychological association*. (7th ed.). American Psychological Association.

Course Website:

<https://chaminade.instructure.com/courses/36027> 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:

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

Italicized bold are counted in the 75% exam average

List of Assessments	Course Grade %
Quiz 1	15
Quiz 2	15
Quiz 3	15
ATI Proctored Final Exam	10
ATI Targeted Medical Surgical Exams (must attain 100% result)	5
ATI Practice exams Next-gen A & B	10
Case Study Student Presentation	10
Course Point + Assignments	10
Prep U	5
ATI templates	5
	100%

Final 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 (90.0% - 100.0%)
- B Superior work (80.0%-89.99%)
- C Average grade (70.0%-79.99%)
- D Inferior work 60.0%-69.99%
- F Failed to grasp the minimum subject matter; no credit given (below 59.99%)

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

*Please note the following policies:

Overall Testing Policy

- To pass this course, the student must obtain a 75% or higher weighted average on testing assessments in this course.
 - Quizzes
 - ATI Final Mastery Exam
- 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 on testing assessments of at least 75% in all testing in this course, the maximum grade obtained for the course will be a D.

ATI Policy

A. ATI Required Preparation:

1. 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.
2. On the ATI focused review website select "all missed topics" to review. Read and view all the material provided by ATI to study.
3. Once you have read and viewed all the material provided by ATI, complete the active learning template for the top three topics from each version (A & B, 6 total templates) reviewed and turn in to your instructor by the following date: 6/28/2024.
4. 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.
5. 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.
6. Once you have completed the study requirements delineated above, you may take the proctored adult medical surgical exam ATI examination which is scheduled for 7/11/2024.

ATI Grading Policy

- If the student obtains a level 2 or above on the proctored ATI exam, the student will receive 100% for this portion of the grade.
- If the student scores a level 1 or below a level 1 on the proctored ATI exam, the student will receive 0% for this portion of the grade.
- The benchmark of all ATI content mastery exams is a level 2. If the student obtains below level 2; the student has not been able to demonstrate mastery of the content and is not meeting course expectations.
- Therefore, if the student obtains a level 1 or below a level 1 on the ATI content mastery examination, the student must complete a focused review, submit active learning templates, and retake the mastery examination by the following date 7/25/2024.
- If the student obtains a level 2 on the retake examination, the ATI score will increase to 50%.
- If the student obtains a level 1 on the retake examination, the ATI grade will not change based on the retake examination, it will remain 0%.

- If the student is unable to achieve at least a level 1 on the retake exam, the student will fail the course.
- The final ATI score will be included as part of the weighted 75% exam average.
- The course specific proctored ATI examination will be worth 10% of the final course grade.

The School of Nursing may choose to utilize an online exam proctoring technology at any time during this course at the discretion of the program. 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 by others to an instructor or to a university official. Academic dishonesty may include: cheating, plagiarism, unauthorized collaboration, deliberate interference with the integrity of the work of others, falsification of data, and submitting work for evaluation as one's own that was produced in whole or substantial part through the use of artificial intelligence tools or other tools that generate artificial content without permission from the instructor. Infractions may result in a reduced grade, repeating the assignment/ exam, course failure or dismissal from the program. Please refer to "Professional Behavior" in the Nursing and Health Professions BSN Student Handbook [Link](#) for an in-depth explanation.

Late Work Policy

Late assignments in this course will receive a 10% deduction each day after the deadline. No points will be given for didactic assignment submitted 1 week after the due date and no points will be given for clinical assignments after the deadline. Students are encouraged to work ahead in case issues arise, so work is not late. Students are responsible to ensure that assignments are submitted in the correct location on Canvas, in the correct format, otherwise the submission is considered a late submission and points will be deducted. Assignments posted or submitted at 00:01 or later on the due date are considered late unless prior arrangement is made with instructor.

All course assignments must be submitted in order to complete this course. Even if the submission will result in a 0, all work must be completed to pass this course.

Refer to university student handbook for policies [CUH Student Handbook](#).

Grades of "Incomplete"

See Nursing and Health Professions BSN Student Handbook [Link](#).

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 or conducting coursework for other courses. Use your best judgment and respect your classmates and instructor. Laptops and tablets should not be misused, such as checking distracting websites or audio or video recording. *Students may not record or distribute any class activity without written permission from the instructor, except as necessary as part of approved accommodations for students with disabilities. Any approved recordings may only be used for the student's own private use.* Use your best judgment and respect your classmates and instructor. If a student cannot comply to the above guidelines, they may be asked to leave class at the discretion of the instructor.

University Information

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 'Ike: 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 'Ike 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.

Unexcused absences on an examination day will result in a zero on the exam. Tardiness in excess of 30 minutes for an exam is considered an unexcused absence. Re-take of the exam will be at the discretion of the instructor. The following are considered excused absences and will require at least 1.5 hours prior notification AND supporting documentation.

- Due to personal illness
- Due to quarantine under the direction of a county or city health officer
- For the purpose of attending the funeral services of a member of their *immediate* family
- For the purpose of jury duty in the manner provided by law
- Only with Prior Instructor Approval, the following may be considered justifiable reasons for absence; including, but not limited to, an appearance in court, observance of a religious holiday or religious ceremony, military service obligations, and academic scholarship obligations. Documentation and prior approval must be received before being considered excused.

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/ Expectations

Attendance is mandatory. If students must miss a clinical session due to illness, you must call your clinical instructor and notify your course coordinator and clinical instructor at least two hours prior to start time and provide a provider's note. Students need to complete (at minimum) 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. Program progression may be delayed due to clinical absences.

There is absolutely no cell phone use allowed in the lab or clinical sites except while on an authorized break and not while in a patient care area.

HIPAA violations regarding personal device use will not be tolerated.

Breach of patient and family confidentiality is a HIPAA violation and is a serious offense.

Any student who breaches confidentiality will automatically be dismissed from the clinical site and receive an unsatisfactory grade in the clinical portion of the course.

Clinical Assignments:

Clinical Worksheet and Reflective log

Must be legible and conform to the confidential and acceptable practice of the Chaminade School of Nursing and the respective clinical faculty. No actual patient or staff names must be used.

Clinical Evaluation

The clinical section of this course is a satisfactory/unsatisfactory grade. The components of this grading will include:

Completion of mid and end of term evaluations. Any score of 2, 1, 0 or No for the final evaluation, will constitute course failure.

Clinical evaluation and competency: The respective instructor/clinical faculty evaluation tool is posted in Canvas. Review the expectations before your first clinical experience.

Completing ALL 135 hours of clinical. Students must make up hours if deemed short of the requirement (i.e., leaving clinical early or taking long breaks) or risk an incomplete grade that may impede program progression.

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.

Per the official CUH Credit Hour Policy, each credit hour should equal 45 clock hours of student engagement.

How Credit Hour Policy breaks down for this course

Seat Time: 4.2 hours once a week for 9 weeks= 2268 minutes= 37.8 hours

- Time Spent on Key Assignments:
 - Case study presentation = (presentation in class- seat time) 1 hours studying & researching + 1 writing = 2 hours
 - 3 quizzes = taken in class (counted as seat time) + 9 hours studying = 9 hours
 - Proctored ATI Final = taken in class (seat time) + 8.5 hours studying = 8.5 hours
 - CoursePoint+ pre/ post lecture assignments= 13 hours
 - ATI assignments= 3 hours
 - Recorded lectures= 10.5 hours
 - 6 ATI targeted & 2 practice exams= 10 hours
 - 6 templates= 2 hours
 - Focused review for A & B= 3 hours
 - 25 pages of reading per content area = 4 hours/ wk= 36 hours
 - ELNEC discussion- 2 hours
 - N303 skills= 1 hour
- Sub-Total = 135 hours didactic (seat time + key assessments)

This is a six-credit hour didactic/clinical course requiring 270 clock hours of student engagement (135 will be clinical hours), per the official CUH Credit Hour Policy. Students will complete 7 hours of skills/ VSim + 20 hours sim lab/ skills lab+ 108 hours clinical

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](#) 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 'Ike 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

Course Schedule

[Link to Course Outline](#)

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.***