

## NURS 3310 - Pharmacology

### Fall 2024 Syllabus, Section 102, CRN 14280

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### Instructor Information

**Miguel Saucedo, DNP, APRN, FNP-BC**

Assistant Professor

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Office: Canseco Hall 312 C

Office Hours:

Thursday and Friday 8 am - 10 am and virtually by appointment only

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**José Ramón Lara, MSN, AGNP-C**

Clinical Assistant Professor

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Office: Canseco Hall 312 F

Office Hours:

Wednesday: 10 am - 1 pm

Thursday (virtual): 12 pm - 3 pm by appointment only

Office Phone: 9563262576

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### Times and Location

W 3pm-6pm in Pellegrino Hall 101

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### Course Description

This course focuses on the concepts and principles of pharmacology. The nursing process as it relates to medication therapy is examined. This course is 3 hours of theory per week. Prerequisites: Admission into the Nursing Program. Corequisites: NURS 3410 and NURS 3613.

Nursing Department, College of Nursing&Health Sci

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### Additional Course Information

#### Course Outline and Expectations

##### Participation/Attendance

1. Attendance in class is an expectation. One hundred percent (100%) attendance is expected! In case of an absence, the student shall assume all responsibility for obtaining class notes and handouts. No make-up Quizzes or Tests will be scheduled. **SEE TAMIU POLICY BELOW.**
2. Students **MUST** read the assigned chapters prior to coming to class in order to actively participate in discussions and in-class activities based on the material covered that day.
3. Students who participate in social conversations, social networking, attempting to sleep in class, and/or causing disruption of class and/or faculty concentration, **WILL BE ASKED TO LEAVE THE CLASSROOM.** The faculty member reserves the right to dismiss anyone who is disruptive and/or disrespectful.
4. Regularly scheduled breaks will be provided during the class, to prevent class disruptions students leaving the class prior to the break will be asked not to return to the classroom till the next scheduled break.

## Campus/Classroom Requirements

### (FALL 2024- COVID-19 REQUIREMENTS)

In order to ensure your safety and that of others, for Fall 2024 semester you are required:

- To self-monitor each day before coming to campus and to stay at home if you have any of the symptoms of COVID-19 as enumerated in the required A&M System training that you took prior to coming back to campus;
- To wear a covering over your mouth and nose at all times except when eating or drinking. There is no admission to a TAMIU building or classroom without a face covering).
- To wash your hands thoroughly and use personal hand-sanitizer frequently;
- To wipe down your work areas with provided sanitizer wipes; and, importantly,
- To maintain social distance (6' or more) at all times. Description of face coverings and additional guidance are provided in the Face Covering & Social Distancing policy. (<https://www.tamtu.edu/coronavirus/covering-faq.shtml/>)

## Academic Honesty

As a TAMIU student, you are bound by the TAMIU Honor Code to conduct yourself ethically in all your activities as a TAMIU student and to report violations of the Honor Code. Please read carefully the following site:

<https://www.tamtu.edu/studentaffairs/pdf/judicial/Honor%20Code.pdf>

Violations of the Honor Code tend to involve claiming work that is not one's own, most commonly plagiarism in written assignments and simple cheating on exams and other types of assignments.

## Course Structure

1. Introduction to Pharmacology
2. Drug calculations/Nursing Process/Homeostasis
3. Pain & Inflammation
4. Genitourinary/Men's Health/Women's Health
5. Complimentary therapy
6. Respiratory & Dermatologic
7. Cardiovascular
8. Gastrointestinal/Eye & Ear
9. Endocrine
10. Antimicrobial/Immunologic/anticancer
11. ANS/CNS
12. Pain and Inflammation
13. Pregnancy, Mental Health, Anesthetics

**Teaching Strategies:** lecture, discussion, class activities, case studies, discussion questions, Medication calculation assignments, PowerPoints, and HESI modules .

## Minimum Technical Skills Expected

It is recommended that you meet the technical requirements listed on the Instructional Technology and Distance Education Services' when using the learning management system (LMS) of the University.

**Additional Hardware.** For this class, you will need the following additional hardware: a webcam and microphone for VoiceThread (<http://www.tamtu.edu/distance/technology/voicethread.shtml/>) discussions. Recently purchased laptops may have these built-in web cameras. If you do not have this equipment, it is recommended to purchase a stand-alone webcam, microphone or a webcam with a built-in microphone from your local electronic store or any online store.

**Additional Software.** You will need the following additional software: Microsoft PowerPoint for viewing lesson presentations and Microsoft Word for viewing course files and submitting assignments. TAMIU Students may access online versions of this software through their Dusty Office 365 account at <https://dusty.tamtu.edu/>. This site also provides students access to download the Microsoft suite for educational use. See instructions for downloading the Microsoft Office suite (<http://www.tamtu.edu/distance/documents/Microsoft-Office-2016-Download-Instructions.pdf>).

**Note:** Students if you do not own the required hardware, software or do not have access to internet, it will be highly challenging for you to make any progress in this class. However, my goal is to assist you to find solutions and guide you appropriately most of the required materials can either be found free of charge at TAMIU's library, computer labs, and classrooms. In addition, you may also purchase any of these items at any electronic store

## Accommodations/Accessibility Policy

Texas A&M International University Texas A&M International University seeks to provide reasonable accommodations for all qualified persons with disabilities. This University will adhere to all applicable federal, state, and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal education opportunity. It is the student's responsibility to register with the Office of Student Counseling and Disability Services located in Student Center 126. This office will contact the faculty member to recommend specific, reasonable accommodations. Faculty are prohibited from making accommodations based solely on communications from students. They may make accommodations only when provided documentation by the Student Counseling and Disability Services office.

## Student Support Resources

The University wishes to have all students succeed in their courses. To provide support to our students, an array of services in the areas of technology support, academic support, student support, and accessibility support may be found at the University. For more information, visit Instructional Technology and Distance Education Services' page on University Resources and Support Services (<http://www.tamiau.edu/distance/students/university-resources-and-services.shtml/>).

## Student-Instructor Communication Policy and Response Time

### Course Messages/Emails

1. Contact faculty Monday through Friday via phone or e-mail, between the hours of 8 am and 5 pm. Any messages left after 5 pm will be considered as submitted the following day.
2. In the event that faculty cannot be reached, please leave a message, clearly defining name and phone number of the caller.
3. Preferred method of contact is through Blackboard Course Messages. Messages will be responded to **within 3 working days**.

## Assignments and Assessments

Please ensure that the final draft is the copy the student plans to submit. If the copy submitted into Bb is found to have *plagiarism*, the *excuse of "it was my rough draft I accidentally submitted,"* will NOT be a valid reason. The student will receive a "zero" for the assignment and the matter will be forwarded to the University for review and possible sanction or dismissal.

Feedback and Response time to Assignments and Assessments: The faculty will grade assignments and return assignments submitted by the due date within 7-14 business days. Exams will be graded within three (3) business days.

## Course Communication Guidelines (Netiquette)

There are course expectations concerning etiquette or how we should treat each other online. It is vital that we consider these values as we communicate with one another. Visit Instructional Technology and Distance Education Services' web page on Netiquette (<http://www.tamiau.edu/distance/students/netiquette.shtml/>) for further instruction.

## Technology Requirements

### Computer/Technology Requirements

When participating in distance education courses, it is vital to consider the technology involved in order to have a successful course. Online students will need regular access to a personal computer that runs on a broadband Internet connection.

It is recommended that you meet the technical requirements listed on the Instructional Technology and Distance Education Services' webpage (<http://www.tamiau.edu/distance/students/technology-requirements.shtml/>) when using the learning management system (LMS) of the University.

**Additional Hardware: Webcams** – You will need a webcam for the proctoring of exams in this course. Recently purchased laptops may have these built-in web cameras. If you do not have this equipment, it is recommended to purchase a stand-alone webcam, microphone or a webcam with a built-in microphone from your local electronic store or any online store.

**NOTE:** Instructional Technology and Distance Education Services may check out available webcams to students on a first-come, first-served basis. To check out a webcam, please stop by Killam Library, Room 259 and request an available webcam.

**Additional Software:** You will need the following additional software: Microsoft PowerPoint for viewing lesson presentations and Microsoft Word for viewing course files and submitting assignments. TAMIU Students may access online versions of this software through their Dusty Office 365 account at <https://dusty.tamiau.edu/>. This site also provides students access to download the Microsoft suite for educational use. See instructions for downloading the Microsoft Office suite (<http://www.tamiau.edu/distance/documents/Microsoft-Office-2016-Download-Instructions.pdf>).

**Note:** Students, if you do not own the required hardware, software or do not have access to internet, it will be highly challenging for you to make any progress in this class. However, my goal is to assist you to find solutions and guide you appropriately most of the required materials can either be found free of charge at TAMIU's library, computer labs, and classrooms. In addition, you may also purchase any of these items at any electronic store.

## Learning Management System (Blackboard)

Students are provided with guides on how to use the Blackboard LMS. Guides may be available at Instructional Technology and Distance Education Services' Student eLearning Tutorial Videos page (<http://www.tamiau.edu/distance/students/elearning-orientation.shtml/>) or by contacting the eLearning team at [elearning@tamiau.edu](mailto:elearning@tamiau.edu).

## Technical Support Services

Because of the nature of distance education courses, the Office of Information Technology (OIT) computing and information services are vital to the success of online students. This webpage covers contact information for Distance Education Services (Blackboard Support), the OIT Help Desk, and E-mail support: Technical Support Services (<http://www.tamiau.edu/distance/technical-support-services.shtml/>).

## Covid Exposure:

1. All students should immediately discontinue all in-person class, clinical, or lab and refrain from coming to campus if they a) have a known exposure to COVID 19 without wearing proper protective equipment (PPE) b) tested positive to COVID 19 or c) have known symptoms of COVID 19. (see below for symptoms).
  - Chills or fever
  - Cough
  - Shortness of breath or difficulty breathing
  - Fatigue
  - Muscle or body ache
  - Headache
  - New loss of taste or smell
  - Sore Throat
  - Congestion or runny nose
  - Nausea or vomiting
  - Diarrhea
2. Students are to notify nursing faculty and follow TAMIU guidelines for reporting illness to Student Health Services by calling 956-326-2235 or emailing at [studenthealth@tamiau.edu](mailto:studenthealth@tamiau.edu). (%20studenthealth@tamiau.edu)
3. Students may not return to campus or clinical until clearance by student health services is obtained.
4. If a student does incur absences due to quarantine/isolation or becomes ill with COVID the clinical absence policy outlined in each course syllabus will be followed, however if the student must withdraw or take an incomplete, they will not be penalized for this.

## CSON Add, Drop, Withdraw, and Incomplete Policy:

1. No NURS course can be taken more than twice without earning a grade of "C" or better. This includes withdraw, failure or combination of both.
2. Once admitted to the nursing program any student: (1) making two F's or (2) withdrawing from three courses will be ineligible to continue in the program.
3. See CSON Student Handbook for complete information.

## Cellphones and Laptops

1. Electronic devices (Laptops, iPods, Earpieces/Bluetooth, cell phones, pagers, smart watches) will not be permitted in this course.
2. Cellular phones must be turned to OFF mode or Airplane mode (NOT VIBRATE) while in the classroom for the duration of the class. Students can be asked to leave the classroom if in violation of classroom rules.
3. Cellular phones and any type of smart watch cannot be out on the desk during class nor during tests/exams/quizzes as this WILL result in an automatic zero (0).
4. Students leaving the room to answer their cell phone are asked not to return to the classroom until the next break.

## Attendance and Class Participation

1. Attendance in class is an expectation. One hundred percent (100%) attendance is expected! In case of an absence, the student shall assume all responsibility for obtaining class notes and handouts. No make-up Quizzes or Tests will be scheduled. **SEE TAMIU POLICY BELOW.**
2. Students MUST read the assigned chapters prior to coming to class in order to actively participate in discussions and in-class activities based on the material covered that day.

3. Students who participate in social conversations, social networking, attempting to sleep in class, and/or causing disruption of class and/or faculty concentration, WILL BE ASKED TO LEAVE THE CLASSROOM. The faculty member reserves the right to dismiss anyone who is disruptive and/or disrespectful.
4. Regularly scheduled breaks will be provided during the class, to prevent class disruptions students leaving the class prior to the break will be asked not to return to the classroom till the next scheduled break.

## Assignment Due Dates

1. **Absolutely NO Late work will be accepted.** ALL assignments not turned in by the due date will receive a grade of "0", even if the student has completed every section of the module.
2. Computer or internet problems or problems with Blackboard do not constitute valid reasons for late work. Students should keep this in mind when completing assignments and plan accordingly. Blackboard problems should be referred to OIT.
3. Students will complete and submit all written assignments within the time frame allotted.
4. Once an assignment is submitted, it cannot be resubmitted; thus, make sure assignments are submitted to the correct drop box.

## Communication

1. Open communication between students and faculty is encouraged.
2. Any student having questions regarding a grade on an assignment, tests and/or final course grade must make an appointment to see the faculty to review the matter no later than one week after the grade is received.
3. All students enrolled at TAMIU are assigned a TAMIU e-mail address. This e-mail address will be used to contact students and transmit important information. It is the students' responsibility to check this e-mail frequently to ensure they are up to date on important university information. No other personal e-mail will be used.
4. Blackboard will be used throughout the semester and postings/information can be found on the Blackboard Course Messages for this course. It is the students' responsibility to check their course messages frequently to ensure they are up to date on important course information.
5. Monitoring of course messages by faculty will be at least once daily Monday through Friday at any time from 9-5 PM. A response can be expected within 48 hours.

## Classroom Behavior

The CSON encourages classroom discussion and academic debate as an essential intellectual activity. It is essential that students learn to express and defend their beliefs, but it is also essential that they learn to listen and respond respectfully to others whose beliefs they may not share. The CSON will always tolerate diverse, unorthodox, and unpopular points of view, but it will not tolerate condescending or insulting remarks. When students verbally abuse or ridicule and intimidate others whose views they do not agree with, they subvert the free exchange of ideas that should characterize a university classroom. If their actions are deemed by the professor to be disruptive, they will be subject to appropriate disciplinary action, which may include being involuntarily withdrawn from the class. Refer to TAMIU Student Handbook, Section 4.01 Classroom Behavior (<http://www.tamtu.edu/scce/documents/2017-2018%20TAMIU%20Student%20Handbook%20Rev%2010.13.17%20Published.pdf>) for further information.

## College of Nursing and Health Science Policy for Distance Testing

**Purpose: Describe the requirements for distance proctoring of exam given by faculty of the CNHS.**

1. All major exams for the CNHS must be proctored; either with the faculty present or at the testing center. If given in the online format, Respondus lockdown browser must be used.
2. In the case of distance (off campus) testing, the Respondus Lockdown Browser and Monitor or similar product used by the university must be used.
  - a. The Respondus lockdown browser is free and instructions for download can be found at <https://www.tamtu.edu/distance/technology/respondus-ldb-and-monitor.shtml>
3. Standardized testing
  - a. In the case of standardized exams, such as HESI or ATI, the CNHS will follow the guidelines and requirements of the standardized testing organization.
  - b. When using the standardized testing via remote proctoring, the student is responsible for all costs associated with the proctoring process such as Examity or the Respondus monitor.
4. Students who have a computer that does not have a webcam or microphone, contact OIT for assistance.

## Process for Testing using Respondus Lockdown Browser with Monitor

1. Prior to giving any exams, the faculty will provide a sample exam with Respondus Lockdown Browser and Monitor. A sample exam/quiz folder be set up in the Test Content area of the course for this practice exam/quiz.
2. A test date and time must be specified; this includes the date and time the test begins and ends. It is suggested all exams be given during a limited period such as less than a 6-hour window.

3. All final exams, except in online courses, must be given at the date and time specified by the university (i.e. started at exactly 9:00AM and ending exactly 11:50AM. The test must be set up in such a way that at the end of the allotted time the exam will automatically close)
4. The student's tabletop or desk, and under the computer must be covered with a dark solid background. (suggestion is black plastic type table cloth that can be reused)
5. Prior to the exam
  - a. The student must show their face and TAMIU ID on camera.
  - b. The webcam must be used to show a 360-degree view of the entire room as well as under the table and chair where the student will be sitting. (The door to the room must be kept closed at all times and any interruption to the exam by opening of the door or someone entering the room will result in an automatic zero on the exam.)
  - c. Student must use a mirror to show that the monitor screen, laptop, and keyboard are free of any stickers, post it notes, etc.
  - d. After the student uses their cell phone to sign in it must be powered-off and set it face down on the table where it can be seen by the video camera.
  - e. No wristwatches or pendants may be worn. No long sleeve shirts or sweaters may be worn. Arms up to elbows must be visible.
  - f. No caps or hoodies, earphones or ear buds may be worn.
  - g. Absolutely no talking during the exam either to yourself or to someone else. No music can be played during the exam.
  - h. Students must not leave the exam or view of camera until the exam is submitted.
  - i. All tests will require a password that will not be provided until just prior to the exam.
  - j. All tests will begin and end exactly at the time specified (it will automatically shut down at the end of the testing period).
  - k. Student failure to follow these guidelines will result in an automatic zero on the exam.

## Support Services

### **To receive free tutoring in most subjects, including help with writing skills:**

Academic Center of Excellence:

Cowart 203 and 204 (326-2723)

### **To receive academic advising for freshmen, transfer students, and select others:**

Advising & Retention Center:

ZSC 222 (326-2886)

### **To receive academic advising for all other students, by college:**

A. R. Sanchez, Jr., School of Business Advising:

WHT 204 C and 213 A (326-2483 / 2489)

College of Arts & Sciences Advising:

ACI 3rd floor (COASadvisors@tamiu.edu)

College of Education Advising:

Pellegrino 3rd floor (326-2427 /3148)

College of Nursing & Health Sciences Advising: CNS 111 (326-3269 /3110/ 3277)

University College:

Advising & Retention Center (see above)

### **To receive personal counseling:**

Student Counseling Services:

Student Center 128 (326-2230)

### **To receive health services:**

Student Health Services:

Student Center 125 (326-2235)

## Student Learning Outcomes

Upon successful completion of this course, each student will:

1. Associate concepts and principles from the arts, sciences, humanities, and nursing as a foundation for the science of pharmacological nursing.
2. Describe how social, cultural, ethnic, spiritual, psychological and economic concepts affect pharmacological nursing.
3. Identify the ethical, legal, and professional principles associated with pharmacological nursing.
4. Use critical thinking when identifying therapeutic and nontherapeutic drug effects on body systems.
5. Describe pharmacological concepts and effects across the lifespan and among diverse populations, including individuals, families, and communities incorporating relevant research.

6. Discuss opportunities to apply health assessment and health promotion skills in partnership with the community.
7. Describe medication administration processes and demonstrate accurate medication calculations.

## Important Dates

Visit the Academic Calendar ([tamui.edu](https://www.tamui.edu)) (<https://www.tamui.edu/academiccalendar/>) page to view the term's important dates.

## Textbooks

| Group    | Title  | Author   | ISBN              |
|----------|--|--|-------------------|
| Required | Pharmacology: A Patient-Centered Nursing Process Approach                  | Linda E. McCuiston, Kathleen Vuljoin DiMaggio, Mary B. Winton and Jennifer J. Yeager | 9780323793193     |
| Required | Dosage Calculations 9th ed   | Pickar, Gloria D.  | 9781111319595     |
| Required | Math for Nurses: A Pocket Guide to Dosage Calculation and Drug Preparation | Boyer, M   | 978-1-4963-0341-7 |
| Optional | Davis Drug Handbook or other current nursing handbook                      |  |                   |

## Other Course Materials

To go to the bookstore, [click here \(https://www.bkstr.com/texasaminternationalstore/home/\)](https://www.bkstr.com/texasaminternationalstore/home/).

**HESI Adaptive Quizzing—SPECIFIC INSTRUCTIONS WILL BE PROVIDED FOR ENROLLMENT AT THE BEGINNING OF THE SEMESTER.**

## Grading Criteria

### Final Grade Breakdown

1. Nursing students must achieve a grade of C or higher in both theory and clinical components of a course in order to pass that course and progress in the program. A grade of F in either theory or clinical components will constitute a course failure.
2. To pass a nursing course and progress in the program, a nursing student must attain an exam average (includes tests and the final) of 75% or higher.
3. To pass a nursing course and progress in the program, a nursing student must attain an overall course average of 75% or higher.
4. All grade assignments and assessments (exams, quizzes, etc.) will be calculated to the hundredth (i.e. 2 decimal points); no mathematical rounding is to occur.

## Grade rounding:

### Test Average

1. The weighted exam average total for the courses includes all exams and the final exam, and is calculated to two decimal places and rounded mathematically as follows:
2. Less than 0.45 round down to the next whole number (74.44 rounds down to a 74)
3. 0.45 or greater: Round up to the next whole number (75.45 rounds up to a 75)

### Course Average

1. The final weighted numeric course grade is calculated to two decimal places and rounded mathematically as follows:
2. Less than 0.45 round down to the next whole number (74.44 rounds down to a 74)
3. 0.45 or greater: Round up to the next whole number (75.45 rounds up to a 75)

## CNHS Online examination Policy and Guidelines: (this semester all quizzes and tests will be given online or face to face)

1. All online exams must use Respondus lockdown browser and if off campus without direct faculty proctoring the student must also use the Respondus webcam.
2. All students need to purchase a year-long license for *Respondus*. The cost is \$15, and you will be able to use it in all of your classes. If you are using a Chrome book, you will need to purchase *Proctorial*.
3. Student instructions for purchasing and installing Respondus can be found:

<https://www.tamui.edu/distance/technology/respondus-ldb-and-monitor.shtml> (<https://www.tamui.edu/distance/technology/respondus-ldb-and-monitor.shtml/>)

### Process for Testing using Respondus Lockdown Browser with Monitor

1. Prior to giving any exams, the faculty must submit a sample exam with Respondus Lockdown Browser and Monitor. It is suggested that a sample exam/quiz folder be set up in the Content area of the course for this practice exam/quiz.
2. The test date and time must be specified; this includes the date and time the test begins and ends. It is suggested all exams be given during a limited period such as less than a 6-hour window.
3. All final exams, except in online courses, must be given at the date and time specified by the university (i.e. started at exactly 9:00AM and ending exactly 11:50AM. The test must be set up in such a way that at the end of the allotted time the exam will automatically close)
4. The student's tabletop or desk, and under the computer must be covered with a dark solid background. (Suggestion is black plastic type table cloth that can be reused)

### Prior to the exam

1. The student must show their face and TAMIU ID on camera.
2. The webcam must be used to show a 360-degree view of the entire room as well as under the table and chair where the student will be sitting. (The door to the room must be kept closed at all times and any interruption to the exam by opening of the door or someone entering the room will result in an automatic zero on the exam.)
3. Student must use a mirror to show that the monitor screen, laptop, and keyboard are free of any stickers, post it notes, etc.
4. After the student uses their cell phone to sign in it must be powered-off and set it face down on the table where it can be seen by the video camera.
5. No wristwatches or pendants may be worn. No long sleeve shirts or sweaters may be worn. Arms up to elbows must be visible.
6. No caps or hoodies, earphones or ear buds may be worn.
7. Absolutely no talking during the exam either to yourself or to someone else. No music can be played during the exam.
8. Students must not leave the exam or view of camera until the exam is submitted.
9. All tests will require a password that will not be provided until just prior to the exam.
10. All tests will begin and end exactly at the time specified (it will automatically shut down at the end of the testing period).
11. Student failure to follow these guidelines will result in an automatic zero on the exam.

| GRADE | PERCENTAGE   |
|-------|--------------|
| A     | 90-100       |
| B     | 80-89        |
| C     | 75-79        |
| F     | 74 and below |

### Grading Scale/Schema

- Please note that every exam will contain questions related to medical calculations. Please bring a non-scientific calculator to week 2 class. **Any student making below 75 on an exam must meet with faculty within one week after obtaining results; it is the student's responsibility to contact the faculty.**

| CLASSROOM                | PERCENT |
|--------------------------|---------|
| 3 Exams - 20% each       | 60      |
| Comprehensive Final Exam | 20      |

|  |    |
|--|----|
| Discussion Questions, HESI quizzes, Calculation assignments and Case Studies | 10 |
| HESI Exam  | 10 |

## Schedule of Topics and Assignments

| Day | Date  | Agenda/Topic  | Reading(s)                 | Due |
|-----|-------|---|----------------------------|-----|
| Wed | 8/28  | Introduction to Pharmacology  | Chapters: 1, 2, 3, 4, 6, 7 |     |
| Wed | 9/4   | Pharmacotherapy, Drug Administration and Maintenance Homeostasis          | Chapters: 9-14             |     |
| Wed | 9/11  | Autonomic, Central, and Peripheral Nervous System                         | Chapters: 15-21            |     |
| Wed | 9/18  | Exam 1  |                            |     |
| Wed | 9/25  | Mental and Behavioral Health Drugs & Pain and Inflammation Management     | Chapters: 8, 22-25         |     |
| Wed | 10/2  | Antimicrobials Drugs & Immunologics                                       | Chapters: 26-31, 34        |     |
| Wed | 10/9  | Respiratory   | Chapters: 38-39            |     |
| Wed | 10/16 | Exam 2  |                            |     |
| Wed | 10/23 | Cardiovascular  | Chapters: 40-44            |     |
| Wed | 10/30 | Gastrointestinal and Endocrine Drugs                                      | Chapters: 45-46, 49-50     |     |
| Wed | 11/6  | Exam 3  |                            |     |
| Wed | 11/13 | Renal, Urologic Disorders and Women / Male Reproductive Health            | Chapters: 55-57            |     |
| Wed | 11/20 | HESI<br>11/21 - Last day to drop a course or withdraw from the University |                            |     |
| Wed | 11/27 | Reading Day - NO CLASSES  |                            |     |
| Wed | 12/4  | FINAL EXAM  |                            |     |

## University/College Policies

Please see the University Policies below.

### COVID-19 Related Policies

If you have tested positive for COVID-19, please refer to the Student Handbook, Appendix A (Attendance Rule) for instructions.

### Required Class Attendance

Students are expected to attend every class in person (or virtually, if the class is online) and to complete all assignments. If you cannot attend class, it is your responsibility to communicate absences with your professors. The faculty member will decide if your excuse is valid and thus may provide lecture materials of the class. According to University policy, acceptable reasons for an absence, which cannot affect a student's grade, include:

- Participation in an authorized University activity.
- Death or major illness in a student's immediate family.
- Illness of a dependent family member.
- Participation in legal proceedings or administrative procedures that require a student's presence.
- Religious holy day.
- Illness that is too severe or contagious for the student to attend class.
- Required participation in military duties.
- Mandatory admission interviews for professional or graduate school which cannot be rescheduled.

Students are responsible for providing satisfactory evidence to faculty members within seven calendar days of their absence and return to class. They must substantiate the reason for the absence. If the absence is excused, faculty members must either provide students with the opportunity to make up the exam or other work missed, or provide a satisfactory alternative to complete the exam or other work missed within 30 calendar days from the date of absence. Students who miss class due to a University-sponsored activity are responsible for identifying their absences to their instructors with as much advance notice as possible.

## Classroom Behavior (applies to online or Face-to-Face Classes)

TAMU encourages classroom discussion and academic debate as an essential intellectual activity. It is essential that students learn to express and defend their beliefs, but it is also essential that they learn to listen and respond respectfully to others whose beliefs they may not share. The University will always tolerate different, unorthodox, and unpopular points of view, but it will not tolerate condescending or insulting remarks. When students verbally abuse or ridicule and intimidate others whose views they do not agree with, they subvert the free exchange of ideas that should characterize a university classroom. If their actions are deemed by the professor to be disruptive, they will be subject to appropriate disciplinary action (please refer to Student Handbook Article 4).

## TAMU Honor Code: Plagiarism and Cheating

As a TAMU student, you are bound by the TAMU Honor Code to conduct yourself ethically in all your activities as a TAMU student and to report violations of the Honor Code. Please read carefully the Student Handbook Article 7 and Article 10 available at <https://www.tamui.edu/scce/studenthandbook.shtml> (<https://www.tamui.edu/scce/studenthandbook.shtml/>).

We are committed to strict enforcement of the Honor Code. Violations of the Honor Code tend to involve claiming work that is not one's own, most commonly plagiarism in written assignments and any form of cheating on exams and other types of assignments.

Plagiarism is the presentation of someone else's work as your own. It occurs when you:

1. Borrow someone else's facts, ideas, or opinions and put them entirely in your own words. You must acknowledge that these thoughts are not your own by immediately citing the source in your paper. Failure to do this is plagiarism.
2. Borrow someone else's words (short phrases, clauses, or sentences), you must enclose the copied words in quotation marks as well as citing the source. Failure to do this is plagiarism.
3. Present someone else's paper or exam (stolen, borrowed, or bought) as your own. You have committed a clearly intentional form of intellectual theft and have put your academic future in jeopardy. This is the worst form of plagiarism.

Here is another explanation from the 2020, seventh edition of the Manual of The American Psychological Association (APA):

"Plagiarism is the act of presenting the words, idea, or images of another as your own; it denies authors or creators of content the credit they are due. Whether deliberate or unintentional, plagiarism violates ethical standards in scholarship" (p. 254). This same principle applies to the illicit use of AI.

**Plagiarism:** Researchers do not claim the words and ideas of another as their own; they give credit where credit is due. Quotations marks should be used to indicate the exact words of another. Each time you paraphrase another author (i.e., summarize a passage or rearrange the order of a sentence and change some of the words), you need to credit the source in the text. The key element of this principle is that authors do not present the work of another as if it were their own words. This can extend to ideas as well as written words. If authors model a study after one done by someone else, the originating author should be given credit. If the rationale for a study was suggested in the discussion section of someone else's article, the person should be given credit. Given the free exchange of ideas, which is very important for the health of intellectual discourse, authors may not know where an idea for a study originated. If authors do know, however, they should acknowledge the source; this includes personal communications (p. 11). For guidance on proper documentation, consult the Academic Success Center or a recommended guide to documentation and research such as the Manual of the APA or the MLA Handbook for Writers of Research Papers. If you still have doubts concerning proper documentation, seek advice from your instructor prior to submitting a final draft.

TAMU has penalties for plagiarism and cheating.

- **Penalties for Plagiarism:** Should a faculty member discover that a student has committed plagiarism, the student should receive a grade of 'F' in that course and the matter will be referred to the Honor Council for possible disciplinary action. The faculty member, however, may elect to give freshmen and sophomore students a "zero" for the assignment and to allow them to revise the assignment up to a grade of "F" (50%) if they believe that the student plagiarized out of ignorance or carelessness and not out of an attempt to deceive in order to earn an unmerited grade; the instructor must still report the offense to the Honor Council. This option should not be available to juniors, seniors, or graduate students, who cannot reasonably claim ignorance of documentation rules as an excuse. For repeat offenders in undergraduate courses or for an offender in any graduate course, the penalty for plagiarism is likely to include suspension or expulsion from the university.
  - *Caution:* Be very careful what you upload to Turnitin or send to your professor for evaluation. Whatever you upload for evaluation will be considered your final, approved draft. If it is plagiarized, you will be held responsible. The excuse that "it was only a draft" will not be accepted.
  - *Caution:* Also, do not share your electronic files with others. If you do, you are responsible for the possible consequences. If another student takes your file of a paper and changes the name to his or her name and submits it and you also submit the paper, we will hold both of you

responsible for plagiarism. It is impossible for us to know with certainty who wrote the paper and who stole it. And, of course, we cannot know if there was collusion between you and the other student in the matter.

- **Penalties for Cheating:** Should a faculty member discover a student cheating on an exam or quiz or other class project, the student should receive a “zero” for the assignment and not be allowed to make the assignment up. The incident should be reported to the chair of the department and to the Honor Council. If the cheating is extensive, however, or if the assignment constitutes a major grade for the course (e.g., a final exam), or if the student has cheated in the past, the student should receive an “F” in the course, and the matter should be referred to the Honor Council. Additional penalties, including suspension or expulsion from the university may be imposed. Under no circumstances should a student who deserves an “F” in the course be allowed to withdraw from the course with a “W.”
  - *Caution:* Chat groups that start off as “study groups” can easily devolve into “cheating groups.” Be very careful not to join or remain any chat group if it begins to discuss specific information about exams or assignments that are meant to require individual work. If you are a member of such a group and it begins to cheat, you will be held responsible along with all the other members of the group. The TAMIU Honor Code requires that you report any such instances of cheating.
- **Student Right of Appeal:** Faculty will notify students immediately via the student’s TAMIU e-mail account that they have submitted plagiarized work. Students have the right to appeal a faculty member’s charge of academic dishonesty by notifying the TAMIU Honor Council of their intent to appeal as long as the notification of appeal comes within 10 business days of the faculty member’s e-mail message to the student and/or the Office of Student Conduct and Community Engagement. The Student Handbook provides more details.

## Use of Work in Two or More Courses

You may not submit work completed in one course for a grade in a second course unless you receive explicit permission to do so by the instructor of the second course. In general, you should get credit for a work product only once.

## AI Policies

Your instructor will provide you with their personal policy on the use of AI in the classroom setting and associated coursework.

## TAMIU E-Mail and SafeZone

Personal Announcements sent to students through TAMIU E-mail (tamiu.edu or dusty email) are the official means of communicating course and university business with students and faculty –not the U.S. Mail and no other e-mail addresses. Students and faculty must check their TAMIU e-mail accounts regularly, if not daily. Not having seen an important TAMIU e-mail or message from a faculty member, chair, or dean is not accepted as an excuse for failure to take important action.

Students, faculty, and staff are encouraged to download the SafeZone app, which is a free mobile app for all University faculty, staff, and students. SafeZone allows you to: report safety concerns (24/7), get connected with mental health professionals, activate location sharing with authorities, and anonymously report incidents. Go to <https://www.tamiu.edu/adminis/police/safezone/index.shtml> for more information.

## Copyright Restrictions

The Copyright Act of 1976 grants to copyright owners the exclusive right to reproduce their works and distribute copies of their work. Works that receive copyright protection include published works such as a textbook. Copying a textbook without permission from the owner of the copyright may constitute copyright infringement. Civil and criminal penalties may be assessed for copyright infringement. Civil penalties include damages up to \$100,000; criminal penalties include a fine up to \$250,000 and imprisonment. Copyright laws do not allow students and professors to make photocopies of copyrighted materials, but you may copy a limited portion of a work, such as article from a journal or a chapter from a book for your own personal academic use or, in the case of a professor, for personal, limited classroom use. In general, the extent of your copying should not suggest that the purpose or the effect of your copying is to avoid paying for the materials. And, of course, you may not sell these copies for a profit. Thus, students who copy textbooks to avoid buying them or professors who provide photocopies of textbooks to enable students to save money are violating the law.

## Students with Disabilities

Texas A&M International University seeks to provide reasonable accommodations for all qualified persons with disabilities. This University will adhere to all applicable federal, state, and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal education opportunity. It is the student’s responsibility to register with the Office of Student Counseling and Disability Services located in Student Center 126. This office will contact the faculty member to recommend specific, reasonable accommodations. Faculty are prohibited from making accommodations based solely on communications from students. They may make accommodations only when provided documentation by the Student Counseling and Disability Services office.

## Student Attendance and Leave of Absence (LOA) Policy

As part of our efforts to assist and encourage all students towards graduation, TAMIU provides LOA’s for students, including pregnant/parenting students, in accordance with the Attendance Rule (Section 3.07) and the Student LOA Rule (Section 3.08), which includes the “Leave of Absence Request” form. Both rules can be found in the TAMIU Student Handbook (URL: <http://www.tamiu.edu/studentaffairs/StudentHandbook1.shtml> (<http://www.tamiu.edu/studentaffairs/StudentHandbook1.shtml/>)).

## Pregnant and Parenting Students

Under Title IX of the Education Amendments of 1972, harassment based on sex, including harassment because of pregnancy or related conditions, is prohibited. A pregnant/parenting student must be granted an absence for as long as the student's physician deems the absence medically necessary. It is a violation of Title IX to ask for documentation relative to the pregnant/parenting student's status beyond what would be required for other medical conditions. If a student would like to file a complaint for discrimination due to his or her pregnant/parenting status, please contact the TAMIU Title IX Coordinator (Lorissa M. Cortez, 5201 University Boulevard, KLM 159B, Laredo, TX 78041, TitleIX@tamiu.edu, 956.326.2857) and/or the Office of Civil Rights (Dallas Office, U.S. Department of Education, 1999 Bryan Street, Suite 1620, Dallas, TX 75201-6810, 214.661.9600). You can also report it on TAMIU's anonymous electronic reporting site: <https://www.tamiu.edu/reportit> (<https://www.tamiu.edu/reportit/>).

TAMIU advises a pregnant/parenting student to notify their professor once the student is aware that accommodations for such will be necessary. It is recommended that the student and professor develop a reasonable plan for the student's completion of missed coursework or assignments. The Office of Equal Opportunity and Diversity (Lorissa M. Cortez, [lorissam.cortez@tamiu.edu](mailto:lorissam.cortez@tamiu.edu)) can assist the student and professor in working out the reasonable accommodations. For other questions or concerns regarding Title IX compliance related to pregnant/parenting students at the University, contact the Title IX Coordinator. In the event that a student will need a leave of absence for a substantial period of time, TAMIU urges the student to consider a Leave of Absence (LOA) as outlined in the TAMIU Student Handbook. As part of our efforts to assist and encourage all students towards graduation, TAMIU provides LOA's for students, including pregnant/parenting students, in accordance with the Attendance Rule and the Student LOA Rule. Both rules can be found in the TAMIU Student Handbook (<https://www.tamiu.edu/scce/studenthandbook.shtml> (<https://www.tamiu.edu/scce/studenthandbook.shtml/>)).

## Anti-Discrimination/Title IX

TAMIU does not discriminate or permit harassment against any individual on the basis of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation or gender identity in admissions, educational programs, or employment. If you would like to file a complaint relative to Title IX or any civil rights violation, please contact the TAMIU Director of Equal Opportunity and Diversity/Title IX Coordinator, Lorissa M. Cortez, 5201 University Boulevard, Killam Library 159B, Laredo, TX 78041, TitleIX@tamiu.edu, 956.326.2857, via the anonymous electronic reporting website, ReportIt, at <https://www.tamiu.edu/reportit> (<https://www.tamiu.edu/reportit/>), and/or the Office of Civil Rights (Dallas Office), U.S. Department of Education, 1999 Bryan Street, Suite 1620, Dallas, TX 75201-6810, 214.661.9600.

## Incompletes

Students who are unable to complete a course should withdraw from the course before the final date for withdrawal and receive a "W." To qualify for an "incomplete" and thus have the opportunity to complete the course at a later date, a student must meet the following criteria:

1. The student must have completed 90% of the course work assigned before the final date for withdrawing from a course with a "W", and the student must be passing the course;
2. The student cannot complete the course because an accident, an illness, or a traumatic personal or family event occurred after the final date for withdrawal from a course;
3. The student must sign an "Incomplete Grade Contract" and secure signatures of approval from the professor and the college dean.
4. The student must agree to complete the missing course work before the end of the next long semester; failure to meet this deadline will cause the "I" to automatically be converted to an "F"; extensions to this deadline may be granted by the dean of the college. This is the general policy regarding the circumstances under which an "incomplete" may be granted, but under exceptional circumstances, a student may receive an incomplete who does not meet all of the criteria above if the faculty member, department chair, and dean recommend it.

## WIN Contracts

The Department of Biology and Chemistry does not permit WIN contracts. For other departments within the college, WIN Contracts are offered only under exceptional circumstances and are limited to graduating seniors. Only courses offered by full-time TAMIU faculty or TAMIU instructors are eligible to be contracted for the WIN requirement. However, a WIN contract for a course taught by an adjunct may be approved, with special permission from the department chair and dean. Students must seek approval before beginning any work for the WIN Contract. No student will contract more than one course per semester. Summer WIN Contracts must continue through both summer sessions.

## Student Responsibility for Dropping a Course

It is the responsibility of the student to drop the course before the final date for withdrawal from a course. Faculty members, in fact, may not drop a student from a course without getting the approval of their department chair and dean.

## Independent Study Course

Independent Study (IS) courses are offered only under exceptional circumstances. Required courses intended to build academic skills may not be taken as IS (e.g., clinical supervision and internships). No student will take more than one IS course per semester. Moreover, IS courses are limited to seniors and graduate students. Summer IS course must continue through both summer sessions.

## Grade Changes & Appeals

Faculty are authorized to change final grades only when they have committed a computational error or an error in recording a grade, and they must receive the approval of their department chairs and the dean to change the grade. As part of that approval, they must attach a detailed explanation of the reason for the mistake. Only in rare cases would another reason be entertained as legitimate for a grade change. A student who is unhappy with his or her grade on an assignment must discuss the situation with the faculty member teaching the course. If students believe that they have been graded unfairly, they have the right to appeal the grade using a grade appeal process in the Student Handbook and in the Faculty Handbook.

## Final Examination

All courses in all colleges must include a comprehensive exam or performance and be given on the date and time specified by the Academic Calendar and the Final Exam schedule published by the Registrar's Office. In the College of Arts & Sciences all final exams must contain a written component. The written component should comprise at least 20% of the final exam grade. Exceptions to this policy must receive the approval of the department chair and the dean at the beginning of the semester.

## Mental Health and Well-Being

The university aims to provide students with essential knowledge and tools to understand and support mental health. As part of our commitment to your well-being, we offer access to Telus Health, a service available 24/7/365 via chat, phone, or webinar. Scan the QR code to download the app and explore the resources available to you for guidance and support whenever you need it. The Telus app is available to download directly from TELUS (tamiu.edu) (<https://www.tamiu.edu/counseling/telus/>) or from the Apple App Store and Google Play.