

NURS 4614 - Adult Health Nursing II

Fall 2024 Syllabus, Section 101, CRN 14350

Instructor Information

Raul Cortes

Email: raul.cortes@tamiu.edu

Office: Canseco 313D

Office Hours:

(956)326-3283

Office Hours: Thursday 9:30am-12:30pm

Friday: 12:30pm-3:30pm

Office Phone: 9563263283

Cell Phone: 9567448016

Jose Lara

Email: joserlara@dusty.tamiu.edu

Office: CNS 312 F

Office Hours:

Wednesday: 10:00am-1:00pm

Thursday: 12:00pm-3:00pm (Virtual)

Office Phone: (956)326-2576

Cell Phone: 9567639216

Clinical Faculty

Times and Location

F 8:30am-11:30am in Academic Innovation Center 127

Course Description

This course provides an expanded knowledge of culturally competent nursing care for adult patients experiencing multi-system and/or complex illnesses. Students will expand their clinical decision making utilizing the nursing process, evidence based research applications, and professionalism in diverse practice settings. This course is 3 hours theory and 9 hours practicum per week. 126 total clinical hours are required for this course.

Prerequisites: NURS 3310, NURS 3410, NURS 3412, NURS 3613, NURS 3614, and NURS 4310. Co-requisites: NURS 3411 and NURS 4410.

Nursing Department, College of Nursing&Health Sci

Additional Course Information

Course Messages/Emails

Students must check Blackboard and their TAMIU e-mail account regularly. **The preferred communication method for contacting Faculty will be TAMIU email and NOT blackboard course messages.** Not having seen an important message sent via TAMIU e-mail from a faculty member is not accepted as an excuse for failure to take important action. Personal Announcements sent to students through TAMIU's UConnect Portal and TAMIU E-mail 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.

While faculty do check e-mail frequently, please allow one (1) business day (Monday through Friday) for responses during weekdays. **Any e-mail sent after office hours (8 am- 5 pm) and/or on weekends (Friday after 5pm, Saturday, and Sunday) will be responded to until the next business day (Monday). No e-mails will be answered during Holidays or school breaks.**

Appointments and Calls

Please call or e-mail faculty to set up meeting appointments. When leaving a voicemail, please leave your name, call-back number, and reason for the call. Remember that nursing faculty teach multiple courses and are not always inside their office on times outside of their set office hours.

Lead faculty is available over the phone during office hours and available via e-mail during business days Monday – Friday from the times of 8 am – 5 pm.

Open communication between students and course faculty is highly encouraged. Each student has continuing access to a faculty advisor regarding individual needs and/or problems. Students are highly encouraged to seek assistance from the faculty.

Communication through Microsoft teams app is encouraged using TAMIU email.

Syllabus Subject to Change

While information and assurances are provided in this course syllabus, it should be understood that content may change in keeping with new research and literature and that events beyond the control of the instructor could occur. Students will be informed of any substantive occurrences that will produce syllabus changes.

Electronic Devices

To minimize interruptions, cellular phones must be turned off (vibration mode is not acceptable) when in classroom or in lab. Laptops are permitted in the classroom as long as it is used for class purposes. Recording devices are not permitted unless previous permission has been granted by instructors. All exams are given online via respondus lockdown browser in Blackboard (unless prior approval was given by instructor); on the day of the exam students are allowed to bring in their cell phone to allow them to log into the exam; after logging in the phones are to be turned off and put in an area designated by the faculty.

Calculators

Simple calculators may be allowed in class however it must be simple, and unable to save data; no scientific models allowed and/or with a cover. Cell phones will not be used as a calculator during class assignments/quizzes or tests. Students are required to use a calculator and not their cell phone to calculate correct medication dosing in the clinical (acute care and school) setting.

Turnitin Policy

Turnitin is an award-winning, web-based solution that prevents plagiarism, saves instructors time and engages students with rich, multi-faceted feedback on written work. Written assignments will be submitted through Turnitin, please review Turnitin Story from Turnitin on Vimeo and guides: submitting a paper, originality reports, and user manual.

Digital Receipts

Once you submit your paper successfully, a digital receipt with a PaperID will be displayed for students on screen and emailed to the student's @dusty.tamtu.edu email address. Be sure to locate this receipt. If a receipt is not generated, go back and submit to the assignment again until a receipt is created.

Exams and Proctoring

All major exams for the CONHS will be proctored; either with the faculty present or at the testing center. Respondus lockdown browser must be used for all exams and Respondus Webcam Monitor will be used for all exams taken at the testing center or disability office. All test items will assess the student's ability to apply and analyze knowledge learned in the course. Test items will challenge the student to apply abilities at assessing, planning, implementing, or evaluating nursing care. Read the CONHS Examination Policy and Guidelines found in the student handbook for additional information on examinations.

LockDown Browser Requirement

All online exams must use respondus lockdown browser. If you are using a Chrome book, you will need to purchase Proctorial. Student instructions for purchasing and installing respondus can be found: <https://www.tamtu.edu/distance/technology/respondus-ldb-and-monitor.shtml>

Download Instructions

Download and install LockDown Browser from this link: <https://download.respondus.com/lockdown/download.php?id=795913767>

Once Installed:

- Start LockDown Browser

- Log into Blackboard Learn
- Navigate to the test

Cost for Respondus

Students purchase a 12-month subscription for \$15 that can be used with an unlimited number of online courses during that period. This will result in a cost savings for the average student and lessen concerns instructors sometimes have about additional course expenses. Payment for Respondus Monitor is made during the set-up process in the first Respondus Monitor enabled quiz/test/exam in a course.

To pay for Respondus Monitor:

- Start Respondus LockDown Browser.
- Navigate to your test.
- Complete the set-up process, which includes a payment screen for entering credit card information.
- Payment and entering credit card information is only necessary one-time per course.

Remember that LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted. Note: You won't be able to access tests with a standard web browser, such as Internet Explorer, Mozilla Firefox, Google Chrome, Safari, etc. If this is tried, an error message will indicate that the test requires the use of LockDown Browser. Simply start LockDown Browser and navigate back to the exam to continue.

Getting Help

Several resources are available if you encounter problems with LockDown Browser:

- The Windows and Mac versions of LockDown Browser have a "Help Center" button located on the toolbar. Use the "System & Network Check" to troubleshoot issues. If an exam requires you to use a webcam, also run the "Webcam Check" from this area
- If you have any questions about how to use the LockDown Browser, you may contact Instructional Technology and Distance Education Services at (956) 326-2149, emailing elarning@tamiu.edu, or by visiting Killam Library, Room 259.
- Respondus has a Knowledge Base available from support.respondus.com. Select the "Knowledge Base" link and then select "Respondus LockDown Browser" as the product.
- If you're still unable to resolve a technical issue with LockDown Browser, go to support.respondus.com and select "Submit a Ticket". Provide detailed information about your problem and what steps you took to resolve it.

Accessibility and Privacy Statements on Course Technologies

At Texas A&M International University, we believe that all students should have equal technology opportunities in the classroom. These technologies/sites may also require user data, such as the creation of a username and password. You may find the accessibility and privacy policies of these technologies on the following pages: [Accessibility Statements](#) and [Privacy Statements](#).

Other Policy/Information

Students are held to all policies in the CNHS BSN Handbook.

Teaching Strategies:

Power-point, Echo 360 recorded lectures, Discussion Questions, Case Studies, Audio-visual Aids, Quizzes, Independent Readings, Self-Study, Online Assignments, Observation, Clinical Practice, HESI, and simulation lab. The assigned readings and power-point presentations/recorded lectures will be the foundation for each class.

The theory portion of this course is taught face-to-face and teaching strategies include, but not limited to, lecture, live discussions, interactive learning, computer-assisted instruction, self-study, group presentations, case studies, concept maps, assigned readings, etc.

The clinical portion of this course will also be taught face-to-face in the nursing lab (skills and simulations) or clinical setting (hospitals) with instructor-supervised practice or preceptor supervision.

While this course is scheduled face to face, in the event of circumstances beyond the control of the University, course didactic content as well as lab/clinical requirements may need to be provided in an alternate format. Course content and objectives will not change only the method of instruction

Course Structure

In addition to class time, all additional content and assignments will be in Blackboard. Under 'Course Materials, Activities, and Assessment' you will find weekly links in where pertinent content such as videos, PowerPoints, quizzes, articles, tests, instructions, forms, and other resources will be available for review. These materials will be uploaded by the faculty to assist you in broadening your understanding of the topics covered each week. The expectation is for you to review these materials each week throughout the semester. See unit-specific learning objectives available on Blackboard modules.

Course Outline: (see alignment document for more specifics)

I. Management of Care-Using the nursing process as a framework of practice and under the supervision of the faculty the student will provide and direct nursing care (within the scope of their practice) that will ethically enhance the care and protect the adult client with acute and chronic medical/surgical conditions. Care will include a) time management, b) patient/family education, c) patient advocacy d) intra-professional collaboration, e) maintaining patient confidentiality, f) demonstrate written and verbal communication skills that uses appropriate language and approved abbreviations g) receive report prior to providing care and give report at the completion of planned care h) prioritize patient care, and i) use EBP when planning, providing, evaluation, and updating plan of care.

II: Safety and infection control: the student will provide care and direct nursing care to clients 18 years of age and older, self, and others health care personnel from and health and environmental hazards in the in-patient acute care setting through assessing of allergies, protecting from falls, properly identifying the client prior to any care, verifying orders, patient education, proper ergonomic principles, reporting errors or safety issues immediately, following agency protocols for safety, use of appropriate personal protective equipment, hand and following infections control standards.

III. Health Promotion and Maintenance: The student will provide and direct nursing care of the client 18 years of age and greater that is related to prevention, recognition and early detection of new or worsening alterations in health. Activities will include patient education related to need for health screening, immunizations, infection control, and patient specific risk factors.

IV. Psychosocial integrity: The student will provide care that promotes the medical surgical client's mental, social, and emotional well-being, through the use of therapeutic communication.

V. Basic care and comfort: The student will provide care that promotes comfort and assistance in meeting basic needs. Includes a) use of assistive devices to compensate for physical or sensory impairments, b) addressing alteration in elimination c) assessing and providing skin care, d) assisting with mobility e) promoting circulation f) assessing and managing pain through both pharmacological and nonpharmacological methods g) monitor and provide for nutritional needs (tube feeding, PO or TPN) h) implement methods to promote rest/sleep i) post-mortem care, and j) ensure provision of ADLs.

VI. Pharmacological and parenteral therapies: The student will safely administer medication and parenteral therapies that include a) observation of blood administration, b) access central venous devices, c) medication calculations d) safely administer medication via PO, tube, IV, IM, central line route, e) patient teaching concerning medication, f) titrate dosage of medication, g) administer pain medication as needed h) handle/manage controlled substances only under the supervision of faculty or approved preceptor following regulatory guidelines, i) evaluate appropriateness, effectiveness, and possible adverse effects of all medication administered.

VII. Reduction of risk potential: The student will develop and implement a plan of care that reduce the risk of injury/complications due existing conditions, treatments or procedures. Nursing care will include a) assess and respond to change in vital signs, patient condition, b) perform diagnostic procedures such as glucose monitoring, ECG, oxygen saturation c) obtain urine, sputum, stool, or wound cultures/specimens, d) insert/apply/maintain NG tube, urinary catheters, enemas, IV lines, TEDs, SCDs, e) prepare and educate client about diagnostic procedures/treatments, f) provide pre, and post-operative care.

VIII. Physiological Adaptation: The student will manage and provide care for adult clients in the acute care setting with chronic, acute or life-threatening health conditions. Nursing care/management will include: a) observe and under supervision assist with invasive procedures b) implement actions to maintain optimal body temperature c) monitor and care of a clients on ventilators d) provide ostomy care, e) suction as needed f) wound care, g) pulmonary hygiene, h) manage clients with fluid and/or electrolyte imbalances i) monitor and care for clients with hemodynamic monitoring devices, j) care for client receiving peritoneal/hemodialysis, j) care of client with a pacemaker, k) care of client in ICU or ED, l) care of client on telemetry, l) patient education on acuter or chronic health problem , k) manage oxygen needs of a client, l) perform emergency procedures such as CPR, m) demonstrate knowledge of pathophysiology, and n) recognize and intervene when client conditions indicate a worsening of condition.

Participation grade

Emphasis is placed on the importance of mutuality in learning throughout the course. Therefore, it is of paramount importance that students recognize their responsibility for active participation in course activities. The success of the experience for everyone will depend to a great degree on the energy and enthusiasm of each member of the class.

Participation grades are designed to enhance student's learning and is meant to be worked on throughout the semester. Weekly assignments are made available in the class schedule and on Blackboard, Elsevier, and Davis Advantage

Assignments, AI, and Feedback

All written assignments (Care Plans, Teaching Plans, Reflection Papers, Nurse's notes) will be submitted using Turnitin drop boxes in Blackboard on Sundays before 11:59 pm. All written assignments must also comply with the 7th edition APA formatting and must include at the minimum a cover page and a reference page with each assignment.

Evaluation of written work will be based on content, style, format, and adherence to criteria. All scholarly papers will be turned into electronically via Turnitin drop boxes. Students are encouraged to check the annotations and comments on their paper once graded in addition to the score on the grading rubric. In our class, you may NOT use AI writing tools such as ChatGPT or others. Any use of AI tools for written assignments constitutes a violation of the TAMU Honor Code and reported to the Honor Council. Be aware that TurnItIn has an AI detection tool and thus, TurnItIn Reports will have an AI percentage in addition to the similarity percentage. As a reminder, incidences of plagiarism and cheating will be reported to the Honor Council.

All papers become the property of the School of Nursing. Each student is responsible for ensuring that their assignment(s) are uploaded into the correct assignment drop box following the instructions and time frames provided to them. Once an assignment period has closed, it will NOT be reopened and a grade of zero will be given for the missing assignment.

Instructor will provide feedback to students on their submissions of an assignment or assessment within 24-48 hours.

Rubrics are available in Blackboard for each assignment. Instructor will provide feedback to students on their submissions of an assignment or assessment within 24-48 hours.

Test results will be released within 24 hours after submission in order to properly complete a test analysis.

Class attendance

Students are expected to attend every class in person and to complete all assignments. The CSON adheres to the TAMU Attendance Rule as stated in the current catalog, Section 3.07 Attendance Rule. In addition, each course has specific attendance requirements for both classroom and clinical activities in order to comply with the SON accreditation requirements. It is the students' responsibility to attend class, simulation, and clinicals as scheduled and to be on time.

Failure to complete or submit a class quiz or complete an exam due to arriving late or leaving class early counts as a class absence and a grade of a zero will be given to that assignment. Class quizzes will not be offered at any other time.

*NOTE: Please be advised that conversations with others during lecture are not only disrespectful but also disruptive to others' learning experience. The professor reserves the right to expel students from a lecture due to talking or other disruptive behavior. Students will be required to leave the lecture and may not return that day. Any assignment or quiz for that day will receive a zero even if the student completed it before being removed from the classroom. Repeated expulsions for talking or other disruptive behavior (3 or more) could result in further disciplinary action, up to and including an F for the course.

Students are responsible for providing satisfactory evidence (i.e., physician note, medical release, etc.) to faculty members **within seven calendar days of their absence and return to class.** They must substantiate the reason for absence. If the absence is excused, faculty members must either provide students with the opportunity to make up the exam or other missed work 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.

Lab/Clinical

This course has a total of 126 clinical hours. Throughout the semester the clinical sites, dates and times are subject to change; this is based on faculty/preceptor/agency availability as well as to provide students with optimal clinical experience.

Clinical hours are required to provide students the opportunities to obtain knowledge and skills to function safely as a professional nurse. Punctuality is expected in the professional workplace. Important information affecting client care is communicated to the students at the start of the clinical experience. Therefore, tardiness for clinical/lab/simulation experience jeopardizes the student's ability to give safe nursing care. Lab, simulation, and case study experiences are considered clinical experiences. See CONHS BSN Handbook.

Clinical Hour Breakdown: This course has a total of 126 hours of clinical.

Clinical Experience	Hours
Computer activities (separate from didactic; computer activities with planned clinical objectives which may include virtual clinical excursions VCEs), interactive tutorials, and learning modules that are carried out as student assignments)	14
Nursing Skills Lab (including low- and medium-fidelity situations that include skill sets, task training, and return demonstration, and may mimic the clinical environment)	12
Simulation Lab experiences (high-fidelity simulated clinical situations that include orientation, learning objectives, and simulation experiences in a realistic patient scenario guided by trained faculty and followed by a debriefing and evaluation of student performance)	12
Direct Patient Care	88
Total	126

A. Students will provide total nursing care to patients under the direct supervision of clinical faculty and assigned staff registered nurses. No medication preparation/administration or invasive procedure can be done without direct supervision of the faculty. In some instances, the faculty will give permission for a registered nurse on the unit to supervise the student; however, the faculty must give permission for this to take place.

B. Students may not perform procedures that require special certification or training. If you are in doubt, be sure to check with your instructor before proceeding. The primary staff RN is responsible for the condition of their patients; therefore, students must coordinate all nursing care activities with the assigned staff RN. Always keep your assigned staff RN informed of your patient's clinical status. Report ANY changes IMMEDIATELY to your instructor and the staff RN. Feedback from staff RN will be used in the evaluation process, but clinical faculty are responsible for evaluation of student progress in the clinical area.

C. **Preparation for Clinical:** Specific preparation for clinical rotations may vary according to the clinical area. Failure to come to clinical prepared will result in student being sent home for the day and counted absent for the day. The following are general expectations of students:

1. Demonstrate ability to complete "head-to-toe" assessment of the patient(s) assigned to them.
2. Discuss the pathophysiology of the patient's underlying health problem in addition to the plan of care required.
3. Complete all required pre-clinical paperwork
4. Demonstrate familiarity with medication and any procedures for each patient assigned. Students are required to prepare hand-written medication cards for every medication they administer; an example of the card can be found in the content area of BlackBoard.
5. **Prior to any clinical rotation (ICU, ER, step-down unit) all students must demonstrate proficiency in pharmacological math calculation (grade of 100 on written quiz), please see reading schedule for date that this requirement must be met.**

D. Clinical Behavior

The nature of clinical nursing courses is such that students are involved in the delivery of direct patient care. The primary purpose of any course is to provide education and clinical skill experiences for students. Nursing clinical courses are structured so that as students' progress through the program they are expected to demonstrate increasing competence in providing nursing care. However, when direct patient care is involved in the learning experience, PATIENT SAFETY is of paramount concern. In the event a student makes an unsupervised medication error or provide unsupervised care that is harmful to patient this will result in course failure.

E. Clinical Attendance:

Clinical is 126 clock hours and includes assignments, case studies, direct patient care, skills lab, and simulation. Clinical sites, times, and days of the week (based on clinical area assigned) will vary throughout the semester based on specific clinical area (medical surgical unit, and if available based on agency availability-critical care department.) A separate schedule with time based on clinical groups and clinical rotation can be found in Bb under the content area. For clinical and simulation, students are assigned to specific groups by faculty; the student is not allowed to switch sites, days, or groups. Attendance rules are the same for all clinical settings (hospital, community, lab setting or simulation).

Clinical times can vary and will be assigned based on site availability and/or rotation. Please follow student clinical schedule under content. Students need to be on time at their designated unit. This means that at the time assigned the student is on the unit and prepared/ready to begin the day's assignment. (These times are subject to change throughout the semester).

(Required paperwork will be assigned in advance, and will have to be turned in on Blackboard in an assigned dropbox)

Lack of preparation includes (but is not limited to): not on the unit for report, inappropriately attired, displaying non-professional attitude and not have necessary clinical resources (medication book etc.) and required paperwork.

Other course policies related to clinical attendance:

1. There are no excused clinical absences. It is the responsibility of students to notify the faculty member if they are unable to attend clinical. Do not just leave a message or ask a classmate to tell the faculty; continue to call until you have reached the instructor.
2. No clinical (including health care agency, lab, or simulation) can be completed without being up to date on all program health, immunization, background check and CPR requirements; for this requirement to be considered met, all required documentation must be submitted into Verified Credentials. Each day missed due to lack of this documentation will result in a clinical "F".
3. Tardiness of more than 5 minutes will result in the student being sent home and receiving a clinical failure for the day.
4. Students reporting to clinical unprepared (lack of a required paperwork or if simulation lack of assigned preparation work), inappropriately dressed, or other unprofessional behavior will be sent home and this will be counted as a clinical absence.
5. Students missing clinical must make up the time; the make-up will be scheduled based on faculty and clinical site availability.
6. Patient care of ANY type is strictly prohibited when your faculty (in some cases approved preceptor) is not present in the clinical facility; failing to abide by this can result in course failure.

F. Simulation/lab:

All students will be assigned lab and simulation; you will be assigned a pre- simulation preparation assignment (format on Bb in content area) that must be turned in prior to simulation. If the student group comes to the simulation activity unprepared, they will not be allowed to participate in the simulation activity; this will count as a clinical failure; make up may be in simulation or in the clinical setting; will be on faculty availability. Immediately following the simulation activity students must log into Typhon and complete the simulation evaluation; failure to complete this evaluation will prevent student from getting credit for this simulation activity.

G. Written Requirements for Clinical:

1. All assigned written work must be hand written and will be evaluated by presentation of data to support achievement of the clinical objectives. Assigned written work must be submitted at the before midnight of the completed clinical day. **Late work will not be accepted and a grade of zero will be recorded-only assignments with prior approval.**
2. Students must prepare a priority plan of care plan for one client assigned for each clinical day, and must be submitted before midnight of the day of the clinical attended.
3. The student must submit a care plan for an ICU patient by the end of the semester
4. Faculty reserves the right to require additional written work that is deemed necessary to facilitate the student meeting the clinical objectives of NURS 4614.5.
5. When giving medication on the medical surgical units, students must review medications to be administered prior to enter patient's room

CLINICAL POLICIES: Students are held to all policies in the CNHS BSN Handbook.

The clinical experience is meant to provide an opportunity to integrate theory into practice. Students are assigned to a variety of settings where they will focus on specific activities as indicated by specific clinical assignments.

At all times, you represent the Canseco School of Nursing and Texas A&M International University to that agency and to the community you are working with. Professionalism is required and expected

1. **Nametag/Dress/Appearance:** All students must follow the dress code policies. Artificial nails, dip powder, nail polish, gel nails, tips, and all other forms of false nails are NOT allowed in the clinical setting or simulation activities. Nails should be clean, short, and well-groomed, without color nail polish. Tattoos shall be concealed at all times, and body jewelry (piercings) must be removed prior to clinical (i.e. nose rings, eyebrow hoops, lip rings, multiple earrings, etc.) Students may not wear sweaters or jackets over their white or black and maroon uniform during the performance of their clinical activities. Students may wear a white $\frac{3}{4}$ sleeve undershirt under their white uniform or black $\frac{3}{4}$ sleeve undershirt with their maroon top. See CNHS BSN Handbook.

2. Student Health Requirements: Students must meet the clinical health and CPR requirements prior to going to the clinical setting. Failure to meet these requirements will result in the inability to attend clinical and a Clinical F will be given for each day the student cannot attend clinical. See CNHS BSN Handbook.

3. Lab/Clinical Absences: Clinical hours are required to provide students the opportunities to obtain knowledge and skills to function safely as a professional nurse. Punctuality is expected in the professional workplace-your patients expect your care. Important information affecting client care is communicated to the students at the start of the clinical experience. Therefore, tardiness for clinical/lab/simulation experience jeopardizes the student ability to give safe nursing care. Lab and simulation experiences are considered clinical experiences. See CNHS BSN Handbook.

4. Clinical "F" Day: Unacceptable nursing practice in the clinical setting or unexcused clinical absence is grounds for receiving a clinical fail day, also known as an "F" Day. A clinical setting is any activity for which the student receives clinical hours. A student who receives three (3) clinical "F" days in any clinical course will receive a grade of F for that course. See CONHS BSN Handbook.

5. Criminal background checks or Drug screens: As part of this clinical rotation, the CSON adheres to the policies of all clinical facilities with which the SON affiliated with for student clinical learning experiences. As part of this clinical rotation, clinical facility policies may require **criminal background checks and/or random drug screen** to be conducted on persons interacting with their clients. This documentation will be submitted to the requesting agencies as per their policy. See CONHS BSN Handbook.

6. Unsafe Clinical Performance/Patient Safety: Any act, omission or commission that may result in harm to the patient is considered unsafe clinical practice. Any student who jeopardizes patient safety will be sent home from clinical and receive a clinical F for that day. See CNHS BSN Handbook. The student must follow the instructor's recommendations when a procedure is not to be performed by the student to protect patient safety. No students should perform procedures in the clinical setting without a proof of competency.

7. Confidentiality: Nurses are entrusted with a great deal of personal information about their patients in order to plan comprehensive care. The student role requires that some of this information be shared with faculty and other students in a clinical conference setting. The Health Insurance Portability and Accountability Act of 1996 (HIPAA) regulations provides federal protections for personal health information held by covered entities and gives patients an array of rights with respect to that information. Students and faculty share the burden of carefully protecting the privacy of all persons concerned. See CNHS BSN Handbook.

8. Electronic devices/Social networking: All electronic devices are not permitted in the clinical setting, unless instructor provided prior approval (iPods/iPads, tablets, laptop computers, cell phones). Strict HIPPA guidelines will be enforced. Cell phones are NOT to be on the student's person. The CSON has memorandum of understanding agreements with every clinical institution to adhere to their policies. See CNHS BSN Handbook.

9. In the event of a "Blood or Body Fluid Exposure" (see BSN handbook for full details) faculty must be notified and immediate treatment is provided to the individual at the clinical site where the injury occurs. The student/ faculty will follow the clinical site Bloodborne Pathogen Protocol; student is responsible for all possible costs associated with treatment of exposure.

10. Tardiness of more than 5 minutes will result in the student being sent home and receiving a clinical failure for the day. **There are no excused clinical absences.** It is the responsibility of students to notify the faculty member if they are unable to attend clinical. **Students missing clinical must make up the time; the make-up will be scheduled based on faculty and clinical site availability.**

11. The student must follow institution's policies during clinical practice.

12. Failure to maintain professional standards of integrity may result in failure of the clinical portion of the course. Recognize that within the community and surrounding areas, you are an ambassador of Texas A&M International University School of Nursing and you must conduct yourself in a manner consistent with University mission and values.

13. Adhere to Texas Board of Nursing Board Rule

213.27b Good professional character – defined "good professional character as the integrated pattern of personal, academic, and occupational behaviors that indicate an individual is able to consistently conform his/her conduct to the requirements of the Nursing Practice Act."

217.12(6)(A) Unprofessional Conduct – Misconduct actions that include but not limited to: Falsifying reports, client documentation, agency records or other documents. Examples: RNs falsifying clinical log entries, patient progress notes. etc.

217.12(6)(I) Unprofessional Conduct – Misconduct actions that include "failing to answer specific questions or providing false or misleading answers in a licensure or employment matter that could reasonably affect the decision to license, employ, certify or otherwise utilize a nurse."

14. Do not engage in any behavior that will compromise patient care or the University's relationships with community partners.

15. Always introduce oneself as a student and avoid misrepresentation of licensure and certification status. Do not practice outside of your scope or practice. Wear your TAMIU ID while in any clinical setting.

16. Bring only items necessary to the clinical setting (paper, pen, stethoscope, scissors, penlight, etc.).

Privacy of Client Information

Students and faculty share the burden of carefully protecting the privacy of all persons in the client role. Never identify clients by name in any written work and do not discuss any client information outside of the assigned seminar or class times.

Lab/Clinical

This course has a total of 126 clinical hours. Throughout the semester the clinical sites, dates and times are subject to change; this is based on faculty/preceptor/agency availability as well as to provide students with optimal clinical experience.

Clinical hours are required to provide students the opportunities to obtain knowledge and skills to function safely as a professional nurse. Punctuality is expected in the professional workplace. Important information affecting client care is communicated to the students at the start of the clinical experience. Therefore, tardiness for clinical/lab/simulation experience jeopardizes the student's ability to give safe nursing care. **Lab, simulation, and case study experiences are considered clinical experiences.** See CONHS BSN Handbook.

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.

- 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@tamiu.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.

Student Learning Outcomes

Upon successful completion of this course, each student will:

CO1: Apply concepts and principles from the arts, sciences, humanities, and nursing when making practice decisions for adults and families experiencing multi-system and/or complex illnesses.

CO2: Incorporate social, cultural, ethnic, spiritual, psychological, and economic factors when providing nursing care to adults and families experiencing multi-system and/or complex illnesses.

CO3: Use critical thinking; evidence-based knowledge, and interdisciplinary collaboration to develop holistic plans of care for adults and families experiencing multi-system and/or complex illnesses.

CO4: Provide accurate, safe, and holistic nursing care to adults and families experiencing multisystem and/or complex illnesses within ethical, legal, and professional nursing boundaries.

CO5: Incorporate relevant research when providing the delivery of comprehensive nursing care among diverse populations experiencing multi-system and/or complex illnesses, including individuals, families,

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	Introduction to Critical Care Nursing (8th edition)	Sole, M, Klein, D and Moseley, M	0323641938
Required	. Davis Advantage for Medical-Surgical Nursing (2nd ed.)	Hoffman, J. J., & Sullivan, N. J.	0803677073
Required	Nurse's pocket guide: Diagnoses, prioritized interventions, and rationales (14th Ed.).	Doenges, M., Moorhouse, M., & Murr, A.	0803644752
Required	Any Current Drug Manual		
Required	HESI Curriculum: HESI testing license: due to be purchased during the first week of class		

Other Course Materials

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

HESI curriculum

HESI Testing license: Due to be purchased during the first week of class.

**** Instructions for HESI payment will be given on first day of class on how to make payment. ****

Faculty is not able to correct any issues with Elsevier, you have to contact them directly. If you are having issues with the process as noted above – please call (800) 222- 9570 – select the 'Student' prompt and a representative can assist you.

Nursing and medical journal subscriptions provided in the library URL: <http://tamui.libguides.com/nursing> is a comprehensive resource to aid nursing students and faculty on use of library resources in nursing, medicine, and health. It includes links to databases, books, videos, and other online resources and includes some tutorial material.

• A new subscription to UpToDate, the evidence-based clinical decision resource, is featured on the home page of the Nursing Research Guide. There students will find a link to this resource and to online video tutorials to get them started using it. It also mentions the UpToDate mobile app. Distance Learning @ Killam Library, which is designed to support online learners, URL: <http://tamui.libguides.com/DistEd>

• APA Manual 7th edition or online resources provided by faculty and/or writing center.

Grading Criteria

CONHS/CSON Grading and Grade Rounding Policy

The CONHS/CSON has adopted a grading scale in line with other Texas schools of nursing:

- A = 90 - 100
- B = 80 - 89
- C = 75 - 79
- F = 74 and below

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. To pass a nursing course and progress in the program, a nursing student must attain: An exam average (that include tests and the final exam) of 75% or higher. -AND- An overall course average of 75% or higher. Students with an exam grade below 75 must meet with faculty within one week of taking the exam and follow a remediation plan developed by the faculty to assist with improvement of grades. It is the student responsibility to contact the professor to set up an appointment for a remediation success plan.

Methods for Evaluation

Assessment	Points
Test (3) Each test is 20 %	60%
Comprehensive Final Exam	20%
Remediation packet assignment	5%
Participation Grade: Includes all quiz grades, online assignments, and learning activities	5%
HESI Proctored Exam	10%
Total	100%
Clinical Portion	Pass/Fail

HESI Exit Exam: At the end of the semester students will be required to take the Proctored standardized course exams. The score on this exam will count as a grade and will count for 10% of the course grade. Grading for this exam will be as follows: 850 or greater: 100. Students scoring below the benchmark of 850 will receive the conversion score that is assigned by HESI as the grade of record on the gradebook. Students will receive review packets based on their performance on the HESI exam. These packets will be counted as an assignment for the course and will count as 5% of the course grade. All students will be required to complete the review packets by the due date assigned by course faculty. Failure to complete the review packets will result in the student receiving an Incomplete Grade for the course. Information regarding the Incomplete, Withdraw, and Dismissal process can be found in the TAMIU BSN Handbook https://www.tamtu.edu/conhs/documents/handbooks/bsnhan_dbook.pdf

Clinical assignment must meet a minimum standard to pass this course. If you do not successfully meet the minimum standard, you are not passing the course, regardless of your overall course average or exam average. Clinical will include rotations in medical surgical units and an acute care setting (if available) (clinical placement may change based on agency availability but will be arranged to meet all course objectives); days and times for each will vary. (In addition to hands on patient care, clinical will also include nursing lab skills, case studies, online assignments, and simulation activities.

Test Average

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:

- * Less than 0.45 rounds down to the next whole number (74.44 rounds down to a 74)
- * 0.45 or greater: Rounds up to the next whole number (75.45 rounds up to a 75)

Course Average

The final weighted numeric course grade is calculated to two decimal places and rounded mathematically as follows:

- * Less than 0.45 rounds down to the next whole number (74.44 rounds down to a 74)
- * 0.45 or greater: Rounds up to the next whole number (75.45 rounds up to a 75)

Students who fail all three exams will not be allowed to continue in the course or clinical rotation, thus will fail NURS 4614 Adult Health Nursing

2. Read the CSON Grading and Grade Rounding Policy found in the student handbook for additional information on examinations (pg.51). CNHS Examination Policy and Guidelines:

CNHS Online examination Policy and Guidelines:

All online exams must use Respondus lockdown browser and if off campus without direct faculty proctoring the student must also use the Respondus webcam.

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.

Student instructions for purchasing and installing Respondus can be found: <https://www.tamtu.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 tablecloth 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.

Exams

There will be three (3) exams and a comprehensive final that are used to determine the test average for the course. Any student who is absent due to a medical or catastrophic situation must notify lead faculty prior to the examination (test) and provide a written excuse (signed by an MD/hospital discharge papers/obituary etc...) for the major life event (ex: hospitalization, death in the family, etc....). The weight of the missed exam will be added to the student's final examination percentage.

A test average of 75 or better is required to pass the course. The faculty reserves the right to give a pop quiz at any time. If the student does not complete the quiz at the designated time during class it will result in a quiz grade of zero, there are no make-up quiz grades.

Case Studies

HESI case studies will be completed as assigned for clinical hours and will be marked for completion. If the case studies are not completed as assigned the student will not pass this class and will not have the complete clinical hours.

Discussion Questions

Discussion questions can be assigned/provided during class to hold discussions during class.

Computer Assisted Curriculum Support:

HESI will be used in the course and completion of HESI is an expectation of the class. The quiz due dates can be found on the course schedule and weekly assignments in Blackboard. A proctored HESI Exam will be administered towards the end of the semester that will include all subjects

pertaining to medical surgical nursing. Grades on all quizzes and pre-test/post-test will count toward the participation grade. The HESI exam will count as a separate grade

Student Challenges

Any student having questions regarding exams, papers or course grade, **must make an appointment to see the lead or associate faculty to review the matter no later than two days after grade is received.** Student requests for second evaluator must be made within one week after grade receipt. A second evaluator for exams or papers may be consulted when deemed appropriate by the lead faculty. When a second evaluator for a paper is requested by a student, the grades of the initial evaluator and the second evaluator will be averaged for the grade in question.

Learning Contract

Students will be assigned weekly NCLEX style questions in Elsevier as part of their assignments. These questions will help prepare students for the end of course and end of program standardized exams (HESI) and for NCLEX. These questions will be assigned a percentage of the total weight of the course grade.

All students who score 80% or below on any periodical exam of a nursing course will be given a Learning Contract from faculty. A Learning Contract is created to facilitate student success the course and in the BSN program. Failure to comply with the requirements listed in the Learning Contract signed both by faculty and student will result in an Incomplete Grade and will prevent a student from progressing to the next academic semester.

Academic Honesty

Article 7, Academic Conduct, from Student Handbook

As members in an academic community, students at TAMIU are expected to act with honesty and integrity in their pursuit of higher education, be mature, be self-directed and be able to manage their own affairs. Students who are unwilling to abide by these basic expectations may find themselves facing academic and disciplinary sanctions. Students are expected to share in the responsibility and authority with faculty and staff to challenge and make known acts that violate the TAMIU Honor Code. For more information on the Honor Code, please visit the Office of Student Conduct and Community Engagement website at <https://www.tamtu.edu/scce/>. TAMIU Faculty have the authority to implement academic rules or impose grade penalties as appropriate. For more information, please visit the TAMIU Faculty Handbook available at <http://www.tamtu.edu/senate/handbook.shtml>.

Schedule of Topics and Assignments

Day	Date	Agenda/Topic	Reading(s)	Due
Fri	8/30	Review Syllabus/Respiratory Lecture	Sole et al Chapters Ch. 10-Ventilatory assistance Ch. 15-Acute respiratory failure Hoffman et al Chapters Ch.7- Oxygen Therapy Management Ch.9. Acid-Base Balance Ch.23- Assessment of Respiratory Function Ch.24- Coordinating Care for Patients With Infectious Respiratory Disorders Ch.26-Coordinating Care for Patients With Lower Airway Disorders Ch. 27- Coordinating Care for Critically Ill Patients With Respiratory Dysfunction	Math Quiz (Must score 100% before going to clinical sites)

Fri	9/6	Cardiovascular System Lecture	<p>Sole et al Chapters Ch. 8-Dysrhythmia interpretation and management Ch. 9-Hemodynamic Monitoring Ch 13-Cardiovascular Alterations Hoffman et al Chapters Ch. 28-Assessment of Cardiovascular Function Ch. 29- Coordinating Care for Patients With Cardiac Dysrhythmia Ch.30- Coordinating Care for Patients With Cardiac Disorders Ch. 31- Coordinating Care for Patients With Vascular Disorders. CH. 32- Coordinating Care for Patients With Vascular Disorders</p>	<p>• HESI Adaptive Quizzes/Case studies Skills Day 9/2 at LMC Clinicals start this week.</p>
Fri	9/13	Exam 1	Covering Respiratory/Cardiovascular Disorders	Room TBD
Fri	9/20	Shock/ACLS/Code Management	<p>Sole et al Chapters Ch 11-Rapid Response Teams and Code Management Ch 12-Shock, sepsis, and multiple organ dysfunction syndromes Hoffman et al Chapters Ch. 14-Overview of Shock and Sepsis</p>	<p>review ACLS algorithms posted on Blackboard HES Adaptive Quizzes/Case Studies</p>
Fri	9/27	Neurovascular System	<p>Sole et al Chapters Ch 14-Nervous system alterations Hoffman et al Chapters Ch.35-Assessment of Neurological Function Ch. 36- Coordinating Care for Patients With Brain Disorders Ch. 37- Coordinating Care for Patients With Spinal Cord Disorders. Ch. 38- Coordinating Care for Patients With Peripheral Nervous System Disorders Ch. 39- Coordinating Care for Critically Ill Patients With Neurological Dysfunction Ch. 53 Coordinating Care for Patients With Musculoskeletal Disorders Ch. 54 Coordinating Care for Patients With Musculoskeletal trauma</p>	<p>• HESI Adaptive Quizzes/Case studies</p>
Fri	10/4	Trauma/Integumentary System	<p>Sole et al Chapters Ch 20-Trauma and Surgical Management Ch 21-Burns Ch 23-Concepts of Care for Patients with Skin Problems Hoffman et al Chapters Ch. 49- Assessment of Integumentary Function Ch. 50- Coordinating Care for Patients With Skin Disorders Ch. 70-Emergency, Trauma, and Environmental Injuries Ch.71-Disasters, Mass Casualty Incidents, and Complex Emergencies</p>	<p>• HESI Adaptive Quizzes/Case studies</p>
Fri	10/11	Exam 2	Covering Rapid Response/Code, Sepsis, Neuro, Trauma, Skin	Location TBD

Fri	10/18 Gastrointestinal Alterations	<p>Sole et al Chapters Ch 18 Gastrointestinal Alterations Hoffman et al Chapters Ch.55-Assessment of Gastrointestinal Function (review) Ch. 56- Coordinating Care for Patients With Oral and Esophageal Disorders Ch. 57- Coordinating Care for Patients With Stomach Disorders Ch. Disorders58- Coordinating Care for Patients With Intestinal Disorders Ch.59- Coordinating Care for Patients With Hepatic Ch. 60- Coordinating Care for Patients With Biliary and Pancreatic Disorders</p>	• HESI Adaptive Quizzes/Case studies
Fri	10/25 Renal System	<p>Sole et al Chapters Ch 16 Acute kidney injury Hoffman et al Chapters Ch.61-Assessment of Renal and Urinary Function Ch. 62- Coordinating Care for Patients With Renal Disorders</p>	• HESI Adaptive Quizzes/Case studies Driscoll Week, Lecture will be recorded
Fri	11/1 Endocrine	<p>Sole et al Chapters Ch 19- Endocrine alterations Hoffman et al Chapters Ch.40- Assessment of Endocrine Function Ch.41- Coordinating Care for Patients With Pituitary Disorders Ch.42- Coordinating Care for Patients With Adrenal Disorders Ch.43- Coordinating Care for Patients With Thyroid and Parathyroid Disorders Ch.44- Coordinating Care for Patients With Diabetes Mellitus</p>	• HESI Adaptive Quizzes/Case studies
Fri	11/8 Exam 3	Covering Endocrine, GI, Renal	Location TBD
Fri	11/15 Hematology/Oncology	<p>Sole et al Chapters Ch 17-Hematological and immune disorders</p> <p>Ch 17-Concepts of Care for Patients with HIV Disease Ch 18- Concepts of Care for Patients with Hypersensitivity (Allergy) and Autoimmunity</p> <p>Hoffman et al Chapters Ch13-Overview of Cancer Care Ch. 19- Coordinating Care for Patients With Immune Disorders Ch. 2- Coordinating Care for Patients With Multidrug-Resistant Organism Infectious Disorders Ch.33-Assessment of Hematological Function Ch.34- Coordinating Care for Patients With Hematological Disorders</p>	• HESI Adaptive Quizzes/Case studies

Fri	11/22	Musculoskeletal System	Sole et al Chapters Ch 20-Trauma and Surgical Management Hoffman et al Chapters Ch 52- Assessment of Musculoskeletal Function Ch 53- Coordinating Care for Patients with Musculoskeletal Disorders Ch 54- Coordinating Care for patients with Musculoskeletal Trauma	• HESI Adaptive Quizzes/Case studies
Fri	11/29	NO CLASS Thanksgiving Holiday		12/2 AH2 HESI: Location TBD
Fri	12/6	Monday 12/9	Final Exam Comprehensive, covering all topics covered throughout the semester	Location TBD

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)

TAMIU 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).

TAMIU Honor Code: Plagiarism and Cheating

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 Student Handbook Article 7 and Article 10 available at <https://www.tamiau.edu/scce/studenthandbook.shtml> (<https://www.tamiau.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 TAMU Honor Code requires that you report any such instances of cheating.
- **Student Right of Appeal:** Faculty will notify students immediately via the student's TAMU 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 TAMU 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) 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.tamiau.edu/scce/studenthandbook.shtml> (<https://www.tamiau.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@tamiau.edu, 956.326.2857, via the anonymous electronic reporting website, ReportIt, at <https://www.tamiau.edu/reportit> (<https://www.tamiau.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.