NURN 4313 - Nursing LeadershipManagemen: Nursing Leadership Management (Sub I- Aug 25 to Oct 10)

Fall 2025 Syllabus, Section 680, CRN 16348

Instructor Information

Angel Smothers, DNP, APRN, FNP-BC
Email: angel.smothers@tamiu.edu
Office Hours:
Office: Virtual
Office Hours:
Virtual Appointments on Request
Cell Phone: 304-952-4316

Times and Location

Does Not Meet Face-to-Face

Course Description

This course provides an introduction to the theory of nursing leadership and management and emphasizes the role of nurse leader in professional nursing practice. Key concepts will include critical thinking, effective communication, ethical and legal issues, handling conflict, successful delegation, controlling resources, improving quality and safety, and leading change. Course must be taken in the final semester of the nursing curriculum.
Nursing Department, College of Nursing&Health Sci

Additional Course Information

AI Policy: The use of AI in this course to generate assignments is prohibited. If the use of AI is suspected by faculty trained in spotting the use of AI or detected using AI detectors, a meeting will be scheduled between the faculty and student and a grade of 0 will be issued on the assignment.

Program Learning Outcomes

1. Synthesize knowledge from the arts, humanities, sciences, and other disciplines in developing a framework for nursing knowledge and practice.
2. Explore the effect of variations in health status, developmental processes, values, beliefs and attitudes, history, and environment on nursing care needs
3. Use critical thinking, clinical judgement/decision making, problem-solving, and the research process in the development of nursing knowledge and practice.
4. Assess, diagnose, plan, implement, and evaluate evidence-based and culturally-appropriate safe nursing car with patients, families, populations and communities.
5. Evaluate utilization of health promotion strategies in the development of nursing practice.
6. Develop professional nursing practice frameworks and roles, including the provider of patient-centered care, health care team member/ collaborator, leader/manager, educator, scholar, patient-safety advocate, activist, mentor, and entrepreneur.
7. Evaluate the impact of evolving technological, socioeconomic, political and demographic changes on nursing practice and health care systems.
8. Adhere to legal and ethical principles in the development of professional nursing practice.

9. Articulate a commitment to life-long learning.
10. Participate in nursing-and health-related service opportunities

Student Learning Outcomes

1- Apply interdisciplinary principles from the arts, sciences, humanities, management, and nursing to decision-making in managing care for individuals, families, communities, or healthcare teams. (1,3,4,6)

2- Analyze how social, cultural, spiritual, psychological, and economic factors influence nursing leadership and management in diverse care settings. (2,4,6,7,8)

3- Apply critical thinking, evidence-based knowledge, and collaborative approaches to design leadership and management strategies in nursing care for individuals, families, communities, and healthcare teams. (1,2,3,4,6,9)

4- Apply leadership and management skills, including delegation, in the delivery of nursing care that adheres to ethical, legal, and professional standards for individuals, families, communities, and healthcare teams. (2,3,5,6,7,8)

5-Integrate relevant research to inform the development of nursing leadership and management strategies for individuals, families, communities, and healthcare teams. (2,3,4,5,6,9,10)

Important Dates

Visit the Academic Calendar (tamiu.edu) (https://www.tamiu.edu/academiccalendar/) page to view the term's important dates.

Textbooks

Group	Title	Author	ISBN
Required	Leadership Roles and Management Functions in Nursing: Theory and application., 11th ed	Huston, C. J., & Marquis, B. L. (2022).	13:978-1975193065

Other Course Materials

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

Grading Criteria

Grading Scale/Schema

1. **CSON Grading and Grade Rounding:**
    a. The 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**
    b. 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.
    c. To pass a nursing course and progress in the program, a nursing student must attain an **overall** course average of **75%** or higher.
    d. Read the CSON Grading and Grade Rounding Policy found in the CSON student handbook for additional information on examinations.
    e. Grade rounding: The final weighted numeric course grade is calculated to two decimal places and rounded mathematically as follows:
        i.   Less than 0.45 round down to the next whole number (74.44 rounds down to a 74)
        ii. 0.45 or greater: Round up to the next whole number (75.45 rounds up to a 75)

Assignments:

Discussion Forum   25%

Case Study Assignments   25%

Final Presentation 30%

Module Quizzes 20%

Additional Information

Late assignments:

1. There will be a deduction of five (5) points per day for each late assignment.
2. The initial Discussion Board responses will be penalized five (5) points for every day late up until the due date and time.
3. There will be no credit given for late Discussion Board peer responses
4. No assignment will be accepted late unless prior permission has been given by the course faculty

CNHS Online examination Policy and Guidelines: (this semester all quizzes must be given online)

All online quizzes 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.tamiu.edu/distance/technology/respondus (https://www.tamiu.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)

1. 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)

1. Prior to the quiz
   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 were 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).

Student failure to follow these guidelines will result in an automatic zero on the exam

Student-Instructor Communication Policy and Response Time

- **Course Messages/Emails**

Students must check their dusty email account every 24 hours to ensure that they are able to respond to any email communication from their course faculty with 24-48 of receiving the email. Emails sent to the course faculty should be emailed to Bb email address and the faculty will respond within

24-48 business hours. If the faculty has not responded within 48 business hours, the student must call or resend the email to the faculty to ensure that the original email was received. Students should read any email sent by the course faculty thoroughly to ensure that they respond within the designated time frame or within the requested time frame. This is considered a professional responsibility.

- **Assignments and Assessments**

Assignments will be graded within 1-2 weeks, ***for providing feedback to students on their submissions of an assignment or assessment***

Course Communication Guidelines (Netiquette)

Online communication is a very critical component of any online environment. There could be asynchronous communication (which means you are involved in a communication that IS NOT coordinated in time; such as discussion forums, emails, blogs, wikis, etc.) or synchronous communication (which means you are involved in a communication that IS coordinated in time; such as a LIVE chat session, LIVE office hours, web-conferences, etc.) in an online environment.

What Is Netiquette?

By definition, etiquette is "the customary code of polite behavior in society or among members of a particular profession or group." In cyberspace, netiquette is "acceptable way of communicating and behaving on the Internet."

Netiquette Tips

- be respectful
- Regardless of the type of communication used, you should always keep in mind the following:
- be considerate of others
- think through before responding
- write clearly and concisely
- respond in a timely manner
- use short paragraphs
- spell-check your responses Avoid
- CAPITAL LETTERS may be used to EMPHASIZE, but avoid typing in only capital letters as it may "sound" AS THOUGH YOU'RE SHOUTING!
- Rambling writing style; get to the point quickly.
- Screens full of text.

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 (http://www.tamiu.edu/distance/students/netiquette.shtml/) (http://www.tamiu.edu/distance/students/netiquette.shtml/) Distance Education (http://www.tamiu.edu/distance/students/netiquette.shtml/) Services' web page on Netiquette (http://www.tamiu.edu/distance/students/netiquette.shtml/) (http://www.tamiu.edu/distance/students/netiquette.shtml/) for further instruction.

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

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.tamiu.edu/. (https://dusty.tamiu.edu/) (https://dusty.tamiu.edu/) This site also provides students access to download the Microsoft suite for educational use.

See instructions for downloading the (http://www.tamiu.edu/distance/documents/Microsoft-Office-2016-Download-Instructions.pdf) (http://www.tamiu.edu/distance/documents/Microsoft-Office-2016-Download-Instructions.pdf (http://www.tamiu.edu/distance/documents/Microsoft-Office-2016-Download-Instructions.pdf)) Microsoft Office (http://www.tamiu.edu/distance/documents/Microsoft-Office-2016-Download-Instructions.pdf) suite (http://www.tamiu.edu/distance/documents/Microsoft-Office-2016-Download-Instructions.pdf) (http://www.tamiu.edu/distance/documents/Microsoft-Office-2016-Download-Instructions.pdf (http://www.tamiu.edu/distance/documents/Microsoft-Office-2016-Download-

Instructions.pdf)). (http://www.tamiu.edu/distance/documents/Microsoft-Office-2016-Download-Instructions.pdf) (http://www.tamiu.edu/distance/ documents/ (http://www.tamiu.edu/distance/documents/Microsoft-Office-2016-Download-Instructions.pdf) Microsoft-Office-2016-Download-Instructions.pdf (http://www.tamiu.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.

Below is information regarding orientation to Bb. Additionally, students can find assistance in Bb under the "Student Support" tab of Bb, information on technology support services, academic support services, student support services, and accessibility support services may be found there. Additionally, Atomic Learning training videos may be beneficial if any students lacking technology skills.

Learning Management System

Students are provided with guides on how to use the Blackboard LMS. Guides may be available at http://www.tamiu.edu/distance/students/ (http://www.tamiu.edu/distance/students/elearning-orientation.shtml/) elearning (http://www.tamiu.edu/distance/students/elearning-orientation.shtml/) (http://www.tamiu.edu/distance/students/elearning-orientation.shtml/)- (http://www.tamiu.edu/distance/students/elearning-orientation.shtml/) (http://www.tamiu.edu/distance/students/elearning- (http://www.tamiu.edu/distance/students/elearning-orientation.shtml/) orientation.shtml/ (http://www.tamiu.edu/distance/students/elearning-orientation.shtml/))orientation.shtml (http://www.tamiu.edu/distance/students/elearning-orientation.shtml/) (http://www.tamiu.edu/distance/students/elearning-orientation.shtml/) or by contacting the eLearning team at elearning@tamiu.edu. (elearning@tamiu.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, the OIT Help Desk, and E-mail support:

Technical (http://www.tamiu.edu/distance/technical-support-services.shtml/) (http://www.tamiu.edu/distance/technical-support-services.shtml/) Support Services (http://www.tamiu.edu/distance/technical-support-services.shtml/) (http://www.tamiu.edu/distance/technical-support- (http:// www.tamiu.edu/distance/technical-support-services.shtml/) services.shtml/ (http://www.tamiu.edu/distance/technical-support-services.shtml/)). (http://www.tamiu.edu/distance/technical-support-services.shtml/) (http://www.tamiu.edu/distance/technical-support-services.shtml/)

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 (http://www.tamiu.edu/distance/students/university-resources-and-services.shtml/) (http://www.tamiu.edu/distance/students/university- (http://www.tamiu.edu/distance/students/university-resources-and-services.shtml/)resources-and-services.shtml/ (http://www.tamiu.edu/distance/students/university-resources-and-services.shtml/)) Services (http://www.tamiu.edu/distance/students/university-resources-and-services.shtml/) (http://www.tamiu.edu/distance/students/university-resources-and-services.shtml/). (http://www.tamiu.edu/distance/students/university-resources-and-services.shtml/) (http://www.tamiu.edu/ (http:// www.tamiu.edu/distance/students/university-resources-and-services.shtml/)distance/students/university-resources-and-services.shtml/ (http:// www.tamiu.edu/distance/students/university-resources-and-services.shtml/))

Schedule of Topics and Assignments

Week of	Agenda/Topic	Reading(s)	Due
8/25	**Critical Triad **Decision Making **Management and Leadership **Roles and Functions in Planning	**Huston, C. J. & Marquis, B. L. (2022). Chapters 1, 2, 3, 7, 8, Related PowerPoints (MO1.1 - MO1.15) **Article − Emotional Intelligence: A Key for Nurse Managers' Transformational Leadership Style. (MO1.6), (MO1.10) **American Organization of Nurse Executives (AONE) Nurse Manager Competencies (MO1.4) **American Organization of Nurse Executives (AONE) Nurse Executive Competencies (MO1.4)	**Discussion Board Post **Case Study **Module 1 Quiz

9/1	**Foundation for Effective Leadership and Management Ethics, Law, and Advocacy	**Huston, C. J. & Marquis, B. L. (2022). Chapters 4, 5, 6, Related PowerPoints (MO2.1 – MO2.12) **National Council of State Boards of Nursing (NCSBN) https://www.ncsbn.or g/npa-toolkit.htm (MO2.7 – MO2.12) Use this toolkit to: A. Learn about the law and regulations that guide and govern nursing Practice **Resolving ethical dilemma: An application of a theoretical model (MO2.1 – (MO2.6) **The MORAL Decision Making Model (Crisham (1985) (MO2.1 – MO2.6)	**Discussion Board Post **Case Study **Module 2 Quiz
9/8	**Roles and Functions in Planning, Organizing, and staffing	Huston, C. J. & Marquis, B. L. (2022). Chapters 9, 10, 14, Related PowerPoints (MO3.1 – MO3.10)	**Discussion Board Post **Case Study ** Module 3 Quiz
9/15	**Roles and Functions in Staffing, planning and organizing	**Huston, C. J. & Marquis, B. L. (2022). Chapters 11, 12, 13, 15, 16, 17, Related PowerPoints (MO4.1 – MO4.19)	** Discussion Board Post ** Case Study ** Module 4 Quiz
9/22	**Roles and Functions in Directing **Roles and Functions in Controlling	**Huston, C. J. & Marquis, B. L. (2022). Chapters 18, 19, 22, 23, 24, 25, Related PowerPoints (MO5.1 – MO5.19) **Article – To Err Is Human: Building A Safer Health System (MO5.12)	** Discussion Board Post ** Case Study ** Quiz 5
9/29	**Roles and Functions in Directing	**Huston, C. J. & Marquis, B. L. (2022). Chapters 20, 21, Related PowerPoints (MO6.1 – MO6.7) **YouTube video Nurse Bullying: How to STOP a Bully in Their Tracks! (MO6.5 – MO6.7) https://www.youtube. com/watch? v=qO2aW MoQotQ **YouTube video The Hard Truth: Bullying and Workplace Violence in Health Care (MO6.5 – MO6.7) https://www.youtube. com/watch?v=wCiyp0 s2G0o	** Final Presentation
10/6	Person Growth, Advocacy and Decision Making	**Huston, C. J. & Marquis, B. L. (2022).	** Discussion Post

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.tamiu.edu/scce/studenthandbook.shtml (https://www.tamiu.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.

TAMIU 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) 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, 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.

Distance Education Courses

Distance Education Courses

Additional Course Information/Other Policies

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.

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 (https://vimeo.com/134708645/) (https:// vimeo.com/134708645/) from Turnitin (https://vimeo.com/turnitin/) (https:// (https://vimeo.com/turnitin/) vimeo.com/turnitin/ (https://vimeo.com/ turnitin/)) on Vimeo (https://vimeo.com/) (https://vimeo.com/) 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.tamiu.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.

Accessibility and Privacy Statements

Students should view the statements of accessibility and privacy policies on all course technologies. We recommend instructors to provide links to this software's accessibility and privacy statements in their syllabi. Locate the updated statement links for *Turnitin* on the following pages:

- Accessibility Statements of Course Technologies (http://www.tamiu.edu/distance/technology/accessibility-statements.shtml/) (http:// www.tamiu.edu/distance/technology/accessibility-statements.shtml/)

- Privacy Policy Statements of Course Technologies (http://www.tamiu.edu/distance/technology/privacy-statements.shtml/) (http://www.tamiu.edu/distance/technology/privacy-statements.shtml/)

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. In this class, we will utilize Blackboard (http://www.tamiu.edu/distance/students/elearning-orientation.shtml/) (http://www.tamiu.edu/ (http://www.tamiu.edu/distance/students/elearning-orientation.shtml/) distance/students/elearning-orientation.shtml/ (http://www.tamiu.edu/distance/students/elearning-orientation.shtml/)) and Turnitin (http://www.tamiu.edu/distance/technology/turnitin.shtml/) (http://www.tamiu.edu/distance/technology/turnitin.shtml/). (http://www.tamiu.edu/distance/technology/turnitin.shtml/) (http://www.tamiu.edu/ (http://www.tamiu.edu/distance/technology/turnitin.shtml/) distance/technology/turnitin.shtml/ (http://www.tamiu.edu/distance/technology/turnitin.shtml/)) You may find

the accessibility and privacy policies of these technologies on the following pages: Accessibility (http://www.tamiu.edu/distance/technology/accessibility-statements.shtml/) (http://www.tamiu.edu/distance/technology/ (http://www.tamiu.edu/distance/technology/accessibility-statements.shtml/) accessibility-statements.shtml/ (http://www.tamiu.edu/distance/technology/accessibility-statements.shtml/)) Statements (http://www.tamiu.edu/distance/technology/accessibility-statements.shtml/) (http://www.tamiu.edu/distance/technology/accessibility-statements.shtml/) and Privacy Statements (http://www.tamiu.edu/distance/technology/privacy-statements.shtml/) (http://www.tamiu.edu/distance/technology/privacy-statements.shtml/). (http://www.tamiu.edu/distance/technology/privacy-statements.shtml/) (http://www.tamiu.edu/distance/technology/privacy-statements.shtml/)

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.

XII. University/College/Department Policies

College of Nursing and Health Sciences Policies for Nursing Courses:

I. CSON Examination Policy and Guidelines:

1. Examinations will be on computer and will be proctored using Respondus Monitor with Webcam.
2. **If there is suspicion of any sharing of information during an examination, all students involved will receive a ZERO (0) on the Tes**t, Examination or Quiz and are subject to Article 7 Violations of Academic Conduct of the TAMIU Honor Code Rules. This includes:
    a. Students in possession of cell phones or any other electronic device during an examination.
    b. Students found obtaining or suspected of obtaining information from sources other than what has been allowed by the proctor.

1. Any student who must be absent from an examination must notify the faculty PRIOR to the examination. The weight of the missed exam may be added to the student's final examination, ONLY upon faculty approval. Students who fail to notify the faculty before the examination period will receive a Zero (0) for the missed exam.
2. Only one exam can be missed and allowed to count toward the final exam weight. Any other missed exam(s) will be assigned a grade of Zero (0). The Final Exam must be taken and both will be comprehensive.
3. See the CSON Examination Policy and Guidelines found in the student handbook for additional information on examinations.

1. Every **BSN student** is expected to demonstrate professional integrity, including but not limited to the standards below. Failure to maintain professional standards of integrity may result in failure of the clinical portion of the course.

- Adhere to the ANA Code for Nurses.
- Adhere to Texas Board of Nursing Board Rules o **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."

RNs enrolled in a nursing program, the TBON considers the student's practice setting the academic setting; therefore, accountable for good professional character while in school and academic dishonesty is considered a reportable offense.

- **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."

- The TBON and certifying body is reliant information provided to them by the RN student indicating that they have completed the required number of clinical hours when issuing a license or certification. False information provided to either organization is considered unprofessional conduct.
- Protect the confidentiality of patient health information.
- 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.
- Do not engage in any behavior that will compromise patient care or the University's relationships with community partners.
- 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.

Online Courses and On-Campus Meetings

Texas Administrative Code (TAC), Title 19, Part 1, Chapter 2, Subchapter J, Section 2.202 (https://texreg.sos.state.tx.us/public/readtac%24ext.TacPage/?sl=R&app=9&p_dir&p_rloc&p_tloc&p_ploc&pg=1&p_tac&ti=19&pt=1&ch=2&rl=202) (https://texreg.sos.state.tx.us/public/readtac$ext.TacPage/? (https://texreg.sos.state.tx.us/public/readtac%24ext.TacPage/?sl=R&app=9&p_dir&p_rloc&p_tloc&p_ploc&pg=1&p_tac&ti=19&pt=1&ch=2&rl=202) sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=19&pt=1&ch=2&rl=202 (https://texreg.sos.state.tx.us/public/readtac%24ext.TacPage/?sl=R&app=9&p_dir&p_rloc&p_tloc&p_ploc&pg=1&p_tac&ti=19&pt=1&ch=2&rl=202)), defines distance education as the formal educational process that occurs when students and instructors are not in the same physical setting for the majority (more than 50%) of instruction. Distance education includes hybrid and 100% online courses and programs as defined by the Texas Higher Education Coordinating Board (THECB):

- **Hybrid Course** - A distance education course in which more than 50 percent but less than 100 percent of instructional activity takes place when the student(s) and instructor(s) are in separate physical locations.
- **100-Percent Online Course** - A distance education course in which 100 percent of instructional activity takes place when the student(s) and instructor(s) are in separate physical locations. **Requirements for on-campus or in-person orientation, testing, academic support services, internships/fieldwork, or other non-instructional activities do not exclude a course from this category.**

In this online course, be sure to confirm what in-person meetings may be required of you (if applicable).

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**.

Course Evaluation

At the end of this course, students are encouraged to complete a course evaluation that will be distributed to them via email and through a course link.

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.