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Summer 2026 Syllabus, Section , CRN

Instructor Information

Rhonda Tubbe

Email: rhonda.tubbe@tamiu.edu

Office Hours:

Text me at 936-554-2106 to make an appointment

Times and Location

Course Description

Additional Course Information

Course Credit: 3 credit hours.

GenAI Policy In this course, students may leverage generative artificial intelligence (GenAI) tools (e.g., ChatGPT, Gemini, Microsoft Copilot, writing tools) to assist with assignments specified by the instructor. The use of GenAI is intended to support [specific learning objectives, e.g., critical analysis, creative thinking, or productivity in content creation], with the following guidelines in place to ensure academic integrity: **Permissible Uses:** Students are welcome to use AI tools for tasks such as brainstorming, creating outlines, exploring different perspectives on a topic, data visualization, data analysis or drafting ideas. However, for assignments requiring critical analysis or personal reflections, AI tools are not permitted unless explicitly allowed by instructor. **Documentation of AI Use:** For each assignment where GenAI is utilized, please provide: • **Tool Used:** Specify the AI application or tool (e.g., ChatGPT, Microsoft Copilot). • **Purpose:** Describe how GenAI contributed to your work (e.g., idea generation, grammar improvement). • **Evaluation:** Reflect briefly on the AI output's accuracy and relevance. • **Integration:** Explain how you incorporated and refined the GenAI content into your final submission. Students are responsible for maintaining academic integrity by ensuring all GenAI use is properly documented and credited. When AI contributes significantly to the development of an assignment, students are required to cite the tool in APA format (e.g., "ChatGPT, OpenAI"). This citation should explain how the tool was used. Students are responsible for ensuring the accuracy of all content submitted, as AI-generated content may contain inaccuracies. Review and verify all information independently. Failure to disclose the use of GenAI tools or presenting AI-generated content as one's original work constitutes academic misconduct and may result in disciplinary action. *For this course, AI will only be accepted for research purposes and must be credited.

Program Learning Outcomes

Upon successful completion of this course, each student will:

- CO1: Analyze the social, cultural, ethnic, spiritual, psychological, and economic factors influencing the historical, contemporary, and emerging roles of the professional nurse.
- CO2: Demonstrate the ethical, legal, and professional principles which underlie nursing and health care.

Student Learning Outcomes

- CO3: Develop and critically analyze a personal philosophy of professional nursing practice and the baccalaureate level.
- CO4: Demonstrate the ability to express ideas in clear English using discipline specific language and formatting.



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	Role development in professional nursing practice	Master, K.	ISBN: 9781284233421
Optional	Publication manual of the American Psychological Association (7th ed.).	• American Psychological Association.	https://doi.org/10.1037/0000165-000

Other Course Materials

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

Use the bookstore for creditable and peer reviewed resources.

Grading Criteria

GRADE	PERCENTAGE
A	90-100
B	80-89
C	75-79
F	Below 74

Open Boilerplate

ASSIGNMENT	VALUE
Syllabus Acknowledgement	5%
Weekly Discussion/Participation	10%
Reflection Paper Number 1	15%
Professional Mission and Goals Statement	10%
Nursing Philosophy	15%
Professional Resume	10%
Reflection Paper Number 2	15%
Comprehensive Exam	20%

Schedule of Topics and Assignments

Week of	Agenda/Topic	Reading(s)	Due
5/18	Module 1 History of Health Care and Nursing Module 2 Framework for Professional Nursing Practice	Read Chapter 1, View Course Arc and Submit QuizPopper Submit Syllabus Acknowledgement Post to Discussion Forum Read Chapter 2, View Course Arc and Submit QuizPopper Post to Discussion Forum Submit Reflection Paper 1 Professional Mission Statement & Goals	Sunday Midnight Sunday Midnight



5/25	Module 3 Philosophy and Social Context of Nursing	-Read and watch Chapters 3 & 7 -View Course Arc and Submit QuizPopper Nursing Philosophy and Ethics paper Post to Discussion Forum	Sunday Midnight
6/1	Module 4 Foundation of Ethical Nursing Practice	-Read and watch Chapter 14 -View Course Arc and Submit QuizPopper Post to Discussion Forum	Sunday Midnight
6/8	Module 5 Education and Socialization to the Professional Nursing Role	Reflection Paper 2 -Read Chapter 5 -View Course Arc and Submit QuizPopper Post to Discussion Forum	Sunday Midnight
6/15	Module 6 Advancing and Managing your professional Nursing career	-Read Chapter 6 -View Course Arc and Submit QuizPopper Post to Discussion Forum Professional Resume	Sunday Midnight
6/22	Module 7 Patient Safety and Competencies for Professional Nurse Practice	-Read Chapter 4-View Course Arc and Submit QuizPopper Comprehensive Exam	Sunday Midnight

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)

In the classroom, students are expected to listen attentively, participate respectfully, and adhere to established rules. Behavior that interferes with the class lecture may result in disciplinary action, ensuring a productive and respectful learning environment for everyone. Any disputes over academic matters should be addressed calmly and constructively, ideally during designated times such as office hours or after class. If a student does not agree with a decision, they can request a meeting with the instructor to discuss their concerns in more detail. Should further resolution be needed, the student may escalate the matter to the department head or use formal grievance procedures as outlined in the sections below. (please refer to Student Handbook Article 4 (<https://www.tamtu.edu/handbook/article-04.shtml>)).

TAMU Honor Code: Plagiarism and Cheating

As a TAMU student, you are bound by the TAMU Honor Code to conduct yourself ethically in all your activities as a TAMU student and to report violations of the Honor Code. Please read carefully the Student Handbook Article 7 and Article 10 available at Student Handbook (<https://www.tamui.edu/handbook/index.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 (tamiau.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 SafeZone (<https://www.tamiau.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 Disability Services for Students located in Student Center 124. 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 Office of Disability Services for Students.

For accommodations or assistance with disabilities, contact the Disability Coordinator, Karla Pedraza, at karla.pedraza@tamiau.edu, call 956.326.2763, or visit Student Center 124.

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: Student Handbook (<https://www.tamiau.edu/handbook/index.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. Students who experience or observe alleged or suspected discrimination due to their pregnant/parenting status, should report to the TAMIU Title IX Coordinator (Lorissa M. Cortez, 5201 University Boulevard, KLM 159B, Laredo, TX 78041, TitleIX@tamiau.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, *Report It*, at <https://www.tamiau.edu/reportit> (<https://www.tamiau.edu/reportit/index.shtml>).

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 Compliance (Lorissa M. Cortez, lorissam.cortez@tamiu.edu) can assist the student and professor in working out the reasonable accommodation. For other questions or concerns regarding Title IX compliance related to pregnant/parenting students, contact the Title IX Coordinator. In the event that a student needs 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 LOAs 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*.

For parenting-related rights, accommodations, and resources, contact the Parenting Liaison, Mayra Hernandez, at mghernandez@tamiu.edu, call 956.326.2265, or visit Student Center 226.

For pregnancy-related rights, accommodations, and resources, contact the TIX Coordinator, Lorissa Cortez, at lorissaM.cortez@tamiu.edu, call 956.326.2857, or visit Killam Library 159.

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 (<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

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\\$ext.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?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).

Course Structure

Each module follows a **consistent structure** to help you easily navigate and engage with the content. Here's what you can expect:

- **Course Menu & Navigation:** The course menu contains essential links, including **Announcements, Modules, Discussion Boards, Assignments, and Grades**. Be sure to check **Announcements** frequently for important updates.
- **Modules:** Each module is designed for **weekly completion** and includes readings, lecture materials, discussion forums, activities, and assessments. You should approach the materials **in the order they are presented** to build on your knowledge progressively.
- **Learning Materials:** You will encounter **textbook readings and multimedia resources** to enhance your understanding of key concepts.
- **Activities & Discussions:** Many modules include **discussion forums** that allow you to apply concepts and engage with your peers. Active participation is expected.
- **Assessments:** Throughout the course, you will complete a variety of assessments, such as **written assignments**. Be sure to review the instructions and deadlines carefully.
- **Final Requirements:** The course will conclude with a **comprehensive exam**. Details will be provided in the final module.

Expectations for Success

- **Time Management:** Treat this course like an in-person class by setting aside dedicated time each week to engage with materials and complete assignments.
- **Active Participation:** Engage in discussions and activities to **deepen your learning and collaborate** with classmates.
- **Professionalism:** As this is a nursing course, professional communication and academic integrity are expected in all interactions.
- **Seeking Support:** If you have questions, don't hesitate to reach out via **discussion board Q&A, instructor messages via Blackboard or email**.

Student-Instructor Communication Policy and Response Time

Announcements/Course Messages/Emails

Students must check their 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 the TAMIU email address and the faculty will respond within 24-48 business hours. This is considered a professional responsibility.

Assignments and Assessments



Assignments will be graded within 1 week, please allow this time for providing feedback to students on their submissions of an assignment or assessment

Course Communication Guidelines (Netiquette)

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

Accommodations/Accessibility Policy

Texas A&M International University seeks to provide reasonable accommodation 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 educational opportunity. It is the student's responsibility to register with the Director of Student Counseling and to contact the faculty member in a timely fashion to arrange for suitable accommodation. For more information, contact the online at **Office of Disability Services for Students (DSS)**, via phone at 956.326.3086 or by visiting the staff at the Student Center, room 118. A link to the Disabilities Services for Students site has also been included under the "Resources" tab inside the course.

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 the Instructional Technology and Distance Education Services page on **University Resources and Support Services**.

Computer/Technology Requirements

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

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

Additional Hardware. Recently purchased laptops may have these built-in web cameras. If you do not have this equipment, it is recommended to purchase a stand-alone webcam, microphone, or a webcam with a built-in microphone from your local electronic store or any online store.

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

Additional Software. You will need the following additional software: TAMIU Students may access online versions of this software through their Dusty Office 365 account at <https://dusty.tamtu.edu/>. This site also provides students access to download the Microsoft suite for educational use. **See instructions for downloading the Microsoft Office suite.**

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

Learning Management System (Blackboard)

Students are provided with an orientation (*eLearning (Blackboard) Student Orientation*) and access to guides on how to use the Blackboard LMS. Guides may be available at **Instructional Technology and Distance Education Services' Student eLearning Tutorial Videos page** or by contacting the eLearning team at elarning@tamtu.edu.

Minimum Technical Skills Expected

When participating in distance education courses, it is vital to consider the technology involved in order to have a successful course. Students in distance education should have knowledge of basic computer and Internet skills, as mentioned on the **Instructional Technology and Distance Education Services' webpage**.

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**.



Web Conferences/Synchronous sessions

No synchronous sessions, outside of 1:1 faculty-student office hour appointments, will be set.

Grading Scale/Schema

I. CSON Grading and Grade Rounding:

1. 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
2. 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.
3. To pass a nursing course and progress in the program, a nursing student must attain an overall course average of 75% or higher.
4. Read the CSON Grading and Grade Rounding Policy found in the CSON student handbook for additional information on examinations.
5. Grade rounding:

Test Average

- a. 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:
- b. Less than 0.45 round down to the next whole number (74.44 rounds down to a 74)
- c. 0.45 or greater: Round up to the next whole number (75.45 rounds up to a 75)

Course Average

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

II. CNHS Online examination Policy and Guidelines: (this semester all quizzes and tests must be given online). All online exams must use Respondus Lockdown browser and if off campus without direct faculty proctoring, the student must also use the respondus webcam (see section on Proctoring in syllabus).

Rubrics (may be included here and in the Syllabus and Overview in the course)

Rubrics may be found on Blackboard.

Late Work Policy

1. Late assignments are not accepted. However, please try to message the instructor prior to the deadline if you need to communicate issues.
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.



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.

Turnitin Policy Or Other Types of Assignments in Other Systems

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.

QuizPopper true/false quizzes are to be submitted weekly as assigned to gauge learning.

Infobase is utilized for an optional APA guide available for students.

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.

Proctoring

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 Monitor:

Students purchase a 12-month subscription for \$15 that can be used with an unlimited number of online courses during that period. Previously, students paid \$10 for each course that used Respondus Monitor. 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 creditcard information.
- # Payment and entering credit card information is only necessary one-time per course.

When taking an online exam that requires LockDown Browser and a webcam, remember the following guidelines:

- Ensure you're in a location where you won't be interrupted
- Turn off all other devices (e.g. tablets, phones, second computers)
- Clear your desk of all external materials not permitted — books, papers, other devices



- Remain at your computer for the duration of the test
- If the computer or networking environment is different than what was tested above, repeat the Webcam and System checks prior to starting the test
- To produce a good webcam video, do the following:
 - o Avoid wearing baseball caps or hats with brims
 - o Ensure your computer or tablet is on a firm surface (a desk or table) — not on your lap, a bed, or other surface that might move
 - o If using a built-in webcam, avoid tilting the screen after the webcam setup is complete
 - o Take the exam in a well-lit room and avoid backlighting, such as sitting with your back to a window

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 elearning@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.

Proctor U <https://www.proctoru.com/portal/elsevier-hesi>

There is a mandatory requirement in this course for HESI specialty examination.

The HESI exam will be administered remotely by an online authentication and proctoring service called ProctorU, which gives you the flexibility to schedule exams at your convenience and take them wherever you want.

A fee of \$15.00 for proctoring shall be made responsible by student at time of registering to take HESI



Specialty Exam. Proctor U Cost is \$64 total (\$15 Proctor U and \$49 for Guardian)In the event that the student doesn't pay the fee of \$15, the student will receive an Incomplete in the course and will have a Hold placed on their account till this matter is resolved.**

Here is some helpful information for you to review prior to taking the HESI

Specialty Exam with Proctor U

<https://support.proctoru.com/hc/en-us/articles/360043127892-What-am-I-allowed-and-not-allowed-to-do-during-my-exam->

<https://support.proctoru.com/hc/en-us/articles/360043565051-Exam-Day-What-to-Expect->

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 the technologies used in this class on the following pages: **Accessibility Statements and Privacy Statements**.

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.