



## Walters State Community College Course Syllabus

### Course Information

**Course Number and Name:** NRSG 1501 Transition to Prof Nursing

**Section ID:** 50281.202350

**Semester and Year:** Summer 2023

**Credit Hours:** 5

**Start Date:** May 08, 2023

**End Date:** August 03, 2023

**Course Format:** CON - Conventional Methodology

**Catalog Course Description:** Course is designed to assist the licensed practical nurse in transitioning to the role of the professional nurse. This course is not transferable for meeting degree requirements.

**F,S,SU**

**Meeting Details:** ; 08:30AM - 04:30PM; TECH 150 & TBD & TBD

**Course Drop Deadline:** July 04, 2023

### Instructor Information

**Name:** Dr. Lorelei Moore DNP, APRN, FNP-BC

**Role:** Course Coordinator

**Office Location:** TECH 118B

**Office Hours:** as posted

**Office Phone:** 423-585-6795

**Email:** Lorelei.Moore@ws.edu

**Supervisor Name:** Dr. Cheryl McCall PhD, RN

**Supervisor Phone:** 423-585-6933

**Name:** Dr. Cheryl McCall PhD, RN

**Role:** Nursing Program Director/Course Faculty

**Office Location:** TECH 106D

**Office Hours:** As Posted

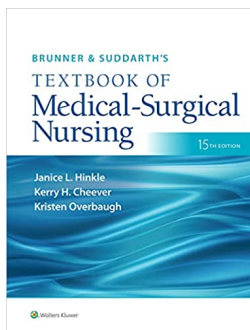
**Office Phone:** 423-585-6993

**Email:** cheryl.mccall@ws.edu  
**Supervisor Name:** Marty Rucker  
**Supervisor Phone:** 423-585-6981

**Name:** Dr. Beth Cruz DNP, RN  
**Role:** Course Faculty  
**Office Location:** TECH 118C  
**Office Hours:** As posted  
**Office Phone:** 423-318-2752  
**Email:** Beth.Cruz@ws.edu  
**Supervisor Name:** Dr. Cheryl McCall PhD, RN  
**Supervisor Phone:** 423-585-6933

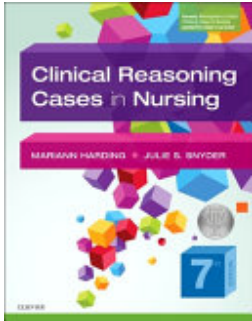
**Name:** Deborah Schwartz  
**Role:** Clinical Course Faculty  
**Office Location:** TECH 106E  
**Office Hours:** As posted  
**Office Phone:** 423-585-6984  
**Email:** deborah.schwartz@ws.edu  
**Supervisor Name:** Dr. Cheryl McCall PhD, RN  
**Supervisor Phone:** 423-585-6933

## Required Textbook(s) and Materials



**Brunner & Suddarth's Textbook of Medical-Surgical Nursing**  
**Authors:** Janice L. Hinkle, Kerry H. Cheever, & Kristen J. Overbaugh  
**Publisher:** Wolters Kluwer  
**Publication Date:** 2022  
**Edition:** 15th Edition  
**Additional Information**  
Optional hardback copy or loose leaf copy from publisher

**Clinical Reasoning Cases in Nursing**  
**ISBN:** 9780323527361  
**Authors:** Mariann M. Harding, Julie S. Snyder  
**Publisher:** Mosby  
**Publication Date:** 2019-01-24  
**Edition:** 7th



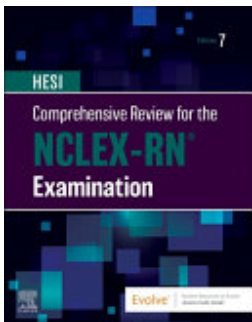
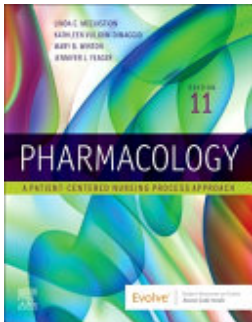
### Pharmacology

**ISBN:** 9780323793155

**Authors:** Linda E. McCuiston, PhD, MSN, Kathleen Vuljoin DiMaggio, RN, MSN, Mary B. Winton, Jennifer J. Yeager, PhD, RN, APRN

**Publisher:** Saunders

**Publication Date:** 2022-01-03



### HESI Comprehensive Review for the NCLEX-RN® Examination

**ISBN:** 9780323831932

**Authors:** HESI

**Publisher:** Elsevier

**Publication Date:** 2023-01-02

## Supplemental or Optional Materials

Care plan book of student's choice or use Course Point Plus- Lippincott Advisor- resource for clinical care plans

NCLEX Preparation Book of student's choice (published within the last 2 years)

## Student Learning Outcomes/Objectives

- Upon completion of the course, the student will be able to meet the eight (8) core competencies as evidenced by:

1. **Professional Behavior**: Demonstrate ethical, legal and regulatory frameworks of nursing and **standards of professional nursing practice**.

2. **Communication**: Demonstrate effective **communication** including information and technology.

3. **Assessment**: Demonstrate ability to **collect subjective and objective data** to identify actual or potential health alterations.

4. **Clinical Decision Making**: Formulate **clinical decisions** to provide safe and effective evidenced-based nursing care.

5. **Caring Interventions**: Demonstrate **caring interventions** that incorporate principles of dignity, diversity, safety and knowledge.

6. **Teaching and Learning**: Develop an individualized **teaching plan** to meet the learning needs of patients, families, and/or groups.

7. **Collaboration**: **Collaborate** when planning care.

8. **Managing Care**: Use basic principles of **managing care**.

- Additional Outcomes

**QSEN: Quality and Safety Education for Nurses:**

**Patient-Centered Care**

1. Recognize the patient and family are in a partnered relationship with their health care providers and should be equipped with relevant information, resources, access, and support to fully engage in and/or direct their health care experience.
2. Develop and integrate an understanding of multiple dimensions of patient-centered care.

#### **Teamwork and Collaboration**

1. Function effectively within nursing and multi-disciplinary teams, fostering open and effective communication, mutual respect, and shared decision-making to achieve quality patient care.

#### **Evidence Based Practice**

1. Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal, individualized health care.

#### **Quality Improvement**

1. Recognize that improving patient care requires a systematic process of defining problems in order to identify potential causes and develop strategies to improve care. This process requires the ability to measure care and utilizing data to monitor the outcomes of care processes to design and test changes to continuously improve the quality and safety of health care systems.

#### **Safety**

1. Deliver safe effective care through an understanding of the complexity of care delivery, the limits of human factors, safety design principles, characteristics of high reliability organizations and patient safety resources.

#### **Informatics**

1. Navigate the electronic health record.
2. Utilize electronic health records to access relevant patient information, document, and plan nursing care.
3. Protect confidentiality of protected health information in electronic health records

#### **Clinical Outcomes**

## **1. Professional Behaviors**

- A. Demonstrate professional accountability in clinical practice.
- B. Identify and maintain professional boundaries in the nurse-patient relationship.
- C. Practice within the ethical, legal, and regulatory frameworks of nursing and standards of professional nursing practice.
- D. Demonstrate an understanding of the legal/ethical implications of the patient's medical record.
- E. Demonstrate leadership in the clinical area.

## **2. Communication**

- A. Utilize therapeutic communication skills when interacting with staff, patients, and significant others.
- B. Communicate relevant, accurate, and complete information in a concise and clear manner.
- C. Communicate with appropriate consideration of a patient's physical status, as well as their developmental, emotional, cultural and spiritual influences.
- D. Recognize feelings, attitudes and values of self and others and is cognizant of the implications in the clinical setting.

## **3. Assessment/Nursing Process**

- A. Perform ongoing physical and psychosocial assessments of patients, with consideration of developmental, emotional, cultural and spiritual influences.
- B. Establishes, implements, evaluates and revises as needed the plan of care for assigned patients.
- C. Documents pertinent information using appropriate terminology in an accurate, complete, concise manner.

## **4. Clinical Decision Making**

- A. Practice within the parameters of individual knowledge and experience.
- B. Make sound clinical judgments and decisions to ensure safe and effective care.
- C. Recognize hazards to patient and takes appropriate action to maintain a safe environment.
- D. Identify and report patient deviations from normal to instructor and/or staff in a timely and efficient manner.

## **5. Caring Interventions**

- A. Apply principles of infection control and standard precautions.
- B. Demonstrate caring behaviors towards the patient, significant others, and members of the health care team.
- C. Perform nursing care competently in diverse settings.
- D. Apply concepts of nutrition appropriately in order to maintain or improve the nutritional status of the patient.
- E. Demonstrate understanding of assigned patient's medications.
- F. Perform medication calculations correctly.
- G. Administer and document medications correctly.
- F. Evaluate medication effectiveness.
- G. Provide for a safe environment for the patient.
- H. Adapt care in consideration of the patient's developmental needs, values, customs, culture and/or habits.
- I. Support the patient and significant others appropriately during end of life experiences.

## **6. Teaching and Learning**

- A. Identify, develop, implement, evaluate, and revise as needed, individualized teaching plans based on assessed needs.

## **7. Collaboration**

- A. Work cooperatively with others to achieve patient outcomes.
- B. Identify and distinguish between the roles of members of the healthcare team and interact appropriately.
- C. Begin to collaborate with other health care team members to develop, implement, evaluate and revise the plan of care.
- D. Identify the need for referrals.

## **8. Managing Care Across the Health Continuum**

- A. Prioritize and coordinate the implementation of individualized plans of care.
- B. Begin to delegate appropriately aspects of patient care to qualified assistive personnel.
- C. Begin to identify and implement nursing strategies to provide cost effective care.

## **Course Outcomes**

1. Demonstrate knowledge of needs for individual patients experiencing deviations from optimal health as defined by the health illness continuum.
2. Utilize the nursing process to provide basic care and comfort, pharmacological and parental therapy and reduction of risks to individual patients experiencing health deviation.
3. Demonstrate Associate Degree nurse competencies of assessment, collaboration, communication, and management of care, clinical interventions, clinical decision-making, professional behaviors, and teaching/learning to patients experiencing health deviations.

## **Instructional Approach and Methods**



## Instructional and Evaluation Methods:

1. Assigned readings
2. Audiovisual presentations
3. Case studies
4. Clinical and campus laboratory experience
5. Computerized customized HESI Medical Surgical Examination
6. Critical thinking activities
7. Textbook Supplemental Activities in Course Point Plus through Wolters Kluwer
8. Quizzes
9. Evolve/Elsevier website
10. Examinations
11. Guided clinical practice
12. Independent study
13. Internet resources
14. Journal articles
15. Lecture
16. PowerPoint presentations
17. Student presentations
18. Student textbook
19. Written assignments

## Assessment, Evaluation and Testing Procedures

Please refer to Student Handbook for specific testing guidelines.

1. Fundamentals HESI Exam of fifty-five (55) questions. The exam is worth up to 3 bonus points based on the numerical score obtained. Scores of 850-900 = 1 bonus point. Scores of 901-950 = 2 bonus points. Scores of 951 or above = 3 bonus points.
2. 10 point quiz for IV therapy and central lines via E-learn
3. 10 point quiz for IV Medication Administration/Oxygen Delivery lab via E-learn
4. Five-unit exams. Exams I,II,III, & IV have 60 questions, exam V has 30 questions.

5. Course Quizzes- There are 9 total quizzes that will be completed in course point plus. These will coincide with lectures two (1) through (9) nine. The four (4) lowest quiz scores will be dropped. Total quiz points are worth 20 points.
6. Medical Surgical I HESI Exam of one hundred ten (110) questions. The exam is incorporated as a comprehensive examination which may result in up to 3 bonus points based on the numerical score obtained. Scores of 850-900 = 1 bonus point. Scores of 901-950 = 2 bonus points. Scores of 951 or above = 3 bonus points.

## Exam Schedule:

Exam	Topic	Number of Questions	Total Number of Points
<b>Fundamentals HESI Exam Thursday May 11, 2023 11am</b>	Basic Nursing Skills and fundamentals of nursing topics	55 questions	<b>Up to 3 bonus points</b>
<b>Skills Lab Quizzes (taken online via E-Learn) See calendar for times and dates</b>	IV Therapy	10	10 +
	Central Lines  IV Medication Administration/Oxygen Delivery	10	10= total 20 points
<b>Class Quizzes (9)</b>	Each class topic	4 points each with the four (4) lowest scores dropped from course grades	20 total points
<b>Exam I Wednesday May 24, 2023 0830</b>	Fluid/Electrolytes/IV Lines/  Acid Base Balance/ABG's/Lower Respiratory  ABGs + Dosage Calculations	60	60
<b>Exam II Wednesday June 7, 2023 0830</b>	Diabetes  Urinary/Male reproductive disorders  ABGs + Dosage Calculations	60	60

<b>Exam</b>	<b>Topic</b>	<b>Number of Questions</b>	<b>Total Number of Points</b>
<b>Exam III</b>  <b>Wednesday June 14, 2023 0830</b>	Gastrointestinal I  Gastrointestinal II  ABG's + Dosage Calculations	60	60
<b>Exam IV</b>  <b>Wednesday June 21, 2023 0830</b>	<b>Integumentary/Eye/Ear Disorders</b>  Musculoskeletal Disorders  ABG's + Dosage Calculations	60	60
<b>Exam V</b>  <b>Wednesday June 28, 2023 0830</b>	Cardiovascular/Circulatory Disorders  ABG's + Dosage Calc	30	30
<b>MS I HESI Exam</b> <b>Wednesday June 28, 2023 11:00 am</b>	Comprehensive for all lecture topics	110 question (10 questions are for research purposes)	<b>Up to 3 bonus Points</b>
<b>Poster Presentations</b> <b>Tuesday July 11, 2023</b> <b>9am-12noon</b>	Various Topics assigned in eLearn	10	10
<b>Case Studies-Evolve and Course Point Plus Case Studies</b>	Various Topics covered in MS I		

Exam	Topic	Number of Questions	Total Number of Points
<b>Total Course Points</b>	320 Total course points	<b>320</b>	<b>Need 248/320 points to pass the course with 78%</b>

## Exam Analysis

When taking exams online the student will be able to see what is missed after the exam is finished. If a student is unsuccessful (makes less than 78%) on exams 1-5, an appointment should be made with the assigned academic advisor within 1 week of the posting of exam grades to discuss test-taking strategies. Please refer to the Student Handbook for specific testing policies.

## Absences on Exam Day/Miss an Exam

If a student is absent on the day of an exam, or misses an exam the course coordinator must be notified via phone to the Health Programs Division (423-585-6981) Morristown Campus, (423-798-8187) Greeneville Campus or (865-774-5854 or 865-908-5460) Sevierville Campus (865-774-5854), at least 30 minutes prior to testing. Alternative communication is to email the course coordinator **Please see nursing handbook for complete listing of policies regarding testing.**

## Total Course Points:

There are 320 total possible points for this course. There are 6 possible bonus points available- HESI Fundamentals exam scores- if you score 850-900 = 1 bonus point- if you score 901-950 = 2 bonus points- if you score 951 or above = 3 bonus points. Medical Surgical I HESI Exam- **if you score 850-900 = 1 bonus point- if you score 901-950 = 2 bonus points- if you score 951 or above = 3 bonus points.**

## Grading Scale

A	92-100%
B	83-91%
C	78-82%
D	70-77%
F	69% or below

## Assignments

### Case Studies

Course Point Plus Case Studies are available to students at the beginning of the semester. Assignments will correspond to the lecture topics and unit exams. To maximize the benefit of the case studies complete each with a score of 78% or better by the designated due date (each exam date) noted in the course calendar. **These case studies are mandatory.**

Students **must** complete the assigned Course Point Plus Case Studies to receive a passing grade for the course. Failure to complete the **required** Case Studies will result in an Incomplete ("I") for the course.

### Skills Lab

The Skills Lab Quiz for IV Therapy, Peripheral & Central Lines will be available on Saturday 5/13/23 at 8:00pm through, Monday May 15th at 8:00pm (due date). The skills lab Quiz for Respiratory Care and IV Medication Administration will be available Tuesday 5/16/23 at 8:00am thru Thursday, May 18 at 8:00am (due date). Students will be required to have prepared for skills lab/quiz by completing the following:

- Review PowerPoints and any additional material posted on ELearn
- Complete Skills Lab Quizzes

The maximum point value of each skills lab exam is 10 points. Students will have two attempts on the exams with student's final score being the average of two attempts. The lab exams are timed. Quiz questions are randomized and the second attempt will not be the same as the first.

### Student Poster Presentation Assignment

- Each student group (no more than 5 per group) (assigned groups and topics posted in eLearn) must submit a minimum of 3 presentation objectives with 3 current references found by using the Walters State Library resources by 6/28/23 by 8pm
- Each student will participate in a group poster presentation on Tuesday, July 11th @ 9am, room TBA on the Morristown Campus (all students will participate on the Morristown Campus).
- Students will wear clinical uniform with WSCC photo ID and Lab coat during the presentation.

- Be creative and professional.
- Emphasize patient implications related to presentation topic. This is a patient teaching presentation. Please make sure you use appropriate understandable language on a 5<sup>th</sup> grade level. If you use medical jargon, please explain in layman's terms.
- Provide handouts for audience- educational pamphlets, etc. (optional)
- Be prepared to answer questions and/or teach your topic to passersby.
- Student groups provide, for the faculty grading, a minimum of (3) learning objectives, references, and one of every hand out if applicable (due 6/28/23 at 8:00pm) via drop box. Each student is responsible for turning in their own peer review rubric to faculty, if there was an issue with participation. **Only** turn in the rubric with peer review if there is/was a problem, otherwise each group member will be given 2 (two) points for participation.
- **NO CELL PHONE IS TO BE USED OR VISIBLE AND MUST BE OFF DURING PRESENTATIONS. NO talking by the audience during presentations.**
- Remember a positive attitude and enthusiasm go a long way. Come prepared, come eager to present, learn, and teach others about your topic.

10 total points

**Note:** Points are determined by the faculty following the poster presentation. Participation in the project is not optional. **Failure to complete requirements will result in a ten (10) point reduction from the final grade.**

## Class Participation

### Class Participation

Students are expected to attend class regularly, be on time for class, and be prepared for the lesson by completing assigned readings, being familiar with key terms, and reviewing other pertinent learning activities prior to attending lecture. Students are to be prepared for and participate in class discussions initiated by instructors.

## Course and Class Policies/Procedures

### **Classroom/Testing Phone Policy:**

Phones must be stored in backpacks or purses during class. On lecture days, phones may be accessed during breaks. On exam days, no phones will be allowed in the testing area. Students who must access their phones during lecture must leave the classroom (text or phone call).

### **HESI Information:**

#### **HESI Testing**

The HESI specialty exams assess students' knowledge and their ability to apply nursing concepts within specific content areas. Each student must complete the required HESI (Health Education Systems Incorporated) exam prior to receiving a grade for the semester. All students will take the exam at the end of the semester. A score of 850 is the minimum score for the HESI exam as a predictor for success on the NCLEX-RN exam. Failure to complete the required HESI testing will result in an Incomplete ("I") for the course. Students are required to complete remediation activities on all topics deemed unsatisfactory with evidence to verify completion of the remediation process as specified by the remediation guidelines for the course.

No smart devices or cellphones are allowed during the HESI exam.

#### **HESI Remediation**

Remediation for HESI exams is required. Remediation includes HESI Next Generation remediation and HESI practice tests. Remediation is checked through the Evolve website. HESI Next Generation remediation includes case studies and individualized learning packets. Students must complete the assignment. Students must achieve a green check mark on the case studies to complete the assignment. Failure to complete remediation will result in a grade of INCOMPLETE for this course. It is expected that students **will remediate all HESI exams regardless of the score obtained.**

### **Clinical/Skills Lab/Simulation Attendance:**

Attendance of classes and other official appointments are required. Attendance is recorded and absences are counted from the first scheduled meeting of the class. An explanation for the cause of all absences should be given to the instructor(s). If possible, students should inform their instructor in advance of planned absences. Punctuality is expected for each class, lab, and or clinical. When a student is unable to attend for unforeseen reasons, it is the student's responsibility to notify the appropriate instructor for assistance in obtaining information, handouts, etc. for the missed content. Students must attend the first day of class or contact the Director of Nursing prior to the first day of class. Failure to do this may result in being dropped from the course.

#### **Please note:**

Skills labs, in hospital clinical, and simulation labs are considered clinical time. All students are required to attend a specific number of clinical hours for Med Surg 1. Mandatory attendance for entire period is required. Attendance will be taken. Any absences will constitute missed clinical time and must be made up promptly. Any student who does not complete to required clinical hours will receive an incomplete for the course.

### **Class Recordings:**

Parts of a class or entire class meetings may be recorded and distributed to this class or even future classes for instructional purposes. This means that your questions or class participation/comments could be part of that recording. If you have concerns or issues with this, please contact course coordinator no later than the end of the second week of class.

## Academic Honesty

Faculty expect all students to refrain from acts of academic misconduct including but not limited to:

1. Plagiarism - refers to using another person's ideas or writing without giving proper credit to the original source. Indulging in this type of conduct will subject the student to disciplinary sanctions, which may be imposed through the regular institutional procedures of Walters State Community College as outlined in the Student Handbook. Plagiarism will result in a grade of "0" for the paper/exam/presentation. Student Conduct and Disciplinary Sanctions contained in the college Catalog/Student Handbook apply (see policy 04:18:02 Disciplinary Sanctions).  
Plagiarism includes, but is not limited to the following:
  - a. Using cut/paste tool from original document with no references given.
  - b. Copying another student's work and submitting it as one's own.
  - c. Forging or otherwise altering signatures.
  - d. Giving or falsifying academic documents or materials.
2. Cheating - construed as attempting to deceive or mislead which includes, but is not limited to the following:
  - a. Utilizing old tests, projects, notes or written papers.
  - b. Providing unauthorized information to a fellow student about exam content.
  - c. Receiving unauthorized aid from any source with quizzes, examinations, or other assignments.
  - d. Seeking information in an unacceptable manner during/preceding an exam or other assigned work (cheat sheet, verbal exchange, looking at another person's paper or electronic device, utilizing headphones, using textbook when the test/quiz is not an open book test/quiz, using textbook test bank etc.).



- e. Consulting with a classmate or others when taking a computerized test.
- f. Disregarding other specific policies and procedures outlined for a particular class.
- g. Utilizing unapproved technology/electronic equipment during testing (i.e.: mobile devices such as cell phones, smart devices, or tablets, etc.).
- h. Using the same Internet Protocol network address (IP address) as another student for testing without approval from the course faculty.

## Student Resources

### TUTORING SERVICES

Students in need of tutoring assistance are encouraged to contact the Office of Student Tutoring located as follows:

- Morristown Campus - Student Services Building Room L107 - (423) 585-6920
- Niswonger Campus - GRNV 226 - (423) 798-7982
- Sevierville Campus - MMH Room 210 - (865) 286-2787
- Claiborne Campus - Room 123A - (423) 851-4761

Specific tutoring assistance in mathematics and writing is available in-person and online as follows:

- Morristown Campus - English Learning Lab - HUM 120 - (423) 585-6970

[Walters State English Learning Lab \(opens in new window\)](https://www.walters.edu/academics/humanities/writing-lab)  
[ws.edu/academics/humanities/writing-lab](https://www.walters.edu/academics/humanities/writing-lab)

- Morristown Campus - Mathematics Lab - MBSS 222 - (423) 585-6872

[Walters State Mathematics Learning Lab \(opens in new window\)](https://www.walters.edu/academics/mathematics/learning-lab)  
[ws.edu/academics/mathematics/learning-lab](https://www.walters.edu/academics/mathematics/learning-lab)

### TECHNOLOGY SUPPORT

Students who need assistance with computing and technology issues should contact the IET Helpdesk by phone at Morristown: (423) 318-2742; Niswonger: (423) 798-8186; or Sevierville: (865) 286-2789 or on-line access.

[Walters State Helpdesk \(opens in new window\)](https://helpdesk.walters.edu)  
[helpdesk.walters.edu](https://helpdesk.walters.edu)

### STUDENTS WITH DISABILITIES SUPPORT SERVICES

Students with disabilities must register with Student Support Services each semester in the Student Services Building, Room U134 (phone (423) 585-6892) if they need any special facilities, services, or consideration.

[Walters State Student Support Services \(opens in new window\).](https://www.waltersstate.edu/student-services/disability/)  
[ws.edu/student-services/disability/](https://www.waltersstate.edu/student-services/disability/)

### **SUICIDE PREVENTION STATEMENT**

Walters State is committed to and cares about all students. Support services are available for any person at Walters State who is experiencing feelings of being overwhelmed, hopelessness, depression, thinking about dying by suicide, or is otherwise in need of assistance. For immediate help, contact the National Suicide Prevention Lifeline by calling or texting 9-8-8 or the Trevor Lifeline at 1-866-488-7386. Veterans may also contact the Veterans Crisis Line at 1-800-273-8255 (press 1) or Text 838255.

Walters State has a relationship in place with the following community agencies to provide services (may include crisis referral services, prevention screenings, etc.):

- Cherokee Health Systems 423-586-5032
- Frontier Health 423-467-3600

## **College Policies**

### **STUDENTS HANDBOOK AS OFFICIAL GOVERNING DOCUMENT**

This class is governed by the policies and procedures stated in the current Walters State Community College Student Handbook. All students attending Walters State Community College, regardless of the time, location, or format of the class, must abide by the rules and regulations outlined in the current Walters State Catalog/Student Handbook and the current Walters State Timetable of Classes.

[Walters State Catalog \(opens in new window\).](https://www.waltersstate.edu/catalog/)  
[catalog.ws.edu/](https://www.waltersstate.edu/catalog/)

[Walters State Timetable of Classes \(opens in new window\).](https://www.waltersstate.edu/admissions/registration/)  
[ws.edu/admissions/registration/](https://www.waltersstate.edu/admissions/registration/)

### **PURPOSE, LIMITATIONS AND MODIFICATION OF SYLLABUS**

This syllabus sets forth the expectations for the course content, work, and grading as well as expectations for student performance and conduct. The syllabus does not constitute a contract between the student and the instructor or the College. The information contained here is subject to change at any time. The instructor reserves the right to modify this syllabus at any time with written

notification to the students. Though changes are possible, it is expected that the course will be conducted as described in this syllabus for the semester/year specified in the Course Information section of the syllabus. This syllabus is only valid for the semester/year specified and course requirements are not guaranteed for future semesters.

### **COURSE GROUND RULES**

- Students must attend the first day of on-ground class or contact the instructor prior to the first class. Failure to do this may result in being dropped from the class. Excessive absences may substantially lower the course grade.
- Regular class attendance is a student's obligation for any course regardless of format. (See the Walters State Catalog/Student Handbook). If a student misses class, it is his or her responsibility to contact the instructor regarding missed assignments and/or activities and to be prepared for the next class assignment.
- Students enrolled in web courses must follow the course attendance policy defined for online attendance during the first week of class and throughout the term. Failure to do this may result in being dropped from the class during week one OR may result in the accrual of absences which may negatively impact the student's grade in the course.
- Students who have not paid fees on time and/or are not correctly registered for this class and whose names do not appear on official class rolls generated by the Walters State student information system (MyWS) will not be allowed to remain in class or receive credit for this course.
- Electronic devices must not disrupt the instructional process or college-sponsored academic activity. Use of electronic devices is prohibited unless use of the device is relevant to the activity and use is sanctioned by the faculty member in charge. Electronic devices that are not relevant to the activity or sanctioned by the faculty member in charge should be set so that they will not produce an audible sound during classroom instruction or other college-sponsored academic activity.

### **FINANCIAL AID**

Students receiving any type of financial aid or scholarship should contact the Financial Aid Office before making any changes to their schedule. Schedule changes without prior approval may result in loss of award for the current term and future terms.

All forms of student Financial Aid may be jeopardized or lost due to the lack of Satisfactory Academic Progress in one or multiple courses. Lack of Satisfactory Academic Progress may negatively impact a student's degree/certificate completion pace and further jeopardize Financial Aid eligibility.

### **CANCELLATION OF CLASSES AND ACADEMIC CONTINUITY**

For information related to the cancellation of classes due to inclement weather or other events, please check the Senators Emergency Text system or the college's Web site at:

[Walters State Homepage \(opens in new window\)](https://www.waltersstate.edu/home/)  
[ws.edu/home/](https://www.waltersstate.edu/home/)

[Walters State Facebook page \(opens in new window\)](https://www.facebook.com/WaltersState/)  
<https://www.facebook.com/WaltersState/>

[Walters State Twitter page \(opens in new window\)](https://twitter.com/waltersstate)  
<https://twitter.com/waltersstate>

or call the college's student information line, 1-800-225-4770, option 1; the Sevier County Campus, (865) 774-5800, option 7; the Niswonger Campus (423) 798-7940, option 7; or the Claiborne County Campus, 423-636-6200, option 7. Also, please monitor local TV and radio stations for further announcements.

When an event or disaster interrupts the scheduled operations of the college and the ability to proceed with the academic course activities as planned, the college and your instructor may alter the course plan outlined in the syllabus. Should an event occur, students should refer to their course e-Learn pages and/or class materials previously delivered to receive guidance from their instructor. Students should continue to monitor the official college channels of communication listed in the above paragraph. If you would like to sign up for the Senators Emergency Text system, please go to the following Web site:

[Senator Emergency Text System \(opens in new window\)](https://www.waltersstate.edu/set/)  
[ws.edu/set/](https://www.waltersstate.edu/set/)

Dual Enrollment students attending on a high school campus should refer to the high school inclement weather cancellations.

## **LEARNING MANAGEMENT SYSTEM**

Brightspace (commonly known as eLearn or D2L) is the college's Learning Management System (LMS).

Brightspace is committed to accessibility by "deliver[ing] a learning experience that meets the needs of all people, regardless of age or ability." [Brightspace Accessibility Standard \(opens in new window\)](#)

Brightspace is also committed to guarding student data and privacy. [Brightspace Privacy Policy \(opens in new window\)](#)