Walters State Community College Course Syllabus

Course Information

Course Number and Name: NRSG 1710 Fundamentals of Nursing
Section ID: 80536.202380
Semester and Year: Fall 2023
Credit Hours: 7
Start Date: August 21, 2023
End Date: December 08, 2023
Course Format: TWY - Two-Way Video/Audio (ITV)
Catalog Course Description: An introduction to the core concepts that provide the basis for knowledge, skills, and attitudes that emphasize fundamental principles necessary to provide safe nursing care for individuals with basic alterations in homeostasis and health. **F,S**
Meeting Details: M; 08:30AM - 12:30PM; TECH 150 & R; - ; TECH 102 & TBD
Course Drop Deadline: October 27, 2023

Instructor Information

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Name: Donna McGaha, MSN, RN
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Name: Lorelei Moore DNP, FNP-BC
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Name: Mrs. Elizabeth Wildt

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Name: Holly Woods, MSN, RN
Role: Course Faculty, Skills Lab Faculty
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Supervisor Name: Cheryl McCall
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Required Textbook(s) and Materials

Evolve/HESI Elsevier Nursing Program Assessment Testing Web Based Instruction
Additional Information
More information regarding this web based program will be provided in eLearn.

WSCC Department of Nursing Current Student Handbook
Additional Information
The handbook can be accessed through the following link: **https://www.ws.edu/_media/pdf/academics/health-programs/nursing/2022/fall/nursing-student-handbook-2022-2023.pdf**
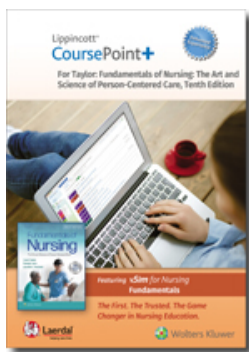
Fundamentals of Nursing
Subtitle: With Coursepoint +
ISBN: 978-1-9752-0526-3
Authors: Carol R Taylor, Pamela Lynn, Jennifer Bartlett
Publisher: Lippincott Williams & Wilkins
Edition: 10th edition

Supplemental or Optional Materials

Students may opt to buy a black and white loose leaf copy of your text books through Wolters Kluwer as noted in the required materials section. The Course Point Plus online eBooks and materials are required.

Student Learning Outcomes/Objectives

- Competencies/Student Outcomes
  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 & the **standards of professional nursing practice**.

  1. Practice within ethical, legal, and regulatory frameworks.

  2. Demonstrate accountability for nursing care delivered in the clinical setting.

  3. Accept responsibility for own learning.

  4. Demonstrate dependability and appropriate adaptability.

  5. Maintain acceptable level of personal appearance.

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

  1. Document health assessment findings.

  2. Begin to utilize therapeutic communication with patients and family.

  3. Communicates information to team members in a clear, concise manner.

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

1. Conduct a basic health assessment including patient interview and physical assessment in a systematic manner.
2. Base individual plan of care on patient values, clinical expertise, and evidence.
3. Incorporate beginning critical thinking skills when developing individualized plans of care.
4. Determine the patient's response to nursing interventions.

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

1. Create a safe physical environment to protect the patient from injury or harm.
2. Begin to formulate nursing diagnoses based on assessment findings.
3. Begin to implement the plan of care established by the care team within the legal framework of practice.
4. Initiate requests for assistance when appropriate to situation.

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

1. Begin to plan and implement nursing interventions based on assessment findings.
2. Promote patient comfort, safety and optimal well-being or assist the patient in achieving peaceful death.
3. Demonstrate effective use of strategies to reduce risk of harm to self or others.
4. Integrate influences of psychosocial, cultural, and family in developing nursing interventions.

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

1. Utilize beginning teaching skills to individualize and revise a patient teaching plan.
2. Appreciate the importance of regularly reading relevant professional journals.

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

   1. Recognize that nursing is a part of the systems of care and care processes that affect outcomes for patients and families.
   2. Act with integrity, consistency, and respect toward healthcare team members

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

   1. Integrate knowledge and skills acquired from the general education foundation with the discipline of nursing to begin the basic level of assisting patients in health promotion, illness prevention, and health restoration.
   2. Begin to prioritize and implement individualized plans of care.

QSEN: Quality and Safety Education for Nurses

Upon successful completion of this course, which includes classroom attendance, text and journal readings, independent study, campus laboratory simulation, and guided clinical practice, the learner will:

Patient-Centered Care

   1. Integrate understanding of the multiple dimensions of patient-centered care: patient/family/community values, physical comfort, emotional support, coordination and continuity of care.
   2. Elicit patient values preferences and expressed needs as part of the clinical interview, implementation of care plan, and evaluation of care.

Teamwork and Collaboration

Function competently within own scope of practice and level of competency as a member of the health care team.

   1. Acknowledge own potential to contribute to effective team functioning.
   2. Value the perspectives and expertise of health team members.

Evidence Based Practice

   1. Describe reliable resources for locating evidence reports and clinical practice guidelines.

2. Formulate plans of care based on patient values, clinical expertise, and evidence.

3. Value the need for continuous improvement in clinical practice based on new knowledge.

Quality Improvement

1. Recognize that nursing and other health professional students are parts of systems of care and care processes that affect outcomes for patients and families.

2. Appreciate that continuous quality improvement is an essential part of the daily work of all health professionals.

Safety

1. Minimize risk of harm to patients and providers through both system effectiveness and individual performance.

2. Identify factors that create a culture of safety.

3. Demonstrate effective use of strategies to reduce risk of harm to self and others.

Informatics

1. Demonstrate competency in use of technology-based equipment.

2. Navigate the electronic health record.

3. Recognize the time, effort, and skill required for computer, databases, and other technologies to become reliable and effective tools for patient care.

Clinical Outcomes

To achieve a satisfactory evaluation for the clinical lab component of Nursing 1710 and progress to Nursing 1620 and Nursing 1340, the student should exhibit the following behaviors

1. **Professional Behaviors**

   1. Demonstrate professional accountability in clinical practice.

   2. Identify and maintain professional boundaries in the nurse-patient relationship.

   3. Practice within the ethical, legal, and regulatory frameworks of nursing and standards of professional nursing practice.

   4. Demonstrate an understanding of the legal/ethical implications of the patient's medical record.

   5. Demonstrate leadership in the clinical area

2. **Communication**

    1. Utilize beginning therapeutic communication skills when interacting with staff, patients, and significant others.

    2. Communicate relevant, accurate, and complete information in a concise and clear manner.

    3. Communicate with appropriate consideration of a patient's physical status, developmental, emotional, cultural, and spiritual influences.

    4. Recognize feelings, attitudes, and values of self and others and is cognizant of the implications in the clinical setting.

3. **Assessment/Nursing Process**

    1. Perform basic, ongoing physical and psychological assessments of patients, with consideration of developmental, emotional, cultural and spiritual influences.

    2. Establish, implement, and evaluate the plan of care for assigned patients.

    3. Document pertinent information using appropriate terminology in an accurate, complete, concise manner.

4. **Clinical Decision Making**

    1. Practice within the parameters of individual knowledge and experience.

    2. Begin to make sound clinical judgments and decisions with consultation/supervision to ensure safe and effective care.

    3. Recognize hazards to patient and takes appropriate action to maintain a safe environment.

    4. Identify and report patient deviations from normal to instructor and/or staff in a timely and efficient manner.

5. **Caring Interventions**

    1. Apply principles of infection control and standard precautions.

    2. Demonstrate caring behaviors towards the patient, significant others and members of the health care team.

    3. Perform basic nursing care competently in diverse settings.

    4. Provide for the patient's nutritional needs.

    5. Demonstrate understanding of assigned patient's medications.

    6. Calculate medication dosages correctly.

    7. Administer and document medications correctly.

8. Evaluate medication effectiveness.

9. Provides a sale environment for the patient.

10. Adapt care in consideration of the patient's values, customs, culture and/or habits.

11. Support the patient and significant others appropriately during end of life experiences.

Teaching and Learning

1. Begin to identify, develop, implement, evaluate, and revise an individualized teaching plan based on assessed needs.

Collaboration

1. Work cooperatively with others to achieve patient outcomes.

2. Identify and distinguish between the roles of members of the health care team and interacts appropriately.

3. Identify the need for referrals.

Managing Care Across the Health Continuum

1. Begin to prioritize and coordinate the implementation of individualized plans of care.

2. Begin to facilitate the continuity of care within and across health care settings.

3. Begin to identify and implement nursing strategies to provide cost effective care.

Skills Lab Outcome

Based on the patient's needs for a safe and effective care environment, health promotion and maintenance, psychosocial integrity and physiological integrity, the student will:

1. Develop knowledge of defined fundamental nursing and assessment skills.

2. Demonstrate accurate, safe competency in the performance of defined nursing skills.

3. Demonstrate basic physical assessment skills.

Instructional Approach and Methods

1. Assigned Readings
2. Audiovisual Presentations (AV)
3. Classroom Presentations
4. Clinical Experiences
5. Web Based Instruction
6. Interactive videos
7. Apps
8. Lecture
9. Course Point Plus Self-guided areas of study (as listed on the calendar)
10. Small and Large Group Discussions
11. Written Assignments
12. Quizzes
13. Computerized Exams
14. Standardized Testing
15. Community Health Assessment Project
16. Videos of Clinical Nursing Skills
17. Group and Independent Practice Sessions
18. Student Return Demonstration
19. Collaborative Check-Off Observations (Skills Checklist)
20. See one, do one, teach one methodology
21. Case Studies

Assessment, Evaluation and Testing Procedures

Testing Procedures NRSG 1710 Course

The Grading/Test Policy can be found in the current nursing handbook.

Each student must complete the required exams, assigned case studies, Prep-U quizzes and proctored HESI exam prior to receiving a grade for the semester. Failure to complete the assigned testing, case studies, and project by the scheduled deadlines will result in an Incomplete "I" for the course. The student must complete all required items to remove the "I" and receive the appropriate grade.

1. There will be 7 Course Point (PrepU), self-study/self-guided, areas of study dated on the calendar with quizzes that are 5 points each. Please read the textbook for each module and or any supplemental materials and then take your quiz.

2. There will be (1) test taking strategies self-study/self-guided quiz in eLearn worth 5 points. The date is on the calendar.

3. Written Exams: There will be four (4) unit exams worth 240 points total , and one (1) comprehensive final exam (100 points) developed by faculty. Exam questions determined to be statistically invalid may be nullified. Exams may be reviewed for one (1) week after grades are posted; contact individual advisor to review. Students not scoring 78% on any exam must meet with their advisor. After one (1) week, all grades are final. A student may not progress to the next nursing course unless the minimum semester grade of 78% or "C" is achieved.

Unit Exam 1	Exam Date: 09/18/2023	Number of Questions:60	Critical Thinking/Nursing Process, Sensory Functioning, **Skin Integrity/Wound Care,** Asepsis/Infection Control, Activity, Stress and Adaptation
Unit Exam 2	Exam Date: 10/16/2023	Number of Questions:60	Loss, Grief & Dying, Health Wellness & Health Disparities, Health of the Individual, Family, Community & Environment, Oxygenation and perfusion, Safety, Security, & Emergency Preparedness
Unit Exam 3	Exam Date: 11/06/2023	Number of Questions:60	Comfort & Pain Management, Documenting & Reporting/Informatics and Healthcare Technologies, Urinary Elimination, Nutrition, Health Assessment
Unit Exam 4	Exam Date: 11/27/2023	Number of Questions:60	Bowel Elimination, **Fluid/Electrolyte/Acid-Base Balance, Perioperative Nursing,** Complementary and Integrative Health

HESI Exam 1-3:30	Exam Date: 11/29/2023	Number of Questions:55	Comprehensive
Final Exam 830-1100	Exam Date: 12/05/2023	Number of Questions:100	Comprehensive including Rest and Sleep

1. Standardized Testing: The Evolve Health Education Systems, Incorporated (Standardized HESI) Fundamentals of Nursing Practice consisting of fifty-five (60) questions is considered a comprehensive examination. 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 exam prior to receiving a grade for the semester. A score of 850 or higher is the desired score for the HESI exam. It is the student's responsibility to complete the HESI exam on the scheduled days; failure to complete the HESI exam could result in a failing grade. In preparation for the proctored HESI exam, students will complete Prep-U practice quizzes as assigned. The practice quizzes may be repeated as many times as necessary to achieve minimal or higher score. The student may not complete the proctored HESI until the minimal score is achieved. Academic dishonesty on the proctored HESI exam will result in academic dismissal from the program and a grade of "F" in the enrolled course.

Course Point + PrepU Self-Study Modules	35 points
Test Taking Skills Quiz	5 points
Skills Lab Course Point + Quizzes & Videos	25 points
Skills Check-off	Pass/Fail
Unit Exams (4)	240 points
Final Exam	100 points
Community Project	10 points
Total Points Possible	415 points
Bonus Points Fundamentals HESI Exam (up to 3 bonus points)	Scores of 850-900 = 1 point, 901-950 = 2 points 951 and above = 3 points

Testing Procedures: Skills Lab

Quizzes and Course Point videos

There are Prep-U quizzes, videos and case studies assigned in Course Point Plus. Mastery Level of 4 or greater is required. Quizzes may be retaken until the score is met. With the exception of week one,

quizzes will be open one week before the due date. Assigned Case studies require a score of 78% or greater.

Students are required to watch weekly skills videos assigned prior to attending skills lab.

Twenty-five (25) points will be awarded once all quizzes and videos are complete. Failure to complete the assignments on time will result in a grade of zero (0) for the assignments. Extenuating circumstances which prevent completion of assignments on time must be reported to the course leader as soon as possible.

 Skills Checklist

Students will select skills lab partners for NRSG 1710 Lab. Partners will observe each other demonstrate the required psychomotor skill(s) each week of the campus skills laboratory experience. Partners will evaluate the performance of those skills and initial the Skills Checklist Form when the skills are performed accurately and safely. Evaluation of skills performance may be accomplished during the scheduled lab class time and/or other open lab offerings.

Each student will maintain a notebook of the required Skills Checklist Forms. The student must be prepared to show the notebook to an instructor at any time during the semester; the notebook should be maintained up-to-date. The instructor may also request the student to demonstrate any skill that has been initialed. Should a return demonstration not be performed correctly, the instructor may require the student who initialed complete a return demonstration also.

The completed Skills Checklist Forms folder is submitted when the skills competency test is performed. Failure to have a completed notebook at that time may result in failure for NRSG 1710.

The Skills Checklist Form is located with each week's assignment for a total of six (6) forms.

Skills competency

 A skills competency demonstration test will be given. The skills competency demonstration will be given a value of Pass (P) or Fail (F). **There are two attempts given to pass the skills competency demonstration. If a second attempt is required, it will be video recorded.** The competency skill must be accurately and successfully demonstrated to pass NRSG 1710.

Grading Scale

	A	92-100%

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

Assignments

Assignments/ Projects: NRSG 1710

1. Written assignments will be typed using accepted standards for college level papers in APA format.
2. Written assignments will be submitted on due date in a closed folder or notebook depending on the assignment.
3. Nursing care plans or other clinical assignments should be typed or written in black ink unless otherwise specified by instructor.
4. Community Assessment Project Points: NRSG 1710 has a community project written assignment worth a possible 10 points. This is a group project. Participation in the project is not optional. All students must complete the project in order to successfully complete NRSG 1710. Directions for completing the Community Assessment Project are located in elearn under content "Community Project Instructions."

Class Participation

Class Participation: NRSG 1710

1. Attendance: Attendance at classes and other official appointments is 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 each instructor. If possible, students should inform their instructor in advance of planned absences. Punctuality is expected for each lecture. When a student is unable to attend class 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. (full policy can be located in the Nursing Program Student Handbook online).
2. Absences on Exam Day: Refer to the Nursing Student Handbook for the complete policy regarding absences on exam day and make-up exams.

3. Exam Review: Exams have rationales available for students to review immediately after the exam is submitted before leaving the exam room. **The final exam does not have a review**. Students may not ask for clarification on missed exam items during exam review. See the current Nursing Handbook for complete testing review policy/procedure.

4. Phones must be stored in backpacks or purses during class/testing. On lecture days, phones may be accessed during breaks. On exam days, phones can be accessed after all students have completed the exam. Students who must access their phones during lecture must leave the classroom (text or phone call).

Clinical/Skills lab/Simulation attendance policies apply to Nursing Skills 1710. A summary follows:

1. Attendance and punctuality in the clinical setting are required.

2. If an absence is unavoidable, the student should notify his/her instructor at least one half hour prior to the scheduled experience. Failure to call will result in 2 percentage points deducted from the final course average.

3. If a student is late due to extenuating circumstances, the instructor must be notified as soon as possible. Failure to do so will result in 2 percentage points deducted from the final course average.

4. All skills lab/sim lab absences must be made up promptly. Failure to make up missed clinical hours will result in a clinical failure.

The full text of the clinical attendance policy is located in the Nursing Student Handbook.

Course and Class Policies/Procedures

Other Requirements: Program Specific Policies

1. Students will comply with the WSCC Department of Nursing Handbook and the WSCC Catalog for pertinent policies and procedures.

2. Student Health Program files must be complete to begin the clinical component of NRSG 1710 (completed physical with immunizations, or proof of immunity, BLS/CPR card, photograph, signed permission sheets and proof of malpractice insurance). Failure to comply will result in dismissal from the class/program.

3. Students must attend the first day of class or contact the course coordinator prior to the first class. Failure to do this may result in dismissal from the class.

4. Background checks and drug screens are required for most clinical sites. It is the responsibility of the student to provide the requested information and submit the background check and drug screen as directed prior to orientation at the clinical site. Failure to do so will result in dismissal

from the class/program. Additional information may be found in the current WSCC Catalog and Nursing Student Handbook.

5. Visual aids selected by the instructor to present class lectures may be posted on eLearn for students to access. Placing visual aid (slides, PowerPoint, overhead, Podcasts, etc.) on eLearn is at the discretion of the individual instructor. No paper copies will be provided by the instructor.

6. Professional and ethical behavior is expected within the classroom setting as well as the clinical setting. The nursing student will demonstrate respect of peers and faculty in all situations, will demonstrate accountability for all actions, will actively participate in and accept responsibility for learning, will demonstrate dependability and timeliness, and will maintain an acceptable level of personal appearance.

7. A final average of less than 78% in a course with a clinical component counts as one attempt in the program. NRSG 1710 is a course with a clinical component.

This syllabus sets forth the expectations for the course content, work, and grading as well as expectations for student performance and conduct. The information contained here is subject to change at any time. 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.

This class is governed by the policies and procedures stated in the current Walters State Community College Student Handbook. To view the current Student Handbook, click on the following link: Student Handbook (opens in new window)

Online/Web-Enhanced Course Supplementary Information

Virtual Office Hours	See individual instructor
Library Information	Library Website (Opens in New Window)
Technical Support	Helpdesk Website (Opens in New Window)
Web Addresses/Resources	1. Nursing Program Website (Opens in New Window) includes current Nursing Student Handbook 2. eLearn (Opens in New Window) 3. Evolve website
Guidelines for Communication: Email, Discussion Posts, Chat	See eLearn for additional information

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.

3. The use of any generative artificial intelligence (AI) tool, such as OpenAI's ChatGPT, Google's Bard, or any other pre-trained language model (commonly referred to as "chatbot"), must be cited for any assignment where it has been used and may not be used unless specifically allowed by your instructor. Please see your instructor or the course policies within the syllabus if you have questions.

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)](ws.edu/academics/humanities/writing-lab)
  ws.edu/academics/humanities/writing-lab

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

  [Walters State Mathematics Learning Lab (opens in new window)](ws.edu/academics/mathematics/learning-lab)
  ws.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)](helpdesk.ws.edu)
helpdesk.ws.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)](ws.edu/student-services/disability/)
ws.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)
catalog.ws.edu/

Walters State Timetable of Classes (opens in new window)
ws.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)
ws.edu/home/

Walters State Facebook page (opens in new window)
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://ws.edu/set/)
ws.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)]