Class and Clinical Attendance

Students are expected to be diligent in the pursuit of their studies and regular in their class including online Blackboard and clinical attendance. Students have the responsibility to make arrangements that are satisfactory to the faculty teaching a course regarding any absences. Such arrangements should be made prior to the absence if possible. Policies for making up work missed as a result of absence are at the discretion of the faculty.

Clinical learning experiences represent a commitment and responsibility to clients as well as essential application of knowledge. Students are expected to be present and on time for each clinical learning experience. Satisfactory demonstration of course requirements and clinical competency is necessary for successful completion of a course. An unsatisfactory grade or withdrawal from a course may be necessary for students who fail to complete required clinical hours and meet course objectives.

A student’s clinical area/unit of employment and/or wage earning job cannot count for clinical hours required in a nursing course. Clinical facilities reserve the right to ask students to participate in requirements that are required by the institution and may require a fee. A student refusing to comply may be administratively withdrawn from the course.

Course Grading Policy

1. Grading:

   Grading* is as follows:
   100%-90% = A
   89%-84% = B
   83% - 78% = C
   77% -69% = D
   68%-below = F

   *The course grade will be a composite of both components of theory and clinical and CANNOT be taken separately. The clinical experience is based on satisfactory or unsatisfactory performance; therefore, clinical will be pass/fail component of the course.

   A minimum grade of “C” is necessary in ALL nursing courses to enroll in subsequent Nursing courses. A “D” grade is NOT considered as passing in any nursing course, and a student must repeat and satisfactorily complete the course prior to progressing in the program.
2. **Make-up exam policy:** Exam questions may be multiple choice, essay, fill-in-the-blank or short answer format. Make-up exams will be given in the event of necessary absence (i.e. personal illness or death in the family) on the date of a regularly scheduled examination. The student must go to the instructor whose exam was missed and schedule the make-up exam. The exam will be of equivalent credit to the exam missed. In the event the student does not schedule or complete a make-up exam within one week’s time, a zero will be assigned for that exam. (Adopted: November 1998 --- Revised: August 2005)

3. **Clinical Dismissal:**
Clinical Dismissal: Any student who performs in an **unsafe** manner may be dismissed from the clinical laboratory setting. Permanent exclusion from the clinical laboratory will result in **FAILURE** of the course, and the student may drop in accordance with university policy.

*Unsafe* is defined as any measure which the student does or fails to do that may result in physical or psychological harm to the patient, the patient’s family, other personnel or to the individual student.

**Student Responsibilities**

**Classroom:**
Students must:

1. Participate in discussion; ask questions when unsure about major concepts.

2. Request clarification of any information presented in reading materials, clinical labs, or lectures.

3. Perform on written and oral examinations and written materials at a minimum of **78%** to maintain acceptable standing in the course.

4. Submit all written materials on time or before. **No** late work will be accepted for a grade. A grade of zero will be assigned to all late work except in case of excused absence.

5. Attend local and/or regional conferences and lectures as required. When appropriate and available to enhance learning, students will be asked to attend such programs as part of the class assignment and for their professional growth. You may be asked to pay a minimal registration fee for some of these educational opportunities.

6. Demonstrate honesty and integrity including not altering or falsifying documents or cheating on examinations/quizzes or other teacher-made assignments.

7. Accept responsibility and be accountable for his or her own conduct not limited to, but including the following:
   a. Cell Phones are to be turned OFF or turned to vibrate during class time. It is NOT appropriate behavior to answer the phone during class. Appropriate breaks are given during lecture time to return phone calls without interrupting fellow students and
faculty.
b. All caps/hats are to be removed IN THE CLASSROOM.
c. No children are to be brought to class or left unattended in Wharton Nursing Building while the adult is attending class or participating in campus lab/skills lab. ONLY THOSE WHO HAVE PAID FOR THE COURSE WILL BE ALLOWED IN THE CLASSROOM.
d. Maintaining appropriate respect and boundaries for faculty, staff and fellow students.

Requirements for Assignments:
The student will:

1. Exhibit a clear understanding of the guidelines for written work using APA FORMAT. See www.apastyle.org for assistance.
2. Submit all worked typed and include name, date, course name and number, title of paper.
3. Demonstrate organizational ability.
4. Express ideas with clarity. Spell correctly, punctuate properly, using only standardized abbreviations,
5. Exhibit scholarship by depth and breadth of content, and extent of bibliography.
6. Show originality and creative thinking.
7. Demonstrate critical thinking, relate and correlate knowledge gained from resource materials.
8. Complete projects on schedule.

Student Dishonesty:
Dishonesty will not be tolerated. If a student is caught cheating on an exam, the individual will be given an “F” for the course or will be given the option to drop nursing in accordance with SAU policy.

According to APA, plagiarism is defined as adopting, appropriating for one’s own use and/or incorporating in one’s own work, without acknowledgment, passages from the writings or works of other’s; presenting parts of a passage of other’s writings as products of one’s own mind. Any student who plagiarizes maybe subject to receiving a zero on written work, may fail the course, and may be dismissed from the program (See University Student Handbook)

Students should use the following guidelines when referencing material:
1. The use of exact words from the writings of another requires direct quoting and an appropriate reference using scientific notations.
2. Paraphrasing is defined as a restatement of a text, passage or work, but not the use of the original writer’s exact words. Paraphrasing requires an appropriate reference using scientific notation.
3. Tables, photographs, models, figures, and illustrations as well as written text constitutes “works of another” and must be footnoted.
4. Inaccurate information on footnotes and scientific notations, while not falling within the definition of plagiarism, constitutes questionable writing methods and is negatively sanctioned on grading.
**Discipline:**
Teacher imposed penalties for plagiarism or cheating include, but are not limited to:

1. Requiring student(s) to rewrite/retake a graded item. The grade may be lowered.

2. Giving the student(s) a failing grade on the graded item.

3. Giving the student(s) a failing grade on the graded item and filing documentation of the offense in the Office of the Vice President for Academic Affairs.

4. Giving the student(s) a failing grade in the course (F or W) and filing documentation of the offense in the Office of the Vice President for Academic Affairs.

5. Recommending University sanctions, including disciplinary suspension, dismissal, or expulsion from the University.

A student will be suspended or dismissed for a second offense of academic misconduct, if documentation is filed in the Office of the Vice President for Academic Affairs. Schools and departments may add to the above policy or take other disciplinary actions which suit their particular needs.

**Appeal:**
Students may appeal an action of a faculty member under the Academic Integrity Policy if the penalty involves a course grade reduction or a recommendation for academic suspension from the University. The appeal will be filed with the Vice President for Academic Affairs. The respective school Grade Appeals Committee will review appeals involving grades. The Academic Suspension Appeals Committee will review appeals involving suspension.

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**Clinical Responsibilities:**
The student must:


2. Perform safely in all areas of patient care. Discuss areas of uncertainty of nursing care with the faculty or preceptor PRIOR to entering the patient care area.

3. Appear in clinical area on time, appropriately attired. (See Uniform Regulations)

4. Secure clinical assignment per course instructions and come to the clinical experience with the required written work and be prepared to administer the anticipated nursing care.

5. Be responsible for his or her own nursing care behavior. Each student is expected to be able to perform all activities taught in the nursing course.
6. Secure the consultation and/or assistance of the faculty or preceptor in nursing care situations where you are unsure and/or inexperienced. Make a specific time arrangement with the faculty member.

7. Realize that the clinical laboratory is a learning experience rather than a work experience. As with any learning experience the process must occur within the learner. Students are encouraged to seek out learning opportunities in the clinical setting.

8. Demonstrate an appropriate knowledge base in implementing patient care by integrating and applying theoretical and general educational content.

9. Evaluate own learning experiences and progress. Students are expected to take initiative in seeking learning experiences.

11. Share information at regular intervals with fellow students when multiple assignments are made.

12. Arrange for an individual conference time with the appropriate faculty member for assistance in problem areas.

13. Provide care with respect for human dignity and uniqueness of the client without regard to social or economic status, personal attributes or the nature of the health problem.

14. Not misrepresent educational or professional status.

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**STUDENT CLINICAL EVALUATION**

A. The students will be evaluated on the following aspects:

1. Administering safe* and therapeutic nursing care as evaluated by faculty and/or other nursing personnel.

2. Acceptance of responsibility for care of patient assigned. This includes:
   a. Adequate preparation prior to coming to unit in order to give safe care.
   b. Honesty and responsibility for admission of error and seeking assistance from instructor as needed.
   c. Continual communication between the student and faculty/staff as it relates to patient care.

3. Acceptance of responsibility for meeting specific learning focus for the day by:
   a. Meaningful contributions and sharing of ideas with others as indicated.
   b. Adequate preparation related to focus.
   c. Demonstration of interest and inquiry related to focus.

4. Adherence to nursing policies/implications when administering medication.
5. Adherence to the basic safety principles in the care of any patient when carrying out procedures such as adequate assessment, recognizing signs/symptoms of disease processes, appropriate priority setting skills, adequate patient supervision, appropriate intervention and effective evaluation of care.

6. Following appropriate guidelines for physical restraints, side rails, etc.

7. Evidence of professional behavior by accountability, excellence, duty, service, honor, integrity and respect for others.

B. A student who is not meeting the required course objectives will be given special assistance by the faculty. If the student does not show satisfactory progress within a period of time designated by the faculty, the student will be advised to drop the course in accordance with university policy.

C. Clinical Dismissal: Any student who performs in an unsafe* manner may be dismissed from the clinical laboratory setting. Permanent exclusion from the clinical laboratory will result in FAILURE of the course, and the student may drop in accordance with university policy.

*Unsafe is defined as any measure which the student does or fails to do that may result in physical or psychological harm to the patient, the patient’s family, other personnel or to the individual student.

D. Anytime the student makes an error that could or does result in harm to the patient, the student is required to fill out a “Report of Student Error” form (LOCATED IN STUDENT HANDBOOK APPENDIX), which will be filed in the student’s folder. This form includes the following:
1. Agency name, date and time
2. Student’s name
3. Faculty/preceptor’s name
4. Patient’s initials, age, diagnosis
5. Room number (if applicable)
6. Description of incident
7. Environmental factors contributing to error
8. Steps taken to prevent recurrence of error
9. Faculty comments
10. Signatures of faculty member/preceptor and student

E. If a student’s behavior results in an unsafe act, the student shall:
1. Notify the instructor, staff and patient’s physician of the error.
2. Fill out the agency’s standard incident form.
3. Fill out the “Report of Student Error” form.

After this action, the student is dismissed from the clinical area and must appear before the nursing faculty for a review of the situation. The faculty then decides whether the student will be reinstated or permanently dismissed from the clinical lab.

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