General Class and Course Information

<table>
<thead>
<tr>
<th>Course Number:</th>
<th>Course Title: Nursing IV Lecture and Clinical</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR2712C</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Term/Dates:</th>
<th>Reference Number:</th>
<th>Credit Hours:</th>
<th>Clock Hours:</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017-1</td>
<td>Multiple</td>
<td>6 Credits</td>
<td>3 Lecture Hours/ 9 Lab hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Days:</th>
<th>Time:</th>
<th>Room:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course schedule is posted on the Course Calendar</td>
<td>Times vary based on Course Calendar</td>
<td>AH 101</td>
</tr>
</tbody>
</table>

Course Description: Using the theories of holism and goal attainment, the concepts of oxygenation, cellular integrity, regulation, perception, perception/sensory/ cognition and mobility will be applied across the lifespan in the synthesis and evaluation of complex nursing situations in both high acuity care and community settings. Clinical environments will be explored with high acuity settings

Component Class Information

This course is supported by an Internet course website. Some of the course material is available online and requires you to have Internet access. Before you decide to take the course, it is recommended that you:

- Visit [www.palmbeachstate.edu/elearning/online](http://www.palmbeachstate.edu/elearning/online) to obtain Detailed Facts & Information about

  Blackboard Access
  - Access to your Online Course is AVAILABLE each term on the FIRST DAY OF CLASSES
  - Access to your Online Course will NOT BE AVAILABLE unless the course tuition is FULLY PAID

  Blackboard Orientations
  - How to Register for the Free Online Orientation Course: ELO1000
  - Where/When to Attend On-Campus Orientation

  Blackboard Tips & Tutorials
  - How to Ensure your Computer is Compatible
  - Ensure you Understand Examination and Assignment Rules
  - Learn the Functions of Blackboard

  Then Proceed To – [https://palmbeachstate.blackboard.com](https://palmbeachstate.blackboard.com) to Login to your Course (not available before the first day of class) using the same USERNAME and PASSWORD you used to register for classes.

For Additional Information and Notices Visit – [http://www.palmbeachstate.edu/elearning](http://www.palmbeachstate.edu/elearning)

Professor’s Information

<table>
<thead>
<tr>
<th>Name:</th>
<th>Office Location:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursing Office</td>
<td>AH 110</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Telephone:</th>
<th>Email:</th>
</tr>
</thead>
<tbody>
<tr>
<td>(561) 868-3412</td>
<td>@palmbeachstate.edu</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Faculty Web Page:</th>
<th>Office Hours:</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="http://www.palmbeachstate.edu/programs/nursing/">www.palmbeachstate.edu/programs/nursing/</a></td>
<td>Monday-Thursday (8:00am-4:30pm), Friday (8:00am-4:00pm)</td>
</tr>
</tbody>
</table>

Information on REQUIRED Textbooks:
Palm Beach State College
Course Syllabus – Classroom – Internet Component Class

<table>
<thead>
<tr>
<th>Title</th>
<th>Edition</th>
<th>Author</th>
<th>Publisher</th>
<th>ISBN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Psychiatric Mental Health Nursing Concepts of Care in Evidence-Based Practice</td>
<td>8th Ed.</td>
<td>Townsend M.</td>
<td>F.A. Davis</td>
<td>13: 978-0803640924</td>
</tr>
</tbody>
</table>

**Supplementary Books/Materials**

<table>
<thead>
<tr>
<th>Title</th>
<th>Edition</th>
<th>Author</th>
<th>Publisher</th>
<th>ISBN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fluids &amp; Electrolytes Made Incredibly Easy</td>
<td>5th Ed.</td>
<td></td>
<td>Lippincott Williams &amp; Wilkins</td>
<td>13: 978-1608312900</td>
</tr>
<tr>
<td>The Essentials of Nursing Care Planning and Documentation</td>
<td></td>
<td></td>
<td>Pearson Custom Publishing</td>
<td>13: 978-0536301115</td>
</tr>
<tr>
<td>Davis’s NCLEX-RN Success</td>
<td>3rd Ed.</td>
<td>Lagerquist, S.</td>
<td>F.A. Davis</td>
<td>13: 978-0803621640</td>
</tr>
</tbody>
</table>

**Other Information on Textbooks and Materials needed for class:**

- All previous semesters’ required textbooks.
- Palm Beach State College Syllabus for NUR 2712C is posted online.
- Palm Beach State College Nursing Student Handbook is posted online.

**Course Learning Outcomes:** As a result of taking this course, the student will be able to:

1. Complete nursing assessments and initiate the nursing process while providing holistic care to clients with complex health challenges.
2. Apply the nursing process in selected populations across the lifespan.
3. Integrate the principles of growth and development in the personal, interpersonal and social needs for a given population of clients.
4. Apply the principles of nutrition and diet therapy upon identification of complex nutritional health challenges.
5. Integrate ethical, legal and economical concepts in relevance to professional nursing practice and the delivery of care based on American Nurses Association (ANA) Standards of Practice.
6. Evaluate cultural diversity affecting client responses to health care and interrelationships between and among personal, interpersonal, and social systems transactions based on knowledge of cultural diversity.
7. Synthesize principles of management, leadership and critical thinking toward client’s restoration of wellness in acute care and ambulatory setting while incorporating the theories of holism and goal attainment.
8. Synthesize principles of management, leadership and critical thinking toward client’s restoration of wellness in acute care and ambulatory setting while incorporating the theories of holism and goal attainment.
9. Demonstrate accountability in the administration of care using sound ethical principles.
10. Demonstrate effective communication/counseling with clients, families/significant others and health care team members based on the principles of therapeutic communication.
11. Initiate interventions to assist clients and families/significant others to attain and maintain wellness while applying the theories of holism and goal attainment.
12. Demonstrate safe and accurate technical skills when providing care to select client populations.
13. Incorporate principles of teaching/learning to assist clients, families/significant other and groups to attain wellness based on sound educational theories.

14. Synthesize the various roles of the nurse as a member of the healthcare team while promoting interdisciplinary collaboration.

15. Demonstrate responsibility for person/professional growth related to issues of professional nursing practice according to the standards set forth in the Nurse Practice Act (NPA) by the Florida Board of Nursing (BON).

Full Course Outline - Click on the following link: Course Outlines and enter the course number (no space between the prefix and the number).

Class Information

Professor’s Expectations: Students are required to access the course component web site at least two times per week to check the discussion board and course e-mail for updated information. The student will participate in discussions; will observe “Netiquette Rule”; will read the assigned chapters; will make an appointment with the faculty member at the first indication of a test grade below 75%, for faculty mentoring and remediation plans.

Faculty Mentoring:
Each student is required to schedule a mandatory face-to-face appointment with your Semester 4 Faculty Advisor to ensure completion of program requirements. You must bring your Portfolio, a current copy of your Unofficial Transcript and the Graduation Audit to the appointment. Your specialty exam results and remediation plans will be reviewed during this required visit.

“At risk” students, those students who do not meet the recommended HESI Composite Score of 850 for the Specialty Exam will be required to make an appointment with their assigned faculty mentor BEFORE the Semester’s Exam #2. Assigned faculty mentor will review the remediation plan with the student and complete a Performance Improvement Plan to include a timeline for completion and a follow up.

Methods of Instruction:

1 Selected reading
2 Lectures & Handouts
3 Demonstrations
4 Discussions
5 Audiovisuals
6 Interactive video software programs
7 Computer-Assisted Instruction
8 Student lead presentations
9 Student group/team work
10 Journal Articles
11 Study Guides
12 Interactive Educational Activities
13 Internet – Blackboard Learning System
14 Critical Thinking Exercises
15 Simulations
16. Essential Nursing Resources

Classroom Strategies: All health challenges pertinent to NUR 2712C will be presented using the following format when covered in the classroom:

A. Physiology/Pathophysiology
B. Nursing Management
   a. Assessment (History/Clinical Manifestations/ Findings/ Diagnostic Evaluation)
   b. Diagnosis/ Identification and Naming of the Problem
   c. Planning/ Goal setting
   d. Implementation/ Intervention
   e. Evaluation/ Outcomes
C. Health Promotion and Disease Prevention (HP/DP)

Evaluation Methods: NUR 2712C is a combined course. Failure of either the theory or clinical portion results in a failure of the entire course.

1. NCLEX formatted computer exams designed to measure knowledge, application, nursing judgment and critical thinking.
2. Written assignments – required clinical papers as assigned.
4. Class participation, as defined in syllabus
5. Total Curriculum Support Tools (Evolve/HESI).

Unique Requirements of the Class: This course has a Clinical component with specific Faculty expectations and Student Objectives as follows:

Clinical Faculty – Each clinical group has a faculty team responsible for planning and supervising the activities of the clinical group. The faculty has a strong clinical background and desire to share their expertise and professionalism. In addition to clinical responsibilities, clinical instructors are responsible for evaluating each student’s clinical performance and written assignments and are available for consultations to meet individual student’s needs.

One goal of the faculty is to promote student learning from each clinical experience through planned individual and group activities. The faculty expects students to be prepared for each clinical experience and to demonstrate personal and professional effort in meeting the demands of the course clinical objectives.

Clinical Assignments - The clinical assignments in NUR 2712C are related to your clinical experience as both a Patient Care Provider and Patient Care Manager. Students coming to the clinical unprepared to meet the requirements of their clinical assignment are at risk of receiving a failing clinical grade due to unsatisfactory performance. Students may be dismissed from the clinical area and receive an absence for the day.

All clinical assignments must be completed and turned in by the due date. Late assignments will not be accepted after the due date. No points toward your academic grade will be given for these assignment, but satisfactory completion of these assignments is needed for a passing (satisfactory) clinical grade.

Pharmacology Requirements – Students will be responsible for the administration of medications for their assigned clients according to the guidelines of the agency in which you area assigned. Students are required to follow the facility’s policies for the administration and charting of medications.

Students will be held accountable for knowing the medications they are administering. Drug classification cards can be brought to the clinical area for use in discussion for use in discussing the medication with the clinical instructor. Students are encouraged to pay particular attention to those medications being discussed in the classroom.

Students must know the following about each medication prior to administration:
- Medication classification
- Therapeutic dose range and route
- Mechanism of action
- Specific reason your client is receiving the drug
- Common side effects
- Lab data pertinent to the drug
- Major nursing indications and client teaching areas for this drug
Post Conference Guidelines – Post conferences are intended to discuss nursing care challenges of interest for the benefit of all students in the conference group and to share ideas for meeting these challenges. The location and time for clinical post conferences will be scheduled by the clinical instructor. The clinical instructor will facilitate the post conference discussion. Each student is expected to participate in evaluating the day’s goals and learning experiences. Activities relevant to the clinical focus will be discussed with emphasis on expected and actual outcomes of care, alternative interventions and staff nurse responsibilities in the overall management of care for the client.

Student Objectives – The student will:
1. Identify the client.
2. State the client need.
3. Describe pertinent observations in a review of systems manner.
4. Report situation and potential or real problems experience.
5. Discuss nursing approach/solution to these.
6. List the drugs administered, and state the action, dose, desired effect, untoward effects and method of administration for each.
7. List treatments, and state the purpose of, and client’s response to each.
8. IV solutions.
9. Labs pertinent to the patient.
10. Teaching.

All Nursing students are required to obtain and read the current Nursing Student Handbook, the Palm Beach State College Student Handbook and the Palm Beach State College Catalogue and are responsible for the information contained therein. Nursing students are required to review the current Nursing Student Handbook with focused attention on the following policies:

1. Student Preparedness
2. Examination
3. Make-up examinations
4. Medical/CPR Requirements
5. Computer Competency
6. Written assignments
7. Organization of Nursing Curriculum at Palm Beach State College
8. Clinical Dress Code
10. Work Schedule
11. Behavior/Professional Conduct

Each student is required to read, print, and sign the Ethics Agreement and submit it to the instructor on the first day of class.

Academic Dishonesty Policy and Penalty for Violation:
The Nursing Program adheres to the college’s student disciplinary and academic dishonesty and appeals procedures as set forth in the Palm Beach State College Student Handbook.

Academic dishonesty includes but is not necessarily limited to:
Palm Beach State College  
Course Syllabus – Classroom – Internet Component Class

1. Unauthorized assistance, communication to another through written, visual, technological, or oral means. The presentation of material, which has not been studied/learned, but obtained through someone else’s efforts and used as part of an examination, course assignment or project constitutes cheating. Nursing Student Handbook 16 Revised Nov, 2012

2. When another’s work is deliberately used or appropriated without any indication of the source, thereby attempting to convey the impression that such work is the student’s own. Any student failing to properly credit ideas or material taken from another is plagiarizing.

3. Presenting work done in one course to fulfill requirements in another course against the stated policy of an instructor.

4. Having knowledge of another student’s violation of this policy also constitutes a violation.

5. Removal of test material from the classroom.

6. Talking during an exam is forbidden.

7. Any student who knowingly helps or is present when another student violates academic behavior standards is also in violation of this policy.

8. Unauthorized technology, including cell phones are prohibited in the Testing Lab. Possession of a cell phone constitutes cheating, so any student not in compliance with this rule will be awarded a failing grade of zero.

Initial/General Academic Dishonesty Procedures

1. Students accused of an academic honesty infraction will be subject to the following procedure:
   a. The instructor has the obligation to make sure that there is clear evidence of academic dishonesty before any sanction is imposed against any student. If there is suspicion of wrongdoing without corroborating evidence, the instructor should discuss the matter with the student and issue a verbal warning where such is warranted.
   b. Academic departments have established policies on academic dishonesty. Students should contact their instructor, department chair or dean of student services if there are questions about this policy beyond what is established within this Student Handbook.
   c. A student shall not be permitted to avoid a failing grade because of academic dishonesty by withdrawing from the course.

Health Science Appeal Process

Health Science students are subject to the following procedure whenever an appeal is warranted (except for issues involving tuition/refunds). This entire process must be completed in no more than fifteen (15) business days. Depending on appeal issue, the student may or may not be allowed to attend class/clinical during appeal process. In addition, absences incurred during the appeal process may or may not be excused by the manager/director or the program/designee.

Receipt of Gifts

Students are not permitted to accept gifts, including monetary gifts, from patients or families. Non-adherence to this policy may result in consequences such as a referral to Academic Standards for unprofessional behavior.

Assignments, Tests, Quizzes and Final Exam Schedule, with percentage/points of grade:

Assignments: All students are required to obtain and read the current Nursing Student Handbook, the Palm Beach State College Student Handbook and the Palm Beach State College Catalogue and are responsible for the information contained therein. Furthermore, each student is required to READ, PRINT, and SIGN the Ethics Agreement and submit it to the instructor at the first class.
Palm Beach State College
Course Syllabus – Classroom – Internet Component Class

NUR 2712C will have 4 exams, a cumulative final exam, one specialty exam and class participation. See grading scale for details. All students are encouraged to participate fully in classroom activities. All readings, classroom discussions, AV material, and guest speakers are testable material.

Clinical Assignments - The clinical assignments in NUR 2712C are related to your clinical experience as both a Patient Care Provider and Patient Care Manager. Students coming to the clinical unprepared to meet the requirements of their clinical assignment are at risk of receiving a failing clinical grade due to unsatisfactory performance. Students may be dismissed from the clinical area and receive an absence for the day.

All clinical assignments must be completed and turned in by the due date. Late assignments will not be accepted after the due date. No points toward your academic grade will be given for these assignment, but satisfactory completion of these assignments is needed for a passing (satisfactory) clinical grade.

Community Experience – All students must complete a minimum of six hours of community experience outside the required clinical time. A schedule will be posted with the approved site, dates and times. It is the responsibility of the student to sign up for the community experience. The student is required to turn in, to the clinical instructor, a reaction paper according to the grading criteria outlined in this syllabus and proof of attendance, which is a form you obtain from the Soup Kitchen manager, before you leave for the day.

Students who are actively involved in their learning are more successful. Students are expected to complete all assigned class work; participate in structured class discussion; and attend all classes. Class participation grade (10%) will be determined as follows:
(Students must achieve a minimum or passing grade of 85% on all of the following, by the posted due dates.)

1. Evolve Case Studies:
   - Management of a Medical Unit
   - Management of an Oncology Unit
   - Management of a Pediatric Clinic
   - Management of a Surgical Unit
   - Management of a Skill Care Unit
   - Management of an Emergent Care Unit
   - Psychosis
   - Schizophrenia
   - Attention Deficit Hyperactivity Disorder
   - Major Depressive Disorder
   - Alcoholism
   - Alzheimer’s Disease
2. Evolve Practice Tests:
   - “Multidisciplinary Practice Quiz”
   - Evolve “Comprehensive Exam 1”
   - Evolve “Psychiatric Mental Health Quiz and Exam”
3. Daily classroom activities. Students are expected to come prepared to participate in class activities. Students who are not participating could be asked to leave the class and not given credit for that class attendance.
4. Please refer to the current Nursing Student Handbook for directions on how to complete a written assignment for submission in the Nursing Program.
Recommended weekly activities: read the textbook chapters first; listen to the audio, then review the online power points and make notes attend class and review NCLEX questions available on line (use the link for the textbook provided by the publisher) at the end of each assigned chapter. Utilize the applicable online format for communication of questions and clarifications.

Test, Quizzes & Final Examination Schedule: Grades will be computed as follows:

Theory class grades are computed as following:

- Exam 1: 15%
- Exam 2: 15%
- Exam 3: 15%
- Exam 4: 15%
- Final Exam: 20%
- Class Participation: 10%
- Specialty Exam (Psych/Mental Health): 10%
- TOTAL: 100%

Exams will be administered in the designated Testing Center at the home campus for each course.

Grading:
All students must receive a passing grade in each of the Semester 4 Nursing Courses in order to proceed to graduation. The following courses are considered Semester 4 courses:
- NUR 2712C
- NUR2943L

Clinical grades are determined as following:
Clinical grades will either be a “S” (satisfactory - pass) or “U” (unsatisfactory – fail). Students must receive an “S” in clinical in order to successfully complete NUR 2712C. In order to receive an “S” the student must successfully meet the clinical objectives as stated on the clinical evaluation tool, submit satisfactory clinical papers, and attend all assigned clinical experiences.

Any student who is not performing at a satisfactory level will receive a Performance Improvement Plan (PIP). The purpose of this record is to inform the student of any deficiencies and also to provide the student with a strategy for success.

Standardized testing administered in each course will count as part of the total grade for that course. In order to pass the course the student must complete the following requirements:
Achieve a combined average of 75% on course exams including the comprehensive final and HESI Specialty Exams prior to adding in class work, participation, and attendance.

If the student fails the course, remediation will be accomplished through course repetition.

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Points</th>
<th>Percentage (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100</td>
<td>--</td>
</tr>
<tr>
<td>B</td>
<td>83-89</td>
<td>--</td>
</tr>
<tr>
<td>C</td>
<td>75-82</td>
<td>--</td>
</tr>
<tr>
<td>D</td>
<td>--</td>
<td>--</td>
</tr>
</tbody>
</table>

Template Date – July 2013
Class Policies

Attendance: Professors are required to take attendance.
Students are required to sign into each lecture, on the record provided, as they enter the classroom to verify their attendance. If the student does not sign the record they are considered absent for that class. Online students are expected to sign on to the course website daily, Monday through Friday, as this is easily tracked by the instructor(s).

All students are expected to attend all classes and clinicals/labs. In the event of an absence due to extenuating circumstances, the student is expected to notify the appropriate faculty member.
In addition to regular clinical time, each student must attend one (1) clinical simulation experience to be scheduled through your clinical instructor. This clinical simulation experience will be conducted on a Wednesday, Thursday and/or Friday.

Attendance on all clinical days is required. Attendance will be taken on all clinical days and college wide policies related to attendance will be followed. Failure to meet the clinical requirements of the course (even if related to absence) will result in a clinical failure for the course.

Students who are ill are required to notify their clinical instructor. Calls should be placed directly to the clinical instructor ASAP before the clinical experience. It is the student’s responsibility to discuss with the clinical instructor the reason for the absence. The instructor will then notify the student of the possibility and requirements necessary to complete the course objectives. Please see the Nursing Student Handbook.

Clinical Tardiness: If a student is late for clinical start time, a Performance Improvement Plan (PIP) will be generated.

Electronic Device Use and Email Policy:
Laptops and Hand-held devices are allowed in class for note-taking purposes, only. The use of Hand-held devices that are iPod capable are encouraged to facilitate downloadable information as learning strategies and study tools. Cell phones must be turned off in class and are prohibited in the campus Testing Centers. Faculty has the authority to require students to turn off any electronic device that is being used for non-class activities.

Email Policy: All students have access to a college email account. It is the responsibility of the student to activate this account in order to be kept current with college, program and course information. College email must be checked weekly, at least. This course has a web component that has email within the course. Course email should be used for all course-related communications with faculty. Faculty will contact students via college and course email, so be certain to check these email accounts twice weekly for any updates or changes to coursework.

"Netiquette Rule" requirements:
The faculty expectation is for student adherence to the same standards of behavior online that you follow in real life.
Late Assignment Policy:
Late assignments are not accepted unless prior arrangements have been approved by the instructor.

Make-up Exam Policy:
Please refer to the current Nursing Student Handbook for standard policies related to Essay & Clinical Make-up possibilities.

Withdrawal Policy:
Students are asked to notify the instructor and the team leader for their semester when attempting to withdraw from a course. Withdrawal or lack of participation in any particular nursing course will result in the student being removed from all nursing courses for the term, as these courses need to be taken concurrently.

Other:

| Equipment & Supplies: Required text books; access to a computer with active Internet service; word processing and printing capabilities are essential to be successful in this class. |
| Required Equipment for Clinical: |
| 1. Stethoscope with bell and diaphragm |
| 2. Black pen and notebook |
| 3. Palm Beach State College nursing uniform |
| 4. Hemostats |
| 5. Bandage scissors |
| 6. Safety goggles |
| 7. Pen light |
| 8. Tape measure |

College Policies and Web Information

Academic Dishonesty
Academic dishonesty includes the following actions, as well as other similar conduct aimed at making false representation with respect to the student's academic performance:
(1) Cheating on an exam, (2) Collaborating with others on work to be presented, if contrary to the stated rules of the course,
(3) Submitting, if contrary to the rules of the course, work previously submitted in another course, (4) Knowingly and intentionally assisting another student in any of the above actions, including assistance in an arrangement whereby work, classroom performance, examination, or other activity is submitted or performed by a person other that the student under whose name the work is submitted or performed, (5) Plagiarism.
Please refer to the Palm Beach State College Student Handbook (www.palmbeachstate.edu/current for link to the student handbook).

Classroom Etiquette and Student Behavior Guidelines
Students will demonstrate respect for professors and fellow students. Behavior that is disruptive to a positive learning environment reported by the professor will result in a warning on the first instance; the second instance might result in expulsion from the course or campus.

Computer Competency Component
Each student will, to the satisfaction of the professor, demonstrate a fundamental understanding of basic computer operations through various professor-determined exercises and/or assignments.

Disability Support Services
Students with disabilities are advised, in compliance with federal and state laws, that accommodations and services are available through the office of Disability Support Services (DSS). It is the student's responsibility to contact Disabled Student Services Advisors...
and to submit appropriate documentation prior to receiving services. Please see the website at www.palmbeachstate.edu/current for web address for Disability Support Services.

**Eating, Drinking and Smoking**

Eating and drinking are confined to areas designated on the campus. Smoking is not permitted in any College building and only in areas designated at each campus.

**Final Course Grade Appeal**

The evaluation of academic work is the responsibility of the faculty member/instructor. The method for assigning the final course grade is established by the faculty member/instructor. Per Board Rule 6Hx-18-3.191, faculty/instructors shall communicate the grading policy of the course to their students in writing. If this policy changes during the term, students should be notified of any changes in writing. The method to determine final course grades must be given to students in a course syllabus at the beginning of the class. Should a student have a question about a final course grade, please follow the procedures as outlined in the student handbook: www.palmbeachstate.edu/current.

**Mid-Term Grade Reporting**

Within one week after the close of the mid-term grading period, mid-term grades will be made available to all students for each class by either written notification or individual conference.

**Student Responsibility Policy**

When a student attends the College, s/he becomes subject to its jurisdiction. Students are expected to conduct themselves in a responsible manner, in all areas of campus life. By enrolling, they pledge to obey the rules and regulations of the College and are responsible for observing all College policies and procedures as published in the student handbook, the College catalog and other College publications. The student will be responsible for preparing for class, participating in class, and completing assignments on time.

**Palm Beach State Websites of Interest**

Please see this web page (www.palmbeachstate.edu/current) for a list of web addresses for students.

**Withdrawal Policy for Individual Courses**

The last day to withdraw from a College course with a "W" grade in this course is November 4, 2016. It is the responsibility of the student to use the PantherWeb system or visit a campus Registrar's office to withdraw. An official withdrawal entitles the student to a grade of "W" in the class.

**Other Information from your Professor:**

<table>
<thead>
<tr>
<th>Disclaimer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Changes may be made to the syllabus at any time during the term by announcement of the professor. It is the responsibility of the student to make any adjustments as announced</td>
</tr>
</tbody>
</table>

**Department Contact Information**

| Name: Lawrence (Buddy) Herrington | Office Location: AH 114 |
| Telephone: (561) 868-3437 | Email: herrinbd@palmbeachstate.edu |
| Job Title: Director of Nursing | |

Template Date – July 2013