

**Community Nursing Clinical**

NUR 3242

2 credit hours

*So do not fear, for I am with you; do not be dismayed, for I am your God. I will strengthen you and help you; I will uphold you with my righteous right hand. Isaiah 41:10*

**Fall 2022**

**Faculty**

Name: Dr. Kathy McKinnon DNP, MSN, RN, Chaplain

Title: Assistant Professor of Nursing

Clinical: Wednesday/Thursday

Office Location: OCE 108

Phone: (561) 308-1461

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Name: Dr. Bri Andrassy DNP, RN

Title: Assistant Professor of Nursing

Clinical: Wednesday

Office Location: OCE 111

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Name: Dr. Fontaine Timmer DNP, MSN. RN, BSW

Title: Assistant Professor of Nursing

Clinical: Wednesday

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Name: Dr. Sandra Ojurongbe PhD, APRN, PMHNP-BC, RN

Title: Associate Professor of Nursing

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Name: Dr. Lynn Erickson Ed.D, MSN, RN

Title: RN to BSN Track Chair, Associate Professor of Nursing

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**Professor Office Hours: By appointment only**

# Course Description

This course provides the clinical component to NUR 3233 and applies theories and concepts of community based nursing to families and the community across the lifespan. Principles of holistic nursing care of patients and their families in a diverse global society are practiced in various local community settings. Ethical and legal values and the Christian worldview are interwoven in a culturally congruent process in community settings. The nursing process is integrated to promote optimal wellness at the global and local levels across the lifespan.

**Prerequisite:** NUR 3013, NUR 3343, NUR 3223

**Corequisites:** NUR 3233

**Availability:** Fall/Spring

# Required Textbook/Learning Materials

Your course materials may be accessed digitally through your Canvas account either on or before the first day of class. Your course material charge is included in your student bill and guarantees the lowest cost available for your required materials. Therefore, it is not necessary to make any payment when picking up the access code at the bookstore. CoursePoint plus (includes e-book and Coursepoint resources). Each student will have an individual access code that comes inside a case and will use the code when logging into CoursePoint. **This must be picked up at the PBAU bookstore once you've confirmed your Sailfish Smart books.** Students will receive an invitation email with the link to confirm the books that are assigned to your scheduled courses. Once you confirm the items you will get a confirmation email when ready for pick-up.

Students will access The Point resources/e-book by clicking on the CoursePoint link on the Canvas home page (navigation sidebar). Students will create an account if they do not already have one or log in if they have an existing account. Students who have a previous account with The Point will need to add the Community **Class Code: E4D52233** on their Point dashboard. If you experience any problems, check the code again and re-enter it. If it does not work, contact Lippincott Online Product Support at 1-800-468-1128 or [techsupp@lww.com](mailto:techsupp@lww.com) for assistance.

Lippincott Community & Public Health Nursing (CoursePoint+ 6mo Enhanced Access Code), ISBN 9781975170325

Community Theory Book: Demarco, R. & Healey-Walsh, J. (2020). Community and Public Health Nursing, (3rd ed.) ISBN:9781975170325. Some students may also prefer the physical textbook. To purchase/rent the physical textbook students may do so for an additional fee from the PBA Campus Store.

If you have any questions or technical issues accessing course material in Canvas contact PBA’s eLearning team by emailing OnlineHelp@pba.edu or calling 561–803–2652 or contact the PBA Campus store by calling 561–803–2180. If you have any questions about CoursePoint call 1-800-468-1128 for technical help.

# Course Learning Outcomes

Upon satisfactory completion of this course, the student will be able to:

1. Assess families for holistic nursing care across the lifespan within the community setting.

**Essential I, III – QSEN Patient-Centered Care**

1. Apply the nursing process and current research findings in the practice of nursing for holistic person health promotion, risk reduction, and disease prevention in the community setting both locally and internationally.

**Essential II, III – QSEN Evidence-Based Practice**

1. Integrate professional nursing values (legal, ethical, spiritual) and the Christian worldview into nursing practice.

**Essential V, VI, VIII – QSEN Teamwork and Collaboration, Patient-Centered Care**

1. Integrate professional practice responsibility and accountability standards including healthcare informatics into the community-based professional role.

**Essential IV, VIII – QSEN Teamwork and Collaboration**

1. Develop primary, secondary, and tertiary prevention as interventions to promote optimal client (mothers, infants, children, and families) wellness.

**Essential II – QSEN Quality Improvement**

1. Apply effective therapeutic communication, collaboration, creativity, sensitivity, and flexibility in the management of quality, cost-effective nursing care.

**Essential II, IV, VI – QSEN Teamwork and Collaboration**

1. Analyze the nurse’s contributions in the evaluation of health policy and quality care outcomes in the local community practice settings and global health issues.

**Essential II, IV, V, VIII – QSEN Quality Improvement**

1. Utilize teaching/learning principles when providing palliative and end-of-life care in the community setting.

**Essential III, V, VI, IX – QSEN Patient-Centered Care**

1. Effectively integrate technology and information management systems used in community settings.

**Essential VI, VII – QSEN Informatics**

# Teaching/Learning Methods

1. Team Discussions
2. Simulations and Case Studies
3. Direct Client Care
4. Community Assessments and Observations
5. Journal
6. Research and Presentation
7. Self-Directed Learning
8. Service-Learning

# Methods of Evaluation

Journal Assignments 30%

Windshield Community Assessment 25%

Service Learning Assignment 10%

Service Learning Project Essay #1 05%

Service Learning Project Essay #2 05%

Service Learning Project Essay #3 05%

Final Evaluation 20%

Total % = 100%

**Last Day to Add/Drop August 26, 2022. Last Day to Withdraw WITHOUT Academic Penalty: November 13, 2022**

# Course Requirements

1. Attend scheduled clinical site experiences on time and for the duration of the clinical timeframe.
2. Be prepared and participate in clinical activities.
3. Satisfactorily complete all written and electronic assignments on time.
4. Complete dress code uniform and name tag must be worn for ALL clinical experiences according to the SON handbook.
5. Cell Phones should not be used during clinical unless in an emergency.
6. For further information refer to the Community Clinical Guidelines sheet given to students during orientation.

# Grading Policy

The following grading scale will be used for all School of Nursing courses. Students must achieve a minimum of a C in each nursing course. Grades earned for the class reflect your synthesis of understanding the material and demonstration of that understanding as presented in all of your assignments.

# Grading Scale

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| --- | --- |
| Letter Grade | Percentage |
| A | 93 – 100 |
| A- | 90 – 92 |
| B+ | 87 – 89 |
| B | 84 – 86 |
| B- | 82 – 83 |
| Letter Grade | Percentage |
| C+ | 79 – 81 |
| C | 75 – 78 |
| D | 65 – 74 |
| F | 64 & below |

# Assignments:

**Windshield Assessment & Presentation:** A windshield is composed of subjective and objective assessments of communities. Refer to Chapter 11 Community Assessment in your Community Theory e-book. On your clinical (W) day you will work as a group on the project. Each team will research the demographic data, travel around the community in a car, use public transportation to make observations, take photos, record videos, and interview community members (Do not interview one another. Please interview someone from the community). Prepare your interview questions in advance (refer to pg. 240-241 as a guide for interview questions in the Community Theory e-book).

This project will guide you to:

* Learn about the surrounding demographics, history, neighborhoods, schools, parks, community resources, healthcare (hospitals/clinics), religion/churches, social services, housing, transportation, recreation, businesses, economic development, strengths, and challenges of a community
* Determine community needs
* Practice interview skills and meet people in the community
* Collaborate as a team
* Practice presenting in front of peers/faculty
* Recognize strengths and weaknesses while working with others

You will be assigned a City: (West Palm Beach, Riviera, Boca Raton, Palm Beach Gardens, Atlantis, Boynton Beach, Delray Beach, Loxahatchee, Lake Worth, Jupiter, Lantana, Greenacres, Wellington, Royal Palm, Juno, Tequesta, North Palm Beach). Your group will present the PP/Prezi presentation in class. Use the rubric below to cover all criteria in PP. **Groups present per clinical schedule (WP) day. Please see further information regarding the assignment on canvas and follow rubric.**

**Service-Learning Project:**

***Service-learning is a form of experiential education where students gain a deeper understanding of course material through action and reflection while serving community interests***.

**The Service-Learning Project will help the community partner as follows:**

1. The non-profit organization's community partner will have the opportunity to share its history, goals, and community involvement with a team of nursing students and faculty.
2. Students will donate their time and energy to helping the community partner explore opportunities for growth and expansion
3. The community partner will benefit from faculty member expertise through feedback.
4. The community partner will benefit from the practice of nursing students through health promotion, education, and disease prevention within the organization.
5. The community partner will benefit from developing a professional relationship with nursing students and faculty from PBAU. The community partner will benefit from enhanced university relations.
6. The community partner will benefit from therapeutic communication, collaboration, creativity, and flexibility of nursing students and faculty.
7. The community partner will benefit from the nursing student’s contributions to providing quality care to clients at the organization.

***Your clinical professor will be present with you for both assigned service-learning days. Please contact your clinical professor to discuss logistics about plans, transportation, times, and dates.***

**To complete the Service-Learning project:**

* This assignment will require coordination with the clinical Site Manager and clinical Professor.
* Utilize the 1st SL day for planning and the 2nd SL day to execute your plan. You will receive 2 SL days on your schedule to complete this assignment.
* To complete the service-learning project your team will be required to perform a needs assessment for the population where the service-learning project will take place with clinical Professor (1st SL clinical day per schedule)
* After assessing the population's needs you will determine healthcare topics that meet the client's needs.
* Topics must be approved by the manager of the facility and clinical professor. Topics can include things such as Nutrition, Hygiene, Stress Management, Smoking Cessation, Hypertension, Diabetes, Mental Health, Spiritual Care, or other topics approved by the manager of the facility and clinical professor.
* Students will then produce a handout or visual aid and a group discussion/activity geared toward the topic and present it to the chosen population at the SL facility on the 2nd SL day.
* Execute your oral presentation as a team at the site location for your clients and professor on (2nd SL clinical day per schedule) and upload the brochure to Canvas under Service Learning Assignment.
* The service-learning project required for this course will help students meet learning outcome #4: Integrate professional practice responsibility and accountability standards into the community-based professional role. #6: Apply effective therapeutic communication, collaboration, creativity, sensitivity, and flexibility in the management of quality, cost-effective nursing care.
* The service-learning project will be graded according to the rubric on canvas.

**Service-Learning Surveys and Essays:**

* **Students must complete the Pre-Service Student Satisfaction Survey and Post-Service Student Satisfaction Survey (Please see additional instructions for this assignment on Canvas under QEP Prompts and Assignments for SL).**
* **Students must complete 3 Self-Reflective Essays (Please see additional instructions for this SL QEP assignment on Canvas).**
* **Pre-Service-Learning Essay #1 (Pre-S-L)**. Students must write an essay of 250 words or more. This assignment is to be completed before your service-learning project begins. Answer the assigned prompts. Your essays must be uploaded to the appropriate assignment in Canvas. **Due before your first SL assigned day.**
* **Mid-Service-Learning Essay #2 (During S-L).** Students must write an essay of 500 words or more. This assignment is to be completed between 1st SL day and 2nd SL day. This assignment must be uploaded to the appropriate Assignment in Canvas. Look back at what you wrote in your first reflective essay. Answer the assigned prompts. **Due after 1st S-L day and before 2nd S-L day.**
* **Post-Service-Learning Essay #3** (**Post S-L).** Students must write an essay of at least 750 words. Essay #3 will be graded using the rubric on Canvas. Read over the two previous reflection essays you wrote—the one before the service-learning assignment and the one in the midst of it. Highlight things you wrote that seem most true now that you have finished the project. Use direct quotes from your previous writing to demonstrate your expectations of the service-learning project—both accurate expectations and inaccurate ones. Answer the assigned prompts**. Due within 1 week after completing 2nd S-L day.**
* *Note: save Reflection #1 and Reflection #2 essays because you will be required to review both before completing Reflection #3*.
* **Upload S-L brochure/flyer to Canvas by midnight on 2nd S-L day (the day you present your topic at site). Only 1 person from your group has to upload it.**
* Students who turn in essays late will be given a zero. Students who do not meet the word requirement will be given 50% off the assignment.
* If a student is late for SL day 2 points will be deducted from the final grade. If a student does not attend SL clinical 4 points will be deducted from the grade. If a student is sick and misses an SL clinical day student will need to submit a doctor’s note to the professor for an excused absence. The student will need to make arrangements to make up the SL presentation and will be responsible for scheduling the make-up day with the professor and site manager.
* **SL hours will be submitted separately to Workship by the Clinical Coordinator. Each member of the SL group should record 12 hours for the SL project on the attendance log sheet (a total of 12 hours includes all SL pre, mid, and post-work, and SL presentations).**

**Journals:** Students will submit self-reflective journal assignments related to their clinical site experience. Students must answer journal prompts thoroughly with a minimum of 500 words double-spaced. APA 7th edition. Students must choose 5 community clinical site journals to complete. If students have an X-CM day on their clinical schedule a journal MUST be completed as 1 of the 5. All students MUST complete the final journal assignment. Thus, students complete 6 journals in total for the semester. Students must choose to complete the journals that line up with the clinical sites they attend. Journals MUST be completed by midnight of the clinical day. On the days you choose not to submit a journal you must upload a document that says SKIPPED JOURNAL so your Professor knows there is no submission that week and it will be marked as excused. If the journals are submitted past midnight of the clinical day the student will receive a Zero for the Journal grade. Journals will be submitted through Turnitin. Students must read the journal prompts BEFORE attending clinical, review the rubric, and follow the instructions to get full credit. The prompts correspond with the course objectives. Students may utilize the community coursebook as a resource.

**Workship:** Students will receive Workship hours for certain community clinical sites and will be required to submit their Workship hours online at PBAU Workship dept. You must log your own hours for Workship. The list of organizations and volunteer opportunities that are accepted for logging workship hours is on Canvas.

In addition to meeting the requirements of this course, your service-learning efforts will also earn each student hours for Workship credit as follows:

a. Successful completion of the service-learning project (8 hours)

b. Reflective Essay #1-3 (4 hours)

**SL hours will be submitted separately to Workship by the Clinical Coordinator. Each member of the SL group should record the same amount of hours for the SL project on the attendance log sheet (total of 12 hours as stated above).**

**Clinical Attendance Policy**

**Attendance**: If a student is absent and unable to attend clinical it is the student’s responsibility to contact the clinical instructor immediately.

Please review PBAU SON Student Handbook 2021-2022 for guidelines on the ***Clinical Attendance Policy, Absences, and Procedures.***

Students are required to attend clinical. Absences from clinical may affect the student’s progression and successful completion of the BSN program.

* Students who are not prepared for clinical may be asked to leave and incur the penalty set forth in this policy. Preparedness includes mental and physical aspects (rested, proper uniform and equipment, etc.).
* Two episodes of tardiness (tardy is defined as student arrival to the clinical floor/unit after the identified clinical start time) count as an absence and incur the penalty set forth in this policy.
* A student must meet all requirements and expected outcomes of the course in order to pass. Failure to meet the expected outcomes may result in failing the course despite having a passing grade on written work or having completed the make-up hours for missing the clinical.
* Students with severe illness or injury must obtain a medical clearance before returning to future clinical courses. Students who have been cleared for “light duty” may not be able to meet the course objectives. Some facilities may not allow students with prostheses, casts, crutches, or other assistive devices.
* Students with infectious disease symptoms may be required to excuse themselves from the provision of nursing care to clients. Individual clinical agency policies must be followed.
* Makeup work must be completed by the due date or additional penalties will be incurred.
* Students are required to notify their clinical instructor of any absence at least one hour prior to the start of their clinical shift.

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| **Absence Type** | **Penalty** |
| Absence for university event or internship orientations  (with faculty prior approval and appropriate documentation) | No loss of points; requires makeup |
| Absence | -4 percentage points off of final grade:  Absence ***with*** communication to instructor greater than 1 hour prior to the start of the clinical shift; requires makeup  -8 percentage points from final grade:  Absence ***without*** communication with instructor greater than 1 hour prior to the start of the clinical shift; requires makeup |
| 2 or more absences | May result in a failing grade or an administrative withdrawal from the course |

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### **Planned absences and procedure**

An excused absence may be negotiated for a student to participate in an event that will promote professional or spiritual development. Permission from all faculty members in the course(s) that will be missed is required within the designated time frame. Examples of planned absences include: University or professional sponsored activities such as the Florida Student Nurse Association Convention.

**Attendance log documentation of clinical hours:** The community clinical attendance log must be signed by a manager, director, or nurse confirming you have attended each assigned clinical site.If the log is not completed and signed you could receive an unexcused absence.Community clinical hours include all assigned clinical days, orientation day, all service-learning activities, all clinical assignments, journals, windshield assignment preparing/presenting, planning, travel time to sites, and prep-work. It is the student’s responsibility to keep track of clinical hours for each site. Please pay attention as certain community clinical rotation times/locations will vary. **Students must upload the attendance log with signatures as an attachment at mid-term. If the student does not submit the attendance log at mid-term (by due date) 2 points will be deducted from the final grade. Students** **must turn in the attendance log to their clinical professor on final evaluation day with the total # of hours.** **If a student does not bring the attendance log with signatures to WP day 2 points will be deducted from the final grade.**

**Clinical make-up hours:** If you are sick and miss a clinical day you must notify your Clinical Professor immediately. You must submit a doctor’s note to your clinical professor on the day of your absence or it will be considered unexcused. You will be responsible for scheduling your make-up hours with your professor. See the Attendance policy on the syllabus. *If you are unable to attend the clinical site due to sickness it is your responsibility to make up 8 clinical hours and a makeup assignment per your Professor within 2 weeks.* You must contact the site manager to let them know of your absence at least 1 hour before clinical starts. If you do not show up to clinical and do not notify the Professor or site manager 4 points will be deducted from the final grade. Students must record the make-up hours on the attendance log sheet.

**Clinical Participation**: All students are expected to be prepared and participate in scheduled clinical rotation days. If a student does not participate in clinical and/or signs up for community volunteer events, then fails to attend or notify the professor it can place the student in jeopardy of not successfully completing this course. Please make sure you are updated with Complio requirements before the semester begins. Failure to do so may result in the inability to attend clinical and a deduction in points from your overall grade per the attendance policy for clinical courses.

**Self-Directed Learning Opportunities:** Students who have an area of community nursing interest may apply for a self-directed study. A student must review course outcomes and in writing request the self-directed opportunity along with activities they plan to participate in to meet the course outcomes. Students must journal about the experience and submit via canvas per the assigned due date. A student must have the attendance form signed by the community supervisor and document the days and hours spent at the site. The attendance form must be turned in to the clinical professor. The clinical coordinator will determine the number of hours that will be applied towards the student’s community clinical hour requirements.

# Online Resources

PBA uses the Canvas Learning Management System (LMS) for most of our course resources. To access Canvas, log into [myPBA](https://my.pba.edu/ics) and click [Canvas](https://pba.instructure.com/) under **Quick Links** on the left side. If myPBA is down, you may access Canvas by visiting [canvas.pba.edu](https://pba.instructure.com/) and logging in with your PBA username and password. You may also access Canvas by downloading the CanvasStudent app from the store on any mobile device. For 24/7 assistance with Canvas, call Canvas Support at 1-844-766-9909 or chat live online. Click **Help** in the blue navigation menu in Canvas for other resources. You may also contact PBA’s eLearning Department by emailing [onlinehelp@pba.edu](mailto:onlinehelp@pba.edu), calling 561-803-2652, or visiting our offices at 1301 S. Olive Avenue. Our office hours are Monday–Friday, 8 am–5 pm. To reset your PBA password, use the [Password Reset](https://pwreset.pba.edu/) **Quick Link** on myPBA. For assistance with resetting your password, call the PBA Help Desk at 561-803-2027 (choose option 1, then option 1 to speak to someone) or email [Help\_Desk@pba.edu](mailto:Help_Desk@pba.edu). For other resources available at PBA, such as myPBA, the Warren Library, Academic Writing Excellence center, tutoring, and academic support, click **Student Resources** in your Canvas course navigation.

# Guidelines for Papers

College-level writing is expected for all papers, discussion postings, emails, and other submissions. College-level writing is logical, well organized, and uses correct grammar and spelling. Please proofread your work before submitting it to ensure that it reflects your best effort. Failure to meet minimum writing and formatting requirements will result in a lowering of the overall grade or the assignment may be returned to you as “incomplete.”

You must always avoid plagiarism in every submission, whether a paper, discussion post or essay response on a quiz or exam. Plagiarism is the act of submitting the language or thoughts of another author as one’s own, without receiving authorization from or giving credit to the original author. Because an important part of college work is research, the best way to avoid any hint of plagiarism is to understand how to cite sources. Any words, phrases, facts, or collections of data that do not originate with you and that are not considered common knowledge must be cited, whether you are paraphrasing, summarizing, or quoting.

**APA**: Submit written work on appropriate paper, on time, and typed neatly in APA style unless otherwise specified. The student must prepare the proposed manuscript consistent with the format of the Publication Manual of the American Psychological Association (7th ed.), hereafter referred to as the APA manual.  All papers should be submitted according to the APA 7 Student Paper Version.  In general, this means that the paper must have the components of a title page, abstract, table of contents, table of figures (if any), body with headings and subheadings, reference list, and Appendixes unless directed otherwise by your instructor. The font is recommended to be 12 point Times New Roman. The paper should be double-spaced. Margins on all pages should be as follows: left, right, top and bottom 1”. The student must adhere to standard rules of grammar and punctuation, most of which are given in the APA manual.

## Internet searches - “BE VERY CAREFUL”

The ongoing explosion of information available from the world-wide-web makes your internet searches quite fruitful. Many of these searches are biased by the economic, political, and largely unregulated nature of internet information. Also, many non-scholarly (i.e. Wikipedia) or even unethical results will appear on these searches. Anyone can create information and display it on the internet with regard to ethics; therefore, you must develop critical judgment that evaluates such.

**Academic Writing Excellence**

Located in the Warren Library, Academic Writing Excellence offers a wide range of services to undergraduate students, graduate students, and faculty. We exist to help emerging and skilled writers during any point of the writing process (brainstorming, outlining, drafting, revising, proofreading) and we are available to assist with a variety of writing projects. Coaches aim to help writers understand assignments, generate ideas, flesh out weak/biased arguments, address patterns of error in sentence structure, revise grammar/mechanics and documentation format (including MLA, APA, and Turabian), and share proven proofreading strategies. Please visit [go.pba.edu/awe](https://www.pba.edu/academics/undergrad/awe/index.html) or contact [awe@pba.edu](mailto:awe@pba.edu) for more information about appointments, in-person and online availability, and writing resources.

# Additional Policies

## Academic Integrity

All students will fulfill the expectation of being academically honest in all their assignments. This means that students will do their own work as they read, write, research, and prepare projects. When working on a group project, each team member will accomplish the assigned work to the best of his or her ability.

Academic dishonesty includes, but is not limited to, cheating, plagiarism, fabrication, and submission of work, all or any part of which was developed in response to the assignment of another professor or was created by a person other than the student submitting the assignment, or working collaboratively with another student but claiming an individual effort.

Plagiarism is the act of submitting the language or thoughts of another author as one’s own, without receiving authorization from or giving credit to the original author. An important part of college work is research, and the best way to avoid any hint of plagiarism is to understand how to cite sources. Any words, phrases, facts, or collections of data that do not originate with the student and that are not considered common knowledge must be cited, whether the student is paraphrasing, summarizing, or quoting.

Upon discovering a plagiarized assignment, an instructor will assign a grade of zero to the assignment. The second act of plagiarism will result in failing the class. Your professor will notify the dean of any discovery of plagiarism or academic dishonesty.

### **Penalties for Academic Dishonesty**

**First offense:**

1. The student must receive a zero grade for the assignment and may receive additional penalties as outlined in the particular course syllabus.
2. An additional offense within the same course will result in a failing grade for the course, even if the second offense occurred before the student received notification of the first offense.

**Second offense**: Because a second offense may or may not occur within the same course or school, the Dean of Students is responsible for determining that the reported incident of academic dishonesty is a second offense. The following will take place:

1. The student must receive a failing grade for the course in which the dishonesty occurred.
2. An additional offense within the same course, which would be deemed the student’s third overall offense, will result in a one-year suspension of the student from PBA.

**Third offense**: If a third incident of academic dishonesty is documented, the student must receive a failing grade for the course in which the dishonesty occurred and he or she will be suspended from PBA for one year through the following process:

1. The student must receive a failing grade for the course in which the dishonesty occurred.
2. The Superintending Dean will notify the student through PBA email, copied to the Dean of Students, the Registrar, and, if applicable, the Dean of the student’s major, that the third incident of academic dishonesty has been reported.

For the complete policy on [Academic Integrity](http://catalog.pba.edu/content.php?catoid=38&navoid=2772), please see “*Academic Policies*,” *2020-2021 Catalog* on the PBA website: <http://catalog.pba.edu/content.php?catoid=38&navoid=2772>.

## Back-up Computer(s)

While hurricanes, tornados, and other natural disasters can wipe out power for entire regions, which may necessitate special arrangements for all, individual connectivity issues do not receive special accommodation. In the event that your computer freezes/crashes, your Internet Service Provider shuts power off to your usual location, and so on, you should have a Plan B in such situations. Relying on but one computer is asking for trouble. Online students should prepare for access to two or three computers during a course, so make preparations now. Computers are available for student use in the Warren Library, on the West Palm Beach campus.

**Health Related Absences:**

If a student tests positive for COVID-19 or has any other short-term medical diagnosis (i.e., strep, mono, etc.) that would preclude them from attending in-person class, they need to submit a note from a healthcare provider to the Office for Academic and Accessibility Resources. The note should be on the letterhead of the primary healthcare provider or medical office and should include the diagnosis and the length of time the student cannot attend in-person instruction. Notes can be sent to [Academic\_Support@pba.edu](mailto:Academic_Support@pba.edu). OAAR will communicate the length of absence to professors. It is at the discretion of the professor how the student will make up the missed class content, whether through the use of a video platform (such as Zoom) or through additional assignments. The student should communicate with their professors directly about assignments and classroom content.  Every student has access to [Sailfish Health](https://timely.md/schools/index.html?school=sailfishhealth&=) to receive telehealth care, free of charge.

**Americans with Disabilities Act (ADA) Statement:**

Palm Beach Atlantic University complies with the Americans with Disability Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973 by providing reasonable and appropriate accommodations to qualified individuals with disabilities. Students who have questions about their entitlement to benefits or who have grievances under these statutes should contact The Office of Academic and Accessibility Resources (formerly known as the Office of Disability Services) inthe lower level of the Warren Library. Emailing [**Academic\_Support@PBA.edu**](mailto:Academic_Support@PBA.edu) is the preferred method of communication  Accommodations will only be provided after the student has officially registered with the Office of Academic and Accessibility Resources. The student must make the request for accommodations and provide each course instructor with a copy of the approved accommodations plan immediately after receiving them.  **Accommodations are not retroactive.**

## Student E-Mail Policy

In order to keep the PBA community interconnected and improve the channels of communication between faculty, administrators, and students, it has been determined that all University email communication be done via PBA-issued email addresses. A PBA e-mail address is assigned to all faculty, staff and students. Accounts remain active while enrolled in the University and for Alumni as long as they are regularly utilized. Alumni accounts not utilized in 12 months (one year) will be purged.

E-mail is read from on-campus computers using Microsoft Outlook. It is important that all email messages sent during this course include a meaningful subject, a greeting, a short message, a closing, and a signature. Student email accounts are accessed with the same credentials used for logging onto the network. Users may also access their e-mail via the Internet. This can be done by going to the myPBA homepage and clicking on the e-mail login link located on the left side under “Quick Links”. Users will then be asked for their username and password.

All users are encouraged to regularly purge and/or archive their inbox as part of normal operating procedures. **Student email items that have not been accessed in over 1 year will be automatically purged.** Periodic purging and/or archiving will avoid triggering these actions. Users should adjust the frequency and structure of purging/archiving activities to ensure that size limits are not exceeded. The Help Desk can assist in the development of a purge/archive timeline and process.

PBA E-mail should not be automatically forwarded to non-PBA E-mail destinations. PBA E-mail users who redirect large quantities of E-mails from their PBA E-mail address to another electronic address (i.e. via eCollege, AOL, Hotmail) expose themselves and the University to significant security and network traffic risks.

For more details concerning PBA computer usage and email policies visit:

<https://my.pba.edu/ICS/Departments/Technology_Services/Computer_Usage_Policy.jnz>

## Virus Checking Policy

All PBA students must take responsibility to ensure the risks of their computer infecting other systems or shared files on a server are minimized. Despite the best measures, however, systems can still be at risk due to the rapid proliferation of malicious code via e-mail, shared files, and other methods. Therefore, in addition to maintaining up-to-date antivirus software.

Never open any files or macros attached to an e-mail from an unknown, suspicious, or untrustworthy source or if you receive an attachment from someone you know unexpectedly. Delete these attachments immediately.

* Delete Spam, chain, and other junk e-mail **without** forwarding them.
* Never download files from unknown or suspicious sources.

## Course Modifications

This syllabus and other course material serve to guide students throughout the course and assignment guidelines/rubrics are to provide the student with guidance. These may be modified throughout the course by faculty as necessary. Students will be notified via email and through Canvas announcement of any revisions. Therefore, it is strongly recommended for students to check messages daily to ensure up-to-date information. Students will be held accountable for all revisions made throughout the semester. The faculty reserves the right to make changes in the syllabus as needed to enhance student learning.

## University Policies and the School of Nursing Handbook

Policies may be found in Palm Beach Atlantic University’s Academic Nursing Handbook. Per SON handbook: The following jewelry is acceptable: a wedding ring, a watch with the second hand, and no more than two stud earrings per ear lobe. Stethoscopes tend to catch on loop earrings, which can be very painful if pulled. No other visible body piercing jewelry (including oral) will be acceptable. All exposed tattoos must be covered.

**Additional University Policies:**

1. Cell phones should not be used during class at any time. If you have an emergency, please notify the professor immediately.
2. Appropriate modest dress and behavior should be conducted in the classroom.
3. The following policies are to be followed according to the current edition of the Navigator and the current edition of the PBA School of Nursing Handbook including but not limited to

* Scholarship and Integrity
* Professional Behavior and the Care of others
* Theory, Laboratory, Clinical Attendance, and Assignment Submission
* Students with Disability
* Computer Use
* Dress Code
* Academics Standards of Conduct

Confidentiality is a strict must! Any breach of confidentiality will be grounds for immediate dismissal from the course. Students are required to sign an Acknowledgement of Confidentiality of Client Information Form from the affiliating facilities.