



LEADERSHIP CLINICAL IMMERSION

NUR 460 Section 001

A131 Life Science Building

8:00 – 9:50 am

5 Lecture/Recitation/Discussion Hours: 2, Lab Hours: 9 (2-9)

Spring 2017

- I. Catalog Course Description:** Theories, principles, and practices of leadership, management, and nursing care delivery systems in a variety of agency settings. Application of theories and principles is in a mentored practicum.
- II. Course Objectives:** At the end of this course, students will:
- Communicate effectively within complex health care organizations to optimize patient care (Communication).
 - Demonstrate a high level of clinical decision-making utilizing principals of ethics, evidenced based practice, theory and creativity (Critical Thinking).
 - Analyze data to create nursing care-plans and coordinate resources to implement quality and safe nursing care (Nursing Therapeutics).
 - Appreciate the impact of complex health care systems, payment structures, costs, inefficiencies, inequality of access and utilization of care available for diverse populations (Health Promotion and Risk Reduction).
 - Implement theories and principles to organize workflow, prioritize care, delegate tasks and manage care processes for multiple patients (Illness and Disease Process).
 - Incorporate personal and professional leadership characteristics in-patient care (Leadership).
 - Applies ethical principles in patient care (Ethical Practice).
 - Integrate data related to patient values, clinical expertise and evidence in the provisions of evidence based care and leadership (Evidence Based Practice).
 - Analyze the diverse influences affecting an organization's worksite culture (Global and Cultural Competency).
- III. Additional Course Detail:** None
- IV. Prerequisites:** NUR 435 and NUR 440 and NUR 450 and completion of Tier I writing requirement.
- V. Co-requisites:** NUR 470 concurrently or NUR 480 concurrently
- VI. Standards Documents:** The curriculum is guided by the following documents.

American Association of Colleges of Nursing (2008). *The essentials of baccalaureate education for professional nursing practice*. Washington, DC.

<http://www.aacn.nche.edu/education-resources/BaccEssentials08.pdf>

American Nurses Association (2015). *Guide to the code of ethics for nurses with interpretive statements*. Washington, DC <http://tinyurl.com/codeofethics2015>

American Nurses Association (2015). *Nursing: Scope and standards of practice* (2nd ed.). Washington, DC

<http://tinyurl.com/scopeandstandards2015>

American Nurses Association (2015). *Nursing's social policy statement: The essence of the profession* (3rd ed.). Washington, DC <http://tinyurl.com/socialpolicy2015>

VII. Course Faculty:

Course Coordinator

Patrick Crane, DNP, RN, AGPCN-BC
Office: A272 Life Sciences
Phone: 517-353-4664
E-mail: patrick.crane@msu.edu
Office Hours: Monday 10:00 to Noon

MSU Clinical Instructor: groups of NUR 460 students will be assigned a Clinical Instructor. Your Clinical Instructor will help you coordinate your clinical experiences, evaluate your clinical written work, and is the instructor for your clinical seminars.

MSU Clinical Instructor: 001

Maya Clark, MSN, RN, FNP, BC
Office: A205 Life Science
Office: (517) 353-4543
E-mail: maya.clark@hc.msu.edu
Office Hours: Arranged

Della Hughes-Carter, DNP, BC-GNP, RN
Office: A270 Life Sciences
Phone: (517) 432-6673
E-mail: della.hughes@hc.msu.edu
Office Hours: Arranged

Crista Reaves, MSN, RN
Office: A224 Life Sciences
Phone: (517) 353-4767
E-mail: crista.reaves@hc.msu.edu
Office Hours: Arranged

Leslie Simons, DNP, ANP-BC
Office: A122 Life Sciences
Phone: (517) 353-4694
E-mail: leslie.simons@hc.msu.edu
Office Hours: Arranged

Michelle Yinger, MSN, RN
Office: A203 Life Sciences
Office: (517) 353-4626
E-mail: michelle.yinger@hc.msu.edu
Office Hours: Arranged

VIII. Instruction:

a. Methodology: Course activities include:

1. Classroom lectures, in-class group work discussions and activities
2. ATI Assessments
3. Supervised clinical experiences
4. Clinical seminars
5. Simulation activity
6. Lab for starting IVs

The expectation is that all assigned readings are completed prior to the indicated class time. Each student is responsible for understanding both the assigned readings and all content presented in class, and is expected to actively participate during in-class group activities and in clinical seminar discussions.

b. Writing Requirements: Described in the Course Packet along with the writing assignment grading rubrics.

c. Use of laptops, iPads, and other online devices: Students will use laptops, IPADs, tablets, smart phones or other electronic online devices during theory classes as instructed by the faculty member for specific class activities. Students will not have the option of using laptops, IPADs, tablets, smart phones or other electronic online devices during theory for note-taking. To facilitate note-taking faculty will number each slide enabling students to readily link slides with written notes. No taping of lectures or presentations is permitted without instructor consent. Students will need to use their personal laptop to take the quizzes and exams.

d. Required Texts:

Yoder-Wise, P. S. (2015). *Leading and Managing in Nursing*. (6th ed). Mosby Elsevier: St. Louis.

American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC. Author.

e. Optional Texts: None

IX. American Nurses Association Electronic Books (E-books):

*American Nurses Association (2015). ***Guide to the Code of Ethics for Nurses: Interpretation and Application:** <http://tinyurl.com/codeofethics2015>

*American Nurses Association (2015). ***Nursing Scope and Standards of Practice:** <http://tinyurl.com/scopeandstandards2015>

*American Nurses Association (2015). ***Nursing's Social Policy Statement: The Essence of the Profession** <http://tinyurl.com/socialpolicy2015>

*Access these e-books through the MSU Libraries Catalog or the Nursing E-book page: <http://libguides.lib.msu.edu/nursingebooks>. These e-books allow unlimited concurrent users.

X. Other Required Resources, References, Supplies:

a. Desire2Learn Helpline

1.800.500.1554 (24 hrs, 7 days/week)
517.355.2345 (24 hrs, 7 days/week)
www.d2l.msu.edu (D2L Help link in upper right corner)
<http://help.d2l.msu.edu/>
Always check with the Help Line first!
<http://help.d2l.msu.edu/students/quick-start-guide>

b. Frequently Called Telephone Numbers

Simulation Lab, Life Sciences; 355-5765 (with answering machine)
Media Lab (Andy Greger) Life Sciences, 353-9020
College of Nursing Office of Student Support Services C120 Bott Building 353-4827.
DMC- College of Osteopathic Medicine, 4707 St. Antoine St, Detroit, MI 48201; 517-884-9674

XI. Evaluations:

a. Learning Assessments and Grading:

a. Classroom

1. Exams
2. ATI Assessments: See page 10
3. In-class Assignments: Class assignments are randomly placed throughout the semester that are only available to students who attend class the day of the in class assignment. For students with an excused absence, notifying the instructor **before the absence** may be assigned an alternate paper.

b. Clinical Experience

1. Preceptor clinical: a total of **135** clinical hours, each student will acquire clinical nursing leadership experiences as negotiated and scheduled with a Clinical Preceptor in consultation with their Clinical Instructor. Students are expected to seek additional learning experiences that address self and preceptor-identified learning needs, ensuring a nursing leadership focus for most clinical activities. The type and number of patients will be determined and adjusted by the Preceptor and/or Clinical Instructor for the setting in which the student is assigned. Do not start clinical until the Clinical Instructor gives approval to the student. Please review the role expectation lists of the: a) Student, b) Preceptor, and c) Clinical Instructor in the Preceptor Packet.

The student will provide comprehensive nursing care to clients including the administration of medications, documenting nursing care plans and treatments as appropriate. Each student is expected to assume primary care for four, no more than five patients (or its equivalent) for at least one complete shift by the end of the course.

- The student will demonstrate time management skills, organizational skills, and the ability to prioritize care.

- The student will demonstrate clinical reasoning utilizing critical thinking, theory, ethics and creativity.
- The student will document assessment, planning, interventions, nursing care plan, patient progress, education/teaching record and discharge planning on each client using the agency records/tools.
- The student will report to the clinical site of the clinical preceptor at the beginning of their shift, receive report on their assigned patients and finish at the end of the Preceptor's shift when the student will provide report to the oncoming nurse(s).
- The student will complete the Integrated Shift Report using SBAR or the system's format for giving report.
- The student will collaborate with members of other health care disciplines during their coordination of patient care.
- The student will practice appropriate delegation with assistive nursing personnel including follow-up supervision as indicated.
- The student is encouraged to complete a new patient admission.
- The student will develop a discharge plan for a complicated discharge, preferably an elder adult, per hospital policy.
- The student may use clinical documentation systems at the clinical site agency.

Department Manager: Students may spend some clinical hours (up to 8 hours of the total 135 clinical hours) with a Nurse Manager, Vice President of Nursing or Nursing Supervisor for possible observation of the following activities:

- Observe some of the responsibilities of the Nurse Manager/VP/Nursing Supervisor.
- Review national patient safety standards and how they are implemented on the nursing units or in the health system.
- Attend management meetings of the clinical agency
- Observe the manager address patient or family concerns.
- Review unit-specific projects or quality improvement projects on a nursing unit.
- Review how the Joint Commission impacts nursing practice.
- Observe and articulate the management style of the manager you are observing.
- Describe team-building interventions the manager uses in the health system.
- Review process for staff performance evaluations.

Charge Nurse: Students may spend some clinical hours (up to 12 hours of the total 135 clinical hours) with the nurse shift leader engaging in activities associated with the overall daily management of their unit. Working collaboratively with the preceptor, students will discuss possible participation in the following activities:

- Coordinating daily activities and assignments of the nursing staff.
- Making staff assignments, including assignments for discharges and admissions.
- Assign patients to a room.
- Collaborate with other units, Nurse Supervisor or attend Bed Control meetings.
- Problem-solve associate issues, such as ill calls.
- Communicate with nurse manager, and/or Supervisor as needed.
- Attend appropriate meetings of the clinical agency.

- Address patient/family concerns brought to the Charge Nurse’s attention.
- Observe orientation of new nursing unit personnel.

Case Management: The student will consult with a Case Manager or Discharge Planner to discuss the case of at least one patient during this semester. If possible the student will work with a Case Manager for 4 hours.

2. **Clinical Seminar:** part of the total 135 clinical hours. Four to five clinical seminars no longer than two hours each, will be scheduled during the semester. They may include time for student feedback, evaluation and goal setting. Student attendance and participation at each Clinical Seminar is required. Each student’s attendance and participation will be evaluated by the Clinical Instructor and will be included in the student’s evaluation. Seminars can be a time for reflection, clarification, debriefing of the student’s clinical experience and review of written assignments.
3. **Written assignments integrated with the clinical experience:** All written work is guided by a grading rubric in the Course Packet. The written work integrates real experiences observed in clinical or demonstrated in practice combined with the student’s ability to apply theory, evidence, ethics, reasoning and creativity. This is a “Tier II” writing course. The quality of written work is expected to be of that of a senior undergraduate student. It is more scholarly and rigorous than a freshman or sophomore. All written work must be written in correct current APA format. If you’d like to review this more specifically go to the College of Nursing Specific Tier II Writing Criteria at: <http://www.reg.msu.edu/Read/UCC/nur.pdf> Please refer any questions to your Clinical Instructor concerning the quality of your written work.
4. **Simulated experiences:** Attendance is required; the date is listed on the course calendar last page of this syllabus. Due to the nature of the simulation there is not a makeup time for the experience. It is a learning-experience, not a test.
5. **Lab module** for starting intravenous catheters: Students will learn the skill of intravenous catheter insertion with the opportunity to practice in the lab. The student will demonstrate competency in this skill in the lab as a check off. It is a pass / no pass assignment.

Example Breakdown of hours:

Here is an example of hours in clinical:

<u>Experience</u>	<u>Hours in clinical</u>
Hospital Orientation	4
LAC	2
IV Skill	1
Clinical Seminar	8
Department Manager	~8
Charge Nurse	12
Case Manager	~4
Clinical	96
Total	135

Table 1 summarizes how you're in-class and clinical course work factors into your final course grade. Total course points will not be "rounded up at the end of the semester. For example, a total of 93.5 points is treated as 93 points.

One percentage point per day late will be deducted for late written work assignments, midterm and final evaluation forms, up to five days after the due date designated by your Clinical Instructor. Assignments received six or more days late, will receive zero points.

A student must achieve a minimum grade of 75% or 2.0 in classroom-theory, a "pass" on the clinical evaluation, and a 75% grade in clinical assignments in order to pass the course regardless of the weighted total. Any student deemed clinically unsafe will not pass the course. The completion of all course assignments and clinical hours is required to pass the course. A 0.0 grade will be given for unsafe, dishonest behavior, falsification or records, including the student's calendar of clinical hours, unexcused absences and failure to meet minimal course expectations.

At Midterm: Submit the Preceptor Assessment, the Clinical Calendar (of hours to date), the Clinical Time Card, the Student-self-evaluation, and the Clinical Instructor Evaluation.

At Final: Submit the Integrated Shift Report, the Preceptor Assessment, the Clinical Calendar of 135 hours signed by the student and instructor, the Clinical Time Card, the Student self-evaluation, and the Clinical Instructor Evaluation.

Table 1.

Course Work	
ATI Assessment: Leadership	Must be completed to pass class
Exam 1	30%
Exam 2	30%
Learning Activities	15%
One Case Management / Discharge Planning Assignment (Indicator)	20%
Learning Assessment Center Exercise	5%
IV Insertion in the Lab	Pass/ No Pass
One Integrated Shift Report	Pass /No Pass

Clinical Performance Evaluation (Must pass to pass course) Attendance and participation in Clinical Seminar is included in this evaluation.	Pass /No Pass
Consistent Delivery of Safe Patient Care	Pass /No Pass

- b. Additionally, any student deemed unsafe in Clinical as determined by faculty will receive a failing grade in the course.
- c. **ATI Proctored Assessment: All students are required to take the proctored assessment exam in order to pass the course.** Additionally, if a student successfully passes the course with a 75% or greater in theory and passes the clinical practice component AND achieves a Level II or higher score on the ATI exam, an additional 2% will be added to the student's final grade in the course. Student ATI assessment results lower than a Level II will have no effect on the course grade as long as the exam requirement is completed.

***Items marked with an asterisk are considered learning assessments. Students must earn an average assessment score of $\geq 75\%$ to pass the course.**

- d. **Course Grading Scale:*** The standard College of Nursing grading scale will be utilized

%	GRADE
94-100 %	4.0
89-93.99%	3.5
84-88.99%	3.0
79-83.99%	2.5
75%-78.99%	2.0 (Minimum passing grade)
70%-74.99	1.5
65%-69.99%	1.0
<65%	0.0

CON does not round Course Grades. (eg.93.9%=93% =3.5)

*For specific information regarding grading related to student progression through the curriculum, please refer to the "Progression through the Major Policies" section of the Baccalaureate Student Handbook

XII. Examinations:

- a. Tardiness: If a student is late, he/she will only be allowed the allotted time remaining to complete the exam.
- b. Absences: Students must notify course faculty of any absence prior to the start of the exam.
- c. Excused Absence: Absence from an exam may be excused for such reasons as a family death, serious family illness, court mandated appearance, and personal illness (requiring HCP documentation). Excused absence must have appropriate documentation in order to be excused. Course faculty will make the determination of whether an absence is excused if it meets the above criteria.

- d. Unexcused Absence: No make-up exam will be scheduled. Student will receive a zero grade.
- e. Make-up Exam (for excused absence only):
 1. Students must contact the faculty member to schedule the make-up examination. The exam must be made-up within 1 week of the original examination date; any extension beyond 1 week is at the discretion of faculty and would only occur in the event of extraordinary circumstances. Faculty will determine the date and time of the make-up exam.
 2. Make-up exams may differ from the original exam and include, for example, essay, short answer, matching, and true/false type questions.
- f. Proctor Process: See the BSN Student Handbook for the proctoring process.

XIII. College Policies:

The College of Nursing expects that students will demonstrate professional behavior in all situations. Specific expectations for clinical and other professional venues can be found in the appropriate handbook. You are responsible for reviewing and acting in accordance with the policies and procedures found in the following sources, including the following topics: Professionalism, Academic Integrity, Accommodations for Students with Disabilities, Disruptive Behavior, Attendance, Compliance, and Progression.

- CON BSN Student Handbook: <http://nursing.msu.edu/BSN%20Programs/Handbooks/default.htm>
 - Includes Professional Development Guidelines
 - Students are responsible for the information found in the CON BSN Student Handbook.
- MSU Spartan Life Online: <http://www.vps.msu.edu/SpLife>.
- Information for MSU Students: <http://www.msu.edu/current/index.html>
- Academic Programs: <http://www.reg.msu.edu/AcademicPrograms>
- Code of Teaching Responsibility and Student Assessments and Final Grades: <http://www.reg.msu.edu/AcademicPrograms/Print.asp?Section=514>
- Integrity of Scholarship and Grades: <http://www.reg.msu.edu/AcademicPrograms/Print.asp?Section=534>

Attendance

Attendance is not taken in class but is strongly encouraged. Students who do not attend class miss out on classroom assignments and generally do not do as well on the exams. Absences from Clinical Seminar must be made up because these hours are included in the total 135 clinical hours that is a requirement of the course. If there are unusual circumstances that may warrant consideration by faculty, students are expected to provide that information in email or by letter to the Clinical Instructor who will respond to you and make the decision regarding possible attendance exceptions. Students who are absent from classroom-theory are responsible for notifying the Course Coordinator by email before class. It is the student's responsibility for understanding class content and obtaining handouts. Students who are going to be absent from classroom-theory are responsible for asking a peer for handouts and notes from class. There will be no clinical activities during MSU's holiday periods please review MSU academic calendar for this semester.

If the student has a last minute absence or change in their clinical schedule, due to an unforeseen situation; **the student must contact the Preceptor, Clinical Instructor and the unit immediately by telephone.** If the Preceptor is unable to work the scheduled shift, the Preceptor should contact the student immediately. The student then calls the Clinical Instructor with the schedule change or with information about a substitute

preceptor for that shift. It is recommended that students and Preceptors develop a plan for unscheduled calendar changes the first week of class so that unscheduled calendar changes do not present a problem for the student or the preceptor.

****Failure to contact the Clinical Instructor about schedule changes will result in the student rescheduling the entire shift, plus a second shift (total of 2 additional shifts) even if only part of the shift is missed.** For example, if the student is scheduled to work a 12-hour shift but after eight hours leaves without notifying the Clinical Instructor before leaving, the student is required to make up 24 hours or two shifts. If unable to reach the Clinical Instructor, call the Course Coordinator. Absences from clinical must be made up. It is a course requirement to complete 135 clinical hours and any additional hours due to violation of course policies.

Policy for NUR 460 Clinical Rotations

Student Calendar of Clinical Hours: The student is responsible for maintaining an accurate calendar of upcoming shifts and completed shifts, to be submitted to the clinical instructor prior to the shifts worked. This is considered a formal document to be treated with honesty and respect for accuracy and timeliness. The calendar should be updated as needed prior to the student working the shift, with an exact start-time and end-time of the shift.

Clinical Time Card: In addition to maintaining an accurate clinical calendar, the student is also responsible for maintaining a clinical time card. This card will be distributed on the first day of class to each student. The clinical time card is to be signed by the student *and* the preceptor/individual being shadowed following the completion of each clinical day. The student must turn in a complete time card at the end of the semester in order to receive a passing grade for the clinical portion of the course. As with the calendar of clinical hours, this document is considered a formal document and must be completed honestly and in a timely manner. Lost time cards will only be replaced at the clinical instructor's discretion. Students will not be in clinical *eight hours before or eight hours after* class-time, other clinical experiences or required school activities. Only the clinical instructor can approve exceptions to this policy prior to the shift or the hours will be made up. Do not schedule a night shift after a day clinical experience in Community Clinical.

For example, class begins at 8 AM on Tuesday morning; therefore a clinical shift must be completed before the 12 AM hour prior to Tuesday at 8 AM.

For example, Community clinical ends at 5 PM on a Wednesday, therefore the Leadership Immersion Clinical shift could not be started before the 1 AM hour on Thursday.

Students will arrange their schedules so that at least 24 hours of clinical are scheduled in each full month of the semester. For example, Fall Semester would include at least 24 hours of clinical in the month of September, October and November. Spring Semester would include at least 24 hours of clinical in February, March and April.

Professionalism

It is expected that a professional, courteous, and positive demeanor will be exhibited to peers, faculty and College of Nursing staff with each encounter. It is expected that you will be on time to theory, lab and clinical. If for some reason you have to be late or leave early, the course coordinator or your lab instructor should be notified and plans will be made so you will not disturb the entire class. Talking, utilizing Wi-Fi enabled devices to surf the web and sleeping are considered unacceptable during lecture. Asking questions and requesting clarification of information is highly encouraged as student input is valued and worthwhile.

Timeliness, honesty and integrity, a positive attitude, assertive communication skills and motivation are some of the personal skills that one should be developing, or refining, during nursing school. These positive skills will be utilized in your time at the College of Nursing and in your chosen profession.

Clinical Site Dress Code/Professionalism

Make sure to dress and conduct yourself in accordance with agency policy and your prospective role of a professional Registered Nurse. Ask the preceptor about the appropriate dress for the different course activities that is in accordance with the College of Nursing professional dress policy. While in the clinical area students will wear their CON scrubs and they **must wear their MSU nametag at all times**. In the precepted clinical the student must not misrepresent himself or herself as any one other than a student nurse from MSU CON.

Clinical Course Compliance Requirements

All Michigan State University College of Nursing (CON) Undergraduate Nursing Students are **required to be in compliance** with all health/immunization requirements, criminal background checks, BLS certification, blood borne pathogen training, HIPAA training, and any other agency specific requirement while in the nursing program (Refer to BSN Handbook for detailed policy and procedures).

Students will be considered **out of compliance** if a designated immunization or other item required to be submitted to the University Physician's Office, Office of Student Support Services, ACEMAPP, or other agency is not updated by the designated deadline.

Students enrolled in clinical nursing courses who are **out of compliance will receive a 1% reduction** to the overall course grade which will be applied at the end of the semester for each item out of compliance during the course. If an item is not brought into compliance within 1 week an additional 1% reduction will be taken for each week the student is out of compliance.

Additionally, students enrolled in clinical courses who are identified as out of compliance will not be permitted to attend clinical until documentation has been submitted to the correct compliance monitoring office. Clinical absences that result from out of compliance status may affect the ability of the student to successfully meet clinical course objectives, which may result in course failure.

Safe Nursing Practice

In order to pass the course, you must demonstrate safe nursing care. Inappropriate or poorly performed psychomotor skills; inappropriate, inaccurate, or inadequate theoretical base for care; or inaccurate or misrepresented documentation is cause for dismissal from the course and a course grade of 0.0.

Course Communications

All course faculty can be reached through D2L, Outlook Email, and/or the telephone. Non-urgent phone messages may also be left on the College of Nursing instructor office phone answering system. Course information will be announced in class or sent out electronically as changes, issues and concerns develop. It is the students' responsibility to remain informed of all course developments.

NOTE: Situations Requiring Immediate Contact by Student or Preceptor to Clinical Instructor:

- Practice error, incident report and/or occurrence report.
- Accident and/or injury involving patient or MSU student.
- Unforeseen or unplanned schedule change.
- Back-up plan for possible preceptor replacement contingencies as needed.
- Unsuccessful resolution of conflict between preceptor and student.

Student Faculty Relationships

Pursuant to the faculty and student expectations elaborated in *The Spartan Life*, each of us will be held jointly responsible for the educational atmosphere of this course. If one or more student(s), or we, ever conduct themselves/ourselves in a manner that is disruptive to the course activities, it is everyone's responsibility to resolve the problem. The appropriate manner in which to resolve issues should begin with the involved parties. The Preceptor should first be notified of all agency or clinical site-related issues.

To summarize, the chain of command communication sequence is the following:

- First, talk with your assigned Preceptor who is _____.
- Second, (if necessary) speak with your Clinical Instructor who is _____.
- Third, (if necessary) speak with your Course Coordinator, Patrick Crane
- **Fourth, (if necessary) speak with Dr. Anne Thomas**
Associate Dean for Academic Affairs
A220 Life Sciences Building
East Lansing, MI 48824-1317
Phone: 517-432-1172

It is expected that students will act in a courteous and professional demeanor with their peers, faculty, clinical partners and College of Nursing associates during each course-related encounter. It is also expected that you will arrive on time to each scheduled class, clinical shift, and clinical seminar.

Organizational Confidentiality

Protection of the privacy of the organization by confidential reporting is an expected ethical responsibility of the BSN nursing student in this course. Like patient confidentiality, we do **not** disclose information about employees or the organization, except on a “need-to-know” basis. In oral or written discussions of the clinical experience, complete anonymity is required. In sensitive clinical situations, students should excuse themselves or expect to be excluded and comply in a gracious manner. These situations may include: disciplinary action, collective bargaining, marketing or other competitive strategies.

Guidelines to Enhance Personal Safety

The following are recommendation to enhance personal safety when traveling to and from clinical experiences.

Travel Using Public Transportation

- Follow the recommended route when traveling by bus or subway.
- Know the directions to the clinical site prior to leaving home.
- Travel in groups, never alone.

- Have your clinical faculty member's telephone number in your cell phone in case you become lost.
- Never carry a purse. Keep your money and keys in a small wallet that fits in your pocket.
- Always walk with one arm free.
- Walk with confidence. Use eye contact when looking at others.
- Do not openly Do not talk on your phone or text while walking.
- Do not have earbuds in use.
- Be aware of your surroundings; do not engage in excessive conversation.
- Avoid isolated areas.
- Trust your instincts. If you feel unsafe, leave the area. Call your instructor when it is safe to do so.
- Communicate any safety concerns to your clinical instructor or any faculty member immediately.

Travel Using Personal Vehicle

- Obtain directions to site prior to the first clinical day.
- Test drive your vehicle to the clinical site and calculate estimated travel time.
- Check with your clinical instructor about the availability for parking prior to deciding to drive.
- If street parking is the only option, park in view of the clinic site.
- Residents often save a parking spot by placing lawn chairs in front of their homes. Do not remove.
- Keep your doors locked at all times while in vehicle.
- Do not text or talk on your cell phone while driving, parking, and exiting your vehicle.
- Lock your car upon exiting. Lock valuables in your trunk prior to traveling to the clinical site. Never have valuables visible in your car.
- Do not carry a purse; keep money and valuables in a pocket.
- Do not exit the car if you feel unsafe. Find a different parking spot or call your instructor.
- When returning to your car, have keys in hand when leaving the clinical site.
- Do not drive down dead-end streets which makes turning around difficult.
- Do not drive down alleys with debris or glass which may cause flat tires.
- Do not drive down narrow streets which could restrict movement if you need to exit the vehicle.

Other

This syllabus is a tool to help you plan your NUR 460 course activities and is NOT an irrevocable contract. The information presented and the accompanying assignment schedule is subject to change. The NUR 460 Course Coordinator or Clinical Instructor will announce any deviations from the syllabus in class. Each student will be held responsible for all materials covered in class and for any changes in the syllabus. Each student will be responsible for obtaining the schedule time, date, and location of each course exam and the scheduled due dates for all assignments.

Honors Option: Students who wish to take this course as an honors option course will need to contact the course coordinator within the 14 days of the first day of the semester so they can meet with them to discuss different honors options. Past honors projects have included independent reading in an area of interest to write a summary paper, leading a group/class discussion, making a class presentation, etc.

XIV. University Policies:

Academic Integrity

Article 2.3.3 of the [Academic Freedom Report](#) states that "The student shares with the faculty the responsibility for maintaining the integrity of scholarship, grades, and professional standards." In addition, the College adheres to the policies on academic honesty as specified in General Student Regulations 1.0 on Protection of Scholarship and Grades, the all-University Policy on Integrity of Scholarship and Grades, and Ordinance 17.00 on Examinations. (See [Spartan Life: Student Handbook and Resource Guide](#) <http://splife.studentlife.msu.edu/> and/or the MSU Web site: www.msu.edu). Therefore, unless authorized by your instructor, you are expected to complete all course assignments, including homework, lab work, quizzes, tests and exams, without assistance from any source. You are expected to develop original work for this course; therefore, you may not submit course work you completed for another course to satisfy the requirements for this course. Also, you are not authorized to use the www.allmsu.com web site or other similar sites to complete any course work for this course. Students who violate course, College, or University policy may receive a penalty grade, including – but not limited to – a failing grade on the assignment or in the course. Contact your instructor if you are unsure about the appropriateness of your course work. See also: <https://www.msu.edu/unit/ombud/academic-integrity/index.html#regulations>

Accommodations for students with disabilities

Students with disabilities should contact the Resource Center for Persons with Disabilities to establish reasonable accommodations. For an appointment with a disability specialist, call 353-9642 (voice), 355-1293 (TTY), or visit MyProfile.rcpd.msu.edu. Students who use RCPD accommodations must adhere to the RCPD policies and procedures.

Attendance

Students whose names do not appear on the official class list for this course may not attend this class. Students who fail to attend the first four class sessions or class by the fifth day of the semester, whichever occurs first, may be dropped from the course. See the Ombudsman's web site for a discussion of student observance of major religious holidays, student-athlete participation in athletic competition, student participation in university-approved field trips, medical excuses and a dean's drop for students who fail to attend class sessions at the beginning of the semester.

Disruptive behavior

Article 2.3.5 of the [Academic Freedom Report](#) (AFR) for students at Michigan State University states: "The student's behavior in the classroom shall be conducive to the teaching and learning process for all concerned." Article 2.3.10 of the AFR states that "The student has a right to scholarly relationships with faculty based on mutual trust and civility." [General Student Regulation 5.02](#) states that "No student shall . . . interfere with the functions and services of the University (for example, but not limited to, classes . . .) such that the function or service is obstructed or disrupted." Students whose conduct adversely affects the learning environment in this classroom may be subject to disciplinary action through the Student Faculty Judiciary process.

Grief Policy

The faculty and staff should be sensitive to and accommodate the bereavement process of a student who has lost a family member or who is experiencing emotional distress from a similar tragedy so that the

student is not academically disadvantaged in his/her classes. It is the responsibility of the student to: **a)** notify the Associate Dean by completing the grief absence request form <https://reg.msu.edu/StuForms/Stuinfo/GriefAbsenceForm.aspx>. **b)** complete all missed work as determined by the instructor. It is the responsibility of the Associate Dean or designee to: **a)** determine with the student the expected period of absence – it is expected that some bereavement processes may be more extensive than others depending on individual circumstances, **b)** notify the faculty that the student will be absent, and **c)** receive verification of the authenticity of a grief absence request upon the student's return. It is the responsibility of the instructor to work with the student to: **a)** make reasonable accommodations and **b)** to include appropriate language describing such accommodations in their course syllabus, so that the student is not penalized due to a verified grief absence. Students who believe their rights under this policy have been violated should contact the University Ombudsperson.

Spartan Honor Code

“As a Spartan, I will strive to uphold values of the highest ethical standard. I will practice honesty in my work, foster honesty in my peers, and take pride in knowing that honor is worth more than grades. I will carry these values beyond my time as a student at Michigan State University, continuing to endeavor to build personal integrity in all that I do.”

XV. Course Calendar: Will be posted in D2L.