COURSE TITLE
Pharmacology

COURSE NUMBER
NUR 3307

CREDITS
Three semester credit hours (3-0-0)

PREREQUISITES
Chemistry 1407/Chemistry for the Health Professions; Nursing 2324/Pathophysiology

CO-REQUISITES
NUR 3410, NUR 3320

FACULTY
Jacqueline Brown, MS, PhD, RN

Jacqueline.brown@angelo.edu
Instructor office: Archer College Suite 318N
Instructor office phone number: 325-486-6864 (leave a message at this number and I will get the notification through my computer)
Instructor generally responds quickly to emails with same day guarantee (Monday –Friday). Instructor also checks emails in the evening Monday through Friday. Email responsiveness on weekends, usually in the evenings.

GENERAL INFORMATION
Lecture days/times:
    Thursday/ 2-3:30 PM
    Friday/ 8-9:20 AM
Office hours
    Monday - Thursday 9:30-11:30
    Or
    Email to schedule alternate time

PRE-REQUISITE SKILLS
Accessing internet web sites, use of ASU Library resources, and proficiency with Microsoft Word and/or PowerPoint are an expectation of the Generic BSN program. Computer requirements are further delineated in the Department of Nursing Undergraduate Student Handbook. Tutorials for ASU Library and for Blackboard are available through RamPort. The ASU Nursing Program Undergraduate Student Handbook should be reviewed before taking this course (http://www.angelo.edu/dept/nursing/handbook/index.html).

COURSE DELIVERY
This is a face to face course.

COURSE DESCRIPTION
This course involves the study of pharmacologic principles, therapeutic uses of various drug categories relative pathophysiologic conditions, mechanisms of drug action, as well as recognition and management of adverse effects for the major classes of drugs. Success in this course hinges on recognizing the associated functions of various drug
categories relative the basic alteration in function warranting its use as well as how to manage patients using these
drugs in order to maximize benefits and minimize adverse events.

BSN PROGRAM OUTCOMES

Upon completion of the course of BSN study, the graduate will be prepared to:
1. Integrate nursing and related theories into the planning and/or delivery of safe nursing care.
2. Engage leadership concepts, skills, and decision–making in the planning and/or implementation of patient
   safety and quality improvement initiatives.
3. Identify and appraise best research evidence to improve and promote quality patient outcomes.
4. Utilize technology to access information, to evaluate patient data, and/or document care.
5. Participate in political/legislative processes to influence healthcare policy.
6. Engage in effective collaboration and communication within interdisciplinary teams.
7. Design and/or implement health promotion and disease prevention strategies for culturally competent care.
8. Demonstrate standards of professional, ethical, and legal conduct.
9. Practice and/or coordinate, at the level of the baccalaureate prepared nurse, to plan and/or implement
   patient centered care.

COURSE METHODS

A variety of strategies may be employed to enhance skills in Pharmacology including a combination of classroom
discussion, ATI modules to apply learning, and review of case studies. The primary method of instruction is through
classroom discussion and will focus on making the connections between categories of drugs, their mechanism of
action and the cellular alterations for which the drug is prescribed. Both individual work as well as group activity
will be stressed.

IDEA OBJECTIVES

- Gaining a basic understanding of the subject (e.g., factual knowledge, methods, principles, generalizations,
  theories)
- learning to apply course material (to improve thinking, problem solving and decision)
- developing specific skills, competencies, and points of view needed by professionals in field most closely
  related to this course

STUDENT LEARNING OUTCOMES

<table>
<thead>
<tr>
<th>Student Learning Outcome</th>
<th>Assignment(s) or activity(ies) validating outcome achievement:</th>
<th>Mapping to BSN Program Outcomes</th>
<th>Mapping to BSN Essentials</th>
<th>Mapping to QSEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identify major categories of drugs including commonly used drugs within each category, mechanism of action, usual adult dosages, possible side effects, and adverse effects</td>
<td>Classroom discussion/review of concepts, case studies, Unit and Comprehensive final exams, ATI pharmacology tutorials, tests and ATI final exam</td>
<td>1, 2, 6, 7, 8, 9</td>
<td>I, II</td>
<td>EBP, PCC, S, TC</td>
</tr>
<tr>
<td>Define key pharmacologic terms</td>
<td>Classroom discussion/review of concepts, case studies, Unit and Comprehensive final exams, ATI pharmacology tutorials, tests and ATI final exam</td>
<td>6, 8, 9</td>
<td>VIII</td>
<td>PCC</td>
</tr>
<tr>
<td>Activity</td>
<td>Classroom Discussion/Review of Concepts, Case Studies, Unit and Comprehensive Final Exams, ATI Pharmacology Tutorials, Tests and ATI Final Exam</td>
<td>Chapters</td>
<td>Course Competencies</td>
<td></td>
</tr>
<tr>
<td>-------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------</td>
<td>---------</td>
<td>---------------------</td>
<td></td>
</tr>
<tr>
<td>Recognize nursing implications of drug therapies.</td>
<td>Classroom discussion/review of concepts, case studies, Unit and Comprehensive final exams, ATI pharmacology tutorials, tests and ATI final exam</td>
<td>6, 7, 8, 9</td>
<td>VIII, EBP, PCC, S</td>
<td></td>
</tr>
<tr>
<td>Demonstrate safe medication administration in simulated patient care situations.</td>
<td>Classroom discussion/review of concepts, case studies, Unit and Comprehensive final exams, ATI pharmacology tutorials, tests and ATI final exam</td>
<td>1, 6, 7, 8, 9</td>
<td>VI, IX, EBP, PCC, S, TC</td>
<td></td>
</tr>
<tr>
<td>Demonstrate patient teaching strategies designed to maximize patient knowledge of drug action, promote safe self-administration, identify adverse effects, and identify when to call the prescriber.</td>
<td>Classroom discussion/review of concepts, case studies, Unit and Comprehensive final exams, ATI pharmacology tutorials, tests and ATI final exam</td>
<td>6, 7, 8, 9</td>
<td>VI, VII, IX, PCC, S, TC</td>
<td></td>
</tr>
<tr>
<td>Explain the importance of assessing lifespan and cultural factors when considering pharmacologic interventions.</td>
<td>Classroom discussion/review of concepts, case studies, Unit and Comprehensive final exams, ATI pharmacology tutorials, tests and ATI final exam</td>
<td>1, 2, 3</td>
<td>VII, PCC, TC</td>
<td></td>
</tr>
</tbody>
</table>

**REQUIRED TEXTS AND MATERIALS**

- Nurse’s Drug Handbook of your choice
- ATI Nursing Education online resources

**OTHER REQUIRED MATERIALS**

Computer with MAC or Windows operating system
High speed internet access
Webcam (Logitech highly recommended)
Logitech USB microphone headset
Refer to Angelo State University’s Distance Education website for further technology requirements: http://www.angelo.edu/distance_education/

**RECOMMENDED TEXTS**

Medical dictionary of your choice
Lab reference and diagnostic tests hand book of your choice
Any NCLEX review book of your choice
<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Topic</th>
<th>Learning Resources</th>
<th>Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Jan 17, 18</td>
<td>Orientation/Introduction</td>
<td>Chapters 1-11</td>
<td>Read chapters 1-5, 8-11</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Core concepts in pharmacology</td>
<td>quiz-chapters 1 through 11-</td>
<td>*Chapters 6, 7 should be review of material from other classes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Principles of drug administration</td>
<td>Introduction to Pharmacology</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Pharmacokinetics/Pharmacodynamics</td>
<td>Due January 21</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- The Nursing Process</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Preventing and responding to medication</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Drug administration through life</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Individual variation in drug response</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Complementary and alternative therapies</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Poisonings</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Jan 24, 25</td>
<td>The Nervous System (part one)</td>
<td>Chapter 12</td>
<td>Read before attending class chapters 12-13 and be prepared for</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Cholinergic drugs affecting the autonomic</td>
<td>Quiz due January 28/rationales due February 3</td>
<td>classroom discussion</td>
</tr>
<tr>
<td></td>
<td></td>
<td>nervous system</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>January 31,</td>
<td>Adrenergic drugs affecting the autonomic</td>
<td>Chapter 13</td>
<td>ATI module/due Neuro I/due February 6, midnight</td>
</tr>
<tr>
<td></td>
<td>February 1</td>
<td>nervous system</td>
<td>Quiz- due February 4/rationales due February 10</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>February 7,</td>
<td>The Nervous System (part two)</td>
<td>Chapter 14-17</td>
<td>Read before attending class chapters 14-17 and be prepared for</td>
</tr>
<tr>
<td></td>
<td>8</td>
<td>- Anti-anxiety drugs/anti-insomnia drugs</td>
<td>Quizzes for each chapter due February 11/rationales</td>
<td>classroom discussion</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Anti-seizure medications</td>
<td>due February 17</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Anti-depressant medications</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Medications for mood disorders</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Medications for ADHD</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Anti-psychotic medications</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>Chapters</td>
<td>Topics</td>
<td>Quizzes/Rationales Due</td>
<td></td>
</tr>
<tr>
<td>-----------</td>
<td>----------</td>
<td>------------------------------------------------------------------------</td>
<td>----------------------------</td>
<td></td>
</tr>
<tr>
<td>February 14, 21, 22, 28</td>
<td>Chapters 18-22</td>
<td>The Nervous System (part three)</td>
<td>Each chapter due March 4, rationales due March 10</td>
<td></td>
</tr>
<tr>
<td>February 15</td>
<td></td>
<td>Exams One (covers chapters 12-17)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>February 22</td>
<td></td>
<td>Exams One/review topics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>March 1, 7, 8</td>
<td></td>
<td>The Cardiovascular system and Urinary system</td>
<td>Chapters 23-26, quizzes due March 18, rationales due March 24</td>
<td></td>
</tr>
<tr>
<td>March 21, 28, April 4, 5</td>
<td></td>
<td>The Cardiovascular system and Urinary system continued</td>
<td>Chapters 27-30, quizzes due April 8, rationales due April 14</td>
<td></td>
</tr>
<tr>
<td>March 22</td>
<td></td>
<td>Exams Two/cover chapters 18-26</td>
<td></td>
<td></td>
</tr>
<tr>
<td>March 29</td>
<td></td>
<td>Exams Two/review topics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>April 11, 12, 18</td>
<td></td>
<td>The Immune System</td>
<td>Chapters 33, 39-40</td>
<td></td>
</tr>
</tbody>
</table>

**Additional Notes:**
- ATI module - Neuro II/March 6 midnight
- ATI module - cardiovascular system, due April 10, midnight
- ATI module - hematology, due April 10, midnight
- Read before attending class chapters 27-30 and be prepared for class discussion.
### The Respiratory System
- Drugs for allergic rhinitis and the common cold
- Drugs for asthma and other pulmonary disorders

### The Gastrointestinal System
- Drugs for peptic ulcer disease
- Drugs for bowel disorders
- Anti-emetics
- Drugs for nutritional disorders

### Quizzes due April 15, rationales due April 21

### Chapters 41-43

### ATI module - The Immune system
- Pain and Inflammation and The Respiratory System-3 different modules /due April 17, Midnight

### ATI module/quiz April 24, midnight

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 19</td>
<td>Exam Three (covers chapters 27-32)</td>
<td></td>
</tr>
<tr>
<td>April 25</td>
<td>The Endocrine System</td>
<td>Chapters 44-46</td>
</tr>
<tr>
<td></td>
<td>- Drugs for pituitary, thyroid, and adrenal disorders</td>
<td>No quizzes/no rationales</td>
</tr>
<tr>
<td></td>
<td>- Drugs for Diabetes mellitus</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Drugs for female reproductive conditions</td>
<td></td>
</tr>
<tr>
<td>April 26</td>
<td>Review Exam Three</td>
<td>No quizzes</td>
</tr>
<tr>
<td></td>
<td>Review Chapters 34-38 /more instruction will be provided</td>
<td>No ATI modules</td>
</tr>
<tr>
<td>May 2</td>
<td>Continue review chapters 34-38</td>
<td></td>
</tr>
<tr>
<td>May 3</td>
<td>ATI Final 1-2/testing center</td>
<td></td>
</tr>
<tr>
<td>May 9</td>
<td>Final Exam -Comprehensive 1-3 PM</td>
<td>50% covers chapters 33-</td>
</tr>
</tbody>
</table>
POLICIES RELATED TO THIS COURSE

All students are required to follow the policies and procedures presented in the Angelo State University Undergraduate Nursing Handbook, located on the Nursing website http://www.angelo.edu/dept/nursing/handbook/index.html

GRADING SYSTEM

Course grades will be dependent upon meeting the learning objectives and completing activities of the course. Evaluation of student comprehension and application of learned concepts will take the form of examinations that include both multiple choice and short answer questions, participation in the ATI learning system and application of learning towards the solution of pharmacologic based case studies (individual and/or group activity).

Final grades will be recorded as earned with no rounding of scores, according to policy set forth by the Nursing department and which is contained in the Nursing Student Handbook. Extra credit work will not be allowed.

A= 90-100
B= 80-89.99
C= 70-79.99
D= 60-69.99
F= 0-59.99

EVALUATION AND GRADES

<table>
<thead>
<tr>
<th>Category</th>
<th>Percent of Total grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>ATI end of semester exam grade plus 2 practice tests</td>
<td>5% *</td>
</tr>
<tr>
<td>ATI modules and quizzes</td>
<td>5%**</td>
</tr>
<tr>
<td>Quizzes/rationales</td>
<td>15% (see explanation below)***</td>
</tr>
<tr>
<td>Unit Exams (3)-15% each</td>
<td>45% (drug book will count as part of test score )****</td>
</tr>
<tr>
<td>Final Exam</td>
<td>30%</td>
</tr>
<tr>
<td>Total course grade</td>
<td>100%</td>
</tr>
</tbody>
</table>

*ATI end of semester exam grade plus two practice tests (the practice tests are not weighted but required in order to get credit for the ATI final exam)
There are two practice tests for the Pharmacology end of semester ATI exam. To get full credit for 5% of the weighted grade, each student must complete two practice tests and a minimum of 80% must be attained on each of these. Two attempts per each practice test will be allowed. It will be up to the student to perform remediation if 80% is not achieved on the first attempt.

**ATI modules and quizzes**

These will be scheduled at different points of the semester. Satisfactory completion of all modules/quizzes is worth 5% of total grade. All module/quiz grades will be averaged at the end of the semester. The resulting average grade will contribute toward 5% of total grade. **All ATI modules must be completed by due date for credit and only ATI quiz grades of minimum 80% will be considered as credit.**

***Quizzes/rationales***

Each chapter will have an associated NCLEX formatted quiz of around 10-15 questions. The earned grade will be adjusted according to rubric and will take into account rationales that are submitted as part of remediation. **Only rationales that are submitted by due date will be applied.** Students will develop rationales for each question missed using the format:

- General recap of the question
- Answer(s) chosen and why chosen
- Correct answer/rationale for the answer

The earned quiz grade will be adjusted according to the following rubric only as long as the rationales have been fully completed as described above and have been posted on time or by due date. Failure to meet these criteria will result in earned quiz grade being recorded in the adjusted grade column.

<table>
<thead>
<tr>
<th>Quiz grade</th>
<th>Adjusted grade (will be recorded)</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;50</td>
<td>65</td>
</tr>
<tr>
<td>51-70</td>
<td>80</td>
</tr>
<tr>
<td>71-85</td>
<td>90</td>
</tr>
<tr>
<td>&gt;85</td>
<td>100</td>
</tr>
</tbody>
</table>

The average of all quizzes/rationales using adjusted grade will be worth 15% of weighted grade for the course.

****Test weighting****

Each student will create a drug book. This will be discussed in class regarding format. The drug book should be completed each week for the chapters that are to be covered in the week’s scheduled lectures. So if we are going to cover chapter 12 and 13 week 2, the drug book should be completed for those chapters by first class date for week 2.

On the date of the exam all students will turn in their drug books. A check will be recorded in the grade center. Once the exam is graded, a fully completed drug book for the chapters covered on the exam will be given 100. Only fully completed drug books will be considered. That will be worth 10% of the exam grade.

If a student fails to do the drug book no points will be awarded on exam. Completion % of the drug book will be recorded per rubric.
The end of course ATI exam represents the cumulative knowledge gained throughout the semester. This exam will be proctored through the VIN testing center. This will figure into the weighted average described above using the following criteria:

*Remember student earned grade for the end of course ATI exam is only possible if the two practice tests were completed.*

Earned level 3 = a grade of 100 will be recorded and will make up 5% of the final grade  
Earned level 2 = a grade of 85 will be recorded and will make up 5% of the final grade  
Earned level 1 = a grade of 70 will be recorded and will make up 5% of the final grade  
Below level 1 = a grade of 55 will be recorded and will make up 5% of the final grade

**BROWSER COMPATIBILITY CHECK**
It is the student’s responsibility to ensure that the browser used to access course material on his/her computer is compatible with ASU’s Blackboard Learning System. The faculty reserve the right to deny additional access to course assignments lost due to compatibility issues. Students are responsible for reviewing the guidelines posted in this course regarding accessing Blackboard assignments. Problems in this area need to be discussed with faculty at the time of occurrence, either via a phone call (preferred) during posted acceptable hours for calling, or via email notification during times outside those posted for calls.

Be sure to perform a browser test. Select the “Technology Support” tab from the Blackboard homepage (http://www.blackboard.angelo.edu). Then select “Test your Browser” option located under the Browser Test header.

*Please see computer requirements for BSN classes at this link:*  
http://www.angelo.edu/dept/nursing/student_resources/computer_requirements.php

**TESTING**
Three unit exams and the comprehensive final exam for this course will be given either in the VIN computer testing center or by Scantron. Any exam given in the VIN computer testing center will involve adherence to all testing center rules. Any exam given in the classroom using paper and pencil will involve adherence to testing center rules. No cell phones or other personal belongings will be allowed in the vicinity of testing. Cell phones must be handed to the instructor if permission is granted to leave the testing area to go to the restroom.

The ATI pharmacology content exam will be computer based and given in the VIN computer testing center or alternate proctored environment. All exams in this course are mandatory.

**POLICY ON EXAM SCHEDULE/REVIEWS**
Make up exams are difficult to schedule. If you must be absent from an exam due to illness, personal emergency etc, you must notify me before test start time. Any make up exam that is deemed appropriate to administer on an alternate date may take an alternate format. It is strongly encouraged that students make every attempt to take the exam on the date it is scheduled. Again, communication with me is essential and this communication cannot take place at a time after the exam has already taken place. I will consider failure to notify instructor prior to test time as understanding that a grade of 0 will be entered into the grade center.

When an exam is allowed for makeup purpose, it will be scheduled at the instructor’s convenience. The instructor will make every attempt to re-schedule a time that works well for the student. However if there are more than one student in this situation, both students will be scheduled at the same time/date.
Please know that I understand that situations happen that make attendance problematic. I need up front communication to make adjustments/accommodations for students. In the absence of advance communication notifying me of situations affecting attendance, make up work will not be allowed and for exams that are missed, I will consider the situation as complete and will enter a grade of 0.

Review is an important part of the learning process. The review for the first three exams will take place on a date that follows the completion of the exam by all students and will be announced. This is the only review that will be allowed. Once a review is completed, the test will not be reviewed again nor will I make time to review an exam on an individual basis. When a review is being conducted, regardless of the location of that review, testing rules will be adhered to. In short, phones and other personal belongings must be stored as directed by rules of the testing center or as instructor requests.

The final exam will not be made available for review per departmental policy.

Additional Information
If a student, at any point in time, finds themselves struggling for any manner of reason, ie academic, personal etc, it is highly encouraged to consider your professor a resource who is willing and able to provide assistance. If this situation happens, it is important to discuss the issue as soon as it is apparent so that appropriate intervention can be undertaken. It will be taken as student understanding, upon signing of documentation in blackboard (initial orientation) that the use of such circumstances at the end of the semester to explain failure to perform academically is not appropriate. This course operates on an open-door policy and the professor encourages students to seek assistance. If the student is not comfortable seeking this guidance/assistance from the course professor, the student should seek this guidance/assistance from another faculty member.

The professor for this course often offers avenues for extra points on exams. The number of points varies and depends on overall student performance. The points are designed to earn extra points based on knowledge/understanding of course topic relevant materials. The manner in which these points are offered and awarded is solely on the discretion of the professor. Furthermore, there may be additional assignment that would be considered optional and not mandatory. These may be worth points on an exam. Again, these may be optional. The professor wishes to convey to students that in the event a student elects to not participate in the optional assignments it will be considered inappropriate for the student to use the voluntary omission of participation as the reason for not passing an exam or as being the cause of failure in the course. The professor for this course also reserves the right to make changes to topic scheduling counter that represented in the syllabus and will do so when situation is warranted. Students should use the syllabus as a guide for this course and unless directed otherwise the syllabus should serve as the basis upon which to construct
course calendars. When changes are made, they will announced in class and announcement will be sent via blackboard course.

General Policies Related to the Course:
All students are required to follow the policies and procedures presented in the following documents:
- Angelo State University Student Handbook located on the ASU website: http://www.angelo.edu/student-handbook/
- ASU Undergraduate Catalog located on the ASU website
- ASU Nursing Program Undergraduate Student Handbook, located on the Nursing website
  http://www.angelo.edu/dept/nursing/handbook/index.html

Important University Dates
January 17th        Spring classes officially begin
March 13-17th      Spring Break
March 31st        Last day to drop a class or withdraw from the University for Spring Semester
April 14th        Holiday-No Class
May 8-12th        Final Exams Week

STUDENT RESPONSIBILITY & ATTENDANCE
In order to complete this course successfully, you do have to participate in all course activities, including assignments, discussions in class, quizzes, exams and projects. Students are expected to engage in course activities and submit work by due dates and times.

Homework policy: All work must be turned in on the specified due date. Most of the time the homework will be submitted to assignment links in blackboard. I will announce through blackboard any deviation from this practice. Homework is assigned well in advance of a due date. Since most of the assignments are submitted through blackboard there should be very few reasons that justify late submissions.

Late homework policy: For every class day that an assignment is late, 20 points will be deducted from earned grade.

Missing assignments due to absence: If you must miss class, please email instructor in advance of class that will be missed. If email is received, any work that was missed can be made up. However it is the student’s responsibility to stay on top of missed work, not the instructor. Additionally, for planning purposes, this class will probably require a minimum of 3-6 study hours per week on average.

COMMUNICATION

Faculty will respond to email and/or telephone messages within 24 hours during working hours Monday through Friday. I check emails weekends as well, and am usually on the computer Saturday and Sunday evenings. If you have emailed me Saturday or Sunday sometime, you can expect a response sometime in the evening either day.

Written communication via email: All private communication will be done exclusively through your ASU email address. Check frequently for announcements and policy changes.
Instructor communicates exclusively through blackboard email and announcements outside of face to face classroom communication. Instructor also follows up in announcement format to all students reminders of due dates, assignments, etc.

ACADEMIC INTEGRITY
Academic honesty is expected on all work. Students are expected to maintain complete honesty and integrity in their educational experiences. Any student found guilty of any form of dishonesty in academic work is subject of disciplinary action and possible expulsion from ASU. All codes and policies are set forth in the University Student Handbook of Angelo State University [http://www.angelo.edu/student-handbook/] as well as the Department of Nursing Undergraduate Student Handbook [http://www.angelo.edu/dept/nursing/handbook/index.html].

PLAGIARISM
Plagiarism at ASU is a serious topic. The Angelo State University’s Honor Code gives specific details on plagiarism and what it encompasses. Plagiarism is the action or practice of taking someone else's work, idea, etc., and passing it off as one's own. Plagiarism is literary theft.

In your discussions and/or your papers, it is unacceptable to copy word for word without quotation marks and the source of the quotation. We use the APA Style Manual of the American Psychological Association as a guide for all writing assignments. Quotes should be used sparingly. It is expected that you will summarize or paraphrase ideas giving appropriate credit to the source both in the body of your paper and the reference list. Papers are subject to be evaluated for originality via Bb Safe Assignment or Turnitin. Resources to help you understand this policy better are available at the ASU Writing Center [http://www.angelo.edu/dept/writing_center/academic_honesty.php].

PERSONS WITH DISABILITIES AND SPECIAL ACCOMMODATIONS REQUEST
“Angelo State University is committed to the principle that no qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of the university, or be subjected to discrimination by the university, as provided by the Americans with Disabilities Act of 1990 (ADA), the Americans with Disabilities Act Amendments Act of 2008 (ADAAA), and subsequent legislation.”

Students with disabilities must contact the Student Life and Student Services Office to request any necessary academic accommodations. This student request should be made early in the semester to allow time for appropriate arrangements. The request must be repeated every semester accommodations are needed. For more information on DISABILITY ACCOMODATIONS, contact the Student Life Office at 942-2191 or student.life@angelo.edu.

Students with a disability who request reasonable accommodations must meet with the Student Life Program Director within the first week of classes. Reasonable accommodations will be provided as authorized by the Office of Student Life as long as course requirements are not compromised. Faculty will provide no accommodations without authorization from the offices of Student Life. Students are responsible for obtaining appropriate documentation, such as from a health care provider to support the need for the accommodation. It is the student’s responsibility to be a self-advocate when requesting accommodations. A request must be submitted every semester you will be needing accommodations.

INCOMPLETE GRADE POLICY (OP 10.11 Grading Procedures)
It is policy that incomplete grades be reserved for student illness or personal misfortune. Please contact faculty if you have serious illness or a personal misfortune that would keep you from completing course work. Documentation may be required.

STUDENT ABSENCE FOR OBSERVANCE OF RELIGIOUS HOLY DAYS
1. “A student who intends to observe a religious holy day should make that intention known in writing to the instructor prior to the absence.” Please see ASU Operating Policy 10.19.

COPYRIGHT POLICY
Students officially enrolled in this course should make only one printed copy of the given articles and/or chapters. You are expressly prohibited from distributing or reproducing any portion of course readings in printed or electronic form without written permission from the copyright holders or publishers.

SYLLABUS CHANGES
The faculty member reserves the option to make changes as necessary to this syllabus and the course content. If changes become necessary during this course, the faculty will notify students of such changes by email, course announcements and/or via a discussion board announcement. It is the student’s responsibility to look for such communications about the course on a daily basis.

WEBLINKS:
Board of Nursing for the State of Texas http://www.bne.state.tx.us/
BSN Student Resources http://www.angelo.edu/dept/nursing/student_resources/