

Thank you for choosing IVC! We are so happy to join you in your educational journey.

Basic Course Information

Semester:	Fall 2020	Instructor Name:	Carmen Bravo RN, MSN Summer Winford RN, BSN
Course Title & #:	VN 132 Common Health Problems III	Email:	carmen.bravo@imperial.edu
CRN #:	11721	Email:	summer.winford@imperial.edu
Classroom:	2135	Office #:	2134
Class Dates:	October 12 - Dec 12 2020	Office Hours:	Mon-Tue 1200-1300 Wed-Thur 1300-1400
Class Days:	Mon, Tues, Wed, Thurs.	Office Phone #:	Bravo: 760-355-6191 Winford: 760-355-6421
Class Times:	Mon-Tues 0645-1900 Wed-Thurs 0800-1240	Emergency Contact:	760-355-6348
Units:	5.5		

“Last Day to Drop With W is November 17th, 2020”

Course Description

The final eight-week course, VN 132, is designed to provide a progressive and sequential study of common well-defined health problems. The concepts from previous courses are applied with increasing complexity to the caring of individuals throughout the lifespan. The pathophysiology, treatment, and nursing management of common disorders involving the neurological, integumentary, gastrointestinal and renal systems are studied in a progressive sequence across the lifespan. Principles of growth and development are reinforced. The nursing process is utilized by the student to identify the problems and nursing interventions needed for selected patients in the clinical setting.

Course Prerequisite(s) and/or Corequisite(s)

VN 120, VN 122, VN 124, VN 130

Student Learning Outcomes

Upon course completion, the successful student will have acquired new skills, knowledge, and/or attitudes as demonstrated by being able to:

1. Use appropriate data collection techniques & instruments to perform a neurological assessment on an adult or pediatric patient and correctly document information.
2. Provide nursing care that reflects evidenced based research into patient/clients medical diagnosis, prognosis, treatment and care.
3. Paying particular attention to the integumentary system, demonstrating critical thinking and judgement in clinical decision making.
4. Student will show NCLEX readiness by passing the ATI Comprehensive Predictor, which measures

assessment across the lifespan, **with a 75% or better.**

5. Complete an abdominal assessment on a Medical/Surgical patient in the proper sequence using standard precautions.
6. Establish and prioritize the patient's needs utilizing both primary and secondary data related to current and past physical and psychological status.
7. Plan, implement and evaluate nursing care of adult and/or pediatric patients with common problems of neurological, gastrointestinal, renal and integumentary systems.

Course Objectives

1. Identify common health problems related to the renal system that impacts individuals through the lifespan.
2. Contrast medical and surgical interventions common to patients with renal disorders.
3. Plan nursing care for patients with renal disorders who are being treated medically and/or surgically.

Include the following:

- a. Pathophysiology
 - b. Diagnostic tests
 - c. Pharmacologic agents
 - d. Nutritional requirements
 - e. Teaching/learning needs
 - f. Nursing interventions
 - g. Growth and developmental needs
 - h. Coping mechanisms
 - i. Legal/Ethical issues
 - j. Cultural aspects
 - k. Psychosocial needs
4. Develop technical skills required to provide comprehensive nursing care to patients with renal disorders.
 5. Construct teaching plans for patients with renal disorders.
 6. Identify common health problems related to the gastrointestinal system that impacts on individuals throughout the lifespan.
 7. Contrast medical and surgical intervention common to patients with gastrointestinal disorders.
 8. Plan nursing care for patients with gastrointestinal disorders who are being treated medically or surgically.

Include the following:

- a. Pathophysiology
- b. Diagnostic tests
- c. Pharmacologic agents
- d. Nutritional requirements
- e. Teaching/learning needs
- f. Nursing interventions
- g. Growth and developmental needs
- h. Legal/Ethical issues

- i. Cultural aspects
 - j. Psychosocial needs
9. Develop technical skills required to provide comprehensive nursing care to patients with gastrointestinal disorders.
 10. Construct teaching plans for patients with gastrointestinal disorders.
 11. Identify common health problems related to the neurological system that impacts on individuals throughout the lifespan.
 12. Contrast medical and surgical interventions common to patients with neurological disorders.
 13. Plan nursing care for patients with neurological disorders who are being treated medically or surgically.

Include the following:

- a. Pathophysiology
 - b. Diagnostic tests
 - c. Pharmacologic agents
 - d. Nutritional requirements
 - e. Teaching/learning needs
 - f. Nursing interventions
 - g. Growth and developmental needs
 - h. Coping mechanisms
 - i. Legal/Ethical issues
 - j. Cultural aspects
 - k. Psychosocial needs
14. Develop clinical skills required to provide comprehensive nursing care to patients with neurological disorders.
 15. Formulate teaching plans for patients with neurological disorders.
 16. Identify common health problems related to the integumentary system that impacts on individuals throughout the lifespan.
 17. Contrast medical and surgical interventions common to patients with integumentary disorders.
 18. Develop clinical skills required to provide comprehensive nursing care to patients with integumentary disorders.
 19. Formulate teaching plans for patients with integumentary disorders.
 20. Develop and demonstrate clinical skills and formulate a plan of care for a group of patients.
 21. Differentiate the roles of the RN and the LVN as members of the health care team.

Content Modules

Module A-1: Nursing Assessment and Diagnostic Testing of Patients with Problems of the Neurological System

Module A-2: Application of the Nursing Process in Caring for Adult Patients with Common Health Problem of the Neurological System

Module A-3: Application of the Nursing Process in Caring for Pediatric Patients with Common Health Problems of the Neurological System

Module B: Application of the Nursing Process in Caring for Patients with Common Health Problems of The Renal System

Module C: Application of the Nursing Process in Caring for Patients with Common Health Problems of The Upper Gastrointestinal System

Module D: Application of the Nursing Process in Caring for Patients with Common Health Problems of The Lower Gastrointestinal System

Module E: Application of the Nursing Process in Caring for Patients with Common Health Problems of Integumentary System

Module F: Professionalism: The Role of the RN and LVN as Members of the Health Team

Textbooks & Other Resources or Links

- Doenges, M.E. Moorhouse, M.F., and Murr, A.C. Current Edition. Nurses' Pocket Guide: Diagnoses, Prioritized Intervention & Rationales Current Edition Philadelphia. F.A. Davis Doenges, M.E., Moorhouse, M.F., and Murr, A.C. Current Edition. Nursing Care Plans: Guidelines for Individualizing Client Care Across the Life Span 10th. Philadelphia. F. A. Davis Company Fischbach, F. and Dunning, M.B. III. Current Edition. A Manual of Laboratory and Diagnostic Tests 9th, Wolters Kluwer, LWW ISBN: 9780803660861
- Hinkle, J.L. and Cheever, K.H Current Edition. Brunner & Suddarth's Textbook of Medical-Surgical Nursing 14th Edition. Wolters Kluwer, LWW ISBN: 9781496355157
- Hinkle, J.L. and Cheever, K.H. Study Guide for Brunner & Suddarth's Textbook of Medical-Surgical Nursing. Philadelphia. Wolters Kluwer, LWW
- Lynn, P. Current Edition. Taylor's Clinical Nursing Skills 5th. Philadelphia. Wolters Kluwer, LWW ISBN: 9781496384881
- Ricci, S.S., Kyle,T. and Carman, S. Current Edition. Maternity and Pediatric Nursing 2nd Edition. Philadelphia. Wolters Kluwer, LWW ISBN: 978145194005
- Study Guide for Ricci & Kyle's Maternity and Pediatric Nursing 3rd Edition. Philadelphia. Wolters Kluwer, LWW
- Roth R., Wehrle, K. L. 12th Edition. Nutrition & Diet Therapy. Delmar Cengage Learning. ISBN: 9781305945821
- Springhouse, 7th. Fluids and Electrolytes Made Incredibly Easy. Wolters, Kluwer LWW. ISBN: 9781975125066
- Fischbach, F., and Dunning, M. B III. A manual of Laboratory and Diagnostics Tests 10th Edition. Wolters Kluwer, LWW ISBN: 9781496377128
- Hogan M. Fluids, Electrolytes & Acid-Base Reviews & Rationales 4th Edition. Prestice Hall. ISBN: 9780134457710
- Holland, N., Adams, M. P., and Brice, J. Core Concepts in pharmacology 5th Edition. Pearson. ISBN: 9780134514161
- Holland, N., Adams, M. P., and Brice, J. Core Concepts in Pharmacology with Student Workbook/Resource Guide. Pearson. ISBN: 0134447056
- ATI books & online resources

Recommended:

- Stewart, J. 2017. Atlas of Pathophysiology 4th. Wolters Kluwer, LWW @
- LWW. 2018. Incredibly Made Easy Pathophysiology. 6th. Philadelphia. Wolters Kluwer, LWW

Websites:

- ATI Nursing education. www.atitesting.com
- The Point. Student book resources. <http://thepoint.lww.com/student>
- The National Association of Licensed Professional Nurses (NALPN), www.nalpn.org
- Board of Vocational Nursing and Psychiatric Technicians, www.bvnpt.org
- American Heart Association www.heart.org/
- American Diabetes Association www.diabetes.org
- American Academy of pediatrics, www.aap.org
- Institute of Pediatric Nursing, www.ipedsnursing.org
- American Lung Association, www.lung.org
- American Neurological Association www.myana.org
- American Gastrointestinal Association www.gastro.org
- American Renal Association www.renal.org
- American Society of Hematology www.hematology.org
- National Association for Orthopaedic Nurses (NAON) www.orthonurse.org/

Other resources:

- Khan Academy Video www.khanacademy.org
- RegisteredNurseRN.com You Tube Channel www.registerednurse.com
- Keith RN You Tube Channel www.keithrn.com
- Simple Nursing You Tube www.simplenursing.com

Course Requirements and Instructional Methods

Classroom work: The student is expected to have required materials in class. This includes the required study guides to be worked on during class time.

Tests: There will be exams covering the topics reviewed in class. They will consist of in class exams and/or exams taken on Dosagecalc.com. **Note, All on-line content is time stamped and as such, must be submitted accordingly.**

Prerequisites:

VN 110,112,114, 116, 120, VN 122, VN 124,130 or permission of the instructor.

Course Requirements:

A. VN 132, Common Health Problems II, is a 5.5 unit course. It is divided into theory and clinical components as follows:

	<u>Units</u>	<u>Hours</u>
Theory Lecture	2	36
Skills Lecture	<u>.5</u>	<u>9</u>
	2.5	45

Clinical	2.5	144
Skills Laboratory	<u>.5</u>	<u>27</u>
	3.0	171

During this eight (8) week course, clinical experience will be in medical-surgical nursing (Intensive Care Unit, Emergency Room, Pediatrics).

Out of Class Assignments:

The Department of Education policy states that one (1) credit hour is the amount of student work that reasonably approximates not less than one hour of class time and two (2) hours of out-of-class time per week over the span of a semester. **WASC has adopted a similar requirement.**

What if I need to borrow technology or access to WIFI?

1. To request a loaner laptop, MYFI device, or other electronic device, please submit your request here: <https://imperial.edu/students/student-equity-and-achievement/>
2. If you'd like access the WIFI at the IVC campus, you can park in parking lots "I & J". Students must log into the IVC student WIFI by using their IVC email and password. The parking lots will be open Monday through Friday from 8:00 a.m. to 7:00 p.m.

Guidelines for using parking WIFI:

- Park in every other space (empty space BETWEEN vehicles)
- Must have facemask available
- For best reception park near buildings
- Only park at marked student spaces
- Only owners of a valid disabled placard may use disabled parking spaces
- Only members of the same household in each vehicle
- Occupants **MUST** remain in vehicles
- Restrooms and other on-campus services not available
- College campus safety will monitor the parking lot
- Student code of conduct and all other parking guidelines are in effect
- Please do not leave any trash behind
- No parking permit required**

If you have any questions about using parking WIFI, please call Student Affairs at 760- 355-6455.

Western Association of Schools & Colleges (WASC) has adopted a similar requirement.

Reading and Writing:

Read assigned chapters in textbooks, develop care plans, accurate documentation by completing charting exercises to participate in data collection

- Audio Visual: DVD of skills required for successful course completion
- Computer Assisted Instruction: Internet research, case study
- Demonstration: skills required for successful course completion
- Discussion: Related topics on Nursing Fundamentals and skills
- Group Activity

- Lab Activity: Assessment Skills; Nursing Fundamental Skills; Check-off demonstrations
- Lecture; Power-point
- Simulation/Case Study: Nursing skills and Vital signs

Two (2) hours of independent work done out of class per each hour of lecture or class work, or 3 hours lab, practicum, or the equivalent per unit is expected.

ASSIGNMENTS:

Class activities: Class participation and discussion, presentations, unit exams, pop quizzes, calculation exam and Final exam.

Out-of-class:

Reading assignments from required textbooks listed for this course (see text book list), and the pharmacology text used in the pharmacology course. Writing assignments will reflect the objectives listed and may include, but not be limited to, care plans, concept-mapping, drug cards, short essays, and/or professional papers. CD/DVD viewing, internet, research evidence-based articles. Additional reference materials will be available in the nursing learning center. Outside assignments may include, but not limited to, nursing lectures or in-services offered by local health facilities, independent exercises, and learning center activities.

Clinical/ simulations assignments:

Clinical/simulations assignments will include preparing for clinical by practicing and demonstrating skills in a check-off simulation, obtaining patient data, reviewing medication information. Clinical hours will be spent demonstrating proficiency in nursing skills and patient care in the clinical lab setting. Written post-assignments will relate to clinical experience and may include but not be limited to care plans, case studies, and documentation exercises. Clinical sites may include hospitals, clinics, simulation lab.

Simulations:

Simulations are a safe learning environment where all students will have the opportunity to interact within a structured scenario. Simulations will be utilized during this class and simulation materials will be handed out during the semester. All advance assignments must be completed before the start of class.

Failure to complete the pre-assignment will prevent the student from attending the class for the day and results in a clinical absence.

It is each student's responsibility to complete all facility requirements, i.e., BLS training, immunizations, background checks, drug screening, specific hospital orientation, etc., prior to clinical rotations (please see the student handbook for more information). A student will not be allowed to attend any clinical hours until this is done. If over the maximum hours of absenteeism because of this, the student will be dropped from the class.

Plagiarism and cheating policies noted in the student handbook and IVC policies will be strictly enforced. Students are expected to develop original work for this course. It is recommended that students visit the college library to become acquainted with research tools available.

Course Grading Based on Course Objectives
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LVN Program Grading

The Licensed Vocational Program complies with the Imperial Valley College grading policies in the current catalog **and** the LVN program grading policy as outlined.

1.) All assignments are graded on the following scale and grades are **not** rounded.

A = 93-100%

B = 85-92%

C = 78-84%

F = Below 78% Grades will not be "rounded"

F = When the clinical evaluation is unsatisfactory regardless of the theory grade.

The final examination must be passed with a 78% or a grade of "F" for the course will be issued as outlined in the LVN student handbook

*** The student is responsible for making an appointment with their instructor any time their grade average drops below 78%.**

2.) All of the following must be attained to successfully pass this course:

- A. Final Theory Exam score must be passed at a 78%.
- B. Clinical grade must total equivalent of 78% or greater based on all points accumulated.
- C. Theory (exams) grade must total equivalent of 78% or greater.
- D. Dosage Calculation quiz must be passed with a 92% on the first attempt.
- E. Attendance requirements as noted below must be met.
- F. Less than 3 unsatisfactory in clinical work must occur.
- G. Final clinical evaluation must show all categories as "Adequate" or "Satisfactory".

3.) Final Course Grades must be 78% ('C') or better, based on ALL the following:

- (a) **All finals will be passed with a score of 78% or better**
- (b) The theory portion must be passed with a score of 78% or better
- (c) The clinical portion must be passed with a score of 78% or better (satisfactory)

4.) Clinical evaluation: Clinical evaluation will be done on an ongoing basis with a student required to meet "adequate" or "satisfactory" in all areas to pass the course. Evaluation is based on written assignments, adherence to nursing standards of care, QSEN competencies, and professional performance. An unsatisfactory in clinical may be given based on the same standards of care and professional performance and will require remediation in the learning center. **Three unsatisfactory grades given in clinical or failure to meet the clinical objectives will result in failure of this class regardless of the overall grade.**

5.) ATI testing on Medical/Surgical nursing is a part of the VN 132 course. Students are **responsible** for reading all material in the ATI Nursing Fundamentals book prior to the assigned test date.

To evaluate a student's ability to provide for patient safety and to demonstrate clinical competence, students must be present in clinical. **Absenteeism and/or tardiness** beyond the maximum allowed will result in being dropped from VN 132. This will result in a "W" grade if before the drop date and "F" if after that date.

It is recommended that if a grade falls below 82% that the student will arrange to meet with the faculty member. See handbook for learning contract criteria. Faculty can be reached in person, by email, or during office hours to discuss grades or other classroom or clinical matters.

The student is responsible for withdrawing (W) from the class before the deadline as outlined on your registration forms. Failure to pass this class will affect your ability to progress to the next semester. **Students failing or withdrawing must complete a Petition to Re-Enter.**

6.) ALGORITHM FOR DIAGNOSTIC EXAMS (ATI):

- (a.) Refer to LVN Handbook for information.
- (b.) Scores will be considered as a unit exam.

7.) Clinical and Skills Laboratory Performance Grading:

1. Clinical and skills laboratory performance will be determined on a satisfactory or unsatisfactory basis.
 - a. Receive one unsatisfactory in clinical/skills laboratory, complete a NLC referral (remediation) established by the instructor prior to the next clinical/skills laboratory.
 - b. If a second clinical/skills lab is "unsatisfactory", complete NLC referral (remediation) established by the instructor prior to the next clinical/skills lab.
 - c. Receive a third "unsatisfactory" in clinical/skills lab, student will meet with the teaching team to consider dismissal from the nursing course. Please bear in mind that two or three "unsatisfactory" clinical/skills lab performances could be received in one day.
 - d. A formal clinical evaluation will be conducted by the clinical instructor at the completion of each 4-week rotation.
 - e. A comprehensive classroom and clinical evaluation will be completed by the clinical instructor in conjunction with the team leader at the completion of the eight-week course.
 - f. When a care plan is returned to a student with an unsatisfactory grade, the student is expected to correct the plan within the designated time frame and return it to the instructor. If a student fails to correct the care plan on time or if the returned plan continues to be unsatisfactory, it will be reflected as unsatisfactory performance for the rotation.

2. Theory, clinical, and skills laboratory requirements must be satisfactorily completed independent of each other in order to successfully complete the course.

D. Grade Components:

1. Theory

- a. A maximum of six (6) Module exams will be given.
- b. One comprehensive final exam will be given.
- c. Other written assignments may be given at the discretion of the instructor. Written assignments will be assigned completion dates by the instructor. Materials handed in late may be given an “unsatisfactory” grade. Written assignment grades will be averaged in with other grades according to the grading scale policy.
- d. **All written assignments must be typewritten and follow APA format.**

2. Skills Laboratory

- a. All skills described later in this course must be satisfactorily demonstrated to the instructors or the Nursing Learning Center tutors by the dates designated on the schedule. Clinical instructor may refer a student back to the skills lab if in his/her judgment more practice on a skill is needed.

3. Clinical

- a. A Student Progress Report form will be given to each student at the beginning of the course. A performance assessment will be conducted at the completion of 4 weeks. **A comprehensive evaluation will be conducted at the end of the class.**

**Imperial Valley College
Nursing and Allied Health
VN 132 Class Schedule Fall 2020**

Anticipated Class Schedule/Calendar

DATE	DAY	TIME	DESCRIPTION	INSTRUCTOR	ASSIGN.	ROOM
10/12/20	Mon	6:45 - 15:30	ORIENTATION-VN132 CLINICAL	BRAVO WINFOR D	Review VN Student Handbook Self-review: Refer to Supplemental Packet – Skills 1 st , 2 nd , 3 rd	ECRMC
10/13/20	Tues	6:45 - 15:30	CLINICAL	BRAVO WINFOR D	Required Drug Cards Due (See Packet).	IVC

10/14/20	Wed	08:00-10:30 11:30-12:40	MOD-A-1 NEURO - ADULT	BRAVO	Brunner: Chp. 65, 66, 67 ATI Chp. 3-12	Zoom
10/15/20	Thur	08:00-10:30 11:30-12:40	MOD-A-1 NEURO – ADULT MOD-A-2 NEURO-PEDS	BRAVO WINFORD	Brunner: Chp. 65, 66, 67 Ricci: Chp. 38 & 44 ATI: Chp. 3-12	Zoom
10/19/20	Mon	6:45 - 15:30	CLINICAL	BRAVO WINFORD		ECRMC
10/20/20	Tues	6:45 - 15:30	CLINICAL	BRAVO WINFORD		IVC

10/21/22	Wed	08:00-10:30 11:30-12:40	MOD-A-2 NEURO-PEDS	BRAVO	Ricci: 38 & 44 ATI: Chp. 3-12	Zoom
10/22/20	Thur	08:00-10:30 11:30-12:40	QUIZ # 1 (MOD-A-1) MOD-A-3 NEURO- ADULT	BRAVO WINFORD WINFORD	Brunner: 68, 69, 70 ATI: Chp. 3-12	Zoom
10/26/20	Mon	6:45 - 15:30	CLINICAL	BRAVO WINFORD		ECRMC
10/27/20	Tues	6:45 - 15:30	CLINICAL	BRAVO WINFORD		IVC
10/28/20	Wed	08:00-10:30 11:30-12:40	MOD-A-3 NEURO-ADULT APP/NSG/PROCESS	WINFORD	Brunner: 68, 69, 70 ATI: Chp. 3-12	Zoom

10/29/20	Thur	08:00-10:30 11:30-12:40	QUIZ # 2 (MOD A-2) NEURO-ADULT APP/NSG/PROCESS	BRAVO	Brunner: Chp. 68, 69, 70 ATI: Chp. 3-12	Zoom
11/2/20	Mon	6:45 - 15:30	CLINICAL	BRAVO WINFORD		ECRMC
11/3/20	Tues	6:45 - 15:30	CLINICAL	BRAVO WINFORD		IVC
11/4/20	Wed	08:00-10:30 11:30-12:40	MOD-B RENAL	BRAVO	Brunner: 53, 54, 55 Ricci: Ch. 43 ATI: Chp. 49-53 ~ Review fluid and electrolytes.	Zoom
11/5/20	Thur	08:00-10:30 11:30-12:40	QUIZ # 3 (MOD-A-3) RENAL	BRAVO	Brunner: 53, 54, 55 Ricci: Ch. 43 ATI: Chp. 49-53	Zoom
11/9/20	Mon	6:45 - 15:30	CLINICAL	BRAVO WINFORD		ECRMC
11/10/20	Tues	6:45 – 15:30	CLINICAL	BRAVO WINFORD		IVC

11/11/20	Wed	08:00-10:30 11:30-12:40	MOD – C ↑ GI MOD - D Lower GI	BRAVO BRAVO	Brunner: Chp. 44, 45, 46 Ricci: Chp. 42 ATI: Chp. 41, 42, 43 Brunner: Chp. 47, 48 Ricci: Ch.42 ATI: Chp. 44, 45	Zoom
11/12/20	Thur	08:00-10:30 11:30-12:40	QUIZ # 4 (MOD –B) MOD- D LOWER GI	BRAVO WINFORD BRAVO	Brunner: Chp. 47, 48 Review : Ricci, Ch.42 ATI: Chp. 44, 45	Zoom
11/16/20	Mon	6:45 - 15:30	CLINICAL	BRAVO WINFORD		ECRMC
11/17/20	Tues	6:45 – 15:30	CLINICAL	BRAVO WINFORD		IVC
11/18/29	Wed	08:00-10:30 11:30-12:40	MOD- E INTEGUMENTARY SYSTEM	BRAVO	Brunner: Chp. 60. 61. 62 Ricci: Chp. 45 ATI: Chp. 65, 66, 67	Zoom

11/19/20	Thur	08:00-10:30 11:30-12:40	QUIZ # 5 (MOD C&D) MOD E - INTEGUMENTARY SYSTEM	BRAVO WINFORD	Brunner: Chp. 60, 61, 62 Ricci: Chp. 45 ATI: Chp. 65, 66, 67	Zoom
THANKSGIVING WEEK 11/23/20 TO 11/27/20 IVC CAMPUS C LOSED						
11/30/20	Mon	6:45 - 15:30	CLINICAL	BRAVO WINFORD		ECRMC
12/1/20	Tues	6:45 – 15:30	CLINICAL	BRAVO WINFORD		IVC
12/2/20	Wed	08:00-10:30 11:30-12:40	MOD-F PROFESSIONALISM	BRAVO	VN HANDBOOK	Zoom
12/3/20	Thur	08:00-10:30 11:30-12:40	QUIZ # 6 (MOD-E) MOD. F PROFESSIONALISM (CONT.)	BRAVO WINFORD BRAVO	VN HANDBOOK	Zoom
12/7/20	Mon	6:45 - 15:30	CLINICAL	BRAVO WINFORD	SKILLS CHECK-OFFS	ECRMC
	Tues	6:45 –	CLINICAL	BRAVO	SKILLS CHECK-OFFS	IVC

12/8/20		15:30		WINFORD		
12/9/20	Wed	08:00- 10:30 11:30- 12:40	FINAL- COMPREHENSIVE END OF VN 132	BRAVO WINFORD	SKILLS CHECK-OFFS	IVC
12/10/20	Thur	TBA	FINAL- COMPREHENSIVE END OF VN 132	BRAVO WINFORD	SKILLS CHECK -OFFS	IVC

*****Tentative, subject to change without prior notice****

Attendance

- A student who fails to attend the first meeting of a class or does not complete the first mandatory activity of an online class will be dropped by the instructor as of the first official meeting of that class. It is the student's responsibility to drop or officially withdraw from the class. See VN Student Handbook for details.
- Regular attendance in all classes is expected of all students. A student whose continuous, unexcused absence exceed the number of hours the class is scheduled to meet per week may be dropped.
- Absences attributed to the representation of the college at officially approved events (conferences, contests, and field trips) will be counted as 'excused' absences. It is the responsibility of each student to attend all classroom and clinical hours and to contact the instructor(s) before the start of class of any need to be excused from class.
- If a student does not contact the faculty member by the assigned time and is absent, a clinical unsatisfactory for professional behaviors will be given. **Students are expected to attend all classes. Absences are limited 11.5 hours in the course.** A student who reaches the maximum allowable hours of absenteeism or tardiness may be dropped by the instructor. Acceptance of absenteeism excuses is at the discretion of the faculty member and may result in failure of the class. A student who reaches the maximum allowable number of hours absent and is not allowed to continue may file a petition to reenter the nursing program. The teaching team will meet with the student to discuss remediation and the possibility of reentry.
- **Students who are late for class/clinical three times will be considered absent for one day**

What does it mean to "attend" an online class?

Attendance is critical to student success and for IVC to use federal aid funds. Acceptable indications of attendance are:

- Student submission of an academic assignment
- Student submission of an exam
- Student participation in an instructor-led Zoom conference
- Documented student interaction with class postings, such as an interactive tutorial or computer-assisted instruction via modules
- A posting by the student showing the student's participation in an assignment created by the instructor
- A posting by the student in a discussion forum showing the student's participation in an online discussion about academic matters
- An email from the student or other documentation showing that the student has initiated contact with a faculty member to ask a question about an academic subject studied in the course.

Logging onto Canvas alone is NOT adequate to demonstrate academic attendance by the student.

Classroom Etiquette

We expect each student in this class to respectfully participate. While we enjoy teaching, we hope you have fun in this class, please act professionally and keep other students feelings in mind and refrain from rude, inappropriate behavior and language in class.

- **Electronic Devices:** Cell phones and electronic devices must be turned off and put away during class, unless otherwise directed by the instructor.
- **Food and Drink are prohibited in all classrooms.** Water bottles with lids/caps are the only exception. Additional restrictions will apply in labs. Please comply as directed by the instructor.
- **Disruptive Students:** Students who disrupt or interfere with a class may be sent out of the room and told to meet with the Campus Disciplinary Officer before returning to continue with coursework. Disciplinary procedures will be followed as outlined in the [General Catalog](#).
- **Children in the classroom:** Due to college rules and state laws, only students enrolled in the class may attend; children are not allowed.

How do I act differently if I have an on-ground class during COVID?

1. **DO NOT COME TO CAMPUS OR ATTEND AN OFF-CAMPUS CLASS IF YOU FEEL SICK, HAVE A FEVER, OR HAVE A COUGH**
 - a. Even if your symptoms are mild, stay home.
 - b. Email your instructor to explain why you are missing class.
 - c. [If you are sick with COVID-19 or think you might have COVID-19](#), provides CDC guidance.
 - d. If you have tested positive for COVID-19, you must self-quarantine for 14 days and then be without symptoms for at least 72 hours. Clearance is required prior to returning to any face-to-face interaction. It is recommended that you undergo a final COVID-19 test to confirm that you are no longer infected.
 - e. If you are exposed through direct contact with a person known to be COVID-19 positive, then you must submit negative COVID-19 test results prior to returning to any face-to-face interaction.
2. **ARRIVE AT CAMPUS EARLY (at least 15 minutes early is advised).**

- a. All people entering the IVC campus will need to pass a screening process, which will occur at the gates as your drive onto campus. You will need to take a short questionnaire and get your temperature taken (the screening is completely touchless and will take place while you remain in your car).

3. BRING A MASK TO CLASS (and always wear it).

- a. Be sure that your mask covers both your nose and mouth. If your mask is cloth, then wash it each day. If your mask is disposable, then use a new one each day.

4. GO DIRECTLY TO YOUR CLASSROOM.

- a. The IVC campus is mostly closed so you should not visit other areas or seek any face-to-face services. Services are available to students online and can be accessed through www.imperial.edu.

5. WASH YOUR HANDS FREQUENTLY (and use the provided sanitation supplies).

- a. Your classroom is equipped with cleaning supplies. Use them as needed.

6. BE SURE TO SOCIAL DISTANCE (stay at least 6 feet from other).

- a. The number of students in a classroom at any one time is very limited so you have plenty of space to spread and ensure that you stay at least 6 feet from others.

7. BRING YOUR OWN FOOD AND DRINKS.

- a. There is no food service currently offered on campus.

Online Netiquette

- What is netiquette? Netiquette is internet manners, online etiquette, and digital etiquette all rolled into one word. Basically, netiquette is a set of rules for behaving properly online.
- Students are to comply with the following rules of netiquette: (1) identify yourself, (2) include a subject line, (3) avoid sarcasm, (4) respect others' opinions and privacy, (5) acknowledge and return messages promptly, (6) copy with caution, (7) do not spam or junk mail, (8) be concise, (9) use appropriate language, (10) use appropriate emoticons (emotional icons) to help convey meaning, and (11) use appropriate intensifiers to help convey meaning [do not use ALL CAPS or multiple exclamation marks (!!!!)].

How am I expected to act in an online "classroom" (especially Zoom)?

Attending a virtual meeting can be a challenge when there are many students on one conference call.

Participating in such meetings may count as class attendance, but disruptive behavior may also result in you not being admitted to future meetings. Follow the tips below for best results:

1) Be RESPECTFUL

- a. Your written, verbal, and non-verbal communications should be respectful and focused on the learning topics of the class.

2) Find a QUIET LOCATION & SILENCE YOUR PHONE (if zooming)

- a. People walking around and pets barking can be a distraction.

3) EAT AT A DIFFERENT TIME.

- a. Crunching food or chugging drinks is distracting for others.
- b. Synchronous zoom times are set in advance so reserve meals for outside class meetings.

4) ADJUST YOUR LIGHTING SO THAT OTHERS CAN SEE YOU

- a. It is hard to see you in dim lighting so find a location with light.

- b. If your back is to a bright window, you will be what is called “backlit” and not only is it hard on the eyes (glare) but you look like a silhouette.

5) POSITION THE CAMERA SO THAT YOUR FACE AND EYES ARE SHOWING

- a. If you are using the camera, show your face; it helps others see your non-verbal cues.
- b. You may be at home, but meeting in pajamas or shirtless is not appropriate so dress suitably. Comb your hair, clean your teeth, fix your clothes, etc. before your meeting time to show self-respect and respect for others.

6) Be READY TO LEARN AND PAY ATTENTION

- a. Catch up on other emails or other work later.
- b. If you are Zooming, silence your phone and put it away.
- c. If you are in a room with a TV – turn it off.

7) USE YOUR MUTE BUTTON WHEN IN LOUD PLACES OR FOR DISTRACTIONS

- a. Pets barking, children crying, sneezing, coughing, etc. can happen unexpectedly. It’s best if you conference in a private space, but if you can’t find a quiet place, when noises arise **MUTE** your laptop.

8) REMEMBER TO UNMUTE WHEN SPEAKING

- a. Follow your instructor’s directions about using the “**raise hand**” icon or chat function to be recognized and to speak, but make sure you have unmuted your device.
- b. Do not speak when someone else is speaking.

9) REMAIN FOCUSED AND PARTICIPATE IN THE MEETING

- a. Especially when the camera is on YOU, we can all see your actions. Engage in the meeting. Look at the camera. Listen to instruction. Answer questions when asked.
- b. Do not use the Zoom meeting to meet with your peers or put on a “show” for them.

10) PAUSE YOUR VIDEO IF MOVING OR DOING SOMETHING DISTRACTING

- a. Emergencies happen. If you need to leave the room or get up and move about, stop your video.

Academic Honesty

Academic honesty in the advancement of knowledge requires that all students and instructors respect the integrity of one another’s work and recognize the important of acknowledging and safeguarding intellectual property.

There are many different forms of academic dishonesty. The following kinds of honesty violations and their definitions are not meant to be exhaustive. Rather, they are intended to serve as examples of unacceptable academic conduct.

- Plagiarism is taking and presenting as one’s own the writings or ideas of others, without citing the source. You should understand the concept of plagiarism and keep it in mind when taking exams and preparing written materials. If you do not understand how to “cite a source” correctly, you must ask for help.
- Cheating is defined as fraud, deceit, or dishonesty in an academic assignment, or using or attempting to use materials, or assisting others in using materials that are prohibited or inappropriate in the context of the academic assignment in question.

Anyone caught cheating or plagiarizing will receive a zero (0) on the exam or assignment, and the instructor may report the incident to the Campus Disciplinary Officer, who may place related

documentation in a file. Repeated acts of cheating may result in an F in the course and/or disciplinary action. Please refer to the [General Catalog](#) for more information on academic dishonesty or other misconduct. Acts of cheating include, but are not limited to, the following: (a) plagiarism; (b) copying or attempting to copy from others during an examination or on an assignment; (c) communicating test information with another person during an examination; (d) allowing others to do an assignment or portion of an assignment; (e) using a commercial term paper service.

How do I show academic honesty and integrity in an online “classroom”?

- **KEEP YOUR PASSWORDS CONFIDENTIAL.**
 - You have a unique password to access online software like Canvas. Never allow someone else to log-in to your account.
- **COMPLETE YOUR OWN COURSEWORK.**
 - When you register for an online class and log-in to Canvas, you do so with the understanding that you will produce your own work, take your own exams, and will do so without the assistance of others (unless directed by the instructor).

Examples of Academic Dishonesty that can occur in an online environment:

- Copying from others on a quiz, test, examination, or assignment;
- Allowing someone else to copy your answers on a quiz, test, exam, or assignment;
- Having someone else take an exam or quiz for you;
- Conferring with others during a test or quiz (if the instructor didn't explicitly say it was a group project, then he/she expects you to do the work without conferring with others);
- Buying or using a term paper or research paper from an internet source or other company or taking any work of another, even with permission, and presenting the work as your own;
- Excessive revising or editing by others that substantially alters your final work;
- Sharing information that allows other students an advantage on an exam (such as telling a peer what to expect on a make-up exam or prepping a student for a test in another section of the same class);
- Taking and using the words, work, or ideas of others and presenting any of these as your own work is plagiarism. This applies to all work generated by another, whether it be oral, written, or artistic work. Plagiarism may either be deliberate or unintentional.

Additional Services for Students

Imperial Valley College offers various services in support of student success. The following are some of the services available for students. Please speak to your instructor about additional services which may be available.

How do I access services now that we are mostly online?

- **CANVAS LMS.** Canvas is Imperial Valley College's Learning Management System. To log onto Canvas, use this link: [Canvas Student Login](#). The [Canvas Student Guides Site](#) provides a variety of support available to students 24 hours per day. Additionally, a 24/7 Canvas Support Hotline is available for students to use: 877-893-9853.
- **[Learning Services](#).** In order to accommodate students and maximize student success during the COVID-19 Pandemic, all tutoring support is being provided through one Zoom link ([IVC online Tutoring](#)). When campus is open again, there are several learning labs to assist students. Whether

you need support using computers, or you need a tutor, please consult your [Campus Map](#) for the [Math Lab](#); [Reading, Writing & Language Labs](#); and the [Study Skills Center](#).

- [Library Services](#). Visit the Spencer Library's page on the IVC website for a wealth of valuable resources and online access to databases, e-books and more. Contact us so we can help you with instructional and research development skills (for those conducting research and writing academic papers). When campus re-opens, students also have access to tutoring services in the Study Skills Center as well as private study rooms for small study groups. There is more to our library than just books!
- [Career Services Center](#). The Career Services Center is dedicated to serve all IVC students and Alumni. Services include Career Assessments, Resume and Cover Letter Assistance, Interview Preparation, Internship Opportunities and Job Placement.
- [Child Development Center](#). The Preschool and Infant/Toddler Centers are on-campus demonstration lab programs that meet the educational, research, and service needs of the institution and community at large. The Preschool program (children three to five years of age) and the Infant/Toddler program (newborn to three years of age) is in buildings 2200 and 2300. Service is available to families who meet the California Department of Education qualifications for enrollment. The centers are open during COVID from Monday-Friday 7:15-5:30. Breakfast, lunch and snack are provided through the California Adult and Child Food Program. Location: Buildings 2200 and 2300. Phone: (760) 355-6528 or (760) 355-6232. Application: <https://forms.imperial.edu/view.php?id=150958>

Disabled Student Programs and Services (DSPS)

Any student with a documented disability who may need educational accommodations should notify the instructor or the [Disabled Student Programs and Services](#) (DSP&S) office as soon as possible. When campus is open, the DSP&S office is in Building 2100, telephone 760-355-6313. Please contact them if you feel you need to be evaluated for educational accommodations.

Student Counseling and Health Services

Students have counseling and health services available, provided by the pre-paid Student Health Fee.

- [Student Health Center](#). A Student Health Nurse is available on campus, but you must make an appointment. In addition, Pioneers Memorial Healthcare District provides basic health services for students, such as first aid and care for minor illnesses. Contact the IVC [Student Health Center](#) at 760-355-6128, or when campus reopens, visit Room 1536 for more information.
- [Mental Health Counseling Services](#). Short-term individual, couples, family and group counseling services are available for currently enrolled students. Services are provided in a confidential, supportive, and culturally sensitive environment. Please contact the IVC Mental Health Counseling Services at 760-355-6310 for appointments, or when campus reopens visit Room 1536, for more information.

Veteran's Center

The mission of the [IVC Military and Veteran Success Center](#) is to provide a holistic approach to serving military/veteran students in three key areas: 1) Academics, 2) Health and Wellness, and 3) Camaraderie. The Center also serves as a central hub that connects military/veteran students, as well as their families,

to campus and community resources. The goal is to ensure a seamless transition from military to civilian life. When campus reopens, the Center is in Building 600 (Office 624), telephone 760-355-6141.

Extended Opportunity Program and Services (EOPS)

The Extended Opportunity Program and Services (EOPS) offers services such as priority registration, book grants, transportation assistance, individualized counseling, tutoring, and community referrals to eligible students. Our staff is available to assist and support students in navigating personal, psychological, academic, and/or career-related issues through empathy, cultural-competence, and a commitment to equity and social justice. Also under the umbrella of EOPS is the CARE (Cooperative Agency Resources for Education) Program, designed to serve single parents and assist with addressing issues that are particular to this population. Students that are single parents receiving TANF/Cash Aid assistance may qualify for our CARE program. For additional information about the EOPS or CARE Programs please contact our Program Office 760.335-6407 and/or visit our Program website www.imperial.edu/students/eops for eligibility criteria and application procedures. We look forward to serving you! - EOPS/CARE Staff

EOPS provides additional support and services that may identify with one of the following experiences:

- Current and former foster youth students that were in the foster care system at any point in their lives
- Students experiencing homelessness
- Formerly incarcerated students

To apply for EOPS and for additional information on EOPS services, please contact Alexis Ayala, 760-355-5713, alexis.ayala@imperial.edu.

Student Equity Program

The Student Equity & Achievement Program strives to improve Imperial Valley College's success outcomes, particularly for students who have been historically underrepresented and underserved. The college identifies strategies to monitor and address equity issues, making efforts to mitigate any disproportionate impact on student success and achievement. Our institutional data provides insight surrounding student populations who historically, are not fully represented. SEA addresses disparities and/or disproportionate impact in student success across disaggregated student equity groups including gender, ethnicity, disability status, financial need, LGBTQIA+, Veterans, foster youth, homelessness, and formerly incarcerated students. The SEA Program also houses IVC's Homeless Liaison, Foster Youth Liaison, Formerly Incarcerated Liaison, and Military Affiliated Liaison, who provide direct services and referrals to students in need. SEA strives to empower students experiencing insecurities related to food, housing, transportation, textbooks, and shower access. We recognize that students who struggle meeting their basic needs are also at an academic and economic disadvantage, creating barriers to academic success and wellness. We strive to remove barriers that affect IVC students' access to enrollment, education, degree and certificate completion, and the ability to transfer to a university. SEA also provides outreach at local Imperial County high schools to ensure graduating seniors are successfully matriculated into the college and have a strong support system. Please visit us online for assistance at <https://imperial.edu/students/student-equity-and-achievement/> or call us at 760-355-6465 or when campus reopens, visit Building 401.

What if I cannot afford food, books, or need other help?

We have many resources that are available to you. Please tell us what you need by submitting your request(s) here: <https://imperial.edu/students/student-equity-and-achievement/>

Student Rights and Responsibilities

Students have the right to experience a positive learning environment and to due process of law. For more information regarding student rights and responsibilities, please refer to the IVC [General Catalog](#).

Information Literacy

Imperial Valley College is dedicated to helping students skillfully discover, evaluate, and use information from all sources. The IVC [Library Department](#) provides numerous [Information Literacy Tutorials](#) to assist students in this endeavor.