Washburn University School of Nursing
Syllabus – BSN

These are the guidelines, expectations, and policies consistent for all BSN courses.

Technology Requirements:

Desire to Learn (D2L) will be used for this course to post announcements, class instruction, participation, e-mail, discussion and individual course grades. Course materials and assessments will be posted to the D2L course sites throughout the semester. **The assumption is made that all students have access to reliable computer facilities, the Internet, and a web browser to access the D2L course web site.**

1. See D2L Help for recommended browsers. In my experience http://www.firefox.com works well for Mac/Apple based hardware.
   (https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm)
2. Complete the System Check before logging in: https://d2l.washburn.edu/d2l/systemCheck.
3. Zoom is an excellent way for us to meet if conferences or study sessions are needed in a face-to-face venue. You can download a free version by going to https://zoom.us/. Zoom sessions are free of charge.
4. Online courses hosted within the D2L Learning environment are accessed at http://d2l.washburn.edu.
5. Once you log in, you can access the Online Student Resource Center for Help.
6. Or call the Help desk @ 785-670-2381. For more information on technical support, visit the WUSON Student Resource Center in D2L.
7. Learn about D2L Accessibility at https://documentation.desire2learn.com/en/Accessibility.

Desire2Learn's regularly scheduled maintenance window is the 2nd Sunday of each month, between 12:00 (midnight) and 6:00am CST. At any point during this time, Washburn University's Desire2Learn site may be unavailable.

D2L Privacy Policy: https://www.d2l.com/legal/privacy/.

Virtual Classroom Requirements:

Zoom is the application that will be used for our virtual classroom sessions. You will receive an e-mail from the instructor with the conference information. Simply click on the Where: link to enter the session.

System requirements can be viewed at:

https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-and-Mac

An accessibility statement for Zoom is not available.

Zoom Privacy Policy: https://www.zoom.us/privacy.

 A web-cam and/or microphone is required/recommended to participate in virtual classroom sessions.

Respondus LockDown Browser & Monitor Technical Requirements

All the exams require students to use the Respondus Lock-Down Browser. Read the documents posted in D2L to set up your computer correctly.

Minimum system requirements: https://web.respondus.com/he/monitor/resources/

Accessibility information: http://www.respondus.com/products/accessibility-lockdown.shtml

Privacy policy: http://www.respondus.com/about/privacy.shtml

Elsevier e-Books

The textbooks for this course are included in the School of Nursing bundle as e-books.

Elsevier's Accessibility Policy: https://www.elsevier.com/about/policies/accessibility

Elsevier's Privacy Policy: https://www.elsevier.com/legal/privacy-policy

ATI

The culmination of the BSN degree is taking the NCLEX exam. ATI offers students the opportunity to take a series of exams in different topically areas designed specially to prepare students for taking the NCLEX exam. An ATI exam may be assigned in this course. ATI also offers several additional resources designed to stimulate student's thinking and to build skills.

An accessibility statement for ATI is not available.

ATI Technical Requirements: https://www.atitesting.com/technical-requirements

ATI Privacy Policy: https://www.atitesting.com/privacy

SimChart

Electronic health records (EHR) are a standard in clinical settings. SimChart provides students with an educational EHR to provide students with the experience of entering and managing student data electronically.

Elsevier's Accessibility Policy: https://www.elsevier.com/about/policies/accessibility

Elsevier's Privacy Policy: https://www.elsevier.com/legal/privacy-policy

Minimum Technical Skills:

All students are expected to have these minimum technical skills:

- Using the D2L learning management system:
  - From My Home in D2L, from the main menu, drop-down the Help tab. Click on Training & Orientation.
- Using e-mail with attachments:
  - For Office 365: https://support.office.com/en-us/article/attach-files-or-insert-pictures-in-outlook-email-messages-bdfafef5-792a-42b1-9a7b-84512d7de7fc
- Creating and submitting files using Word.
  - To create, edit and share files using Office 365 and OneDrive (https://youtu.be/fjV73_rzKPY).
  - Submitting the file to Dropbox (http://uwmltc.org/?p=6947).

Technical Support:

Information Technology Services:

Information Technology Services (ITS) can help you with general issues related to your account such as:
- Password resets

- Access to MyWashburn & Banner
- Setting up e-mail on your phone
- Using Office 365
- Name changes
- Technical support questions

For technical assistance, call 785.670.3000. E-mail: support@washburn.edu

Technology Support Center Support Hours

Day of Week	Hours
Mon-Thur	7:30am – 11:00pm
Fri	7:30am – 5:00pm
Sat	8:00am – 5:00pm
Sun	1:00pm – 11:00pm

Visit ITS online for more information: https://washburn.edu/its/.

Online Education Support:

Tier I support is available twenty-four hours a day, seven days a week:

- 24/7 phone support is available at 1-866-888-1727 (toll-free).
- 24/7 email support is available at washburn@d2l.com.

Additional service options include:

- 24/7 chat support is available at https://community.brightspace.com/washburnuniversity/s/contactsupport.
- A persistent, expanding knowledge base is available at https://community.brightspace.com/washburnuniversity/s/.

Visit Online Education Support webpage: https://www.washburn.edu/its/online-education/index.html.

Disability Services

Contact Disability Services to arrange academic or physical accommodations for students with disabilities (https://washburn.edu/disability-services/index.html).

Additional Tutoring Services ($)

An online platform for supplementing your online learning education. Visit NRSNG (https://www.nrsng.com).

Live, on-demand tutoring for nursing is also available online for a fee. Visit Smart Thinking (http://www.smarthinking.com/).

Student Expectations of Instructor:

Access to Faculty:
Faculty for online classes are available by appointment by email, course chat software, Zoom, text messages, and telephone conference.

Timely Response to Email Questions and Answers:
Students can expect a *reasonable* response time to questions submitted by Email. Every effort will be made to answer questions received Monday through Friday within about 24-48 hours of when they are received, excluding weekends and holidays. Please keep in mind that many faculty receive hundreds of email messages a day and messages might not be opened immediately. If the instructor does not respond within 48 hours Monday through Friday, please resend your message. Generally, faculty will not respond to email or discussion forums after 1700 (5:00 pm CST) on Friday. *It may take up to 72 hours for faculty to respond to your questions– especially after 5:00 pm (1700) on Fridays, excluding holidays.*

Email messages are considered professional communication and should be civil, concise, to the point and submitted in complete sentences.

Timely Posting of Course Materials:
The course week runs from Monday to Sunday. Course calendars/schedules of class content will be posted at the beginning of semester prior to the first day of class. Except for the first week, class content for a week will be made available on the prior Wednesday at 6:00 am. Content will remain available, but assignments will close each Sunday at 11:59 pm unless otherwise specified.

Timely Grading:
Students can expect all submitted assignments to be graded within 7 days from assignment due date unless otherwise specified.

Cell Phone Use:
To enhance your learning in the class as well as to develop good nursing practice with the use of cell phones within the educational and work place environment, the following will occur:

1. Cell phones should not be out on your desk during class time.
2. Set your phone to alert silently or turned off during class.
3. If you are expecting or must take an urgent call, if possible inform your instructor before the start of class. It is expected that you will leave the classroom to answer the call.

Schedule and Syllabus Changes:
The instructor(s) have the right to alter the course schedule or syllabus as may be necessary to facilitate learning needs.

Instructor Expectations of Students:

Student Handbook:

Students will review the Prelicensure Student Handbook to be reminded of those policies.

https://washburn.edu/academics/college-schools/nursing/_files/Prelicensure-BSN-Student-Handbook.pdf

Attendance & Participation:

Learner success depends on student's ability to communicate through discussion and writing, engage with their peers, and participate in course activities.

School of Nursing schedules are based on the **Central time zone** including assignment submission times.

For example, if the assignment is due at 11:59 pm, it is due at the following time in the respective time zone:

Eastern Time	12:59 am
Central Time	**11:59 pm**
Mountain Time	10:59 pm
Pacific Time	9:59 pm
Alaska Time	8:59 pm
Hawaii Time	6:59 pm

Source: http://www.timeanddate.com/worldclock/converter.html

If the learner is unable to participate, the instructor must be notified during that week. The instructor reserves the right to make judgment on accepting and/or making up assignments missed because of failed participation in course activities. Consistent lack of participation may result in a letter grade reduction.

Students are expected to check the D2L course and D2L course e-mail frequently (2-3x a week). (Use the D2L Help to learn how to forward your D2L e-mail to your regular e-mail account.) Because this course's materials are on D2L, and it is not unusual to have access and/or computer issues, it is important for learners to have a backup plan to complete course work should a problem arise. Learners have access to computers in Mabee Library and computer labs located in the School of Nursing. If you do experience technical problems, please contact WU technical support at 785.670.3000 or email support@washburn.edu.

Course Materials:

All course materials and activities must remain the property of the School of Nursing and must not be copied from the Internet.   All faculty-generated materials are the property of faculty. You may copy for personal study purposes only. Faculty materials may not be shared with others without permission of the faculty.

Late Assignments:

Assignments submitted after the due date may have points or a percentage of the total points for an assignment subtracted for each 24-hour period it is late *unless arrangements have been made with the instructor(s)*. Students are strongly encouraged to negotiate with faculty in a proactive manner around difficulty in meeting deadlines.

General Criteria:

Learners must carefully consider all of the required components of each assignment. In addition to including each component, students must use grammatically correct English and logically develop assertions providing supporting evidence through references and citations.

Gender Specific Language:

In this course/topic, we will use the term "woman/en" to describe genetic females and "man/en" to describe genetic males. However, we recognize that not all people born with specific sexual characteristics identify with their gender, and we encourage the audience/reader to consider transgender and gender nonbinary individuals as part of this larger group.

Plagiarism:

Students must cite all sources of information in discussion posts and written work and provide references. Using ideas or words written or spoken by another person without providing a citation and reference for the source of information is considered plagiarism and will **not be tolerated**. All citations and references must be in **APA 7th edition format**. Please refer to Student Code of Conduct (https://www.washburn.edu/student-life/services/files/Student_Conduct_Code.pdf) for specific policy related to plagiarism.

Online Discussion Protocol

Guidelines for being successful in online discussions are as follows:

- Postings should be evenly distributed, forums revisited frequently.
- Adding your post the last day of the forum is open is not acceptable.
- Postings should be a minimum to cover the topic and your points accurately.
- Avoid short responses such as "I agree", "Good point" unless they are accompanied by supporting statements from the readings, prior knowledge, or literature outside the readings.
- Contribute NEW and relevant information to the discussions.
- Encourage further discussion by building on current threads.
- Check postings for responses from others and respond in kind.
- Stay focused on the discussion topic.
- Use proper 'netiquette'. (http://www.albion.com/netiquette/corerules.html)

Virtual Class Sessions:

There will be online class sessions. Each student will be responsible for engaging with the faculty and student colleagues in in-depth discussions about the material covered within each module. It is expected that students enrolled in the course will attempt to join all of the online sessions.

Zoom Etiquette Guidelines

- **Zoom meetings are virtual classrooms.**
  You are expected to conduct yourself as if you are in an in-person meeting or classroom. Take turns speaking and avoid interrupting. Raise your hand to be recognized if you would like to ask a question or contribute to the discussion.

- **Dress to impress.**
  It's easy to give in to the temptation to wear sweatpants and an old t-shirt because you're

working from home. However, you are expected to have a professional appearance. Dress for your video conference the way you would for an in-person meeting.

- **Attend as though sitting in a classroom.**
  Sit upright and center your body on the screen. Avoid lying down or walking around during the meeting. Lying in bed or on a couch is unacceptable. Make sure your camera is eye level and on the monitor you plan to use for the conference.

- **Control video and audio quality.**
  If possible, invest in a quality webcam and speaker and microphone headset. These provide better video and audio than your computer's built-in system. Try to hold meetings in quiet, indoor locations to control ambient noise.

- **Adjust your lighting.**
  Don't sit directly in front or beside a bright light source, or else all the audience sees is a bright light and a shadowy figure. Experiment with moving lamps and your camera until you can see your brightly-lit face on the screen.

- **Think about your background.**
  Try to provide a nice, plain background. If your treadmill is in your office and you use it more as a place to hang laundry, that's not really the best visual for your audience. Clear the space around you of clutter such as empty glasses and eating utensils. Avoid showing bedding and pillows in the background. You can't control everything in a mobile environment, but you should give some thought to background prior to your meeting.

- **Practice speaking to the camera and not the screen.**
  Our tendency is to look at the person on the screen, but you should look at the camera when you speak so the audience feels like you're talking directly to them.

- **Optimize Zoom.**
  Sharing; generally, DO NOT select "Share Your Desktop" (unless you want every pop-up email and private message on display for your audience!). Instead, open up any relevant documents before the call and share only those during the meeting. Note that when you share, Zoom prioritizes the shared item to the bandwidth. This can reduce the other video feeds' quality, so don't share longer than necessary.

  Bandwidth and signal; If you can afford it, increase your bandwidth. If you are wireless, try to remain close to the wireless router and consider installing a signal booster in areas of low signal strength. When you have the option, choose wired (instead of wireless) for video conferencing.

Zoom Etiquette During Meetings

- **Mute your microphone when not speaking.**
  Zoom has a "Mute Microphone" option that cuts down on ambient feedback for the audience. When there is a lot of back-and-forth discussion you will turn this off, but you should mute yourself when listening to a presenter.

- **Use Zoom's chat function.**
  You can send a question or statement to everyone or privately to a participant. Do not use the chat function to chat with participants unless you have a question related to the topic of the presenter or another participant.

- **Think about your actions on camera.**
  Always remember that everyone can see you. Someone is watching as you take a big, wide-mouth yawn, stretch, or wander around the room. These exaggerated movements are distracting to the audience and can be disruptive to the speaker. Try to stay still and be attentive – or at least act attentive!
- **Turn off cellphones.**
  Using your phone during a Zoom session is unacceptable. If you need to take an urgent call, send a private message to the host, and turn off your audio and video. Texting during a Zoom meeting is unacceptable.
- **Using the Zoom app.**
  If you must attend a meeting on-the-go or do not have your computer available, Zoom does have applications for cellphone use. This is not the preferred method of Zoom due to poor audio and video quality. You MAY NOT use Zoom while driving. No exceptions.
- **Control outside interference.**

While we recognize that Zoom sessions will largely take place in your home, it is of the utmost importance that you keep your other household members out of the picture. For instance, do not allow your pet to sit on your lap, keyboard, your shoulder, or anywhere else they can be noticed as this can be very distracting to the other session attendees. Ideally this will apply to children and significant others as well, so please make every effort not to have your children or significant other interrupt you while you are in a Zoom session. While it is impossible to completely control all of these factors, please take this into consideration while planning or participating in a Zoom session.

Written Assignments:
Any written assignments will be submitted via D2L dropboxes in **.doc or .docx** files only with a file name as follows: **LAST NAMEFIRSTINITIAL.COURSEASSIGNMENT**. **Example: DOEJ.NU999CASESTUDY**

Proctored Exams:
All exams are completed online and proctored either in the classroom or at Mabee Library. The exams are timed and questions/response options are randomized. Exams must be completed without assistance from textbooks, web resources, or any personal resources. Exams test your retention of key concepts and critical thinking. Exams are considered an integral part of the learning process. Healthcare scenarios may be used in exam questions. All material from lecture, handouts, web-assisted learning activities and assigned reading is subject to evaluation via online exams.

1. Students are expected to write/submit quizzes/examinations at the time scheduled. If a student is unable to be present for a test/exam due to an extreme extenuating circumstance, *the student must notify the faculty member prior to the scheduled test/exam period, make up exams are rare.*
2. If a student should miss an exam he/she must arrange for an alternate test that is proctored within one week of the missed exam. Permission to take an exam or submit a quiz or examination early shall be given only in extreme extenuating circumstances. Conflict resulting from a student having more than one exam on a given day does not constitute "extreme extenuating circumstances". Dates and times of quizzes/examinations, including final examinations, are posted at the beginning of each semester. Students should plan their vacations and work schedules accordingly.

If a student experiences technical problems during online testing, the student must:

1. Notify the proctor immediately to report the nature of the problem.

*All testing employs the Washburn University Student Academic Integrity Policy. Exam questions, response options, and entire tests are randomized for each student to ensure test integrity. **Successful completion of the course requires an overall average score of 75% of the total points assigned for examinations, as well as 75% of the total of points for the course. If a student does not earn at least a 75% average on the exams, the exam average will be the grade entered on the transcript.**

Per WU SON policy there is "no rounding up" of grade percentages. There are no late exams without prior authorization by the instructor. Any substantiated concern for test taking integrity will result in a zero for the test and review by the University.

Online Testing:
Students may test at the location of their choice on a computer that has a webcam. The webcam and microphone can be built into the computer or can be one that is connected with a USB cable. Students will be required to download LockDown Browser, with the webcam icon, and to enter the exam through this portal. Students must do an environmental survey using the Webcam prior to starting the exam. No cell phone, other Web browser or written/printed paper resources are allowed during proctored tests. Students may have a blank sheet of paper at the start of the exam and must show this paper at the beginning of the exam. After finishing the exam, this paper must be destroyed and no notes from the exam are allowed to be kept. Strict test integrity guidelines will be followed for the course.

Students will need their Washburn log-in and password to access exams through Respondus. If there are any problems with the log-in, please contact Washburn Tech Support at 785-670-3000 or support@washburn.edu.

Before taking an exam, review the following documents posted on the Course Site:

- Student Quick Start Guide
- LockDown Browser: Details for Students
- System Requirements

Testing Expectations:
When taking an online exam, follow the guidelines below, failure to do so will be viewed as an act of academic impropriety.

- No other people are allowed in the testing room (including babies and children).
- No communicating with anyone, this includes electronic communication. The only exception is if needing to contact a faculty member or support in the event of technical difficulties.
- No leaving the testing room.
- No resources on tabletop, work area or walls of the testing room. Remove all textbooks, ebooks, notes, papers, mobile devices etc. unless they are specifically permitted in written guidelines for a given exam (for example scratch paper or a calculator may be permitted in some cases).
- You will be prevented from accessing applications like Word, Excel, PowerPoint or other websites.
- No music playing, no headphones, no earbuds.

- If you have a second monitor, it will be inaccessible; the screen will be a solid color during the exam.
- No additional computers running in the testing room.
- Webcam must be focused on test taker at all times.
- Nothing can cover the lens of the camera at any time during the test.
- If a test permits scratch paper the student will have to show the blank paper at the beginning of the test.

Email Expectations:

Your Washburn University e-mail address will be the official address used by the University for relaying important messages regarding academic and financial information and the University will consider this your official notification for important information. It may also be used by your instructors to provide specific course information. If you prefer to use an alternate e-mail address to receive official University notices you can set a forwarding address in the Outlook Web App by following the steps below.

Outlook Web App: Set Forwarding Address

1. Go to http://outlook.washburn.edu
2. Sign in
3. Click the **Gear** in the upper right
4. Choose **Options**
5. Select **Forward your email** from the list on the right
6. In the lower portion of the screen, **enter the email address** to which you want to forward all your email.
7. Click the **start forwarding** button

It is your responsibility to ensure that your official e-mail box does not exceed your message quota resulting in the inability of e-mail messages to be accepted into your mailbox.

Course Policies and Additions to Syllabus

For current policy information on these topics visit:

http://www.washburn.edu/faculty-staff/faculty-resources/policies-forms/forms/master-syllabus.docx

- Mission of the University
- Definition of a Credit Hour
- Notice of Non-Discrimination/Safe Educational Environment
- Harassment & Discrimination
- Confidential Resources
- University Diversity and Inclusion – Student Accommodations, Military Connected Certifications, LGBTQ+ Resources, Multicultural and Non-Traditional Student Resources
- Academic Misconduct Policy
- Concealed Carry Policy
- Withdrawal Policy
- Attendance/Administrative Withdrawal
- Official E-mail Address

- On-Campus Resources