

**FRANCIS MARION UNIVERSITY: DESCRIPTION OF PROPOSED
NEW COURSE or MODIFICATION OF AN EXISTING COURSE**

Check the appropriate box: ☒ New Course ☐ Course Modification

Department: School Business

Date: 07/13/22

Course No. or Level: 101

Title: Applied Business Concepts

Semester hours: 1,2, 3

Clock hours: 3

Lecture: X Laboratory:

Prerequisites: None

Enrollment expectation: 25+

This course is not a modification, substitute, or alternative for any course.

Name of person preparing course description: Hari K Rajagopalan

Department Chairperson's/Dean's Signature: _____



Provost's Signature: _____



Date of Implementation: Fall 2023

Date of School/Department approval:

Catalog description: **101 Applied Business Concepts (1), (2) or (3) (Prerequisite: permission of the school).** Any business topic that is needed critically for organizations or in the community for training and development. Students can take these classes more than once. These courses are exclusively for non-degree seeking students and cannot be transferred into a degree.

Purpose:

This course is setup to provide a mechanism for participants who complete contract courses with the School of Business or Center for Innovation to get course credit without using courses which are required for a degree. It also provides a mechanism to separate course credit going to degree seeking students and the course credit for the contract courses which are for non-degree seeking students.

**FRANCIS MARION UNIVERSITY: DESCRIPTION OF PROPOSED
NEW COURSE or MODIFICATION OF AN EXISTING COURSE**

Check the appropriate box: X New Course ____ Course Modification

Department: School Business

Date: 07/13/22

Course No. or Level: 175

Title: Money Matters for Life

Semester hours: 3 Clock hours: 3

Lecture: X Laboratory:


Prerequisites: None

Enrollment expectation: 25+

This course is not a modification, substitute, or alternative for any course.

Name of person preparing course description: Mary R. Dittman

Department Chairperson's/Dean's Signature:  _____

Provost's Signature: 

Date of Implementation: Fall 2023

Date of School/Department approval:

Catalog description: **BUS 175 Money Matters for Life (3)**. Introduces the fundamental functions and activities of personal money management. Topics include understanding current economic data, income generation, personal tax preparation, personal insurance options, negotiation tactics, credit management, investing, retirement planning, estate planning, and ethics in personal money management.

Purpose:

1. This course is intended for students who wish to learn about managing their personal financial health. This course is intended to be offered for Dual Enrollment Credit to high school students seeking to fulfill the graduation requirement of a personal finance course enacted by the South Carolina legislature through a provision in the 2022-2023 state budget.
2. Having successfully completed this course the students will be able to:
 - Set and achieve specific financial goals.
 - Identify different types of financial accounts and be able to open accounts.
 - Check their credit score and know how to improve that score and protect their credit.

- Construct a personal (or household) budget.
- Forecast salary needs.
- Negotiate salary and benefits.
- Negotiate lower bills and prices.
- Demonstrate knowledge of requirements and options for auto, home, and health insurance.
- Complete tax forms upon hiring and be proficient in understand filing personal taxes on the federal and state levels.
- Start investing in retirements accounts (401(k), 403(b), Roth IRA, SEP IRA, Traditional IRA).
- Identify the differences between taxable and non-taxable investment accounts.
- Use their critical thinking skills to appropriately protect their financial assets.

Teaching method planned: Full class lecture.

Textbook and/or materials planned (including electronic/multimedia):

- Suggested personal finance books and resources available via FMU Library.
- Teacher created problems/assessments distributed through Blackboard.
- No additional resources or faculty is required.

Course Content: In July, 2022, the South Carolina Legislature authored a provision in the 2022-2023 state budget requiring every high school student to take a personal finance course prior to graduation. This change makes South Carolina the 15th state to require personal finance education. This course was offered in Spring 2022 under MGT-497HH as an Honors elective course at the request of the Director of the Honors Program. Student reception was overwhelmingly positive, especially with respect to required role-play assignments with the instructor that tested students' negotiation skills.

This course is designed to provide all FMU students with the skills necessary to begin building their financial lives. Students will learn how to immediately check, improve, and protect their credit scores. Students will learn step-by-step how to set up investment, retirement, and bank accounts. Students will understand the differences between stocks, mutual funds, index funds, ETFs, and the tax implications of each. Students will understand how to complete and submit tax forms required for employment and contract work, as well as the process for filing state and federal tax returns. Students will learn about the history and current state of cryptocurrencies and how NFTs and blockchain technology function. Students will be able to create a personal budget, financial goals, and do basic estate planning.

High school students in the Pee Dee will be able to take this course for Dual Enrollment to satisfy the state requirement for personal financial education, and as a 100-level business course, it should transfer to four-year institutions in South Carolina as an elective course.

Syllabus for BUS 175 Money Matters for Life

Course Title: Money Matters for Life

Instructor: Ms. Mary R. Dittman

Office: FH 263A

Phone: 843-661-1495 Email: mdittman@fmarion.edu

Prerequisite: None

Required textbook: None

Catalog Description: (3). Introduces the fundamental functions and activities of personal money management. Topics include: understanding current economic data, income generation, personal tax preparation, personal insurance options, negotiation tactics, credit management, investing, retirement planning, estate planning, and ethics in personal money management.

Content of the course: This course is designed to provide students with the skills necessary to begin building their financial lives. Students will learn how to immediately check, improve, and protect their credit scores. Students will learn step-by-step how to set up investment, retirement, and bank accounts. Students will understand the differences between stocks, mutual funds, index funds, ETFs, and the tax implications of each. Students will understand how to complete and submit tax forms required for employment and contract work, as well as the process for filing state and federal tax returns. Students will learn about the history and current state of cryptocurrencies and how NFTs and blockchain technology function. Students will be able to create a personal budget, financial goals, and do basic estate planning.

Expectations: Students will gain the conceptual tools and practical knowledge to generate income; negotiate effectively; manage personal finances, including investing, saving, insurance, taxes, and estate planning.

Topic Schedule:

Week	Topic	Assessment
1	Money Mindset	Assignment 1-2
2	Budgets	Assignment 3-4
3	Account Basics	Assignment 5; Exam 1
4	Salary Negotiation	Role Play 1

5	Price Negotiation	Role Play 2
6	Your Credit	Assignment 6-7; Exam 2
7	Insurance Basics	Assignment 8-9
8	Taxes	Assignment 10-11
9	Stock Markets	Assignment 12-13
10	Stock Markets	Assignment 14-15; Exam 3
11	Investment and Retirement Accounts	Assignment 16
12	Setting up a 401(k) / 403(b)	Assignment 17
13	Setting up an IRA	Assignment 18; Exam 4
14	Cryptocurrency	Assignment 19-20
15	Estate Planning	Assignment 20-21; Exam 5

Assessment:

Exam 1: 10% of grade

Exam 2: 10% of grade

Exam 3: 10% of grade

Exam 4: 10% of grade

Exam 5: 10% of grade

Optional, cumulative Final Exam will replace lowest exam grade.

Role Play 1: 15% of grade

Role Play 2: 15% of grade

Homework Assignments: 20% of grade (Twenty-one assignments, lowest grade dropped.)

When completed, forward to the Office of the Provost.

**FRANCIS MARION UNIVERSITY: DESCRIPTION OF PROPOSED
NEW COURSE OR MODIFICATION OF AN EXISTING COURSE**

X New Course Modification

Department/School: Nursing

Date: September 26, 2022

Graduate or Undergraduate Course: Undergraduate

Course No. or Level: NURS 101 **Title:** Introduction to the Profession of Nursing

Semester hours: 2 **Clock hours:** 2 **Lecture** 2 **Laboratory** 0

Prerequisites: Eligible for Math 111 or higher or permission of the department

Enrollment expectation: 250 per year

Indicate any course for which this course is a (an)

modification _____
(proposed change in course title, course description, course content or method of instruction)

substitute Chemistry 112 and 112L
(The proposed new course replaces a deleted course as a General Education or program requirement.)

alternate _____
(The proposed new course can be taken as an alternate to an existing course.)

Name of person preparing course description: Dr. Dorie Weaver

Department Chairperson's/Dean's Signature Karen K. Sittling

Provost's Signature Pete King

Date of Implementation: Fall 2023

Date of School/Department approval: September 6, 2022

Catalog description:

101 Introduction to Profession of Nursing (2) (Must be eligible for Math 111 or higher or permission of the department) This course will introduce the pre-nursing student to the professional nurse as a provider of patient-centered care, member of the healthcare team, and patient advocate. A brief overview of the history of nursing and its theorists that contributed to the profession of nursing will be discussed. This course will also develop the learners' knowledge related to basic nutritional concepts, principles, and requirements. The focus will be on the function of nutrients in health promotion and wellness across the lifespan, cultural considerations, and the interrelationship between food choices, the environment and impact of an individual's health status. In addition, students will be given instruction in recognizing and formulating medical terms frequently used within the profession. Students will gain a foundational understanding of basic rules of building and analyzing medical terms associated with the body as a whole. Completion of this course does not guarantee admission to the upper

division nursing program.

- Purpose:**
1. **For Whom (generally?)** Pre-nursing Students
 2. **What should the course do for the student?** Prepare students for entry into upper division nursing by teaching information that is necessary for student success in the program.

Teaching method planned: Face-to-face utilizing strategies such as lecture, class discussions, group work, case studies, quizzes/exams, and gaming.

Textbook and/or materials planned (including electronic/multimedia):

Cohen, B. J., & Jones, S. A. (2021). *Medical terminology: An illustrated guide* (9th ed.). Jones & Bartlett Learning. ISBN: 978-1975136376

Dudek, S. G. (2022). *Nutrition essentials for nursing practice* (9th ed.). Wolters Kluwer. ISBN: 978-1975161125

Course Content:

History of the Nursing Profession

Nursing Theorists

Medical Terminology: Concepts, Prefixes, and Suffixes related to body systems

Nutrition: Carbohydrates, Proteins, Lipids, Vitamins, Water & Minerals

Healthy Eating

Cultural & Religious Influences on Food and Nutrition

When completed, forward to the Office of the Provost.



**School of Health Sciences
Department of Nursing
Pre-Nursing**

Course Title: Introduction to the Profession of Nursing
Course Number: NURS 101
Credit Hours: 2 semester hours

Day and Time: Lee Nursing Building (LNB)

Pre-requisites/Co-requisites: Eligible for Math 111 or higher or Permission of the Department

Course Coordinator:

Dr. Dorie L. Weaver, DNP, MSN-NE, FNP-BC, PMHNP-BC, CNE

Office Number: LNB 110

Office Phone: 843-661-1692

E-mail: dweaver@fmarion.edu

Office hours: Wednesdays: 10am-12pm & Thursdays: 1pm-3pm
Additional Hours by Appointment

Course Description:

This course will introduce the pre-nursing student to the professional nurse as a provider of patient-centered care, member of the healthcare team, and patient advocate. A brief overview of the history of nursing and its theorists that contributed to the profession of nursing will be discussed. This course will also develop the learners' knowledge related to basic nutritional concepts, principles, and requirements. The focus will be on the function of nutrients in health promotion and wellness across the lifespan, cultural considerations, and the interrelationship between food choices, the environment and impact of an individual's health status. In addition, students will be given instruction in recognizing and formulating medical terms frequently used within the profession. Students will gain a foundational understanding of basic rules of building and analyzing medical terms associated with the body as a whole. Completion of this course does not guarantee admission to the upper division nursing program.

Learning Outcomes: At the conclusion of this course, the learner will be able to:

1. Discuss the history and evolution of the discipline of nursing.
2. Compare and contrast the varied nursing theories and their contributions to the profession.
3. Differentiate the types, sources and roles of carbohydrates, lipids and proteins within the body.
4. Identify the body functions of various vitamins and minerals.
5. Explain the relationship between diet and health status.
6. Define medical terms from medical word elements, including knowledge of roots, prefixes, suffixes and combining forms.

Program Learning Outcomes:

The baccalaureate generalist program in nursing prepares the graduate to:

1. Utilize the liberal education courses as the cornerstone for study and practice of professional nursing.
2. Incorporate the knowledge and skills in leadership, quality improvement, and client safety in the provision of high quality health care.
3. Provide safe, effective, and compassionate care to all individuals and groups across the lifespan based upon the principles and models of evidence-based practice, understand the research process, have the ability to retrieve, evaluate, and synthesize evidence in collaboration with healthcare team members to practice in a manner that improves client outcomes.
4. Incorporate information management, client care technologies, and communication devices in providing safe and effective client care.
5. Incorporate information on healthcare policies, including financial and regulatory, directly and indirectly influencing the nature and functioning of the healthcare system in professional nursing practice.
6. Demonstrate effective inter-professional communication and collaboration through verbal, nonverbal and written communication skills to practice individual accountability, client advocacy, conflict resolution principles, and teambuilding strategies.
7. Integrate knowledge and skill derived from the physical sciences, bio-psycho-social sciences, humanities, and nursing in the provision of holistic care to individuals, families, groups, communities, and populations across the life span with a focus on health promotion, disease and injury prevention.
8. Demonstrate and utilize principles of legal ethical core values of professionalism with the application of professional values of altruism, autonomy, human dignity, integrity and social justice in the delivery of care to all clients across the lifespan.
9. Utilize the roles of provider of care, manager/coordinator of care, and member of the profession in developing and providing safe, effective, and compassionate care to all clients across the lifespan with diverse multicultural needs. This includes but is not limited to cultural, spiritual, ethnic, gender and sexual orientation to diversity (AACN, 2008).

Teaching Strategies:

Teaching strategies will consist of lecture, audio-visual aids, class discussions, group work, case studies, quizzes/exams, and gaming.

Required Textbook(s):

Cohen, B. J., & Jones, S. A. (2021). *Medical terminology: An illustrated guide* (9th ed.). Jones & Bartlett Learning. ISBN: 978-1975136376

Dudek, S. G. (2022). *Nutrition essentials for nursing practice* (9th ed.). Wolters Kluwer. ISBN: 978-1975161125

Methods of Evaluation:

Students must earn a grade of “C” or higher to pass this course.

Classroom Evaluation Methods:

Assignment	Percent of Final Grade
Class Attendance & Participation	8%
In-Class Nutrition Case Studies (4 @ 4% each)	16%
In-Class Nutrition Quizzes (5 @ 6% each)	30%

In-Class Medical Terminology Quizzes (5 @ 6% each)	30%
In-Class Final Exam (Nutrition & Medical Terminology)	16%
Total	100%

Classroom Grading Scale:

Alphabetic	Raw Score
A	94-100
B+	90-93
B	87-89
C+	83-86
C	80-82
D+	76-79
D	73-75
F	72 or below

Rounding:

Per program policy, only final grades will be rounded. Final grades of 0.50 or greater will be rounded up to the next whole numeric value. Therefore, a 79.50 is the minimum grade needed to pass this course, as this is rounded to an 80. Exam and/or quiz scores will not be rounded and will be entered in the grade book in Blackboard to the nearest hundredth of a percent.

Scheduled Quizzes:

There will be no test plans provided by faculty. Studying should include the assigned textbook chapters, PowerPoint slides, and classroom lecture. It is **strongly encouraged that students review their notes frequently and not wait until the day prior** to begin studying. If one is absent from class, the student is responsible for obtaining the class notes from fellow students.

Scheduled quizzes will be given throughout the semester. The format of the quizzes will consist of multiple choice, multiple-multiple, matching, and true/false. These quizzes will be administered **at the beginning** of the designated class session per the topical outline. Any student who arrives to class late, will not be able to take the quiz and will receive a make-up quiz on a day and time convenient for the professor and student. **No more than one quiz can be made-up. Subsequent missed quizzes will result in a '0.'** There will be **NO** exceptions to this rule. Each quiz will be worth 6% of your total grade.

Final Exam:

The final exam will be administered on the date and time per the University's final exam schedule.

*****Last Day to Withdraw from an Undergraduate Course is November 10*****

Test Taking Guidelines:

Before each quiz/test/exam students will:

- Place all belongings, including cell phones & technological watches/devices, at the front or sides of the classroom.
- The proctors will keep their cell phones in view in case of a Swamp Fox Alert. All student phones must be turned OFF. If a student has a cell phone/watch at his or her desk during a quiz or test, the student will receive an automatic zero, "0".
- Once a quiz/test/exam is started, the student cannot leave.

- Once a student accepts a quiz/test/exam, they cannot stop taking the test and postpone taking it for any reason. If they hand in an uncompleted quiz/test/exam, the grade stands as is.

ACADEMIC INFORMATION

Classroom Attendance Policy:

It is the responsibility of the student to attend all scheduled meetings in the courses in which he/she is enrolled. If a student is absent more than twice the number of required class sessions per week during regular semesters or more than fifteen percent (15%) of required sessions during accelerated semesters, a grade of F or W will be assigned (*FMU Catalog*, p. 51). Attendance may be taken following breaks, and if the student has left the class, he/she will be counted as absent for the entire class session. After two absences, the instructor will utilize compulsory attendance, which means there can be no further absences at all. If a student violates the stated attendance policy, the instructor will notify the Office of the Registrar to drop the student from the class with the appropriate grade.

Campus Security:

Classroom doors will be locked at the beginning of class for safety reasons. Students will not be admitted to the class once the door is locked. If a student needs to leave during class, they will not be readmitted until the class break. All Department of Nursing (DON) students, faculty, and staff are responsible for campus safety.

Written Paper Requirements:

This is a professional course, thus proficiency in English grammar is an expectation.

- All papers must use appropriate sentence structure, grammar, organization, punctuation and spelling.
- All papers must demonstrate evidence of logical development of thought, clarity, and organization.
- To be accepted for grading, all written papers will be typed and consistent with APA guidelines as appropriate for the assignment.
- All written assignments must be submitted in the Blackboard Learn system unless instructed otherwise.

Email:

Electronic mail is an essential component of communication between the Nursing Faculty, administration, and students; therefore, all nursing students are required to have an active email account. Email responses to faculty are expected within 24 hours. In return, faculty will email students within 24 hours with the exception of weekends and holidays. Email to all faculty and students in the department must be addressed professionally with a proper salutation, complimentary closing, and signature. If any of the proper ingredients are lacking, the email will be returned with a note that states "please address this email in a professional manner." Each email should address one issue.

Communicating With Faculty:

Please communicate with faculty by email only. All issues must be discussed with the course coordinator first. If a student feels that the course coordinator did not address their concerns, then the student should make an appointment with the DON Chair who may ask the course coordinator to be present during the discussion. It is important in your professional careers to follow chain of command in order to properly resolve issues.

Guidelines for Faculty Appointments:

All nursing faculty have posted office hours and students should do their best to schedule appointments at those times. If those times are not feasible, the student may request the faculty to meet at another time.

Social Network/Photo Policy:

Students are encouraged to use their most professional judgment in regard to Internet social networking sites and photos. Information and/or pictures about clinical or patient information, in any format is not appropriate

on social networking sites. Information and/ or pictures about FMU Nursing Programs, faculty, other students, laboratory, or simulation experiences in any format must receive prior approval from FMU nursing faculty before posting to social media. If granted approval, students must include the department hashtag #FMUnursing. Violations of this policy will result in dismissal from the program for lack of maintaining professional standards.

FMU Non-Discrimination Policy:

FMU follows all federal and state laws banning discrimination in public institutions of higher learning. Francis Marion adheres to all Title IX policies, and does not discriminate on the basis of race, color, sex, religion, ethnicity, national origin, age, sexual orientation, gender identity, veteran status or any other protected category under applicable local, state, or federal law. General questions regarding Title IX can be directed to the Office of Civil Rights (www.ed.gov/ocr). Specific questions may be referred to the University's Title IX Coordinator (titleixcoordinator@fmarion.edu).

Student Responsibilities:

Each student is responsible for the proper completion of his/her academic program, for familiarity with the *FMU Catalog*, the *University Student Handbook*, and the *BSN Student Handbook (current editions)*. Each student is responsible for maintaining the grade point average required, and for meeting all degree requirements. The academic advisor will counsel, but the final responsibility for a successful college career rests with the student.

Academic Dishonesty:

See Honor Code found in the *University Student Handbook: Rights and Responsibilities Standards of Conduct (current edition)*. All students and faculty are expected to refrain from acts of academic misconduct including, but not limited to plagiarism, the giving or falsifying of any academic documents or related materials, cheating, and the giving or receiving of unauthorized aid in tests, examinations, or other assigned work. Please see the *BSN Student Handbook (current edition): Academic Integrity*. In the DON a plagiarized assignment will be issued a grade of zero.

Grievance Procedures:

The DON adheres to the University Guidelines for Student Concerns or Complaints as outlined in the current edition of the *Francis Marion University Catalog*. Student concerns or complaints are handled in a professional manner. Discussion and problem solving of issues should be based on facts. **Grievances should be discussed first with the faculty involved and if unresolved, with the Chair of the program.** Resolutions should acknowledge the satisfaction of all parties, but must maintain the integrity of the DON.

Following the chain of command is an expected behavior for professional nurses. If the issue(s) cannot be resolved, a formal grievance may be filed as described in the current editions of the *Francis Marion University Catalog*, *University Student Handbook*, and the *BSN Student Handbook*.

Late Work Policy:

Failure to submit an assignment by the designated due date will result in a 10-point deduction each day the work is not submitted. If there are extenuating circumstances that prevent on-time completion of an assignment, the student must communicate with the course coordinator **24 hours prior** to the scheduled due date noted on the syllabus. A new due date will be decided in collaboration with the course coordinator. **If not submitted on the newly designated due date, 20 points will be automatically deducted along with each day the assignment is not submitted.** Please note that permission from the course coordinator must be obtained for an extension to be granted.

Code of Ethics:

The DON subscribes to the “Code of Student Conduct” as defined in the “*Students’ Rights and Responsibilities*” section of the current edition of the *Francis Marion University Student Handbook and Catalog (current editions)*. The DON subscribes to the American Nurses Association (ANA) Code of Ethics; whereby, all students and faculty are expected to be honest and honorable in all academic and professional endeavors. It is further expected that they will refrain from any activity, which might impair the image of the University, the DON, or the nursing profession. Please see the *BSN Student Handbook (current edition)*: *Academic Integrity* and <https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/>.

South Carolina Nurse Practice Act:

Students must abide by the South Carolina Nurse Practice Act (*South Carolina Department of Labor, Licensing, and Regulation: Board of Nursing, Title 40*) found at <https://www.scstatehouse.gov/code/t40c033.php> or the South Carolina Board of Nursing website under policies.

Personal Computers:

Every nursing student is required to have a personal laptop computer for coursework and online testing. The minimum configuration should include:

- The current version of Microsoft Windows or macOS.
- Microsoft Office. FMU provides Office 365 free to all actively enrolled students; contact the Campus Technology office for more information.
- Wireless Internet access.
- A webcam (either built-in or USB) for off-campus online testing.
- A battery with at least a 2-hour capacity. Because not all classrooms provide individual power outlets, students should ensure batteries are fully charged before testing.

A Windows PC is strongly recommended because the DON requires certain specialized software that may be unavailable for, or have reduced functionality on, other systems. iPads, Android tablets, and Chromebooks are specifically known to be incompatible with Nursing’s software requirements. It is the student’s responsibility to ensure they have access to a suitable device.

Specialized software used by the DON includes:

- Respondus LockDown Browser (used for all online testing). This is available through the “Respondus” tab on Blackboard, and must be installed from there, as the link is specific to FMU.
- Other course-specific software as specified by the instructor.

Personal handheld devices are recommended that can download e-books for reference. If a student does not have a handheld device, they will be able to purchase the paper copy of the book.

Students should bring their laptops, including power adapters, to all class sessions. It is recommended that students manually check for Windows or macOS and Respondus updates the night before each test to avoid interruptions or delays the day of the exam.

Other Computer Access on Campus:

FMU’s Academic Computer Center and the DON Computer/ Student Lounge in the LNB are open to all enrolled students. Access to the laboratory may require a valid University ID Card. Students are required to supply their own external drives and printer paper.

The software and documents available are copyrighted products and may not be reproduced, in part or in whole for any purpose. Students are required to follow all FMU policies with regards to disk write rights, piracy, viruses, climate, and media when working in the computer lab.

Refer to: *BSN Student Handbook* ("Computer Use/Access").

Acceptable Uses of the Internet:

Guidelines for acceptable Internet use are available in the *FMU Catalog*, as well as on the Academic Computing section of the FMU website (www.fmarion.edu). Refer to: *BSN Student Handbook* ("Acceptable Uses of the Internet").

Printing:

Printers are located throughout the FMU campus. See the current *FMU Catalog* for printing policies.

Computerized Testing:

Respondus and Respondus Monitor:

The DON uses Respondus LockDown Browser for computerize testing. "LockDown Browser is a custom browser that locks down the testing environment within a learning management system"

(<http://www.respondus.com/products/lockdown-browser/>).

Respondus Lockdown Browser requires high-speed Internet access. Computers are an essential learning tool, with the cost dependent upon vendor and configuration. It is a requirement that nursing learners have access to his/her own personal computer. The minimum configuration should include access to the Internet and support the latest version of Windows and Windows Office Suite (Word, PowerPoint). The hardware specifications necessary should be consistent with those of your Internet Provider.

Taping Classes and Test Reviews:

Students need to ask faculty permission in order to tape any public session or class. If the faculty grants permission to tape content, it may only be used for educational purposes. Taping is not permitted during quiz or exam reviews.

Definition of Unprofessional Behavior:

Unprofessional or disruptive behavior is defined as any behavior that is contentious, threatening, insulting, or potentially litigious or otherwise interferes or has the potential to interfere with an individual's or group's professional responsibilities, self-respect, or ability to collaborate productively with others. It is behavior that creates an unsafe, intimidating, hostile, destructive or offensive work, academic or clinical environment.

Professional behavior applies to faculty, staff, and students in the DON. Examples of unprofessional or disruptive behavior include but are not limited to the following:

- Shouting or using vulgar, profane or abusive language,
- Abusive behavior,
- Physical assault or threat thereof,
- Intimidating behavior,
- Refusal to cooperate with others,
- Conduct that constitutes sexual harassment,
- Refusal to adhere to DON policies,
- Inappropriate comments written in official documents that impugn faculty, staff, or students of the DON,
- Non-constructive criticism addressed to an individual in such a way to intimidate, belittle or suggest incompetence,

- Imposition on staff of unnecessarily burdensome or idiosyncratic requirements that are generally not professionally accepted and do not result in improved efficiency,
- Making or threatening reprisals for reporting disruptive or inappropriate behavior,
- Inappropriate email conduct, lack of properly addressing faculty, shouting or using inappropriate language, and
- Not following chain of command.

Disciplinary Action for Unprofessional Behavior:

Unprofessional or disruptive behavior demonstrated by a DON student towards another student, patient, faculty, or staff will be managed as follows;

1. If possible and reasonable, the complainant should first attempt to resolve the issue by asking the individual to discontinue the inappropriate behavior. The complainant should document the attempted resolution and forward to his/her course coordinator or academic nursing advisor. Student violations will warrant a warning for unprofessional behavior,
2. If behavior is repeated and deemed as an Honor Code violation, the complainant should bring the incident to the attention of the DON Chair and use the procedures as referred to in the *University Catalog and Student Handbook*, and
3. If behavior is repeated and is not an Honor Code Violation, the complainant should contact the Chair for the DON.

Americans with Disabilities Act (ADA):

If a student has a documented disability and requires special assistance or accommodations, they should contact the University Counseling and Testing Center (*Francis Marion University Student Handbook, current edition*). Accommodations will be made with proper documentation from the University Counseling and Testing Center. The student must provide documentation to any or all course or clinical instructors of classes or clinical rotations in which the student would like to use the accommodations. If at any time during the semester the student's accommodations need to be altered, the student will provide documentation from the University Counseling and Testing Center.

Disclaimer:

Faculty members have the prerogative to schedule extra learning activities, change course content and quizzes/test/exam dates as deemed appropriate, related to learning outcomes. If the syllabus is changed for any reason, faculty will notify students in the following manner; verbally in class and/or on the announcement page of Blackboard and/ or by email.

CONTENT INFORMATION**Topical Outline:**

Week/ Date	Course Content	Reading Assignments	Evaluation Methods
Week 1 {Date}	Introduction to Course Structure & Overview of Syllabus History of the Nursing Profession		All Quizzes & Case Studies Will be Administered During Class
Week 2 {Date}	Nursing Theorists Concepts, Suffixes, and Prefixes of Medical Terminology	Cohen & Jones: CH 1	
Week 3 {Date}	Body Structure Disease & Treatment	Cohen & Jones: CH 2 Cohen & Jones: CH 3	Nursing Theorist Assignment Due
Week 4 {Date}	Integumentary System Skeletal System Muscular System	Cohen & Jones: CH 4 Cohen & Jones: CH 5 Cohen & Jones: CH 6	Medical Terminology Quiz #1
Week 5 {Date}	Nervous System Special Senses: Eyes & Ears Endocrine System	Cohen & Jones: CH 7 Cohen & Jones: CH 8 Cohen & Jones: CH 9	Medical Terminology Quiz #2
Week 6 {Date}	Cardiovascular & Lymphatic Systems Blood & Immunity	Cohen & Jones: CH 10 Cohen & Jones: CH 11	Medical Terminology Quiz #3
Week 7 {Date}	Respiratory System Digestive System	Cohen & Jones: CH 12 Cohen & Jones: CH 13	Medical Terminology Quiz #4
Week 8 {Date}	Urinary System Male Reproductive System Female Reproductive System	Cohen & Jones: CH 14 Cohen & Jones: CH 15 Cohen & Jones: CH 16	Medical Terminology Quiz #5

NUTRITION TEXTBOOK: CHAPTERS 12, 13, & 14 Will be Incorporated Throughout the Lectures

Week 9 {Date}	Nutrition & Health Guidelines for Healthy Eating Food & Supplemental Labeling	Dudek: CH 1 Dudek: CH 2 Dudek: CH 9	
Week 10 {Date}	Carbohydrates	Dudek: CH 3	Nutrition Quiz #1

Week 11 {Date}	Proteins	Dudek: CH 4	Nutrition Quiz #2 Nutrition Case Study #1 Due
Week 12 {Date}	Lipids	Dudek: CH 5	Nutrition Quiz #3 Nutrition Case Study #2 Due
Week 13 {Date}	Vitamins	Dudek: CH 6	Nutrition Quiz #4 Nutrition Case Study #3 Due
Week 14 {Date}	Water & Minerals	Dudek: CH 7	Nutrition Quiz #5 Nutrition Case Study #4 Due
Week 15 {Date}	Cultural & Religious Influences on Food and Nutrition <i>Review for Final Exam</i>	Dudek: CH 11	

Final Exam Will be Administered per the University Final Exam Schedule

08/18/2022 dlw

**FRANCIS MARION UNIVERSITY: DESCRIPTION OF PROPOSED
NEW COURSE OR MODIFICATION OF AN EXISTING COURSE**

X New Course Modification

Department/School: Nursing

Date: September 26, 2022

Graduate or Undergraduate Course: Undergraduate

Course No. or Level: NURS 102 **Title:** Introduction to Professional Clinical Nursing

Semester hours: 2 **Clock hours:** 2 **Lecture** 2 **Laboratory** 0

Prerequisites: NURS 101 or permission of the department

Enrollment expectation: 200 per year

Indicate any course for which this course is a (an)

modification _____
(proposed change in course title, course description, course content or method of instruction)

substitute Chemistry 112 and 112L
(The proposed new course replaces a deleted course as a General Education or program requirement.)

alternate _____
(The proposed new course can be taken as an alternate to an existing course.)

Name of person preparing course description: Dr. Kellie Middleton

Department Chairperson's/Dean's Signature Karen K. Sittling

Provost's Signature _____

Date of Implementation: Fall 2023

Date of School/Department approval: September 6, 2022

Catalog description:

102 Introduction to Professional Clinical Nursing (2) (Prerequisite: NURS 101 or permission of the department) This course will introduce the pre-nursing student to the role of the professional nurse in clinical practice with a focus on acquiring knowledge and developing proficiency for accurately computing medication dosages for various methods of administration to patients across the lifespan. Medication Dosage Calculations (MDC) emphasizes critical thinking techniques to effectively, accurately, and safely calculate dosages of medications through reading, interpreting, and solving calculation problems encountered in the preparation of medication administration. Learners will review basic math skills, learn systems of measurement, equivalents and conversions, selected approved medical abbreviations, and calculate dosages of medications through Dimensional Analysis. This course also explores professional values, ethics, legal issues, and theoretical standards related to the role and the profession of nursing. Completion of this course does not guarantee admission to the upper division nursing program.

- Purpose:**
1. **For Whom (generally?)** Pre-nursing Students
 2. **What should the course do for the student?** Prepare students for entry into upper division nursing by teaching information that is necessary for student success in the program.

Teaching method planned: Face-to-face utilizing strategies such as lecture, class discussions, group work, case studies, and quizzes/exams.

Textbook and/or materials planned (including electronic/multimedia):
Buchholz, S. (2019). *Henke's med-math* (9th ed.). Wolters Kluwer Health.

Course Content:

Metric and Household Measurements
Drug Abbreviations, Labels, and Packaging
Calculation of Oral Medications
Liquids for Injection
Calculation of Basic IV Drip Rates
Special Types of IV Calculations
Dosage Problems for Infants and Children
Discussion of Ethical Dilemmas

When completed, forward to the Office of the Provost.



**School of Health Sciences
Department of Nursing
Pre-Nursing**

Course Title: Introduction to Professional Clinical Nursing
Course Number: NURS 102
Credit Hours: 2 semester hours

Day and Time: Lee Nursing Building (LNB)

Pre-requisites/Co-requisites: NURS 101 or Permission of the Department

Course Coordinator:

Dr. Kellie L. Middleton, DNP-NEL, MSN-NE, BSN, RN

Office Number: LNB 130

Office Phone: 843-661-1907

E-mail: kellie.middleton@fmarion.edu

Office hours: Wednesday- 1000-1200 and 1330-1530 (or by appointment)

Course Description:

This course will introduce the pre-nursing student to the role of the professional nurse in clinical practice with a focus on acquiring knowledge and developing proficiency for accurately computing medication dosages for various methods of administration to patients across the lifespan. Medication Dosage Calculations (MDC) emphasize critical thinking techniques to effectively, accurately, and safely calculate dosages of medications through reading, interpreting, and solving calculation problems encountered in the preparation of medication administration. Learners will review basic math skills, learn systems of measurement, equivalents and conversions, selected approved medical abbreviations, and calculate dosages of medications through Dimensional Analysis. This course also explores professional values, ethics, legal issues, and theoretical standards related to the role and the profession of nursing. Completion of this course does not guarantee admission to the upper division nursing program.

Learning Outcomes: At the conclusion of this course, the learner will be able to:

1. Apply mathematical knowledge and skills to calculate medication dosages.
2. Recall abbreviations, symbols, and numbers used in medication orders.
3. Solve problems using a critical thinking approach.
4. Use Dimensional Analysis to accurately calculate medication dosages.
5. Demonstrate the ability to make ethical and legal decisions regarding patient care.

Program Learning Outcomes:

The baccalaureate generalist program in nursing prepares the graduate to:

1. Utilize the liberal education courses as the cornerstone for study and practice of professional nursing.

2. Incorporate the knowledge and skills in leadership, quality improvement, and client safety in the provision of high quality health care.
3. Provide safe, effective, and compassionate care to all individuals and groups across the lifespan based upon the principles and models of evidence-based practice, understand the research process, have the ability to retrieve, evaluate, and synthesize evidence in collaboration with healthcare team members to practice in a manner that improves client outcomes.
4. Incorporate information management, client care technologies, and communication devices in providing safe and effective client care.
5. Incorporate information on healthcare policies, including financial and regulatory, directly and indirectly influencing the nature and functioning of the healthcare system in professional nursing practice.
6. Demonstrate effective inter-professional communication and collaboration through verbal, nonverbal and written communication skills to practice individual accountability, client advocacy, conflict resolution principles, and teambuilding strategies.
7. Integrate knowledge and skill derived from the physical sciences, bio-psycho-social sciences, humanities, and nursing in the provision of holistic care to individuals, families, groups, communities, and populations across the life span with a focus on health promotion, disease and injury prevention.
8. Demonstrate and utilize principles of legal ethical core values of professionalism with the application of professional values of altruism, autonomy, human dignity, integrity and social justice in the delivery of care to all clients across the lifespan.
9. Utilize the roles of provider of care, manager/coordinator of care, and member of the profession in developing and providing safe, effective, and compassionate care to all clients across the lifespan with diverse multicultural needs. This includes but is not limited to cultural, spiritual, ethnic, gender and sexual orientation to diversity (AACN, 2008).

Teaching Strategies:

Teaching strategies will consist of lecture, audio-visual aids, class discussions, group work, case studies, quizzes/exams, and gaming.

Textbook(s):

Required:

Buchholz, S. (2019). *Henke's med-math* (9th ed.). Wolters Kluwer Health. [12-month online software access] <https://coursepoint.vitalsource.com/books/9781975151430>. ISBN: 978-1-9751-2390-1 [CoursePoint]

Methods of Evaluation:

Students must earn a grade of “C” or higher to pass this course.

Classroom Evaluation Methods:

Assignment	Percent of Final Grade
Simulation Case Studies (5 @ 1% ea.)	5%
Ethical Dilemma Assignment / Presentation	20%
Medication Dosage Calculations Quizzes (5 @ 3% ea.)	15%
Chapter Proficiency Quizzes (10 @ 5% ea.)	50%
Medication Dosage Calculations Exam (MDCE)	10%
Total	100%

Classroom Grading Scale:

Alphabetic	Raw Score
A	94-100
B+	90-93
B	87-89
C+	83-86
C	80-82
D+	76-79
D	73-75
F	72 or below

Rounding:

Per program policy, only final grades will be rounded. Final grades of 0.50 or greater will be rounded up to the next whole numeric value. Therefore, a 79.50 is the minimum grade needed to pass this course, as this is rounded to an 80. Exam and/or quiz scores will not be rounded and will be entered in the grade book in Blackboard to the nearest hundredth of a percent.

Scheduled Assignments/Quizzes/Exams:

Faculty will not provide test plans. Studying should include; the assigned textbook chapters, faculty notes and/or PowerPoint presentations (if provided), and all stated in-class material. Missed tests/exams will only be administered at a **designated time during exam week. If a scheduled exam is missed, a medical note, or appropriate documentation, must be approved by the Course Coordinator prior to scheduling a make-up exam at the end of the semester. If a student fails to provide acceptable documentation, a grade of a "0" will be recorded for the missed exam.** Please note that any make-up exam(s) will be different from the original exam and may include—but not limited to—multiple choice, fill-in-the-blank, essay, etc. as determined by the Course Coordinator. There are no make-up opportunities for missed quizzes and/or assignments unless otherwise approved by the Course Coordinator. A grade of a "0" will be recorded for the missed quiz and/or assignment. If a student's cell phone is ON and the phone rings/vibrates during an exam, the student will receive an automatic zero, "0." If the student's computer receives a call or text during an exam, the student will receive an automatic zero, "0."

Final Exam:

There is no final exam for this course.

Test Taking Guidelines:

Before each quiz/test/exam students will:

- Place all belongings, including cell phones & technological watches/devices, at the front or sides of the classroom.
- The proctors will keep their cell phones in view in case of a Swamp Fox Alert. All student phones must be turned OFF. If a student has a cell phone/watch at his or her desk during a quiz or test, the student will receive an automatic zero, "0".
- Once a quiz/test/exam is started the student cannot leave.
- Once a student accepts a quiz/test/exam, they cannot stop taking the test and postpone taking it for any reason. If they hand in an uncompleted quiz/test/exam, the grade stands as is.

Medication Dosage Calculations Exam (MDCE) Procedure and Policy:

Safe medication administration is a major and important responsibility of the professional nurse. A requirement of the upper division nursing program is the student continually demonstrates competence in math skills and

calculation of medication dosages. Nursing students will take a proctored MDCE prior to the withdrawal deadline in their Junior I semester in the NURS 309 Fundamentals of Nursing course. This is a computerized exam. The MDCE must be successfully completed with a score of 90% or better to pass. The MDCE offered in this course will simulate the proctored exam that is administered in the upper division nursing program.

ACADEMIC INFORMATION

Classroom Attendance Policy:

It is the responsibility of the student to attend all scheduled meetings in the courses in which he/she is enrolled. If a student is absent more than twice the number of required class sessions per week during regular semesters or more than fifteen percent (15%) of required sessions during accelerated semesters, a grade of F or W will be assigned. Attendance may be taken following breaks, and if the student has left the class, he/she will be counted as absent for the entire class session. After two absences, the instructor will utilize compulsory attendance, which means there can be no further absences at all. If a student violates the stated attendance policy, the instructor will notify the Office of the Registrar to drop the student from the class with the appropriate grade.

Campus Security:

Classroom doors will be locked at the beginning of class for safety reasons. Students will not be admitted to the class once the door is locked. If a student needs to leave during class they will not be readmitted until the class break. All Department of Nursing (DON) students, faculty, and staff are responsible for campus safety.

Written Paper Requirements:

This is a professional course, thus proficiency in English grammar is an expectation.

- All papers must use appropriate sentence structure, grammar, organization, punctuation and spelling.
- All papers must demonstrate evidence of logical development of thought, clarity, and organization.
- To be accepted for grading, all written papers will be typed and consistent with APA guidelines as appropriate for the assignment.
- All written assignments must be submitted in the Blackboard Learn system unless instructed otherwise.

Email:

Electronic mail is an essential component of communication between the Nursing Faculty, administration, and students; therefore, all nursing students are required to have an active email account. Email responses to faculty are expected within 24 hours. In return, faculty will email students within 24 hours with the exception of weekends and holidays. Email to all faculty and students in the department must be addressed professionally with a proper salutation, complimentary closing, and signature. If any of the proper ingredients are lacking, the email will be returned with a note that states "please address this email in a professional manner." Each email should address one issue.

Communicating With Faculty:

Please communicate with faculty by email only. All issues must be discussed with the course coordinator first. If a student feels that the course coordinator does not address their concerns, then the student should make an appointment with the DON Chair who may ask the course coordinator to be present during the discussion. It is important in your professional careers to follow chain of command in order to properly resolve issues.

Guidelines for Faculty Appointments:

All nursing faculty have posted office hours and students should do their best to schedule appointments at those times. If those times are not feasible, the student may request the faculty to meet at another time.

Social Network/Photo Policy:

Students are encouraged to use their most professional judgment in regard to Internet social networking sites and photos. Information and/or pictures about clinical or patient information, in any format is not appropriate on social networking sites. Information and/or pictures about FMU Nursing Programs, faculty, other students, laboratory, or simulation experiences in any format must receive prior approval from FMU nursing faculty before posting to social media. If granted approval, students must include the department hashtag #FMUnursing. Violations of this policy will result in dismissal from the program for lack of maintaining professional standards.

FMU Non-Discrimination Policy:

FMU follows all federal and state laws banning discrimination in public institutions of higher learning. Francis Marion adheres to all Title IX policies, and does not discriminate on the basis of race, color, sex, religion, ethnicity, national origin, age, sexual orientation, gender identity, veteran status or any other protected category under applicable local, state, or federal law. General questions regarding Title IX can be directed to the Office of Civil Rights (www.ed.gov/ocr). Specific questions may be referred to the University's Title IX Coordinator (titleixcoordinator@fmarion.edu).

Student Responsibilities:

Each student is responsible for the proper completion of his/her academic program, for familiarity with the *FMU Catalog*, the *University Student Handbook*, and the *BSN Student Handbook (current editions)*. Each student is responsible for maintaining the grade point average required, and for meeting all degree requirements. The academic advisor will counsel, but the final responsibility for a successful college career rests with the student.

Academic Dishonesty:

See Honor Code found in the *University Student Handbook: Rights and Responsibilities Standards of Conduct (current edition)*. All students and faculty are expected to refrain from acts of academic misconduct including, but not limited to plagiarism, the giving or falsifying of any academic documents or related materials, cheating, and the giving or receiving of unauthorized aid in tests, examinations, or other assigned work. Please see the *BSN Student Handbook (current edition): Academic Integrity*. In the DON a plagiarized assignment will be issued a grade of zero.

Grievance Procedures:

The DON adheres to the University Guidelines for Student Concerns or Complaints as outlined in the current edition of the *Francis Marion University Catalog*. Student concerns or complaints are handled in a professional manner. Discussion and problem solving of issues should be based on facts. **Grievances should be discussed first with the faculty involved and if unresolved, with the Chair of the program.** Resolutions should acknowledge the satisfaction of all parties, but must maintain the integrity of the DON.

Following the chain of command is an expected behavior for professional nurses. If the issue(s) cannot be resolved, a formal grievance may be filed as described in the current editions of the *Francis Marion University Catalog*, *University Student Handbook* and the *BSN Student Handbook*.

Late Work Policy:

Late assignments are not accepted in this course.

Code of Ethics:

The DON subscribes to the "Code of Student Conduct" as defined in the "*Students' Rights and Responsibilities*" section of the current edition of the *Francis Marion University Student Handbook and Catalog (current editions)*. The DON subscribes to the American Nurses Association (ANA) Code of Ethics;

whereby, all students and faculty are expected to be honest and honorable in all academic and professional endeavors. It is further expected that they will refrain from any activity, which might impair the image of the University, the DON, or the nursing profession. Please see the *BSN Student Handbook (current edition)*: *Academic Integrity* and <https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/>.

South Carolina Nurse Practice Act:

Students must abide by the South Carolina Nurse Practice Act (*South Carolina Department of Labor, Licensing, and Regulation: Board of Nursing, Title 40*) found at <https://www.scstatehouse.gov/code/t40c033.php> or the South Carolina Board of Nursing website under policies.

Personal Computers:

Every nursing student is required to have a personal laptop computer for coursework and online testing. The minimum configuration should include:

- The current version of Microsoft Windows or macOS.
- Microsoft Office. FMU provides Office 365 free to all actively enrolled students; contact the Campus Technology office for more information.
- Wireless Internet access.
- A webcam (either built-in or USB) for off-campus online testing.
- A battery with at least a 2-hour capacity. Because not all classrooms provide individual power outlets, students should ensure batteries are fully charged before testing.

A Windows PC is strongly recommended because the DON requires certain specialized software that may be unavailable for, or have reduced functionality on, other systems. iPads, Android tablets, and Chromebooks are specifically known to be incompatible with Nursing's software requirements. It is the student's responsibility to ensure they have access to a suitable device.

Specialized software used by the DON includes:

- Respondus LockDown Browser (used for all online testing). This is available through the "Respondus" tab on Blackboard, and must be installed from there, as the link is specific to FMU.
- Other course-specific software as specified by the instructor.

Personal handheld devices are recommended that can download e-books for reference. If a student does not have a handheld device, they will be able to purchase the paper copy of the book.

Students should bring their laptops, including power adapters, to all class sessions. It is recommended that students manually check for Windows or macOS and Respondus updates the night before each test to avoid interruptions or delays the day of the exam.

Other Computer Access on Campus:

FMU's Academic Computer Center and the DON Computer/ Student Lounge in the LNB are open to all enrolled students. Access to the laboratory may require a valid University ID Card. Students are required to supply their own external drives and printer paper.

The software and documents available are copyrighted products and may not be reproduced, in part or in whole for any purpose. Students are required to follow all FMU policies with regards to disk write rights, piracy, viruses, climate, and media when working in the computer lab.

Refer to: *BSN Student Handbook* ("Computer Use/Access").

Acceptable Uses of the Internet:

Guidelines for acceptable Internet use are available in the *FMU Catalog*, as well as on the Academic Computing section of the FMU website (www.fmarion.edu). Refer to: *BSN Student Handbook* ("Acceptable Uses of the Internet").

Printing:

Printers are located throughout the FMU campus. See the current *FMU Catalog* for printing policies.

Computerized Testing:**Respondus and Respondus Monitor:**

The DON uses Respondus LockDown Browser for computerize testing. "LockDown Browser is a custom browser that locks down the testing environment within a learning management system"

(<http://www.respondus.com/products/lockdown-browser/>).

Respondus Lockdown Browser requires high-speed Internet access. Computers are an essential learning tool, with the cost dependent upon vendor and configuration. It is a requirement that nursing learners have access to his/her own personal computer. The minimum configuration should include access to the Internet and support the latest version of Windows and Windows Office Suite (Word, PowerPoint). The hardware specifications necessary should be consistent with those of your Internet Provider.

Taping Classes and Test Reviews:

Students need to ask faculty permission in order to tape any public session or class. If the faculty grants permission to tape content, it may only be used for educational purposes. Taping is not permitted during quiz or exam reviews.

Definition of Unprofessional Behavior:

Unprofessional or disruptive behavior is defined as any behavior that is contentious, threatening, insulting, or potentially litigious or otherwise interferes or has the potential to interfere with an individual's or group's professional responsibilities, self-respect, or ability to collaborate productively with others. It is behavior that creates an unsafe, intimidating, hostile, destructive or offensive work, academic or clinical environment. Professional behavior applies to faculty, staff, and students in the DON. Examples of unprofessional or disruptive behavior include but are not limited to the following:

- Shouting or using vulgar, profane or abusive language,
- Abusive behavior,
- Physical assault or threat thereof,
- Intimidating behavior,
- Refusal to cooperate with others,
- Conduct that constitutes sexual harassment,
- Refusal to adhere to DON policies,
- Inappropriate comments written in official documents that impugn faculty, staff, or students of the DON,
- Non-constructive criticism addressed to an individual in such a way to intimidate, belittle or suggest incompetence,
- Imposition on staff of unnecessarily burdensome or idiosyncratic requirements that are generally not professionally accepted and do not result in improved efficiency,
- Making or threatening reprisals for reporting disruptive or inappropriate behavior,
- Inappropriate email conduct, lack of properly addressing faculty, shouting or using inappropriate language, and

- Not following chain of command.

Disciplinary Action for Unprofessional Behavior:

Unprofessional or disruptive behavior demonstrated by a DON student towards another student, patient, faculty, or staff will be managed as follows;

1. If possible and reasonable, the complainant should first attempt to resolve the issue by asking the individual to discontinue the inappropriate behavior. The complainant should document the attempted resolution and forward to his/her course coordinator or academic nursing advisor. Student violations will warrant a warning for unprofessional behavior,
2. If behavior is repeated and deemed as an Honor Code violation, the complainant should bring the incident to the attention of the DON Chair and use the procedures as referred to in the *University Catalog and Student Handbook*, and
3. If behavior is repeated and is not an Honor Code Violation, the complainant should contact the Chair for the DON.

Americans with Disabilities Act (ADA):

If a student has a documented disability and requires special assistance or accommodations, they should contact the University Counseling and Testing Center (*Francis Marion University Student Handbook, current edition*). Accommodations will be made with proper documentation from the University Counseling and Testing Center. The student must provide documentation to any or all course or clinical instructors of classes or clinical rotations in which the student would like to use the accommodations. If at any time during the semester the student's accommodations need to be altered, the student will provide documentation from the University Counseling and Testing Center.

Disclaimer:

Faculty members have the prerogative to schedule extra learning activities, change course content and quizzes/test/exam dates as deemed appropriate, related to learning outcomes. If the syllabus is changed for any reason, faculty will notify students in the following manner; verbally in class and/or on the announcement page of Blackboard and/ or by email.

CONTENT INFORMATION**Topical Outline:**

Week/ Date:	Lecture Sequence / Resource(s):		Method of Evaluation:
Week 1/ [date]	Orientation / <i>Introduction to Professional Clinical Nursing</i> MedMath Class Code: 59f6CBDF		Review Syllabus/Bb Class Discussion
	Lecture: pg. 1 – 30	Ch. 1 Arithmetic Needed for Dosage	
	Post-Lecture Evaluation:	Ch. 1 Proficiency Quiz	
	Introduction: Can be completed under the <i>Student Café</i> tab on Bb. Respond to (2) peers.		
Week 2/ [date]	Lecture: pg. 31 – 51	Ch. 2 Metric and Household Systems of Measurement	Class Discussion
	Post-Lecture Evaluation:	Ch. 2 Proficiency Quiz	
	Simulation Case Study 1: Blood Transfusion Management		
Week 3/ [date]	Lecture: pg. 52 – 85	Ch. 3 Drug Abbreviations, Labels, and Packaging	Class Discussion
	Post-Lecture Evaluation:	Ch. 3 Proficiency Quiz	
Week 4/ [date]	Lecture: pg. 86 – 141	Ch. 4 Calculation of Oral Medications — Solids and Liquids	Class Discussion
	Post-Lecture Evaluation:	Ch. 4 Proficiency Quiz	
	Simulation Case Study 2: Acute Heart Failure		
Week 5/ [date]	Lecture: pg. 142 – 215	Ch. 5 Liquids for Injection	Class Discussion
	Post-Lecture Evaluation:	Ch. 5 Proficiency Quiz	
Week 6/ [date]	Lecture: pg. 216 – 259	Ch. 6 Calculation of Basic IV Drip Rate	Class Discussion
	Post-Lecture Evaluation:	Ch. 6 Proficiency Quiz	
	Simulation Case Study 3: Acute Asthma Exacerbation		

Week 7/ [date]	Lecture: pg. 260 – 319	Ch. 7 Special Types of IV Calculations	Class Discussion
	Post-Lecture Evaluation:	Ch. 7 Proficiency Quiz	
Week 8/ [date]	Lecture: pg. 320 – 371	Ch. 8 Dosage Problems for Infants and Childre	Class Discussion
	Post-Lecture Evaluation:	Ch. 8 Proficiency Quiz	
	Simulation Case Study 4: Opioid Toxicity		
Week 9/ [date]	Lecture: pg. 372 – 398	Ch. 9 Information Basic to Administering Drugs	Class Discussion
	Post-Lecture Evaluation:	Ch. 9 Proficiency Quiz	
Week 10/ [date]	Lecture: pg. 399 – 456	Ch. 10 Administration Procedures	Class Discussion
	Post-Lecture Evaluation:	Ch. 10 Proficiency Quiz	
	Simulation Case Study 5: Preeclampsia		
Week 11/ [date]	Collaborative Class Review:	Dosage Calculation Quiz: <i>Solving for Dose</i> Dosage Calculation Quiz: <i>Solving for Dose Using Weight</i>	
	Ethical Dilemma Assignment	Work in groups to complete final project DRAFT	
Week 12/ [date]	Collaborative Class Review:	Dosage Calculation Quiz: <i>Solving for Dosing Rate</i> Dosage Calculation Quiz: <i>Solving for Dosing Rate Using Weight</i>	
	Ethical Dilemma Assignment	Work in groups to complete final project	
Week 13/ [date]	Collaborative Class Review:	Dosage Calculation Quiz: <i>Solving for Dosing Rate</i>	
Week 14/ [date]	Ethical Dilemma Assignment	Groups Presentations	
Week 15/ [date]	Medication Dosage Calculations Exam (MDCE)		
	Medication Error Assignment – optional		