

Attendance:

Students are expected to attend all lecture and college laboratory sessions.

Class attendance will be taken at the beginning of the lecture and lab sessions. **If a student arrives to class after attendance has been taken, the student will be marked absent for the class. After the third absence to a lecture or lab class, the student may be withdrawn from the course.**

If you cannot avoid an absence, contact your instructor prior to the activity to be missed. Prolonged absences due to illness, injury, or bereavement for an immediate family member should be reported to the office of the Executive Dean for Student Affairs.

Theory:

Classroom sessions are based on learning objectives from the course outline. It is the responsibility of the student to complete reading assignments prior to class. Classroom sessions are 2 hours per week. Textbook readings are assigned based on weekly learning objectives listed in the course outline and should be completed prior to the class session. **Cell phones are to be shut off during class sessions. During testing cell phones, PDA's or any other electronic device must be turned off and out of student reach. Tape recording any class session is at the discretion of the instructor. Permission to tape should be obtained prior to the beginning of class.**

College Lab:

This weekly lab is designed to help the student gain proficiency in nursing skills in a controlled environment. All assigned readings for college lab are from the text, *Nursing Skills for a Concept-Based Approach to Learning*. Students will observe a critical skill demonstration and/or view a skill specific video. The student will then be expected to practice the skill to gain proficiency and perform a return demonstration in front of the instructor. Students must successfully perform a return demonstration on all critical skills in order to pass the lab portion of the course. Please refer to the Guidelines for the Physical Assessment Project for the critical skill sign-off procedure.

NRS 102 Testing Procedure:

All course theory exams will be given during the first hour of lecture. Students will have 60 minutes to complete the exam. **If a student arrives late to an exam, there will be no extra time allowed to complete the exam. Once a student has completed the exam, any late students will no longer be allowed admission to**

the classroom to sit for the exam and will receive a zero (0) as a grade. All belongings, including but not limited to coats, hats, backpacks, books, purses, cell phones, and electronic devices are placed in the front of the lecture hall. No food or drinks are allowed during testing. Seating during the exam is at the discretion of the instructor or exam proctor. **All cell phones are to be turned off during the exam period. If a cell phone goes off during the exam, the student will receive a zero (0) grade. Only pencils, erasers, the Scantron sheet and the test booklet will be allowed at the student's seat during the exam.**

If a test is missed by a student, a make-up exam may be administered at the discretion of the instructor. **The student must notify the instructor in advance if they are unable to take a scheduled exam. Failure to notify the instructor will result in a grade of zero.**

All tests are scored on Scantron forms. The Scantron sheet stands as the formal grade.

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