

NUR 120 Nursing Terminology and Charting Distance Learning at RCC

Summer 2011

The mission of Rappahannock Community College is to promote success through high quality teaching and learning. Opportunities are offered equally to all citizens for personal, professional, and workforce development through traditional and distance learning courses. The college carries out its mission through offerings and services in accessible locations and formats.



***Jan Stephens, RN, BSN
Rappahannock Community College***

Welcome To Distance Learning!

Hello and welcome to Nursing Terminology and Charting! You are about to learn a new language, that of medicine and nursing.

I hope you find this semester to be a wonderful learning experience!

Please read the entire syllabus and learning sequence carefully!

Jan Stephens, RN, BSN
Nursing Instructor

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Checklist for Starting Your Distance Education Course

Is this your first online course?

- Go to the RCC website and access the Distance Learning Orientation site at <http://www.rappahannock.edu/distancelearning/distance-learning-orientation/> to learn more about the Distance Learning Orientation on January 6 from 4:30 – 7 p.m. (If your instructor requires your attendance it will be listed in the course schedule notes).
- Go to the RCC website and access your course syllabus and online orientation from the spring 2011 schedule at <http://www.rappahannock.edu/schedule/> or



<http://www.rappahannock.edu/distancelearning/distance-learning-syllabi/>

Getting Started with your Online Accounts:

1. Go to www.rappahannock.edu and click on the blue myRCC button.
2. Select New to Your College? Look up your username and set your password.
3. Follow the directions for setting up your password and login to your RCC accounts, Blackboard, Student Information System (SIS) and Student email system.
4. Access your student email and make sure you know how to use it; you will be required to use this account for all course related email.
5. Access Blackboard and locate your courses. You will be able to access your course on the start date, January 10.

For technical or login problems, please email RCChelp@rappahannock.edu or go to the RCC Helpdesk at <http://www.rappahannock.edu/helpdesk/myrcc/>

For Online Resources, please visit our website at <http://www.rappahannock.edu/helpdesk/tutorials/>

Blackboard Tutorials can be found at <https://sites.google.com/a/email.vccs.edu/bb9/>

Tips for being a successful Distance Learning student:

Review your course syllabus for specific first assignments and guidelines for completing your course. Please keep in mind that if you do not contact your instructor by add/drop, you may be withdrawn from the class.

Make sure to buy your books before the January 10, 2011 official start date for distance learning courses. **Go to the online Follett bookstore at** <http://www.rappahannock.edu/bookstore/>

Be prepared for any additional requirements for the course:

- Additional meeting times on-campus.
- Proctored testing (at least two proctored activities during the semester). See side bar for testing center information.
- If you need to be proctored off-site, please make sure to review the proctor agreement procedures at <http://www.rappahannock.edu/distancelearning/files/2010/07/DistanceLearningProctorRequestForm.pdf>
- Review the tabs in Blackboard. Information on RCC events and other resources can be found in Blackboard.

If you have any course related questions, please contact your instructor.

Testing Center Information

Warsaw Campus Annex Bldg. Rm. 205
Glenns Campus Rm. 182

Monday – Thursday:
8:30 a.m. – 8:30 p.m.

Friday & Saturday:
9 a.m. – 3p.m.

Sunday: Closed

Contact Info:
<http://www.rappahannock.edu/learningresources/testing-centers/>

Dates To Remember for 10 Week Distance Learning Courses - Be sure to look in Blackboard under the RCC tab for the Announcements module for updates.

Distance Learning Orientation: May 18, 2011 from 4:30p.m. – 7 p.m.

Classes Begin: May 23, 2011.

Last Day to Add/Drop and receive a refund: June 2, 2011.

Last Day to Withdraw and receive a W: July 5, 2011.

RCC Closed: May 28-30 & July 4, 2011.

Classes End: August 1, 2011.

Final Exam: July 25-28, 2011. **NUR 120 Final Exam will be available from July 25 through July 28, 2011. Please refer to your Learning Sequence for details.**

Grades Due, noon August 3, 2011.

Distance Learning Contact Information

Leslie Smith
Dean of Distance Learning & Technology
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Phone: (804) 333-6781

Kristy Walker
Assistant for Distance Learning & Technology
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Phone: (804) 333-6786

Instructor Name: Jan Stephens Campus Address: 12745 College Drive Glenns, VA 23149	E-mail: jstephens@rappahannock.edu
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	Day	Contact Phone Number
On-campus Office Hours:	By appointment	(804)333-6775
Virtual Online Office Hours:	As needed	

Email and voice mail responses will be returned within 24-48 hours on normal business days Monday – Friday.

COURSE MATERIALS

Book Title: Exploring Medical Language: A Student Directed Approach 8th Edition. Mosby, St. Louis, MO. (2012). (Includes flashcards)

Author: Myrna LaFleur Brooks

ISBN: 978-0-323-07308-0

Additional: A medical dictionary is strongly recommended

Course Description

“Focuses on basic terminology used in nursing. Emphasizes combining word forms and application to nursing situations and the patient’s record.” (VCCS Catalog).

Pre-requisite: ENG 04. Condition: must be in ADN or LPN program.

Course Credit

Distance Learning course. Two credits.

Course Objectives

At the completion of this course, the student will:

1. Complete objectives as outlined at the beginning of each chapter in the textbook.
2. Define, pronounce, spell, analyze, and build words as related to the health care field, medical procedures, and body systems.
3. Begin to integrate proper medical terminology into communication and written documentation.
4. Demonstrate retention of course content as evidenced by achieving an overall course grade of 80% or above.

Course Expectations

1. Students will meet all course objectives.
2. Students will utilize all appropriate resources required.
3. **Student will initiate** seeking help from instructor (by appointment) if not progressing at scheduled times, as outlined in the Learning Sequence.
4. **Student will remain on schedule, taking tests and completing all assignments according to assigned due dates.** Please refer to your **Learning Sequence** for all due dates. It is imperative that you remain on schedule throughout this semester.
5. It is expected that the student will read each chapter and complete all related exercises. It is beneficial to utilize the associated CD-ROM and flashcards that came with your textbook.

The instructor reserves the right to make changes in this syllabus and/or learning sequence as necessary throughout the semester.

Progression in the course

The course is designed to build upon the previous lesson(s). It is very important that the student progress at the pace at which the content is assigned/due.

It is the **responsibility of the student** to withdraw from a course before the withdrawal deadline if he/she has missed work and is at risk for failing. It is the **student's responsibility** to contact the instructor with any concerns regarding progression in this course.

Three tests (Tests #2, #3, and #4) and two exams (Midterm and Final) will be proctored and completed in the testing center by the assigned due dates. Tests will be removed from the Testing Center and no longer available after the due date has passed. Tests and exams cannot be made up. Your final exam grade will be used for one (1) missed test. Any additional missed tests and/or exams will result in a grade of zero (0). Test #1 can be taken from your computer by the assigned due date. Please refer to your Learning Sequence for all due dates.

Students are expected to log into Blackboard on a regular basis, at least three times weekly. Two percent (2%) of your final course grade is based on Blackboard participation and this will be closely monitored throughout the semester.

Method of Instruction

Students will complete all textbook/workbook assignments according to the Learning Sequence. Students will complete additional assignments as posted in Blackboard.

Test #1 may be completed from your computer.

Three remaining tests, mid-term, and final will be given in the Testing Center and proctored.

Discussion forums will be posted in Blackboard throughout the course for student postings. Please review and utilize Netiquette Guidelines, in Blackboard, prior to posting to discussion board(s).

Grading Scale and Evaluation

A=92-100

B=86-91

C=80-85

D=70-79

F=below 70

Academic Honesty/Integrity: Refer to RCC Catalog.

It is expected that students will complete assignments, utilize appropriate resources, and ask questions as necessary throughout the course.

Cheating **WILL NOT** be tolerated in any form in this course. Anyone caught cheating will receive and immediate "F" in this course. Please refer to the NUR 120 Honor Pledge which must be signed and turned in to the testing center proctor.

Students are required to read, sign, and submit an honor code pledge at the beginning of this course. The honor pledge is located in Blackboard under course documents. Please print and sign the honor code pledge prior to taking the first test (Test #2) in the testing center. You will be required to turn in your signed honor code pledge to the testing center proctor before you will be given Test #2.

Student Conduct

As with the traditional classroom meetings, students are expected to maintain an online classroom decorum that is courteous, professional, and conducive to learning. Disruptions that degrade from the learning environment will not be tolerated and will be dealt with on an individual basis. Netiquette guidelines are posted in the Blackboard course and it is expected that students will adhere to these guidelines.

Students are required to read and sign an honor code pledge at the beginning of this course. The honor code must be turned in to the testing center proctor prior to taking Test #2.

COURSE ASSIGNMENTS, LEARNING SEQUENCE, TEST AND EXAM SCHEDULE

1. Unit Tests will account for 44% of your final grade (11% each).
Blackboard participation will account for 2% of your final grade.
Discussion Board postings and responses will account for 2% of your final grade.
Midterm Exam will account for 26% of your final grade.
Final Exam will account for 26% of your final grade.
2. Tests #2, #3, #4, and all exams will be administered in the testing center and proctored; see the Learning Sequence for scheduled test dates. Tests will be removed from the Testing Center once the test due date has passed and the test will no longer be available. **No resources are allowed for test taking. You will be required to sign and submit an honor code pledge.** This honor code must be turned in to the testing center proctor prior to taking Test #2. Test #1 may be taken from your personal computer by the assigned due date. After the assigned due date has passed, Test #1 will no longer be available to you.
3. Participation in Blackboard is expected and will be calculated in your final course grade. Discussion topics/questions will be posted and responses monitored.

ATTENDANCE POLICY

Generally, students are required to attend to all activities required in a distance learning course. The difference in this policy and that of a traditional course is there are generally few or no face-to-face required meetings. Students are required to attend to the course material by the schedule provided by the instructor. In the event of illness or unavoidable emergency a student needs to contact the instructor for permission to extend deadlines if needed.

WITHDRAWAL POLICY

A student who does not contact the instructor before or during the add/drop period will be dropped from the course by the instructor without the student's permission. Students who stop participating in class activities during the withdrawal period, should complete a withdrawal form to receive a grade of "W." Students will be withdrawn by the instructor without the student's permission for missing 20 percent or more of the assigned distance learning course work by the last date to withdraw.

BASIS FOR EVALUATION AND REVISION OF COURSE

Students will be given a formal evaluation document near or at the time of their final exam. This evaluation instrument is completed anonymously and results are given to the faculty member in an anonymous summary format. The results of the evaluations are used to improve course delivery and course content.

HONOR CODE

It is the responsibility of the student to be aware of the rules as stated in the College Catalog and to monitor the activities of their peers with respect to Prescribed Conduct (as described in the RCC College Catalog) and report any violations thereof.

EMERGENCY EVACUATION PLAN

In each classroom, laboratory, or other place where students are assembled for the purpose of instruction, a fire evacuation plan will be posted indicating the direction of travel from the room in the event it becomes necessary to evacuate the building as a result of fire or other emergency. This plan will be posted in a conspicuous place near the exit from the room.

At any time the fire alarm sounds, the building will be evacuated. The instructor is to ensure the fire door is closed upon leaving the area (doors with automatic closures on them). It is the responsibility of the instructor to assist disabled students in evacuating the building.

If a classroom does not have an evacuation plan, the student should notify the instructor.

SPECIAL REQUEST

It is important to RCC that all students have a learning environment that is conducive to their needs. Therefore, any student who feels that they may need some type of accommodation in order to make this class a successful setting, should go to the Counseling Office on either campus for information about applying for services and accommodations. You will need to provide current documentation of your disability and recommended accommodation for that disability. For additional information refer to "Student Services" on the RCC website and look for "Students with Disabilities."

COLLEGE CLOSING INFORMATION: The College will be open unless an official closing is announced. If it is necessary to cancel or delay the opening of the college, the decision will be announced over radio and television stations serving the college region.