Eastern Illinois University

Faculty Handbook

2021-2022 Academic Year

Developed for the newly created School of Nursing and confirmed 6/30/2020

Table of Contents

Introduction

The purpose of this handbook is to provide school of nursing faculty with the policies and procedures of Eastern Illinois University (EIU), College of Health and Human Services (CHHS) and the school of nursing (SON). The following information will serve as a resource for faculty.

Mission, Vision, Philosophy, and Goals

Mission

The mission of the SON is aligned with the mission of CHHS and EIU:

Eastern Illinois University is a public comprehensive university that offers superior, accessible undergraduate and graduate education. Students learn the methods and results of free and rigorous inquiry in the arts, humanities, sciences, and professions, guided by a faculty known for its excellence in teaching, research, creative activity, and service. The University community is committed to diversity and inclusion and fosters opportunities for student-faculty scholarship and applied learning experiences within a student-centered campus culture. Throughout their education, students refine their abilities to reason and to communicate clearly so as to become responsible citizens and leaders.

The *College of Health and Human Services* fosters excellence, with a student-centered approach of teaching and learning through innovative, rigorous, and collaborative experiences, and promotes health and well-being of diverse populations across the lifespan. Students develop lifelong leadership skills through applied learning, community service, and professional partnerships.

The *School of Nursing* provides exceptional, innovative, and student-centered educational programs at the pre-licensure and post-licensure baccalaureate levels. In a welcoming and supportive community of scholars, students build on existing knowledge and experience to develop and/or expand nursing knowledge, values, theory, and research. Communication skills and reflective, conceptual thinking serve as a foundation for safe, holistic, evidence-based and collaborative, nursing practice in multiple settings across the lifespan.

Vision

The school of nursing will promote health and well-being through innovative, concept guided and interprofessional education, cultivate quality nursing practice, serve diverse local/global populations, and instill commitment to lifelong learning. (created 11/2020)

Eastern Illinois University will be a premier comprehensive university, global in its reach and impact, where personal connections with faculty and staff support students' academic success.

Philosophy

The faculty of the School of Nursing delivers conceptually based didactic, clinical, and simulation learning activities in the pre-licensure program. The registered nurse to Bachelor of Science in nursing program builds upon an existing foundation of nursing knowledge using effective distance learning methodologies to meet the educational needs of the practicing nurse. In both programs, the faculty are facilitators of learning, helping students expand knowledge, competence, as well as to develop or extend professional roles and values. Consistent with these beliefs and the mission of Eastern Illinois University College of Health and Human Services, the School of Nursing offers superior, flexible, and accessible nursing education for pre-license students and Registered Nurses. To meet the needs of learners and the larger community, the faculty pursues excellence in teaching, research, and service. A student-centered approach that facilitates the professional growth and development of the learner is integrated throughout the curriculum.

The Nursing faculty identify the concepts of person, environment, and health to form the framework for nursing practice. A **person** is a unique individual with human needs. This uniqueness is shaped by environmental, genetic factors, and social determinants. Human needs are requirements for well-being. When needs are unmet, homeostasis is threatened. Adaptation occurs through change, growth and development.

The **environment** is dynamic and includes all the conditions influencing the person. Family impacts the well-being of the individual. Social, culture, community, health care system and the world are all parts of the environment. **Health** is a dynamic state of physical, mental, spiritual, and social well-being. A holistic view of health allows the nurse to assess the health status of individuals, family, groups, and the community. **Nurses** meet health care needs through evidence-based interventions to address health promotion, disease management, and restoration throughout the lifespan.

There are three primary nursing roles: provider of care, designer/manager/coordinator of care, and member of the nursing profession. As **providers of care**, nurses integrate theory, research and knowledge from the sciences, liberal arts and nursing as a foundation for evidence-based practice. This foundational information is dynamic and constantly changing, requiring nurses to engage in lifelong learning. In the role of **designer/manager/coordinator** of care, the nurse applies knowledge and skills in information and patient care technology. As a collaborative **member** of an interdisciplinary health care team, the nurse, as a leader, advocates for safe, high quality, and competent care of diverse populations. As a member of the profession, the nurse implements care based on professional ethics, standards and values. The nurse influences health policy locally and globally to promote health across the lifespan.

The faculty developed and update the curriculum and student learning/program outcomes based on the following standards and guidelines: Illinois Nurse Practice Act, the American Nurses

Association, (ANA) Nursing scope and standards of care (2015), The American Association of Colleges of Nursing, and the Essentials of Baccalaureate Education, (2008).

Department of Nursing Philosophy Statement (Revised 8-8-2017 10-15-2019)

Program Goals and Intended Student Learning Outcomes

1. Use a broad knowledge base acquired through study of the arts and sciences to provide the cornerstone of nursing practice.
2. Apply fundamental principles of fundamental and organizational leadership while providing high quality nursing care in a variety of environments.
3. Display a spirit of inquiry resulting in consistent focus on evidence- based practice
4. Demonstrates familiarity with and safe use of client care technologies in various healthcare settings.
5. Be prepared to deliver nursing care within the context of continually changing healthcare policy, finance, and regulatory environments.
6. Function effectively as an interprofessional team member in the delivery of client care.
7. Contribute to population-based health promotion and disease prevention strategies for diverse populations in a variety of settings.
8. Act in accordance with professional nursing's inherent values of altruism, autonomy, human dignity, integrity, and social justice.
9. Deliver safe, evidence-based, holistic, and culturally appropriate client care across the lifespan in various healthcare environments.

Program Accreditation

Eastern Illinois University is accredited by the Higher Learning Commission (HLC) of the North Central Association of Colleges and Schools (NCA) and by the Council for the Accreditation of Educator Preparedness. The SON's baccalaureate programs are accredited by the American Association of Colleges of Nursing (AACN); Commission on Collegiate Nursing Education (CCNE). The baccalaureate programs are approved by the Illinois Department of Financial and Professional Regulation. The College holds membership in the American Association of Colleges of Nursing (AACN) and the National League of Nursing (NLN).

American Association of Colleges of Nursing (2008). The essentials of baccalaureate for nursing practice. Washington, DC: American Association of Colleges of Nursing.

Faculty Outcomes and Expectations

The SON has identified seven faculty outcomes that align with the mission, philosophy, and program goals. Faculty believe that achievement of these outcomes will improve the delivery of nursing education and successfully meet or exceed the goals of the nursing programs at EIU.

Faculty Outcomes

1. Display a spirit of inquiry with commitment to evidence-based nursing education.
2. Strive for excellence in nursing practice by role modeling integrity, innovation, and lifelong learning.
3. Increase diversity in the nursing workforce by enhancing access to underrepresented groups and creating inclusive learning spaces in all clinical and didactic experiences.
4. Advance social justice, through a focus on vulnerable populations and community health.
5. Support faculty development to continuously improve strategies in teaching and learning.
6. Implement pathways of inter-professional education and practice across the college and the university.

Faculty Expectations (All faculty means Unit A and B level, instructor and adjunct EIU employees)

1. During course offering periods (7 week or 15 week) all faculty are expected to respond to student email or phone messages within 48 hours (business week) hours. Any prolonged faculty absence from student contact should be posted on the LMS course page and communicated to the chair.
2. Courses in the online RN-BSN program shall be opened on the Thursday prior to the Monday start date. Students must be allowed access to the course 3 full days prior to the start date. Courses shall not be opened before that date.
3. Faculty have 1 calendar week from the time an assignment is due to give feedback and post grades for the assignment.
4. All faculty are to post weekly "office" availability hours in the format most practical. Unit A and B faculty are to follow contract requirements.
5. All faculty are to use the **"Student Concern Form"** https://forms.office.com/r/bgSzyb0W4k to report student problems which may hinder progression in the program. Lack of attendance, missing assignments, clinical behavior, etc. This confidential form will be forwarded to the SON advisor and chair. An email to the chair and advisor should be sent alerting them to the student issue as well.
6. All faculty will submit the "Course Reflection Report" as outlined in Appendix A.
7. Designated faculty will submit the "Couse Mapping Tool" as outlined in Appendix B.

Faculty Governance

Nursing Council Bylaws

Article 1 Name

The name of this governing body shall be the EIU School of Nursing Council, herein referred to

as the Nursing Council.

Article 2 Purpose

The purpose of the Nursing Council shall be to provide governance for the EIU School of Nursing Programs.

Article 3 Functions

The functions of the Nursing Council include:

1. Establish and assign membership to Standing Committees, Ad Hoc Committees, and Task Forces of the Nursing Council.
2. Act upon recommendations of the Standing Committees, Ad Hoc Committees, and Task Forces of the Nursing Council.
3. Advise the Chair/Director concerning activities of the Program in matters that affect the common interests of the faculty and students, including recruitment, budget, resource allocation, fundraising, space, safety, strategic planning, and legislative regulations.
4. Develop and implement a strategic plan for the Program.
5. Review Bylaws at least annually and revise as needed.

Article 4 Membership and Voting Privileges

Section 1: Faculty

The EIU SON Faculty (hereafter referred to as faculty) is composed of the SON Chair/Director(s), and all persons holding academic appointments in the SON.

Full membership and voting privileges shall be held by the Chair/Director(s) and all full-time appointed faculty. Part-time faculty shall have voice but no vote at Nursing Council meetings.

Section 2: Student Representation

Nursing Council offers the opportunity for student involvement through the process of Student Governance. The committee of Student affairs shall oversee student governance and relay concern to the Nursing Council. Student Governance was chosen as the methodology to input student voice.

Section 3: Recording Secretary

When possible, the SON administrative aide shall serve as the recording secretary for all Nursing Council meetings.

Article 5 Officers

Officers of the Nursing Council shall consist of the Chair and the Vice Chair. The Director(s) and full-time faculty are eligible to serve as officers. Officers will be elected during the last regular Nursing Council meeting of the academic year to serve during the following academic year.

Article 6 Duties of Officers

Duties of the Chair:

1. Publish dates of all regularly scheduled Nursing Council meetings at the beginning of each semester.
2. Distribute agenda and minutes to Nursing Council members three days prior to scheduled meeting date
3. Preside at Nursing Council meetings
4. Maintain records of meetings including minutes

Duties of the Vice Chair:

1. Assume duties of the Chair in the absence and at the request of the Chair.

Article 7 Nursing Council Meetings

1. Nursing Council meetings shall be held at least three times each semester.
2. A simple majority of voting members shall constitute a quorum.
3. A motion shall be passed by a simple majority.
4. The Chair, or a majority of members of the Nursing Council may call a meeting not previously scheduled.
5. Nursing Council members and Student Representatives must be given notice at least seven days in advance of such meetings.
6. Nursing Council meetings are open to all SON faculty, staff, and invited students or guests
7. The order of business for Nursing Council meetings shall be:
   Call to Order
   Roll Call
   Approval of Minutes
   Additions to the Agenda
   Chair and Director Reports
   Standing Committee Reports
   > Student Affairs
   > Quality Assurance and Improvement Committee / Curriculum Committee
   > Faculty Affairs / Grants and Research / Technology/Simulation/Clinical Lab
   > Ad Hoc Committee Reports
   > Task Force Reports of the Nursing Council
   Announcements
   Other
   Adjournment

Article 8 Committees of the Nursing Council

<u>Section 1: Definitions</u>

1. Standing Committees are permanent and can only be dissolved by a vote of the majority of the faculty with voting privileges. Standing committees of the Nursing Council include the Student Affairs, Quality Assurance and Improvement / Curriculum Committee, Faculty Affairs / Grants and Research Committee and the Technology/Simulation/Clinical Lab.
2. Ad Hoc Committees shall be established for deliberation of special or transient issues.

      a. The committee serves until a final report is presented to the faculty and accepted. The faculty can dissolve Ad Hoc Committees.

      b. Task Forces shall be those established by the Nursing Council, a Standing Committee or an Ad Hoc Committee for resolution of specific issues pertinent to the respective committee.

      c. The committee will dissolve the task force when a final report of the task force is presented and accepted by the committee.

3. Advisory Committees shall be established by the Director for ongoing input from the community.

      a. The Chair/Director(s) will report the activity of advisory committees to the Nursing Council.

      b. The Nursing Council will assign the review of advisory committee reports and make recommendations to the appropriate standing committee(s) for quality program improvement as needed.

4. Chairs of standing committees, ad hoc committees, and Nursing Council task forces shall present formal reports to the Nursing Council.

Section 2: Standing Committees of the Nursing Council

Committee on Student Affairs (CSA)

1. Composition: Full membership and voting privileges on the Committee on Student Affairs (CSA) shall be held by the Chair/Director(s) and all full-time faculty. Part time faculty shall have voice but no vote at Student Affairs meetings.
2. Officers of the CSA shall consist of the Chair and the Vice Chair. The Chair/Director(s) and full-time faculty are eligible to serve as officers.
3. The Chair shall be responsible for posting an agenda for the full faculty at least three days prior to the scheduled meeting, distributing minutes to the committee members, and reporting to the full faculty at Nursing Council meetings.
4. The Chair is responsible for providing a copy of the committee minutes to Nursing Office staff for placement in the central file and network drive.
5. Officers will be elected during the last regular Student Affairs meeting of the academic year to serve during the following academic year.
6. The Chair will report to the Nursing Council during its' regular meetings.
7. Complete an annual report for submission to the Nursing Council that includes the following components:
a) Committee Chair,
b) Committee members,
c) stated goals for the committee and disposition of those goals,
d) work completed,
e) work in progress,
f) work which supports the accomplishment of the expected outcomes of the program, and
g) suggestions for future work and recommendations for faculty action. This report will be included in the Nursing Council minutes.

Functions

1. Meet at least once each semester of the academic year and more often as functions and responsibilities require.
2. Review and recommend criteria for admission, progression, retention, and transfer of students in the SON programs.
3. Review applicants and select students for admission to the Nursing Program.
4. Formulate and evaluate policies and procedures pertaining to School of Nursing students.
5. Hear and respond to student appeals regarding acceptance, progression, retention, and transfer of students in the SON programs.
6. Select and manage students for nursing scholarships and awards.
7. Make recommendations to the Nursing Council regarding student dismissals, suspensions, probations, or other such actions that impact student progression and retention in the SON programs.
8. Maintain and update SON Student Handbook, website, and orientation materials.

A. Quality Assurance and Improvement Committee and Curriculum Committee (QAICC)

1. Composition: Full membership and voting privileges on the Quality Assurance and Improvement Committee and Curriculum Committee (QAICC) shall be held by the Chair/Director(s) and all full-time faculty. Part time faculty shall have voice but no vote at QAICC meetings.
2. Officers of the QAICC shall consist of the Chair and the Vice Chair. The Chair/Director(s) and tenured / tenure-track faculty are eligible to serve as officers.
3. The Chair shall be responsible for posting an agenda for full faculty at least three days prior to the scheduled meeting, distributing minutes to the committee members, and reporting to the full faculty at Nursing Council meetings.
4. The Chair is responsible for providing a copy of the committee minutes to Nursing Office staff for placement in the central file and network drive.
5. Officers will be elected during the last regular meeting of the academic year to serve during the following academic year.
6. The Chair will report to the Nursing Council during its' regular meetings.
7. Complete an annual report for submission to the Nursing Council that includes the following components:
    a) Committee Chair,
    b) Committee members,
    c) stated goals for the committee and disposition of those goals,
    d) work completed,
    e) work in progress,
    f) work which supports the accomplishment of the expected outcomes of the program,
    g) suggestions for future work and recommendations for faculty action. This report will be included in the Nursing Council minutes.

Functions:
1. Formulate, implement, and evaluate policies related to School of Nursing Program curriculum, courses, and activities that are academic in nature.

2. Ensure that the curriculum builds on the general education courses of the University, basic nursing preparation of students, and prerequisite courses.
3. Monitor the correlation between the curriculum and the Mission Statements of the School of Nursing and University, Student Learning Outcomes, and School of Nursing Program Philosophy Statement.
4. Review Program Mission statement, Philosophy, Goals, and Intended Learning Outcomes annually.
5. Assure that the School of Nursing curriculum meets the standards of accrediting bodies and is consistent with trends in health care.
6. Evaluate assessment data, synthesize results, and create assessment reports for the SON, University, and accreditation bodies.
7. Review all School of Nursing processes referred to it by standing committees, Task Forces or Ad Hoc Committees for recommendations for quality improvement.
8. Monitor quality improvement initiatives for the purpose of evaluating the effectiveness of the implementation.
9. Review new courses, changes to existing courses, and changes in prerequisites for consideration by the Nursing Council.
10. Initiate evaluation and revision of the curriculum, study specific curricular problems, and recommend solutions for improvement to the Nursing Council.
11. Evaluate input from the communities of interest (faculty, administration, students and the professional community) regarding curriculum.
12. Collaborate with School of Nursing committees and other University academic departments/units concerned with curriculum development.
13. Collaborate with library personnel regarding acquisitions.
14. Recommend purchase of learning materials for the School of Nursing.
15. Officers will be elected during the last regular meeting of the academic year to serve during the following academic year.
16. The Chair will report to the Nursing Council during its' regular meetings.
17. Complete an annual report for submission to the Nursing Council that includes the following components:
    a) Committee Chair,
    b) Committee members,
    c) stated goals for the committee and disposition of those goals,
    d) work completed,
    e) work in progress,
    f) work which supports the accomplishment of the expected outcomes of the program, and
    g) suggestions for future work and recommendations for faculty action. This report will be included in the Nursing Council minutes.

Committee on Faculty Affairs / Grants and Research (CFA/GR)

1. Composition: Full membership and voting privileges on the Committee on Faculty Affairs (CFA/GR) shall be held by all full-time faculty.
2. Officers of the CFA/GR shall consist of the Chair and the Vice Chair. Officers must be tenured/tenure-track faculty.

3. The Chair shall be responsible for posting an agenda for full faculty at least three days prior to the scheduled meeting, distributing minutes to the committee members, and reporting to the full faculty at Nursing Council meetings.
4. The Chair is responsible for providing a copy of the committee minutes to Nursing Office staff for placement in the central file and network drive. Officers will be elected during the last regular CFA/GR meeting of the academic year to serve during the following academic year.

Functions
1. Meet at least once each semester of the academic year and more often as functions and responsibilities require.
2. Establish the SON Departmental Personnel Committee (DPC). The purpose of the DPC is to make recommendations concerning faculty retention, promotion, and tenure. The DPC will function in accordance with the Nursing Program DPC Policy and Procedure, Eastern Illinois University (EIU) policy, and pertinent provision of the EIU / UPI Contract.
3. Review the Program's Departmental Application of Criteria (DAC) and make recommendations for change in accordance with EIU policy and the EIU / UPI contract.
4. Participate in faculty search committees
5. Formulate and evaluate policies and procedures pertaining to faculty.
6. Maintain and update the *Faculty Handbook* as needed.
7. Respond to relevant quality improvement issues as identified by the Quality Assurance and Improvement Committee, Advisory Committees, and the Chair/Director(s).
8. Develop, revise as necessary and implement the faculty orientation process.
9. Establish priorities for faculty development during the spring semester of each academic year for the following year.
10. Promote faculty development and expertise in teaching, research, and service.
11. Establish and maintain a program of special recognition for outstanding faculty achievement in teaching, research, and service.
12. Advise the Nursing Council and Director on matters related to faculty welfare
13. Coordinate social functions of the faculty and staff.
14. Review research / project proposals as requested by the investigator or Chair/Director(s).
15. Review proposals for internally and externally funded research prior to submission as requested by the investigator or Chair/Director(s).
16. Review all research requests which involve the use of faculty and/or students of the School of Nursing as study subjects.
17. Represent the SON on the CHHS Scholarship and Celebration committee
18. Coordinate student poster submissions and presentations in the CHHS annual research day.
19. Respond to relevant quality improvement issues as identified by the Quality Assurance and Improvement Committee, Advisory Committees, and the Chair/Director(s).
20. Facilitate development of research and extramural funding for the Program.
21. Foster collaborative research efforts among faculty of the SON and CHHS.
22. Promote research utilization and evidence-based practice.
23. Complete an annual report for submission to the Nursing Council that includes the

following components:

a) Committee Chair,

b) Committee members,

c) stated goals for the committee and disposition of those goals,

d) work completed,

e) work in progress,

f) work which supports the accomplishment of the expected outcomes of the program, and

g) suggestions for future work and recommendations for faculty action. This report will be included in the Nursing Council minutes.

D. Technology/Simulation/Clinical Lab Committee (TSCL)

1. Composition: Full membership and voting privileges on the Technology/Simulation/Clinical Lab shall be held by the Chair/Director(s) and all full-time faculty. Part time faculty shall have voice but no vote at the TSCL meetings. Clinical lab/simulation technologist shall sit on the committee.
2. Officers of the TSCL shall consist of the Chair and the Vice Chair. The Clinical Lab Director will serve as Chair whenever possible.
3. The Chair shall be responsible for posting an agenda for full faculty at least three days prior to the scheduled meeting, distributing minutes to the committee members, and reporting to the full faculty at Nursing Council meetings.
4. The Chair is responsible for archiving committee minutes on the nursing network drive. The Chair will report to the Nursing Council during its regular meetings.
5. Officers will be elected during the last regular CFA/GR meeting of the academic year to serve during the following academic year.

Functions:

1. Meet at least once each semester of the academic year and more often as functions and responsibilities require.
2. Review and recommend technology, clinical lab and simulation equipment or hardware, and software programs to the Nursing Council for purchase consideration.
3. Review and revise as needed any policies regarding the use of the SON clinical lab/simulation center.
4. Identify learning needs of faculty/staff with responsibility in the SON clinical lab/simulation center and collaborate with faculty, administration to implement learning plans.
5. Track technology progress or evaluate regularly to make recommendations.
6. Set and prioritize technology goals for the SON
7. Review and make yearly recommendations to the Simulated Patient program

Article 9: Student Governance Council/Grievance

Section 1: Student Governance

The student governance process within the SON supports all EIU student rights and responsibilities. The student governance council serves primarily as a communication and resolution vehicle between students, faculty and SON administration.

1. The chair of the Nursing Council and the chair of the Student Affairs committee will serve as chair and vice-chair.
2. At least one Student Governance Council will be scheduled each semester. Meetings can be either online or face to face.
3. One week before the meeting, agenda items/topics for discussion will be solicited from the students.
4. During this meeting the most recent, nursing council report and committee activities will be summarized as appropriate.
5. Minutes of the Student Governance will be kept and distributed to the students in the SON.
6. The schedule of Student Governance meetings will be posted on the webpage.

Section 2: Grievance

Eastern Illinois University has established policies and procedures for various student appeal/ grievance situations. If a student has a grievance that is addressed by University policy, the relevant policy and procedure is to be followed. Many of the EIU policies that specify an appeal/ grievance process are listed at the end of this document. Students are responsible for being knowledgeable of University policies and formal grievance procedures.

The School of Nursing has an established policy and procedure for the appeal of admission, progression, and graduation decisions by the Program. If a student wishes to make such an appeal, the relevant policy and procedure is to be followed. The Appeal Policy and Procedure for Admission, Progression, and Graduation Decisions is available in the *Student Handbook*, or from the School of Nursing Office.

The School of Nursing's Student Grievance Policy and Procedure is designed to be congruent with and complement EIU policies. It is to be followed for any grievance that is not addressed by University or other School of Nursing policies. **Students are encouraged to attempt to resolve issues, concerns, or complaints informally when possible.**

The School of Nursing's Student Grievance Form provides documentation of the grievance process within the Nursing Program when the grievance is not covered by EIU policies. These forms will be kept in a separate locked file in the nursing office. They will not be part of, nor included in, the student's file.

Article 10 Review and Revisions

These Bylaws shall be reviewed at least once annually and shall be revised as needed.

Faculty Resources/Policies, A-Z

Academic and School of Nursing Calendars

Eastern Illinois University Academic Calendar can be found on the academic affairs page.

https://www.eiu.edu/acaffair/

A School of Nursing Academic Calendar will be released each year prior to the fall semester.

Acronyms

Administrative & Professional (A&P), all administrators

Academic Support Professional (ASP), all advisors are ASP's

Annually Contracted Faculty (ACF)

Autism Transitional Education Program (STEP)

Assignment of Duties (AOD)

Bachelor of General Studies (BGS), degree program for nontraditional students

Board of Trustees (BOT)

Building Service Workers (BSW)

Council on Academic Affairs (CAA)

Continuing Education Unit (CEU)

Council on Graduate Studies (CGS)

Council on Teacher Education (COTE)

Council on Faculty Research (CFR)

Degree Audit Record System (DARS)

Desire to Learn (D2L)

Departmental Application Criteria (DAC)

Electronic Writing Portfolio (EWP)

Faculty Development and Innovation Center (FDIC)

Internal Governing Policies (IGP)

Information Technology Services (ITS)

Panther Access to Web Services (PAWS)

University Professionals of Illinois (UPI)

Unit A-Tenured and tenure track faculty

Unit B- Annually contracted faculty and ASPs

Active Shooter/Bomb Threat/Campus Safety

https://www.eiu.edu/alerteiu/emerhandbook_10.pdf **Handbook for Campus Emergencies**

Adverse Weather/University Closure

Faculty members are expected to meet classes during adverse weather conditions unless the President, or designee, has announced official cancellation of classes or closure of the University. Should a faculty member be prevented from reaching the University, the Department Chair should be contacted and informed in advance of inability to meet a class.

Faculty members are expected to make up missed classwork. The Department Chair shall provide appropriate assistance in these circumstances. See:
https://castle.eiu.edu/auditing/023.php

Unless the President, or designee, officially closes the University, all employees are expected to work their scheduled hours. Those who are absent from work due to severe weather conditions must charge the absence to either leave without salary or vacation leave. For policy in the event of official University closure, see https://castle.eiu.edu/auditing/158.php

Inclement weather notices can be found here https://www.eiu.edu/status/

Assessment

Program assessment is a continuous practice and the responsibility of all faculty. Course reflections are due to the SON Chair and Administrative Aid 6 weeks after a course is completed.

Bookstore

The EIU Bookstore is located on the east side of the Martin Luther King Jr. Union on the first floor.
Our friendly staff proudly supplies the students, faculty, alumni, and EIU communities with EIU clothing, apparel, and merchandise.
We also actively carry art and school supplies, gift cards, posters, and other miscellaneous items needed for students to help further their education on campus.
To learn more about services offered by the Martin Luther King Jr. Union visit the Martin Luther King Jr. Union website. 217-581-5821

Building Services

Eastern Illinois Facilities Planning and Management houses BSW, Central Stores, Fleet care services, mail services, property management, and special event set up.

https://www.eiu.edu/fpm/index.php

Campus Safety

Campus safety responsibilities and guidelines are found in IGP #156

https://castle.eiu.edu/auditing/156.php

Clinical Student Evaluation

The instructor will monitor the performance, development, progress, and evaluation of all students in your assigned unit. The instructor will maintain anecdotal records of student activities to serve as a basis for student evaluation. Anecdotal records are the responsibility of each instructor but do not become part of the student's file.

Two written and verbal evaluations (midpoint and final) are given in each clinical course. All evaluations are to be signed by both the instructor and the student and dated. Formative evaluation of students is expected, daily, and on-going feedback should be routine.

If a student is not maintaining a satisfactory level of performance, additional assessments, feedback, and documentation are required. The end of course evaluation completed for each student should be submitted to the nursing program office within two weeks after course completion.

The student may request a copy of the signed evaluation. The original evaluation should be placed in the student's file in the nursing office.

If any unusual occurrence or incidence occurs it should be documented by the clinical instructor and discussed with the SON Chair/Director.

Computer Assistance

Tech support at EIU is available here https://www.eiu.edu/panthertech/

Remote support and assistance requests can be submitted. support@eiu.edu

Other notable links for technology information can be found here such as NetId, E-number, Passwords, Panther card, email, Microsoft teams, Office 365, Alert EIU, desk top use, PAWS, D2L, and Banner.

Links can also be found on the D2L homepage.

Student Services Building -3040

1-217-581-4357

Information Technology Services Help Desk- 581-HELP

Communication

1. Faculty and staff will receive a Panthermail (eiu.edu) email account upon hire.
2. All communication between faculty, staff, administration, and students must be through official EIU email.
3. Course communication must be through D2L email.
4. Timely response to emails and phone calls is expected. Generally, within two days.

Compliance-

It is the responsibility of the faculty and administration of the SON to maintain and update as necessary:

1. Current, unrestricted Illinois Registered Nurse License
2. Current American Heart Association or equivalent Health-Care provider CPR certificate
3. Two-step PPD or equivalent
4. Proof of immunity to measles, mumps, rubella, varicella, Hepatitis B, or Hepatitis B series in progress or signed refusal
5. **Td or Tdap recommended**
6. Seasonal Flu immunization

Credit Unit IGP#46.1

https://castle.eiu.edu/auditing/046_1.php

One **semester credit hour** is the amount of student effort that approximates **not less than 37.5 hours** of academic engagement in coursework (in-class/instructional time plus out-of-class student work) as represented in intended learning outcomes and verified by evidence of student achievement. The standard for one semester hour of credit in a traditional course is a minimum of 50 minutes of direct instruction and 100 minutes of out-of-class student work each week during a standard semester (15 weeks).

Dean's Office

College of Health and Human Services

1034 Klehm Hall 217-581-6025

Interim Dean Ryan Hendrickson room 1030 217-581-6025

Interim Associate Dean Jon "Tony" Oliver 1032 Klehm 217-581-6025

Assistant to the Dean Janet Fopay 1030 Klehm 217-581-6674

Administrative Aide Michelle Morgan

Disability Services

In conjunction with the overall mission of EIU, Student Disability Services (SDS) is committed to facilitating the provision of equal access and opportunity to all campus programs and services for students with disabilities.

All accommodation and guidelines are found here. https://www.eiu.edu/disability/

MacAfee 217-581-7208

studentdisability@eiu.edu

Dress code

Clinical/Lab/Classroom Setting is business casual dress. Faculty may also wear scrubs. A lab coat is required when teaching in the lab or in the clinical environment.

Clinical/Practicum Dress Code

The School of Nursing dress code must be followed at all clinical/practicum experiences. In the event that a clinical agency requires additional requirements, those will be followed.

Uniform requirements:
1. Name badge
2. Footwear must be closed-toed and have no colored markings
3. Watch with a second hand
4. Clothing should be neat, clean, and adequately pressed
5. Nails may not extend above the fingertip. No polish is permitted
6. Hair must be kept off the face and above the collar or pulled back. Natural color tones only. Mustaches and beards must be neatly trimmed
7. Tattoos must be covered while in the clinical setting

8. Jewelry and accessories are limited to one pair of stud earrings, one in each ear lobe and one plain ring/ring set on one finger

Note that some clinical areas do not permit any jewelry

Drug policy

Alcohol, Marijuana, and Controlled Substances

> The use of any legal or illegal substances, including alcohol, marijuana (in any form), and prescribed pain medications are strictly forbidden before or during any class and clinical/practicum and/or simulation/skills laboratory experience. These substances can impair judgement and endanger other students and members of the general public.
> Faculty who are engaged in clinical work at a practicum site may be required to submit to random tests for illegal use of controlled substances as provided by the law or regulations of the contracting agency. Immediate disciplinary action will occur.
> Faculty must adhere to clinical agency procedure and policy regarding the use of authorized controlled substance use during the clinical experience.

Eastern Illinois University Drug and Alcohol Abuse policy will be followed.
https://castle.eiu.edu/auditing/153.php

Educational Benefits

An employee may enroll at the University for a maximum of two (2) courses, or six (6) credit hours, whichever is greater, in any academic term with exemption from the payment of tuition and fees. The fees waived by the University include registration, application fees, credit evaluation fees, admission fees, activity fees, graduation fees, textbook rental fees and other service fees, such as those imposed to secure revenue for bond retirement.

See: https://castle.eiu.edu/auditing/026.php

Employee Benefits

https://www.eiu.edu/humanres/benefits/benefits.php

Essential Characteristics

Faculty Health/Safety Faculty is required to be physically and mentally able to provide safe patient care in clinical practice settings. This includes, but is not limited to, the following abilities

1. Lifting 40 or more pounds, the national standard identified for nursing
2. Performing psychomotor skills necessary for carrying out nursing procedures with students
3. Possessing sufficient hearing, visual acuity, and depth perception to perform nursing functions with students
4. Lifting, moving, and operating equipment used in the care of patients
5. Walking and standing for prolonged periods of eight hours or more Faculty must provide the following documentation prior to teaching clinical courses

Ethics

All state of Illinois employees must participate in annual ethics training.
https://www.eiu.edu/ethics/ethicstraining.php

All students and faculty are required to follow the American Nurses Association Code of Ethics. Faculty are expected to respect the confidentiality of all patients, simulated patients, and standardized patients. All patient and student information are confidential regardless of format. This may include, but not limited to, electronic, written, assessed, discussed, or overheard. Any disclosure outside of the School of Nursing experiences will be considered a violation.

External Professional Activities for Pay

Supplemental employment is permitted under certain guidelines. Faculty must complete an Outside employment form each semester https://www.eiu.edu/acaffair/forms.php

IGP #22 https://castle.eiu.edu/auditing/022.php

Faculty Development and Innovation Center

The FDIC helps Eastern Illinois faculty achieve and maintain excellence in teaching, scholarship, and creativity through training opportunities, grants, and fostering a community of collegial learning. https://www.eiu.edu/fdic/

Faculty Evaluation

Faculty evaluation forms can be found under the contracts tab on the academic affairs portal. Evaluations are completed yearly per appropriate contract and DAC.
https://www.eiu.edu/acaffair/contract.php

https://www.eiu.edu/acaffair/contract/dacfiles/Nursing2019%20DAC.pdf

Faculty Senate

The faculty senate, along with CAA, CoTE, CGS, and CFR constitute the shared governance system of EIU. The goal is to represent faculty in the shared governance of the of the university, in the best interest of the university, its students and employees. Each college has representation on faculty senate https://www.eiu.edu/facsen/

Faculty Sick Policy

Can be found on the Faculty and Staff portal under the tab "Leave time" and then the "Administrative and Professional" tab. https://www.eiu.edu/humanres/benefits/

Also see IGP #6 https://castle.eiu.edu/auditing/006.php

Faculty Clinical Absence

If it is necessary to be absent on an assigned clinical day contact the health care facility and the nursing program office at your earliest opportunity. Be prepared to suggest an alternate assignment for students. If you anticipate an absence initiate the telephone tree with your clinical

group. Each clinical group should have an established telephone tree with key contacts identified.

If an instructor is going to be tardy – notification to the clinical facility and the nursing office should occur as soon as possible. Please give instructions for the student group when making notification.

Family and medical leave

https://castle.eiu.edu/auditing/007_1.php

Final Exam Policy

Final examinations policy and times can be found on the Office of the Registrar Portal
https://www.eiu.edu/registra/finals.php

In addition, review IGP#44 https://castle.eiu.edu/auditing/044.php

Final Grade Submission

Review: https://castle.eiu.edu/auditing/046.php

Holidays

1. All University facilities will be closed except for necessary operations on the following principal holidays: New Year's Day, Martin Luther King, Jr.'s Birthday, Lincoln's Birthday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, day after Thanksgiving Day, Christmas Day, and two (2) supplemental holidays designated as the day before or after New Year's Day and the day before or after Christmas Day, unless it is necessary to change these days for purpose of academic calendar.
2. Supplemental holidays will be observed on days designated by the President but shall be limited to work days, except Saturday and Sunday, immediately preceding or following the observance day of the respective principal holiday.
3. Principal holidays which fall on a Saturday shall be observed on the preceding Friday; principal holidays which fall on a Sunday shall be observed on the following Monday.
4. Employees will be excused with regular pay on said holidays unless otherwise determined by the President.
5. Employees who are required to work on an observed holiday shall be granted, by mutual agreement between the employee and the employer, paid time away from work equivalent to the number of hours worked on the holiday.

Internal Governing Policies

Internal Governing Policies and Procedures of Eastern Illinois University can be found
https://castle.eiu.edu/auditing/igp_intro.php

Institutional Review Board/Research

Eastern Illinois Office of Research and Sponsored Programs facilitates applications, negotiations, and procurement of grant funding for activities that are consistent with the mission and role of

the University. Such activities include research, creative activity, acquisition of equipment, construction and improvement of facilities, and public service. The office also administers state-appropriated funds that the University allocates for research and creative activity. The office works to ensure compliance with university, state, and federal regulations that govern the conduct of research. This compliance oversight includes coordination of both the Institutional Review Board (IRB) and the Institutional Animal Care and Use Committee (IACUC). ORSP activities are a joint effort involving faculty members, funding agency personnel, university fiscal authorities, and others. https://www.eiu.edu/grants/index.php

Keys

Keys are University property and are issued for the purpose of conducting University business. Keys shall be issued only to persons who have the authorization of the appropriate supervisor, in accordance with established procedures. All keys are issued by Facilities Planning and Management. https://castle.eiu.edu/auditing/167.php

Facilities Planning and Management Central Stores Office is located behind O'Brien Stadium.

408 West Hayes Charleston, IL 61920

Leave Report

Faculty report leave on a monthly basis. Step-by-step guides can be found on the Payroll portal under the time and attendance tab. https://www.eiu.edu/humanres/payroll/webtimeentry.php

Library

Booth Library is in the center of the campus. 217-581-6072 https://library.eiu.edu/

Faculty is issued a library number for access to all library resources on campus and remote.

The barcode number is 14 digits long and begins with 22211, and may be found on your PantherCard, a community borrower's card, or a card issued by EIU Distance Education. Enter this number (with no spaces) in the Barcode box below, then your last name in the Last Name box, and click the Login button. For further assistance, please call the EIU Circulation Desk at 217 581-6071.

The Health Promotion/Nursing subject librarian is Stacey Knight-Davis slknight@eiu.edu 217-581-7549

Licensure

Full-time and adjunct faculty must maintain Illinois registered nursing license and required CEU.

Office Hours

To provide student access to faculty, each teaching faculty member shall maintain an on-campus schedule of at least four office hours per calendar week spread out over at least three days. Summer session teaching faculty must schedule at least two hours of the teaching assignment on campus for student access.

If a faculty member's entire assignment of duties is online or off campus, the faculty member is not required to hold office hours on-campus but is required to schedule equivalent online or off-campus office hours.

Office Hours must be posted on office door at the beginning of each academic year or every semester if they cannot be carried over due to schedule changes. Office hours must be submitted to department Director/Chair.

Faculty must meet obligations outside of office hours such meetings and college events and are required to meet on-campus obligations.

Office of Academic Affairs

Jay Gatrell

Vice President for Academic Affairs

Office of the President for Academic Affairs

1020 Old Main, 600 Lincoln Ave, Charleston, IL 61920

217-581-2121 https://www.eiu.edu/acaffair/personnel.php

Eastern Illinois University Academic Affairs is dedicated to overseeing academic affairs of students and faculty on campus. This includes all colleges within the university:

Lumpkin College of Business and Technology- 480 Lumpkin Hall

College of Education-1420 Buzzard Hall

College of Health and Human Services- 1024 Klehm Hall

College of Liberal Arts and Sciences- 2210 Doudna Fine Arts Center

Sandra and Jack Pine Honors College- Pemberton Hall South

The Graduate School- 1201 Blair Hall

Panther Card

The Official University Identification card, which is required for all students, staff, and faculty.

1. Your EIU ID number provides a common means by which departments can identify individuals. It is also used for student billing instead of social security number. The "E" number is your own personal identification number.
2. Your official library number appears on the front surface of the card. Use your Panther Card to check out books at Booth Library.
3. To gain access to computer labs.
4. To utilize the University's Student Recreation Center.
5. To attend sporting events.
6. Access to other University related functions.

7. Faculty and staff may add Dining Dollars to your Panther Card.
8. Dining Dollars can be used at any of the Residential Dining Centers, University Food Court, Panther Pantry, Java Beanery & Bakery or the Convenience Centers located in Carman and Thomas Dining Centers. On-campus residents receive tax-free purchases at any Dining Facility on campus when using Dining Dollars.
9. Add more Dining Dollars to your card at the Office of University Housing and Dining Services in the MLK Jr. Union. 217-581-5733

https://www.eiu.edu/campusid/uses.php#Identification

Parking

https://www.eiu.edu/police/Parking_and_Vehicle_Control_Regulations.php

Payroll

https://www.eiu.edu/humanres/payroll/

Security/campus Police

https://www.eiu.edu/police/

Social Media policy

Internet social media networks, such as Facebook, YouTube, Instagram, LinkedIn, Twitter, Snap Chat, and others promote connections with friends and family. However, faculty have responsibilities when posting in social networks, even if they are personal and private. University email addresses should not be used in conjunction with unofficial or personal social media accounts and profiles.

Student Evaluations
Faculty will support the administration of course evaluations each semester in accordance with policy and contractual obligations.

Supplies

Office administrative assistant can facilitate the supplies you need for your office/classroom, etc.

Syllabus Format

All syllabi in the school of nursing must follow the template. Syllabi must be submitted for archive to the SON office each semester. See Appendix.

Textbook rental

Textbook Rental Service provides the students of Eastern Illinois University with quality textbooks at an affordable cost. This service enables all students, regardless of their financial resources, to take advantage of the educational opportunities offered at the university and participate fully in their learning experiences.

Faculty requesting a different textbook or supplemental textbook must complete the request forms. These are found under faculty resources tab in the EIU Textbook Rental Portal https://www.eiu.edu/textbook/facinfo.php

Textbook adoption cycle is at least two years or three semesters. Summer sessions do not count as a semester.

Travel Procedures

General policies and guidelines for travel can be found in the EIU Department of Purchasing portal https://www.eiu.edu/purchasing/travguide.php

All University-related travel by a University employee must be approved by the appropriate supervisor, Vice President and President prior to travel by completing an Application for Travel. Exceptions to this requirement are granted for the President's in-state and out-of-state travel, Vice Presidents' in-state travel, Athletic Department personnel, admissions staff recruiting and continuing education instructors, who by nature of their employment are required to make frequent trips, often with little advance notice. These travelers are required to file an annual Application for Travel and certify that he/she is duly licensed and carries at least the minimum insurance coverage required by the Illinois Vehicle Code.

Review https://castle.eiu.edu/auditing/111.php

University Professionals of Illinois

Eastern Illinois University - University Professionals of Illinois (EIU-UPI) is the **Eastern chapter of University Professionals of Illinois Local 4100**. EIU-UPI is the collective bargaining agent for the Unit A and B faculty and academic support professionals at Eastern Illinois University. We advocate for the interests of our members, to make them a priority for the University, state, and nation.

The official site can be found here http://eiuupi.org/

Workers' Compensation

All procedures, guidelines, and forms can be found in the EIU Workers' Compensation portal https://www.eiu.edu/humanres/workcomp/

Workplace Violence

As an academic community, Eastern Illinois University does not permit workplace violence. Consequently, the University will not tolerate any type of violence committed by or against employees, including student employees. Incidents involving faculty and staff shall be handled in accordance with this policy, applicable employment regulations, and collective bargaining agreements. Incidents involving students shall be administered by the Student Standards Office in accordance with this policy and the Student Conduct Code.

Review https://castle.eiu.edu/auditing/156_1.php

Links to portfolio prep, unit A and B contracts

https://www.eiu.edu/acaffair/contract/dacfiles/Nursing2019%20DAC.pdf

SON DAC https://www.eiu.edu/acaffair/contract/dacfiles/Nursing2019%20DAC.pdf

Appendix A

Program Assessment Plans

Course Reflection Template
Process: *At the end of each course, faculty are expected to review class outcomes and submit the information below by the date required.* **Submit one copy to SON Director/Chair one copy to the Curriculum/QI committee**. *The information will be archived on the NURSING drive.*

Instructor Reflection on Metrics: [*What was the distribution of final grades? Was it what you expected? Why or why not?* **What QUALITY indicator metric in the course and result? Usually FINAL paper or project.**]	
Course Content: [Are the objectives well- defined? Was the content on track to fulfill course objectives? With which program outcomes does this course align?]	
Textbooks and Support Materials: [Does this course use a textbook or support materials? Do they support the course objectives? Did the support material or electronic resources (if used) work correctly?]	
Methodology: [What worked well? What were some positive aspects of the course? What did not work as planned?]	
Assessment Methods: [What were the primary course assessment methods? Did these function as intended? Were there any Program Learning Outcomes assessed in this course? If your course has EIU Learning Outcomes, were any assessed in this course? If utilized, did the assessments function as intended?]	
Student Commentary and Engagement: [What was the general feedback from the students? Were there any areas that caused difficulty or were hard to understand? What percent of students showed engagement by viewing all content, submitting assignments on time? **Average number of logins per student?**]	
Requests for Improvement: [*What changes will you make next time you teach the course?*]	

Appendix B
Course Mapping Tool Example

Course Offered: SP 2021	
Course Number: NUR 2612	
Course Name: Pathophysiologic Concepts I	
Credit Hours: 2	
Didactic Hours: 2	
Clinical/Lab Hours: 0	
Simulation Hours: 0	

Course description:

The first of a two-part sequence, this course introduces students to basic mechanism underlying illness and disease. A lifespan approach is used to address common alterations in normal functioning. The emphasis of this course is on the concepts of stress and adaptation, genetics and genomics, nutrition, tissue integrity, pain, elimination, sensory perception, infection, mobility, metabolism, fluid and electrolytes, acid/base balance, and oxygenation.

Course Student Learning Outcomes:

Upon the completion of this course, the successful student will be able to:
1. Use knowledge of normal anatomy and physiology to recognize common alterations from normal.
2. Explain pathophysiology of common disease states associated with the concepts of stress and adaptation, genetics and genomics, nutrition, tissue integrity, pain, elimination, sensory perception, infection, mobility, metabolism, fluid and electrolytes, acid/base balance, and oxygenation.
3. Identify inter-related concepts, compensatory mechanisms, and adaptations that occur with various pathophysiologic states.
4. Discuss the impact of genetics and genomics on the development and treatment of disease states associated with the concepts of stress and adaptation, genetics and genomics, nutrition, tissue integrity, pain, elimination, sensory perception, infection, mobility, metabolism, fluid and electrolytes, acid/base balance, and oxygenation.

	Program Crosswalk		Course Syllabus	

Weekly Content Areas	1. Introduction to Pathophysiologic Mechanisms Across the Lifespan, Stress & Adaptation	1. Cellular Regulation
	2. Genetics & Genomics	2. Holiday – No class
	3. Integumentary Function & Abnormalities in Tissue Integrity	3. Cellular Regulation • Genetics & Genomics • Neoplasia
	4. Abnormalities in Nutritional Balance	4. Exam
	5. Alterations in Gas Exchange/Oxygenation	5. Stress & Coping, Inflammation
	6. Mechanisms of Infection & Host Protection; Bacterial, Viral, Fungal Infection	6. Fluid & Electrolyte Balance; Acid-Base Balance
	7. Alterations in Bowel Function	7. Exam
	8. Alterations in Comfort (Pain)	8. Infection & Immunity
	9. Mechanisms of Vision Loss; Mechanisms of Hearing Loss	9. Infection & Immunity
	10. Alterations in Mobility; Inflammatory Processes	10. Exam
	11. Alterations in Urinary & Kidney Function	11. Cognition, Intracranial Regulation/Neural Regulation; Pain
	12. Alterations in Fluid Balance	12. Cognition, Intracranial Regulation/Neural Regulation
	13. Fluid Balance	13. Exam
	14. Pharmacology in Adults & Older Adults	14. Mood & Affect
	15. Pharmacology in Infants, Children, & Lactating Women	15. Mood & Affect
	16. Final Exam	16. Sensory & Perception
		17. Exam

Required Psychomotor Clinical Skills Performed in Course	None
Methods of Assessments Used in Course to Evaluate Student Learning	• 5 exams • 10 Learning Activities ("pre-work") • 2 Illness Scripts & Case Studies
Map to: AACN Essentials Level 1 – Domains for Nursing	• Domain 1: Knowledge for Nursing Practice • Domain 2: Person-Centered Care • Domain 4: Scholarship for Nursing Practice Key Assignment(s) Illustrating:
Map to: AACN Essentials Level 1 – Concepts for Nursing Practice	• Clinical Judgment • Evidenced-Based Practice Key Assignment(s) Illustrating:
Map to: NCSBN NCLEX Test Plan – Client Needs	• Safe & Effective Care Environment • Psychosocial Integrity • Physiological Integrity Key Assignment(s) Illustrating:
Map to: QSEN Pre-Licensure KSAs	• Patient-Centered Care • Evidenced-Based Practice • Safety Key Assignment(s) Illustrating:
	Not needed

Appendix C

Syllabus Template

I. Course Credit:
__ credit hours

II. Placement in Curriculum:
Semester #__

III. Prerequisites:
List pre-requisites here.

IV. Course Professor:
Name
Office:
Office Telephone:
Email:

V. Course Description:
List course description here (directly from course catalog – DO NOT CHANGE)

VI. Course Objectives:
Upon the completion of this course, the student will be able to:
List course objective here (directly from syllabus template – DO NOT CHANGE)

VII. Required Textbooks/Materials:
List required textbooks here.

VIII. Course Outline:
Week 1   List concepts for each week here
Week 2
Week 3
Week 4
Week 5
Week 6
Week 7
Week 8
Week 9
Week 10
Week 11
Week 12
Week 13
Week 14
Week 15
Week 16

IX.   Teaching and Learning Methods

Faculty will utilize a variety of teaching and learning methods, which may include lecture, discussion, selected readings, media presentations, videos, and case study analysis.

X.   Student Expectations

Student Responsibilities:
- o   Read and prepare for class
- o   Attend class on time. Inform the instructor if you will be late or absent.
- o   Submit all assignments on time
- o   Work collaboratively with others
- o   Communicate in a profession and civil manner in all medias
- o   Be prepared for presentations and dress for success.

Communicating with the Instructor:
If you have questions, comments, or need assistance, you may email your instructor, or arrange an office appointment. You can expect a response within 2 business days (48 hours) excluding weekends and holidays.

An email address has been issued to you by the university; it is recommended that your EIU email account be used for all email correspondence with faculty and university personnel, including sending assignments as attachments. It is also recommended that you check your EIU email daily to maintain your connection with EIU, administrators, and faculty in individual courses.

Attendance:
Students are expected to attend _all_ campus lectures. If a student is unable to attend class, the student must notify the faculty member _before_ the start of class. This notification may be in the form of voice mail or email messages.

Students are allowed **one** excused absence throughout the 16-week term. An excused absence is determined by the instructor. Examples are a serious illness, hospitalization, or a funeral of an immediate family member. Documentation verification is required. After **two** absences, one percent will be deducted from the student's final grade for each additional absence.

Unexcused absences are a Violation of Nursing Standards (VNS). A consultation with the department chair and the course instructor will occur after **two** unexcused absences. The **third** unexcused absence will result in a course failure and a letter grade of F.

If a student is unable to attend a test, another examination will be provided and must be completed within one week of the original test date.

Lab/Clinical Attendance:
Students are expected to attend _all_ scheduled lab and clinical experiences. If a student is unable to attend a lab or clinical experience, the student must notify the faculty member _before_ the start of session. This notification may be in the form of voice mail or email messages.

A student may be granted no more than **two** excused clinical absences by the course instructor throughout the semester. The student must schedule clinical make-up days for any absences through the course instructor.

Unexcused absences from lab/clinical are a Violation of Nursing Standards (VNS). A consultation with the department chair and the course instructor will occur after **one** unexcused absence. A **second** unexcused absence will result in a course failure and a letter grade of F.

If a student receives a VNS during clinical, it will be considered an unsatisfactory for the day. **Two** unsatisfactory clinical days will result in a course failure. Based on the severity of the VNS, one occurrence may result in a dismissal from the nursing program and/or separation from the University based on the review by the Chairperson of the Department of Nursing and the Vice President for Academic and Student Affairs.

Ay student who has not made up clinical time from an excused or unexcused absence by the end of the grading period will fail the course.

Deadlines, Grades, and Feedback for Assignments:
Students are expected to submit all assignments on time. Grades and feedback will be available in the Assessments section of the D2L course within **5** business days (**7** calendar days, excluding holidays) following the assignment's posted deadline. The instructor's comments and grading rubric feedback will be posted as an attachment or in the text of the feedback box for each specific assignment. Students should access the instructor's comments and feedback by going to Assessments > Assignment Name, and then scrolling down to the attachment or text in the feedback box. The feedback and comments are provided not only to assist students in knowing areas that could have been better, but also to help students improve future works in the course and program.

Late Work Policy:
Late work will not be accepted. The only late work that will be considered are those instances where the student has communicated with their instructor regarding unavoidable circumstances, *such as reporting an illness and submitting a doctor's note to their instructor. Late work in this course will be considered only when the student communicates with the professor prior to due date. **See Handbook for program policy.***

Writing Style – APA style is required for all written assignments:
Refer to the 7th edition of the *Publication Manual of the American Psychological Association* for direction. The APA website (apastyle.org) may also be particularly useful for information about using APA format. Remember, the purpose for using one writing style is to "advance scholarship by setting sound and rigorous standards for scientific communication" (American Psychological Association, 2010, p. xiii). These standards have been used in science-based courses, such as nursing, to provide readers clarification with cited materials and other resources in order to avoid allegations of plagiarism.

Written assignments will incorporate grading criteria for scholarly writing which based on APA as well as grammar, spelling, punctuation, and word choice. The APA manual and the APA styleblog website are the recognized authorities for APA style. **Discrepancies between the APA manual and information obtained from the internet and other resources with regard to APA style should be resolved by consulting the APA manual and website maintained by the American Psychological Association**.

XI.   Polices and Resources:

AcademicHonesty:
In the rigorous pursuit of academic excellence in all formats (in-person and online), all members of the Eastern Illinois University community must abide by relationships based on mutual esteem, trust, sincerity, integrity, and responsibility. Academic honesty must be one of our most cherished values and any form of academic dishonesty is to be considered a most serious offense that can result in serious consequences. Academic integrity violations can include, but are not limited to, cheating, inappropriate collaboration, fabrication,

facilitating academic dishonesty, interference, multiple submissions, plagiarism, and electronic dishonesty. Students are expected to maintain principles of academic integrity and conduct as defined in EIU's Code of Conduct (http://www.eiu.edu/judicial/studentconductcode.php). Violations will be reported to the Office of Student Standards.

Accommodations and Student Disability Services:
Eastern Illinois University is committed to providing reasonable and appropriate accommodations to students with documented disabilities in order to afford them an equal opportunity to education. If you have a documented disability, or believe you have a disability (mental health, attention, learning, chronic health, sensory, or physical) and would like to discuss what documentation would be required to receive academic accommodations, please contact the Office of Student Disability Services (OSDS). All accommodations must be approved through OSDS. Please stop by Ninth Street Hall, Room 2006, or call 217-581-6583.

Student Success Center:
Students who are having difficulty achieving their academic goals are encouraged to contact the Student Success Center (www.eiu.edu/~success) for assistance with time management, test taking, note taking, avoiding procrastination, setting goals, and other skills to support academic achievement. The Student Success Center provides individualized consultations. To make an appointment, call 217-581-6696, or go to 9th Street Hall, Room 1302.

XII. Technology Requirements

Computer/Technology Requirements:
Online students will need regular access to a personal computer that runs on a broadband Internet connection.

Eastern Illinois University - ITS Issues:
Please contact the EIU ITS Helpdesk if you need assistance for any of the following issues:
- Retrieving/Verifying Your EIU Net-ID (username).
- Retrieving/Verifying or resetting Your EIU Net Password
- Logging into PAWS (Panther Access to Web Services)
- Desktop Usage at EIU
- EIU WiFi
- Connecting your computer to the EIU Network

Visit http://www.eiu.edu/its/helpdesk/selfhelp.php or call 217/581-help (4357).
ITS Help Desk regular operating hours are from 7:00 a.m. - 8:00 p.m. During breaks, hours and availability may be limited.

Learning Management System:
Students are provided with guides and online ticketing service when an LMS issues arises. To access the 24/7 help desk and resources, access the Help option by clicking on the question mark icon in the navigation bar on the left side of your course page.

XIII. Grading and Evaluation

Final Grade Calculation base on the following:
Grading in this course will consists of __ exams, __ learning activities, __ care plans, __ medication

calculation test, skill testing, and a faculty evaluation of clinical performance.

Theory – Unit Exams	Weight
Exam 1	16%
Exam 2	16%
Exam 3	16%
Exam 4	16%
Exam 5	16%
Final Exam	20%
Total	**75% of Course Grade**
Learners must achieve a minimum cumulative exam average of 75% or greater to meet the requirements and pass the course.	
Learning Activity	**Weight**
Total	**25% of Course Grade**
Learners must achieve a minimum cumulative course average of 75% or greater to meet the requirements and pass the course.	
Dosage Calculation Test	
Dosage Calculation Test	Pass / Fail
Learners must achieve a score of 90% or greater within 3 attempts in order to meet the requirements and pass this course.	
Laboratory – Skills Competency Performance	
List required skills here	
Learners must "PASS" skills within 3 attempts to meet the requirements and pass this course.	
Clinical – Written Assignments	***Requirement***
__ Care Plans	Pass/Fail
Learners must 'pass' each written assignment in order to meet the requirements and pass this course.	

Rounding of Grades:
There is NO rounding of final cumulative exam averages or cumulative course average. When there is a decimal attached to an earned grade, the final grade will be recorded as the whole number. For example, a student who earns cumulative course average of 80.8%, will receive a final cumulative course average of 80%.

Grading:
   In determining the final course grade, the following scale is used:
A=92-100

B=83-91
C=75-82
D=68-74
F=below 67
A grade of 'C' or higher is required to pass the course. Assignments are NOT optional. All assignments must be completed to pass this course. The course may be repeated one time.

Rubrics:

Rubrics are included in the course and are utilized to assess most work in the course. The rubric will provide an understanding of how the student will be assessed on the course's assignments.

XIV. Course Evaluation

At the end of this course, students are encouraged to complete a course evaluation that will be distributed to them via email and through a course link.

XV. Additional Course Information

Syllabus Subject to Change

While information and assurances are provided in this course syllabus, content may change in keeping with new research and literature and that events beyond the control of the instructor could occur. Students will be informed of any substantive occurrences that will produce syllabus changes.

Weekly Outline

Week #1

Date:	Reading and Assignments:	What's Due:
Course SLO #1-5	**Class topic:** • List concept here o List text chapters here **Required learning activities:** •	

Week #2

Date:	Reading and Assignments:	What's Due:
Course SLO #1-5	**Class topic:** • List concept here o List text chapters **Required learning activities:**	

	•	

Week #3

Date:	Reading and Assignments:	What's Due:
Course SLO #1-5	**Class topic:** • List concept here 　○ List text chapters **Required learning activities:** ●	

Week #4

Date:	Reading and Assignments:	What's Due:
Course SLO #1-5	**Class topic:** • List concept here 　○ List text chapters **Required learning activities:** ●	

Week #5

Date:	Reading and Assignments:	What's Due:
Course SLO #1-5	**Class topic:** • List concept here 　○ List text chapters **Required learning activities:** ●	

Week #6

Date:	Reading and Assignments:	What's Due:
Course SLO #1-5	**Class topic:** • List concept here 　○ List text chapters	

	Required learning activities: ●	

Week #7

Date:	Reading and Assignments:	What's Due:
Course **SLO #1-5**	**Class topic:** ● List concept here ○ List text chapters **Required learning activities:**	

Week #8

Date:	Reading and Assignments:	What's Due:
Course **SLO #1-5**	**Class topic:** ● List concept here ○ List text chapters **Required learning activities:**	

Week #9

Date:	Reading and Assignments:	What's Due:
Course **SLO #1-5**	**Class topic:** ● List concept here ○ List text chapters **Required learning activities:**	

Week #10

Date:	Reading and Assignments:	What's Due:
Course **SLO #1-5**	**Class topic:** ● List concept here ○ List text chapters **Required learning activities:**	

Week #11

Date:	Reading and Assignments:	What's Due:
Course SLO #1-5	**Class topic:** • List concept here ○ List text chapters **Required learning activities:**	

Week #12

Date:	Reading and Assignments:	What's Due:
Course SLO #1-5	**Class topic:** • List concept here ○ List text chapters **Required learning activities:**	

Week #13

Date:	Reading and Assignments:	What's Due:
Course SLO #1-5	**Class topic:** • List concept here ○ List text chapters **Required learning activities:**	

Week #14

Date:	Reading and Assignments:	What's Due:
Course SLO #1-5	**Class topic:** • List concept here ○ List text chapters **Required learning activities:**	

Week #15

Date:	Reading and Assignments:	What's Due:
Course SLO #1-5	**Class topic:** • List concept here ○ List text chapters	

	Required learning activities:	

Week #16

Date:	Reading and Assignments:	What's Due:
Course SLO #1-5	**Class topic:** • List concept here o List text chapters **Required learning activities:**	

Assignments

Insert description of course