Course Syllabus

Required Text:

Nursing Assistant: A Nursing Process Approach by Hegner, Barbara R., Acello, Barbara, Caldwell, Esther. Basics Ed., Thomson Learning, Inc., Canada.

Prerequisites:

HPR 102, a grade of C or better in ENG 090 or appropriate SAT, ACT, or ACCUPLACER score. Corequisite NUA 170.

Goals and Objectives:

This course introduces the student to the basic knowledge and skills needed to complete the Nursing Assistant Program at Red Rocks Community College. Upon successful completion of this program, the student will be able to apply and take the Nurse Aide Certificate Exam in the state of Colorado.

The Student's Responsibility:

- Attend all classes and clinical rotations – (2-8 hour and 1-12 hour clinical shifts).
- Submit documentation of all immunizations first day of class.
- Have all required applications and/or paperwork completed by their due dates.
- Complete all reading assignments and be prepared for skills labs.
- Ensure uniform and equipment are clean and ready prior to use.
- Participate in skills testing that will be preparation for state board exams.
- CPR card must be valid the first day of class.
- Inform instructor if unable to attend class or clinical

Accommodations for Disabilities:

Red Rocks Community College is committed to diversity in its people and programs. The College is an equal opportunity educational institution which prohibits all forms of discrimination and harassment including those that violate federal and state law, or the State Board for Community Colleges and Occupational Education Board Policies 3-120 and/or 4-120. The College does not discriminate on the basis of race, creed, color, sex/gender, sexual orientation, gender identity or expression, religion, age, national origin or ancestry, pregnancy status, veteran's status, genetic information, physical and/or mental disability or any other category protected by applicable law in its employment practices or education programs. Red Rocks Community College will take appropriate steps to ensure that the lack of English language skills will not be a barrier to admission and/or participation in vocational education programs.

ADAAA (Americans with Disabilities Act Amendments Act of 2008) and Section 504 of the Rehabilitation Act of 1973: Red Rocks Community College is committed to access for students with disabilities. If you are a student with a disability and need assistance or are interested in requesting accommodations, please contact the Office of Disability Services (ODS). Faculty is not obligated to provide accommodations without proper notification by the ODS. Students may contact the ODS staff by telephone or email to make an intake appointment at 303-914-6733 or ods@rrcc.edu. The ODS is located in Suite 1182 at the Lakewood campus. More information is available at Accessibility Services.

Assistance:

If you are having difficulty with any aspect of this course, please send your instructor an e-mail, message, message, stop by their office, or call before it becomes problematic for you. The instructor cannot help you if he/she is not aware of your situation in a timely manner.

Course Technology Requirements:

You must have access to an adequate computer with internet service to do work in this class. You will not be excused from any work or assignments if your internet server is down, you are unable to download the plug-ins, your home computer does not work properly or is inadequate. For those within driving distance there are computer based labs available on campus. Please note that technology related downtime is one of the standard problems with online learning. Be patient with this. Build some flexibility into your schedule so that you are able to compensate if there is a problem. Roll with the punches and expect an occasional glitch.

Learner Expectations and Course Requirements:

In order to be successful in this college-level course, you will need to set aside approximately 6-12 hours per week in order to read the book and lecture notes, visit web sites, prepare homework assignments, participate in online activities such as the discussion board, and take quizzes and exams. This class is not self-paced. I strongly encourage you to block out specific periods of time each week for this course. You must check in with the announcements and message center several times every week.

Students must complete all tests quizzes and assigned course work in order to meet course requirements and to receive a passing grade. All assignments must be completed even if they are submitted beyond the due date and for which no points are earned for credit. Completion of the course requirements does not in itself guarantee a passing grade for the course.

* Missed skills lab of more than 3 hours will require a make-up session, missed skills lab of 6 hours or more will result in dismissal from the program.

Clinical Rotations:

There are 3 clinical assignments. The clinical assignment facilities and shifts may be changed according to availability. It is the student's responsibility to call the clinical instructor if they are going to be late or absent. Failure to do so will result in an "F" for the clinical rotation. Emergencies do arise. Please consult with you instructor about the circumstances as soon as possible. Make-up is contingent based upon space availability, and the discretion of the instructor. You will receive a separate grade for the clinical portion of this program. Grade for the clinical portion is assessed by your attendance and performance in the clinical area. The Skills Check List will be used for determination of your grade using observations by the instructor and the CNA preceptor to whom you are assigned.

Classroom Conduct:

Students are expected to assist in maintaining a classroom environment that is conducive to learning and is respectful to the instructor and the other students. Within the classroom, students are prohibited from using cellular phones or pagers, making offensive remarks, or engaging in any form of disruptive activity. Inappropriate behavior in the classroom may result in a request to leave the class. Students are expected to be familiar with their rights and responsibilities and with the student code of conduct contained in the RRCC catalog.

Due Dates:

This course is designed to be asynchronous (we do not need to be together at the same time), however there are deadlines for assignments, discussions, quizzes, and tests. See the Course Schedule for a complete list of due dates. As a general rule, most assignments are due by 11:59 pm (Mountain Standard Time) of the written due dates.

Late Assignments:

All assignments must be completed in order to meet course requirements. Assignments not submitted on or before the written due date will be considered late. A ten percent (10%) late penalty will be assessed for any late assignment. However, any assignment received after seven (7) days of the due date will result in a score of "zero" points earned for that particular assignment.

Test and Quiz Policy:

Tests and quizzes must be completed by 11:59 pm (MST) on the due date listed in the D2L course calendar. If you are unable to take a test or quiz by the scheduled due date, you must contact the instructor prior to the due date.

Tests and quizzes are made available during specific times in order to maintain organized flow to the course of study in addition to allowing the student and instructor to maintain appropriate assessments of the individual student's progress. Please make arrangements not to be disturbed whenever logging on to take a test or quiz.

In order to maintain the academic integrity of the assessments, each test is individually timed and questions are randomly selected from a pool of questions ensuring that each student does not receive the same test. Adequate times have been established to allow students to comfortably complete tests and quizzes without the use of notes and reference materials. *Tests and quizzes which are submitted and exceed the allowed time will be automatically submitted, and will be graded on the completeness of the submission.* Test and quiz scores are released immediately upon completion and submission of the test or quiz.

Discussion Board and Group Participation:

Participation in the class discussions and group activities are time sensitive. Strive to submit your original post early in the week to facilitate the maximum interaction with your classmates.

Withdrawal Policy:

Students are responsible for meeting the deadline dates and for initiating a withdrawal either through the RRCC website (log in to The Rock) or calling 303-914-6348. The deadline for dropping the class and receiving a refund may be found on the RRCC Advising Page. If you withdraw between the drop and withdrawal dates, you may receive a 'W' grade for the class and will not receive a refund.

Academic Integrity:

Students shall use their own knowledge and skill to complete coursework without referring to other students' answers, old exams, quizzes, assignments, class notes, or other references, unless specifically permitted by the instructor. Group work is not allowed unless specifically assigned. Cheating, plagiarism, or unauthorized possession of examinations or quizzes will result in disciplinary action including an "F" on the assignment, an "F" in the course, or expulsion from the program. The disciplinary action is at the discretion of the instructor. Please refer to the RRCC Student Handbook for the appeal process.

Students shall use their own knowledge to write papers or compile research information. They shall not plagiarize, quote or copy another person's work without giving proper recognition as stated in the APA guidelines on style. Students may not submit the same paper or assignment for two different classes.

Tracking tools are available in D2L that allows the instructor to monitor each student's progress. These features allow the instructor to view the individual login times and dates, access to specific areas of each course and the identity of the computer being used.

Safety Statement:

The safety and security of all our students, faculty, staff, and visitors is of the utmost importance to the Campus Police Department. We rely on each of you to be an additional set of

ears and eyes to help maintain campus safety. Please be diligent in your efforts to report suspicious or unusual behavior or circumstances to the Campus Police Department. Trust your instincts when something doesn't look, seem, or feel right and tell someone. The Campus Police can be reached at 303-914-6494. Additional safety information can be found on the website at http://www.rrcc.edu/police/index.html

The College has designated Dr. Bill Dial, Executive Director of Human Resources as its Affirmative Action Officer/Title IX Administrator/Equal Opportunity Administrator with the responsibility to coordinate its civil rights compliance activities and grievance procedures. For information, contact: Dr. Bill Dial, Executive Director of Human Resources, Title IX Administrator, Title VII/Equal Opportunity Administrator, ADA/Section 504 Administrator, PO Box 17, 13300 West Sixth Avenue, Lakewood, CO 80228-1255. Telephone: 303.914.6298 Email: bill.dial@rrcc.edu