

### **Course Policies: RN-BSN online students**

1. **Academic Honesty:** Students are expected to maintain the highest standards of academic integrity. Behavior that violates these standards is unacceptable. Examples are the use of unauthorized material, communication with fellow students during an examination, attempting to benefit from the work of another student and similar behavior that defeats the intent of an examination or other class work. Cheating on examinations, plagiarism, improper acknowledgment of sources in essays, and the use of a single essay or paper in more than one course without permission are considered serious offenses and are grounds for disciplinary action as outlined in the current UMFK Catalog.

Honesty and integrity are vital to the academic process. Academic dishonesty is a serious academic offense, and ignorance of UMFK policies is no defense.

By taking this course, students agree, that for the purpose of detecting plagiarism, all required papers may be subject to submission of textual similarity to Turnitin.com or a similar online source. All submitted papers will be included as source material solely for the purpose of detecting plagiarism of such papers. Use of the Turnitin.com service is subject to the Terms and Conditions of Use posted on the Turnitin.com website.

2. **Grading Criteria:** To successfully complete this course, the student must achieve a grade of 78% or better, averaged over **all** assigned coursework and skills demonstrations:
  - a. written examinations (excluding quizzes); and,
  - b. assignments, skills demonstrations, quizzes and exams
3. Students must successfully complete the didactic, clinical, and laboratory components of a course to meet the requirements for course completion. If students are unsuccessful in any of the course components, they must repeat the course in its entirety.
4. A cumulative grade point average [GPA] of 2.5 or better is required for enrollment in nursing courses. Students with a GPA of less than 2.5 will need to withdraw from all nursing courses and consult with their advisor.
5. Up to two nursing/biology courses may be repeated, but each course only once, to achieve the necessary "C+" grade.
6. Less than a "C+" grade after repeating a nursing/biology course requires that the student withdraw from the nursing program. Repeating a nursing course is defined as taking the course twice, whether because of a grade of "C" or lower, or because previous course enrollment resulted in a "W" on the student's semester transcript. A student who believes there are extenuating circumstances at the time of withdrawal is responsible for initiating an appeal to the Admissions, Advisement, and Advancement (AAA) Committee of the Division of Nursing at the time of the course withdrawal.

Students are responsible for completing the necessary papers if they wish to withdraw from the course. Withdrawals must be initiated prior to the withdrawal deadline. Students are responsible to discuss changes in their enrollment status (such as adding/dropping or withdrawing from classes) with the Financial Aid office as these changes may have implications on their financial aid package. Also, eligibility for financial aid may change based on the student's cumulative GPA

7. Course exams and quizzes are administered as scheduled. If an examination must be missed due to extraordinary circumstances, the course faculty member(s) must be notified personally prior to the exam. An exam make-up time may be arranged with the faculty member(s). In such cases, the faculty reserves the right to change the examination format or to defer the exam. Students who fail to make the needed arrangements with the faculty prior to any planned absence forfeit the opportunity to complete the exam.

8. Faculty and students are to be addressed respectfully, inside and outside of the classroom, in both verbal and written interactions. The faculty reserves the right to address those students deemed to be disruptive or disrespectful. Pertinent questions and comments directed to the entire group and presented in a collegial and professional manner are encouraged and likely beneficial to others.
9. Positive regard between students is important to constructive, collegial working relationships, both as classmates and as professional nursing colleagues. Supporting one another as classroom colleagues is integral to the goal of excellence in nursing education and nursing practice. This support includes respecting the strengths each person brings to the process of learning, and to assist one another to overcome academic challenges.
10. Regular and punctual participation as required by each posted module is a requirement of this course. Professional courtesy requires that students provide constructive commentary in any course dialogue online.
11. Use of electronic communication devices, including cell phones, and any handheld device that may be connected to the Internet are not permitted during an online examination. Use of such devices during exams is considered cheating, which in turn will prompt the implementation of the UMFK Student Conduct policy. See *Disability Accommodation* section of syllabus to arrange for necessary exceptions.
12. Students are responsible for completing the necessary papers if they wish to withdraw from the course. Withdrawal from a course must be initiated by the student prior to the withdrawal deadline as outlined on the academic calendar for the university.
13. Unless otherwise negotiated with the professor prior to the due date, all assignments are to be submitted by the required date. Faculty may choose not to accept late assignment(s), in which case a grade of zero will be recorded. If a late assignment is accepted by the faculty, the assignment may be subject to a penalty, i.e., a lower grade.
14. All written work is to be computer generated, double-spaced, accurate, appropriately referenced, grammatically correct, and in accordance with APA (2010). Spelling, grammar, syntax, punctuation, and organization will affect the assignment of grades for written assignments. Unless otherwise directed, assignments must be submitted with a face sheet.
15. Faculty require two weeks to receive, grade and return all student work, including quizzes, exams, and papers.
16. Faculty may wish to copy student work to use as examples for other students in the future or for accreditation reviews. The student's name may be removed before showing the paper or project to any other student. If you do not want your paper(s) from this course to be copied for accreditation or used as a sample for future students, please notify the instructor in writing by the last week of classes. *If you do not notify faculty by this time, permission to copy will be assumed.* However, you may at any time during the semester or in the future notify faculty in writing that you deny permission to use your work and any copies will be destroyed and any sharing will stop at that point. Please keep copies of any such request and faculty acknowledgement of receipt of your request for your own records.

17. Students are responsible for apprising themselves of the policies pertinent to their academic progression as outlined in the University of Maine at Fort Kent Catalogue and Division of Nursing Student Handbook, both of which are available online.
18. Faculty reserve the right to alter the course syllabus, in collaboration with students, as deemed necessary for learning.

### **Research Resources for Nursing Papers and Assignments**

To demonstrate their expanding knowledge, students are to integrate references from academic, peer-reviewed, professional literature as described in APA (2010). Only primary sources are to be used; only those references appearing in the text are to appear in the references list. Unless permitted by the course faculty, no quotations are to be used in any written assignment.

**\*\*Please note that either the course instructor or the campus librarian may approve creditable sources a student is considering to use when writing a paper.\*\***

#### **Acceptable Sources**

- Textbooks less than 5 years old
- Taber's or similar medical dictionary, paper or online, less than 5 years old
- Peer reviewed journals, paper or online, less than 5 years old
- Government documents available on the web (eg: .gov or .mil)
- Government publications, federal or state, less than 5 years old
- Medscape articles

#### **Sources Requiring Instructor Approval**

- Websites ending in *org* or *edu*
- Books or e-books that are not textbooks
- Interviews with the public, healthcare or other professionals
- Audiovisual training materials, e.g., videos, DVDs, CDs, audiotapes
- Any online source lacking an identifiable date
- Any source more than 5 years old

#### **Unacceptable Research Sources**

- Wikipedia or similar online encyclopedias
- Websites ending in *com* or *net*
- Popular literature
- Interviews with health care consumers
- Newspapers
- PowerPoint (ppt) presentations
- Online conference materials
- Secondary source references