

# COURSE APPROVAL/CHANGE DOCUMENT

(See back of form for instructions)

---

1. ADDITION \_\_\_ REVISION \_\_\_ TERMINATION \_\_\_

---

2. IF REVISION: denote changes (i.e. Title only; Title, CIP and Description; etc.):

---

3. COURSE NUMBER \_\_\_

4. COURSE TITLE \_\_\_\_\_

---

5. IF REVISION: Previous Course No. \_\_\_\_\_ Previous Title \_\_\_\_\_

---

6. FOR ADDITIONS AND REVISIONS -  
FIRST TERM/YEAR TO BE OFFERED:

7. FOR TERMINATIONS ONLY -  
LAST TERM/YEAR TO BE OFFERED:

Fall\_\_\_ Spring\_\_\_ Summer\_\_\_ Term\_\_\_\_\_

Fall\_\_\_ Spring\_\_\_ Summer\_\_\_ Term\_\_\_\_\_

---

8. COLLEGE:

9. DEPARTMENT NAME:

---

10. CIP CODE (Classification of Instructional Program / US Bureau of Labor Statistics): \_\_\_\_\_

---

11. FIXED CREDIT HOURS: YES\_\_\_ NO\_\_\_

12. VARIABLE CREDIT HOURS: YES\_\_\_ NO\_\_\_

\_\_\_ Total Credit Hours

\_\_\_ Min Total Credit Hours \_\_\_ Max Total Credit Hours

\_\_\_ Lec Contact Hours

\_\_\_ Min Lec Contact Hours \_\_\_ Max Lec Contact Hours

\_\_\_ Lab Contact Hours

\_\_\_ Min Lab Contact Hours \_\_\_ Max Lab Contact Hours

\_\_\_ Other Contact Hours

\_\_\_ Min Other Contact Hours \_\_\_ Max Other Contact Hours

---

13. CAN THIS COURSE BE TAKEN FOR ADDITIONAL CREDIT: YES\_\_\_ NO\_\_\_ If YES, total number of times course can be taken \_\_\_\_\_

---

14. MAXIMUM ENROLLMENT ALLOWED FOR COURSE: \_\_\_\_\_ Justification of maximum enrollment:

---

15. CLASS SCHEDULE TYPE/ FACULTY WORKLOAD: Choose appropriate schedule type:

Faculty Workload: \_\_\_\_\_

Class schedule type justification:

---

16. COURSE LEVEL:

17. GRADE TYPE:

---

18. DEVELOPMENTAL COURSE: YES\_\_\_ NO\_\_\_

---

19. CROSS-LISTED COURSE:

20. SPECIAL COURSE FEE? (Must be Board approved)

YES\_\_\_ WITH \_\_\_\_\_ NO\_\_\_

YES\_\_\_ Amount \$ \_\_\_\_\_ NO\_\_\_

---

21. Required faculty qualifications to teach this course:

---

---

22. GENERAL EDUCATION COURSE: YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, please select one general education category:

If yes, please select up to three general education learning goals that reflect the priorities for student learning in the course. Please rank these in priority order, i.e. 1,2,3 by inserting the numbers/rankings into the boxes:

- \_\_\_ General Education Learning Goal 1: Ethical Reasoning
- \_\_\_ General Education Learning Goal 2: Global Learning
- \_\_\_ General Education Learning Goal 3: Information Literacy
- \_\_\_ General Education Learning Goal 4: Written Communication
- \_\_\_ General Education Learning Goal 5: Oral Communication
- \_\_\_ General Education Learning Goal 6: Critical Thinking
- \_\_\_ General Education Learning Goal 7: Quantitative Literacy

If the proposed new or revised course is a General Education course, please provide a short rationale why this course should be considered as a general education course.

---

Attach the following:

- a) Class syllabus using the syllabus template.
- b) Memo from Library Dean assessing available and needed library resources and services.
- c) If applicable, memos from Department Chair(s) in affected department(s) stating support or that issues/conflicts are resolved.

---

COURSE APPROVAL SIGNATURES

---

Department Chairperson

Dean of Kent Library

College Council

---

Educator Preparation Committee

General Education Council

Graduate Council

---

To obtain the next signature, save the pdf to your desktop and then email the form as an attachment to the next individual for signing. When submitting the form, the **email must come from your Southeast email account.**

**Registrar's Office Use Only**

SCACRSE \_\_\_\_\_ Degree Audit \_\_\_\_\_ Bulletin \_\_\_\_\_ Degree Map \_\_\_\_\_ SHATATR \_\_\_\_\_

---

## Instructions for Completing Course Approval/Change Document

---

1. Is the course an Addition, Revision or Termination?
2. If Revision: Please list changes being made to course such as title change; or title, CIP, and description change, etc.
3. Course Number: Two letters (choose discipline from drop down menu) and three numbers (i.e., EN 140). For course additions, ask for a list of available course numbers from the Registrar's Office.
4. Course Title: Full title of course.
5. If Revision: Indicate previous course number and/or title if change has been made. A new course number must be used if the revised course is not equivalent to the previous course offered.
6. For Additions and Revisions-First Semester/Year To Be Offered: Indicate first semester/year course is to be offered or when changes to the revised course will be put into place.
7. For Terminations Only-Last Semester/Year To Be Offered: Indicate last semester/year course is to be offered. For course terminations skip questions 10-22.
8. College Name: Choose the College Name from drop down menu. UI/IU courses belong to the Provost.
9. Department Name: Choose the Department Name from drop down menu. UI/IU courses belong to the Provost.
10. CIP Code: Enter six digit code number. Contact Institutional Research for information.
11. Fixed Credit Hours: Enter the total credit hours student will earn for course. Lecture, Lab, and/or Other Contact Hours should be completed as appropriate. Lecture contact hours should equal the student credit hours earned for the lecture component of the class. Lab contact hours will in most cases be entered as a 2 to 1 ratio (2 contact hours equals 1 student credit hour) for the lab component of the class. Other Contact hours will be entered for field experience courses, internships, practicums, etc.
12. Variable Credit Hours: If course is variable credit hour, indicate total minimum hours and total maximum hours for which credit can be received. Indicate minimum and maximum lecture, lab, and/or other contact hours as appropriate. See 10 for more detailed instructions.
13. Can This Course be Taken for Additional Credit: Indicate if students will be allowed to enroll in this course more than once for additional credit. NOTE: If the course allows for multiple repeats, it is outside the normal repeat procedure. If a student making a grade of 'D' or 'F' wants to repeat the course for a better grade, special handling is required.
14. Maximum enrollment allowed for course: Indicate the total number of students allowed to enroll in this course and the justification for that maximum.
15. Class Schedule Type/Faculty Workload: See Class Schedule Types sheet on Document Share for appropriate type of course and faculty workload.
16. Course Level: Choose appropriate course level from drop down menu. 500 level courses are mixed undergraduate/graduate.
17. Grade Type: Indicate if course is standard grade (A, B, C, etc.) or Credit/No Credit
18. Developmental Course: Indicate if course is to be offered for degree credit or developmental credit.
19. Cross-listed Course: List course that is cross-listed across disciplines (e.g., PY120/CF120)
20. Special Course Fee: Indicate course fee amount as approved by Board of Regents
21. Required faculty qualifications: What are the degrees, areas of specialty, and/or other characteristics of a faculty member that would qualify them to teach this course.
22. General Education Course: Choose NO, or the category in which the course falls and the general learning goals.

**COURSE SYLLABUS**  
Southeast MO State University

Department of Nursing

Course No. NS271

Title of Course: Introduction to Nursing Concepts

I. Catalog Description and Credit Hours.

Introduction of foundational concepts and theories essential to nursing and professional practice.  
(3 theory credit hours)-BLENDED COURSE

II. Prerequisites:

Formal admission into the BSN program as either full admission or alternate

Co-requisites: Any remaining incomplete pre-nursing required courses must be in-progress

III. Course Objectives:

- A. Describe the role of professional nurses in contrast with other healthcare professions.
- B. Analyze the role of professional nursing in today's evolving healthcare environment
- C. Discuss historical and contemporary factors influencing nursing education, research, and professional practice.
- D. Identify the purpose of nurse practice acts and standards of care for nursing practice
- E. Examine legal and ethical principles applicable to healthcare
- F. Relate essential nursing values to attitudes, personal qualities, and professional behaviors in the practice of culturally competent nursing care.
- G. Analyze nursing as a science through the utilization of evidence-based practice
- H. Examine word origin and structure through the introduction of prefixes, suffixes, root words, plurals, abbreviations and symbols
- I. Demonstrate a foundation of knowledge for the terminology utilized in the nursing profession

IV. Expectations of Students:

- A. Attend all class meetings and participate in class discussions and activities.
- B. Access and utilize course documents posted on the course website.
- C. Access and complete the online medical terminology course.
- D. Fulfill all requirements as outlined in the BSN Student Handbook.
- E. ACCESSIBILITY STATEMENT

SOUTHEAST MISSOURI STATE UNIVERSITY'S ACCESSIBILITY PLAN

Southeast Missouri State University will take such means as are necessary to insure that no qualified disabled person is denied the benefits of, excluded from participation in, or otherwise subject to discrimination because Southeast Missouri State University's facilities are physically inaccessible to, or unusable by disabled persons. The accessibility standard required by Federal law for 'existing facilities' is that the recipient's program or activities when viewed in its entirety, must be readily accessible to disabled persons.

Southeast Missouri State University may meet this standard through such means as reassignment of classes, or other services to accessible locations, redesign equipment, assignment of aides, alterations of existing facilities, and construction of new accessible facilities. Southeast Missouri State University is not required to make structural changes in existing facilities where other methods are sufficient to comply with the accessibility standard described above.

Because scheduling classes, coordinating accommodations, and arranging housing in accessible facilities may require reasonable advance planning, students with disabilities accepted for admission should identify themselves and their disability within five days of the start of the semester of enrollment and indicate the nature of accommodation needed for their disability.

For more information, see the [Disability Support Services](#) page or contact Disability Support Services, room 302, University Center, One University Plaza ms1300, Cape Girardeau, MO 63701; (573)651-2273.

#### E. **ACADEMIC HONESTY**

**Policy.** Academic honesty is one of the most important qualities influencing the character and vitality of an educational institution. Academic misconduct or dishonesty is inconsistent with membership in an academic community and cannot be accepted. Violations of academic honesty represent a serious breach of discipline and may be considered grounds for disciplinary action, including dismissal from the University.

Academic dishonesty is defined to include those acts which would deceive, cheat, or defraud so as to promote or enhance one's scholastic record. Knowingly or actively assisting any person in the commission of an above-mentioned act is also academic dishonesty.

Students are responsible for upholding the principles of academic honesty in accordance with the "University Statement of Student Rights" found in the Undergraduate or Graduate Bulletin. The University requires that all assignments submitted to faculty members by students be the work of the individual student submitting the work. An exception would be group projects assigned by the instructor. In this situation, the work must be that of the group. Academic dishonesty includes:

**Plagiarism.** In speaking or writing, plagiarism is the act of passing someone else's work off as one's own. In addition, plagiarism is defined as using the essential style and manner of expression of a source as if it were one's own. If there is any doubt, the student should consult his/her instructor or any manual of term paper or report writing. Violations of academic honesty include:

1. Presenting the exact words of a source without quotation marks;
2. Using another student's computer source code or algorithm or copying a laboratory report; or
3. Presenting information, judgments, ideas, or facts summarized from a source without giving credit.

**Cheating.** Cheating includes using or relying on the work of someone else in an inappropriate manner. It includes, but is not limited to, those activities where a student:

1. Obtains or attempts to obtain unauthorized knowledge of an examination's contents prior to the time of that examination;
2. Copies another student's work or intentionally allows others to copy assignments, examinations, source codes or designs;
3. Works in a group when she/he has been told to work individually;
4. Uses unauthorized reference material during an examination; or
5. Have someone else take an examination or takes the examination for another.

**General Responsibilities for Academic Honesty.** It is the University's responsibility to inform both students and faculty of their rights and responsibilities regarding such important matters as cheating and plagiarism. Most of what is considered unethical or dishonest behavior can be avoided if faculty and students clearly understand what constitutes such practices and their consequences. The University community should also be aware of the procedures to be followed should a breach of academic honesty occur.

The faculty member is responsible for clarification to his/her class of those standards of honesty for class assignments or functions where such standards may be unclear or when such standards vary from the accepted norm. Further, some faculty may choose to utilize preventive measures (multiple exams, alternate seating, etc.) to help insure the maintenance of academic honesty. However, the use of such measures is the prerogative of the individual faculty member and is not a responsibility or requirement of faculty in general.

The fundamental responsibility for the maintenance of honesty standards rests upon the student. It is the student's responsibility to be familiar with the University policy on academic honesty and to uphold standards of academic honesty at all times in all situations.

**Protocol for Adjudicating Alleged Violations of Academic Honesty.** Faculty members who discover evidence of academic dishonesty should contact the student within five business days of discovering the alleged dishonesty to arrange to meet and discuss the allegation. Prior to this meeting the faculty member may consult with the Department Chairperson, the appropriate Dean, and the Office of Judicial Affairs. The following sections describe the procedures to be adhered to in each of the listed instances: the student acknowledges the violation, the student denies the violation, and the appeals process. If the faculty member is the Department Chairperson, a departmental designee will assume the Department Chairperson's role in this protocol and references to the Department Chairperson should be read as departmental designee. The procedures below should be followed with online, ITV or face-to-face classes.

**From Faculty Senate Bill 11-A-16** <http://www.semo.edu/facultysenate/handbook/5d.html>

## F. CIVILITY AND HARASSMENT

A major determinant of a successful educational experience is a shared sense of respect among and between the students and their instructor. Some of the texts and issues we will discuss may cause disagreements among members of the class. Multiple viewpoints are an essential component of any college course, and disagreeing with someone is fine. However, rude, disrespectful, aggressive, offensive, harassing, or demeaning behavior—either face-to-face or in an online discussion—toward anyone in the class will not be tolerated; students are expected to abide by the Code of Student Conduct (<http://semo.edu/pdf/stuconduct-code-conduct.pdf?ver=1.0>). Should a student feel someone has acted inappropriately toward them in class, please speak with the instructor at once so the situation can be addressed. The instructor for the course reserves the right to ask a student to leave the classroom or the online discussion for any inappropriate behavior, and if the situation warrants, may call campus security to remove the offending student from class.

G. Questions, comments, or requests regarding this course or program should be taken to your instructor. Unanswered questions or unresolved issues regarding this class may be taken to Dr. Joe Pujol, Interim Dean, College of Education, Health and Human Studies.

V. Course Content

Course Introduction,  
BSN Handbook

Unit 1: Profession of Nursing Role  
Historical & Contemporary Nursing Practice

Unit 2: Ethical & Legal Principles  
Nursing Code of Ethics  
Nurse Practice Act  
Standards of Care

Unit 3 Culturally Competent Care  
Science of Nursing: Evidence-Based Practice

Unit 4: Medical Terminology (throughout course)

Course meets Tuesday and Thursday, 2:00 – 3:15, CH105, second 8 weeks.

VI. Textbooks and/or Other Required Materials:

Black, B. (2020). *Professional Nursing: Concepts and Challenges*. (9<sup>th</sup> ed.). Philadelphia, PA: Elsevier Saunders. ISBN# 9780323551137

Chabner, D. (2018). *Medical Terminology Online with Elsevier Adaptive Learning for Medical Terminology: A Short Course*. (eCommerce version). (8<sup>th</sup> ed.). Elsevier Saunders. ISBN# 9780323479844

VII. Basis for Student Evaluation:

Grades will be based on the following:

A. 3 Exams	300 points
B. Real Nurse assignment	25
C. Ethical Dilemma/Group Project	100
D. Medical Terminology Online Module Exams	<u>300</u>
	725 points

The grading scale for the Department of Nursing is:

90% - 100%.....	A
80% - 89%.....	B
*75% - 79%.....	C
66% - 74.9%.....	D
0% - 65%.....	F

\*75% is the absolute minimum “C”; grades of 74.5-74.9 will **not** be rounded up to 75.

75% refers to 75% of **total points** possible in the course, which includes tests, quizzes, and additional graded assignments.

Faculty:

Dr. Gloria Green  
Crisp Hall 107A  
651-5961  
[gjgreen@semo.edu](mailto:gjgreen@semo.edu)

JET: created fall 19