



Course Syllabus

NURS 4023/4022 Family Health Nursing II

Robert D. & Carol Gunn College of Health Sciences & Human Services

Fall 2022

Aug 22,2022–Dec 9,2022

Meeting Times: Tuesday from 1300-1550 in Centennial Hall – Room 101;
clinical times vary

Faculty Information:

Instructor: Dr. Michelle E. Hall, DNP, RN, CNS
Office: Centennial Hall Room 440W (4th Floor)
Office #: 940-397-4864
Cell #: 817-771-7386
E-mail: michelle.hall@msutexas.edu

Preferred mode of contact: Through MSU email. Faculty will respond to emails within 24 hours. May use cell phone to call or text if in clinical.

Office Hours:

Tuesday 1000-1200
Thursday 1000-1200 & 1300-1700
Mon, Wed, and Friday: By appointment only

Clinical Faculty:

Instructor: Dr. Michelle E. Hall DNP, RN, CNS – Clinical Coordinator
Cell: 817-771-7386
E-mail: michelle.hall@msutexas.edu
Section: Jacksboro, Kell West

Instructor: Stephanie Cordova MSN, RN, Ed
Office: Centennial Hall Room 440K (4th Floor)
Office #: 940-397-4598
Cell: 214-448-6851
Email: stephanie.cordova@msutexas.edu
Section: Decatur (Wise Regional)

Course Description

Application of theories and concepts across the span of adult life to include specific medical-surgical conditions. Emphasis placed on integrating previously

learned cognitive, psychomotor, and affective knowledge in more complex situations with the individual client, his/her family, as well as groups and communities (IFGC), through application of the nursing process.

Pre-Requisites: Mental Health Nursing & Clinical, Family Health Nursing Care I & Clinical

Credit Hours: Successful completion of both courses (classroom and clinical) awards five (5) credit hours. [Three (3) lecture hours per week (3 credit hours) and six (6) clinical hours per week (2 credit hours)]

Placement: First semester of senior year (BSN)

Learning Experiences: Lecture, active learning activities, discussion, audiovisual aids, assigned readings, and clinical experiences.

Course Objectives

Upon Completion of this course the student will be able to:

	Course Objectives	<u>AACN</u> Essentials	<u>DEC</u> Competencies
	Upon completion of this course the student will be able to:		
1.	Apply professional knowledge and theories to the nursing care of persons and families throughout the life span.	VII, IX	I. A,B II. A, B, C, D, E, F, G III. A, B, C, D IV. A, B, C, D
2.	Integrate effective communication, research and teaching-learning principles in for providing care for persons and their families.	II, IV, VI, VII, IX	I: A,B II: A, B, C, D, E, F, G III: A, B, C, D IV: A, B, C, D
3.	Utilize the nursing process in a systematic manner in the care of IFGC.	VII, IX	I: A,B II: A, B, C, D, E, F, G III: A, B, C, D IV: A, B, C, D
4.	Utilize nursing knowledge when implementing affective, cognitive and psychomotor nursing skills.	VII, IX	I: A II: B, G III: A, B IV. D
5.	Relate knowledge of higher	I, VII, IX	

	education concepts in health to identify nursing interventions.		I. C II: A, B, G IV: A, D
6.	Integrate knowledge of pathophysiology to identify nursing interventions.	VII, IX	II. A, C
7.	Identify the leadership role of the professional nurse in providing care to individuals and their families.	VI, VII, VIII	I: B II: B, C, D, E, F III: B, F IV: A, C, D, F
8.	Implement nursing interventions with individuals and their families who present for nursing care.	VI, VII, IX	I. A, B II. A, B, D III. A, B IV. A, B, C
9.	Evaluate the therapeutic and non-therapeutic effects of nursing care in providing care to individuals and their families.	IX	II. F
10.	Examine the legal and ethical issues related to care of individuals and their families in a variety of settings.	I, VIII	I. A, B II. D, E III. A, B, C, D
11.	Discuss the evolution of social, cultural, and historical aspects of health care and their influences on family health in nursing.	I,	II. B, E

AACN Essentials:

For further information regarding the AACN Essentials identified for each course objective, refer to [AACN BSN Essentials 2008](#)

DEC Competencies:

In the DEC Competencies below the following designations apply: I: Member of the profession, II: Provider of patient-centered care, III: Patient Safety Advocate and IV: Member of the Health Care Team. For further information regarding the competencies identified in each course, refer to [Texas Board of Nursing DEC's 2021](#)

Textbook & Instructional Materials Required

Lippincott Course Point + - Class Code: 75E7DEFD

Lippincott DocuCare and PassPoint. Purchase website is <https://lippincottdirect.lww.com/NursingEducation-MidwesternStateUniversityWichitaFalls-Fall2022>

Hinkle & Cheever: Brunner & Suddarth's Textbook of Medical-Surgical Nursing, Fifteenth Edition ISBN-13: 978-1-975161-03-3 (this includes the e-book & V-Sims)

Textbook if you want a Hardcopy of the Book:

Hinkle, J. & Cheever, K. (2022) *Brunner & Suddarth's Textbook of Medical-Surgical Nursing* (15th Ed.) Philadelphia, PA. Lippincott Wolters Kluwer. ISBN 13: 978-1-975161-03-3.

ExamSoft Testing Software:

Will receive an e-mail to your MSU Texas e-mail address from Examsoft to purchase this testing package.

Top Hat: We will be using Top Hat for this course. **Class Code: 840340**

Nursing Central Resources: Phone App. You should have these resources from previous semesters

Recommended Resources

Textbook:

Dubin, D. (2000.) *Rapid Interpretation of EKG's* (6th Ed.) Fort Myers, FL: Cover Publishing Company. ISBN 0-912912-06-5.

Harding, M. & Hagler, D. (2022) *Conceptual Nursing Care Planning*. St. Louis, MO: Elsevier. ISBN 978-0-323-76017-1.

Memory Notebooks of Nursing (Vol 1 & Vol 2) ISBN 9781892155023, 9781892155177.

Myers, E. (2018) *RNotes: Nurse's Clinical Pocket Guide* (5th Ed.) F.A. Davis Company. ISBN 978-0803669086.

Evaluation Methods:

Method		%
Exam 1 (Unit I)	Oxygenation/Respiratory	20
Exam 2 (Unit II)	Perfusion/Cardiac	20
Exam 3 (Unit III)	Immune/Cancer/Neurology	20
Final Exam	Comprehensive (FH 1 & 2)	15
Activity Points	Intro Flipgrid Video, Top Hat, Simulation, Prep U Questions, Attendance & Participation	10
Clinical Paperwork	DocuCare	10
V Sims	Evaluation of Scenarios	5
TOTAL		100

Grading Scale

Grade	Points
A	90-100
B	89-80
C	74-79
D	65-73
F	Less than 65

Exams

This course has 4 exams, 3 Unit exams and a comprehensive Final exam which includes content from Family Health Nursing I and II. The exams are cumulative. You are required to score at least a 74% exam average on the three exams and the final exam before having course activity points, clinical paperwork, and V Sims added to the grade. Less than 74% exam average, results in a failure of the course with the grade assigned being the exams average. You will receive the same grade for both the course and clinical rotation. There will be no rounding of grades except as necessary to accommodate the electronic testing and grade book limitations. Students who fail clinical will receive an "F" as the course and clinical grade.

Eighty minutes will be provided for each unit exam. Each unit exam will be comprised of 45 multiple-choice questions and 5 Math for Nurses questions. Two hours will be provided for the final exam. The final exam will be comprised of 80 multiple-choice questions and 5 Math for Nurses questions.

If a student is to be absent from an exam, they must notify the course coordinator at least two hours prior to the exam. It is permissible to leave a voicemail on a faculty member's office/cell phone or to send an e-mail. Failure to comply with this policy will result in a "0" for the exam. If it is not feasible for a student to notify the course coordinator at least two hours prior to the exam of an intended absence, each case of not notifying such faculty within that time frame will be evaluated individually. Make-up exams will be administered on dates coordinated with the instructor.

The exams emphasize your critical thinking skills. Exams are to reflect the student's individual effort, therefore collaboration, talking during the exam, or having any physical or digital materials or equipment during the exam will be considered academic dishonesty. A dropdown calculator is available on Examsoft. Exam Guidelines are as follows:

1. Turn all cell phones, Apple watches, electronic devices to the OFF position and leave them in the front, side, or back of the room (depending on the room we are testing in) in your backpack, purse, or handbag.
2. Leave everything EXCEPT your laptop or tablet in the front, side, or back of the room. You can have water bottle and a writing device. Scratch paper with testing code will be given to you for the test.
3. The course instructor will not answer questions during the exam expect issues with your computer. This disturbs everyone during the exam.
4. The course instructor will not be able to discuss the answers right after the exam until the exam has been analyzed and reviewed.
5. The course instructor will review all questions and answers after the exam before posting grades in D2L.
6. Prior to exiting the classroom, you MUST turn in scratch paper with your name at the top and display the green Successful Upload screen from Examsoft. If this does not display, help will be provided in uploading your exam.

Course Attendance

Students are encouraged to attend all lectures. Students may be dropped from the course for excessive absences per University policy. For this course, excessive absences are considered to be more than four (4) absences during the semester. Attendance records may be maintained throughout the semester. Additionally, you are expected to employ manners and respect during all classroom and clinical meetings. Do NOT enter the room late during an exam. Late entry is disruptive to your classmates and the instructor.

Students are expected to attend all of the classes in which they are enrolled. Although in general students are graded on intellectual effort and performance

rather than attendance, absences may lower the student's grade where class attendance and class participation are deemed essential by the faculty member.

Prep-U Adaptive Quizzing. Students will be assigned Prep-U assignments that will correlate with unit content. The assignments consist of adaptive quizzing and must be completed at a level 8 mastery. Each quiz must be **at least 10 questions**. Students may have to take multiple quizzes to achieve a masterly level of 8 with at least 10 questions. If students achieve a level of at least 8, for an attempt of at least 10 questions they will receive full credit. If students achieve a level 8, but have failed to do so with at least 10 questions on any of the quiz attempts, they will receive a 74% for that assignment. If a student achieves a level 6-7, with each attempt consisting of at least 10 questions, they will receive a 74% for that assignment. If the student achieves less than a level 6 mastery, they will receive a 0%. The grades for all the quizzes will be tallied for a total score. Late assignments will not be accepted.

NURS 4022 Clinical Syllabus

Clinical Objectives:

Acute Care Units, Clinics, and Simulation Lab

The student will:

1. Use the nursing process to provide optimum care for patients with a focus on the concepts of oxygenation, perfusion, neurology and immune/cancer.
 - a. Collect comprehensive data on each assigned patient.
 - b. Interpret data in a meaningful way.
 - c. Establish meaningful and measurable goals.
 - d. Implement all nursing activities in a safe and therapeutic manner.
 - e. Evaluate nursing actions and modify the plan of care as needed.

2. Correctly and safely administer all medications.
 - a. Correctly calculate medication dosages.
 - b. Correctly perform subcutaneous and intramuscular injections.
 - c. Correctly administer intravenous medications.
 - d. Correctly calculate drip rates and monitor all intravenous solutions.
 - e. Consistently use the six rights of medication administration and assess for medication allergies.
 - f. Accurately document medication administration.
 - g. Demonstrate knowledge of medication therapeutic and non-therapeutic effects.

3. Effectively communicate with patients, their families, staff, and faculty. Document findings accurately in the medical record using appropriate terminology.
4. Display a professional attitude, appearance and behavior at all times.
 - a. Accept constructive feedback in a positive manner.
 - b. Actively seek individual learning opportunities.
 - c. Interact with patients and their families in a professional and caring manner.
 - d. Comply with the MSU approved dress code.
5. Describe the role of the professional nurse in each assigned setting and his/her ability to contribute to the optimal patient outcomes.

Clinical Components:

The clinical components of this course include simulation experiences, patient care experiences, and any additional experience where the student is credited with clinical hours.

Clinical Experiences:

This course includes 90 clinical hours. Students are required to satisfactorily complete clinical hours in order to successfully complete the clinical component of the course.

Clinical Elements are:

Orientation - 5 Hours

Two Simulation Labs – 8 Hours

Three Med Surg - 12 hour shifts with three Docucare write ups – 36 Hours

Surgery Day Observation with a one page Clinical Reflection – 9 Hours

Lippincott V-Sims (5 patients) – 10 Hours

Air Force Clinic 8 hour shift with a one page Clinical Reflection – 9 Hours

Stop the Bleed Training (STB) and Trauma Lecture – 4 Hours

United Regional CHF/Diabetes/Transition Clinica with a one page Clinical Reflection – 9 Hours

Clinical Rotation

Upon arrival to your clinical rotation, please text your clinical instructor that you have arrived at the clinical site (hospital) and the name of your preceptor that you will be working with for the day. Your safety is our biggest concern. Please consider carpooling with your fellow students to these facilities. Some of the hospitals are in rural towns and can be up to an hour drive from Wichita Falls. You will be working day and night shifts.

Issues/Absence

Contact the clinical faculty if you have ANY problems during your clinical rotation. If the clinical setting cannot accommodate your learning experience, you may be reassigned. When calling, please be sure to identify yourself and your call back number as well as the problem you are calling about.

When to notify faculty:

The clinical instructor should be notified of any incident regarding patient care/safety or student safety that has occurred.

If you are unable to attend a scheduled clinical you MUST notify the clinical faculty at least 2 hours before the scheduled start time of the clinical rotation. (i.e. if you are scheduled to be at the hospital at 0630 you must notify the clinical faculty by 0430)

Clinical Policies

Students MUST maintain clinical compliance in CastleBranch throughout the semester. Any student found not in compliance at any point during the semester will result in a clinical infraction and may result in a clinical failure.

Students are expected to conduct themselves as health care professionals. Professional conduct is expected during any and all interactions with other health care professionals, patients, and families. They are required to follow all rules of conduct and professional behavior while in the nursing program at MSU.

Refer to MSU website and Wilson School of Nursing Student Handbook for further information regarding Code of Student Conduct, Clinical Behavior, Dress Code, Clinical Compliance and Clinical Failure Information.

STUDENTS ARE NOT TO ADMINISTER MEDICATIONS OR PERFORM INVASIVE PROCEDURES UNLESS DIRECTLY SUPERVISED BY A PRECEPTOR OR FACULTY MEMBER

Docucare Clinical Requirements:

Docucare Access Codes are available in the D2L News Section: (Make sure you are registering in the correct group)

Professor Stephanie Cordova	Wise Regional - Decatur
Professor Michelle Hall	Kell West
Professor Michelle Hall	Jacksboro

You are going to complete a Docucare write up of one of your patients from three clinical rotations, clinical reflection following your Air Force Base clinical, United Regional clinic (CHF/Diabetes) and OR clinical. You will also need to submit your preceptor evaluation after each clinical rotation which is available on D2L. Submit to Docucare (Lippincott) and D2L within **7 days** (11:59 pm) of your clinical rotation. Five points will be deducted for each day they are late without approval from the clinical instructor. You are welcome to email your professor about an extension due to circumstances that may prevent you from submitting these on time.

Student evaluation of preceptors will be completed and turned in to your course faculty to DROPBOX at the same time your clinical paperwork is submitted. These assignments will be evaluated using a grading rubric published in D2L. If we do not have your preceptor evaluation in the Dropbox, the faculty is unable to grade your Docucare write up and reflections. The student has a week to contest their grade on their Docucare assignment once the grade is posted by their clinical instructor. Going back to regrade your Docucare at the end of the course for extra points is not allowed.

All students will complete documentation in Docucare and use the D2L dropbox for each clinical/simulation experience. The forms to be completed are:

- Distribute Preceptor Evaluation of Student Form to each preceptor at the **BEGINNING** of each clinical rotation.
- Completed student care documentation in Docucare for each patient care experience completed.
- Student Evaluation of the Preceptor to be completed at the end of each clinical rotation. The form is available on D2L and should be dropped into the D2L Section Box.

Preceptor evaluation forms of the student should be printed out and given to your clinical preceptor at the beginning of your clinical rotation. The clinical faculty will pick this form up in the preceptor binders located on the unit when they round.

Simulation Requirements

Students will complete two (2) Face to Face (F2F) visits to the simulation center (on the 2nd Floor). Students are expected to bring equipment needed to provide patient care and have resources available. Students arriving late to the Simulation Center will be considered absent. Absences may be rescheduled, pending availability. If it is not possible to reschedule a simulation, the faculty, with the student, will make arrangements to obtain clinical hours. The student should wear their MSU scrubs (nursing uniform) to all simulation events. Complete all pre-simulation assignments.

Virtual Simulation (vSim) in Lippincott the Point Information

You will be completing 5 vSim patient scenarios in Lippincott Course Point +. Please complete the pre-simulation quiz, the vSim, and the post-simulation quiz.

If it does not work, contact Lippincott Online Product Support at 1-800-468-1128 or techsupp@lww.com for assistance. The vSim grade will be the one used for the gradebook.

Tips to remember:

1. **STUDENTS ARE NOT TO ADMINISTER MEDICATIONS OR PERFORM STERILE OR INVASIVE PROCEDURES UNLESS DIRECTLY SUPERVISED BY A PRECEPTOR OR FACULTY MEMBER.**

DO NOT PERFORM FINGER STICKS

DO NOT TAKE CARE OF A TUBERCULOSIS PATIENT REQUIRING AN N95 MASK.

If an error (medication, etc.) occurs a clinical instructor must be called.

2. Use AIDET. Introduce yourself to your patient(s) and his/her nurse. Be specific when discussing with the staff nurse the patient care activities you will perform during your shift.
3. **NEVER** disconnect or adjust any piece of equipment unless instructed to do so by your staff nurse (preceptor) or clinical instructor.
4. You should assist nurses with their nursing care; however, your primary patient(s) should be your first priority.
5. Students will **NOT** be allowed to initiate blood transfusions or chemotherapy, or to manipulate pain control pumps. You should monitor the effectiveness and adverse effects of blood transfusions, chemotherapy, and pain medication provided through pain control pumps.

6. We would like for you to write up a Cardiac patient and Respiratory patient for two of your three write ups. If you are able to get a Neuro or Immune/ Cancer patient, please pick those patients for your write up. You will be completing a total of three Docucare assignment write ups.
7. Tasks that should be completed during your day:

TOTAL CARE OF YOUR PATIENTS

 - a. Receive a report on your patients, you are to take the same patient load as your preceptor
 - b. Complete a Head to Toe Assessment – Complete this and discuss this with your preceptor. Your nurse usually has 2-5 patients that day. Those patients are yours but you will do a Docucare Write Up on one patient from your day.
 - c. Pass Medications - You should be passing meds on all of your preceptor's patients. Give all meds, IV fluids, prn's. Be sure you know all of your meds, what they are used for, side effects, dosage, dilutions and how fast to push it or run it for. This needs to happen before you enter your patient's room. This is very important !!!!!
 - d. Complete Vital Signs – find out the time to take vital signs : are at _____/ _____/ _____/ _____
 - e. Complete a Bath and Linen Change for your patients
 - f. Pick up trays – document the percentage (%) of the meal the patient ate
 - g. Write down Intake and Output (including oral fluids, water jugs, IV fluids, foley, drains, etc.). Empty all drains (JP, Foley, Hemovac, Suction, NGT)
 - h. Fill Ice Water Jugs and Cups
 - i. Answer all call lights (please listen for the call lights and take actionDo not wait for someone to tell you that your patient needs something). All the patients on the floor are yours.
 - j. Be aware of HIPAA – turn patient sheets over with information and keep your report sheet in your pocket
 - k. Work on your military time and phonetic alphabet
 - l. Accu checks are: 0730, 1130, 1630, 2100 usually
 - m. Give a report to the oncoming nurse
8. Please use the Medical Surgical Textbook, 15th Edition, as your reference source for your write up. Your Medical Surgical Textbook is very helpful for Pathophysiology and the entire Nursing Process. It is written very well for you to use to do these write ups. You are also encouraged to use Docucare resources and Nursing Central (Nurse's Pocket Guide-Nurse's Pocket Minder-list of Nursing Diagnosis) and Lippincott Resources.

9. The student should write up the medication that the patient is getting for the entire day (24 hours) even if you didn't give it.
10. The clinical instructor will be making rounds and making phone calls during your shifts. Please give the faculty a report about the patient you have chosen to write up and discuss your Nursing Assessment. We would also like for you to identify the problems that your patient is having and what you are considering for your Nursing Problem, Patient Teaching, Implementation, and Evaluation. We will use a clinical grading sheet to evaluate your shift.
11. What to have ready for the faculty:
 - a. Pt you have chosen to give report on and why that pt was chosen over the others
 - b. Give a systems assessment report on the pt
 - c. Identify the problems from YOUR assessment
 - d. Identify the *Nursing Problem List* based upon your assessment data
 - e. Identify nursing interventions to treat the nursing problem
12. We are looking for progression of your write ups, to see that you are getting better at doing this as you go throughout the semester.
13. Please remember, your preceptors are a wealth of knowledge. Ask them questions. You have total patient care of your patients. Please be aware of their needs, stay on top of things, stay busy, and look up medications, procedures, and problems. Volunteer to help perform or watch procedures. Clinical experiences are your best learning tools prior to graduating. Make the most of them!!!!

COVID Policy

COVID-19 Policies

Robert D. & Carol Gunn College of Health Sciences & Human Services
Fall 2022

All students will need to monitor their health and if they believe they have been exposed to COVID-19 or are exhibiting symptoms related to COVID-19, they will need to self-report on the [MSU Texas Report COVID-19 Website](#). Students will then need to follow any instructions regarding quarantine or isolation as given to them by the Vinson Health Center.

Students at clinical facilities will be required to observe any personal protective equipment (PPE) and vaccination policies of the facility. Students unable or unwilling to comply may request relocation to another facility subject to the above conditions. Relocation is never guaranteed, and students unable to be relocated will have to withdraw from the clinical course.

Masks are required in the simulation center during the time the student is with the simulated patient.

Students are encouraged to visit the [MSU Texas Coronavirus Update page](#). If students have any questions about the COVID-19 policy for their program, they should contact their department chair.

Additional Course Requirements

Clinical, class and/or simulation performance are evaluated. Students are expected to pass both didactic and clinical components of the course. Failure in either will constitute failure in the course. The exam average as well as the course average of at least 74% is required to successfully complete this course.

Desire-to-Learn (D2L) & Course Point Plus (+)

Extensive use of the MSU D2L & Lippincott Course Point Plus program is a part of this course. Each student is expected to be familiar with these programs as it provides a primary source of communication regarding assignments, examination materials, and general course information. You can log into D2L through the MSU Homepage. For assistance email, d2lhelp@msutexas.edu. You can log onto Course Point Plus at thepoint.lww.com/activate. For assistance, 1-800-468-1128 or techsupp@lww.com. If you experience difficulties, please contact the technicians listed for the program or contact your instructor.

Classroom Etiquette

Students are expected to act respectful to all peers, faculty, and guests during face-to-face lectures, in clinical settings, and in the online environment. Cell phones must be turned off or placed in silent mode before class begins. Should emergency communication need to be made, the student must step outside of the classroom to answer a call or make a call.

Students are responsible for lecture and discussion content, all assigned readings, and audiovisual materials on written exams. When the lecture material is more current than the textbook, the lecture material takes precedence.

Academic Dishonesty

All students are expected to pursue their scholastic careers with honesty and integrity. Academic dishonesty includes, but is not limited to, cheating on a test or other course work, plagiarism (offering the work of another as one's own), and the unauthorized collaboration with another person. Students found guilty of

dishonest in their scholastic pursuits are subject to penalties that may include suspension or expulsion from the University.

All written work submitted for evaluation is to be the work of the student who submits it. The faculty considers collaboration during examinations or obtaining previous test questions from past students as cheating and cheating is in violation of Midwestern Policy. A score of zero (0) will be given for students participating in collaboration of tests and any other paperwork.

By enrolling in this course, the student expressly grants MSU a "limited right" in all intellectual property created by the student for the purpose of this course. The "limited right" shall include, but shall not be limited to, the right to reproduce the student's work product in order to verify originality and authenticity, and for educational purposes.

Instructor Drop

An instructor may drop a student at any time during the semester for excessive absences, for consistently failing to meet class assignments, for an indifferent attitude, or for disruptive conduct. The instructor must give the students a verbal or written warning prior to being dropped from the class. An instructor's drop of a student takes precedence over the student-initiated course drop of a later date. The instructor will assign a grade of either WF or F through the 8th week of a long 45 hours semester, the 6th week of a 10 week summer term, or the 11th class day of a 4 or 5 week summer term consisting of 20 days. After these periods, the grade will be an F. The date the instructor drop form is received in the Office of the Registrar is the official drop date. Refer to page 27 at <https://msutexas.edu/student-life/assets/files/handbook.pdf>.

Tutoring and Academic Support:

Students are strongly encouraged to seek out faculty members to ask any questions regarding the course or content of course. However, if students have additional needs for further academic support, they are also highly encouraged to visit the Tutoring and Academic Support Program.

Tutoring and Academic Support Programs (TASP) provides free walk-in tutoring for MSU students. For help with writing, visit the MSU Writing Center in PY 201B Monday-Thursday from 9-4 and Thursday/Sunday evenings 6-9 in Clark Student Center Commuter Lounge.

For help with specific subject areas, visit McCullough's Tutoring Lounge Sunday-Thursday from 1-9pm. Check the schedule online to see when your subject area is offered. *Remember that you don't need an appointment to utilize these services*

Services for Students with Disabilities

In accordance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Midwestern State University endeavors to make reasonable accommodations to ensure equal opportunity for qualified persons with disabilities to participate in all educational, social, and recreational programs and activities. After notification of acceptance, students requiring accommodations should make application for such assistance through Disability Support Services, located in the Clark Student Center, Room 168, (940) 397-4140. Current documentation of a disability will be required in order to provide appropriate services, and each request will be individually reviewed. For more details, please go to [Disability Support Services](#).

College Policies

Smoking/Tobacco Policy

College policy strictly prohibits the use of tobacco products in any building owned or operated by MSU TEXAS Adult students may smoke only in the outside designated-smoking areas at each location.

Alcohol and Drug Policy

To comply with the Drug Free Schools and Communities Act of 1989 and subsequent amendments, students and employees of Midwestern State are informed that strictly enforced policies are in place which prohibits the unlawful possession, use or distribution of any illicit drugs, including alcohol, on university property or as part of any university-sponsored activity. Students and employees are also subject to all applicable legal sanctions under local, state and federal law for any offenses involving illicit drugs on University property or at University-sponsored activities.

Campus Carry Rules/Policies

Refer to: [Campus Carry Rules and Policies](#)

Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes has prohibited. The new Constitutional Carry law does not change this process. Concealed carry still requires a License to Carry permit, and openly carrying handguns is not allowed on college campuses. For more information, visit [Campus Carry](#).

Active Shooter

The safety and security of our campus is the responsibility of everyone in our community. Each of us has an obligation to be prepared to appropriately respond to threats to our campus, such as an active aggressor. Please review the information provided by MSU Police Department regarding the options and strategies we can all use to stay safe during difficult situations. For more information, visit [MSUReady – Active Shooter](#). Students are encouraged to watch the video entitled “*Run. Hide. Fight.*” which may be electronically accessed via the University police department’s webpage: [“Run. Hide. Fight.”](#)

Grade Appeal Process

Update as needed. Students who wish to appeal a grade should consult the Midwestern State University [MSU Catalog](#)

Notice

Changes in the course syllabus, procedure, assignments, and schedule may be made at the discretion of the instructor.