



Course Syllabus: Family Health Assessment

Robert D. & Carol Gunn College of
Health Sciences & Human Services
NURS 3212 Sections 201 and 202
NURS 3211 Sections 201, 202, 203, 204, 205, and 206
Spring 2026 Semester January 20, 2026 to May 16, 2026

Contact Information

Course Coordinator: Carol Stiltner, DNP, MSN, RN

Office: CE 440D

Office hours: By appointment only-in person & virtual appointments available

Office phone: (940) 397-4390

Cell Phone: 951-551-1060

E-mail: carol.stiltner@msutexas.edu

Text is the preferred communication method. If you will be absent from the lecture or clinical portions of the course, e-mail communication, in addition to text, is required to the course coordinator.

Instructor: Christine Harris, MSN, APRN-CEN, FNP-C

Office: CE 440K

Office hours: Tuesday 1700-1900; Wednesday 1700-1900; Thursday 1700-1900

Office phone: (940) 397-8921

Cell Phone: 940-256-2998

E-mail: christine.harris@msutexas.edu

E-mail is the preferred communication method. TEXTING is NOT appropriate unless it is an EMERGENCY

Simulation Director: Melody Chandler

Cell Phone: 940-631-9582

E-mail: melody.chandler@msutexas.edu

Retention Specialist: Linda Knox

Office: CE 453

Office Phone: 940-397-2855

E-mail: linda.knox@msutexas.edu

Lecture

NURS-3212-201 Tuesday 9:00 AM – 11:50 AM
NURS-3212-202 Tuesday 1:00 PM – 3:50 PM

Clinical

NURS-3211-201 Monday 8:00 AM – 9:50 AM
NURS-3211-202 Monday 10:00 AM – 11:50 AM
NURS-3211-203 Monday 1:00 PM – 2:50 PM
NURS-3211-204 Wednesday 8:00 AM – 9:50 AM
NURS-3211-205 Wednesday 10:00 AM – 11:50 AM
NURS-3211-206 Wednesday 1:00 PM – 2:50 PM

Course Description

The focus of this course is on assessing the holistic person as an individual and as a member of families, groups, communities, ethnic communities, and society. The role of the nurse in health promotion throughout the life cycle is explored by identifying normal and abnormal findings. Emphasis will be placed on acquiring skills to record client histories, perform physical assessments, and communicate specific findings.

The course is three credit hours: three hours lecture and two hours clinical per week.

Pre-requisites

BIOL 1134
BIOL 1234

Co-requisites

NURS 3103
NURS 3203

Course Objectives & Competencies

American Association of Colleges of Nursing (AACN) Essentials: For further information regarding the AACN Essentials identified for each course objective, refer to: [AACN Essentials](#).

Differentiated Essential Competencies (DEC) of Graduates of Texas

Nursing Programs: For further information regarding the DEC identified in each course, refer to: [DEC](#).

NCLEX-RN® Test Plan: The test plan is your guide for the specific topics you should understand and be able to apply critical thinking with prior to graduation. We will use the test plan during every class and activity of the semester. You can find the test plan at [the NCLEX-RN® Test Plan](#). It is important for you to become familiar with this information.

Objectives	AACN Essentials	DEC
1. Utilize the assessment phase of health of persons and families throughout the life cycle.	1.1b, 2.3a, 2.6a, 3.1c, 3.2c, 4.2c	I. A II. B, D, E, F
2. Identify factors and research related to health promotion and screening for persons throughout the life cycle.	2.8a, 4.1a, 4.2a, 4.2c	I. A II. A, B, D, E, F
3. Identify norms and deviations in health status.	2.3e, 7.2b	I. A II. A, B, D, E, F
4. Utilize verbal, non-verbal, and written communication skills for obtaining and documenting assessment data.	2.3g, 2.4a, 3.1b, 6.1b, 6.1e	I. B II. B, C, E IV. B
5. Develop a personal strategy for performing a head-to-toe physical assessment.	2.1a, 2.1b, 2.1c, 2.3c, 5.1a, 5.2a, 5.2b, 5.2c, 6.2a, 9.1a, 9.1b, 9.1c, 10.2a, 10.2b, 10.2c, 10.2e	I. B, D II. A, B III. D

Textbook & Instructional Materials

REQUIRED

Sherpath Vantage for Jarvis Physical Examination and Health Assessment, 9th Edition

Nursing Central (Unbound Medicine) application

TopHat

Nursing Central

Examplify Examsoft

RECOMMENDED

Saunders 2022-2023 Clinical Judgment and Test-Taking Strategies: Passing Nursing School and the NCLEX® 7th Edition
ISBN: 0275973743, 978-0323763882

Clinical Equipment and Supplies

REQUIRED EQUIPMENT

Sphygmomanometer (Blood pressure (BP) cuff)
Stethoscope
Percussion hammer (Reflex hammer)
Penlight
Supply bag (to carry clinical supplies)
Wrist watch with a sweeping second hand
Retractable medical tape measure
Three-ring binder for clinical forms

OPTIONAL EQUIPMENT

Pulse Oximeter
Day planner

REQUIRED UNIFORM ITEMS

Maroon scrubs with sleeve nursing patch (patches available at the MSU bookstore). **IMPORTANT:** Scrub top and bottom colors must match.

Maroon scrub jacket and patch (only required if you would like to wear a jacket; no other jackets, sweaters, or outerwear are permitted during clinical hours).

IMPORTANT-scrub jacket color must match scrub top and bottom.

White, black, grey, or maroon shoes. **IMPORTANT:** Shoes, if maroon, must match the color of the scrub top and bottom. NO CROCS are permitted. Shoes must be professional, healthcare-type shoes that provide comfort while standing, and must be kept clean.

Dress code information is provided in the syllabus.

Uniforms will be worn to every clinical session, including anytime you are practicing clinical skills on campus, and to the final practicum.

REQUIRED IDENTIFICATION (ID) BADGE

State law requires healthcare providers to wear an ID badge with their name and role at all times while in clinical settings and/or providing care. You will receive instructions for obtaining a photo ID badge during orientation. You will purchase your photo ID badge from the Clark Student Center information desk.

Learning Experiences

Class activities include face-to-face class sessions, virtual classroom, PowerPoints, videos, case studies, simulations, virtual simulations, medical terminology, in-class quizzes, group discussions, required readings, unit exams, final exams, skills demonstrations, and simulations.

Desire-to-Learn (D2L)

Extensive use of the MSU D2L program is a part of this course. Each student is expected to be familiar with this program, as it serves as the primary source of communication regarding assignments, examination materials, and general course information. You can log into [D2L](#) through the MSU Homepage. If you experience difficulties, please contact the technicians listed for the program or contact your instructor.

Online and Computer Requirements

Taking a course that has online assignments requires you to have access to a computer (with Internet access) to complete and upload your assignments. It is your responsibility to have (or have access to) a working computer in this class. ***Assignments and tests are due by the due date, and personal computer technical difficulties will not be considered a reason for the instructor to allow students extra time to submit assignments, tests, or discussion postings.** Computers are available on campus in various areas of the buildings, as well as the Academic Success Center. ***Your computer being down is not an excuse for missing a deadline!!** There are many places to access your class! Online content can be accessed from any computer in the world that is connected to the internet. Contact your instructor immediately upon having computer trouble If you have technical difficulties in the course, there is also a student helpdesk available to you. The college cannot work directly on student computers due to both liability and resource limitations; however, they are able to help you get connected to our online services. For help, log into [D2L](#).

It is your responsibility to have a working computer with a charged battery. You must bring your computer to each class session. It is recommended that you obtain a portable charger to use if needed during an exam.

Chromebooks are not compatible with the ExamSoft program that is utilized for all exams in the nursing program.

Castlebranch for Clinical Compliance

[Castlebranch](#) is an online platform for storing information, used to help students stay compliant with state, clinical agency, and university requirements. Failure to maintain compliance with these regulations will result in ineligibility to attend clinicals, simulations, or service learning. Castlebranch sends email notifications to students about any documents that need to be submitted or updated.

First-semester students must have full compliance with all the items listed in the documents you received prior to the beginning of the semester. Students who have not achieved full compliance will not be eligible to begin the second semester.

Two Hepatitis B vaccination regimens are available. One requires less time than the other. Proof of completion (not just beginning them, but completing them) of the injections must be submitted prior to being allowed to attend the clinical practicum in the second semester. This is a state law requirement.

Study Hours and Tutoring Assistance

This course consists of three units, and it is estimated that you will spend between nine and fifteen hours of study time outside the classroom. This time estimate includes time spent reading required materials, completing assignments, and practicing clinical skills. Each student is unique, so the amount of time spent studying, practicing skills, and completing assignments may vary for each individual.

Peer tutoring is available in the Moffett Library through Tutoring & Academic Support (TASP). TASP offers a variety of resources designed to help students meet the demands of the college classroom. Tutor schedules can be found on the [TASP website](#). The TASP tutoring is located on the first floor of the Moffett Library in the Learning Center.

Midterm Progress

To help students keep track of their progress toward course objectives, the instructor for this course will provide a Midterm Progress Report through each student's WebWord account. Midterm grades will not be reported on the student's transcript, nor will they be calculated in the cumulative GPA. Midterm grades give the student an idea of their standing at the midpoint of the semester. Students earning below a "C" at midterm will be required to schedule a meeting with the professor and attend tutoring through the Tutoring & Academic Support Programs. [TASP website](#).

Student Handbook

Refer to: [Student Handbook](#)

Academic Misconduct Policy & Procedures

Academic Dishonesty: Cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of work not the individuals to whom credit is given). Additional guidelines on procedures in these matters may be found in the Office of Student Conduct. [Office of Student Conduct](#)

Moffett Library

Moffett Library provides resources and services to support students' studies and assignments, including books, peer-reviewed journals, databases, and multimedia materials, all of which are accessible both on campus and remotely. The library offers media equipment checkout, reservable study rooms, and research assistance from librarians to help students effectively find, evaluate, and use information. Get started on this [Moffett Library webpage](#) to explore these resources and learn how to best utilize the library.

Grading

IMPORTANT: At the end of the semester, the lecture grade and the clinical grade are the same. Clinical is a Pass/Fail course, and the grade recorded for the clinical portion of the course is the same grade as the lecture grade.

Exams make up 65% of your final grade. **All exams are cumulative.** You must achieve a minimum of a 74% average on exams to pass the course. **There is NO "rounding" of grades.**

The remaining 35% of your grade is not calculated until you have achieved a 74% average on exams and have successfully passed the final clinical practicum. After you have received a 74% exam average and successfully passed the clinical practicum, the remaining 35% of assignments are added to your exam scores, and these include your weekly in-class quizzes, P&P points, Elsevier weekly assignments, Elsevier Shadow Health, and Elsevier EAQ, which account for a total of 35% of your grade. **In-class quizzes cannot be made up, and if you are absent from class, you will receive a zero for the in-class quiz.**

If you do not achieve a minimum of 74% on exams, the grades for in-class quizzes, P&P points, Elsevier weekly assignments, Elsevier Shadow Health, and Elsevier EAQ are not added to your score and will not be recorded in the gradebook.

P&P points: These points are earned each time you attend a clinical session. A total of 4 points is possible during each lab session. One point will be awarded to the student for being present and on time, one point will be awarded to the

student for being prepared-skills binder is up to date and prelab paperwork is completed, one point will be awarded to the student for demonstration of the skill-the student must be prepared to demonstrate the skill for the week and one point will be awarded to the student for professionalism which includes correct clinical attire, behavior, cooperation with lab partner and faculty.

****These points are not added to your final grade until you have achieved a 74% average on all exams and have passed the final clinical practicum.**

Elsevier weekly assignments, Elsevier Shadow Health, and Elsevier EAQ are due at specified times on the schedule and must be completed before the deadline. ****These points are not added to your final grade until you have achieved a 74% average on all exams and have passed the final clinical practicum.**

Final Clinical Practicum: The final clinical practicum is referred to as the PIT, which stands for Putting It All Together. This is the final demonstration of clinical competency for the course, which includes a demonstration of vital signs, required scales for pain, pressure injury risk, fall risk, and the Glasgow Coma Scale, as well as a head-to-toe assessment. You must pass the final clinical practicum to pass the course. **If you fail the clinical practicum, you fail the clinical and lecture portions of the course.**

Table 1: Percentage allocated to each exam/assignment

Exam/Assignments	Percentage
*Weekly In-Class Quizzes	20%
Exam 1	10%
Exam 2	10%
Exam 3	15%
Exam 4	15%
Exam 5	15%
*P&P points	7.5%
*Elsevier weekly assignments	2.5%
*Elsevier Shadow Health	2.5%
*Elsevier EAQ	2.5%
****Clinical Practicum	Pass/Fail
Total Percentage	100%

***Items are not added to your final grade until you have achieved a 74% average on all exams and have passed the final clinical practicum.**

****Students must earn a minimum score of 90% on the clinical practicum to pass the course. No points are awarded toward the final grade for the clinical practicum, as this is a pass/fail exercise.**

Table 2: Total percentage for final grade.

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

Failure Policy

You must pass both the lecture and clinical components of the course. Failure in either component of the course will result in a failure for both portions of the course. A clinical failure is recorded as an F on the transcript for both clinical and the lecture grade, regardless of the percentage grade in lecture. A student who receives a "D" or "F" in two nursing courses will not be eligible for readmission to the nursing program.

Exam Administration Instructions

A total of five exams will be administered throughout the course, covering the learning objectives outlined in the course syllabus. **All exams are comprehensive.**

All exams are administered via computer, utilizing the ExamSoft/Examplify testing program. Exams require each student to have a laptop or tablet that is compatible with Examplify to take the exams (CHROMEBOOKS ARE NOT COMPATIBLE). See "Technical Requirements" on D2L for details.

Exams consist of multiple-choice, multiple-answer, ordering, True/False, and fill-in-the-blank questions. Each exam will consist of 50 questions, and a maximum of 75 minutes will be allotted for each exam.

It is essential to note that not every seat may have an electrical outlet available; therefore, students must ensure their computer or tablet is fully charged prior to the exam.

If you miss an exam, you must notify the faculty by email at least one hour before the scheduled exam time. If a student arrives late and the exam has already started, they will not be allowed to enter the exam. A no-call/no-show for an exam will result in the student receiving a zero on the exam.

If a student is absent from an exam, a make-up exam will be administered during the last week of classes.

Students will be required to download the exam from Examplify **BEFORE** arriving for the exam. The exam download time will end 1 hour prior to the scheduled exam time.

During exams, no additional materials may be kept in the testing area. The only items permitted will be a student ID, computer/mouse, and a pen or pencil. **No food or drinks will be permitted during the exam.** Scrap paper will be provided by the instructor with the exam password and must be turned in before leaving the testing area. Cell phones, smartwatches, Google Glasses, or any other form of smart technology are not allowed in the testing area. Cell phones, smartwatches, and other electronic devices must be turned off and placed in the student's bag prior to the start of the exam. If you fail to secure your phone, watch, etc., as instructed by the faculty, **you will receive a zero for the exam.**

Students are not permitted to leave the testing area during an exam. If it is necessary to leave the testing area, you will end your exam.

The faculty will not be permitted to answer questions during the exam.

Exams must be uploaded before the student exits the testing area, and the faculty must see the green check mark on the computer or tablet screen prior to exiting the testing area.

Grades for exams will be posted after the course faculty has completed an item analysis.

Extra Credit

There are no extra credit assignments for the lecture or clinical portions of the course.

Late Work

There will be no late work accepted for the course.

Make Up Work/Tests

No make-up work is accepted. If a student is absent from an exam, a make-up exam will be administered during the last week of classes.

Important Dates

- Last Day to drop with a grade of "W:" April 29th by 4:00 PM. Drops made after this date will receive a grade of "F."
- Refer to: [Drops, Withdrawals & Void](#)

Attendance

Attendance is required for the lecture and clinical portions of the course. If you are going to be absent from either lecture or clinical, you must notify the faculty by email 24 hours prior to the class or clinical session. The faculty may request documentation for a specific reason, such as illness or a doctor's note.

Attendance is recorded for each lecture and clinical session. Five absences from either the lab or clinical sessions, or a combination of both, will result in administrative dismissal from the course.

More than two absences from either the lab, the clinical setting, or both will require the student to meet with the faculty for remediation.

More than three absences from either lab, clinical, or both will require the student to enter into a written contract with the faculty regarding class attendance and remediation.

More than four absences from either the lab, clinical, or both will require the student to receive a written warning that any further absences will result in the faculty dismissing the student from the course.

Clinical absences will require the student to make up the hours. Any clinical absences must be reported to the faculty via email.

Faculty will coordinate with the student to schedule a makeup clinical session if the student is absent from a scheduled clinical session.

Clinical

Clinical experiences will consist of simulations and clinical lab experiences with manikins and assigned partners.

Students will be required to wear their clinical attire to each clinical experience. There may be clinical experiences that require students to wear athletic attire that allows for skin inspection, palpation, auscultation, or percussion. You will be notified in advance when this type of attire will be required in the clinical setting.

Clinical experiences consist of history-taking, physical assessment, and practice of communication skills under faculty supervision and check-off in the skills lab section of the Simulation Center. Supervised and independent hands-on practice of assessment skills will be performed on a classmate or manikin representing a variety of clients.

Clinical Binder: Students are required to keep all learning materials, clinical evaluation forms, and practice nursing notes completed during clinical lab experiences in their clinical binder. Clinical binders will be checked by faculty during each lab session.

Checkpoint practicum: Faculty may ask students to perform random checkpoint demonstrations of previously mastered skills. Faculty will advise students when these checkpoints are expected to occur.

Final clinical practicum: The PIT (putting it together) is when students are required to perform a head-to-toe assessment utilizing the interviewing and physical assessment skills they have learned during the course. The PIT requires the student to demonstrate a complete head-to-toe assessment. Students must wear their clinical uniform and bring all necessary supplies and equipment to the final clinical practicum. The final clinical practicum is graded according to a clinical rubric that will be provided to students during the clinical experience. Students must achieve a grade of 90% or higher to pass the final clinical practicum and the course. If a student is not successful on the initial attempt at the practicum, they will be permitted to retake the practicum one time. The final clinical practicum retest date is listed on the course schedule.

Students are required to demonstrate mastery of history-taking and physical exam skills. It is recommended that students practice their skills on a weekly basis.

Students are also required to demonstrate competence in vital sign assessment during the course.

Instructor Class Policies

Clinical Requirements: Students are required to wear appropriate clinical attire and bring their designated clinical equipment to each clinical experience.

Clinical Infractions: Clinical infractions may be given for behaviors or activities that disregard the professional decorum or student rules and guidelines. Infractions can be issued for violations related to the dress code, arriving late to clinical sessions, being unprepared for clinical sessions, as well as items related to conduct during clinical sessions or lectures.

Dress Code: The goal of the dress code is to present a professional appearance that does not compromise communication, safety, or infection control. An appearance that is less than professional will not be allowed.

A clinical uniform of matching maroon pants or a skirt and a maroon top is the required uniform. The clinical uniform top must have the MSU nursing school patch sewn on the left sleeve, centered and 1" from the shoulder seam.

Undershirts, if worn, must be plain (solid, no adornments or logos, no patterns) and white, black, gray, or maroon that matches the clinical uniform.

Pants must not touch the floor and should be hemmed to the proper length. Pants cannot have a cuffed hem.

When sitting down, bending over, squatting, or raising arms, there should be no gap at the waist between the uniform pants and the top, which may show skin or undergarments.

The clinical uniform must fit the student correctly, with no cleavage visible.

The clinical uniform must be well-laundered and free of wrinkles.

If the clinical uniform includes a skirt, it must be knee-length or longer and may not touch the floor. It must be properly hemmed and allow for ease of movement.

Clean, closed-toe, and heel shoes that are black, gray, white, or maroon that match the uniform are to be worn.

Socks and hosiery must match either the skin color, uniform, or shoes.

Proper MSU identification is required when wearing the clinical uniform (MSU or approved clinical agency name tag and MSU patch).

MSU identification must contain the name of the university, the name of the student, the designation of the student, and a photograph of the student. The nametag is obtained through Card Services at the Clark Student Center.

If a student requires a jacket, the student may wear a matching maroon scrub jacket with the appropriate name tag and MSU nursing school patch sewn on the left sleeve, centered and 1" from the shoulder seam.

Hair must be self-contained and unadorned, and must be a natural hair color. Any articles, such as head wraps, barrettes, bands, or clips, must be plain (solid, without jewels, adornments, patterns, or logos) and the same color as the hair, specifically white, gray, silver, gold, or maroon, which matches the uniform.

Hair may not fall forward past the shoulder/neck area or fall over the eyes when leaning over at the waist. The hair should be secured up, and no "ponytails" are permitted as they may pose a safety concern for the student in a clinical setting.

Sideburns, beards, and mustaches must be clean and neatly trimmed.

Hats or caps are not permitted.

Short, natural, and clean fingernails are required. Nail enhancements are not allowed, including polish, dips, tips, overlays, acrylics, or gel. The tops of the nails must not be visible when looking at the hands from the palm side up.

Hygiene must include being clean without fragrances or strong odors.

No jewelry other than a plain wedding ring (band) and a watch with a sweeping second hand is allowed. No smart watches are allowed.

Visible body piercings may not contain any jewelry, gauges, or spacers.

If the clinical experience requires 'professional dress' other than the clinical uniform, the student will be required to wear a maroon polo shirt and matching black, gray, khaki, or maroon pants or a skirt, with the appropriate name tag.

Clinical agencies retain the right to refuse access to any student whose appearance is deemed inappropriate. For this reason, visible tattoos should not contain symbols, drawings, or wording that may be deemed offensive.

The nursing uniform may not be worn when working outside of clinical experiences.

Chewing gum is not permitted in the clinical setting.

Change of Schedule

A student dropping a course (but not withdrawing from the University) within the first 12 class days of a regular semester or the first four class days of a summer semester is eligible for a 100% refund of applicable tuition and fees. Dates are published in the Schedule of Classes each semester.

Refund and Repayment Policy

A student who withdraws or is administratively withdrawn from Midwestern State University (MSU) may be eligible to receive a refund for all or a portion of the tuition, fees, and room/board charges that were paid to MSU for the semester. **HOWEVER**, if the student received financial aid (federal/state/institutional grants, loans, and/or scholarships), all or a portion of the refund may be returned to the financial aid programs. As described below, two formulas (federal and state) exist in determining the amount of the refund. (Examples of each refund calculation will be made available upon request).

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 an 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

Campus Carry Rules/Policies

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

Smoking/Tobacco Policy

College policy strictly prohibits the use of tobacco products in any building owned or operated by WATC. 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

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 the 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.