

| Instructor Information         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
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| Instructor                     | Tracie Wolfford                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Email                          | wolffordth@lamarpa.edu                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Phone                          | (409) 382-1047                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Office                         | Allied Health - Room: Lobby                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Office Hours                   | DETCCA Building Ofc 100G<br>450 Bulldog Ave.<br>Jasper, Texas<br><br>M-F 8-3 by appointment only                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Additional Contact Information |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Course Information             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Description                    | Introduction to te nursing profession including history, standards of practice, legal and ethical issues, and role of the vocational nurse. Topics include mental health, therapeutic communication, cultural and spiritual diversity, nursing process, and holistic awareness.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Required Textbooks             | <i>Textbook Purchasing Statement: A student attending Lamar State College Port Arthur is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.</i><br><br><i>Textbook Purchasing Statement: A student attending Lamar State College Port Arthur is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.</i><br><br>Burton, M., Smith, (2023). Fundamentals of Nursing Care, Concepts, Connections and Skills for Nursing (4th ed.). Philadelphia: F.A Davis<br>ISBN # 978-1-7196-4455-6<br><br>Gorman, L. Anwar, R. (2022) Mental Health Nursing (6th ed.). Philadelphia: F.A. Davis.ISBN # 978-1-7196-4560-7<br><br>Gyls, Wedding (2023). Medical Terminology Systems-A Body System Approach (Updated 8th ed.). Philadelphia: F.A. Davis. ISBN #978-1719648899<br><br><b>Medical Language Lab-Class Name-Level 1 Spring 2025. Class ID: 3E2D99C07A</b><br><br><b>Additional Materials/Resources</b><br><br>Burton, M., Smith, (2023). Study Guide for Fundamentals of Nursing Care, Concepts, Connections and Skills for Nursing (4th ed.). Philadelphia: F.A Davis<br>ISBN #978-1-7196-4456-3<br><br><b>Additional Materials/Resources</b><br>NONE<br><br><b>Corequisites/Prerequisites</b> <ul style="list-style-type: none"><li>• NURA-1160 Clinical Nursing Assistant/Aide and Patient Assistant/Aide</li><li>• NURA-1160 Clinical-Nurse Assist/Aide</li><li>• NURA-1301 Nurse Aide Hlth Care Org I</li><li>• NURA-1301 Nurse Aide for Health Care</li></ul><br><b>Learning Outcomes</b> <p>In accordance with the mission of LSC-PA, VNSG 1204 Foundations of Nursing assists the student to develop the particular skills, knowledge, and attitudes necessary for success as a vocational nurse. Upon successful completion of the course, the student should be able to:</p> <ol style="list-style-type: none"><li>1. Identify roles and legal, ethical, and professional responsibilities of a vocational nurse as a member of the health care team in a variety of health care settings. (PSLO 1; PSLO 4) Measured by: exams and discussions based on readings; classroom case scenarios</li><li>2. Identify characteristics of a therapeutic nurse/client relationship. (PSLO 1; PSLO 3) Measured by: exams; case scenarios on professional boundaries</li><li>3. Examine positive mental health practices emphasizing cultural and spiritual diversity. (PSLO 3) Measured by: cultural day activity; discussion</li><li>4. Relate the history of nursing to the present day. (PSLO 1)<br/>Measured by: exams based on web research, class discussions and readings</li><li>5. Recognize the components of the nursing process related to primary nursing</li></ol> |

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|                                          | <p>interventions. (PSLO 2; PSLO 3) Measured by: exams based on readings; care plan activities; discussion of nursing process with each topic</p> <p>Explain Medical Terms related to the Healthcare System. (PSLO 1)</p> <p>Measured by: exams based on med term online module assignments; application of terminology into nursing documentation and patient interactions</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Program Student Learning Outcomes</b> | <p>Upon completion of the Vocational Nursing Program graduates will, under the supervision of a professional licensed nurse and/or licensed physician, function in non-complex settings and should be able to:</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Lecture Topics Outline</b>            | <p>PSLO 1. Functions within the Scope of Practice for a Vocational Nurse.</p> <p>PSLO 2. Demonstrates safe, direct patient care with individuals who have predictable health care needs.</p> <p>PSLO 3. Exhibits professional nursing behaviors.</p> <p>PSLO 4. Cooperates with members of the interdisciplinary health care team to provide evidence-based care.</p> <p>Week 1: Syllabus/ Orientation: Review syllabus and expectations. Become familiar and know expectations for self-directed Medical Terminology program, including Medical Language Lab. Review techniques to manage stress and coping, manage health and wellness and development of professional integrity; Critical Thinking &amp; Testing Skills: Review importance of and methods for nursing critical thinking and test taking skills</p> <p>Week 2: Time Management &amp; Leadership Skills: Review your time management skills and how to improve them, and importance of leadership skills.</p> <p>Week 3: 1204 Exam I; Medical Terminology Exam 1<br/> <b>* Medical Terminology Assignment 1 Due*</b></p> <p>Week 4: Therapeutic communication. Review and be familiar with different types of therapeutic communication in nursing</p> <p>Week 5: Medical Terminology Exam 2 and<br/> <b>* Medical Terminology Assignment 2 Due*</b></p> <p>Week 6: Critical Reasoning &amp; Nursing Process: Review critical reasoning and nursing process.</p> <p>Week 7: SPRING BREAK</p> <p>Week 8: Cultural Diversity: Review and be familiar with differences in cultural diversity in nursing.</p> <p>Week 9: 1204 Exam 2; Medical Terminology Exam 3<br/> <b>* Medical Terminology Assignment 3 Due*</b></p> <p>Week 10: Medical Terminology Exam 4 ; Legal &amp; Ethical Issues: Review various legal and ethical issues in nursing</p> <p>Week 11: Foundations of Psych: Review and become familiar with various mental health issues</p> <p>Week 12: Exam 3 &amp; Medical Terminology Exam 5<br/> <b>* Medical Terminology Assignment 4 Due*</b></p> <p>Week 13: Student Success Day</p> <p>Week 14: HESI Prep</p> <p>Week 15: HESI (Fundamentals); Final 1204 Exam and Final Medical Terminology Exam</p> |
| <b>Major Assignments Schedule</b>        | <p>02/13/25 Medical Terminology Exam 1</p> <p>02/13/25 1204 Exam I</p> <p>02/27/25 Medical Terminology Exam 2</p> <p>03/25/25 Medical Terminology Exam 3</p> <p>03/25/25 1204 Exam II</p> <p>4/01/25 Medical Terminology Exam 4</p> <p>4/15/25 1204 Exam III</p> <p>4/15/25 Medical Terminology Exam 5</p> <p>5/09/25 Medical Terminology Final</p> <p>5/09/25 1204 Final Exam</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Final Exam Date</b>                   | May 9, 2025 - 8:0 AM Through May 9, 2025 - 12:0 PM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Grading Scale</b>                     | 90 - 100 = A 80 - 89 = B 75 - 79 = C 60 - 74 = D Below 60 = F                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Determination of Final Grade</b>      | <ol style="list-style-type: none"> <li>Examinations are based on course objectives.</li> <li>Course content from pre-requisite courses will be included in exams, as appropriate.</li> <li>ALL unit exams MUST be taken. Make-up exams will NOT be administered under any circumstances other than a college sponsored event.</li> <li>Students scheduled to miss an exam due to participation in a College sponsored event shall provide appropriate documentation to faculty in advance of the exam</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

- and are eligible to complete the missed exam.
5. If a student must miss an exam, they must contact the instructor prior to the exam or within twenty-four (24) hours of the exam. A “no-call/no-show” for an exam will result in a grade of “0”.
  6. Students who miss an exam for any unvalidated reason shall receive a zero on the exam. Students may submit an appeal to this policy by presenting rationale to the Director or Coordinator of appropriate nursing program no later than two (2) business days following the exam. The student is responsible for seeking the exception from the Director or Coordinator of an appropriate nursing program.
  7. Students who miss an exam due to an excused reason will be provided an exception to the policy and the student will be assigned the grade made on the final exam as the grade for the missed exam.
  8. If two exams are missed, the student will be given a zero for the second (2nd) missed exam. An alternative plan may be proposed at the discretion of the Director or Coordinator of appropriate nursing program and/or Chair of the Allied Health Department. The Director or Coordinator of the appropriate nursing program will document all exceptions in the student’s file and notify the course leader if an exception is granted.
  9. No exams will be given in advance of the scheduled date and time without approval of the Nursing Program Coordinator or Director.
  10. Tests will be administered electronically. Students will be provided with-
    - a. Exam Access Code sheet that also serves as a scratch sheet
    - b. Exceptions for electronic testing include paper dosage tests.
  11. Exams will be timed based on question format and course policy. The exam time frame will be provided on the Exam Access Code sheet.
  12. Students will only receive credit for answers provided during the allotted time. Once the exam period ends from the scheduled start time, the student’s time will end and questions unanswered will be counted wrong.
  13. Computer Lab:
    - a. Students will arrive 10 minutes prior at designated location to sign-in for the exam
    - b. Students arriving 15 minutes late or more will be sent to student success center without additional time for proctored exam
    - c. Allied Health staff member will call student success center to inform them of the student arrival for proctored exam.
    - d. All students must wear student ID to access the testing computer lab
    - e. Students will not test without Valid LSCPA Id.
    - f. All belongings (e. g., backpacks, cell phones, electronic devices) will remain in an area outside of the computer lab for the duration of the exam.
    - g. Students are encouraged to lock valuables in their vehicles during examinations.
    - h. The Lamar State College Port Arthur Allied Health Department is not responsible for lost or stolen items left in classrooms or hallways.
    - i. Students are strongly encouraged to take exams as scheduled. No questions may be asked during the exam.
    - j. Students who arrive late for an exam will not be given additional testing time.
    - k. Students are prohibited from writing any notes on their scratch sheet of paper until the exam begins.
  14. Exam Dress Code:
    - a. Students will be subject to visual inspection by the exam proctor upon arrival to the registration and/or exam room. This includes but is not limited to inspection of the ears, hands/arms, clothing, pockets, etc.
    - b. No head coverings of any kind are allowed, including hats, caps, beanies, or hoods. Exceptions are made for religious / cultural purposes.
    - c. No cardigans, coats, jackets, or any other articles of clothing that may open are allowed in the exam room. Pullovers without pockets are acceptable.
    - d. Scarves and gloves are not allowed in the exam room.
  15. During the exam:
    - a. Drinking and eating are not permitted. Hard candies such as peppermints or cough drops are allowed but must be unwrapped prior to the start of the exam.
    - b. Electronic devices (including but not limited to phones, smartwatches, and earbuds) are prohibited during examinations. With the exception of approved earbuds for standardized testing.
    - c. If the exam is interrupted due to technical difficulties additional time will be allotted to the exam

NOTE: DO NOT wait outside of the exam room if any testing is occurring in the computer labs  
Violation of the testing policy will result in disciplinary action up to and including possible dismissal from the nursing program.

Appropriate adjustments are made for students who meet the criteria of the Americans with Disabilities Act.

16. Test grades will not be available for a minimum of 24 hours posttest.
17. Evaluation of Examinations: After each exam, the faculty uses psychometric principles to evaluate the examination. Items missed by 50% or more of the class are reviewed. If an item is found to be flawed, the faculty may give credit for more than one answer or nullify the item. When an item is nullified, the key is changed so that all answers are credited as correct. That is, if a student answered the item as originally keyed, the student would retain the credit for the item. If a student’s answer differs from the one originally keyed, the student is credited for the nullified item. In other words, everyone gets credit for the item, and no one loses credit.
18. If a student scores less than a “75” on a unit examination, the student is required to make an appointment with an instructor prior to the next examination. At that time, the student and instructor will review the examination and, with the assistance of the instructor, identify strategies to improve performance on subsequent examinations. If a student who scores less than “75” on a unit examination, fails to review with an instructor, 5 points may be deducted from the next unit examination. Students are required to make an appointment prior to the day before the exam.

19. A Comprehensive Final Exam must be taken and is weighted equivalent to 36% of class average. Final exams may not be available for review by the student and final exam grades are not posted.
20. Any assignment or exam submitted without a student's name will not receive credit.
21. Late assignment submissions will incur a late point penalty. In most courses the late penalty will be a deduction of 5 points if turned in 1 day after the assignment due date. Another 5 points will be deducted if the assignment is turned in 2 days after the assignment due date. If the assignment is turned in 3 days late a 10-point penalty will be deducted. Any assignment submitted after 3 days will be assigned a "0" for the assignment. Previous arrangements between the student and instructor for late work may allow for a reduced late point penalty, but all late submissions will have a late penalty deducted. Refer to the individual course syllabus for any variations from the late penalty deductions.

The following method will be used to determine each student's grade in the course:

|                                                   |           |
|---------------------------------------------------|-----------|
| Exam I                                            | Grade 18% |
| Exam II                                           | Grade 18% |
| Exam III                                          | Grade 18% |
| Medical Terminology Averages-Exam and assignments | Grade 10% |
| FINAL                                             | Grade 36% |

## Course Policies

### Instructor Policies

Lamar State College – Port Arthur (LSCPA) is a no smoking campus. Use of tobacco products is prohibited on all LSCPA properties at any time

Only students enrolled in the course are allowed in the classroom, except by special instructor permission. Electronic devices (including but not restricted to cell phones, "smart" watches, MP3 players, and laptop computers) shall not be used during examinations unless specifically allowed by the instructor.

Use of electronic devices during normal class hours distracts other students, disrupts the class, and wastes valuable time. Instructors have an obligation to reduce such disruptions.

Students should turn their phones to vibrate before they enter the classroom.

No cell phones and/or smart watches allowed during class and/or exams.

Additional classroom policies include:

Students and faculty of the Lamar State College-Port Arthur Vocational Nursing Program are expected to assist in maintaining a classroom environment that is conducive to learning. To assure that faculty have the opportunity to teach and students have the opportunity to benefit from time spent in class, unless otherwise approved by the instructor, students are prohibited from engaging in distracting classroom behavior:

I understand that promptness is expected. I will be on time for the beginning of all classes and will return from breaks promptly.

I understand that I am expected to come to theory and lab experiences prepared and present myself as a sincere, adult learner.

I will return phone calls and/or text messages only during scheduled breaks.

I will keep cell phones on vibrate in classroom and off and out of reach during testing and test reviews. In the event of an emergency, your family should contact you through AH Secretary, VN Coordinator, or Department Chair.

I agree that on-campus computers will only be used for classroom work.

I agree that all information shared by other students and instructors will remain confidential.

I will not repeat or discuss what is shared with anyone.

I agree that I will not engage in 'side-bar' discussions.

I agree that I will direct my comments to the front of the room.

I agree to participate in all discussions, activities, and exercises.

I agree to be open to new ideas and experiences.

I agree to take risks and step outside of my comfort zone.

I agree to maintain a positive attitude.

I agree to give supportive feedback and make corrections without belittling anyone.

I agree to suspend judgment and be responsible for my actions.

I agree to be responsible for learning as much as I can from this experience.

I agree to ask for what I need from my instructors.

I agree to get better acquainted with my fellow students so we can all identify ways to support one another, work together as a team and develop professionally.

I agree to follow the guidelines and policies in the LSC-PA Vocational Nursing Student Handbook.

Should I be unable to maintain these expectations or stated program requirements, dismissal from the program may occur.

The following behaviors will result in the student being asked to cease the action and/or leave the classroom:

Inappropriate and/or disruptive use of cell phones or other electronics devices in classroom

talking or sleeping while the instructor is giving instructions or during class discussions/presentations

displaying a rude or negative attitude/behavior to the instructor or other students

If any of these behaviors result in the student being asked to leave the room, the student will receive a counseling note and may result in a loss of 5 points on the next exam.

### Attendance Policy

Foundations of Nursing VNSG 1204 and the clinical component of this course may consist of online & in class lectures, labs, and assignments. Schedules may be changed at the discretion of the faculty and vocational nursing coordinator. All attendance policies are in effect whether conducted online or in the classroom setting. Infractions may result in losing professionalism points. Research has shown a cause-and-effect relationship between attendance and college success. Policies for this course are described below:

Because poor attendance is a leading reason for termination from a job in all areas of employment, attendance at all scheduled classes is expected.

1. A student who is absent from course activities for more than three (3) days without notification to the faculty may be dropped from the program by the Program Director. Students on campus but not in class are considered absent. Students who do not attend scheduled live virtual activities will be counted absent.
2. Late arrival to class is disruptive. Students who consistently arrive after the beginning of the class (3 or more times) will be counseled and a plan of corrective action determined. Class will begin promptly at the scheduled time. Students who arrive fifteen (15) minutes after the beginning of class should not enter the classroom and should wait until break to enter. A student who is tardy two (2) times in one class will result in a 5-point deduction from the next exam grade.
3. It is the student's responsibility to notify all Level 1 instructors of any absence. If the student is unable to contact the instructor(s), the student should call 409-984-6356 or 1-800-477-5872 ext. 6356. The student should also email the faculty or call the faculty office and leave a voicemail.
4. In addition to notifying instructors, students must submit a Student Excuse Form, upon the first day of return, each time the student is absent, delayed from attending or must depart early from class, clinical or lab. Failure to complete the Student Excuse Form will result in a declaration of a 'No Call, No Show' for the number of days absent and may result in the student being dismissed from the program.

The Program Director or Department Chair has the right to initiate the administrative withdrawal of any student whose attendance, conduct, scholastic abilities, attitude or lack of aptitude for Vocational Nursing making it inadvisable for that student to continue in the program.

#### **Additional Information**

#### **Institutional Policies**

##### **MyLSCPA**

Be sure to check your campus email and Course Homepage using MyLSCPA campus web portal. You can also access your grades, transcripts, academic advisors, degree progress, and other services through [MyLSCPA](#).

##### **Academic Honesty**

Academic honesty is expected from all students, and dishonesty in any form will not be tolerated. Please consult the LSCPA policies (Academic Dishonesty section in the Student Handbook) for consequences of academic dishonesty.

##### **ADA Considerations**

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact the [Disability Services Coordinator](#), Room 117, in the Student Success Center. The phone number is (409) 984-6241.

##### **COVID 19 Information**

The Lamar State College Port Arthur (LSCPA) Student Code of Conduct COVID 19 Policy requires students who have been diagnosed with COVID 19 to report their condition directly to their local health department. Students should also contact their course faculty to report their quarantine status. In addition, this policy requires all students to wear face coverings when directly exposed to COVID 19 in compliance with the criteria included in the policy. For more information please refer to the COVID 19 link on the LSCPA website.

##### **Facility Policies**

No food or tobacco products are allowed in the classroom. Only students enrolled in the course are allowed in the classroom, except by special instructor permission. Use of electronic devices is prohibited.

##### **HB 2504**

This syllabus is part of LSCPA's efforts to comply with Texas House Bill 2504.

##### **Mandatory Reporting of Child Abuse and Neglect**

As per Texas law and LSCPA policy, all LSCPA employees, including faculty, are required to report allegations or disclosures of child abuse or neglect to the designated authorities, which may include a local or state law enforcement agency or the Texas Department of Family Protective Services. For more information about mandatory reporting requirements, see [LSCPA's Policy and Procedure Manual](#).

##### **Title IX and Sexual Misconduct**

LSCPA is committed to establishing and maintaining an environment that is free from all forms of sex discrimination, including sexual harassment, sexual violence, and other forms of sexual misconduct. All LSCPA employees, including faculty, have the responsibility to report disclosures of sexual misconduct, including sexual harassment, sexual assault (including rape and acquaintance rape), domestic violence, dating violence, relationship violence, or stalking, to LSCPA's Title IX Coordinator, whose role is to coordinate the college's response to sexual misconduct. For more information about Title IX protections, faculty reporting responsibilities, options for confidential reporting, and the resources available for support visit [LSCPA's Title IX website](#).

##### **Clery Act Crime Reporting**

For more information about the Clery Act and crime reporting, see the [Annual Security & Fire Safety Report](#) and the [Campus Security website](#).

**Grievance / Complaint /  
Concern**

If you have a grievance, complaint, or concern about this course that has not been resolved through discussion with the Instructor, please consult the Department Chair.

**Department Information**

Allied Health

Chair: [Shirley MacNeill](#)

Email: [macneisb@lamarpa.edu](mailto:macneisb@lamarpa.edu)

Phone: (409) 984-6365