UNIVERSITY OF NEW MEXICO – VALENCIA CAMPUS

NMNC-1135: Principles of Nursing Practice (4 CREDITS)

SYLLABUS – Fall 2026

Hours/Days/Location/Contact

Lecture: Academics RM 127 Mondays & Tuesdays, From 0830- 1500

Skills Laboratory: UNM-VC Nursing Lab

Clinicals: UNM Hospital and Downtown Presbyterian (Subject to change)

Office Hours: By Appointment, Wednesdays 1200- 1500

Instructor: Maria Luna, RN, MSN-Ed

Contact: mluna5@unm.edu

Calendly Link: https://calendly.com/mluna5-unm/30min?month=2026-07

Credit and Course Hours

This is a 4 credit-hour course: 1 credit didactic (16 contact hours) and 3 credits skills training and clinical time (144 contact hours).

Credit-Hour Statement

This is an **4-credit-hour** course. In accordance with UNM policy, students are expected to spend a minimum of **8-12 hours per week** on this course. This includes scheduled class and lab time as well as additional hours spent on reading, assignments, skills practice, and preparation for exams and clinical experiences.

Course Description

This course introduces the nursing student to the application of concepts through clinical skills in seminar, laboratory, and/or clinical settings. Principles of communication, assessments, safety, and interventions including accurate calculation, measurement, and administration of medications will be included.

Prerequisites

Admission into nursing program

Co-requisites

- Introduction to Nursing Concepts
- Evidence-Based Practice (BSN track only)
- Anatomy and Physiology II
- Pathophysiology II

Course Objectives (Mapping of Course Objectives with Corresponding Level Objectives [L#.O#]/Program Objectives [P#])

Upon successful completion of this course, the student will:

1. Describe the different types and characteristics of communication in professional nursing practice. [L1.5/P5]
2. Utilize the concepts presented in Level One nursing courses in the application to the care of the patient. [L1.1; L1.6/P1; P6]
3. Demonstrate the principles of safety during the implementation of nursing skills. [L1.2/P2]
4. Demonstrate the learned skills in patient-based scenarios. [L1.6/P6]
5. Utilize the nursing process to provide safe and effective care. [L1.2/P2]

Assigned Curricular Concepts and Exemplars with Population or Focus

Mega-Concept/Concept Category/Concept • **Exemplars**	**Population or Focus**

Professional Nursing/Care Competencies/**Communication**
• Therapeutic Communication
• Interprofessional Communication
  ○ Situation-Background-Assessment-Recommendation (SBAR)
  ○ Documentation
  ○ Lateral Violence
  ○ Conflict Resolution
	Lifespan

Health and Illness/Homeostasis and Regulation/**Elimination** • Bladder Incontinence/Retention • Urinary Tract Infection (UTI) • Bowel Incontinence/Retention • *Clostridium difficile*	Lifespan
Health and Illness/Homeostasis and Regulation/**Nutrition** • Overnutrition • Undernutrition	Lifespan
Application of concepts	Skills

Required NMNEC Level 1 Psychomotor Skills

Concept	**Skills**	**Standard**
Comfort	Assessment: pain and nausea	NPSG 2
Elimination	Assessment: inspect abdomen and auscultate bowel sounds (stethoscope placement)	NPSG 2
	Bed pans, urinals, assisting to bedside commode	NPSG 9
	Fecal ostomy pouch removal/application	
	Measuring output	NPSG 2
	Specimen collection: urine and stool	NPSG 2
	Urinary catheter removal	
Functional Ability	Bathing, oral hygiene (including dentures), hair care, foot care, perineal and genital care, eye, and ear care	NPSG 7
Gas Exchange	Assessment: inspect respiratory rate and work of breathing; obtain peripheral oxygen saturation; auscultate normal lung sounds (stethoscope placement)	NPSG 2 and 6

Concept	Skills	Standard
	Simple oxygen adjuncts: nasal cannula and simple mask	NPSG 15
	Respiratory care - turn/cough/deep breathe, incentive spirometer/chest physiotherapy	NPSG 7 CM 2.4
	Specimen collection: nasal, nasopharyngeal, nasal aspirate, and sputum	NPSG 2
Mobility	Assessment: joint range of motion, muscle strength, and gait	NPSG 2
	Ambulation - assisting the client with 1 or 2 assistants, gait belt, walker, cane, crutches	NPSG 9
	Positioning, transferring, log rolling, moving in and out of wheelchairs	
	Range of motion exercises: passive and active	
	Compression stockings / Sequential compression devices	CM 2.4 and 2.7
	Immobilization devices - sling, bandage, splint, cervical collar	NPSG 9
	Positioning, transferring, log rolling, moving in and out of wheelchairs	
	Range of motion exercises - passive and active	
Nutrition	Inspection of oral cavity and ability to chew and swallow	
	Assist with eating	
	Measure food and fluid intake	
	Specimen collection: capillary blood glucose	NPSG 2
Perfusion	Assessment: peripheral rate/rhythm; apical rate/rhythm, blood pressure, capillary refill, color, and skin temperature pulse	NPSG 2 and 6
	Compression stockings / Sequential compression devices	CM 2.4 and 2.7
Safety	Donning and doffing gloves and other protective gear / Isolation procedures	NPSG 7
	Handwashing	NPSG 7
	Medical asepsis	NPSG 7
	Basic medical abbreviations, conversions, and calculations	NPSG 3
	Medication administration skill in laboratory only for oral, topical, optic, otic, and per rectum	NPSG 3
	Optional: IM for influenza and COVID -19 vaccinations only in clinical	NPSG 3

Concept	Skills	Standard
	setting.	
	Fall and self-harm prevention: alternatives first, then physical restraints (belt, elbow, wrist, and mittens)	NPSG 9 and 15
Thermoregulation	Temperature: oral, temporal, tympanic, axillary, and rectal	NPSG2
Tissue Integrity	Assessment: skin, mucous membranes, mouth, and wound/lesion	NPSG 2
	Specimen collection: throat and wound	NPSG 2
	Bed making (specialty beds, occupied bed)	NPSG 14
	Simple wound care (clean with saline, remove/apply dressing)	NPSG 14

NMNEC Level 1 Competencies

(Competencies mapped with corresponding Level Objectives [L#.O#]/Program Objectives [P#])

Upon successful completion of Level 1, the student will:

1. Recognize one's own values, beliefs, and attitudes. [L1.1/P1]
2. Express one's own values, beliefs, and attitudes in a respectful manner. [L1.1/P1]
3. Recognize the need for health care access of diverse populations. [L1.1/P1]
4. Perform basic nursing calculations safely and accurately. [L1.2/P2]
5. Perform medication administration safely and accurately in the laboratory setting. [L2.2/P2]
6. Perform identified skills to promote patient safety. [L1.2/P2]
7. Identify potentially harmful situations. [L1.2/P2]
8. Identify near misses and clinical errors. [L1.2/P2]
9. Verbalize awareness of patient/family preferences and values. [L1.3/P3]
10. Identify sources for evidence-based practice. [L1.3/P3]
11. Identify the difference between traditional or routine and evidence-based approaches to care. [L1.3/P3]
12. Identify evidence-based protocols and/or pathways used in nursing care. [L1.3/P3]
13. Define scope of practice in various education/practice environments. [L1.4/P4]
14. Identify information sources for healthcare policy. [L1.4/P4]
15. Describe ethics in relation to healthcare. [L1.4/P4]
16. Identify and compare various communication styles. [L1.4/P4]
17. Identify interpersonal communication styles for the situation. [L1.4/P4]
18. Identify appropriate advocacy role related to patient safety using nursing interventions. [L1.4/P4]
19. Demonstrate effective collaboration with peers in the learning environment. [L1.5/P5]
20. Demonstrate effective communication with peers and faculty. [L1.5/P5]
21. Identify own areas for personal and professional growth. [L1.5/P5]
22. Identify or discuss the differences in the roles of health care team members. [L1.5/P5]
23. Document interventions using available technology. [L1.6/P6]
24. Select appropriate equipment for use in patient care. [L1.6/P6]

Successful completion of NMNC 1135 requirements:

A cumulative average of all theory exams at 77% or higher
AND
an overall grade of 77% or higher

Please note that if the test average is not met, the overall grade is not sufficient to pass the course.

LATE WORK

Assignments are due by the scheduled date and time**. All late assignments will be deducted by 50% from assignment grade and must be turned in within 72 hours from original due date**. No points will be awarded if the assignment is turned in later than this unless previous arrangements have been discussed with the course instructor

Evaluation/Grading Policies:

Grading Scale

A+ 98-100	B+ 87-89	C+ 79	D+ 73-76	F 0-67
A 93-97	B 83-86	C 77-78	D 70-72	
A- 90-92	B- 80-82	Below 77/fail	D- 67-69	

See the student handbook for complete grading policies across the nursing program.

Graded assignments are routinely returned to students within 7 days after an assignment has been submitted for grading. If grading is delayed, students will be notified by the instructor.

Please note: There is no rounding of any score or course grade (examples: a 76.99% is not rounded to 77%. A score of 89.99% is not rounded to 90%).

Refer to Welcome Module for full schedule of assignment and exams

Graded Work:	**Course Percentage %**	**Total Points**
Exams (Med Math, 3 Theory, Head-to-Toe)	60	600
Attendance	15	150
Prep Work	8	80
Attendance & Professional Accountability	7	70
ATI Assessments	10	100
Total	**100**	**1000**

Pass/Fail Assignments	Clinical Evaluations
	NMNEC Mandatory Attendance
	Skills Check-offs

Exams:

Exams are proctored, computerized, secure assessments (tests) comprised of questions utilizing a variety of formats (i.e. multiple choice, select all that apply, fill in the blank, short answer, hot spot, ordered response, essay and dosage calculations, chart/exhibits, etc.) and given for the purpose of summative assessment. Review of exams can be completed individually via office hours, or a group review will be completed during tutoring hours. The review must be completed before the following exam date.

Each exam is summative and primarily assesses the content covered since the previous exam. However, because nursing knowledge is cumulative, content and concepts from previous units may be included on subsequent exams. **The final exam is a summative and a comprehensive (cumulative) assessment that evaluates content from the entire course.**

The student's exam average must be greater than or equal to 77%. If a student's exam average is below 77%, the course grade will be a D+ or lower. If 77% is not obtained, it will result in failure of the course.

Students who score **below 80% on any exam** are required to meet with the Success Coach.

Faculty take exam security seriously. Prior to each exam, students are required to present a valid photo ID and surrender all personal electronic devices, including phones and smartwatches. No personal items are permitted in the testing environment, including food, beverages, bags, notes, or fidget items, unless previously approved as part of a documented accommodation. Failure to comply with testing procedures or exam security expectations may result in disciplinary action.

Math Exam

To ensure the safety of the clients, students must successfully pass a dosage calculation test each semester and must have a minimum of 90% with up to two possible repeats before they are permitted to administer medication in clinical settings. The dosage calculation exams are assigned to one course each semester. These examinations will be developed and delivered by an assigned faculty member, after review by the program director. Failure to achieve 90% on the first attempt will result in a student success plan that includes specific remediation.

Failure to achieve 90% on the second attempt requires the student to review their success plan and work with the course instructor or success coach to identify the most appropriate additional remediation plan. The students will be given a third (and final) attempt to achieve the required 90%. The inability to pass the dosage/calculation tests in a maximum of 3 attempts will result in clinical course failure.

Exam Make-Up:

Exams are a required component of each nursing course and must be taken at the scheduled date and time. **Students may not miss an exam unless prior notice is provided to faculty for a valid reason (i.e. illness, death in the family, injury, or significant life event) and appropriate documentation is submitted. Make-up exams will only be considered for approved absences with prior notice and documentation.** Failure to notify faculty in advance or provide appropriate documentation will result in a grade of **zero (0)** for the exam. **Any missed exams with prior approval must be made up within 72 business days.**

Assignments:

Quizzes will be given during class time or assigned beforehand. In-class quizzes may or may not be announced. There is no make-up for missed exams or quizzes (this includes the pop quizzes) unless previously arranged by the student (due to extenuating circumstances, as determined by the instructor), so please pay attention to announcements for the quizzes. If the student is having any technological issues, the student must report to the IT Help Desk as soon as possible. IT assistance is not available on the weekends.

Prep Work Quizzes

1. ATI Quizzes: Some quizzes may be through ATI so pay attention to your Course schedule and this syllabus.
2. Pop Quizzes: There may be pop quizzes administered prior to the lecture. These quizzes cannot be made up if you are not present or late for class.

Quiz Dates and Location:

Quizzes will be given during class time or may be assigned through ATI. Quizzes may or may not be announced. All Prep work quizzes given in ATI and will be announced ahead of time. Pop quizzes will be given only during class time.

Teaching/Learning Strategies

Instruction methods will vary and include: lecture, discussion, work groups, workbook exercises, and clinical skills practice. The clinical portion of this course will include demonstration of practical skills. This practical experience will take place in a 'student to patient' situation in the clinical facility setting.

Communication:

Effective, ongoing communication is a key element of success in the nursing program. Instructors and staff communicate with students via email and canvas announcements when not in class. Students need to check their UNM, UNM Salud, UNM Health, and Canvas email accounts regularly. Students must use UNM email as the primary method of communication with faculty and staff for documentation and

professionalism. Communication must always be professional. TracPrac communications will be reserved for Clinical Communication with Clinical Preceptors.

The instructor routinely checks Canvas for postings or emails, Monday-Friday, 0800-1700. You can anticipate **a 24-to-48-hour response from me, Monday–Friday.** I will try to respond to emails and postings all weekend (Friday afternoon to Sunday) by 1700 on Monday or sooner. If an emergency occurs, such as injury or illness, students may call the Nursing Program main line during regular business hours.

To ensure students get all necessary updates and information, it is expected that students will check Canvas announcements and email **AT LEAST once a day.**

Please use mluna5@unm.edu for all emails and do not forget to include your student ID with initial email communication. Preferred form of communication is with the email listed above.

Student Responsibilities

- Students are expected to learn how to navigate in Canvas
- Students are expected to communicate with one another in small group projects or discussions
- **Students are expected to keep informed of course announcements**
- Students are expected to use their UNM email addressing to contact instructor for primary communication
- **Students are expected to keep instructor informed of class related problems, or problems that may prevent the student from full participation (send an email when you encounter problems so that the instructor knows you still have intentions of completing the course).**
- **Students are expected to address any issues within the course immediately with course instructor**
- **Students are expected to interact with both instructors and peers in a professional and respectful manner. (Refer to civility policy in the UNMV Nursing Program Student Handbook)**
- Students are expected to address technical problems immediately
- Students are expected to follow UNM's Respectful Campus Policy 2240 http://www.unm.edu/~ubppm/ubppmanual/2240.htm
- Students are expected to observe course etiquette at all times
- **Students must be present, prepared, and punctual for all class sessions, review chapters prior to class, complete all activities as directed, and maintain professional conduct.**
- **Complete all activities as directed. ALL WORK MUST BE COMPLETED. YOU MAY NOT "TAKE A ZERO."**

Participation & Attendance Policy

Attendance is an essential component of nursing education and professional development. Due to the rigorous and competency-based nature of the program, any missed class, lab, simulation, or clinical time cannot be made up.

Attendance hours are recorded exactly as earned. Rounding of attendance time or attendance-related grades will not occur under any circumstances. Students are expected to arrive on time, remain for the full scheduled experience, and demonstrate professional accountability regarding attendance requirements.

Class attendance is MANDATORY. Students are expected to attend all scheduled class, lab, simulation, and clinical experiences and actively participate in all required learning activities.

If a student's behavior becomes a distraction to other students' educational experience, the student may be asked to leave the class, lab, simulation, or clinical setting. Disruptive behavior includes, but is not limited to, engaging in discussions that are not pertinent to the learning activity, making inappropriate or disrespectful comments to the instructor or peers, preventing the class or activity from progressing effectively, or other behaviors that interfere with the learning environment.

Any assignments, quizzes, examinations, skills evaluations, or other required activities missed due to lack of attendance or dismissal from class, lab, simulation, or clinical will result in a grade of zero, and the student will forfeit the attendance hours associated with the missed scheduled experience.

The instructor will give each of you 100% of their commitment to help you successfully complete the class, however, it is expected that you will commit 100% of your effort to this class, which includes attending all classes, reading the textbook/assigned articles, using the resources available in Canvas, watching any assigned videos, participating in in-class group work, preparing for exams, and following up with questions to the instructor.

Simulation Preparation and Participation

Students are required to complete all preparation work assigned by the Simulation Coordinator prior to attending each scheduled simulation session. Completion of the assigned preparation work is a prerequisite for participation in simulation activities.

Students who do not complete the required preparation work will **not be permitted to participate in the scheduled simulation**. Any simulation hours missed as a result of incomplete preparation **cannot be made up.** Because simulation hours are required components of the course, failure to complete the required preparation and resulting loss of simulation hours **will result in course failure**.

Students are responsible for reviewing and completing all assigned simulation preparation work by the designated deadline.

Clinical Setting

Clinical, lab, and simulation attendance are **MANDATORY** in the following courses: NMNC 1135, NMNC 1235, NMNC 2335, NMNC 2435, NMNC 2445. There are some circumstances under which students should not be in the clinical setting. These include, but are not limited to, hospitalization and communicable illnesses. It is always the responsibility of the student to notify the clinical instructor and the course faculty member 2 hours prior to the expected time of attendance if possible.

A student can only miss 6 hours of lab, simulation, deliberate learning and/or clinical time. This time constraint considers all absences and lateness regardless of reason. Missed time will not be made up. The reduced hours in attendance will be impactful to the overall clinical course grade at faculty discretion. See individual course syllabi for further information. Missing more than the allotted hours per course will result in course failure.

Special accommodations are provided in specific cases, including the opportunity to make up hours to enable students to pass the course. These cases are based on the discretion of the clinical site and instructor availability, course instructor, and program director.

Tardiness or Leaving Early

This is separate from clocking in/out. This refers to being actually present on-time and for the entire time. Students are expected to be at the clinical site (or in lab) prepared to participate at the time clinical or lab is scheduled to begin and stay until dismissed by the instructor. Students who arrive late, return late from break, or leave early will incur a time penalty equal to the time missed, up to 2 times per semester. Additional penalties are as follows for habitually not being fully present:

1st occurrence: penalty equals minutes missed PLUS verbal warning

2nd occurrences: penalty equals minutes missed PLUS an additional 1-hour deduction and written warning

3rd occurrence: minutes missed PLUS an additional 2-hour deduction and a mandatory meeting with program director and course instructor.

4th occurrence: minutes missed PLUS an additional 3-hour deduction and a mandatory meeting with program director and course instructor this can result in disciplinary action that could include course failure.

Leaving Without Notification

Under no circumstances is a student to leave the clinical setting without first notifying the instructor. If a student leaves clinical or lab without notification, this is similar to patient abandonment and will result in course failure. Students cannot leave without notice under any circumstances; this will result in course failure. Patient abandonment is illegal, and proper communication is your professional responsibility.

Being Unprepared/Off Task

Being out of dress code, not having proper equipment or badge, doing non-course related activities during lab or clinical will be penalized as follows:

- 1st occurrence: 1-hour deduction PLUS verbal warning
- 2nd occurrence: 2-hour deduction PLUS written warning (success plan) and meeting with faculty or success coach.

Clocking In Policy

All clinical, laboratory, and simulation hours must be accurately recorded using **TracPrac**. Accurate timekeeping is a professional responsibility and an essential component of clinical accountability expected of all nursing students.

Students are required to clock in at the beginning of each clinical, lab, or simulation experience and clock out at the conclusion of the scheduled day. Clocking in is permitted no earlier than **six (6) minutes prior** to the scheduled start time and no later than **one (1) minute after** the scheduled start time. Students may only clock in once physically present at the assigned location, including the classroom, laboratory, simulation center, or clinical unit. Location services must be enabled when clocking in or out. Clocking in or out from an incorrect location will be considered a missed punch.

If a student forgets to clock in or clock out, the student may submit a replacement punch in TracPrac. Replacement punches must accurately reflect the student's arrival or departure time. Replacement punches are subject to review.

Because faculty are unable to edit student time records in TracPrac, all timekeeping corrections require review through the software support system. For this reason, strict expectations regarding clocking accuracy are enforced.

Missed Punches / Clocking Corrections/ Replacement Punch Policy

If a student forgets to clock in or clock out and submits a replacement punch:

- **First occurrence:** No attendance deduction; verbal warning
- **Second occurrence: Three (3) hour deduction** from attendance and written warning
- **Third occurrence:** Clocking adjustment will not be approved. The missed time will remain unrecorded and will result in a loss of clinical attendance hours.

Clocking in and out accurately is a professional responsibility. Healthcare employees at clinical partner institutions are held to strict timekeeping standards, and violations may result in disciplinary action, including termination. Nursing students are expected to demonstrate the same level of accountability, professionalism, and integrity in attendance reporting.

Clinical Grading

All clinical/lab rotations will be graded with a "Pass/Fail." To pass, a student must successfully complete all required clinical hours, assignment work, and meet the following performance evaluation criteria:

- During a clinical rotation, the students will complete a Summative and Formative Clinical Evaluation Tool (CET). The Formative CET will be completed halfway through clinical rotation. The Summative CET will be completed at the end of the clinical rotation. Clinical instructors will review and give feedback to students once CETs are completed.

- A student is required to receive a "Satisfactory" on the Summative (CET) at the end of the clinical rotation to demonstrate completion of all objectives and pass course.
- It is understood students MAY NOT meet all of the CETs in the beginning weeks of the course. Students may be "Developing" on Formative CET. Student and clinical instructor will discuss plans for how to meet all objectives by end of clinical rotation.
- If a student is not meeting clinical objectives or violates clinical guidelines/expectations, the student will first meet with the clinical instructor for a verbal warning. If behavior or performance does not improve, student will meet with the course instructor, and a Student Warning notice will be issued as written warning. Lastly, if no improvement is made, student will meet with the course instructor and Program director for discussion of dismissal from program.

Failure to pass the clinical/lab component will result in a failure of both theory and clinical components of the course. All admission and progression policies apply.

Uniform/ Clinical/ Laboratory Policies

*Please differ to the UNM-VC Nursing Student Handbook

Instructor Drop and Withdrawal Policy:

The instructor may drop a student during the semester/term, if a student fails or misses assignments or an exam and does not contact the instructor within one week of the failed/ missed assignment or exam. Students who miss exam 1 and do not contact the instructor via Canvas or Email messaging within one week of the close of exam 1 will be dropped from the course. Students who have not dropped and do not take the final will receive a "W" for the course.

Success Plan:

Success plans are utilized to ensure timely notification for areas of improvement and to develop a plan between faculty and student to ensure student is meeting all necessary goals to successfully complete the program. It is a collaboration that requires the input of faculty and the commitment of students to ensure all goals are met. Once a success plan has been completed, it is expected that the student follows through with the plan established by both parties. If a student does not follow through on plan, this action will be documented by course instructor and will be added to student file.

Student Success:

The Nursing program aims to provide optimal support so that students learn well, maintain physical and emotional health, and pass the NCLEX® on the first attempt. In keeping with this goal, we encourage all students to use the resources available through the university

Academic Success Plan (ASP):

Students who achieve <77% on any course exam are required to meet with their course faculty to review their exam and make a plan for next test. Students who receive < 80% on any course exam, or on several assignments, or are "unsatisfactory" on a formative clinical evaluation, will be referred to the Student Success by the course faculty. Student Success will work collaboratively with students to identify

strategies to assist them and to develop individual academic success plans.

It is the responsibility of the student to contact the designated Student Success Coach and initiate the ASP process. This responsibility is congruent with the UNM-VC and UNM College of Nursing Essential Qualifications for Undergraduate Progression and Graduation. Students will complete and submit the Academic Success Plan Tool prior to meeting with the Student Success Coach.

Electronic Devices

All electronic devices must be silenced and put away during class. Any electronic equipment brought to class must be approved by the instructor before use in class. Cellphones that ring or are used during class or testing will result in the student being excused from the class or test. Any missed exams due to violation of this policy will result in a zero for the test grade.

To promote engagement, professionalism, and effective learning, the use of personal electronic devices is restricted during class, laboratory, simulation, and clinical experiences.

Laptops may be utilized only during designated instructional activities and only when authorized by the course instructor. Students must close and discontinue use of laptops when directed by the instructor. Use of laptops for non-course-related activities, including internet browsing, social media, messaging, gaming, or streaming, is prohibited.

Cell phones may not be utilized during class, laboratory, simulation, or clinical experiences unless specifically authorized by the instructor for an educational activity or emergency situation. Cell phones should be silenced and stored out of sight during instructional time.

Tablets and electronic note-taking devices (e.g., iPads, reMarkable devices) may be utilized throughout class for the sole purpose of taking notes. These devices may not be used for messaging, internet browsing, social media, email, or other non-course-related activities during instructional time.

Unauthorized or inappropriate use of electronic devices is disruptive to the learning environment and may interfere with patient care, professional expectations, and student success. Students observed using electronic devices in violation of this policy will be subject to the following progressive disciplinary process:

First occurrence: Verbal warning and request to put the device away

Second occurrence: Written Student Warning Notice (Appendix A)

Third occurrence: Dismissal from the class, lab, simulation, or clinical experience for the remainder of the scheduled time, resulting in loss of hours and/or associated participation credit

Faculty reserves the right to determine whether device use is appropriate within the learning environment.

Confidentiality

Patient/Resident/Class Confidentiality must be maintained at all times during the off-site clinicals. Failure to do so will result in immediate removal from the Nursing Program. Confidentiality is required by Federal law under HIPAA Regulations.

Technical Considerations:

This course is web enhanced. In order to access your online courses students need to log onto Canvas. (https://canvas.unm.edu/) In addition, this course requires students to be able to open, use and read Word and Adobe PDF files.

Online Courses Require:

- A high-speed Internet connection is highly recommended.
- Supported browsers include Internet Explorer, Firefox, and Safari. Detailed Supported Browsers and Operating Systems:
- Any computer capable of running a recently updated web browser should be sufficient to access your online course. However, bear in mind that processor speed, amount of RAM and Internet connection speed can greatly affect performance.

Online courses perform best on a high-speed Internet connection. Those using dial-up connections will experience longer page load times and much slower performance when accessing their online course. Many locations offer free high speed Internet access including UNM's Computer Pods or one of UNM's many

Statewide Centers.

For additional information: see http://nursing.unm.edu/resources/it/index.html

For Technical Help: 505-272-8112 or submit a web IT support ticket.

Canvas Tracking

Canvas automatically records all students' activities including: your first and last access to the course, the pages you have accessed, the number of discussion messages you have read and sent, chat room discussion text, and posted discussion topics. This data can be accessed by the instructor to evaluate class participation and to identify students having difficulty.

Course Interruptions and Scheduled Maintenance:

In the Event of an Unexpected Course Interruption

If Canvas is down on the day an assignment or exam is due, please advise your instructor of the outage (via text or UNM email), and the instructor will arrange for how to proceed.

Scheduled Maintenance

Canvas has a monthly scheduled Maintenance windows the 1st and 3rd Thursday of the month from 1:05am to 3:05am. Canvas may not work during these times. In addition, UNM IT may conduct general system maintenance that affects multiple systems on campus, including Canvas. The general system maintenance window is on Sundays from 6:00 am – 12 noon. Announcements for the Saturday and Sunday maintenance windows are normally posted in Canvas two weeks ahead of time to notify users of planned outages.

Student Course Access at the End of Term/Semester

UNM New Media and Extended Learning (NMEL) provides access to your course for 2 weeks after the end of the course. At that time NMEL will eliminate student course access.

Netiquette Ground Rules

See Netiquette Ground Rules document in your course on the course information page. Use proper grammar and spelling (type your postings in WORD first in order to use spell check then copy and paste into Canvas- this will also save you retyping it if should happen in with your posting).

Inclement Weather

Students are not expected to be in class if the University closes. See the UNM policy on Inclement Weather. **LoboMobile** is a free android/smartphone application available to provide additional information and alerts.

In case of inclement weather: Call 925.SNOW (925.7669) for UNM's status. Listen to local radio and TV stations for school closures including UNM (local media may not announce early closures during the business day).

Delays

In the event UNM Valencia announces a two-hour delay, any morning class scheduled to begin before 10 a.m., will be cancelled. However, nursing classes that are scheduled through 10 a.m. (9-12 p.m. for example) will meet at 10 a.m., when the campus opens. Classes scheduled to begin after the delay time will run as scheduled.

Cancellations

If UNM announces a closure, all classes are cancelled for the duration of the closure.

Early closures

If UNM announces an early closure to the business day, afternoon classes will be allowed to leave early and evening classes will be cancelled. These announcements can take place when the weather is questionable and may be posted any time before 5 p.m. outside.

Clinical

Clinical Cancellations are at the discretion of the instructor in collaboration with the program dir ector.

Academic honesty and Artificial Intelligence (AI) Policies

Responsible Learning and Academic Honesty: Cheating and plagiarism (academic dishonesty) are often driven by a lack of time, desperation, or lack of knowledge about how to identify a source. Communicate with me and ask for help, even at the last minute, rather than risking your academic career by committing academic dishonesty. Academic dishonesty involves claiming that work created by another source is your own original work. It is a Student Code of Conduct violation that can lead to a disciplinary procedure. When you use a resource in work submitted for this class, document how you used it and distinguish clearly between your original work and the material taken from the resource.

Purpose

The purpose of this policy is to establish guidelines for the responsible, ethical, and appropriate use of artificial intelligence (AI) tools and technologies by students, faculty, and staff within the nursing program. AI tools may offer valuable support in education, clinical decision-making, and academic work; however, their use must align with professional nursing standards, academic integrity policies, patient safety, and regulatory guidelines.

Definitions

- Artificial Intelligence (AI): Any technology or software application capable of generating text, images, or other content, analyzing data, or providing decision support without direct human input (e.g., ChatGPT, DALL·E, Grammarly, AI clinical decision support tools).
- Generative AI: A subset of AI that creates new content (e.g., text, images, code) based on input prompts.

1. Acceptable Use of AI Tools

AI tools (e.g., ChatGPT, Grammarly, DALL·E, and other generative AI platforms) may be used **only** in ways that support learning without compromising academic honesty. Acceptable uses include:

- Brainstorming ideas for assignments.
- Generating practice questions for self-study.
- Clarifying concepts and summarizing publicly available information.
- Proofreading or grammar suggestions (must review for accuracy).

2. Prohibited Uses of AI Tools

Students may **not** use AI tools to:

- Generate or complete graded assignments, research papers, care plans, discussion posts, or exam/quiz answers.

- Submit AI-generated text as their own original work.
- Input **any** patient-identifiable information or protected health information (PHI) into AI platforms. Students must adhere to all HIPAA regulations and laws.

- Use AI to bypass learning and or supplement learning, critical thinking, or clinical reasoning processes expected in healthcare practice.

3. Academic Integrity & Accountability

- Any work submitted for grading must reflect the student's own original thought, knowledge, writing, and effort.
- Students must **disclose** when AI was used to assist in preparation or content development for ungraded/ graded assignments, as directed by the instructor.
- Misuse of AI tools will be treated as **academic dishonesty** and may result in disciplinary action, up to and including course failure or dismissal from the program, in accordance with the UNM-VC Student Handbook and UNM's Academic Integrity Policy.

4. Clinical & Privacy Considerations

- Students must always follow HIPAA and program confidentiality policies.
- No patient data, clinical scenarios involving real patients, or identifying information may be entered into AI tools.
- Students are expected to apply professional judgment and verify all AI-generated information with credible, evidence-based sources.

5. Faculty Discretion

Faculty reserves the right to set assignment-specific guidelines for AI use. Students are responsible for following all course-specific expectations regarding AI tools.

Encouraging use of support and resources:

Thriving and Finding Support: Students are especially successful at UNM when they take advantage of support and get involved in campus and academic life. Your MyUNM login page provides direct links to wellbeing resources, including financial capability, mental health, food, jobs, and resource centers. MyUNM will help you identify academic resources like peer tutoring and opportunities like study abroad. You can contact academic advisors and resource advisors for information and guidance via Student Hub on MyUNM. I look forward to providing you with information about academic opportunities related to our class and to helping you find support resources.

Respectful behavior and absences

Respectful Conduct Expectations: I am committed to building with you a positive classroom environment in which everyone can learn. I reserve the right to intervene and enforce standards of respectful behavior when classroom conduct is inconsistent with University expectations [and/or classroom community agreements. Interventions and enforcement may include but are not limited to required meetings to

discuss classroom expectations, written notification of expectations, and/or removal from a class meeting. Removal from a class meeting will result in a loss of class hours and course failure if the required number of hours is not met. The University of New Mexico ensures freedom of academic inquiry, free expression and open debate, and a respectful campus through adherence to the following policies: D75: Classroom Conduct, Student Code of Conduct, University Policy 2240 – Respectful Campus, University Policy 2210 – Campus Violence.

Disruptive Behavior

Students are expected to adhere to the UNM Student Code of Conduct and maintain a respectful, professional learning environment at all times, in the classroom, laboratory, and in clinical settings.

Examples of disruptive behavior include, but are not limited to:

- Talking out of turn or interrupting
- Use of cell phones or electronic devices without permission
- Disrespectful language or conduct toward classmates, instructors, or patients
- Refusal to follow safety instructions in the lab or clinical setting

Under UNM policy and federal protections of students' rights, a student will not be dropped for a one-time occurrence of disruptive behavior. However:

- **Any disruptive behavior will result in the student being asked to leave the class meeting.**
- The time missed will count against the students' required contact hours for the course.
- If the student's total attended hours fall below the required minimum to pass the course, the student will receive a failing grade.

Diversity:

The faculty and staff of the University of New Mexico Valencia Campus strive for students to experience an inclusive educational environment. Openness and respect for the diverse backgrounds and communities from which we each come enhance insight and learning. Therefore, we ask students to participate in conversations that raise awareness of and respect for different ways of being and thinking. We invite you to please speak with the course instructor or another faculty member if you experience discomfort with comments made in the classroom, online learning environment, or other educational setting. Practicing these values enables us as a community of learners to be respectful of everyone.

Students With Special Needs

In accordance with University Policy 2310 and the Americans with Disabilities Act (ADA), any student needing academic accommodations should first contact Equal Access Services at 925-8840.

General Information	
Academic Integrity:	Having academic integrity is paramount to your success in any class. Plagiarism or cheating is not tolerated. Any instance of this will result in a grade of zero for that assignment. Here is the link to the UNM Academic Dishonesty Policy: policy.unm.edu/regents-policies/section-4/4-8.html Student Code of Conduct: https://pathfinder.unm.edu/code-of-conduct.html
Accommodations:	UNM is committed to providing equitable access to learning opportunities for students with documented disabilities. As your instructor, it is my objective to facilitate an inclusive classroom setting, in which students have full access and the opportunity to participate. To engage in a confidential conversation about the process for requesting reasonable accommodations for this class and/or program, please contact: UNM-Valencia Equal Access Services https://valencia.unm.edu/students/advisement/equal-access-services.html Sarah Clawson, Coordinator: (505) 925-8840 or by email at sjclawson@unm.edu OR UNM-Albuquerque Accessibility Resource Center https://arc.unm.edu/ at arcsrvs@unm.edu or by phone at 505-277-3506.

Non-discrimination, Title IX Statement:	The University of New Mexico and its faculty are committed to supporting our students and providing an environment that is free of bias, discrimination, and harassment. The University's programs and activities, including the classroom, should always provide a space of mutual respect, kindness, and support without fear of harassment, violence, or discrimination. Discrimination on the basis of sex includes discrimination on the basis of assigned sex at birth, sex characteristics, pregnancy and pregnancy related conditions, sexual orientation and gender identity. If you have encountered any form of discrimination on the basis of sex, including sexual harassment, sexual assault, stalking, domestic or dating violence, we encourage you to report this to the University. You can access the confidential resources available on campus at the LoboRESPECT Advocacy Center (https://loborespect.unm.edu), the Women's Resource Center (https://women.unm.edu), and the LGBTQ Resource Center (https://lgbtqrc.unm.edu). If you speak with an instructor (including a TA or a GA) regarding an incident connected to discrimination on the basis of sex, they must notify UNM's Title IX Coordinator that you shared an experience relating to Title IX, even if you ask the instructor not to disclose it. The Title IX Coordinator is available to assist you in understanding your options and in connecting you with all possible resources on and off campus. For more information on the campus policy regarding sexual misconduct and reporting, please see https://policy.unm.edu/university-policies/2000/2740.html and CEEO's website. If you are pregnant or experiencing a pregnancy-related condition, you may contact UNM's Office of Compliance, Ethics, and Equal Opportunity at ceeo@unm.edu. The CEEO staff will provide you with access to available resources and supportive measures and assist you in understanding your rights. **UAP 2720 and 2740**. Our classroom and university should foster mutual respect, kindness, and support. If you have concerns about discrimination, harassment, or violence, please seek support and report incidents. Find confidential services at LoboRESPECT Advocacy Center, the Women's Resource Center, and the LGBTQ Resource Center. UNM prohibits discrimination on the basis of sex (including gender, sex stereotyping, gender expression, and gender identity). All instructors are "responsible employees" who must communicate reports of sexual harassment, sexual misconduct and sexual violence to Compliance, Ethics and Equal Opportunity. For more information, please see UAP 2720 and UAP 2740.

Religious and Cultural Practices	In accordance with UNM policy, students who anticipate being absent from class due to the observance of major religious holidays or significant cultural practices should notify the instructor in advance. Reasonable accommodations will be made to allow students to complete missed work without penalty. Students remain responsible for all material covered during any absence.

Student Support	PASOS Resource Center (505) 925-8546, pasos@unm.edu. The Resource Center is an on-campus center that serves as a "one-stop" for all non-academic needs of UNM-Valencia students. COVID: Student Health and Counseling (SHAC) at (505) 277-3136. If you are having active respiratory symptoms (e.g., fever, cough, sore throat, etc.) AND need testing for COVID-19; OR if you recently tested positive and may need oral treatment, call SHAC. LoboRESPECT Advocacy Center (505) 277-2911 can offer help with contacting faculty and managing challenges that impact your UNM experience. Confidential services for students are available at LoboRESPECT Advocacy Center, Women's Resource Center, and the LGBTQ Resource Center. The Women's Resource Center supports all students, including those who are pregnant or are parents. UNM-Valencia has lactation stations located in LRC 112 (Tomé campus) and in the Workforce Training Center.
Respectful and Responsible Learning	We all have shared responsibility for ensuring that learning occurs safely, honestly, and equitably. Submitting material as your own work that has been generated on a website, in a publication, by an artificial intelligence algorithm, by another person, or by breaking the rules of an assignment constitutes academic dishonesty. It is a student code of conduct violation that can lead to a disciplinary procedure. Please ask me for help in finding the resources you need to be successful on this course. I can help you use study resources responsibly and effectively. Off-campus paper writing services, problem-checkers and services, websites, and AIs can produce incorrect or misleading results. Learning the course material depends on completing and submitting your own work. UNM preserves and protects the integrity of the academic community through multiple policies including policies on student grievances (Faculty Handbook D175 and D176), academic dishonesty (FH D100), and respectful campus (FH CO9). These are in the Student Pathfinder (https://pathfinder.unm.edu) and the Faculty Handbook (https://handbook.unm.edu). Support: Many students have found that time management workshops or work with peer tutors can help them meet their goals. These and other resources are available through PASOS (Pathways to Articulation and Sustainable Opportunities for Students), TRIO Student Support Services, and Student Learning Support at the Center for Teaching and Learning.

Connecting to Campus and Finding Support	UNM has many resources and centers to help you thrive, including opportunities to get involved, mental health resources, academic support such as tutoring, free food at Lobo Food Pantry, and jobs on campus. Your advisor, staff at the resource centers and Dean of Students, and I can help you find the right opportunities for you.
Land Acknowledgement	Founded in 1889, the University of New Mexico sits on the traditional homelands of the Pueblo of Sandia. The original peoples of New Mexico Pueblo, Navajo, and Apache since time immemorial, have deep connections to the land and have made significant contributions to the broader community statewide. We honor the land itself and those who remain stewards of this land throughout the generations and also acknowledge our committed relationship to Indigenous peoples. We gratefully recognize our history.
Citizenship and/or Immigration Status	All students are welcome in this class regardless of citizenship, residency, or immigration status. Your professor will respect your privacy if you choose to disclose your status. UNM as an institution has made a core commitment to the success of all our students, including members of our undocumented community. The Administration's welcome is found on our website: http://undocumented.unm.edu/

*The instructor reserves the right to make changes to the syllabus, schedule, or course policies as needed to meet the learning needs of the class or to respond to unexpected circumstances. Any changes will be communicated promptly through Canvas and/or in class. Students are responsible for reviewing announcements and updates.