

**Georgia College & State University**  
**College of Health Sciences**  
**School of Nursing Policies & Procedures**

Policy/Procedure Title: MSN Course and Clinical Guidelines	
Policy #3003	Referenced policy: 3000
Applies to	__BSN __RNBSN _x_MSN __DNP __Faculty
NFO Initial Approval Date: 4/29/19	Policy Committee Review Dates (every 3 years):  NFO Approved Revision Dates:

**Policy Statement:**

The purpose of this policy is to provide general guidelines for students and faculty related to course and clinical experiences. This policy complements other SON policies that address related areas.

**Policy:**

This School of Nursing policy will provide guidelines for the following:

1. course syllabi and learning management system documents,
2. evaluation of student attainment of course outcomes,
3. course and clinical attendance,
4. technology use.

**Procedures:**

I. Course Syllabi and Learning Management System Documents

a. Syllabi

In accordance with Board of Regents' policy, students will be provided a syllabus for each course in which they are enrolled. This syllabus will include specifics of course requirements including:

- Title of course, credits, etc.
- Faculty
- Course and Program Outcomes
- Grading criteria for classroom and clinical
- Required and recommended texts
- GCSU Graduate Syllabus Required Statements, available at this link:  
<http://www.gcsu.edu/registrar/required-syllabus-statements>

b. Learning Management System

- Students are required to access course materials online through GaView. Course calendars, clinical schedules when applicable, and course information will be available at this site.

II. Evaluation of Student Attainment of Course Objectives

Evaluation of student attainment of course outcomes will be accomplished using a variety of methods specified in course syllabi.

A. Classroom Evaluation

- Criteria for grade calculation are included in the syllabus for each course. The grading scale adopted by the School of Nursing assigns letter grades for numerical scores as follows:

A = 90 - 100  
B = 80 - 89  
C = 75 - 79  
D = 66 - 74  
F = 65 and below

- For additional information, refer also to Online Testing Policy #3000.

- Rounding of Grades:

Rounding for this course will occur only with the final average grade for the course. There will be no rounding of exam grades or other written assignments during the semester. If the final course average to the nearest tenth is 0.5 or more, the final course grade will be rounded up to the next whole number (i.e. 88.5 would be rounded to 89)

#### B. Clinical Evaluation

- Clinical performance is evaluated using a Satisfactory/Unsatisfactory system. The student must earn a satisfactory grade for clinical experiences in order to pass the course. Students who do not earn a satisfactory rating for the clinical experience will receive an “F” for the course.
- Note: Receiving 2 clinical unsatisfactory ratings will result in failure of the course.  
Students must meet Technical Standards each semester. Students who experience a health event such as surgery or injury must have clearance from a healthcare provider (MD, DO, NP or PA) before returning to the clinical setting. Clearance must indicate the student can practice in the clinical setting without restrictions.
- All planned clinical hours must be logged into the clinical tracking system calendar **prior to attendance** at the clinical learning experience to receive clinical credit for the hours. Faculty are required to verify student attendance at clinical using this calendar. Students who are not in the clinical setting as indicated by the clinical calendar will receive a clinical unsatisfactory for that day.
- All clinical hours for the course must be logged into the clinical tracking system by the date indicated by course faculty. Clinical hours cannot be scheduled during any University closure (i.e.: holidays, spring break, etc.)
- Faculty Clinical Evaluations are completed after faculty visits to the student in the clinical setting.
- Course Specific Clinical Evaluation
  - Each clinical nursing course identifies specific core competencies for satisfactory clinical performance. These expectations are indicated in course materials, and may include guidelines, checklists, or other forms which describe the course specific requirements for satisfactory clinical performance. Each course also describes the method by which clinical evaluation will be conducted, which may include, but is not limited to observation of performance by faculty and/or others supervising the student, written assignments, journals, or self evaluation.

### III. Course and Clinical Attendance

- Attendance at all scheduled classes, and clinical is necessary to meet course outcomes. It is the student's responsibility to check the class/clinical rotation schedules and arrive promptly to the assigned class, or clinical agency site in appropriate attire. Students have responsibility for their class/clinical learning experience. They should prepare for each class/clinical and communicate their learning needs to their instructors.
- Courses may vary with the tardiness or absence policy. In the event of tardiness or absence, students should communicate to their instructors as directed by the course syllabus. Refer to #3000 Online Testing Policy for missed exams.
- As part of class/clinical experience students will be required to attend selected lectures, conferences and workshops which enhance their professional development. Students will be notified of these events in advance so that schedules can be planned accordingly.
- Students may be required to travel in excess of 50 miles to obtain necessary clinical experiences.
- Electronic Devices - All electronic devices should be on mute, silent, or off during class. Usage in class activities will be determined by the instructor. Electronic usage during clinical must comply with the agency's policy.
- In the case of extreme weather, students should monitor the GCSU webpage, Bobcats and GaView email in the event of class or clinical cancellations.

### IV. Technology Use

- Nursing courses use numerous software and online programs to support student learning. These programs include, but are not limited to: GaView, EValue, and Office 365. Refer to this site for Information Technology specifications:  
<http://www.gcsu.edu/technology/studentinfo> Serve Help Desk can be contacted at 478 445-7378 or by email at [serve@gcsu.edu](mailto:serve@gcsu.edu)

### V. Recording of Classroom/Clinical Activities

- Standardized patient experiences are recorded and viewed by both faculty and students to meet course objectives and learning needs. These recordings are housed in a password protected system to ensure student privacy. Some student recordings may be shared during debriefing with the students' permission in order to encourage an open exchange of ideas among students and faculty. For the purpose of confidentiality (in accord with federal HIPAA regulations), taping of patient clinical encounters in the clinical setting is not permitted.