



**CLARENDON COLLEGE
VOCATIONAL NURSING
VNSG 1191 – Special Topics in LVN**

Division of Workforce:

Course Name: VNSG 1191 – Special Topics in LVN

Credit Hours: 1 Hour

Contact Hours: 16 Hours

Semester: Fall 2025

Classroom Location:

Pampa - Center: 1601 W. Kentucky, Pampa, 79065 - Room 101

Phone: (806) 660-2014 Pampa

Childress Campus: 1902 Ave G NW, Childress, TX 79201 - Mesquite Room

Phone: (940) 937-2201 Childress

Instructors:

Pampa Campus: Toni Broom, RN

Office Location: Auvenshine Bldg. 1601 W. Kentucky Ave., Pampa, TX 79065

Phone: (806) 665-8801 ext. 141

Email: toni.broom@clarendoncollege.edu

Childress Campus: Alicia Hunter, RN

Office Location: 1902 Ave G NW, Childress, TX 79201

Phone: (940) 937-2201

Email: alicia.hunter@clarendoncollege.edu

Office Hours: As posted or by appointment.

Clarendon College COVID-19 Updates: Please click the following link to become informed about our campus responses to COVID-19:

<https://www.clarendoncollege.edu/CoronavirusUpdate>

Course Description: Basic theory and techniques of venipuncture, intravenous infusions, emphasizing fluids, electrolytes, blood products, lipids, venous system physiology, local and systemic complications for IV Certification. Exploration of leadership and management principles applicable to the roles of the professional nurse. Includes application of knowledge,

judgment, skills, and professional values within a legal/ethical framework. Examine the factors impacting nursing and healthcare.

Statement of Purpose:

VNSG 1191 Special Topics in LVN partially satisfies the requirement for the vocational nursing certificate at Clarendon College.

Audio/Video/Photography/Distribution of Course Materials:

All course materials are only for the use of students enrolled in this course for purposes associated with this course. Audio/Video recording or photography of courses in session is strictly prohibited by students unless previous permission has been granted by the faculty. Duplication and/or distribution of any classroom materials via print, email, or other electronic means to individuals who are not currently enrolled in this course are prohibited.

Electronic Communication:

Clarendon College Allied Health Department faculty and staff will send official correspondence to a student via Microsoft TEAMS or e-mail using the student's e-mail address as assigned by Clarendon College. Faculty, students, and staff are expected to use their Clarendon College Microsoft TEAMS or bulldog e-mail address for all official communication.

Syllabus Disclaimer:

Although every effort will be made NOT to change schedules, unforeseen events may cause changes to the scheduling of campus classes/labs/activities, exams, etc. Class topic and exam schedule may change with notice. Faculty reserves the right to make any changes deemed necessary to best fulfill the course objectives. Students registered for this course will be made aware of any changes in a timely fashion using reasonable means of communication. It is the responsibility of each student to know what changes if any, have been made to the provisions of this syllabus and to successfully complete the requirements of this course.

***Syllabi/Schedules subject to change.**

End-of-Course Outcomes: (WECM):

1. Demonstrate IV therapy techniques.
2. Discuss related theory regarding therapies applied to the circulatory system and blood products.
3. Demonstrate and perform techniques of venipuncture and parenteral infusion; and
4. Identify and respond to local and systemic complications.
5. Demonstrate entry-level competence in professional nursing practice in caring for clients with multiple and/or complex unmet human needs.
6. Identify the impact of multiple and/or complex unmet human needs on the client.
7. Provide care that reflects awareness of cultural, religious and spiritual diversity.
8. Apply evidence-based practice research as a basis for nursing practice.
9. Collaborate with the client and other health care providers in the planning and delivery of care.

Course Outcomes (DEC):

The DEC competencies are fully integrated throughout the curriculum for the VN student. The DEC relates to the entry level skills each student will acquire as they relate to the working world and the competencies required by the Texas Board of Nursing.

Learning Outcomes: (DEC)

I. Member of the Profession:

- A. Function within the nurse's legal scope of practice and in accordance with regulation and the policies and procedures of the employing health care institution or practice setting.
- B. Assume responsibility and accountability for the quality of nursing care provided to patients and their families.
- C. Contribute to activities that promote the development and practice of vocational nursing.
- D. Demonstrate responsibility for continued competence in nursing practice, and develop insight through reflection, self-analysis, self-care, and lifelong learning.

II. Provider of Patient-Centered Care:

- A. Use clinical reasoning and knowledge based on the vocational nursing program of study and established evidence-based practice as the basis for decision-making in nursing practice.
- B. Assist in determining the physical and mental health status, needs, and preferences influenced by culture, spirituality, ethnicity, identity, and social diversity of patients and their families, and in interpreting health-related data based on knowledge derived from the vocational nursing program of study.
- C. Report data to assist in the identification of problems and formulation of goals/outcomes and patient-centered care plans of care in collaboration with patients, their families, and the interdisciplinary health care team.
- D. Provide safe, compassionate, basic nursing care to assigned patients with predictable health care needs through a supervised, directed scope of practice.
- E. Implement aspects of the plan of care within legal, ethical, and regulatory parameters and in consideration of patient factors.
- F. Identify and report alterations in patient responses to therapeutic interventions in comparison to expected outcomes.
- G. Implement teaching plans for patients and their families with common health problems and well-defined health learning needs.
- H. Assist in the coordination of human, information, and physical resources in providing care for assigned patients and their families.

III. Patient Safety Advocate:

- A. Demonstrate knowledge of the Texas Nursing Practice Act and the Texas Board of Nursing Rules that emphasize safety, as well as all federal, state, and local government and accreditation organization safety requirements and standards.
- B. Implement measures to promote quality and a safe environment for patients, self, and others.
- C. Assist in the formulation of goals and outcomes to reduce patient risks.
- D. Obtain instruction, supervision, or training as needed when implementing nursing procedures or practices.
- E. Comply with mandatory reporting requirements of the Texas Nursing Practice Act.

- F. Accept and make assignments that take into consideration patient safety and organizational policy.

IV. **Member of the Health Care Team:**

- A. Communicate and collaborate in a timely manner with patients, their families, and the interdisciplinary health care team to assist in the planning, delivery, and coordination of patient-centered care to assigned patients.
- B. Participate as an advocate in activities that focus on improving the health care of patients and their families.
- C. Participate in the identification of patient needs for referral to resources that facilitate continuity of care and ensure confidentiality.
- D. Communicate patient data using technology to support decision-making to improve patient care.
- E. Assign nursing activities to LVNs or unlicensed personnel based upon an analysis of patient or work place need.
- F. Supervise nursing care by others for whom the nurse is responsible.
- G. Assist health care teams during local or global health emergencies or pandemics to promote health and safety and prevent disease.



Reference

Texas Board of Nursing, (2021, January). *Differentiated Essential Competencies (DECs) of Graduates of Texas Nursing Programs Evidenced by Knowledge, Clinical Judgments, and Behaviors*. Retrieved from https://www.bon.texas.gov/pdfs/publication_pdfs/Differentiated%20Essential%20Competencies%202021.pdf

Vocational Nursing Program DECs Matrix					
Program: Vocational Nursing Education					
List of VNSG Courses Required and Identified Competencies					
Competencies				Course ID	Course Title
1	2	3	4		
A – Knowledge: 1abc, 2, 3, & 4 B – Knowledge: 1abcd, 2, 3, 4, 5, 6, 7abc, & 8 D – Knowledge: 1, 2, 3, 4, & 5	A – Knowledge: 1, 2abc, 3, & 4 B – Knowledge: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, & 12 C – Knowledge: 1, 2, 3, 4, 5, 6, 7, & 8 E – Knowledge: 1, 2, 3, 4, 5, 6ab, 7, 8, 9, 10, 11, 12, & 13 G – Knowledge: 1, 2, & 3 H – Knowledge: 1, 2, 3abc, 4, 5, 6, & 7	A – Knowledge: 1, 2, 3, 4, 5, & 6 B – Knowledge: 1, 2, 3abc, 4, & 5 E – Knowledge: 1abc & 2	A – Knowledge: 1ab, 2, 3ab, 4ab, & 5 B – Knowledge: 1ab, 2ab, 3abc, & 4 D – Knowledge: 1ab, 2, & 3	VNSG 1191	Special Topics in LVN
Competency References					
			4 – Member of the Health Care Team		
		3 – Patient Safety Advocate			
	2 – Provider of Patient-Centered Care				
1 – Member of the Profession					

SCANS COMPETENCIES:

The individual SCANS Foundation Skills and competencies have been identified and are located on file in the nursing office. Demonstration of SCANS is documented by the student's ability to provide evidence that the skill has been mastered.

THECB CORE OBJECTIVES:

Clarendon College endeavors to meet the Core Objectives proposed by the Texas Higher Education Coordinating Board (THECB). The THECB has determined the following categories as necessary achievements of core curriculum in higher education:

Critical Thinking Skills – to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.

Communication Skills – to include effective development, interpretation and expression of ideas through written, oral and visual communication.

Empirical and Quantitative Skills – including application of scientific and mathematical concepts.

Teamwork – including the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.

Personal Responsibility - to include the ability to connect choices, actions and consequences to ethical decision-making.

Social Responsibility – to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

Required Instructional Materials:

Textbooks:

ATI Capstone Course included in ATI Program.

Assessment Technologies Institute. (2019). *Nursing leadership and management* (8th ed.). Assessment Technologies Institute, LLC. ISBN: 978-1-56533-598-1

Fulcher, E. M., & Frazier, M. S. *Introduction to intravenous therapy for health professionals*. Elsevier. ISBN: 978-1-41603-399-8

Other Relevant Materials:

Pens, pencils, paper, highlighters, laptop, ATI, Nurse Practice Act, Scantron answer sheets, Nurse Practice Act, Scope of Practice, and Nurses Drug Guide.

Student Requirements: The student shall:

1. Demonstrate accurate dosage calculation.
2. Identify the principles of medication administration safety.
3. Outline the elements of accurate documentation of medication administration.

Methods of Instruction:

Lectures	Required Reading	Written Assignments	Quizzes
Classroom Discussions	Small Group Work	Audio-Visual Aids	Demonstrations
Return Demonstrations	ATI Modules	Projects	Concept Maps

*Lectures may be in-class, via zoom, or recorded and uploaded to TEAMS.

Requirements and Evaluation Methods:

EXAMS	PERCENTAGE
Exam 1	18%
Exam 2	18%
Exam 3	19%
ATI Capstone/VATI Course	10%
ATI Comprehensive Predictor (Highest Grade)	10%
Final Exam	25%
ATI VATI must be 100% complete and benchmark achieved to meet completion requirements of the course VNSG 1191.	
TOTAL for COURSE GRADE	100%

Grading Scale:

The following grading scale is utilized for the LVN Nursing Program:

A	90-100
B	81-89
C	78-80
D	68-77
F	Below 67

Students must achieve an overall course grade at or above 78 to pass all courses in the vocational nursing program.

1. All grades will be posted by the instructor on the Clarendon College online grade book.
2. Grades **will not** be given out by phone, email, or text.
3. ***THERE ARE NO OPTIONS FOR EXTRA-CREDIT WORK OR REPEATING EXAMS OR PAPERWORK TO RAISE COURSE GRADES, EITHER DURING OR AT THE END OF A COURSE.***
4. No late work will be accepted.
5. Refer to individual course syllabi for additional grading criteria.
6. Failure of a total of any two (2) nursing theory courses, two (2) nursing clinical courses, or any combination thereof equaling two (2) courses will result in ineligibility for transfer, admission, or readmission to Clarendon College's Professional Nursing Program at any campus.

ATI CAPSTONE Grading Rubric:

A combination of the practice and proctored assessments to achieve 15% of the course grade.

Points for ATI CAPSTONE	
Assignment:	Points per Week:
Pre-Assessment Quiz	10 Points
Content Assessment	10 Points
Post-Assessment Assignment • 5 points for all questions answered completely • 5 points for answers given in own words, not copied and pasted	10 Points
Total Points per Week	30 Points x 7 Weeks = 210 Points
Pharmacology II Assessment	10 Points
Medical-Surgical II Assessment	10 Points
Total Points for ATI Capstone (230 Points)	
Stages of Review: • Beginning – NCLEX Strategies • 25% Stage – Fundamentals Module • 25% Stage – Pharmacology • 50% Stage – Medical-Surgical • 75% Stage – Maternal Newborn and Nursing Care of Children • 75% Stage – Mental Health • 100% Stage – Management, VIRTUAL ATI Predictor, and Post-Predictor Review Remediation in VIRTUAL ATI includes taking VIRTUAL ATI assessments and completing coach-directed individualized remediation for each content module. Required – Completion of ATI CAPSTONE + VIRTUAL ATI NCLEX REVIEW to the 100% Stage prior to graduation.	50 Points per Module
Total Points for VIRTUAL ATI (200 Points)	
*VIRTUAL ATI points will be awarded after completion of review at the 100% Stage	
Total Points for ATI CAPSTONE + VIRTUAL ATI (430 Points)	
VIRTUAL ATI (post-graduation): • Students who do not achieve the 85% probability of passing the NCLEX on Comprehensive Predictor #2 will be required to complete the greenlighting process through VIRTUAL ATI to increase their chances of NCLEX success. • VIRTUAL ATI will be administered as a 12-week access program. To continue the program post-graduation, students will be able to purchase an additional 12-week access through ATI. • ATI educators will communicate with school faculty the student's stage and progression in VIRTUAL ATI through weekly progress reports and when the student has successfully completed the VIRTUAL ATI NCLEX Review. • Students should demonstrate active engagement in the review each week.	

- **ATI VATI must be 100% complete and benchmark achieved to meet completion requirements of the course VNSG 1191.** Failure to complete the course 100% and meet benchmark will result in an incomplete for the course VNSG 1191. Students who receive an incomplete for the course will need to contact the Director of Allied Health to establish a plan for success in completing the course requirements.

ATI CMS Comprehensive Predictor Grading Rubric:

A combination of the practice and proctored assessments to achieve 15% of the course grade.

Practice Assessment (4 Points)			
☐ Complete Practice Assessment A. ☐ Complete Remediation – Minimum 1 Hour Focused Review on Initial Attempt. ☐ For each topic missed, complete a handwritten active learning template. ☐ Take Post Study Quiz (if available) and complete an active learning template for each topic missed		☐ Complete Practice Assessment B. ☐ Complete Remediation – Minimum 1 Hour Focused Review on Initial Attempt. ☐ For each topic missed, complete a handwritten active learning template. ☐ Take Post Study Quiz (if available) and complete an active learning template for each topic missed.	
Standardized Proctored Assessment			
Level 3 (4 Points)	Level 2 (3 Points)	Level 1 (1 Point)	Below Level 1 (0 Points)
Remediation (2 Points) - All Levels			
☐ Minimum 1 Hour Focused Review. ☐ For each topic missed, complete a handwritten active learning template.			
10/10 Points	9/10 Points	7/10 Points	6/10 Points
Proctored Assessment Retake			
No retake required.	No retake required.	*Retake required.	*Retake required.

*If student is required to retake a proctored assessment and student meets the program's benchmark of Level 2 on the retake, the student can earn an additional 1 point.

Rounding Policy:

In order to successfully complete a nursing course and progress in the nursing program, students are required to achieve an exam average of 78% or greater. The exam average will include all unit exams and the final exam. Students not attaining a major exam average of 78% or greater will not pass the course. Students must achieve a final overall course grade of 78% to pass any VNSG course in the nursing program. Each quiz/exam/project grade will be calculated to two decimal points. At the end of the semester, actual percentages will be used to determine letter grades.

****NOTE: GRADES WILL NOT BE ROUNDED.** (Example: A grade of 77.5 to 77.99 will not be considered as passing).

No late work will be accepted!!

Failure of a total of any two (2) nursing theory courses, two (2) nursing clinical courses, or any combination thereof equaling two (2) courses will result in ineligibility for transfer, admission, or readmission to Clarendon College's Professional Nursing Program at any campus.

Ticket to Test and/or Class:

Students will be required to complete specific assignments and/or ATI modules or assignments that must be completed by the designated due date and time. Students are required to complete, print, and bring to their instructor as their ticket to test and/or class. The student's ticket to test and/or class is required to be permitted to sit for the scheduled examination and/or class.

Student Testing Policy:

1. Exam schedules will be given to students at the beginning of the course each semester;
2. Examination attendance: Examinations will be given on dates noted on the course syllabus and course schedule. If a student cannot attend an examination, the course instructor/professor must be notified at their office number, Microsoft TEAMS, or by email ***before the examination begins***. It is the student's responsibility and a requirement to notify the instructor/professor in advance of any absence.
3. On examination days no late entry into the classroom or laboratory will be permitted to eliminate distractions for other students. In the event a student is going to be late they must notify their course instructor/professor through Microsoft TEAMS or by e-mail ***before the examination begins***. The student will receive and absence for the course for the day. It is the student's responsibility to contact the instructor to reschedule their make-up exam. The instructor has the discretion to administer a different version of the exam content.
4. Make-up exams will only be given at the discretion of the faculty member and can be a different version or alternate format than the scheduled exam.
5. All major exams include multiple-choice and alternate format questions based on the NCLEX-PN Test Plan;
6. All exams are timed; the Time allotted for a Final Exam is two (2) hours and will follow Clarendon College's policy.
7. Assigned seating may be used during any exam.
8. Grades will be available within one week following an exam.
9. Basic function calculators will be provided for exams with dosage calculation questions.
10. If the exam is given in paper format: SCANTRON™ forms and exam booklets are turned in to the proctor who is monitoring the exam and will be counted at the end of the testing period. Students must NOT remove exams from the testing room; the answer recorded on the Scantron™ will be the official answer sheet or submitted electronically if the test is a computerized test.
11. If the exam is given in electronic format, the student will need to bring a laptop or utilize a laptop/computer from Clarendon College. The device utilized will need the capability of connecting to the internet. It is the student's responsibility to ensure the device is charged or plugged into a power source during the duration of the examination.

12. Scratch paper, if used, will be provided by the instructor/professor and must be turned in immediately following the exam.
13. Classroom exam reviews will be conducted at the discretion of the faculty. Students will not be allowed to take any notes during the review, and all personal belongings must be left at the back of the classroom.
14. Students who score an eighty (80) or below will need to schedule an appointment with their instructor to complete a Student Action Report and be assigned required remediation.
15. Individual review of exams by a student with the instructor/professor must be scheduled within one (1) week of the exam being administered. Individual test reviews will be performed only in the faculty member's office. Students may review only the most recent test (In other words, exam one (1) cannot be reviewed after exam two (2) has been administered). Review of all tests taken by a student at one time will not be allowed.

Test Taking Etiquette

1. Arrive at least 15 minutes early to prepare for the exam so that it may begin on time;
2. All belongings (book bags, books, caps, hats, purses, study guides, beverages, etc.) must be stored at the back of the classroom 10 minutes before the exam, this will allow the exam to begin on time.
3. You are not allowed to wear a cap, hat, or sunglasses during testing situations.
4. The student may have only a pencil during the testing period.
5. After the exam begins, there will be absolutely NO talking.
6. When you are finished with your exam, please submit the test and answer sheet to the proctor and quietly leave the room. **Do not re-enter the classroom until all students have completed the exam;**
7. Leave the classroom area – **DO NOT** congregate outside the classroom door; remain quiet as not to disrupt the classroom area.
8. It is the responsibility of all students to maintain test security. Do not discuss test content in the presence of students who have not tested. Students who have not tested are expected to remove themselves from the area if such conversations occur.

Remediation:

Remediation will be required for students scoring an eighty (80) and below on Exams 1-4.

Remediation will be determined by the Course Instructor with consideration to the student's individual needs. It is the student's responsibility to schedule an appointment with their instructor to complete a Student Action Report and assigned required remediation. Remediation is the responsibility of the student and must be completed by the date assigned.

Attendance:

Regular attendance and consistent study habits are essential to success in college and are expected of all students. Absences are defined as time away from classroom teaching, clinical laboratory, clinical, or clinical simulation of greater than 15 minutes. It is the responsibility of the student to

consult with all instructors when an absence occurs. The student will notify the instructor each day the student will not be in attendance for class, lab, or clinical.

To evaluate attainment of course objectives, students are expected to attend and participate in all scheduled classroom/clinical experiences. Failure to meet course objectives, due to lack of attendance, will result in unsatisfactory evaluation, and may result in failure of the course.

Absence Policy:

Absences are defined as time away from classroom teaching, clinical laboratory, clinical, or clinical simulation of greater than 15 minutes.

1. Any absences more than two absences or any class absences in excess of two absences in one semester will be grounds for dismissal.
2. Documentation of absence must be submitted by the student immediately upon return or prior to if expected absence (**see Documentation of Student Action Report Form*);
3. If a student is to be absent from class or clinical, the student must notify his/her instructor thirty (30) minutes prior to the start of the scheduled experience. Notification will occur according to instructor through Microsoft TEAMS.

Tardiness:

Students are required to be in the classroom and at clinical on time and remain full time as scheduled. Excessive tardiness is disruptive to the educational process and may result in disciplinary action. Students who have three (3) tardies in an individual course will be counted as one (1) absence. Due process and the right to appeal will be provided to students subject to disciplinary action. Details can be found in the Student Handbook.

1. Tardiness: Defined as time away from classroom teaching and/or clinical laboratory/simulation teaching for up to 15 minutes. This includes:
 - a. arriving late in the morning.
 - b. returning late from provided breaks and lunch periods; and
 - c. Leaving early.
2. To prevent class disruptions, the course faculty member(s) may prohibit tardy students from entering the classroom or laboratory until the next break occurs.

Student Academic Integrity and Classroom Ethics:

Clarendon College is committed to a philosophy of honesty and academic integrity. It is the responsibility of all members of the Clarendon College community to maintain academic integrity at Clarendon College by refusing to participate in or tolerate academic dishonesty. Any act of academic dishonesty will be regarded by the faculty and administration as a serious offense. Academic dishonesty violations include, but are not limited to:

Cheating violations include, but are not limited to:

- (1) obtaining an examination, classroom activity, or laboratory exercise by stealing or collusion.
- (2) discovering the content of an examination, classroom activity, laboratory exercise, or homework assignment before it is given.
- (3) using an unauthorized source of information during an examination, classroom activity, laboratory exercise, or homework assignment.
- (4) entering an office or building to obtain unfair advantage.

- (5) taking an examination for another person.
- (6) completing a classroom activity, laboratory exercise, homework assignment, or research paper for another person.
- (7) altering grade records.
- (8) using any unauthorized form of electronic communication device during an examination, classroom activity, or laboratory exercise.
- (9) Plagiarism. Plagiarism is the using, stating, offering, or reporting as one's own, an idea, expression, or production of another person without proper credit.
- (10) Students are required to dress in a manner deemed appropriate for the classroom setting and should not disrupt the learning process.

Students are responsible for reporting known acts of academic dishonesty to a faculty member, the program coordinator, the vice president, and/or dean. Any student with knowledge of a violation who fails to report it shall him/herself be in violation and shall be considered to have committed an act of academic dishonesty.

Disciplinary actions for cheating or plagiarism in any course are at the discretion of the individual instructor. The instructor of that course will file a report with the Director of Nursing and/or the Dean of Students when a student is caught cheating or for plagiarism in the course, whether it be a workforce or academic course. The report shall include the course, instructor, student's name, and the type of cheating involved. Students who are reported for cheating or plagiarism to the Director of Nursing and the Dean of Students more than once shall be disciplined by the Dean. The Dean will notify all involved parties within fourteen days of any action taken.

American with Disabilities Act Statement:

In accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, any student who feels that he or she may need any special assistance or accommodation because of an impairment or disabling condition should contact the Associate Dean of Enrollment Services at 806-874-4837 / janean.reish@clarendoncollege.edu or visit the Clarendon campus at Clarendon College. It is the policy of Clarendon College to provide reasonable accommodation as required to afford equal educational opportunity. It is the student's responsibility to contact the Associate Dean of Enrollment Services.

Nondiscrimination Policy:

Clarendon College, in accordance with applicable federal and state law, prohibits discrimination, including harassment, on the basis of race, color, national or ethnic origin, religion, sex, disability, age, sexual orientation, or veteran status.

It is the policy of Clarendon College not to discriminate based on gender, age, disability, race, color, religion, marital status, veteran's status, national or ethnic origin, or sexual orientation. Harassment of a student in class, i.e., a pattern of behavior directed against a particular student with the intent of humiliating or intimidating that student will not be tolerated. The mere expression of one's ideas is not harassment and is fully protected by academic freedom, but personal harassment of individual students is not permitted.

Withdrawal:

Course Withdrawal--Students desiring to make schedule changes after their initial registration each semester must do so during the designated "Drop and Add" period as scheduled in the College Catalog. Students will be required to pay tuition and fees applicable to any class(es) added to their schedule.

Official withdrawal from a course is initiated in the Office of the Registrar. However, each student should consult with his/her academic advisor or the Associate Dean of Enrolment before officially withdrawing from a course. A student who stops attending a class without officially dropping it may receive a grade of "F" for that class.

Cell Phone Policy, Classroom Etiquette, and Academic Honesty:

See Vocational Nursing Handbook for policies.

Grievance/Appeals:

If you have a dispute concerning your grade or policies in this class, it is the student's responsibility to contact the instructor to discuss the matter. Should things remain unresolved, please follow the procedures described in the Clarendon College Student Handbook or College Policy Manual.

Student Rights and Responsibilities are listed on the College website at:

The full details of Student Rights and Responsibilities policies can be viewed on Clarendon College's website at: [www.clarendoncollege.edu/Resources/Legal/24-25/FLA\(LEGAL\).pdf](http://www.clarendoncollege.edu/Resources/Legal/24-25/FLA(LEGAL).pdf)

Final Exams:

Final Exams: The schedule of final exams times is published at the beginning of the semester. You can find the schedule for final exams at: <https://www.clarendoncollege.edu/insideCC>. Do not make plans to leave school before your scheduled final exam. Faculty members cannot on their own authorize a student to take a final exam early. In exceptional circumstances if a student needs to take a final exam early, he/she may request early final exams by filling out the form at: <https://www.clarendoncollege.edu/Resources/Admin/Request%20for%20Early%20Final%20Exams.pdf>

For students in this course who may have a criminal background, please be advised that the background could keep you from being licensed by the State of Texas. If you have a question about your background and licensure, please speak with your instructor or the Vice President of Academic Affairs. You also have the right to request a criminal history evaluation letter from the applicable licensing agency.

WEEK	DATE/TIME	Schedule	Learning Activities
1	8/25/25 11:30- 12:30 Monday	Follow Capstone schedule given by ATI Lecture Lesson 1	Start Capstone-stay on schedule*
2	9/1/25 Monday	NO SCHOOL Labor Day	
3	9/8/25 11:30- 12:30 Monday	Lecture Lesson 2	Lecture, Discussion, Capstone
4	9/15/25 11:30- 12:30 Monday	Exam 1 over lessons 1, 2	Exam, Capstone
5	9/22/24 11:30- 12:30 Monday	Lecture Lesson 3	Capstone
6	9/29/25 11:30- 12:30 Monday	Lecture Lesson 4	Lecture, Discussion, Capstone
7	10/6/25 11:30- 12:30 Monday	Exam 2 over lessons 3, 4	Lecture, Discussion, Capstone
8	10/13/25 11:30- 12:30 Monday	Columbus Day No School ***You need to start VATI at home on this day*** Begin Virtual ATI-12 week program that expires in 12 weeks	****VATI Very Important****
9	10/20/25 11:30- 12:30 Monday	Make an account on BON website-Nursing Portal Complete Jurisprudence Exam (around \$25)	Exam, Capstone
10	10/27/25 11:30- 12:30	Lecture Lesson 5	Capstone

	Monday		
11	11/3/25 11:30- 12:30 Monday	Lecture lesson 6,7	Lecture, Discussion, Capstone, VATI
12	11/10/25 11:30- 12:30 Monday	Exam 3 over lessons 5,6,7	Lecture, Discussion, Capstone, VATI
13	11/17/25 11:30- 12:30 Monday	Jurisprudence Exam (\$25 of debit or credit card) BON (\$100) Pearson Vue (\$200)	Lecture, Discussion, Capstone, VATI
		1 st Comprehensive Predictor on 11-18-25	
		ATI LIVE REVIEW 11-19 Thurs. 11-21	
14	11/24/25 11:30- 12:30 Monday	Capstone and VATI	Exam, Capstone, VATI
15	12/1/25 9:00	2 nd Comprehensive Predictor	Capstone, VATI
16	12/8, 12/9, 12/10 TBA	Final Exam TBA	VATI