

Queen's School of Nursing

Syllabus Appendix: Undergraduate Program Guidelines

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Course Information

All students must be familiar with the policies of the University, program, and courses. Please see the [School of Nursing Academic Calendar](#) and the [School of Nursing Academic Regulations](#). These are important documents and should be saved for future reference. They may be needed for certification, credit transfer and employment.

Evaluation and Grading

The passing grade for all undergraduate courses is 60%. All required assignments, tests, and exams must be completed to obtain credit for all courses. Clinical courses are graded as pass or fail. The term 'completed' signifies adhering to the prescribed structure of the assignment, test, or exam, and thoroughly fulfilling all its components.

Assignments

You will find detailed information about each assignment on the Course onQ site. The written assignments can be completed early and must be uploaded by the due dates. Late assignments will have 5% deducted for each day late, including weekends. Only extenuating circumstances (i.e., serious illness, death in the family) will be considered on an individual basis for late assignments. If you are in this situation, contact the Course Professor in writing as far in advance as possible before the due date. Appropriate documentation is required. Assignments uploaded electronically must follow the file name format:

Last Name, First name, Course Code, Name of Assignment (E.g.: Morgan, Jo, N324, Term Paper).

Adherence to the Publication Manual of the American Psychology Association (APA) 7th edition is required for formatting all written assignments in all Nursing courses. Please follow the student format for preparing the title pages. Copies of the APA manual (7th edition) is available on reserve at various Queen's University libraries. As an additional resource, the [APA website](#) offers style and grammar guideline and [style blog](#). Page limits must be adhered to, and instructors will not read beyond the specified page limit. You will lose marks for the sections not read and for formatting. Please see assignment rubric for more detail.

Assignment Grade/Comment Review

Any student requesting a meeting to discuss the grade and/or comments on written assignments must adhere to the following process:

- Please take 48 hours prior to requesting a meeting to review the assignment and reflect on the comments provided.
- After the 48-hour period, if you do not understand the comments or have concerns about the grading, please request in writing a meeting with the Course Professor.
- The request for a meeting must be within **two weeks** of the paper/assignment being returned.

- When requesting the meeting, the student must provide the original assignment with the marker's feedback and a separate written summary identifying the specific item/topic within the paper they would like to discuss. Each item should be supported by at least one rationale identifying where, within the assignment, it was addressed and/or clarification is required.
- The professor (or designate) will book an appointment with the student within one month of the student's request to discuss the written summary document.

Academic Integrity

Queen's students, faculty, administrators, and staff all have responsibilities for supporting and upholding the fundamental values of Academic Integrity. "Academic integrity is constituted by the five core fundamental values of honesty, trust, fairness, respect and responsibility (as articulated by the International Center for Academic Integrity, Clemson University) (ICAI), all of which are central to the building, nurturing and sustaining of an academic community in which all members of the community will thrive." (Queen's University – Expanding Horizons – Professional Development – Academic Integrity). Please visit this link for further information on the types of [academic integrity](#) violations.

Examinations

The scheduling and organization of final exams is coordinated by the Office of the University Registrar through its Exams Office. Please see their [website](#) for information and resources related to the conduct of exams at Queen's, including final exam schedules. Until the examination schedule is posted by the Registrar's office, assume your exam is on the last day of the exam period. **Please do not make travel or other plans until you know the dates of your exams and the deferred exam period.** Alternative arrangements for scheduling examinations will not normally be made.

There are no supplemental examinations or re-writes of examinations in courses offered at the School of Nursing. A student who has made a valid attempt at writing an examination cannot rewrite the examination at a later time.

Students who experience sudden illness or other extenuating circumstances, beyond their control, immediately prior to a scheduled examination, should not take the examination. Instead, students in such circumstances should submit a request for academic consideration prior to the examination start time and obtain documentation. Students who have been approved for a final exam deferral will write during the Central Exams Office deferral period. The Central Exams Office will schedule the date, time, and location of the deferred exam. The deferred exam period will be the last opportunity for a student to write their final exam.

All exams in the School of Nursing are confidential. If a student wishes to receive an overview of their exam results from the Course Professor, the request must be made in writing to the Course Professor within **two weeks** of the grades being posted or exam returned.

Please see Academic Regulations 12, 13 and 14: [Examinations](#), [The Use of Calculators in Tests or Examinations](#) and [Final Examinations](#).

Conduct during Locally Administered Examinations (Midterms/Tests)

1. You must have a Queen's student photo ID card. Please have it on your desk.
2. Any student arriving at an exam hall after the beginning of the exam will receive only the remaining time in which to sit the exam. The late candidate's paper will be marked only at the discretion of the Professor.
3. No student will be allowed to leave the exam hall within 15 minutes of the start time of the exam, nor leave within the last 15 minutes.
4. A student shall not remove any material issued for the examination from the examination hall. Each student must submit all issued materials before leaving the exam hall.
5. Cellphones and other communications devices must be turned off and placed under the student's seat. Purse or wallet may also be placed under the student's seat. Knapsacks and all other material will be placed at the front of the examination room (classroom). The University assumes no responsibility for personal property lost in or near any examination hall.
6. Students may bring bottled water (transparent recommended) into the examination hall (no other food or drinks).
7. Students must inform the Course Professor before the exam, as far in advance as possible, of any illness or an extenuating circumstance. Appropriate documentation is required.

Lab Exams - Conduct during Lab Exams (E.g.: Objective Structured Clinical Exam OSCE)

1. Students are responsible for the date and time for all lab exams. If students fail to show up for a lab exam or are late, they will not be allowed to complete the exam. At the discretion of the Course Professor, an alternate date and time may be permitted.
2. Students are expected to arrive 10 minutes early for their assigned lab exam.
3. Students are expected to dress professionally and wear their Queen's Nursing name pin. Students should bring their Queen's Student identification with them to all lab exams.
4. Lab exams are confidential, and students are not permitted to talk or share information about the content. Students will be held accountable for their actions. Please refer to the [School of Nursing Academic Integrity Regulation Policy](#).
5. Students must inform the Course Professor before the lab exam, as far in advance as possible, of any illness or extenuating circumstance. Appropriate documentation is required.
6. Cell phones, as well as any other communication device, are not allowed during the lab exam.
7. The University assumes no responsibility for personal property lost in or near any exam location.

OSCEs

This summative assessment is based on all learning activities and clinical experiences. The pass mark is 80% on each station which must include highlighted items which reflect patient safety competencies. Students will have unlimited opportunities to pass the assessment. Students must achieve a pass to be successful in the course.

Accommodations - Accommodations of Disabilities

Queen's University is committed to working with students with disabilities to remove barriers to their academic goals. [Queen's Student Accessibility Services](#) (QSAS), students with disabilities, instructors, and faculty staff work together to provide and implement academic accommodations designed to allow students with disabilities equitable access to all course material (including in-class as well as exams). If you are a student currently experiencing barriers to your academics due to disability related reasons, and you would like to understand whether academic accommodations could support the removal of those barriers, please visit the [QSAS website](#) to learn more about academic accommodations. To start the registration process with QSAS, click the [Access Ventus](#) button on the Ventus student portal.

Standards and Behaviours

Students are expected to come to class prepared to participate in active learning. In order to do this effectively, students must complete the required readings before coming to class. Please see [Academic Regulation 16: Professional Conduct, Attendance and Course Work](#). Absences from tests/ exams/ presentations/seminars or any event where marks are assigned requires documentation.

Compulsory Attendance

Attendance is mandatory for clinical practice, labs, and seminars. Students are responsible for notifying their Clinical faculty **prior** to the experiences if they are unable to attend. Attendance is only excusable in cases of illness or extenuating circumstances (as defined by Queen's University) for students. ([Academic Considerations for Students in Extenuating Circumstances](#)). Students are responsible for ensuring their understanding of Queen's University definition of Extenuating Circumstances.

Students are expected to use appropriate screening and judgement, when unwell, about attending clinical practice, labs, and seminars. Students are required to submit a request for [Academic Consideration Form](#) for any missed clinical, lab or seminar. Decisions regarding the management of clinical practice, labs or seminars are determined individually, considering several factors that include but are not limited to performance and the amount of time missed. Please see the Involuntary Students Placement Withdrawal Policy.

Punctuality

Punctuality is a critical component of professional nursing practice. Students are expected to arrive on time for all clinical placements, labs, and seminars. Arriving late disrupts the learning environment, compromises patient and peer safety, and demonstrates a lack of professionalism. In alignment with the [School of Nursing Professional Student Policy](#), students who do not arrive on time will not be permitted to participate in the session and will be asked to leave. Missed time may not be rescheduled and may impact course progression.

Involuntary Student Placement Withdrawal Policy

The School of Nursing at Queen's University is committed to facilitating optimal education opportunities for students. A component of this commitment is ensuring all students meet all requirements for the provision of safe client care. There may be times when students are subject to involuntary withdrawal from a specific course. This includes the following:

1. The student did not complete pre-placement requirements as per the School of Nursing and/or the placement agency.
2. The student is unable to commence and/or complete a placement within a time frame to demonstrate successful completion of course competencies and outcomes.

All students must be familiar with the [School of Nursing 'Involuntary Student Placement Withdrawal Policy](#).

Professional Student Policy

All students must be familiar with the [School of Nursing Professional Student Policy](#). The School of Nursing at Queen's University holds the values of professionalism as core obligations to patients, students, the health care community, and society at large. The achievement of the professionalism competencies found in the College of Nurses of Ontario (CNO) Entry-to-Practice Competencies are a necessary requirement for the granting of a Queen's Bachelor of Nursing Science (BNSc) degree. Evaluation of professional student behaviour is an ongoing and integral part of the curriculum.

Clinical/Lab/Seminar Settings

Within the School of Nursing, we offer clinical placements, labs, and seminars where we cannot control human behaviour.

All clinical placements/labs/seminars have inherent risks. The host agencies that the School of Nursing are affiliated with, all have policies in place to protect their staff & student learners. At Queen's University, there are also policies in place for [student safety](#).

Your safety as a learner is important. Please report any concerns immediately about the safety of your placement.

Communication

Queen's faculty, staff and students are all required to communicate electronically using their Queen's email account. All faculty, staff and students are expected to read and respond to emails within **two business days**. If someone does not answer an email that requires a response, it is appropriate to re-send the first email message.

Please read [Emailing Your Professor](#), regarding email communication.

Inclusion in the Classroom

We promote and support an anti-discriminatory environment where everyone feels respected, valued, and welcomed. It is the School of Nursing's intent to present materials and activities that are respectful of the diversity of students and experiences. Students are expected to show respect for one another's beliefs, backgrounds, and experiences. Please address any concerns with the Course Professor.

Preferred Name/Pronoun

Please let your Course Professor/Clinical Instructor know your preferred name and/or pronoun anytime throughout the term. If you have a preferred name you wish to appear in onQ and on class lists, you can make this change by logging into SOLUS. Please follow the steps outlined below:

- Log into SOLUS
- Click on 'Personal Information' tab.
- Click on 'Names' tab.
- Click on 'Add New Name' tab.
- Choose 'Preferred' from the 'Name Type' drop down menu.
- Enter in 'Preferred name' and click 'Save'.

* Please allow 24-48 hours for this preferred name to be registered within the system. If you have further questions or concerns, please contact [ITS](#) at Queen's University.

Gender Identity and Gender Expression

Gender identity and gender expression definitions per the [Ontario Human Rights Commission](#).

Location of gender neutral washrooms on [Queen's University campus](#).

Child Friendly Campus Initiative

The [Queen's University Child Friendly Campus](#) (QUCFC) initiative seeks to assist parents and caregivers on campus to nurture their families and pursue their scholarly and work responsibilities.