

California State University San Marcos
School of Nursing

Space Available Refresher Course and Independent Study Agreement

Student Name: _____ ID#: _____
Email: _____ Telephone: _____
Major: _____ Program: ___TBSN___LVN-BSN ___ABSN___RN-BSN
Course Instructor (print): _____ Class Number: _____ Units: _____
Semester: _____ Letter Grade___ or CR/NC___ Course Abbrev. And #: NURS 499

Space Available Refresher Course and Independent Study Procedure and Requirements:

1. Student must first meet with the Faculty Sponsor/Program Coordinator and collaboratively develop an Independent Study course plan, based on the following requirements. The faculty sponsor then types up a written agreement, which he/she and the student agree upon, and completes Item #3 below, "Terms on which evaluation will be based." Leave the "Class Number" blank above; this will be filled in when the course is created. Both the student and the faculty sponsor sign the form. The faculty sponsor obtains SoN Director Approval and signature, and makes a copy for self and the student.
[For the Space Available Procedure, the Faculty Sponsor/Program Coordinator identifies the Clinical Faculty and adds that name to the agreement. The Faculty Sponsor then forwards the agreement to the Clinical Faculty].
SON State Students: The original agreement is then sent to the Advising Coordinator. The Advising Coordinator sends the original agreement to Registration and Records (R&R). R&R enrolls the student and keeps the original agreement in their files. EL Students: The original agreement is then sent to the EL Program Coordinator for ABSN, RN-BSN, Collaborative, and MSN students. EL will keep the original agreement and enroll the student in the course.
2. The written proposal must include the following:
 - A. Topic of Study: _____
 - B. Tentative Outline of Work, including specific course objectives
 - See attached NURS _____ Course Objectives and Requirements
 - Student may or may not be required to submit written work for grading. Student may be required to submit written work for instructor feedback.
 - C. Methodology: How the objectives will be accomplished and specific activities to be completed
 - Example: Student will attend clinical days, simulation, and labs.
 - D. Description of readings/reading list if appropriate (may include types of articles, etc.)
 - NURS _____ readings
 - E. How the University Writing requirement will be met
 - N/A for Space Available reentry student
 - Other
3. Terms on which the evaluation will be based:

_____The student must attend all clinical day (example)

Student's Signature: _____ Date: _____

Faculty Sponsor's Signature: _____ Date: _____

SoN Director Signature: _____ Date: _____

When the faculty sponsor and Director sign off on the proposal, it becomes the agreement, along with this completed form, between the School of Nursing and the student. The agreement also serves as a guideline in the event that the original sponsor is unable to continue and a replacement sponsor is required.

Course Objectives:

Level Outcomes:

Course Expectations If Clinical Course:

1. Weekly participation in clinical labs is required.
2. You must come prepared each week for clinical activities. Nursing Care Worksheets and other assigned preparation materials must be completed before the start of the clinical day.
3. You are expected to be self-directed in your learning with support from clinical instructors and nursing staff at clinical agencies.
4. You are expected to behave and dress professionally. The scrub uniform is required for all clinical labs. Refer to the student handbook for a full description of appropriate dress.
5. You will not be allowed to attend clinical agency labs until all requirements such as malpractice insurance, CPR and proof of immunization have been provided to the School of Nursing.
6. Satisfactory completion of the course assignments before the specified deadline is expected. Late assignments and papers will receive a 1-point reduction per day including weekend days.
7. You are expected to adhere to the University policies on academic honesty and integrity, as outlined in the Student Academic Honesty Policy. All written work and oral assignments will be original work. Any evidence of cheating, including plagiarism, constitutes sufficient reason for a failing grade for the assignment or even the entire course. To avoid any appearance of plagiarism, be sure to document the sources of your work, using standard APA citation format. All quotations and all paraphrasing require a citation. Materials adapted from web-based references must also be properly cited. Disciplinary action may include lowering of grades or the assignment of a failing grade.
8. You are expected to be professional and maintain confidentiality on all personal and sensitive information obtained in this course. This includes, but is not limited to, avoiding discussions that would allow others to identify the subject of the information and removing patient names from course papers/class assignments. To discuss patient information in a student forum, you may use initials or a name that is not the patients. Failure to protect the privacy of others may have serious repercussions and is a violation of the Health Information Protection and Privacy Act (HIPAA).
9. Satisfactory completion of the 135 clinical hours before the specified deadline is expected.
10. You are expected to be professional and maintain confidentiality on all personal and sensitive information obtained in this course. This includes, but is not limited to, avoiding discussions that would allow others to identify the subject of the information and removing patient names from course papers/class assignments. To discuss patient information in a student forum, you may use initials or a name that is not the patients. Failure to protect the privacy of others may have serious repercussions and is a violation of the Health Information Protection and Privacy Act (HIPAA).