

Expectations of Students / Disruptive Behavior:

De Anza College will enforce all policies and procedures set forth in the *Standards of Student Conduct* (see catalog). Any student disrupting a class may be asked to leave that class. Administrative follow-up may result.

The Biological and Health Sciences Division has a student handbook available at <http://bhs.deanza.edu/StudentHandbook.pdf>. a hard copy is available in the AHNRC. You need to access this handbook as all material contained in the handbook is a part of this green sheet and does apply to you as a student in this class. This handbook provides useful information on how you can improve your chances of success in classes within this Division. It also outlines expected behavior. The material and expectations contained in this Handbook are part of my contract with you and will be applied during this course.

Each student in the De Anza Nursing Program is required to read the *Student Handbook* and sign a form that states they agree to follow all the guidelines and policies of the Nursing Program in the *Student Handbook*. Policies and guidelines will be enforced.

All assignments and homework are considered to be individual (not group) work unless explicitly stated by the instructor. Dishonest behavior such as cheating (or attempts to cheat, or placing yourself in a situation where cheating may be perceived) on *any* required class-related work will result in a failing grade *on that assignment or examination and a program long Plan for Improvement*.

If a student's performance is unsafe or if, in the instructor's professional judgment the student lacks the ability to perform safely or appropriately without constant or above average amount of instructor supervision, the instructor will remove the student from the clinical setting. The instructor will, with input from the Director, determine a course of action for the student: a Plan for Improvement, Withdrawal with Penalty or Disqualification. If the student's performance was detrimental to a client's safety or was grossly negligent, the instructor may recommend disqualification. **(See: Withdrawal with penalty or Disqualification from the Nursing Program and Grievance Process in the Student Handbook).**

Course Evaluations:

Complete "Course Evaluation" at the completion of each course. Each instructor reads and considers each evaluation and all comments when making modifications to his/her course. Also, the Nursing department Curriculum Committee reviews a summary of all course evaluations each year. All evaluations are to be completed anonymously.

Please follow these directions:

- a) Go to the nursing webpage (www.deanza.edu/nursing)
- b) On the left toolbar, click on 'Resources'
- c) Click on the link under 'For Enrolled Nursing Students'
- d) Enter the user name (student) and password (forNursing).
Note: These are case-sensitive entries.
- e) Scroll to the bottom where it is labeled: 'Evaluation Links'
- f) There are 3 separate links for the 3 different evaluation materials:
 - i) Student Evaluation- Written Comment Form:
Download the page. Complete on- line, print it off and turn in to the designated student representative on the scheduled date. It is to be anonymous.

ii) Theory Evaluation:

Complete and submit on-line anonymous evaluation of theory class. You will need the password (forNursing) to access it. (In the subject line say "Theory Evaluation").

iii) Clinical Evaluation:

Complete and submit on-line anonymous evaluation of clinical class. You will need the password (forNursing) to access it. (In the subject line say "Clinical Evaluation").

- g) In order to save paper, please copy the evaluation completion receipt, paste it into an e-mail and send it to your instructor as proof of completion. You will need to do this *as you evaluate* each course.

** You will need to evaluate this nursing course BEFORE you take your final exam.