



PNSG 2220 Medical-Surgical Nursing II
COURSE SYLLABUS
Spring Semester 2018

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Rachel Sikes, BSN, RN
Office Location: Gillis Building, Room 715
Office Hours: Monday-Thursday 8:00am-9:00am and 4:00pm-6:00pm
Email Address: [Rachel Sikes \(rsikes@southeasterntech.edu\)](mailto:rsikes@southeasterntech.edu)
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Tutoring Hours: Please schedule an appointment

COURSE INFORMATION

Credit Hours/Minutes: 4/3750
Class Location: Gillis building room 741
Class Meets: 02/15/2018-03/14/2018 Tuesday, Wednesday, and Thursday 9:00am-4:00pm
Course Reference Number (CRN): 40310

SOUTHEASTERN TECHNICAL COLLEGE'S (STC) CATALOG AND STUDENT HANDBOOK

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College's [Catalog and Student Handbook \(http://www.southeasterntech.edu/student-affairs/catalog-handbook.php\)](http://www.southeasterntech.edu/student-affairs/catalog-handbook.php).

REQUIRED TEXT

1. Understanding Medical Surgical Nursing, 5th edition, FA Davis by Williams and Hopper
2. Introduction to Maternity & Pediatric Nursing, by Leifer, 7th Edition, Elsevier
3. Nursing Care Plans 8th edition, FA Davis
4. Nursing 2017 Drug Handbook, Lippincott
5. All Previous Texts for reference
6. ATI testing web service

REQUIRED SUPPLIES & SOFTWARE

Pen, pencil, paper, highlighter, calculator, 3 ring binder, computer access, and headphones

COURSE DESCRIPTION

This course in a series of four focuses on client care including using the nursing process, performing assessments, using critical thinking skills, engaging in client education and displaying cultural competence across the lifespan and with attention to special populations. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; immunology; as well as pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to the cardiovascular, respiratory, and hematological and immunological systems.

MAJOR COURSE COMPETENCIES

1. Nursing Care Associated with the Endocrine System
2. Nursing Care Associated with the Gastrointestinal System
3. Nursing Care Associated with the Urinary System
4. Basic Computer Skills Related to Health Care

PREREQUISITE(S)

Program admission

COURSE OUTLINE

Nursing Care Associated with Endocrine the System

Order	Description	Learning Domain	Level of Learning
1	Describe the health management, maintenance and prevention of pathological disorders as related to the endocrine system.	Cognitive	Comprehension
2	Describe caring for the individual as a whole with respect to the endocrine system.	Cognitive	Comprehension
3	Describe pathological disorders of the endocrine system.	Cognitive	Comprehension
4	Describe nursing observations and interventions related to each of the diagnostic studies and procedures associated with the endocrine system.	Cognitive	Comprehension
5	Describe the use of the nursing process with emphasis on assessment and client education as related to the endocrine system.	Cognitive	Comprehension
6	Describe the responsibility of the nurse as a member of the health care interdisciplinary team and the methods of treatment related to the endocrine system.	Cognitive	Comprehension
7	Discuss the responsibility of the nurse and the methods of treatment related to the endocrine system.	Cognitive	Comprehension
8	Discuss medications most commonly used in diagnosis, prevention, and treatment of disorders of the endocrine system.	Cognitive	Comprehension
9	Discuss dietary management in the prevention and treatment of endocrine disorders.	Cognitive	Comprehension
10	Discuss standard precautions as related to care of the endocrine system.	Cognitive	Comprehension
11	Discuss the endocrine system with respect to the life span.	Cognitive	Comprehension
12	Discuss cultural competence as applicable to the endocrine system.	Cognitive	Comprehension
13	Discuss the endocrine as applicable to special populations.	Cognitive	Comprehension

Nursing Care Associated with Gastrointestinal the System

Order	Description	Learning Domain	Level of Learning
1	Describe the health management, maintenance and prevention of pathological disorders as related to the gastrointestinal system.	Cognitive	Comprehension
2	Describe caring for the individual as a whole with respect to the gastrointestinal system.	Cognitive	Comprehension
3	Describe pathological disorders of the gastrointestinal system.	Cognitive	Comprehension
4	Describe nursing observations and interventions related to each of the diagnostic studies and procedures associated with the gastrointestinal system.	Cognitive	Comprehension
5	Describe the use of the nursing process with emphasis on assessment and client education related to the gastrointestinal system.	Cognitive	Comprehension
6	Discuss the responsibility of the nurse as a member of the health care interdisciplinary team and the methods of treatment related to the gastrointestinal system.	Cognitive	Comprehension
7	Discuss medications most commonly used in diagnosis, prevention, and treatment of disorders of the gastrointestinal system.	Cognitive	Comprehension
8	Discuss dietary management in the prevention and treatment of gastrointestinal disorders.	Cognitive	Comprehension
9	Discuss standard precautions as they relate to care of the gastrointestinal system.	Cognitive	Comprehension
10	Discuss the gastrointestinal system with respect to the life span.	Cognitive	Comprehension
11	Discuss cultural competence as applicable to the gastrointestinal system.	Cognitive	Comprehension
12	Discuss the gastrointestinal system as applicable to special populations.	Cognitive	Comprehension

Nursing Care Associated with the Urinary Systems

Order	Description	Learning Domain	Level of Learning
1	Describe the health management, maintenance and prevention of pathological disorders as related to the urinary system.	Cognitive	Comprehension
2	Describe caring for the individual as a whole with respect to the urinary system.	Cognitive	Comprehension
3	Describe pathological disorders of the urinary system.	Cognitive	Comprehension
4	Describe nursing observations and interventions related to each of the diagnostic studies and procedures associated with the urinary system.	Cognitive	Comprehension

Order	Description	Learning Domain	Level of Learning
5	Describe the use of the nursing process with emphasis on assessment and client education as related to the urinary system.	Cognitive	Comprehension
6	Discuss the responsibility of the nurse as a member of the health care interdisciplinary team and the methods of treatment related to the urinary system.	Cognitive	Comprehension
7	Discuss medications most commonly used in diagnosis, prevention, and treatment of disorders of the urinary system.	Cognitive	Comprehension
8	Discuss dietary management in the prevention and treatment of urinary disorders.	Cognitive	Comprehension
9	Discuss standard precautions as they relate to care of the urinary system.	Cognitive	Comprehension
10	Discuss the urinary system with respect to the life span.	Cognitive	Comprehension
11	Discuss cultural competence as applicable to the urinary system.	Cognitive	Comprehension
12	Discuss the urinary system as applicable to special populations.	Cognitive	Comprehension
13	Describe fluid balance and electrolytes.	Cognitive	Comprehension

Basic Computer Skills

Order	Description	Learning Domain	Level of Learning
1	Apply basic computer technology related to health care.	Cognitive	Application

GENERAL EDUCATION CORE COMPETENCIES

Southeastern Technical College has identified the following general education core competencies that graduates will attain:

1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.

STUDENT REQUIREMENTS

Students are expected to complete all daily assignments and exams. A unit exam average of 70% or above for the unit exams must be obtained in order to take the final exam. A course grade of 70% must be obtained in order to advance into future nursing courses.

Students must make a 100% on a calculation exam before attending clinical each semester. There is a thirty minute time limit on the exam. Student has a maximum of 3 attempts each semester to complete the calculation exam with a 100%. Each attempt will be a different but similar version. If the student fails to achieve 100% on the third attempt, the student will receive a grade of F for the course and will not be allowed to progress in the program.

No assignment opportunities will be given for extra credit. Any unit test grade will be entered as is to the nearest 10th. No scores will be rounded up or down. This rule applies to every grade issued during this semester. All final averages will be recorded as is (i.e. a 69.9 is a 69.9)

During an examination, students are required to place all textbooks and personal property on the floor in front of the classroom. Students will be required to rotate seats prior to testing per instructions from the instructor. No talking is allowed once the exam begins. Students found with their cell phone or any other personal communication device during the exam will be considered cheating. Which will result in a zero for the exam. All exams are timed with students receiving one minute to answer each examination question. An additional minute will be added per calculation exam question. It is highly recommended that students take full advantage of all resources available to them: workbooks, end of chapter review questions, NCLEX-PN review questions, and internet sources. However, ALL ATI assignments listed below on the lesson plan are **REQUIRED** to be completed prior to the exam. All ATI assignments must be completed with the appropriate score, printed out, and turned in to the instructor prior to test.

Students will not be allowed in class on test day or able to take the exam without the appropriate print-out(s). Classroom door may be locked at the start of class.

If these requirements are not met, the student may not be allowed to take the exam. This will be counted as the 1 make-up exam unless the student has already missed a previous test and then it will be counted as a zero for the exam. The make-up exam is subject to a 10 point deduction if the student does not provide the instructor with an excused absence.

Med/Surg. (FA Davis) & EVOLVE Online Resources

Completion of the Med/Surg. (FA Davis) & EVOLVE Online Resources is highly recommended to help prepare you for exams and should increase your level of success in this class.

Workbook Chapters

Completion of the workbook for applicable chapters are optional but highly encouraged (Med Surg. and Peds) and should increase your level of success in this class.

NCLEX-PN Book

Completion of the NCLEX –PN book chapters is highly recommended to help prepare you for exams and should increase your level of success in the class.

Power Points

Power points for each chapter are available on the student **M: drive**. This student drive can be accessed by going to the STC website and logging into Remote Lab Access.

Student Success Plan

The Student Success Plan documents deficiencies in performance and provides a means for improvement. A success plan should be initiated for the following reasons:

- If the student has (1) a cumulative unit exam average of < 70% after the completion of 25% of the unit exams or (2) a skill(s) performance deficiency.
- The faculty will initiate individual counseling session and complete the Student Success Plan.
- if the student has (1) a cumulative unit exam average of < 70% after the completion of 50 % of the unit exams or (2) a skill(s) performance deficiency,
- The faculty will initiate individual counseling session, as well as review and update the Student Success Plan and submit an Early Alert.
- if the student exhibits behavior outside the expected:
 - codes of conduct outlined in professional codes of ethics, professional standards,
 - All procedures/requirements/policies outlined in program handbooks/documents,
 - STC e Catalog and Student Handbook, and/or
 - Clinical facility policies and procedures.

The faculty will initiate an individual counseling session and complete an Academic Occurrence Notice and the Student Success Plan.

(T)echnical College System of Georgia (E)arly (A)lert (M)anagement (S)ystem (TEAMS) & The Student Success Plan are designed to ensure that students are well informed about strategies for success, including college resources and assistance. One of the responsibilities of the Program faculty is to monitor the academic progression of students throughout the curriculum. The faculty believes that the student is ultimately responsible for seeking assistance; however, faculty will meet or refer students who are having academic difficulties.

- TEAMS is designed to provide assistance for students who may need help with academics, attendance, personal hardships, etc.

Student Support

Specific information about the Student Support services listed below can be found at [STC Website \(www.southeasterntech.edu\)](http://www.southeasterntech.edu) by clicking on the Student Affairs tab.

- Tutoring
- Technical Support
- Textbook Assistance
- Work-Study Programs
- Community Resources

ATTENDANCE GUIDELINES

Class attendance is a very important aspect of a student's success. Being absent from class prevents students from receiving the full benefit of a course and interrupts the learning process. Southeastern Technical College considers both tardiness and leaving early as types of absenteeism. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is required for student success. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Instructors have the right to give unannounced quizzes/assignments. Students who miss an unannounced quiz or assignment will receive a grade of 0. Students who stop attending class, but do not formally withdraw, may receive a grade of "F" (Failing 0-59) and face financial aid repercussions in upcoming semesters.

Instructors are responsible for determining whether missed work may be made up and the content and dates for makeup work is at the discretion of the instructor.

Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an "F" in a course.

Additional ATTENDANCE Provisions

Requirements for instructional hours within Health Science and Cosmetology programs reflect the rules of respective licensure boards and/or accrediting agencies. Therefore, these programs have stringent attendance policies. Each program's attendance policy is published in the program's handbook and/or syllabus which specify the number of allowable absences. All provisions for required make-up work in the classroom or clinical experiences are at the discretion of the instructor.

Attendance is counted from the first scheduled class meeting of each semester. To receive credit for a course a student must attend at least 90% of the scheduled instructional time. Time and/or work missed due to tardiness or absences must be made up at the convenience of the instructor. Any student attending less than the required scheduled instructional time (90%) may be dropped from the course as stated below in the Withdrawal Procedure.

Tardy means arriving after the scheduled time for instruction to begin. Early departure means leaving before the end of the scheduled time. Three (3) tardies or early departures equal one (1) absence for the course. A tardy will be issued if a student has missed less than 20% of instructional class time. An automatic absence will be issued if the student misses greater than 20% of instructional class time. This averages out to 10 minutes per hour. Tardies after lunch and early departures are calculated in the same manner.

SPECIAL NEEDS

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, to coordinate reasonable accommodations.

SPECIFIC ABSENCES

Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

PREGNANCY

Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please advise me and make appropriate arrangements with [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126.

WITHDRAWAL PROCEDURE

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% portion of the semester (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" (Withdrawn) is assigned when the student completes the withdrawal form from the course.

Students who are dropped from courses due to attendance (see your course syllabus for attendance policy) after drop/add until the 65% point of the semester will receive a "W" for the course. Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of "F" being assigned.

After the 65% portion of the semester, the student will receive a grade for the course. (Please note: A zero will be given for all missed assignments.)

There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. All grades, including grades of 'W', will count in attempted hour calculations for the purpose of Financial Aid.

Remember - Informing your instructor that you will not return to his/her course does not satisfy the approved withdrawal procedure outlined above.

MAKEUP GUIDELINES (TESTS, QUIZZES, HOMEWORK, PROJECTS, ETC.)

Statement will vary per program, course, or instructor. Information should be included pertaining to such items as tests, quizzes, homework, etc.

ACADEMIC DISHONESTY POLICY

The Southeastern Technical College Academic Dishonesty Policy states that all forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline. The policy can also be found in the Southeastern Technical College Catalog and Student Handbook.

PROCEDURE FOR ACADEMIC MISCONDUCT

The procedure for dealing with academic misconduct and dishonesty is as follows:

1. First Offense

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

2. Second Offense

Student is given a grade of "WF" (Withdrawn Failing) for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

3. Third Offense

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of third offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

STATEMENT OF NON-DISCRIMINATION

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This school is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with the provisions of Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap; and with the American with Disabilities Act (ADA).

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer	Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 st Street, Vidalia Office 108 Phone: 912-538-3126 Email: Helen Thomas hthomas@southeasterntech.edu	Blythe Wilcox, Director of Human Resources Vidalia Campus 3001 East 1 st Street, Vidalia Office 138B Phone: 912-538-3147 Email: Blythe Wilcox bwilcox@southeasterntech.edu

ACCESSIBILITY STATEMENT

Southeastern Technical College is committed to making course content accessible to individuals to comply with the requirements of Section 508 of the Rehabilitation Act of Americans with Disabilities Act (ADA). If you find a problem that prevents access, please contact the course instructor.

GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on Southeastern Technical College's website.

ACCESS TO TECHNOLOGY

Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the [Southeastern Technical College \(STC\) Website \(www.southeasterntech.edu\)](http://www.southeasterntech.edu).

TECHNICAL COLLEGE SYSTEM OF GEORGIA (TCSG) GUARANTEE/WARRANTY STATEMENT

The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.

GRADING POLICY

Assessment/Assignment	Percentage
Unit Exams	75%
Final Exam	25%
Drug Calculation Exam	Pass/Fail

GRADING SCALE

Letter Grade	Range
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

PNSG 2220 Medical/Surgical Nursing II Spring Semester 2018 Lesson Plan

Date/Day	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Thursday 2/15	Chapter 38	Chapter 38 Endocrine System Function and Assessment	Read chapters ATI: Endocrine Learning System & Endocrine Pharmacology	Major: 1,4 Gen Ed.: a-d
Tuesday 2/20	Chapter 38-39	Chapter 38 Endocrine System Function and Assessment Endocrine Handouts Chapter 39 Nursing Care of Patients with Endocrine Disorders	Read chapters ATI: Diabetes Management Skills Module & Endocrine Learning System & Endocrine Pharmacology	Major: 1,4 Gen Ed.: a-d
Wednesday 2/21	Chapter 39 continued Chapter 40	Chapter 39 Nursing Care of Patients with Endocrine Disorders cont.... Chapter 40 Nursing Care of Patients with Disorders of the Endocrine Pancreas	Read chapters ATI: Endocrine Learning System & Endocrine Pharmacology	Major: 1,4 Gen Ed.: a-c
Thursday 2/22	Chapter 40 continued Pediatric Chapter 31	Chapter 40 continued Chapter 31 Pediatric- The Child with a Metabolic Condition	Read chapters ATI: Endocrine Learning System & Endocrine Pharmacology	Major: 1,4 Gen Ed.: a-c
Tuesday 2/27	EXAM 1 then Chapter 32	EXAM 1 (Chapters 38-40, Pediatrics Chapter 31) Chapter 32 Gastrointestinal, Hepatobiliary, and Pancreatic Systems Function, Assessment, and Therapeutic Measures	Read chapters ATI: Gastrointestinal Learning System & Gastrointestinal Pharmacology	Major: 2,4 Gen Ed.: a-c
Wednesday 2/28	Chapter 33 Chapter 34	Chapter 33 Nursing Care of Patients with Upper GI Disorders Chapter 34 Nursing Care of Patients with Lower GI Disorders	Read chapters ATI: Gastrointestinal Learning System & Gastrointestinal Pharmacology	Major: 2,4 Gen Ed.: a-c

Date/Day	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Thursday 3/1	Chapter 35	Chapter 35 Nursing Care of Patients with Liver, Pancreatic, and Gallbladder Disorders	Read chapters ATI: Enemas Skills Module Enteral Tube Feeds Skills Module Nasogastric Skills Module	Major: 2,4 Gen Ed.: a-c
Tuesday 3/6	Pediatric Chapter 28	Pediatric Chapter 28 The Child with a Gastrointestinal Condition	Read chapters ATI: Nutrition, Feeding, and Eating Skills Module Ostomy care Skills module	Major: 2,4 Gen Ed.: a-c
Wednesday 3/7 65% MARK	EXAM 2 then Chapter 6	EXAM 2 (Chapters 32-35, Pediatrics Chapter 28) Chapter 6 Nursing Care of Patients with Fluid, Electrolyte, and Acid-Base Imbalances. 65% MARK <u>Drug calculation exam 1</u>	Read chapters ATI: Renal & Urinary Learning System Gerontology Learning System Genitourinary Pharmacology	Major: 3,4 Gen Ed.: a-c
Thursday 3/8	Chapter 36	Chapter 36 Urinary System Function, Assessment, and Therapeutic Measures	Read chapters ATI: Renal & Urinary Learning System Gerontology Learning System Genitourinary Pharmacology	Major: 3,4 Gen Ed.: a-c
Monday 3/12	Chapter 37 Pediatric Chapter 29	Chapter 37 Nursing Care of Patients with Disorders of the Urinary System Chapter 29 Pediatric- The Child with a Genitourinary Condition	Read chapters ATI: Urinary Catheter Care Skills Module	Major: 3,4 Gen Ed.: a-c

Date/Day	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Tuesday 3/13	EXAM 3 then Study for Final Exam	EXAM 3 (Chapters 6, 36-37, Pediatrics Chapter 29) Study and review for final exam <u>Drug calculation exam 2</u>	Study for Final Exam Review all chapters, workbook, handouts and CD exercises to prepare for final exam All remediation assignments are due prior to taking the final exam	Major: 3,4 Gen Ed.: a-c
Wednesday 3/14	FINAL EXAM	Medical/Surgical Nursing II Final exam		Major: 3,4 Gen Ed.: a-c

COMPETENCY AREAS: (WILL VARY FOR EACH COURSE/TAKEN FROM STATE STANDARDS)

1. Nursing Care Associated with the Endocrine System
2. Nursing Care Associated with the Gastrointestinal System
3. Nursing Care Associated with the Urinary System
4. Basic Computer Skills Related to Health Care

GENERAL CORE EDUCATIONAL COMPETENCIES:

- a) The ability to utilize standard written English.
- b) The ability to solve practical mathematical problems.
- c) The ability to read, analyze, and interpret information.

Disclaimer Statements

Instructor reserves the right to change the syllabus and/or lesson plan as necessary

The official copy of the syllabus will be given to the student during face to face class time the first day of class.

The syllabus displayed in advance of the semester in a location other than the course you are enrolled in is for planning purposes only.