



LAMAR UNIVERSITY

LAMAR UNIVERSITY
COLLEGE OF ARTS AND SCIENCES
JOANNE GAY DISHMAN SCHOOL OF NURSING
GRADUATE NURSING STUDIES

MSNE 5255 NURSING EDUCATION PRACTICUM II
Fall 2017: First 8 Weeks

A Spirit of Caring - A Vision of Excellence

SYLLABUS

Lamar University, a Member of The Texas State University System, is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award Associate, Baccalaureate, Masters, and Doctorate degrees (for more information go to <http://www.lamar.edu>).

Course Title:	Nursing Education Practicum II
Course Number:	MSNE 5255
Course Section:	8N & 8O
Credit Hour Allotment:	2 credit hours (64 Practicum Clock Hours over 8 Week Course)
School:	Nursing
Faculty:	Eileen Deges Curl, PhD, APRN-CNS, ANEF
Office Hours:	Wednesday 10:30am to noon & 1:00 to 3:00pm CST, also by appointment
Contact Information:	LU email: Eileen.curl@lamar.edu Office: McFadden Ward 226 Phone: 409-880-8818 FAX 409-880-1865

PERSONAL INTRODUCTION

Welcome to Lamar University. My name is Dr. Eileen Deges Curl, and I will be your instructor of record for MSNE 5255 Nursing Education Practicum II. By way of a very brief introduction, I earned my BSN at Marymount College of Kansas, master's degree in community health nursing at University of Colorado Health Science Center, and a PhD in Nursing (Adult Health) from University of Texas at Austin. My area of expertise is nursing education/academia, research, grant writing, gerontology, public health, and nursing theory. I joined the faculty at Lamar University in 2002, and I am currently a full Professor and Director of Research for the School of Nursing in the College of Arts and Sciences.

COURSE DESCRIPTION

Apply measurement and evaluation concepts to didactic and clinical preceptored instruction. Examine course, level, and School components within the context of an academic system.

ADDITIONAL COURSE DESCRIPTION

This course is the second of two teaching practicum opportunities. The first practicum experience focused on the micro-perspective of teaching, and the second practicum course focuses on the macro-perspective. During the course students expand their use of educational theory and principles in an educational setting to enhance their role transition to an academic setting. Actualizing the educator's role under guidance of selected faculty preceptors permits students to refine their effectiveness in transitioning to the nurse educator role.

STUDENT LEARNING OUTCOMES

At the end of this course, students will:

1. Analyze an educator's role and responsibility in the teaching and learning process for a nursing course.
2. Incorporate teaching and learning strategies in didactic and clinical instruction of students.
3. Conduct self-examination of teaching performance in the classroom and clinical settings.
4. Participate in evaluating the learning outcomes of nursing students.
5. Analyze communication skills in professional relationships with peers, faculty, students, agency individuals and others.

ACADEMIC PREREQUISITES, CO-REQUISITES, AND/OR COMPANION COURSES

Pre or co-requisites - MSNE 5351 Curriculum Design. Pre-requisite – MSNE 5254 Nursing Education Practicum I

COURSE CONTENT OUTLINE

1. Analyze legal and ethical responsibilities of the nurse educator role in academic environments.
2. Analyze the structure and function of the academic organizational system from a micro and macro perspective.
3. Synthesize knowledge of theory, research, policy, nursing practice, curriculum, and teaching/learning into the nurse educator role.
4. Utilize educational and nursing research findings in didactic and clinical teaching.
5. Apply educational, and measurement and evaluation concepts and principles in the actualization of the academic nurse educator role, under the guidance of a faculty preceptor.
6. Demonstrate role development as a nurse educator in the areas of teaching, research/scholarship, and professional and community service.

TECHNOLOGY PREREQUISITES

Students are not required to have advanced technology training or skills in order to be successful in the class. They should, however, feel confident about their ability to navigate through typical online websites and their ability to use common word processing software in order to submit written assignments.

The minimum technical skills and the system requirements for this course follow:

LU LEARN / BLACKBOARD Learning Management System (LMS)

Students will utilize the Lamar University's Learning Management System (LMS), Blackboard, for online courses. For Blackboard support go to (<https://blackboardsupport.lamar.edu>) for more information.

SYSTEM REQUIREMENTS

Computer/Technology Requirements:

1. Students will need regular access to Windows, MAC with a broadband Internet connection. Note: mobile devices (if you have mobile devices there are limitations)
The minimum computer requirements are:
 - Most current version of Firefox is recommended
 - Please note that Blackboard may not support Internet Explorer, Safari, or Chrome.
 - 8 GB or more preferred
 - Broadband connection (cable modem, DSL, or other high speed) required – some courses are video intensive
 - 1024 x 768 or higher resolution
 - Strongly recommended that you have a headset with microphone. You may also use webcam, and speakers
 - Example: Plantronics Audio 628 USB headset
 - Current anti-virus software must be installed and kept up to date.
 - Students will need some additional free software for enhanced web browsing. Be certain to download the free versions of the software.
 - Firefox (<http://www.mozilla.org>)
 - Adobe Reader (<https://get.adobe.com/reader/>)
 - Adobe Flash Player (<http://get.adobe.com/flashplayer>)
 - Java (<http://www.java.com>)
 - QuickTime (<https://www.apple.com/quicktime/download/>)
 - Silverlight (<https://www.microsoft.com/silverlight/>)
 - Most home computers purchased within the last 3-4 years meet or surpass these requirements.
2. At a minimum, students must have Microsoft Office 365 (<https://my.wip.lamar.edu>) click on MS Office 365). Microsoft Office 365 is available for all students.

Required Skills:

3. Navigate websites, including downloading and reading files from them.
4. Use e-mail, including attaching and downloading documents/files.
5. Save files in commonly used word processing formats (.doc, .docx).
6. Copy and paste text and other items in computer documents.
7. Save and retrieve documents and files on your computer.
8. Locate information on the Internet using search engines.
9. Locate information in the library using the online catalog.

RESPONSE TIMES

Feedback on all assignments will be provided within 10 days for short assignments and within 2 weeks for longer assignments. Questions posed via email will receive a response within 48 hours (except for weekends, which may take longer).

COURSE MATERIALS

Required Text:

Students are referred to texts from pre-requisite and co-requisite courses.

For nurses in staff development:

Bastable, S. B. (2014). *Nurse as educator* (4th ed.). Burlington, MA: Jones & Barlett.

For nurses in academia:

Billings, D. M., & Halstead, J. A. (2016). *Teaching in nursing: A guide for faculty* (5th ed.). St. Louis, MO: Elsevier.

GRADING POLICY AND EVALUATION

Grading Scale:

A	B	C	D	F
100-90	89-80	79-75	74-60	59 - below

TEACHING STRATEGIES

LU Learn activities, lectures, discussion board, readings, and written assignments. Learners will work with faculty or staff development preceptors in classroom and clinical settings. Teaching plans, didactic teaching, self-evaluation of teaching videotape, course/staff planning meetings, test development, reflective questions, peer assessment and journaling will be used.

TEACHING LEARNING THEORIES

Bloom's Theory of Learning

Adult Learning Theory

GRADING OF ASSIGNMENTS AND ASSESSMENTS

Didactic Teaching: teaching plan, implementation & self-evaluation of a 1 hour didactic class (includes videotaping of teaching) and self-evaluation.	25%
Clinical Teaching: Pre-conference activities; Post-conference plan & implementation	15%
Development and Analysis of Test Items Summary	15%
Reflective Journal	20%
Reflective Questions	15%
Career Planning in Professional Role: Curriculum Vitae, Letter, Philosophy and Questions, 5 year plan and weekly work schedule	10%
Preceptor's Assessment of Student* (completed at mid-term and end). Satisfactory required at end of course to pass the practicum	Satisfactory required
Total:	100%

*Students need to receive a satisfactory assessment from their respective preceptor for the final assessment, in addition to a composite passing grade on the assignments to pass the course.

Assignments need to be submitted electronically through LU Learn-Blackboard. Inappropriate use of American Psychological Association (APA) referencing on assignments will result in point deductions on assignments. To be successful in this course, all course requirements must be completed, and a satisfactory level of performance must be attained, as specified in the syllabus.

Active participation is required in the discussion threads, and when required, by responding to the thread, then posting engaging comments or questions to at least one other peer's posting. Professional communication with preceptors and course instructor is required.

LATE ASSIGNMENT POLICY FOR ONLINE STUDENTS:

Late work in online courses is not acceptable. The structure of web-based courses provides due dates for assignments. Use of the assignment drop-box adequately informs students when course assignments are due. Penalty for late work is at the discretion of the faculty member. The penalty will not exceed 10% of the

assignment grade per day (**typically 5 points a day, including weekends**). If the online delivery system is not available for submission, then email can be used as a backup submission system. Faculty may make exceptions after individual consultation. An incomplete must be completed in one long semester. Requests for incompletes are granted only if they fall within the Lamar University Policy for Incompletes. Extensions of Incompletes may be granted for extenuating circumstances only.

COURSE MANAGEMENT POLICIES

The policies of the School of Nursing are published in the Lamar University Dishman School of Nursing *Graduate Nursing Studies Student Handbook*. The policies are designed to provide guidance through the many processes that accompany the learning experiences in the nursing programs. Students are expected to be aware of and adhere to the policies as published.

CRITICAL REQUIREMENTS FOR PRACTICUM

The practicum course is designed for real time experience in an academic environment (i.e., ADN or BSN program) or an educational School in a healthcare agency. **An Affiliation Agreement between Lamar University and the practicum academic institution (or healthcare agency) needs to be in place before starting the practicum experience.** Complete the Practicum Planning Form and submit to address below. **All requirements for immunizations, flu vaccine, CPR, health form, background check, unencumbered RN license and Bill Beatty liability insurance need to be completed before starting the practicum experience.** Also, **wearing a LU name tag for the practicum experience is required.** Request a name tag by calling the Graduate Nursing office (phone # below). Send all of the applicable documents and fees to the LU Dishman School of Nursing, Graduate Nursing Program, Box 10081, Beaumont, TX 77710 or call 409.880.7720.

Practicum: Important Details

(2 credit hour course = 6 clock hours/week X 16 weeks = 96 clock hours/semester)

Master's prepared faculty preceptors (with at least three years of teaching experience or three years of experience in staff development) will precept the practicum experience and role model the educator's responsibility in teaching didactic and clinical courses, or developing new orientation programs and teaching staff development classes, as well as the service and scholarly activities in academia or healthcare. The preceptor must be different from the one used in MSNE 5254 Nursing Practicum I.

The **preceptor needs to sign the Preceptor Agreement** form prior to accruing practicum hours for the course. Also, **email the preceptor's vitae and signed Preceptor Agreement to Dr. Curl** before beginning the practicum.

During the 64 hours of supervised practicum, learners will complete the following learning activities.

Discuss with Preceptor and Document in Reflective Journal

- Discuss legal and ethical issues related to teaching with the preceptor and in reflective questions (include Texas Board of Nursing [TBON] regulations, Differentiated Essential Competencies [DECs], Texas Higher Education Coordinating Board [THECB], Workforce Education Course Manual [WECM], National League for Nursing Accrediting Commission [NLNAC], Commission on Collegiate Nursing Education [CCNE], or Accrediting Commission for Education in Nursing [ACEN]). (*Attending such a meeting will count toward practicum hours.*) Discuss Family Educational Rights and Privacy Act [FERPA].

- Discuss education related research ideas with preceptor and in reflective journal.
- Discuss performance in meeting course objectives with preceptor and in reflective journal.
- Conference with course instructor as needed.
- Conference with the preceptor about the integration of theory, research, policy/regulations, current nursing practice, curriculum principles, and teaching/learning strategies into the nurse educator role, and address in reflective journal.

Didactic Teaching

- Observe a didactic class (or staff development session) related to the preceptor's course, noting the integration of theory, research, policy/regulations, current nursing practice, curriculum principles, and teaching/learning strategies.
- Develop a teaching plan for a one hour didactic class or staff development session (needs approval of the preceptor and Dr. Curl seven days before implementation). Preparation counts for up to 8 hours toward the 64 hours for the practicum experience.
- Demonstrate an innovative teaching strategy in a didactic class (or staff development session) based on nursing education research or evidence (different from strategies used during the Practicum I class).
- Apply nursing theory and evidenced-based practice in teaching a didactic class (or staff development session).
- Teach a one hour didactic class (schedule w/ preceptor & Dr. Curl). Student videotapes the presentation, reserve videotaping equipment with School of Nursing Tech Jon-Michael Wallace jwallace@lamar.edu if at LU; if at another site make arrangements to videotape class session at the local site). Email a YouTube link of your teaching session (or send a DVD) to Dr. Curl within four days of class.
- Develop 8 test questions to evaluate the learning outcomes from the didactic class. Two of the test questions are to be used on the students' exam over the content the MSN student taught. (Count 4 hours of test preparation time toward the 64 hours required for the course.)
- Participate (observe & interact) in one course meeting (or staff development meeting). Examine what you would do as course leader (or Director of Education).

Clinical and Lab Learning Experiences

- Participate in simulation lab experiences or staff skill proficiency check-offs (2 to 4 hours).
- Participate in 12 to 16 hours of clinical (complying with all agency policies; and completing HIPAA requirements & agency orientation prior to clinical experience). If preceptor is in staff development, participate in new graduate orientation program and evaluate staff competency.
- Develop objectives and a teaching plan for a pre-conference and post-conference for one clinical day/experience (needs approval of the preceptor and Dr. Curl seven days before implementation). If in staff development, develop a teaching plan for new graduates'/employees' clinical education. (Planning counts as 4 hours toward 64 practicum hours.)
- Demonstrate application of nursing theory and evidence-based practice in clinical conferences.
- Use pre-conference activities in clinical to assess students'/employees' preparation to provide safe nursing care.
- Conduct pre-conference activities and a post-conference for clinical (schedule w/ preceptor & Dr. Curl; evaluation completed by preceptor).

Evaluation of Students Learning

- Differentiate among different types of evaluation of students, courses, instructors and program in reflective questions. Analyze forms used for each type of evaluation in reflective journal. If in staff development, discuss how new graduates and continuing nurses are evaluated for skill and communication proficiency.

Professional Development

- Attain at least one additional individualized learning opportunity identified by the NE student, which is compatible with future career goals. Discuss in reflective journal.
- Plan your professional career in nursing education, including a weekly work plan and a five year career plan. Prepare a Curriculum Vitae and a letter of application for a nurse educator position. (In the vitae include examples of NE activities/work professional development, research interests, and service activities, etc.). Explain your personal Philosophy of Education. Identify questions employers and applicants need to ask in the search process.
- Analyze the structure and function of the academic or healthcare organizational system from a micro and macro perspective by reviewing school/college/university/healthcare agency structure and philosophy, Faculty/Employee Handbook, bylaws, program outcomes, curriculum organizing framework, learning outcomes, and course and objectives, learning activities and evaluation processes.
- Analyze observed shared governance activities.
- Participate in a school, college or university level (or healthcare agency) meeting. Examples: School of Nursing Curriculum meetings or Undergraduate Nursing Studies meetings, or Nursing Faculty Association meetings, or College of Arts & Sciences Council meeting at LU or other meetings available. Staff development meetings at the macro level can be used in lieu of the academic meetings.
- Synthesize knowledge about the nurse educator role and responsibilities in reflective questions and reflective journal.

DROP DATES

Students are responsible to be officially enrolled in the course. It is also the student's responsibility to officially drop the course. Any student who stops attending class and does not officially drop the course will be given an "F" as the semester grade. Last day to drop or withdraw without academic penalty is **September 14, 2017**. Last day to drop or withdraw with academic penalty is **October 3, 2017**. (See LU Comprehensive Online Catalog <http://catalog.lamar.edu/> for further information).

COURSE EVALUATION

Instruction as well as student performance is subject to evaluation. Procedures for evaluation will be provided near the end of this course via email from the university. Please respond to each evaluation link provided.

LU CONNECT PORTAL

Students are asked to obtain a Lamar Electronic Account username and password so they can log onto the LU CONNECT website. Students may get information on how to get into the LU CONNECT website from the University's homepage (<http://www.lamar.edu>) by clicking on the LU CONNECT link on the left top corner of the screen. Follow the steps to secure your LU CONNECT username and password.

STUDENT HANDBOOK

Students may access the Student Handbook online at <http://students.lamar.edu/student-handbook.html>. Students are also expected to be familiar with the Graduate Student Handbook (current copy is located in the online classroom).

UNIVERSITY POLICIES AND SERVICES

STUDENTS WITH DISABILITIES

Lamar University is committed to providing equitable access to learning opportunities for all students. The Disability Resource Center(DRC)is located in the Communications building room 105. Office staff collaborate with students who have disabilities to provide and/or arrange reasonable accommodations.

For students:

- If you have, or think you may have, a disability (e.g., mental health, attentional, learning, chronic health, sensory, or physical), please contact the DRC at [409-880-8347](tel:409-880-8347) or drc@lamar.edu to arrange a confidential appointment with the Director of the DRC to explore possible options regarding equitable access and reasonable accommodations.
- If you are registered with DRC and have a current letter requesting reasonable accommodations, we encourage you to contact your instructor early in the semester to review how the accommodations will be applied in the course.

Additional information is available at the DRC website, <http://www.lamar.edu/disability-resource-center/>.

TECHNICAL SUPPORT

Technical Support can be located at <http://students.lamar.edu/it-services-and-support/index.html>.

Phone: 409-880-2222

Email: servicedesk@lamar.edu

Hours of Operation (CST):

Monday - Thursday 7:30 a.m.-12:00 a.m.

Friday 7:30 a.m. - 7:30 p.m.

Saturday 9:00 a.m. - 6:00 p.m.

Sunday 3:00 p.m. - 12:00 a.m.

For LU Learn Blackboard technical support go to <https://blackboardsupport.lamar.edu>.

Phone: 866-585-1738

Phone and chat are available 24/7/365

ACADEMIC SUPPORT

Academic Support can be located at <http://students.lamar.edu/academic-support/index.html>.

There are many areas (i. e. Advising, Writing Center, etc.) of academic support. Each area provides their own specific contact information and days and hours of operation.

STUDENT SERVICES

Information on Student services can be located at <http://students.lamar.edu/student-services/index.html>.

There are many resources (i. e. Course schedules, important phone numbers, etc.) available. Each area provides their own specific contact information and days and hours of operation.

ACADEMIC HONESTY POLICY

The JoAnne Gay Dishman School of Nursing complies with the University Academic Policy as published in the Lamar University Student Handbook. "Students are expected to maintain complete honesty and integrity in the academic experiences both in and out of the classroom. Any student found guilty of dishonesty in any phase of academic work will be subject to disciplinary action." (See the Lamar University Student Handbook at <http://dept.lamar.edu/studentaffairs/handbook.htm#New%20Student%20Orientation>) The Lamar University JoAnne Gay Dishman School of Nursing further defines cheating, plagiarism, collusion, and abuse of research materials and other unacceptable behaviors. The JoAnne Gay Dishman School of Nursing also defines the potential actions/consequences that may be taken if a student engages in dishonest practices including course failure (see Potential Actions, JoAnne Gay Dishman School of Nursing Undergraduate Nursing Studies Student Handbook).

For the complete Academic Honesty Policy, see the JoAnne Gay Dishman School of Nursing Undergraduate Nursing Studies Student Handbook.

Lamar University expects all students to engage in academic pursuits in a manner that is above reproach. Students are expected to maintain complete honesty and integrity in their academic experiences both in and out of the classroom. Any student found guilty of dishonesty in any phase of academic work will be subject to disciplinary action. Disciplinary proceedings may be initiated against a student accused of any form of academic dishonesty including, but not limited to, cheating on an examination or other academic work which is to be submitted, plagiarism, collusion, and the abuse of resource materials.

Plagiarism shall mean the appropriation of another's work or idea and the unacknowledged incorporation of that work or idea into one's own work offered for credit.

Collusion shall mean the unauthorized collaboration with another person in preparing work offered for credit.

Abuse of resource materials shall mean the mutilation, destruction, concealment, theft or alteration of materials provided to assist students in the mastery of course materials.

Academic work shall mean the preparation of an essay, report, problem, assignment, creative work or other project that the student submits as a course requirement or for a grade.

Students are specifically warned against all forms of plagiarism, which include "purchasing, or otherwise acquiring and submitting as one's own work any research paper or other writing assignment prepared by an individual or firm." Plagiarism is defined as, "the appropriation and the unacknowledged incorporation of another's work or ideas into one's own offered for credit" (82). Students seeking to avoid plagiarism should consult either the course instructor or the most recent addition of the *MLA Handbook for Writers of Research Papers* or the most recent addition of the *APA Style Guide*, depending on your College requirements for writing research papers. The course instructor will complete a thorough and impartial investigation of any instance of academic dishonesty. A student found guilty of academic dishonesty will be notified in writing by the instructor of the violation, the penalty, and the student's right to appeal the determination of dishonesty and/or the sanction imposed. Penalties for academic dishonesty in this course will result in either a lowered letter grade or failure of the course as determined by the instructor. The penalty may vary by instructor. For complete policy: go to

<https://students.lamar.edu/academic-support/academic-policies.html>.

COPYRIGHT POLICY STATEMENT

Copyright is defined as the ownership and control of the intellectual property in original works of authorship which are subject to copyright law. As an institution of higher learning that values intellectual integrity, Lamar University prohibits the distribution of published materials (print or electronic) in violation of copyright law.

NETIQUETTE (ONLINE ETIQUETTE) STATEMENT

Please adhere to the same standards of behavior and professional respect online that you would follow in face-to-face communication with others, but most particularly when writing email and when taking part in

collaborative and discussion board activities. Lamar provides access to network resources, including the Internet, in order to support learning and to prepare students for the 21st century world. Students, however, are expected to adhere to the *Lamar University Acceptable Use Policies when Using Networks*. More comprehensive student code of conduct can be found at <https://students.lamar.edu/academic-support/code-of-conduct.html>.

GENERAL GUIDELINES TO RESPECT ALL PARTICIPANTS

- Respect the right of each person to disagree with others.
- Treat people the same as you would face-to-face.
- Respect the time of others.

GUIDELINES WHEN COMMUNICATING WITH OTHERS (EMAIL, DISCUSSIONS, BLOGGING, AND ETC.)

- Always sign your names to any contribution you choose to make.
- Be constructive in your responses to others in the class.
- Do not use all caps (Doing so may be interpreted as shouting).
- Re-read your postings before sending them.
- Always think before you write.
- Respond respectfully.
- Use appropriate grammar and structure.
- Spell-check your postings.
- Use short paragraphs focused on one idea.
- Use appropriate business language at all times.

NETWORK USE:

ACCEPTABLE USE

Students must respect the integrity and security of Lamar University computer systems and network, and the privacy and preferences of other users. Responsibility for learning about and complying with Lamar University Acceptable Use Policy ultimately rests with the individual. The network may be used to download, copy, or store any software, shareware, digital media files or freeware, as long as the use complies with copyright law licensing agreements, and campus policies, such as storage space limitations and network bandwidth restrictions. The network may not be used for any activity, or to transmit any material, that violates United States or local laws.

UNACCEPTABLE USE

The network may not be used for commercial purposes. Advertising and sponsorships on Lamar University websites is restricted. In addition, students may not permit other persons to use their usernames, passwords, accounts or disk space, or disclose their usernames, passwords or account information to any third party. Students may not log on to someone else's account, internet address, or other network codes, or attempt to access another user's files. Students may not create false or dummy accounts to impersonate someone else. Students may not try to gain unauthorized access ("hacking") to the files or computer systems of any other person or organization. Students may not impersonate another person by forging e-mail, web pages or other electronic media. Students who maliciously access, alter, delete, damage or destroy any computer system, computer network, computer program, or data will be subject to disciplinary action by Lamar University, and criminal prosecution as well. Students may not disrupt or attempt to disrupt network traffic, and they may not attempt to monitor or capture network traffic in any way. Finally, students may not intentionally create, store, display, print or transmit information that violates the university's Sexual Harassment Policy.

DISTANCE EDUCATION LIBRARIAN

Distance education students and faculty have access to a dedicated distance education librarian. Access this link, <http://libguides.lamar.edu/distancelearning>, for more information.

LAMAR UNIVERSITY PRIVACY POLICY STATEMENT

Student records maintained by Lamar University comply with the Family Education Rights and Privacy Act of 1974 as amended (PL93-380). Detailed information should be accessed through this link: <https://sacs.lamar.edu/catalog/PrefMaterial/V.GenAcademicPol.htm#edurights>.

ACADEMIC CONTINUITY STATEMENT

In the event of an announced campus closure in excess of four days due to a hurricane or other disaster, students are expected to login to Lamar University's website's homepage (<http://www.lamar.edu>) for instructions about continuing courses remotely.

EMERGENCY PROCEDURES

Be sure to update your MyLamar Account with the most current information.

Many types of emergencies can occur on campus instructions for specific emergencies such as severe weather, active shooter, or fire can be found at <http://www.lamar.edu/about-lu/administration/risk-management/index.html>.

These procedures may or may not apply to you:

Severe Weather:

- Follow the directions of the instructor or emergency personnel
- Seek shelter in an interior room or hallway on the lowest floor, putting as many walls as possible between you and the outside
- If you are in a multi-story building, and you cannot get to the lowest floor, pick a hallway in the center of the building
- Stay in the center of the room, away from exterior walls, windows, and doors

Violence / Active Shooter (CADD):

- **CALL**- 9-1-1
- **AVOID**- If possible, self-evacuate to a safe area outside the building. Follow directions of police officers.
- **DENY**- Barricade the door with desk, chairs, bookcases or any items. Move to a place inside the room where you are not visible. Turn off the lights and remain quiet. Remain there until told by police it's safe.
- **DEFEND**- **Use chairs, desks, cell phones or whatever is immediately available to distract and/or defend yourself and others from attack.**

ACCESSIBILITY POLICIES

Lamar University

<http://www.lamar.edu/about-lu/accessibility.html>

Blackboard

<http://www.blackboard.com/accessibility.aspx>

Firefox

<https://support.mozilla.org/en-US/kb/accessibility-features-firefox-make-firefox-and-we>

Microsoft

<https://www.microsoft.com/enable/microsoft/mission.aspx>

Kaltura

<https://corp.kaltura.com/sites/default/files/Datasheets/Kaltura%20Accessibility%20Datashet.pdf>

Adobe Acrobat

<http://www.adobe.com/accessibility/products/acrobat.html>

Adobe Flash

<http://www.adobe.com/accessibility/products/flash.html>

Adobe Connect

<http://www.adobe.com/accessibility/products/adobeconnect.html>

Adobe Reader

<http://www.adobe.com/accessibility/products/reader.html>

PRIVACY POLICIES

Lamar University

<http://www.lamar.edu/about-lu/privacy-and-security.html>

Blackboard

<http://www.blackboard.com/Footer/Privacy-Center.aspx>

Firefox

<https://www.mozilla.org/en-US/privacy/>

Microsoft

<https://privacy.microsoft.com/en-US/>

Kaltura

<http://corp.kaltura.com/privacy-policy>

Adobe

<http://www.adobe.com/privacy.html>

Java

<http://www.oracle.com/us/legal/privacy/overview/index.html>

YouTube

https://www.youtube.com/static?template=privacy_guidelines

Course Calendar: see separate document called Course Calendar Schedule