

NURSE AIDE COURSE SYLLABUS

School Year: 2026-2027
School Name: SAISD CTE/Howard College
Nurse Aide

H. S. Credit: 2
Program: Health Sciences
Instructor: Kelsey Jetton RN
Conference Time: 12:44-1:33
Office Phone: 659-3512
Office hours: 7:40-4:30
Office Location: CT1-A
kelsey.jetton@saisd.org

Tutorial Times: By appointment (Due to classes being at Oakes and instructor being out for clinicals)

Course Number(s)	Howard College Course Name(s)	College Credits
NURA 1301	Nurse Aide for Health Care	3
NURA 1160	Clinical-Nursing Assistant/Aide	1

Prerequisite: one credit in biology and at least one credit in a course from the health science career cluster. **Recommended prerequisite:** Medical Terminology.

Course Description

Specific knowledge and skills for students and/or nurse aides to assume the role and responsibility required in long-term care is communicated to the student through lectures, lab, and clinical practice. The focus of the course is communication, infection control, safety, residents' rights, and basic nursing skills. Following completion of this course, students will be prepared for both the state administered written and skills nurse aide certification exams. If successfully completed, names will be placed on the state nurse aide registry. Students are required to complete 100 hours: 40 clinical hours in a long-term care facility and 60 classroom lecture hours.

Content: College-level courses may include controversial, sensitive, and/or adult material. Students are expected to have the readiness for college-level rigor and content.

Program Outcomes:

Upon the completion of this course, the student will demonstrate Employability: the ability to gainfully be employed within the profession of focused study; Communication: the ability to effectively, efficiently, and thoroughly communicate with peers, faculty, and the community to function within the role(s) of the profession; Skills Competencies: the ability to perform functions, demonstrate skills, and comprehend material specific to the profession of study based on a standardized outcome; Critical Thinking: the utilization of creative thinking, innovation, inquiry, analysis, evaluation and synthesis of information; and Professional Growth/Development: the advancement of communication, skills competencies, and critical thinking to succeed in the profession as a practitioner in the area of study.

Student Learning Outcomes:

The student will demonstrate competency in basic nursing skills; identify the steps in the nursing process and describe how each relates to nursing care; and discuss the delivery of basic nursing skills in a variety of health care settings.

Materials Used

- State Required Texas Curriculum for Nurse Aides in Long-Term Care Facilities
- Additional Supplemental Textbook: Hartman's Nursing Assistant Care, The Basics

Required Supplies

- Pencils/pens and notebook paper
- 3 ring binder- (1.5-2 inch)
- 1 package of tab dividers
- Charged School Issued Device (Chromebook)
- Analog Watch (must have hour, minute, and second hand) Does not need to be expensive or fancy.
- Clinical shoes (comfortable clean tennis shoe, will need 2nd semester)
- Pocket Sized Notebook for Clinicals (will need 2nd semester)

Additional Course Requirements

- TB Skin Test-required to attend clinical rotation
- Immunization Records (MMR/Hep B series/Varicella/TDaP, etc.)-required to attend clinical rotation
- Flu Shot-highly recommended for clinicals, not required.
- Employability Check- Completed by instructor
- Background Check- Complete by Howard College
- CPR Certification Card (Students will take course in late fall semester) If student is previously certified, please provide a copy of the current card for our records.

GRADING

1. "C" must be maintained to remain in the clinical portion of the Health Sciences program. NO Test Retakes. Please note that if a student is failing this course after the first nine weeks, then a student will be required to attend tutorial sessions. Failing is defined as a cumulative test score under 70%. This is a state guideline.
2. **Final Exams** This class is eligible for final exam exemptions in both fall and spring exams. The CHS and LVHS exemption policy states: Students must maintain an 80 average for the semester and have no more than 3 absences in the respective class to be exempt. Tardies will impact exemptions. Three unexcused tardies from a class will result in an absence in that class.
3. **Absent:** For unexpected/sick days, students are allowed the number of days absent plus one to complete makeup work. You will be expected to check online platforms and class notebook for all assignments and lessons that you need to make up. It is important that you understand the assignment and its requirements. Make sure to ask questions when needed. In the event of a "planned" absence such as school related event, students will be expected to complete and turn in work on time or prior to the event. Unless otherwise arranged with the instructor.
4. **Late Work:** If an assignment is submitted late, 10 pts will be deducted for each class day it is not turned in, late work will not be accepted after the 3rd day. This will result in a zero.

5. **Grades:**

- a. 60% Major; no less than 3 per nine weeks
- b. 40% Minor; no less than 10 per nine weeks

ATTENDANCE/ASSIGNMENT POLICY

1. **Classroom:** You are encouraged to attend school and log on to your student email/online platforms daily to stay current with the course and the announcements. School email should be set to the default email. All email communication sent will be sent through your school email. CNA students **MUST** and I do stress **MUST** attend class. The state of Texas requires your hours in the classroom and clinicals to be documented. Therefore, attendance is a must.
2. **Examinations/Quizzes:** Students must take ALL Exams in person on a school issued device or paper if applicable- NO EXCEPTIONS. If you forget your device during scheduled testing time, you will be required to attend tutorials to make up, 10 pts will be deducted. An additional 10 points will be deducted each day, and after 3 days you will receive a zero. There are **NO** test retakes. Students can schedule a tutorial time to come in and correct questions that are missed and receive partial credit back up to a 70.
 - Absences the day before the test will not exempt the student from taking the test on the regularly scheduled test date.
 - A student who will miss class for a school sponsored event must turn in all work prior to the event/absence or make prior arrangements with the instructor.
3. All students are expected to submit work by the due date. See late work policy.
4. Three tardies result in an office referral. Excessive tardies will affect your Final Exam exemptions.
5. Students will also receive a professionalism grade. This is outlined by our TEKS that students are expected to implement the knowledge and skills of a health science professional in the clinical setting. The student is expected to:
 - (A) comply with specific industry standards related to safety and substance abuse.
 - (B) model industry expectations of professional conduct such as attendance, punctuality, personal appearance, hygiene, and time management.Points will be deducted for the following:
 - unexcused tardies and/or absences
 - not completing daily assignments, lecture/notes, bell ringers, or using time as directed in the skills lab to practice and/or check off on required skills when assigned
 - sleeping in class
 - not following the state mandated cell phone policy**Phones, smart watches, air pods, and any other restricted technology will be collected and turned into the office per SAISD policy.**
 - Students that do not follow the school policy regarding riding the bus to the Oakes Campus will have points deducted, and a referral made.

COURSE/CLASSROOM PROCEDURES

1. **Professional Behaviors**: Each student contributes to the learning of the entire class. Courteous and professional behavior is always expected.
2. All written work must reflect correct spelling, punctuation, and grammar. Students are expected to communicate effectively using standard written English.
3. **Academic honesty**: Cheating, fabrication, plagiarism or helping others to commit these acts will not be tolerated. Academic honesty will result in severe disciplinary action including but not limited to failure of the student's assessment item or course, and/or dismissal from the program. If you are not sure what constitutes academic honesty, read the Student Handbook, or ask your instructor. For example: Copying information from the Internet is plagiarism if appropriate credit is not given.
4. Students are required to have an active student email address.
5. **Consequences**
 - a. A verbal or written warning will be given.
 - b. Teacher Detention and/or Parent/Guardian Contact.
 - c. For repeated offenses or deliberate misconduct, a referral.
6. **Discipline for absences at clinicals**:
Only emergency situations will be accepted for missing scheduled clinical days. This determination will be left to the discretion of the instructor. If a student is ill, a doctor's note excusing them for the clinical day in question must be provided. Notes or phone calls from parents/guardians will not excuse a student's absence from clinical day.

CLASS EXPECTATIONS/RULES

1. One student at a time will be permitted to leave the classroom to go to the restroom.
2. Cheating or copying other's homework will not be tolerated. Any assignment that the instructor has found the student cheating or copying, both parties will receive a zero. This will also be considered when advancement to a clinical rotation is requested.
3. **No cell phones, smart watches, air pods, etc. use permitted in the classroom or clinical setting**. Please make sure your cell phone is turned off and put away. We will follow the SAISD policy/State Law regarding cell phone use.
4. **Computer Usage**: Misuse of school devices can result in DAEP placement. Please see the Student Code of Conduct and Student Handbook for further details.
5. **NO** food, drinks, or gum is allowed in the **skills lab**. NO Exceptions. If you have a medical issue regarding snacks, please see me individually. Snacks and drinks will be allowed in the classroom, if students do not clean up after themselves, they will have privilege revoked. Snacks and drinks must not interfere with class time or other students.
6. Students are expected to be in their seat by the tardy bell. Students will be dismissed by the bell and expected to be in their seats until that time. Students will not be allowed to line up at the door at the end of the class period.
7. Students are expected to take the certification exam (paid for by the program), will discuss details throughout the school year.

NURSE AIDE COURSE SYLLABUS SIGNATURE PAGE

School Year:	2025-2026	H.S. Credits:	2
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Nurse Aide Contract

By signing this syllabus, I agree to attend class regularly and participate in scheduled clinical rotations. By signing the Nurse Aide Syllabus form, the student and the parent/custodian agree that a course syllabus has been provided to them, and they both agree to adhere and comply with terms prescribed in the course syllabus. This syllabus contains the following: the course description, materials needed/used, Task list, grading procedures, make-up work policy, attendance policy, dress code, class rules, student accommodations, and the Career Pathway that is associated with the course. I, Kelsey Jetton (instructor) reserve the right to make changes to this contract at any time.

Please return this last page to Mrs. Jetton, the front pages are for you to keep in your binder for a reference. If there are any questions or concerns, please contact Mrs. Jetton with the contact information provided above before signing this agreement.

Student Signature_____
Date_____
Parent/Guardian Signature_____
Date