

(College of Nursing), located at the parking space near ATM Machine, Lower Guard Post 2.

VSU – Academic/LGU Kiosks: Drop your outputs in the designated VSU – Academic/LGU Kiosks of your respective LGU.

- d. Original copies of all answers, solutions, and laboratory reports should be kept by the student, put in a folder/envelope one after the other, and should be bound together to form a “portfolio” as part of the final requirements of the course.
- e. In answering the Learning Task/Activities, it can be done in any of the following:
 - Use the learning guide, in answering the given activities/tasks. Additional sheet of paper may be used as necessary.
 - Handwritten or encoded in MS Word file format
 - General format for additional sheet either handwritten/Word file:
 - A4 size bond paper
 - 1” margin all sides
 - Arial, 11 font size, double space (for encoded outputs)
- f. All quizzes are announced and will open every after a topic has been discussed. You have one week to comply with the quiz and answer it anytime you think that you are ready.
- g. Students are expected to submit the requirements as stipulated in the schedule. However, in cases unavoidable, the student is given a 24-hour grace period to submit the requirements. Only then, the instructor shall impose a deduction.
- h. Term Examinations are scheduled on November 16-21 (Midterm), 2020 and February 8-15, 2020 (Final Term). It will be done in either of the following:
 - 1) With internet connection: VSU E-Learning Portal or through email.
- i. If you have any inquiries/clarifications, you may contact the course instructor during official class schedule; Monday to Friday only.
- j. University policies are strictly followed. Please be guided accordingly.
- k. Lastly, as we embark in this “new normal”. Let us have an open mind and heart as we adjust in this new way of delivering the teaching-learning process and still continue to aim for quality in education.

This class policy serves as our written agreement for the whole semester. If there are any changes to enhance the class learning opportunity within the semester, it will be communicated accordingly.

17. Course Materials and Facilities Made Available

- a. Learning Management System (Moodle)
- b. Video-conferencing tool (Google meet, Zoom)
- c. Other online platforms (Facebook Messenger, Youtube)
- d. Instructional Materials (Downloadable online)/ NuCM 111 Learning guide

18. Revision History

Revision number	Date of Revision	Date of implementation	Highlights of Revision
00	July 13, 2020	October 05, 2020	Alignment to ISO-form