# Course Syllabus RNSG

COURSE:     RNSG 2121
SEMESTER:  Fall 2024 2nd semester
CLASS DAYS: Tuesdays
CLASS TIMES: 0800-0900
INSTRUCTOR: Crystal Owens MSN, BSN, RNC-MNN, HACP, LSSGB
OFFICE: AH1-121
OFFICE HOURS: Mondays 8-12, Wednesdays 8-12
OFFICE PHONE: 806-716-2041
E-MAIL:  cowens@southplainscollege.edu

**"South Plains College improves each student's life."**

## GENERAL COURSE INFORMATION

**\*It is the responsibility of each student to be familiar with the content and requirements listed in the course syllabus.\***

## COURSE DESCRIPTION

This course includes the exploration of leadership and management principles applicable to the role of the nurse as a member of the profession, a provider of patient-centered care, a patient safety advocate, and a member of the health care team. Content also includes the application of knowledge, judgment, skills, and professional values within a legal / ethical framework. Utilization of the nursing and management processes through critical thinking and problem-solving activities will help emphasize accountability, collaboration, delegation, and advocacy and will help the student in making appropriate decisions. Nursing inquiry, synthesis of ideas, and completion of projects will inspire new directions for the nursing profession. The course provides an introduction to professional writing utilizing American Psychological Association (APA) format.

This course is an online course meaning Blackboard will be utilized predominantly for content and communication. The student is expected to check the Blackboard course frequently to check for new messages, access content, get assignment postings, take exams, and view changes to the calendar, schedule or content should this become necessary.

If you are having difficulty accessing or using any components of Blackboard please use the following contact information. If you need Instructional Technology support please make sure you contact the South Plains College Help Desk. For an email address that reaches everyone in the Instructional Technology department, please use blackboard@southplainscollege.edu.

## STUDENT LEARNING OUTCOMES

| At the completion of the semester students will: |
| --- |
| CLINICAL DECISION MAKING – Provides competent nursing interventions based on application of the nursing process and demonstration of critical thinking, independent judgment, and self-direction while caring for patients and their families. |

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|---|
| COMMUNICATION AND INFORMATION MANAGEMENT – Communicates effectively utilizing technology, written documentation and verbal expression with members of the health care team, patients and their families. |
| LEADERSHIP –Demonstrates knowledge of basic delegation, leadership management skills and coordinates resources to assure optimal levels of health care for patients and their families. |
| SAFETY – Implements appropriate interventions to promote a quality and safe environment for patients and their families. |
| PROFESSIONALISM – Demonstrates knowledge of professional development and incorporates evidenced based practice in the nursing profession. Incorporates concepts of caring, including moral, ethical, legal standards while embracing the spiritual, cultural, and religious influences on patients and their families. |

**EVALUATION METHODS**

Successful completion of this course will result in a grade of "A, B, or C," using the average from assignments; satisfactory achievement of course content, and regular classroom attendance. Also, the student must pass the Texas Board of Nursing Jurisprudence Exam to receive credit for the course. Upon successful completion of this course, each student will have demonstrated accomplishment of the student learning outcomes for the course, through a variety of modes (classroom participation, quizzes, individual presentations, and group presentations).

**ACADEMIC INTEGRITY**

Please refer to the SPC ADNP Nursing student handbook "Honesty Policy". This policy covers testing violations, record falsification violations and plagiarism violations for the ADN Program. Plagiarism violations may result in dismissal from the ADN Program.

**Cheating** -

Dishonesty of any kind on examinations or on written assignments, illegal possession of examinations, the use of unauthorized notes during an examination, obtaining information during an examination from the textbook or from the examination paper of another student, assisting others to cheat, alteration of grade records, illegal entry or unauthorized presence in the office are examples of cheating. Complete honesty is required of the student in presenting all coursework phases. This applies to quizzes of whatever length, final examinations, daily reports and term papers.

**Plagiarism** -

Offering the work of another as one's own, without proper acknowledgment, is plagiarism; therefore, any student who fails to give credit for quotations or essentially identical expression of material taken from books, encyclopedias, magazines, and other reference works, or from themes, reports or other writings of a fellow student, is guilty of plagiarism.

**BLACKBOARD**

Blackboard is an e-Education platform designed to enable educational innovations everywhere by connecting people and technology. This educational tool will be used in this course throughout the semester.

## SPECIFIC COURSE INFORMATION

**TEXT AND MATERIALS**

Huston, C. J. (2024). *Leadership roles and management functions in nursing* (11th ed.). Wolters Kluwer.

**COURSE ATTENDANCE**

Faculty does not repeat lectures nor record lectures for students who miss a class; students who are absent should obtain missed information from a fellow classmate. Additionally, one way a student demonstrates the nursing caring attitude is through timeliness and attendance.

**CLASSROOM ATTENDANCE:**

Learning is fostered in the classroom environment. Missing even one lecture/class activity can negatively impact student performance; therefore, classroom attendance is mandatory, and students are accountable to attend and be on time for class.

Allowable absences in this class will be one (1) absence. Students should take an absence when they are truly ill (running fever, nausea/vomiting not due to pregnancy, diarrhea, or some other communicable disease). A physician's release should be submitted when the student is treated by a physician.

**Students who exceed the allowable absence no longer meet the course criteria.**

| Occurrence | Consequence |
|---|---|
| **Absences** | **Each course instructor will determine their absences based on their course hours. It is the student's responsibility any missed class content and in class assignments (quizzes) will not be made up.** |
| **Tardies** | **The class starts at the designated time, if the student enters the room after the classroom doors are closed, they are considered tardy. Two tardies are considered one absence. Each course instructor will determine their absence policy based on their course hours. It is the student's responsibility if any missed class content and in class assignments (quizzes) will not be made up. If the instructor has been properly notified prior to class, exceptions may be made on a case-by-case basis of emergency and/or school sponsored event.** |
| **Exams** | **Once doors are closed and instructions are started in the designated testing environment (computer lab or classroom) the student presenting late to the test will not be allowed to take the test and will receive a zero. If the instructor has been properly notified prior to exams exceptions may be made on a case-by-case basis of emergency and/or school sponsored event.** |

**ATTENDANCE POLICY ABSENCES CONSIDERATIONS**

Students should take an absence when they are truly ill (running fever, nausea/vomiting not due to pregnancy, diarrhea, or some other communicable disease). A physician's release should be submitted when the student is treated by a physician.

As a matter of courtesy and professional behavior, a student who is going to be absent should email or call the course instructor and inform the instructor of the pending absence.

**ATTENDANCE RECORDS:** Because the student is an adult learner, each student should keep his/her own record of absence. Faculty is under NO obligation to inform a student of absences; the student will be notified when he/she no longer meets program objectives because of excessive absences and the student is being withdrawn. *Should the student believe a discrepancy exists, the student should submit the notice in writing to the Program Director within 24 hours of notification.*

**TARDIES**

See above.

**ASSIGNMENT POLICY**

1. All required work must be in on time. Assigned outside work is due on the dates specified by the instructors. Assignments turned in later than the due date will not be accepted unless the student clears the circumstance with the instructor. A grade of zero will be given for the assignment if the student has not communicated with the instructor before the assignment is due.

2. A student should retain a copy of all assignments turned in. If an assignment turns up missing, the student is responsible for turning in the copy or redoing the entire assignment if a copy was not retained.

**PRE/POST-LECTURE IN CLASS, ATI QUIZZES AND/OR ASSIGNMENTS**

The student must complete class assignments, ATI Assignments, and/or quizzes to complement course material. Reading and comprehending the material will be crucial to your success in this course. Please see course calendar for due dates. These assignments may include in class or ATI pre-lecture/post lecture assignments. You cannot have any missing assignments and successfully complete the course.

**DISCUSSION BOARD FORUMS:**

The student must complete Discussion Board Assignments as directed by instructor. See Late Assignment Policy. You cannot have any missing discussion boards and successfully complete the course.

**GRADING POLICY**

The grade for this course will be determined upon completion of the following components:

A student must receive a minimum grade of "C" to pass.

Grading scales:

A = 90 - 100
B = 80 - 89.99
C = 77 – 79.99
D = 60 – 76.99
F = below 60

**The student's course grade will include: a resume with cover letter 30%; In class lecture with two quizzes on content (journal entry week 1, 5-year career plan week 3) 40%, in class projects and or work group discussions (week 4, 5, & 6), 30 %;**

**Grades must total 77% or better to pass the course.**

1. Grades will be given to students during allotted class time.

2. Each student should know current course averages for all classes.

3. Students must earn a "C" (77) or better in this class for progression; there is no rounding of grades.

4. Students can review all grades as they are recorded. Should the student have any questions about a specific grade or specific test question, the student must discuss this with the instructor within 48 hours of notification of grade assignment. Once the 48 hours have passed without the student questioning the grade or question, **the assigned grade is final and may not be challenged at the end of the course. The final exam may not be reviewed.**

5. The Benchmark grade and a numerical course grade will be posted on the Blackboard. The final course grade will be posted to Campus Connect as the transcript letter grade.

6. Once grades are posted, an exam is ready for review. When possible, exams will be made available for all students to review at the end of a lecture (time permitting) but if that is not possible, a student may email me for an appointment to come by the office and review the exam.


**COURSE OBJECTIVES –**
Upon completion of this course, based on defined unit and clinical objectives, the student will be able to demonstrate verbally, in writing and in clinical practice, the theoretical base necessary to:

1. Differentiate between leadership roles and management functions while recognizing the need to integrate both in most contemporary leadership positions.

2. Identify factors that enhance effectiveness in achieving organizational, personal, subordinate, and client goals.

3. Develop political and personal power-building techniques that can be used in the change agent, advocate, and leader-manager roles.

4. Demonstrate interdisciplinary communication skills that promote consultative and collaborative relationships.

5. Identify appropriate strategies for actively creating constructive organizational cultures and for directing subordinate behavior as necessary to achieve both personal and organizational goals.

6. Develop and implement strategies for staying informed about and involved in professional issues impacting nursing and health care.

7. Apply systematic problem-solving and decision-making models/tools to maximize the quality of personal decision making.

**COURSE OBJECTIVES -** SCANs (Secretary's Commission on Attaining Necessary Skills)
Competencies foundations skills found within this course are (C1-4, C5-8, C9-11, C14, C-15, C-18-20, F1-6, F7-12, & F13-17) SPC ADNP Graduate Outcomes: 1-5. DECs (Differentiated Essential Competencies) as listed in the SPC Student Handbook.


**LETTER OF SUCCESS**
Students who have less than an **80%** course average may be given a letter of success during certain times of the semester as designated by the instructor to highlight students' needs, areas for improvement and concerns. Students

who are unsuccessful on exams and assignments will be at risk of failing the course. The student may also be referred to the retention specialist as per the instructor's discretion.

## COMMUNICATION POLICY
Electronic communication between instructor and students in this course will utilize the South Plains College "My SPC" and email systems. The instructor will not initiate communication using private email accounts. Students are encouraged to check SPC email/Blackboard email on a regular basis. Students will also have access to assignments, web-links, handouts, and other vital material which will be delivered via the classroom website. Any student having difficulty accessing the classroom website or their email should immediately contact their instructor for directions. The instructor will work with any student to ensure the student has access to a computer on campus and can obtain the needed class content that is located on the course website.

## DRESS CODE
   a. Classroom attire professional scrubs. South Plains College or TNSA T-shirts are allowed with scrub pants.
   b. **Full SPC Clinical Uniform** is required for recording sessions, demo/skills check offs, Simulation, and any remediation. See AND Student Handbook for Clinical Uniform.
   c. Students are required to meet all uniform criteria prior to entering the clinical site or building.
   d. Periodic uniform compliance checks will be conducted.
   e. <u>Students are not allowed to have cell phones on their person during exams, skills practice, recording or live skill check off.</u>

## COMPUTER USAGE
As computer technology in the field of health occupations continues to become more popular, computers will be used in this course for several assignments. All students have access to computers and printers on the South Plains College campus. Students will be expected to utilize computers to access assignments and classroom resources. An iPad will be checked out for student use for all Exams. All registered students are supplied with a working email account from South Plains College. In order to take exams, students must have their username and password. ALL STUDENTS ARE EXPECTED TO KNOW THEIR SPC STUDENT USERNAME, PASSWORD, AND SPC STUDENT ID**.**

## IPAD
This iPad is the property of the college and should not have any personal information stored on it. The iPad may be requested to be produced by the student and is subject to review to ensure no personal information is on the iPad and that the iPad is being used as intended. The request may come at any time by any ADN faculty, Nursing director or IT personnel. The student assumes responsibility for loss or damage to issued IPAD.

## CELLPHONES
Cell phones are to be turned <u>OFF or silenced</u> during scheduled class periods.  Text messaging is **not** allowed during scheduled class/lab times, this is distracting to your peers and your instructors. **Cell phones are not allowed on your person in clinical settings, skills lab or computer lab**. Cell phones are to be used <u>outside</u> of the classroom/lab only and on designated breaks. You will be asked to leave if you are on your cell phone during class. <u>Students are not allowed to have cell phones on their person</u> <u>during exams or in the clinical setting.</u>

## CIVILITY

**STUDENT CONDUCT**
Rules and regulations relating to the students at South Plains College are made with the view of protecting the best interests of the individual, the general welfare of the entire student body and the educational objectives of the college. As in any segment of society, a college community must be guided by standards that are stringent enough to prevent disorder, yet moderate enough to provide an atmosphere conducive to intellectual and personal development. 10  A high standard of conduct is expected of all students. When a student enrolls at South Plains College, it is assumed that the student accepts the obligations of performance and behavior imposed by the college relevant to its lawful missions, processes and functions. Obedience to the law, respect for properly constituted authority, personal honor, integrity and common sense guide the actions of each member of the college community both in and out of the classroom. Students are subject to federal, state and local laws, as well as South Plains College rules and regulations. A student is not entitled to greater immunities or privileges before the law than those enjoyed by other citizens. Students are subject to such reasonable disciplinary action as the administration of the college may consider appropriate, including suspension and expulsion in appropriate cases for breach of federal, state or local laws, or college rules and regulations. This principle extends to conduct off-campus which is likely to have adverse effects on the college or on the educational process which identifies the offender as an unfit associate for fellow students. Any student who fails to perform according to expected standards may be asked to withdraw. Rules and regulations regarding student conduct appear in the current Student Guide.

**NURSING STUDENT CODE OF CONDUCT** based on the handbook Purpose South Plains College Nursing Programs expects that all students will conduct themselves responsibly and in a manner that reflects favorably upon themselves, the college as well as the nursing profession.  When a student does not act responsibly and violates the college policies, rules, regulations, or standards of conduct, formal disciplinary action may result. The conduct process reflects the nursing department's desire that students maintain high standards and present themselves as professionals.

**RATIONALE** The rationale for this Nursing Student Code of Conduct is to provide nursing students and nursing faculty with a centralized and unifying policy of conduct that will foster professional accountability and patient safety. (Specifics for each area below can be found in the student handbook)
• **STUDENT CIVILITY – CIVILITY AND INCIVILITY DEFINED**
• **CLASSROOM CONDUCT**
• **COMMUNICATION**
• **COMMUNICATION VIA EMAIL GUIDELINES**
• **SOCIAL MEDIA GUIDELINES AND POLICIES SPECIAL REQUIREMENTS (*Read Carefully)**
• Students must present the signature page acknowledging that the student has read and understands the content of syllabus, program and clinical handbook, grievance policy, and appeals process.

**INTELLECTUAL EXCHANGE STATEMENT**
In South Plains College courses, the instructor will establish and support an environment that values and nurtures individual and group difference and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

**DISABILITIES STATEMENT**
Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland (Student Health & Wellness

Office) 806-716-2577, Lubbock Centers (located at the Lubbock Downtown Center) 806-716-4675, or Plainview Center (Main Office) 806-716-4302.

## NON-DISCRIMINATION STATEMENT
South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Affairs, South Plains College, 1401 College Avenue, Box 5, Levelland, TX 79336. Phone number 806-716-2360.

## TITLE IX PREGNANCY ACCOMMODATIONS STATEMENT
If you are pregnant, or have given birth within six months, under Title IX you have a right to reasonable accommodations to help continue your education. To activate accommodations you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Health and Wellness Center. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact the Health and Wellness Center at 806-716-2529 or email dburleson@southplainscollege.edu for assistance.

## CARE (CAMPUS ASSESSMENT, RESPONSE, AND EVALUATION) TEAM
South Plains College is committed to ensuring the safety, health, and well-being of its students and community. To support its campus community SPC has a CARE Team. This is a dedicated group of campus professionals responsible for assessing and responding to students who could benefit from academic, emotional, or psychological support, as well as those presenting risk to the health or safety of the community. If you see someone experiencing challenges, appearing distressed, posing a threat to their safety or someone else's safety, or causing a significant disruption to the SPC community, please submit a CARE Team referral. You may also submit a referral for yourself if you would like additional support. NOTE: In cases where a person's behavior poses an imminent threat to you or another, contact 911.

## CAMPUS CONCEALED CARRY STATEMENT
Texas Government Code 411.2031, et al. authorizes the carrying of a concealed handgun in South Plains College buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations and Frequently Asked Questions, please refer to the Campus Carry page at: http://www.southplainscollege.edu/campuscarry.php

 Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains College campuses. Report violations to the College Police Department at 806-716-2396 or 9-1-1.

## COVID-19  (REV. 3/18/2024)
If you are experiencing any of the following symptoms, please do not attend class and either seek medical attention or get tested for COVID-19.

- Cough, shortness of breath, difficulty breathing
- Fever or chills
- Muscles or body aches
- Vomiting or diarrhea
- New loss of taste and smell

Please also notify DeEtte Edens, BSN, RN, Associate Director of Health & Wellness, at dedens@southplainscollege.edu or 806-716-2376

1. SPC will follow the recommended 3-day isolation period for individuals that test positive.

a. **Please note that day 0 is the date of positive test. Day 1 begins the first full day after the date of positive result.**
2. COVID reporting

   a. Please have students and employees notify DeEtte Edens if they have tested positive to verify dates before returning to class or work.
   b. The home tests are sufficient but students need to submit a photo of the positive result. The date of test must be written on the test result and an ID included in the photo. If tested elsewhere (clinic, pharmacy, etc.), please submit a copy of the doctor's note or email notification. Results may be emailed to DeEtte Edens, BSN, RN at dedens@southplainscollege.edu.
   c. A student is clear to return to class without further assessment if they have completed:
      - The 3-day isolation period, symptoms have improved and
      - they are afebrile for 24 hours without the use of fever-reducing medication.
3. Please instruct students and employees to communicate with DeEtte Edens prior to their return date if still symptomatic at the end of the 3-day isolation.
4. Exposed individuals will not be required to quarantine. If exposed, SPC does request individuals closely monitor themselves. If an individual does become symptomatic, please do not attend class or work and be tested.

## ARTIFICIAL INTELLIGENCE STATEMENT
## · PURPOSE OF ARTIFICIAL INTELLIGENCE (AI) APPLICATIONS:

AI applications such as ChatGPT, OpenAI, Bard, Grammarly, WordTune and others are advanced language models designed to aid and engage in meaningful conversations, as well as, generate and revise content. AI is intended to supplement learning, stimulate critical thinking, and enhance academic discourse. However, its use comes with certain responsibilities.

## · ACADEMIC INTEGRITY:

Using AI to generate academic work, including essays, reports, or assignments, without proper attribution is a violation of SPC academic integrity policies. Plagiarism undermines the learning process and is strictly prohibited. Students must ensure that their work reflects their own ideas, research, synthesis, and analysis and appropriately cites all sources, including AI.

## · COLLABORATION AND CONSULTATION:

While AI can be a valuable resource, it is essential to strike a balance between seeking assistance and maintaining personal responsibility. Collaboration with peers, consulting instructors, and utilizing other approved learning resources should be prioritized. Overreliance on AI for solutions without actively engaging in the learning process is discouraged and can be grounds for academic integrity violations. Utilizing AI as a tool for brainstorming or research is allowed but the writing should be the student's own work and thoughts.

## · CRITICAL THINKING AND ORIGINALITY:

AI usage can provide suggestions and information, but it is essential to critically evaluate the responses and exercise independent thought. Relying solely on AI for answers deprives students of the opportunity to develop their analytical and problem-solving skills. In assignments where originality, creativity, and independent thinking are valued, AI would be detrimental to the student learning process. Critical thinking and originality emphasize the importance of independent thinking in all academic endeavors as part of the student's learning experience apart from outside influence and offers the student the opportunity to refine their unique, individual voice through academic discourse with other students and faculty.

· **ETHICAL USE AND BIAS AWARENESS:**

AI is trained on large amounts of data from the internet, which may include biased or inaccurate information. Be mindful of the potential for bias and critically evaluate the responses provided by AI. Therefore, when using AI, just like with using any other database, students must verify that the information is from reliable sources, question any potential biases, and ensure that the information and sources used in the paper are neutral, peer-reviewed sources.

· **RESPONSIBLE ENGAGEMENT:**

Students should engage with AI in a respectful and responsible manner and avoid using offensive language, discriminatory remarks, or engaging in any form of harassment or inappropriate behavior. Students should also uphold the standards of respectful communication in addressing both AI and fellow classmates.

· **COMPLIANCE WITH SOUTH PLAINS COLLEGE POLICIES:**

Policies regarding the appropriate use of AI in South Plains College courses are set by instructional departments and individual instructors. Appropriate use of AI may range from strict prohibition to assignments they may require the use of AI. Misusing or violating the guidelines outlined in this syllabus warning may result in disciplinary action, including academic penalties. Students are expected to familiarize themselves with the specific course policies regarding the use of AI and adhere to them throughout the semester.

· Remember, AI can be a tool to support your learning in certain courses and assignments, but it cannot replace the critical thinking, creativity, and independent work that are integral to your overall academic growth.

**COURSE SPECIAL REQUIREMENTS** (*Read Carefully)
Students must complete quizzes in Blackboard acknowledging that the student has read and understands the content of syllabus, ADN Student handbook, attendance, grievance policy, and appeals process.

**COURSE DISCLAIMER**
Working within the healthcare field can be stressful and requires a mentally tough individual to provide medical care in the hospital environment. In order to better prepare students for a career in the healthcare profession, there will be times during this course where students will be exposed to training scenarios and situations that will be unpleasant to the average college student. If the student does not feel they can tolerate this type of learning environment, they should discuss this with me immediately before continuing the course. Additionally, enrollment in this course does not guarantee a passing grade, successful completion of the nursing curriculum, or NCLEX- RN examination.

**GRIEVANCE POLICY**
The student is responsible for scheduling an appointment with the instructor/course leader to discuss the final grade or discipline action. If the student is not satisfied, he/she should schedule an appointment with the Semester 4 Course Leader. The next chain of command is to make an appointment with the Director of the Associate Degree Nursing Program, following that would be the Health Sciences Dean. The procedure will follow the same as found in the student handbook.

**EMERGENCY MESSAGES**
The student should notify his/her family that in case of an emergency during normal class schedule, they should call the Nursing Office at (806)716-2391 or (806)716-2193. Class will not be interrupted unless it is an emergency, so they must identify themselves and say it is an emergency to get immediate action. The student should notify his/her family that in the case of an emergency during clinical rotations, they should call and leave a message or text (who they are and who they need to get in touch with for an emergency) to the number or numbers provided to them in the clinical course syllabus and/or on the clinical course schedule.

For college policy statements related to Intellectual Exchange Statements, Disabilities Statements, Non-Discrimination Statements, Title IX Pregnancy Accommodations Statements, CARE, Campus Concealed Carry Statements, COVID-19, and Artificial Intelligence Statement. visit:
**https://www.southplainscollege.edu/syllabusstatements/**

## COURSE SCHEDULE

| Date | Topic | Required Readings, Projects, DB, Exams |
|---|---|---|
| Week 1 | **Orientation/Decision Making, Problem Solving, Critical Thinking, and Clinical Reasoning: Requisites for Successful Leadership and Management and Overview of Leadership and Management** | • **Read Chapter 1 LRMF (pages 2–31)**<br>• **Read Chapter 2 LRMF (pages 32-53)**<br>• **Read Chapter 3 LRMF (pages 54-74)**<br>• **Journal Entry 1 (Objective 1: Differentiate between leadership roles and management functions while recognizing the need to integrate both in most contemporary leadership positions.)** |
| Week 2 | **Time Management** | • **Read Chapter 9 LRMF (pages 203-226)** |
| Week 3 | **Resume/Cover letter/Interview.** | • **Read Resume Section of Chapter 11 LRMF (pages 277-278)**<br>• **Create a Resume and Cover letter. (Objective 2: Identify factors that enhance effectiveness in achieving organizational, personal, subordinate, and client goals.)**<br>• **Watch interview tips video.** |
| Week 4 | **Career Planning and Development in Nursing and Organizational Structure** | • **Read Chapter 11 LRMF (pages 260-284)**<br>• **Read Chapter 12 LRMF (pages 285-313)**<br>• **Create career plan goals for the next 5 years. (Objective 5 &6: Identify appropriate strategies for actively creating constructive organizational cultures and for directing** |

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|---|---|---|
| | | <span style="color:orange">subordinate behavior as necessary to achieve both personal and organizational goals. Develop and implement strategies for staying informed about and involved in professional issues impacting nursing and health care.)</span> |
| Week 5 | **Organizational, Political, and Personal Power** | <span style="color:green">• **Read Chapter 13 LRMF (pages 314-338)**<br>• **Complete Civility case studies in ATI (Objective 4. Demonstrate interdisciplinary communication skills that promote consultative and collaborative relationships.)**</span> |
| Week 6 | **Creating a Motivating Climate/Organizational, Interpersonal, and Group Communication in Team Building and Conflict, Workplace Violence, and Negotiation** | • **Read Chapter 18 LRMF (pages 451-475)**<br>• **Read Chapter 19 LRMF (pages 476-508)**<br>• **Read Chapter 21 LRMF (pages 537-567)**<br>• **Resolve a Conflict. (Objective 3: Develop political and personal power-building techniques that can be used in the change agent, advocate, and leader-manager roles.)** |
| Week 7 | **Quality Control in Creating a Culture of Patient Safety** | <span style="color:green">• **Read Chapter 23 LRMF (pages 599-635)**<br>• **Process Improvement. (Objective 7: Apply systematic problem-solving and decision-making models/tools to maximize the quality of personal decision making.)**</span> |