



**Practical Nursing (PNSG) 2410 NURSING LEADERSHIP
COURSE SYLLABUS
Spring Semester 2018**

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Brooke J. Marsh, Registered Nurse (RN)
Office Location: Building 8- Room 8101
Office Hours: Monday – Thursday 8:00am-9am; 4pm-5:30 pm
Email Address: [Brooke Marsh bmarsh@southeasterntech.edu](mailto:bmarsh@southeasterntech.edu)
Phone: 478-289-2245
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Tutoring Hours (if applicable): Please schedule an appointment

COURSE INFORMATION

Credit Hours/Minutes: 1/750
Class Location: Building 8, Room 8109
Class Meets: Mondays: 4/9, 4/16, 4/23, 9:00am-3:00pm
Course Reference Number (CRN): 40319

SOUTHEASTERN TECHNICAL COLLEGE'S (STC) CATALOG AND HANDBOOK

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

REQUIRED TEXT

1. Fundamentals of Nursing Care (Concepts, Connections, and Skills) Second Edition, F.A. Davis. Burton and Ludwig
2. Nursing Leadership and Management, Seventh Edition, Assessment Technologies Institute (ATI) Nursing Education
3. All previous texts for reference
4. ATI testing web service

OPTIONAL TEXT

1. Study Guide for Fundamentals of Nursing Care, Second Edition, F.A. Davis. Burton and Ludwig
2. Comprehensive Review for the NCLEX-PN Examination, 6th edition, Saunders by Silverstri

REQUIRED SUPPLIES & SOFTWARE

Pen, pencil, paper, highlighter, calculator, folders, computer access, and headphones.

COURSE DESCRIPTION

Builds on the concepts presented in prior nursing courses and develops the skills necessary for successful performance in the job market. Topics include application of the nursing process, supervisory skills, client education methods, group dynamics and conflict resolution.

MAJOR COURSE COMPETENCIES

1. Application of the Nursing Process
2. Supervisory Skills
3. Client Education Methods
4. Group Dynamics

PREREQUISITE(S)

Program Admission

COURSE OUTLINE

Application of the Nursing Process

| ORDER | DESCRIPTION | LEARNING DOMAIN | LEVEL OF LEARNING |
|-------|---|-----------------|-------------------|
| 1 | Appraise the role of nursing process in leadership. | Cognitive | Evaluation |
| 2 | Integrate concepts of critical thinking. | Cognitive | Synthesis |
| 3 | Prepare to write the National Counsel of Licensure Examination (NCLEX). | Cognitive | Application |

Supervisory Skills

| ORDER | DESCRIPTION | LEARNING DOMAIN | LEVEL OF LEARNING |
|-------|---|-----------------|-------------------|
| 1 | Understand acquisition, maintenance, and termination of employment. | Cognitive | Comprehension |
| 2 | Characterize autocratic, democratic, and laissez-faire leadership styles. | Cognitive | Analysis |
| 3 | Examine client care delivery systems (functional, team, case, and primary). | Cognitive | Analysis |
| 4 | Articulate principles of work ethics. | Cognitive | Application |
| 5 | Express the role of the practical nurse in leadership positions. | Cognitive | Synthesis |
| 6 | Characterize the role of the practical team leader in an acute care or long-term care facility. | Cognitive | Analysis |
| 7 | Participate in comprehensive review processes to meet external regulatory standards. | Cognitive | Application |

Client Education Methods

| ORDER | DESCRIPTION | LEARNING DOMAIN | LEVEL OF LEARNING |
|-------|---|-----------------|-------------------|
| 1 | Compare and Contrast various learning styles. | Cognitive | Evaluation |
| 2 | Assess appropriate teaching methods to client population characteristics. | Cognitive | Evaluation |

Group Dynamics

| ORDER | DESCRIPTION | LEARNING DOMAIN | LEVEL OF LEARNING |
|-------|--|-----------------|-------------------|
| 1 | Characterize group dynamics. | Cognitive | Analysis |
| 2 | Recognize components of risk management processes. | Cognitive | Analysis |
| 3 | Compare and Contrast methods of effective conflict management. | Cognitive | Evaluation |

GENERAL EDUCATION CORE COMPETENCIES

STC 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 exams and daily assignments. **A unit exam average of 70 percent (%) 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 30-minute time limit on the exam.** Student may take the drug calculation exam a maximum of **THREE** attempts per semester. Each attempt will be a different, but similar version. **If the student fails the calculation exam on the 3rd 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 tenth. 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).

It is highly recommended that students take full advantage of the all resources available to them; workbooks, end of chapter review questions, NCLEX-PN review questions, and internet sources but, will be **REQUIRED** to complete **all ATI assignments** that correspond with covered chapters. **Any ATI assignments; these must be completed with a passing score; print out report and turn in prior to test.**

Students are subject to pop quizzes.

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.

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.

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 percentage (%) 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 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.

Technical 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, and personal hardships.

STUDENT SUPPORT

Specific information about Student Support Services listed below can be found at the [STC Website](http://www.southeasterntech.edu) (<http://www.southeasterntech.edu>).

ADDITIONAL 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 also 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 Zero. Students who stop attending class, but do not formally withdraw, may receive a grade of F and face financial aid repercussions in upcoming semesters

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.

For this class, which meets a total of THREE days, you will NOT be allowed any absences.

WORK ETHICS

The Technical College System of Georgia (TCSG) instructs and evaluates students on work ethics in all programs of study. Ten work ethics traits have been identified and defined as essential for student success: appearance, attendance, attitude, character, communication, cooperation, organizational skills, productivity, respect, and teamwork. Students will be required to take a work ethics exam as marked in the lesson plan. A grade of 70 or better is required to complete the work ethics requirements for this class.

MAKEUP GUIDELINES (TESTS, QUIZZES, HOMEWORK, PROJECTS)

In the event of an absence on an exam day, the instructor may require a physician's excuse before a student is allowed to take a make-up exam. A student will only be allowed to make-up one theory exam which will be given at the discretion of the instructor. A grade of "0" will be given to all subsequent exams missed. The make-up exam may or may not be the same as the original exam. It may also be a different test format. If a student misses the final exam and has already used their One-time make-up, the student will NOT be allowed to make-up the final exam and be given a zero for the final exam.

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 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 | 70% |
| Resume Assignment | 25% |
| Work Ethics Packet | 5% |

GRADING SCALE

| LETTER GRADE | RANGE |
|---------------------|--------------|
| A | 90-100 |
| B | 80-89 |
| C | 70-79 |
| D | 60-69 |
| F | 0-59 |

PNSG 2410 NURSING LEADERSHIP

Spring Semester 2018 Lesson Plan

| DATE/WEEK | CHAPTER/LESSON | CONTENT | ASSIGNMENTS & TESTS DUE DATES | COMPETENCY AREA |
|------------------|---|---|---|--|
| Monday 4/9/18 | <ul style="list-style-type: none"> • Fundamentals (F) Book: Chapter (Ch.): 4 • Assessment Technologies Institute (ATI): Leadership Book: Chapter 1 • NCSBN • Discussion | <ul style="list-style-type: none"> • Application of the Nursing Process • Nursing Process in Leadership (F) Chapter 4 • Integrate concepts of critical thinking (ATI) Ch. 1 • NCLEX preparation (NCSBN) • WE Scenarios 1-4 | <p>Review material covered in class</p> <p>*Nursing Process</p> <p>*Work Ethics 1-4</p> <p>National Council of State Boards of Nursing (NCSBN)</p> <p>NCSBN https://ncsbn.org/nclex.htm</p> <p>Lance Helms: Guest Speaker on: Leadership, Teamwork, Work Ethics, Employment, Resumes, Interview Skills- (One paged Typed summary due following speaker)</p> <p>ATI: Fundamentals and Leadership Management Review Modules—This is your ATI Book: Read Chapters/Modules.</p> <p>ATI: THE LEADER</p> <p>Test # 1 TEAM WORK</p> | <p>Course: 1,2</p> <p>Core: A, C</p> |

| DATE/WEEK | CHAPTER/LESSON | CONTENT | ASSIGNMENTS & TESTS DUE DATES | COMPETENCY AREA |
|-------------------|---|---|--|-----------------------------|
| Monday 4/16/18 | Fundamentals Book: Chapters: 2, 3 ATI: Leadership book: Chapters 1-3 Discussion | <ul style="list-style-type: none"> • Supervisory Skills *Understand acquisition, maintenance, and termination of employment ATI: Chapter 1 *Characterize: Autocratic, Democratic, and Laissez-Faire Leadership Styles (ATI Chapter 1) *Client Delivery systems: such as, functional, team, case, and primary (F Ch. 2,3, LS Ch. 2) *Work Ethics (F Ch. 2, LS Ch. 3) *PN in leadership roles (ATI Ch. 1) *PN team leader in an acute care or long term care facility (ATI Ch. 2) *Review process to meet external regulatory standards (ATI Ch. 1) <ul style="list-style-type: none"> • Work Ethics Scenarios: 5-8 | Review of Material covered in class Care Plan Work Ethics 5-8 ATI: THE LEADER Test # 2-TEAM WORK | Course: 2 Core: A, C |
| Monday 4/23/18 | Fundamentals (F) Book: Chapter 6, Chapter 8 ATI Leadership book: Chapter 1 & Chapters 4-5 Discussion | <ul style="list-style-type: none"> • Client Education Methods • Communication *Learning Styles: (F Ch. 8-Cultural Awareness/Diversity) *Teaching Methods Specific to client population characteristics (F Ch. 8) • Group Dynamics *Characterize Group Dynamics (F Ch. 8) *Recognize components of risk management | Work Ethics 9-10 To be completed and turned in today (5% of total grade) Resume Assignment: Submit cover letter, resume, thank you note/follow up letter. (25% of total grade) ATI: THE LEADER Personality Assessments- What is your Color? Test # 3 TEAM WORK | Course: 2,3,4 Core: A, C |

| DATE/WEEK | CHAPTER/LESSON | CONTENT | ASSIGNMENTS & TESTS DUE DATES | COMPETENCY AREA |
|-----------|----------------|--|-------------------------------|-----------------|
| | | process (ATI-Ch. 4-5) *Compare & contrast methods of effective conflict resolution/management (ATI CH 1) • Work Ethics Scenarios: 9-10 | | |

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

1. Application of the Nursing Process
2. Application of the Nursing Process
3. Client Education Methods
4. Group Dynamics

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.