



**PNSG 2410 NURSING LEADERSHIP
COURSE SYLLABUS
FALL Semester 2017**

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Candi Newton, RN
Office Location: Gillis Building office 816
Office Hours: M-R 7:30 am-9am; 4pm-5:30 pm
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Phone: 912-538/3145
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Tutoring Hours (if applicable): Please schedule an appointment

COURSE INFORMATION

Credit Hours/Minutes: 1/750
Class Location: 8103
Class Meets: Mondays: November 6th, 13th, 20th
Time: 9am-4pm
CRN: 20304

REQUIRED TEXT

Fundamental Nursing Skills and Concepts Text, 11th edition, Lippincott
Nursing Leadership and Management, 6th edition, ATI Nursing Education
All previous texts for reference
ATI testing web service

OPTIONAL TEXT

- (1). Study Guide for Timby's Fundamental Nursing Skills and Concepts, 11th edition, Lippincott
- (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 NCLEX examination.	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% 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 10th. 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

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.

REMIATION PROCEDURE

Failure to pass any regular examination with a minimum grade of 70 or above will result in mandatory remediation of the material covered in the exam. Remediation assignments are non-negotiable. The Student Remediation Conference Form will be completed, and the student must complete a remediation assignment. For the designated remediation assignment, the student will be given a written assignment based on the weak area(s) noted on the exam. All remediation assignments must be completed before the student will be allowed to take the final exam.

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 0. Students who stop attending class, but do not formally withdraw, may receive a grade of F 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.

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 0. 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. **A tardy will be issued if a student has missed less than 20% of instructional class time. An automatic absence will be issued if the student misses greater than 20% of instructional class time. This averages out to 10 minutes per hour. For example, in this class which meets from 9:00-3:00 (5 hours excluding lunch), a student will be counted tardy if he/she arrives between 9:01 and 10:00. After 10:00, the student will be counted absent. Tardies after lunch and early departures are calculated in the same manner.**

For this class, which meets a total of 3 days, you will not be allowed any absences.

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, 912-538-3126, hthomas@southeasterntech.edu, 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, 912-538-3126, hthomas@southeasterntech.edu.

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" 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 also 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.

EXIT EXAM

Prior to graduation from the STC PN program, the student is required to pass the ATI PN Comprehensive Predictor Exit Exam with a minimum 90% predicted probability of passing NCLEX. This is a requirement for graduation and not an option. The student will have three chances to achieve this. If the student does not meet the required percentage on the first try, the student may retake the exam. On the second try, if the student does not achieve the required percentage then the student will remediate with an instructor in the deficient content areas prior to retaking the exam for the third try. The student will be required to pay for the exam if a third attempt is required. If on the third try the percentage is not achieved, the student must retake the nursing courses which include the deficient content material. The student will also receive a grade of "F" in PNSG 2415.

WORK ETHICS

The Technical College System of Georgia 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, ETC...)

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 STC Academic Dishonesty Policy States 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 STC Catalog and Student 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" 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 second 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:

ADA/Section 504 - Equity- Title IX (Students) - OCR Compliance Officer	Title VI - Title IX (Employees) - EEOC Officer
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ADA/Section 504 - Equity- Title IX (Students) - OCR Compliance Officer	Title VI - Title IX (Employees) - EEOC Officer
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 st Street, Vidalia Office 108 Phone: 912-538-3126 hthomas@southeasterntech.edu	Blythe Wilcox, Director of Human Resources Vidalia Campus 3001 East 1 st Street, Vidalia Office 138B Phone: 912-538-3147 bwilcox@southeasterntech.edu

GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on STC's website.

ACCESS TO TECHNOLOGY

Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and Banner Web via the mySTC portal or by clicking the Current Students link on the [STC website](#).

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	5%

GRADING SCALE

Letter Grade	Range
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

Course: PNSG 2410 NURSING LEADERSHIP

Fall Semester 2017 Lesson Plan

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Monday 11/6/17	Fundamentals Book: Chapter 2 ATI: Leadership Book: Chapter 1 NCSBN Discussion	<ul style="list-style-type: none"> ●Application of the Nursing Process *Nursing Process in Leadership (F) *Integrate concepts of critical thinking (LS) *NCLEX preparation (NCSBN) ●WE Scenarios 1-4 	Review material covered in class *Nursing Process *Work Ethics National Council of State Boards of Nursing. https://ncsbn.org/nclex.htm NCSBN Lance Helms: Guest Speaker on: Leadership, Teamwork, Work Ethics, Employment, Resumes, Interview Skills ATI: Fundamentals and Leadership Management Review Modules—This is your ATI Book: Read Chapters/Modules. Test # 1	Course: 1,2 Core: A, C

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Monday 11/13/17	Fundamentals Book: Chapters 3-4 ATI: Leadership book: Chapters 1-3 Discussion	<ul style="list-style-type: none"> ●Supervisory Skills *Understand acquisition, maintenance, and termination of employment (LS Chapter 1) *Characterize: Autocratic, Democratic, and Laissez-Faire Leadership Styles (LS Chapter 1) *Client Delivery systems: such as, functional, team, case, and primary (F Ch. 4, LS Ch. 2) *Work Ethics (F Ch. 3, LS Ch. 3) *PN in leadership roles (LS Ch. 1) *PN team leader in an acute care or long term care facility (LS Ch. 2) *Review process to meet external regulatory standards (LS Ch. 1) ●Work Ethics Scenarios: 5-8 	Review of Material covered in class Care Plan Work Ethics Test # 2	Course: 2 Core: A, C
Monday 11/20/17	Fundamentals Book: Chapter 8 ATI Leadership book: Chapter 1 & Chapters 4-5 Discussion	<ul style="list-style-type: none"> ●Client Education Methods *Learning Styles: (F Ch. 8) *Teaching Methods Specific to client population characteristics (F Ch. 8) ●Group Dynamics *Characterize Group Dynamics (F Ch. 8) *Recognize components of risk management process (LS Ch. 4-5) *Compare & contrast methods of effective conflict management (LS CH 1) ●Work Ethics Scenarios: 9-10 	Work Ethics Resume Assignment: Submit cover letter, resume, thank you note/follow up letter. (30% of total grade)	Course: 2,3,4 Core: A, C

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.