COURSE NUMBER 4302

Leadership in Nursing Practice

Spring 2022

Archer College of Health and Human Services

Instructor: Wrennah L. Gabbert, PhD, CPNP, FNP-BC, APRN

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Office: 318G

Office Hours:

M: By appointment & (Class 1:00pm – 3:50pm)

T : 10:00 – 11:30am & 2:00 - 4:30-pm

W: 10:00 – 11:30am & 2:00 - 4:30pm

Th: (Class 9:00 – 11:50am) & 2:00 – 3:00pm

F: 2:00 – 3:00pm & By appointment

Office hours subject to change based on needs of the Nursing Department. Appointments may be scheduled for alternate times if prescheduled. The best way to contact me is by email Wrennah.Gabbert@angelo.edu. I check this email several times a day and will contact you within 24 hours Monday – Friday. If you email Friday evening (after 5:00pm) it may be Monday before I contact you.

Course Information

Course Description

Current theories of management, leadership, and change are explored and related to the nursing process in organizing and providing health care to individuals, families, groups, community, and society. The student will apply management theory to nursing practice.

Course Credits

Three Semester Credit Hours (3-0-0)

Prerequisite and Co-requisite Courses

Prerequisite: NUR4411 Adult Health Nursing II and NUR4321 Adult Health Nursing II Practicum
Co-requisite: NUR4205 Nursing Concept Synthesis, NUR4404 Nursing Capstone Residency;
NUR4307 Community-Based Health Promotion and Disease Prevention

Prerequisite Skills

Accessing Internet websites, using ASU Library resources, and proficiency with Microsoft Word and/or PowerPoint are expectations of the Generic BSN program. Computer requirements are further delineated in the Department of Nursing Undergraduate Student Handbook. Tutorials for ASU Library and for Blackboard are available through Ram Port. The ASU Nursing Program Undergraduate Student Handbook Nursing Department Student Handbook should be reviewed before taking this course.

BSN Program Outcomes

Upon completion of the program of study for the Generic BSN, the graduate will be prepared to:
1. Integrate nursing and related theories into the planning and/or delivery of safe nursing care.
2. Engage leadership concepts, skills and decision-making in the planning and/or implementation of patient safety and quality improvement initiatives.
3. Identify and appraise best research evidence to improve and promote quality patient outcomes.
4. Utilize technology to access information, evaluate patient data and/or document care.
5. Participate in political/legislative processes to influence healthcare policy.
6. Engage in effective collaboration and communication within interdisciplinary teams.
7. Design and/or implement health promotion & disease prevention strategies for culturally competent care.
8. Demonstrate standards of professional, ethical, and legal conduct.
9. Practice and/or coordinate, at the level of the baccalaureate prepared nurse, to plan and/or implement patient centered care.

Student Learning Outcomes

Student Learning Outcome By completing all course requirements, students will be able to:	Assignment(s) or activity(ies) validating outcome achievement:	Mapping to BSN Program Outcomes	Mapping to BSN Essentials Standards	Mapping to BSN Essentials Domains	Mapping to QSEN
1. Integrate effective leadership and management theories and skills to promote and attain positive patient outcomes.	Self-Reflection Logs #1 & #2 Quizzes Discussion Board Forums ATI evaluation (practice & final) exams	1,2,3,5,6,9	III-B; III-G; III-I	1.1,1.4,2.1, 2.2,2.3,2.5, 2.6,2.7,2.8, 2.9,2.10,2.11,2.12,3.4,3.5,5.2, 6.3, 6.6,9.14	EBP QI SAF
2. Utilize research data and findings as a basis for making sound nursing leadership and management assessment and decisions.	In Class Activities Case Studies & Case Management learning activities Quizzes Discussion Board Forum	1,2,3,4	III-B	1.3,2.1,3.4 3.5,3.6,4.6	INF
3. Promote cohesive and effective teamwork and collaboration	Emotional Intelligence Assignment; Case Study & Case Management learning activities & Discussion Board Forums	1,2,6,7,9	III-3; III-F III-G;	1.4,2.1,2.2, 3.5,6.2, 6.3,7.10, 9.4	T & C
4. Plan efficient, effective, safe, ethical and legal health care delivery to individuals or groups within a variety of settings.	Case Study & Case Management learning activities Exams Final ATI Exam	1,2,3,4,6,8	III-B; III-G	1.4,1.6,2.1, 2.2,2.5,2.7, 2.8,2.9,2.10,2.11,2.1, 3.4,3.5,3.6, 4.8,6.2,6.3, 8.1,8.10, 8.11	
5.Manage health care resources through planning, budgeting, quality improvement, cost containment, and performance appraisal.	Case Study & Case Management learning activities Discussion Board Forums	1,2,5,6	III-B		T&C
6.Explore the role of the case manager and practice discharge planning.	Case Management Project Quizzes Practice & Final ATI Exams Discussion Board Forums	1,2,4,5,6,7,9	III-B; III-I	1.4,1.5,1.6, 2.1,2.5,2.7, 2.8,4.5, 5.12, 6.2,	PCC

Student Learning Outcome By completing all course requirements, students will be able to:	Assignment(s) or activity(ies) validating outcome achievement:	Mapping to BSN Program Outcomes	Mapping to BSN Essentials Standards	Mapping to BSN Essentials Domains	Mapping to QSEN
				7.3,7.5, 7.10,9.1,9.7,9.8	
7.Prepare for transition into the role of a registered nurse.	Self Reflections #1 & 2 Resume & Letter of Interest Portfolio Assignments, Practice & Final ATI Exams	1,2,4,6,8	III-B;III-G	1.4,2.1,4.5, 6.2,8.3,8.4	T & C
8.Engage in thoughtful and constructive self and peer evaluation to develop the leadership role of the baccalaureate nurse	Self-Reflection #1 & 2 Assignments Portfolio assignments Peer Evaluations	1,8	III-B;III-I	1.4,1.9,8.2, 8.6,8.13	T & C

Course Delivery

This course is delivered face-to-face with orientation the first week of classes. While there will be online assignments located within assignments, activities and interactions with faculty in Blackboard, the majority of the coursework will be face-to-face. The majority of the course work is completed during the first half of the semester, prior to the student's off-campus internship experience. Students should plan to have ready access to computer and internet (see technology requirements below on this Syllabus page. Students are required and expected to check email and the Blackboard course daily – even during clinical rotations.

Required Texts and Materials

- Murray, E. (2022). *Nursing Leadership and Management for Patient Safety and Quality Care. (2nd ed.).* Philadelphia: F.A. Davis ISBN: 978-1-7196-4179-1
- Assessment Technologies Institute, LLC (ATI), (2019). *Nursing Leadership and Management (8th ed.)*. www.atitesting.com
- Texas Nurse Practice Act @ The Texas Board of Nursing website http:///.bne.state.tx.us/nursing law/npa.html OR purchase the text below Texas Nurses Association (2020). *Texas Nursing Practice (2nd ed.)* Texas Nurses Association, ISBN: 978-1-930614-27-7.
- American Psychological Association. (2020). *Publication Manual of the American Psychological Association (7th ed.)*. Washington, DC: Author: ISBN: 978-1-4338-3217-8.

Recommended Texts and Materials

NCLEX-RN Review BOOK of choice – preferably one with 500+ NCLEX questions

Technology Requirements

To successfully complete this course, students need to have:

- A computer capable of running Window 7 or later, or MacOSX10.8 or later
- The latest version of one of these web browser: Internet Explorer, Firefox, Safari
- Microsoft Office Suite or a compatible Open Office Suite
- Adobe Acrobat Reader
- High Speed Internet Access
- Ethernet adapter cable required (wireless connections can drop during tests and Collaborate sessions)
- Webcam
- Tools such as Top Hat, Respondus Lockdown Browser software and Monitor (requiring a webcam), Blackboard Collaborate software (also requires a web cab) may be used in some courses.

   Refer to Angelo State University's Distance Education website for further technology requirements: [ASU's Distance Education Website](#)

COVID-19 Policy

Nursing students are expected to continue safety behaviors when engaging in any activities with your nursing student classmates including but not limited to study groups, mentoring and student nurse association meetings. An unwillingness to follow CDC recommendations, University and Departmental safety behavior guidelines and recommendations in any situation listed above or deemed associated with nursing activities will be considered in violation of BON rule 215.8 section e #1 and #4 resulting in the inability to complete your clinical hours in a community partner's facility and complete your nursing program studies.

Topic Outline

   I.   Foundations of Nursing Leadership and Management and Background

       a. Core Competencies for Safe and Quality Nursing Care

       b. Theories and Principles of Nursing Leadership and Management

       c. Ethical Aspects of Nursing Practice

       d. Legal Aspects of Nursing Practice

       e. Critical Thinking, Decision Making, and Clinical Reasoning

   II.   Promotion of Safety and Quality Care

a. Effective Communication
b. Teamwork and Inter and Intra-professional Communication

III. Leadership & Management Functions

a. Creating & Managing a Sustainable and Healthy Work Environment
b. Organizing Safe Patient Care and Delegating Effectively
c. Leading Change and Managing Conflict

IV. Managing Your Future in Nursing

a. Transitioning from student to Professional Nurse & Beyond (Professional Organizations)
b. Emotional Intelligence (SWOT Analysis Process)
c. Professional Image during job search
(Resume and Job Interview Skill Development)

Communication

Written communication via email: All private communication will be done exclusively through your ASU email address. Check frequently for announcements and policy changes. In your emails to faculty, include the course name and section number in your subject line. Faculty will respond to email and/or telephone messages within 24 hours during working hours Monday through Friday. Weekend messages may not be returned until Monday.

I expect all email correspondence to be professionally written. This means it should begin with a salutation (i.e., "Hi Dr. Smith," "Dr. Smith,"), end with a valediction (i.e., "Thank you, Tom," "Sincerely, Joan," "Best," "Take care," etc…the possibilities are endless). Please do NOT include text/shorthand (i.e., "lol," "pls.") in your emails

Written communication via Blackboard: It is an expectation of this class that you use formal writing skills giving appropriate credit to the source for your ideas. Follow APA 7th edition guidelines for referencing.

Virtual communication: Office hours and/or advising may be done with the assistance of the telephone, Collaborate, etc.

Use Good "Netiquette":
- Check the discussion frequently and respond appropriately and on subject.
- Focus on one subject per message and use pertinent subject titles.
- Capitalize words only to highlight a point or for titles. Otherwise, capitalizing is generally viewed as SHOUTING!

- Be professional and careful with your online interaction. Proper address for faculty is by formal title such as Dr. or Ms./Mr. Jones unless invited by faculty to use a less formal approach.
- Cite all quotes, references, and sources.
- Wen posting a long message, it is generally considered courteous to warn readers at the beginning of the message that it is a lengthy post.
- It is extremely rude or forward someone else's messages without their permission.
- It is fine to use humor but use it carefully. The absence of face-to-face cues can cause humor to be misinterpreted as criticism or flaming (angry, antagonistic criticism). Feel free to use emoticons such 😊 to let others know you are being humorous.
(The "Netiquette" guidelines were adapted from Arlene H. Rinald's article, *The Net User Guidelines and Netiquette*, Florida Atlantic University, 1994, available from Netcom.)

Grading

Evaluation and Grades

Course grades will be determined as indicated in the table below.

Assignments & Activities	Percent/Points of Total Grade
Self-Reflections #1 – (a) Reflections on the predominant leadership style you have used prior to nursing school and as a Nursing Student and (b) Reflections on types of leadership styles you have observed in Nurse Managers or preceptors during your clinical experiences. (Please practice your succinct professional writing – no more than 2-3 solid paragraphs). #2 – (a) Reflections on your upcoming Transition from Student to New Graduate and the Leadership Styles and activities you expect to perform and use during your first year after graduation and (b) Reflections on using a SWOT analysis regarding challenges you will meet in the first six months as an RN (SWOT = identification of strengths, weaknesses, opportunities and threats) include a plan of action to address one identified threat you anticipate encountering. (Please practice your succinct professional writing – no more than 2-3 solid paragraphs).	30% (15% each)

Assignments & Activities	Percent/Points of Total Grade
Quizzes Quiz #1 Quiz #2	20% (10% each)
Blackboard Discussion Board Forums #1 – Advocacy #2 – Conflict Resolution/Civility	20 (10% each)
Professional Development /Presenting Yourself in Writing #1 – Resume #2 – Cover Letter/Letter of Interest; Inquiry about Position you want to interview for	20% (10% each)
ATI Practice Exams: RN Leadership (2) Completion	2%
ATI Leadership Proctored Exam (1)	8%
Total	100%

Grading System

Course grades will be dependent upon completing course requirements and meeting the student learning outcomes.

> A = 90.00 – 100 points
> B = 80.00 – 89.99 points
> C = 70.00 – 79.99 points
> D = 60.00 – 69.99 points
> F = 0-59.99 points
> (Grades are not rounded up)

Teaching Strategies and Methods

Students are expected to be "active learners." It is a basic assumption of the instructor that students will be involved **(beyond the materials and lectures presented in the course)** discovering, processing, and applying the course information using peer-review journal articles, researching additional information and examples on the Internet, and discussing course material and clinical experiences with their peers.

- In class and online lecture and discussion board forums
- Online content and activities via Blackboard
- Written assignments
- Quizzes/Exams

- Guest Lectures

Assignment and Activity Descriptions

*Please note: Rubrics for assignments and activities are located in Blackboard.

The Weekly Learning Modules
 The Weekly Learning Modules provide information regarding each class session including learning objectives, pre-class activities, online class preparation activities and post-class activities. Retention of class and course content for maximum retention of course content and application of concepts can be enhanced by completing all assignments, readings and viewing all online resources in the weekly learning modules. Students are expected to make substantive comments in the online discussion board forums and Self-Reflections. The discussion board forums enhance and support development of critical reasoning.

Discussion Board Activities: Discussion Boards provide an avenue for synthesis of material / information. A Discussion Board is provided in this course as a way to help students' process course materials, express thoughts, and engage others opinions and ideas in a healthy and productive learning environment. Students are expected to respond to all discussion board assessments using the "**Online Discussion Rubric"** to support individual answers to the assigned questions throughout this course. There will be two (2) Discussion Board Forums this semester.

Self-Reflection Logs are a useful way to assist individuals begin the sometimes difficult, process of critiquing oneself. Self-awareness can be viewed as a foundational first step in developing your leadership skills. There will be two (2) self-reflection exercises involving the concepts of leadership, communication and change. The two self-reflection topic descriptions are listed below and each self-reflection includes two parts:
#1 – (a) Reflections on the predominant leadership style you have used prior to nursing school and as a Nursing Student and (b) Reflections on types of leadership styles you have observed in Nurse Managers or preceptors during your clinical experiences.
#2 – (a) Reflections on your upcoming Transition from Student to New Graduate and the Leadership Styles and activities you expect to perform and use during your first year after graduation and (b) Reflections on using a SWOT Analysis regarding challenges you will meet in the first six months as an RN (SWOT = identification of your strengths, weaknesses, opportunities and threats) and a plan of action to address one identified threat you anticipate encountering.

Quizzes: There will be two quizzes. Please see the Course Calendar for the dates they will be available for you to complete them. Quizzes evaluate comprehension and level of competence in meeting course and ultimately program objectives. Textbooks, course resources and notes can be used to complete the Quiz. The dates for the Quizzes to be made available to complete and submit will be listed on the Course Schedule/Course Calendar. Quizzes also prepare students for the ATI Practice Exams and the Comprehensive Leadership exam and, upon

graduation, the NCLEX-RN licensure examination. Quizzes and exams evaluate and test reading comprehension of assigned materials.

Professional Development/Presenting Yourself in Writing (Resume and Letter of Interest/Application Cover Letter)

During the course the topic of developing your skills for presentation of a professional image to facilitate your application and interviewing process to successfully obtain the position you desire. Resume preparation and job interviewing skills will be discussed during class and examples of professional letters of interest and resumes will be posted in both our Leadership course and our Synthesis course. You will develop and submit a professional resume and cover letter (letter of interest) for a specific position you have identified at a healthcare institution. Your resume must be professional in appearance with information neatly presented, contain no typographical, spelling or grammatical errors. It should include professional objectives, education obtained, work experience and any special skills/abilities that you possess (i.e., proficient in a specific software, professional certifications or licenses you have obtained). Your job Application Cover Letter (letter of interest) should also be written with a formal, professional tone, contain no typographical or grammatical errors. It should be formatted in a business style with your return address, preferred contact format, date, salutation, body, complimentary closing and signature. Include an introduction of yourself and give a specific purpose for the letter, indicate the specific job you are applying for, summarize your personal qualifications for the position and politely request an interview.

Please Note – Regarding a Letter of Reference - You should also plan to obtain one professional **Letter of Reference. This Letter of Reference will be turned in with the first half of your Portfolio assignment in your NUR4325 Synthesis course**. This Letter of Reference should be professional in appearance and typed, if possible. The LOR should also include the individual's contact information. The Letter of Reference should be obtained from a previous employer or manager who can attest to your work ethic, strengths, abilities and communication skills. If you have never held a part-time or full-time job, consider supervisors during volunteer work or school experiences (i.e., Boy or Girl Scouts, School or sports organizations (FFA, Coaches, babysitting or summer jobs). If you have no previous volunteer or work experience, consider asking a faculty member or clinical instructor." **PLEASE NOTE and to emphasize: Your Letter of Reference will not be turned into your NUR4302 Leadership course. Your Letter of Reference will be turned in with your Portfolio Assignment in NUR4325 Synthesis** course and should be uploaded in BB under the appropriate tab in this class.

Testing via Respondus Monitor

 Access to ATI Practice Exams will be through Respondus and will be video recorded via Respondus Monitor (See Other Required Materials for a list of needed equipment earlier in this Syllabus and under IT resources online. Use of another electronic device is prohibited during a quiz or exam while taking a quiz or exam.

There are two steps (practice quizzes) to complete: (a) The first is a Webcam test and (b) There is a 10 question practice quiz over ASU trivia that is not graded. These two steps are available to

the student to assure accessibility. Students are required to go through these practice quizzes in advance of taking a graded quiz or exam. This process will allow you to become familiar with the technology associated with testing. These quizzes, instructional videos, and more information regarding Respondus Monitor can be found under the Respondus Monitor Help tab in your Blackboard course.

ATI Leadership Practice Exams, Remediation – Post Practice Exams and Comprehensive Proctored Examination

ATI Leadership Practice Exams: You will access the two ATI Practice Exams by logging into your Student Account in ATI at www.atitesting.com and selecting the Practice Assessments Tab. Course faculty will access the results after you complete both practice exams. Faculty will calculate an average of the two highest raw scores earned on ATI Practice Exams for the score on this assignment (2% of your grade). Students are encouraged to study and prepare for all quizzes, exams and the comprehensive examination. Following completion of the ATI proctored assessments, students receiving a score of Below Level 1 will complete remediation for content and concepts and submit in Blackboard under the ATI Testing Tab. Documented remediation is required for a score of Below Level 1. If Remediation is not completed by the date specified on the Course Calendar Faculty cannot enter your final grade for the course. To help prepare for the Comprehensive exam, two ATI Practice exams have been assigned for students to complete prior to taking the comprehensive proctored exam. Books and notes may be used during the practice exams only.

ATI Comprehensive Leadership Final Exam: This Exam will evaluate your competence in meeting overall course objectives and your readiness to take and successfully pass the Leadership questions on the NCLEX-RN licensing examination. Specifically, the Management of Care content area from the National Council State Boards of Nursing 2019 NCLEX-RN Test Plan. The test plan may be accessed at the following link NCSBN NCLEX RN Test Plan 2019

The ATI Comprehensive Proctored Exam will be administered in the HHS Testing Center during the Final Class. The proctored exam will be taken without study aides.
For the proctored ATI Leadership Assessment, Scoring by ATI will be calculated as follows:

ATI Level, Percentage ATI Test Score and Points Earned Table for this Course Table

ATI Level	Description of Level	Percentage ATI Test Score	Points Earned for this Course
< Level 1	A student scoring less than Proficiency Level 1; will develop, complete & submit an individualized plan for their remediation in this content area.	<61.7%	55
Level 1	A student meeting criterion for Proficiency Level 1:	61.7% - 75%	70

	• is expected to just meet NCLEX-RN standards in this content area. • should demonstrate the minimum level of knowledge in this content area required to support academic readiness for subsequent curricular content. • should meet the absolute minimum expectations for performance in this content area.		
Level 2	A student meeting the criterion for Proficiency Level 2: • is expected to readily meet NCLEX-RN standards in the content area. • Should demonstrate a level of knowledge in this content area that more than adequately supports academic readiness for subsequent curricular content. • Should exceed minimum expectations for performance in this content area.	76.7% - 86.7%	85
Level 3	A student meeting the criterion for Proficiency Level 3: • Is expected to exceed NCLEX-RN standards in this content area. • Should demonstrate a high level of knowledge in this content area that confidently supports academic readiness for subsequent curricular content.	88.3%	100

	• should exceed most expectations for performance in this content areas		

ATI determines the cut-off scores for each level, based on exam psychometrics normed on a national level. These cut-offs will not be adjusted. For example, if a student's raw score on the ATI was a 75% and earns a Level 1, then the grade entered will be 70 points, as indicated by the above table.

Following completion of the ATI proctored assessments, students receiving a score of Below Level 1 will complete written remediation for content/concepts missed and submit to Blackboard under the ATI Testing tab. Due Dates for the Written remediation Due Day will be on the Course Calendar.

Assignment Submission

Assignments will need to be submitted through the Assignments link in the Blackboard site. This is for grading, documenting, and archiving purposes. Any in class activities or assignments will be submitted as your instructor directs. Please review the individual assignment rubrics for grading submission guidelines. Issues with technology arise from time to time. If a technology issue does occur regarding an assignment submission, email me at wrennah.gabbert@angelo.edu or lparker8@angelo.edu and attach a copy of what you are trying to submit. Please contact the IT Service Center at (325) 942-2911 or go to your Technology Support tab to report the issue. This lets your faculty know you completed the assignment on time and are just having problems with the online submission feature in Blackboard. Once the problem is resolved, submit your assignment through the appropriate link. This process will document the problem and establish a timeline. Be sure to save and keep a backup of all your hard work.

Late Work or Missed Assignments Policy

POLICY ON LATE OR MISSED ASSIGNMENTS

General Policy on late work, exams, or quizzes: There are no makeup for assignments, exams, or quizzes except for extreme extenuating circumstance and only if the course instructor has been notified prior to the due date/exam time. Scheduled ATI exams must be taken as scheduled for the class as a group- no arrangements will be made to schedule individual testing because the group date and time is inconvenient for a student. Formal individual accommodations granted through the Office of Student Affairs within the university will be given (see below). ***Instructor reserves the right to require documentation for emergencies that delay submission of assignment.***

Written Work: Please note: All written work is expected to be turned in on time. **Due dates and times for assignments are posted in Blackboard and on the Course Calendar**. Any work

turned in after the designated date (without prior contact to the faculty) will be late and will not be accepted and will result in a zero. All written/typewritten work must be professional with correct spelling and grammar and must be written in APA format as applicable. You must be present for all exams or you will receive a zero knowing this can result in course failure. Although some assignments will not receive an actual 'letter/number' grade, their assigned ratings will be part of the evaluation process for weekly, mid-term and final evaluations. Review plagiarism and copyright guidelines prior to writing a paper.

Remediation and Counseling: There is remediation available within the Nursing Department. The department uses communication tools for various reasons. These documents serve as a communication method for remediation, absenteeism, status in course, and disciplinary issues. Therefore, these documents should not be necessarily viewed as a "negative" focus unless it is of discipline in nature. These tools help identify areas of concern and/or weakness with a plan or action to assist the student to remediation on such issues. A write up for "Unprofessional Conduct" is disciplinary and is reserved for offenses as identified by the Texas Board of Nursing, Nurse Practice Acts, or within the standards of nursing that constitutes a serious concern or offense. A student written up on Unprofessional Conduct will be counseled and referred to the Nursing Program Director.

General Policies Related to This Course

All students are required to follow the policies and procedures presented in these documents:

- Angelo State University Student Handbook[1]
- Angelo State University Catalog[2]
- Undergraduate Nursing Student Handbook[3]

Important University Dates

List Important University semester dates here

January 17th	Dr. Martin Luther King Holiday – University Closed with no classes
January 18th	First Day of Spring 2022 classes
March 14 – 18	Spring Break
April 28th	Last Day to Drop/Withdraw Regular Term, Spring, 2022
May 9th – 13	Final Exams

Student Responsibility and Attendance

LECTURE: Class attendance is necessary and required for successful and satisfactory completion of all course objectives. Students must complete all assigned course activities. If a situation arises that prevents the student from completing a weekly learning module, he or she should contact their Instructor **prior** to the absence if not an emergency situation. According to the undergraduate handbook, a week's worth of cumulative absences in any one course will result in faculty evaluation of the student's ability to meet course objectives and may result in failure

of the course. Three tardies (over 5 minutes late for lecture, campus, laboratory, or clinical) will equal 1 hour of absence. Failure to meet these requirements hinders the student's ability to complete the course. Attendance, participation in class and completion of module activities will be monitored on a weekly basis.

ON-LINE: The online parts of this class are synchronous, meaning you do not have to be online at a certain time. There are readings you will have to complete to be able to adequately participate in individual and group assignments. In order to complete this course successfully, you do have to participate in all course activities i.e., discussion boards, course projects, reflective logs, tests, etc. Students are expected to engage in course activities and submit work by due dates and times. The hope is that students will make substantive contributions which reflection integration of assigned materials as well as any outside readings as appropriate.

Student Absence for Observance of Religious Holy Days

A student who intends to observe a religious holy day should make that intention known in writing to the instructor prior to the absence. See ASU Operating Policy 10.19 Student Absence for Observance of Religious Holy Day[4] for more information.

Academic Integrity

Students are expected to maintain complete honesty and integrity in all work. Any student found guilty of any form of dishonesty in academic work is subject of disciplinary action and possible expulsion from ASU. The College of Health and Human Services adheres to the university's Statement of Academic Integrity.[5]

Plagiarism

Plagiarism is a serious topic covered in ASU's Academic Integrity policy[6] in the Student Handbook. Plagiarism is the action or practice of taking someone else's work, idea, etc., and passing it off as one's own. Plagiarism is literary theft.

In your discussions and/or your papers, it is unacceptable to copy word-for-word without quotation marks and the source of the quotation. It is expected that you will summarize or paraphrase ideas giving appropriate credit to the source both in the body of your paper and the reference list.

Papers are subject to be evaluated for originality. Resources to help you understand this policy better are available at the ASU Writing Center.[7]

Social Media Policy

Social Media Guidelines (angelo.edu)

The Angelo State University Nursing Program supports the use of social media in

personal/nonacademic or non-professional contexts. Students may encounter confidential information within the academic or patient care environment during clinical practicum and must demonstrate professional behaviors and communication. Consistent with Code of Ethics for Nurses with Interpretive Statements [ANA, 2001], Nursing: Scope and Standards of Practice [ANA, 2nd ed., 2010], Nursing's Social Policy Statement [ANA, 2010] and the ASU Confidentiality Statement all students sign at the beginning of their program, it is the
Students' responsibility to refrain from the following:

- Uploading images/videos of yourself in a clinical environment or uniform
- Discussing patients, visitors, vendors, or organizational partners
- Talking about physicians, hospital/facility/clinical staff
- Discussing clinical events or news stories involving clinical partners
- Giving medical advice online
- 'Friending' or requesting to friend patients (even when they are no longer patients), Department/College faculty, or staff.
- The only exceptions are individual or group photos of the clinical group and faculty.

ASU nursing faculty reserves the right to order the immediate removal of inappropriate items (HIPPA violations, etc.) that are posted on a student's social media site. Students preparing to enter the nursing workforce have a professional obligation to understand the nature and consequences of participating in social networking of all types [blogs, Twitter, Facebook, etc.]. Patient privacy is a fundamental ethical and legal obligation of nurses. Although social networking venues offer opportunities for mentoring and sharing needed health related education and information among colleagues and the lay public it also presents risk. The use of privacy settings and the separation of personal from professional information is not guaranteed from being shared or made public in less protected forums. Online content and behavior has the potential to enhance or undermine the individual student's career and/or the academic institution they attend. Students should consider the 'unintended consequences' of any information they share outside the context in which it was learned. [adapted from Principles: Social Networking and the Nurse [Draft 25 April 2011], American Nurses Association]

Accommodations for Students with Disabilities

ASU is committed to the principle that no qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs or activities of the university, or be subjected to discrimination by the university, as provided by the Americans with Disabilities Act of 1990 (ADA), the Americans with Disabilities Act Amendments of 2008 (ADAAA) and subsequent legislation.

Student Disability Services is located in the Office of Student Affairs, and is the designated campus department charged with the responsibility of reviewing and authorizing requests for

reasonable accommodations based on a disability. It is the student's responsibility to initiate such a request by contacting an employee of the Office of Student Affairs, in the Houston Harte University Center, Room 112, or contacting the department via email at ADA@angelo.edu. For more information about the application process and requirements, visit the Student Disability Services website.[8] The employee charged with the responsibility of reviewing and authorizing accommodation requests is:

Dallas Swafford
Director of Student Disability Services
Office of Student Affairs
325-942-2047
dallas.swafford@angelo.edu
Houston Harte University Center, Room 112

Incomplete Grade Policy

It is policy that incomplete grades be reserved for student illness or personal misfortune. Please contact faculty as soon as possible if you have serious illness or a personal misfortune that would keep you from completing course work. Documentation may be required. See ASU Operating Policy 10.11 Grading Procedures[9] for more information.

Copyright Policy

Students officially enrolled in this course should make only one printed copy of the given articles and/or chapters. You are expressly prohibited from distributing or reproducing any portion of course readings in printed or electronic form without written permission from the copyright holders or publishers.

Syllabus and Course Calendar Changes

The faculty member reserves the option to make changes as necessary to this syllabus and the course content, along with the course calendar. If changes become necessary during this course, the faculty will notify students of such changes by email, course announcements and/or via a discussion board announcement. It is the student's responsibility to look for such communications about the course on a daily basis.

Complaint and Grievance Process

Students will find access to the complaint and grievance policies, along with other policies for the University in the Angelo State University Student Handbook[10]

Nursing Weblinks

- Board of Nursing for the State of Texas[11]

- [BSN Student Resources](#)[12]

Title IX at Angelo State University

Angelo State University is committed to providing and strengthening an educational, working, and living environment where students, faculty, staff, and visitors are free from sex discrimination of any kind. In accordance with Title VII, Title IX, the Violence Against Women Act (VAWA), the Campus Sexual Violence Elimination Act (SaVE), and other federal and state laws, the University prohibits discrimination based on sex, which includes pregnancy, and other types of Sexual Misconduct. Sexual Misconduct is a broad term encompassing all forms of gender-based harassment or discrimination and unwelcome behavior of a sexual nature. The term includes sexual harassment, nonconsensual sexual contact, nonconsensual sexual intercourse, sexual assault, sexual exploitation, stalking, public indecency, interpersonal violence (domestic violence or dating violence), sexual violence, and any other misconduct based on sex.

You are encouraged to report any incidents involving sexual misconduct to the Office of Title IX Compliance and the Director of Title IX Compliance/Title IX Coordinator, Michelle Miller, J.D. You may submit reports in the following manner:

Online: www.angelo.edu/incident-form
Face to face: Mayer Administration Building, Room 210
Phone: 325-942-2022
Email: michelle.miller@angelo.edu

Note, as a faculty member at Angelo State, I am a mandatory reporter and must report incidents involving sexual misconduct to the Title IX Coordinator. Should you wish to speak to someone in confidence about an issue, you may contact the University Counseling Center (325-942-2371), the 24-Hour Crisis Helpline (325-486-6345), or the University Health Clinic (325-942-2171).

For more information about resources related to sexual misconduct, Title IX, or Angelo State's policy please visit: www.angelo.edu/title-ix.

Course Schedule/Calendar

The NUR4302 Leadership course schedule/Course Calendar can be found within the Blackboard course. The faculty member reserves the option to make changes as necessary to this syllabus and the course content, along with the course calendar. If changes become necessary during this course, the faculty will notify students of such changes by email, course announcements and/or via

a discussion board announcement. It is the student's responsibility to look for such communications about the course on a daily basis.

Grading Rubrics

Grading Rubrics for assignments are posted with assignments in Blackboard.

Student Evaluation of Faculty and Course

Students in all programs are given the opportunity to evaluate their courses and the faculty who teach them. Evaluations are most helpful when they are honest, fair, constructive, and pertinent to the class, clinical experience, or course. Faculty value student evaluations, and use student suggestions in making modifications in courses, labs and clinical experiences.
Angelo State University uses the IDEA (Individual Development and Educational Assessment) system administered through Kansas State University for all course evaluations. The Office of Institutional Research and Assessment administers IDEA for the entire university, online and has established a policy whereby students can complete course evaluations free from coercion.

In order to ensure consistency, sufficient student feedback regarding programs and services provided for students by the Department of Nursing, as required by our accreditation agency, opportunities for students to evaluate both their course and course instructors will be provided mid-semester and at the end of each semester. Student opinions and feedback are valued and are part of each Course and Instructor's evaluation process
Areas on the IDEA evaluation include:

- Gaining a basic understanding of the subject (i.e., factual knowledge, methods, principles, theories).
- Learning to apply course material to improve thinking and problem solving
- Developing Specific skills, competencies, and points of view needed by Nurses.

End of Syllabus

[1] https://www.angelo.edu/student-handbook/

[2] https://www.angelo.edu/catalogs/

[3] https://www.angelo.edu/dept/nursing/handbook/index.php

[4] https://www.angelo.edu/content/files/14206-op-1019-student-absence-for-observance-of

[5] https://www.angelo.edu/student-handbook/community-policies/academic-integrity.php

[6] https://www.angelo.edu/student-handbook/community-policies/academic-integrity.php

[7] https://www.angelo.edu/dept/writing_center/academic_honesty.php

[8] https://www.angelo.edu/services/disability-services/

[9] https://www.angelo.edu/content/files/14197-op-1011-grading-procedures

[10] https://www.angelo.edu/student-handbook/

[11] https://www.bon.texas.gov/

[12] https://www.angelo.edu/dept/nursing/student_resources/undergrad_info.php