

9-2013

NRSG 148.01: Leadership Issues

Theresa M. Kinney

University of Montana - Missoula, theresa.kinney@mso.umt.edu

Let us know how access to this document benefits you.

Follow this and additional works at: <https://scholarworks.umt.edu/syllabi>

Recommended Citation

Kinney, Theresa M., "NRSG 148.01: Leadership Issues" (2013). *Syllabi*. 313.
<https://scholarworks.umt.edu/syllabi/313>

This Syllabus is brought to you for free and open access by the Course Syllabi at ScholarWorks at University of Montana. It has been accepted for inclusion in Syllabi by an authorized administrator of ScholarWorks at University of Montana. For more information, please contact scholarworks@mso.umt.edu.

THE UNIVERSITY OF MONTANA-Missoula College
DEPARTMENT OF NURSING
Associate Applied Science-Practical Nursing Program
Course Syllabus
COURSE NUMBER AND TITLE: NUR 148 Leadership Issues
DATE REVISED: 08/2013

SEMESTER CREDITS: 2 (1 lecture/1 clinical)

CONTACT HOURS PER SEMESTER: 15 for Lecture and 45 for Clinical

CLASS TIMES: Wednesday 1400-1600 (Some weeks on-line)

Prerequisites:

Admission into the Associate of Applied Science Nursing Program for The University of Montana College of Technology with successful completion of all Health Core Courses and the first semester PN course work.

FACUTLY CONTACT AND INFORMATION:

Theresa Kinney, MSN, RN

Assistant Professor Nursing Clinical Nursing Faculty

Office: 243-7919

Office Hours: Tuesday 10-1400, Wednesday 0830-1000, or by apt.

Theresa.Kinney@mso.umt.edu

RELATIONSHIP TO THE PROGRAM:

This course is designed to present leadership and management skills to the practical nurse in the long-term care setting. This course is intended to complement congruent courses in the second semester enhancing a student's ability of successful transition from student to practical nursing graduate.

COURSE DESCRIPTION:

This capstone course provides the Practical Nursing student information regarding the current status of practical nursing. This course assists the nursing student to bridge the role between student and employee.

Leadership/management skills, health care delivery systems, continuing educational needs, licensure requirements, legal issues, and standards of practice are investigated. Personal and professional identify and entry into the job market is explored. There is a forty-five hour clinical internship component to provide the student the opportunity to apply theoretical knowledge in the long-term care setting.

Course Objectives:

Upon successful completion of this course, the student will be able to:

1. Professional Behaviors: Socialize and prepare to enter the profession of practical nursing as characterized by the student being able to:
 - a. Explain the concepts of leadership versus management
 - b. Discuss various leadership and management styles
 - c. Identify and demonstrate characteristics of an effective leader as applied to cultural diversity, interpersonal skills, ethical and legal considerations and time management.
 - d. Discuss the nurse practice act for the state of Montana
 - e. Identify the role and responsibilities of the Montana State Board of Nurses
 - f. Formulate a plan for lifelong learning as a graduate practical nurse
 - g. Demonstrate professional attitudes, and civility in the classroom when dealing with instructors, other students, guest speakers, ancillary staff and other professionals.
2. Communication:
 - a. Compose a professional portfolio of the basic elements necessary to communicate the tools necessary for career success, including but not limited to the following: a resume, a cover letter, career goals and plan.
 - b. Discuss prospective employment opportunities and successful strategies to obtain employment including but not limited to interviewing skills.
3. Critical Judgment:
 - a. Describe evidence based practice, and write a review of a professional nursing journal article
 - b. Discuss the characteristics of critical thinking
4. Managing Care: Collaborate with health care team members in the management of fiscal, human and technological resources as a leader in the healthcare setting as characterized by the student being able to:
 - a. Identify and participate in the management of client care, costs effectively perform delegated nursing interventions by supervising personnel.
 - b. Identify appropriate techniques in delegating to qualified assistive personnel in accordance of abilities and scope of practice for the practical nurse.

Course policies and course/clinical evaluation:

Please see UM-COT Nursing Programs Student Handbook & Policies for course policies. Please see internship evaluation tool in Moodle.

Student performance assessment methods and grading criteria:

1. Participation & Professional Behaviors 10%
2. On-Line Discussions 10%
3. Team Project 10%
4. Professional Portfolio 15%
5. Evidence Based Article Review 5%
6. ATI 10%
7. Five Pre-Lecture Quizzes 5%. Weekly pre-lecture quizzes are due Wednesdays before each class in Moodle (books may be used for pre-lecture quizzes only).
8. Midterm 15%
9. Final 20%

1. **Students are expected to make a proactive, consistent, active, and responsible effort to attend *all* clinical experiences as part of their professional behavior development. Students are expected to come to clinical with the required paperwork, prepared to discuss their selected patient(s) and plan of care with the instructor. Please see expected clinical behaviors in the student handbook.**
 2. Regular attendance is expected at each class as part of professional behavior. With online components, attendance will be reviewed by instructor via Moodle. In the event of a student being unable to attend class, prior notification to the faculty is appreciated and requested.
 3. Exams/quizzes are to be taken at the times they are scheduled. In the event an exam/quiz must be missed, prior notification to faculty member is required. Arrangements will need to be made for testing with faculty member or testing center and will be allowed at the discretion of the instructor. **Quizzes/exams will be held in class or on Moodle at specified times listed in course outline. Unless specifically announced by the instructor, unit test, quizzes or exams are NOT open book or open note tests.**
 4. **Paperwork Due Dates:**

All assignments are due at the time and due date indicated. Due dates and times will be listed on the course outline and on Moodle. It is the student's responsibility to complete these on time. I do not send out reminders. Late work, including exams, will NOT be accepted. IT MUST BE HANDED IN DURING THE FIRST 10 MINUTES OF CLASS ON THE DAY IT IS DUE. Emergencies and extenuating occurrences will be handled on an individual student basis. Please speak to the instructor BEFORE the due date if you suspect you may not be able to complete the work on time. Faculty has the final decision on whether or not to accept late assignments and circumstances must be extenuating. Repeated requests for extensions on course work due dates will affect your professionalism grade and potentially your final grade for the class. An assignment that is more than 24 hours late, regardless of prior notification, will have a minimum 10% reduction to the final grade for that assignment.
- Students are expected to turn in all clinical paperwork/notebooks on time. Clinical paperwork is due by the Monday following your clinical experience. For example if your clinical experience is on Thursday 1/31/13 &/or Friday 2/1/13 then your clinical paperwork is due by 11:59 PM on Monday 2/4/13. Late clinical paperwork will not be accepted without prior approval of the instructor and will result in a "Failure" in the clinical portion of the course. Clinical paperwork for this course is submitted electronically or hard copy at the discretion of the clinical instructor. Students who arrive unprepared for clinical will be sent home with an unexcused clinical absence. This will result in a "Failure" of the clinical portion of the class. Preparedness for the clinical experience will be determined by the clinical instructor/preceptor.**

5. **Note: Instructor reserves the right to modify syllabi and assignments as needed based on faculty, student, and/or environmental circumstances.**

6. Internship Evaluation P/F

Clinical is scored as Acceptable or Not Acceptable; please see clinical paperwork guidelines and grading rubric in Moodle. (No letter grade or “score” is assigned). Student’s clinical experience and paperwork must be considered “acceptable” to pass the course.

Both the classroom and the clinical components of the course must be successfully completed in order to pass this class; therefore, students must earn at least a B (80%) and a Pass (P) for the internship to pass this course.

Grade Scale: 100%-90% = A 89%-80% = B 79%-70% = C 69%-60% = D

Assignments: All assignments are to be uploaded in Moodle unless otherwise instructed, be typed, and if references are used; correct APA format. 20% will be deducted for incorrect APA formatting.

Late Assignments:

Late assignments are NOT routinely accepted for this course; assignments not turned in within the timeframe allotted will be scored as a zero. It is the student’s responsibility to communicate directly with the instructor prior to the due date if an extenuating circumstance should be considered.

Academic Conduct:

All Students must practice academic honesty. Academic misconduct, including plagiarism and classroom misconduct is subject to an academic penalty by the course instructor(s) and /or a disciplinary sanction by the University. All students need to be familiar with the Student Conduct Code. The Code is available for review online at <http://www.umt.edu/SA/VPASA/index.cfm/page/1321>

Students are strongly encouraged to view the student conduct code. *Printing and/or copying quizzes/tests from Blackboard is a violation of the student conduct code.

1. **Students are expected to make a proactive, consistent, active, and responsible effort to attend *all* clinical experiences as part of their professional behavior development. Students are expected to come to clinical with the required paperwork, prepared to discuss their selected patient(s) and plan of care with the instructor. Please see expected clinical behaviors in the student handbook.**
2. Regular attendance is expected at each class as part of professional behavior. With online components, attendance will be reviewed by instructor via Moodle. In the event of a student being unable to attend class, prior notification to the faculty is appreciated and requested.
3. Exams/quizzes are to be taken at the times they are scheduled. In the event an exam/quiz must be missed, *prior notification to faculty member is required*. Arrangements will need to be made for testing with faculty member or testing center and will be allowed at the discretion of the instructor. **Quizzes/exams will be held in class or on Moodle at specified times listed in course**

outline. Unless specifically announced by the instructor, unit test, quizzes or exams are NOT open book or open note tests.

4. Paperwork Due Dates:

- a. All assignments are due at the time and due date indicated. Due dates and times will be listed on the course outline and on Moodle. It is the student's responsibility to complete these on time. I do not send out reminders. Late work, including exams, will NOT be accepted. IT MUST BE HANDED IN DURING THE FIRST 10 MINUTES OF CLASS ON THE DAY IT IS DUE. Emergencies and extenuating occurrences will be handled on an individual student basis. Please speak to the instructor BEFORE the due date if you suspect you may not be able to complete the work on time. Faculty has the final decision on whether or not to accept late assignments and circumstances must be extenuating. Repeated requests for extensions on course work due dates will affect your professionalism grade and potentially your final grade for the class. An assignment that is more than 24 hours late, regardless of prior notification, will have a minimum 10% reduction to the final grade for that assignment.

- b. Students are expected to turn in all clinical paperwork/notebooks on time. Clinical paperwork is due by the Monday following your clinical experience. For example if your clinical experience is on Thursday 1/31/13 &/or Friday 2/1/13 then your clinical paperwork is due by 11:59 PM on Monday 2/4/13. Late clinical paperwork will not be accepted without prior approval of the instructor and will result in a "Failure" in the clinical portion of the course. Clinical paperwork for this course is submitted electronically or hard copy at the discretion of the clinical instructor. Students who arrive unprepared for clinical will be sent home with an unexcused clinical absence. This will result in a "Failure" of the clinical portion of the class. Preparedness for the clinical experience will be determined by the clinical instructor/preceptor.

- 5. Note: Instructor reserves the right to modify syllabi and assignments as needed based on faculty, student, and/or environmental circumstances.**

RECORDING OF CLASSES:

Recording lectures is not allowed without prior written consent of the instructor. In blended classes or distance learning classes, recorded lectures are not allowed to be re-broadcast in any way and any material discussed in face to face classes or in on-line discussion groups is considered confidential. If a student breaks this policy, it will be considered academic misconduct.

Students with Disabilities:

Students with disabilities will receive reasonable accommodations for this course. To request course modifications, please see me immediately after the first class meeting to discuss necessary documentation. I will work with you and Disability Services in the accommodation process. For more

information, visit the Disability Services website at <http://www.umt.edu/dss/> or call 406-243-2243 (Voice/Text)."

Career Plan:

When applying for employment, students have only one opportunity to make the "first and best" impression. This assignment requires that the student do a self evaluation and develop a career plan using a critical thinking framework to guide them in discovering an employer that will be a "good fit" for them. Students are also required to write a resume and cover letter with their career plan.

Written Assignment:

Written assignments give the student the opportunity to explore the evidence based practices in nursing. Students may choose from a variety of topics that relate to nursing and will need to submit the selected topic to faculty for approval prior to submitting the written assignment. The written assignment consists of a review of a professional nursing journal article that provides rationale for a nursing intervention. Mansfield Library online resources and the UM-COT ASC/The Writing Center tutoring are available to students. Please see the guidelines and grading rubric in Moodle. APA format is to be used for in-text citations and reference list.

Homework Assignments:

Students will be asked to answer and provide rationale for Case Studies and NCLEX style questions covering leadership content throughout the semester. Ongoing practice will help the student to gain proficiency in the material. The focus of these questions will be critical thinking, prioritization and delegation. The student will be scored on correct answer as well as appropriate rationale.

Required Text:

Dahlkemper, T.R. (2013). *Anderson's nursing leadership, management, and professional practice for the lpn/lvn: In nursing school and beyond* (5th ed.). Philadelphia, PA: F.A. Davis.

ATI Leadership Manual

Supplemental readings from professional nursing journals will be given to enhance learning.

*This Syllabus is subject to change at the Instructor's discretion; all changes will be communicated to students via an announcement on Moodle. Please access Moodle for additional communication, course materials and course content and assignment due dates