

Name of Department: Instructor Name: Office Location: Office Hours: E-mail: Telephone: Class Meeting Days/Times:	Nursing Marji Campbell, MSN, RN, CNE Nursing Education, RM 111A 0830-12 M-Th marjic@unm.edu 505-925-8872 Varied
Syllabus	
Title of Course:	NURS 245 Professional Seminar
Course Description:	This course explores theoretical application of nursing practice to develop expertise in management and leadership roles. Emphasis is on professional role development.
Credit and Contact Hours	1 credit hour- equivalent of 50 minutes contact time per week. Seminar format with limited days of attendance
Pre-requisites/ Co-requisites	Admission into UNM-Valencia Nursing Program and satisfactory completion of all previous NURS courses in the Nursing Program. Co-requisites: NURS 242L, NURS 243.
Student Learning Outcomes:	Upon completion of this course, students will <ul style="list-style-type: none"> Plan transition to function effectively as a member of the interprofessional healthcare team (G.O. 2) Utilizes technologies for the management of information. (G. O. 6)
Textbooks Required:	Black, B.P., Professional Nursing-Concepts and Challenges, (7 th ed). Elsevier ISBN#978-1-4557-0270-1
Disabilities Policy:	In accordance with University Policy 2310 and the Americans with Disabilities Act (ADA), any student needing academic accommodations should first contact Equal Access Services at 925-8560 (Student Services Bldg.) It is also imperative that you take the initiative to bring such needs to the instructor's attention, as your instructor is not legally permitted to inquire. Students who may require assistance in emergency evacuations should contact the instructor as to the most appropriate procedures to follow.
Title IX Policy:	In an effort to meet obligations under Title IX, UNM faculty, Teaching Assistants, and Graduate Assistants are considered responsible employees. This designation requires that any report made to a faculty member, TA, or GA regarding sexual misconduct or gender discrimination must be reported to the Office of Equal Opportunity and the Title IX Coordinator. For more information on the campus policy regarding sexual misconduct, see: https://policy.unm.edu/university-policies/2000/2740.html

Cell phone and Pager Policy, Academic Dishonesty, Attendance Policy and Policies on Classroom Behavior are found in the current UNM-Valencia Student Nurse Handbook

Attire: Due to the nature of this course structure, you are to wear professional business attire to each seminar session. The Board of Nursing experiences require official uniforms and student ID to be worn.

Course Outline

Teaching Methods:

NURS 245 will use a seminar format. Within this framework, various methods may be incorporated, to include: lecture, audio-visual materials, guided discussions, group projects, role playing, self-evaluation, written assignments, computer and online activities, decision-making exercises, standardized exams, and student to professional interviews.

Evaluation/Grading Policies:

To be eligible to graduate the student must pass NURS 245 with a minimum of 75% (C) overall course average. Failure to successfully complete this course will result in a failing grade and ineligibility for graduation. **There is no rounding of any score or course grade (examples: a 74.99% is not rounded to a 75%. A score of 90.99% is not rounded to a 91%).**

The course grade is based on the below listed components. Late assignments will result in a one (1) letter grade penalty for each day the assignment is late. No assignment will be accepted if more than three (3) days late.

Group Presentation	80%
Resume & Cover Letter	10%
Reflective statement following BON visit	5%
Kaplan Management/Professional Issues Exam	5%

Grading Scale

98-100 A+	75-77 C
94-97 A	70-74 C-
91-93 A-	67-69 D+
88-90 B+	64-66 D
84-87 B	60-63 D-
81-83 B-	0-59 F
78-80 C+	

Management of Care Focused Review exams in Kaplan are prerequisites for the Kaplan Management/Professional Issues Exam. Full Kaplan policy is in the current UNM-Valencia Student Nurse Handbook

Spring 2015 NURS245 Professional Seminar Course Schedule and Weekly Objectives			
Week	Date	Objectives	Content
1	2/10/2016 1300-1600	<ul style="list-style-type: none"> • Define the term delegation • Define the term prioritization • Discuss barriers to successful delegation • Apply priority setting guidelines to patient care 	Management of Care and Delegation
2	2/24/2016 1300-1600	<ul style="list-style-type: none"> • Objectives specific to presentation topic • Develop a resume including objectives, qualifications, skills, experience, work history, education, and training. • Compose job search letters including cover letter, thank-you letter, and acceptance and rejection letters. • Discuss components of the interview process. • Discuss the factors involved in selecting the right position. 	Presentations Resume and Cover letter due
3	3/2/2016	<ul style="list-style-type: none"> • Achieve benchmark on Kaplan Exam 	Kaplan Exam
4	4/14/2016 4/15/2016	<ul style="list-style-type: none"> • Discuss the role of the Board of Nursing in New Mexico • Identify key personnel and define their roles within the NMBON 	Board of Nursing Attendance Kaplan remediation due

***Unless otherwise noted, all completed assignments, and Kaplan remediation are due by 11:59pm on the due date. Any submissions after this time are considered late and subject to the late submission policy.**

This Syllabus, including the Course Schedule, is subject to change at the discretion of the instructor as needed and in accordance with UNM Valencia Academic Policies.