UNM VALENCIA

Name of Department:	Nursing
Instructor Name:	Marji Campbell MSN, RN, CNE
Office Location:	111A – Nursing Education Building
Office Hours:	M-F 0900 -1200 + by appointment
E-mail:	marjic@unm.edu
Telephone:	505-925-8872
Class Meeting	111 – Nursing Education Building
	Mon 0800-0850 N111

Fall 2017 Syllabus

Title of Course:	NURS 110 Professional Development
Course Description:	Introduces the nursing student to broad concepts of critical self-examination, self-evaluation and self-management as a precursor to personal accountability and responsibility necessary for nursing leadership and management. Emphasis on entry into role of the professional.
Credit Hours and Contact Hours:	1 credit hour = 50 minutes contact time per week
Pre and co-requisites	Pre-requisite: acceptance in nursing program co-requisites: HCHS 125, NURS 115, BIOL 238
Course Outcomes	Upon successful completion of this course, the student will be able to: 1. Begin to demonstrate professional nursing practice that is patient-centered and culturally appropriate for individuals, families, and communities. 2. Identifies roles of the members of the interprofessional healthcare team for the delivery of healthcare for quality patient outcomes. 3. Define nursing care that is evidence based in a variety of healthcare settings. 4. Discuss and identify the principles of quality improvement within a variety of healthcare settings. 5. Demonstrate principles of safe nursing practice. 6. Demonstrate the use of different types of technologies for the management of information.
Required Text(s) and Supporting Materials:	Castillo, Strategies, Techniques, & Approaches to Critical Thinking (6th Edition). Elsevier. ISBN #978-0-323-44675-4 Concepts for Nursing Practice (2nd Edition), Giddens, Elsevier, ISBN 978-0-323-37473-6 Enrollment into Evolve Concepts course (COURSE ID: 156405_mcampbell34_1002_ and Blackboard course for 110
Recommended Resources:	The Purdue Owl at https://owl.english.purdue.edu/owl/resource/560/01/

Course Communication	Blackboard is the repository for all things related to this course. You will need to check it at least daily. All email communication related to this course is expected to be through Blackboard messaging. Emails sent through this method will be responded to within 48 hours. Sending course related messages through the UNM email system will not guarantee response or that they were received.

Cell phone Policy:	Cellphones are not permitted in the classroom setting. They must be silenced and put away. Cellphone that ring or are used during class or testing will result in the student being excused from the class or test. Any make-up of assignments or exams due to violation of this policy is solely at the discretion of the instructor.
Academic Integrity	Having academic integrity is paramount to your success in any class. Plagiarism or cheating is not tolerated. Any instance of this will result in a grade of zero for that assignment.
Classroom Use/ Attendance/ Professional Behavior	The classroom is available for student use outside of regularly scheduled classes when other classes are not in session. There is a reference area and computers available. In accordance with UNM policy there is no eating or drinking allowed in the classroom. Students may have water in enclosed bottles during class. See the current Student Nurse Handbook for complete listing of attendance and professional behavior policies.
Student Concerns or Grievances	UNM-Valencia nursing program follows the specific Grievance Procedure as provided in the UNM Valencia Catalog. Prior to participating in the campus procedure, the student is encouraged to review their complaint within the nursing department by following these steps**:** *SBAR*: To be used as a tool for communicating student concerns in a professional manner. **Instructions:** • The student completes the SBAR using professional language to communicate a concern about classroom, clinical or lab. You may check with your faculty if you are unsure if this process is necessary. • Email the completed SBAR to the instructor. • The instructor will contact the student after reviewing the SBAR to schedule a face to face meeting to discuss the SBAR. The student should bring a printed copy to the meeting.
Disabilities Statement:	In accordance with University Policy 2310 and the Americans with Disabilities Act (ADA), reasonable accommodations are made to all qualified students unless such accommodations fundamentally alter a program or service or place an undue hardship on the operation of the University. Any student needing academic accommodations should first contact Equal Access Services at 925-8560 (Student Services Bldg.) Equal Access Services provides a full range of academic accommodation services. A student seeking academic accommodations must provide documentation of their disability and meet with a staff member to determine reasonable accommodations. Students who may require assistance in emergency evacuations should contact Equal Access Services. If you feel that you need

	accommodations, but have not documented your disability, please contact Jeanne Lujan, the coordinator for Equal Access Services at 925-8910 or jmlujan@unm.edu .
Equal Opportunity & Non-discrimination	In an effort to meet obligations under Title IX, UNM faculty, Teaching Assistants, and Graduate Assistants are considered "responsible employees" by the Department of Education (see page 15 - http://www2.ed.gov/about/offices/list/ocr/docs/qa-201404-title-ix.pdf) . This designation requires that any report of gender discrimination which includes sexual harassment, sexual misconduct and sexual violence made to a faculty member, TA, or GA must be reported to the Title IX Coordinator at the Office of Equal Opportunity (oeo.unm.edu). For more information on the campus policy regarding sexual misconduct, see: https://policy.unm.edu/university-policies/2000/2740.html .
Writing Center contact	925-8513 Dr. Gillikin's email: gillikin@unm.edu

Teaching Methods (Lecture, Small Groups, Case Studies, On-Line Components, including Asynchronous Discussions, Kaplan/Evolve, Live stream videos/DVD)**:**
NURS 110 will use a variety of approaches to meet the course outcomes. These instructional methods may include, but are not limited to lecture, audio-visual materials, guided discussions, group projects, role playing, self-evaluation, written assignments, computer and on-line activities, decision-making exercises, clinical experiences, field trips and observational experiences.

Evaluation/Grading Policies:
To successfully complete the course, the student must achieve a minimum of 75% (C) overall course average. See the student handbook for progression policies. **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 calendar day the assignment is late. No assignment will be accepted if more than three (3) calendar days late.

Scope of Practice Paper (due 10/30/17)………………… 50% of total grade
BON website exercise…………………………………… 20% of total grade
Group project ………………………………………….. 20% of total grade
Portfolio (due 12/11/17)…………………………………..10% of total grade

All assignments are to be created as a Microsoft Word document and uploaded into the appropriate link in Blackboard. Discussions or Journal entries should be created in Word and then cut and pasted into the appropriate discussion block or Journal section. Written work must follow APA 6th edition guidelines. Refer to the APA Publication Manual 6th ed. (a copy is on reserve in the library) and/or the Purdue Owl website. *Font setting must be Times New Roman or Arial at 12pt.*

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+		

Attendance Policy and Policies on Clinical/Lab Behavior:

Attendance for clinical/lab is mandatory. There are some circumstances under which students should not be in the clinical setting. These include, but are not limited to, hospitalization and communicable illnesses. It is always the responsibility of the student to notify the clinical instructor and the course faculty member prior to the time of the absence. If proper notification is not provided, the absence will be considered unexcused. Unexcused absence will result in a 0 for that clinical day and failure of the course.

See the Nursing Student Handbook for all policies and requirements.

This Syllabus, including the Course Schedule, is subject to change at the discretion of the Instructor in accordance with UNM Valencia Academic Policies. In the event there is a discrepancy between the syllabus and the Student Handbook, the current Student Handbook is the authoritative source.

			Abbreviated Course Schedule Fall 2017		
Week	**Date**	**Content/activities**	**Objectives**		**Preparation**
2	**8/28/17** 1300-1600	Orientation - Become familiar with UNM-Valencia policies and procedures Kaplan orientation webinar Research, present and discuss classroom assignment about generations	Identifies roles of the members of the interprofessional healthcare team for the delivery of healthcare for quality patient outcomes. (SLO 2)		Read current student nurse handbook and syllabus
5	**9/18/17** 1300-1600	Discussion and activity related to • Academic integrity • APA • Time management • Learning styles	Upon completion of this unit, the student will be able to: • Find UNM academic integrity policies (SLO 3) • Review APA style and use to ensure academic integrity Upon completion of this unit, the student will be able to: • Identify personal times of peak productivity • Identify areas in schedule to modify Upon completion of this unit, the student will be able to: • Determine appropriate study techniques for personal schedule and learning style • Select new study skills to try		Look up UNM policies related to academic integrity on line Bring completed time management exercise Identify personal learning style http://www.educationplanner.org/students/self-assessments/learning-styles.shtml (bring results to class)

Week	Date	Content/activities	Objectives	Preparation
9	10/16/17 1300-1600	Review Scope of Practice paper assignment Social media content Review NM Board of Nursing website	Demonstrate the use of different types of technologies for the management of information.(SLO 6) Upon completion of this unit, the student will be able to: • Review areas in which IT is used in health care • Navigate NM BON website and obtain specific information related to safe Upon completion of this unit, the student will be able to: • Define social media • Describe potential pitfalls of social media use in nursing practice (SLO 3, 6)	Bring draft of Scope of Practice paper to class Review NMBON website: http://nmbon.sks.com/
12	11/6/17 1300-1600	Professional identity Leadership Clinical judgement	Begin to demonstrate professional nursing practice that is patient-centered and culturally appropriate for individuals, families, and communities. (SLO 1)	TBA
15	11/27/16 1300-1600	Group presentations		

Scope of Practice Paper – Written Assignment
Due: October 30, 2017

The purpose of this assignment:

1)   To identify important guidelines about the practice of the registered nurse in a specialty area and how they apply to each individual as he/she progresses through the nursing program.
2)   To become acquainted with the professional resources, to include databases.
3)   To utilize technology by searching professional databases and submitting the assignment electronically.
4)   Utilize the Writing Center to increase quality of finished paper.
This paper will typed in APA format and must be submitted as an attachment in Blackboard.

Each student will select a nursing specialty practice area and write a one to two page summary that includes (minimally) the following:
• Scope of practice.
• Basic education requirements; continuing education requirements.
• Legal/ethical practice considerations specific to this area of practice.
• Specialty certifications available; this does _not_ include CPR, ACLS, etc.
• As a student, what you can do now to set the foundation to meet the standards of the selected nursing specialty practice.
At least two references in addition to your text are required. Additional reference may include interviews with nurses who practice within the specialty.
Paper will be graded using the following criteria:

Relevancy, accuracy and completeness of information	50 points
Logical format (clear and concise presentation)	20 points

Grammar and spelling	10 points
Citing references: APA format	10 points
Use of writing center	<u>5 points</u>

100 points*

- To get full credit for assignment, student must have turned in at least one proof of attendance at campus writing center

Student Name: Topic of Paper:

Grading Rubric for Scope of Practice Paper – Fundamentals of Nursing

SECTION I						
Relevancy, accuracy and completeness of information: All five content areas are covered and information is accurate 50	Relevancy, accuracy and completeness of information: One content area is not included or includes inaccurate information 40	Relevancy, accuracy and completeness of information: Two content areas are not included or include inaccurate information 30	Relevancy, accuracy and completeness of information: Three content areas are not included or include inaccurate information 20	Relevancy, accuracy and completeness of information: Four content areas are not included or include inaccurate information 10	Relevancy, accuracy and completeness of information: Five content areas are not included or include inaccurate information 0	**Total points**
SECTION I COMMENTS:						
SECTION II						
Logical format: Paper is clear, presented in logical order and meets page requirement of assignment 20	Logical format: Paper is one or less pages over limit of assignment 15	Logical format: Paper is presented in illogical fashion and is difficult to follow 10	Logical format: Paper is more than one page over length of assignment 5	Logical format: Paper is over assignment length and is presented in an illogical fashion 0		
SECTION II COMMENTS:						
SECTION III						
Grammar and spelling: All grammar and spelling is correct 15	Grammar and spelling: One or two grammar or spelling errors 10	Grammar and spelling: Three or four grammar or spelling errors 5	Grammar and spelling: Five or more grammar or spelling errors 0			
SECTION III COMMENTS:						
SECTION IV						
APA format No APA errors 10	APA format No title page 5	APA format Incorrect citation of references, either in text or on reference page 5	APA format No APA format 0			
SECTION IV COMMENTS:						
SECTION V						
Returns receipt from UNM-Valencia writing center 5			No attendance at writing center 0			
SECTION V COMMENTS:						
Total grade						

Group Assignment

You will receive your group project assignment early in the semester
The presentations will take place 11/27/17
The presentation can be no more than 25 minutes in length.

You are required to prepare at least one handout for class members that will assist students remember the key information you present. Have fun and use your imaginations as you plan to present in a way that will be helpful and interesting to your classmates. I will copy the handouts for you if you wish; please get them to me prior to the presentation date. Please let me know ahead of time if you need any equipment in addition to a set up for power point. I will be available for consultation as you prepare your presentation. The sky is the limit for this project. Unless lecture is your very favorite way to learn, try to come up with a more interesting way to present your information.

You will be graded by your group on group participation and the class will grade you on presentation. The instructor will also grade the presentation. Each component will make up ⅓ of the total group grade. Rubrics for both follow.

Rubric for Group Grade

Group attendance	**20-** attended all scheduled group meetings	**15-** attended almost all group meetings and communicated with members when did not attend	**10-** attended some meetings or attended most but did not communicate with members about absences	**5-** attended few group meetings	**0-** did not attend scheduled group meetings
Input	**20-** contributed many exciting ideas and provided resources	**15-** contributed some ideas and resources to the group project	**10-** made very few contributions of ideas or resources	**5-** did not contribute ideas or resources	**0-** contributions negatively affected group work
Process	**20-** made significant, helpful contributions and worked hard on this project	**15-** made contributions and did some work on this project	**10-** made some contributions and did some work on the project	**5-** very few contributions and little work toward accomplishing the group goal	**0-** contributed no work toward this group project
Output	**20-** group output reflects a significant part of this member's work	**15-** group output reflects some of this member's work	**10-** group output reflects a small amount of this member's work	**5-** group output reflects very little of this member's work	**0-** group output reflects no contribution from this member
Other factors: leadership, communication, group process	**20-** demonstrated excellence in leadership, communication and ability to work in a group	**15-** performed well in the areas of leadership, communication and ability to work in a group	**10-** average performance in leadership, communication and the ability to work in a group	**5-** poor performance in leadership, communication and the ability to work in a group	**0-** performance in the areas of leadership, communication and ability to work in the group negatively affected this group

Group Presentation Grade for Group Project

	20-	15-	10-	5-	0-
Clarity of presentation	the presentation was done in a logical manner and was understandable throughout	most of the information was presented clearly and logically	some of the material presented was difficult to follow or understand	most of the material presented was difficult to follow or understand	almost all of the material presented was difficult to follow or understand
Quality of presentation delivery	volume and speed of delivery was appropriate; any technology/tools used was/were appropriate and helpful	speakers were sometimes difficult to understand (too soft, too fast, etc; technology/tools added to the presentation	often difficult to understand speakers, some technology/tools did not add to effectiveness of presentation	usually difficult to understand speakers, some technology/tools did not add to effectiveness of presentation	most or all presenters were difficult to hear or understand, technology/tools used did not add to effectiveness of presentation
Coverage of required contents	every requirement listed on the assignment sheet was adequately covered	most requirements listed on the assignment sheet were adequately covered	some requirements were skipped or not adequately covered	many requirements were skipped or not adequately covered	few of the required areas were addressed and adequately covered
Quality of handout	the handout/s added a lot to the presentation and my understanding of the topic	the handout/s added some to the presentation and my understanding of the topic	the handout/s is/are somewhat helpful	the handout/s is/are only slightly helpful, it/they is/are confusing in areas	the handout/s is/are unclear or confusing and therefore not helpful
Usefulness of material presented	I feel significantly better prepared to care for clients than before the presentation	I feel somewhat better prepared to care for clients than before the presentation	I feel slightly better prepared to care for clients than before the presentation	I'm not sure if I'm better prepared to care for clients than I was before the presentation	this presentation was not helpful in preparing me to care for clients

Portfolio Rubric

	20	**15**	**10**	**5**	**0**	**Points awarded**
Clinical folder	Skills checklist is up to date and includes skills checked of during skills lab and clinicals. All signatures included		Skills checklist is incomplete		Skills checklist not included	
Clinical folder	Clinical readiness checklist is complete and copies of supporting documents are included		Some supporting documentation missing		Clinical checklist not included	
Academic portfolio	Table of contents is complete and accurate for documents in portfolio		Table of contents present but not complete		No table of contents	
Academic portfolio	At least one example of work from each class taken this semester is included	One example of work is missing	Some examples of class work included	Only one example of academic work is included	No representative work included	
Academic portfolio	Kaplan test results are included with areas needing further study highlighted		Kaplan results included without assessment of areas of needing further review		No Kaplan information included	
Total grade						