

Name of Department:	Nursing
Instructor Name:	Dianna Johnston, DNP(c), MSN, RN, NE-BC
Office Location:	Nursing Education, RM 110
Office Hours:	Mondays 7:30-8:30am and by appointment
E-mail:	dmjohnston@unm.edu
Telephone:	925-8872
Class Days/Times:	M 2:10-3:00 pm in N111
Fall 2015 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 effective nursing leadership and management. Emphasis on entry into the role of professional.
Credit and Contact Hours	1 credit hour- 50 minutes contact time per week
Pre-requisites/co-requisites	Admittance into UNM-VC's nursing program. Concurrent enrollment in NURS 115.
Required Text:	Finkelman & Kenner, <i>Professional Nursing Concepts</i> (3 rd Edition). Jones & Bartlett. ISBN #978-1-284-06776-7 Castillo, <i>Strategies, Techniques, & Approaches to Critical Thinking</i> (5 th Edition). Elsevier. ISBN #978-1-4557-3390-3
Recommended Resources:	APA Publication Manual 6 th ed. ISBN#978-1-4338-0561-5 The Purdue Owl at https://owl.english.purdue.edu/owl/resource/560/01/
Course Outcomes	Upon successful completion of this course the student will: <ol style="list-style-type: none"> 1. Apply the principles of self-examination (assessment), self-evaluation (diagnosis), and self-management (planning, implementation, and evaluation) to personal development into the role of the professional nurse. (po 1.2) 2. Examine how communication skills are used within the culturally diverse health care setting. (po 1.1) 3. Identify leadership styles and characteristics of an effective leader to initiate role development. (po 1.4) 4. Identify team building approaches to studying, communicating, and critical thinking as nursing students. (po 1.3) 5. Know and apply principles of time management in the role of the nursing students to develop life-long skills. (po 1.4)
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. Cellphones that ring or are used during class or testing will result in

	<p>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.</p>
<p>Classroom Use/ Attendance/ Professional Behavior</p>	<p>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.</p> <p>Students are expected to attend all classes, including those when tests are scheduled. More than two (2) absences in this 16-week course may result in being dropped from the course. If a student must miss a test, notify the instructor of the course directly <u>prior</u> to the time of the test. If notification is received prior to the time of the test, the faculty member may reschedule the test or schedule a test over the material in an alternate format, such as an essay test. If notification is not received by the instructor prior to the time the test is scheduled, <u>the test grade will be zero (0)</u>. The opportunity to make-up any exam, whether notification is received or not, is at the discretion of the instructor as outlined in their course syllabus, and if allowed, the date and format is determined by the instructor. If a student misses more than one test in a semester, the S&P committee will meet to discuss the issue and determine consequences, up to and including failure of the course.</p> <p>Obligations, such as jury duty active military or reserves service, will be accommodated upon verification of such obligations.</p> <p>Professional behavior requires the nurse to be accountable for their actions in any setting. Behaviors that are established in the nursing program will prepare the student for the role of graduate and registered nurse. Any behavior that the instructor believes to cause disruption to the flow of the course or compromises the learning environment for other class members will result in counseling by the instructor. All nursing student handbook policies on attendance and professional behavior apply (See nursing student handbook.) Students will address each other and the instructor with respect. Disruptive behavior, including disregard for any course or program policy, and class established code of conduct, may result in disciplinary action up to and including dismissal from the course.</p>
<p>Student Concerns or Grievances</p>	<p>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:</p> <p>SBAR: To be used as a tool for communicating student concerns in a professional manner.</p> <p>Instructions:</p> <ul style="list-style-type: none"> • 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. <p>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.</p>

Disabilities Statement:

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

Teaching Methods:

Nurs110 will use a variety of approaches to meet the course outcomes. Those 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 online activities, decision-making exercises, and student to professional interviews.

Evaluation Methods:

Grading scale and policies apply as per nursing student handbook. Students will be expected to participate in class discussions and any weekly assignments (readings), culminating in a novice understanding of the learning outcomes for the course. The student learning objectives are listed in the course calendar. Assignments and testing are based on these learning outcomes. Feedback in the form of grades and comments can be expected within one week of the due date.

Assessment/Grading Methods:

The course grade includes scores on goals, exams, discussions, independent activities, and personal reflections. 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.

Personal Goals	5%
Quizzes	10%
Discussions	20%
Personal Reflections	40%
Independent Activities	20%
Portfolio Review	5%

All assignments are to be created as a Microsoft Word document and uploaded into the appropriate link in Blackboard. 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. Discussions should be created in Word and then pasted into the appropriate discussion block.

Course Grading

In accordance with nursing program policy, the average on course exams, not including the final exam, must be 75% or greater in order to pass this class. In addition, an overall average of 75% must be achieved to pass the course. A score of 74.99 will not be rounded up to a passing score.

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+	

Quizzes:

Quizzes will be open on Sunday of the week they are assigned and due by 11:59 pm on the Saturday of that week.

Independent Activities Requirements:

You will complete Two (2) independent activities. The specific requirements of each activity are posted in Blackboard in that assignment tab. Your Activities assignments will be graded on three (3) criteria: 1) completeness of work, 2) creativity of submission, and 3) grammar and spelling. These Independent Activities are not in APA format. They have their own formatting.

Goals Assignments:

You will complete a goals assignment. Specific requirements regarding the goals assignments are posted in Blackboard in that assignment tab. This assignment will be graded by the following rubric:

Criteria	Outstanding 9-10	Proficient 8-8.9	Basic 7-7.9	Below Expectation 0-6.9
Critical Thinking -----/10	<ul style="list-style-type: none">Rich in contentFull of thought	<ul style="list-style-type: none">Substantial informationThought, insight, and analysis has taken place	<ul style="list-style-type: none">Generally competentInformation is weak	<ul style="list-style-type: none">Rudimentary and superficialNo analysis or insight displayed
Connections -----/10	<ul style="list-style-type: none">Clear connections to previous or current life situations	<ul style="list-style-type: none">New ideas or connections	<ul style="list-style-type: none">Limited, if any connectionsVague generalities	<ul style="list-style-type: none">No connections are made
Uniqueness -----/10	<ul style="list-style-type: none">New ideas made with depth and detail	<ul style="list-style-type: none">Opinions and ideas are stated clearly with occasional lack of connection to topic	<ul style="list-style-type: none">Unclear connection to topic evidenced in minimal expression of opinions or ideas	<ul style="list-style-type: none">Does not express opinions or ideas clearly, no connection to topic.
Organization of thoughts -----/10	<ul style="list-style-type: none">Expresses opinions and ideas in a clear and concise manner with clear organization of thoughts	<ul style="list-style-type: none">opinions and ideas are stated clearly with occasional lack of organization of thoughts	<ul style="list-style-type: none">unclear organization of thoughts to topic evidenced in minimal expression of opinions or ideas	<ul style="list-style-type: none">does not express opinions or ideas clearly, no organization of thoughts
APA -----/10	<ul style="list-style-type: none">Followed APA 6th edition format >90% of the time	<ul style="list-style-type: none">Followed APA 6th edition format >80% of the time	<ul style="list-style-type: none">Followed APA 6th edition format >70% of the time	<ul style="list-style-type: none">Did not follow APA format >60% of the time

Discussion Requirements & Grading Rubric:

You will participate in two (2) discussions throughout this course. You are expected to post a minimum of twice per week, once for your initial post and once for your substantive response to a colleague's post. You must enter an initial discussion post prior to responding to your colleague. The discussion will be graded per the following rubric.

Criteria	Outstanding 9-10	Proficient 8-8.9	Basic 7-7.9	Below Expectations 0-6.9
Critical Thinking -----/10	<ul style="list-style-type: none">• rich in content• full of thought, insight, and analysis	<ul style="list-style-type: none">• substantial information• thought, insight, and analysis has taken place	<ul style="list-style-type: none">• generally competent• information is thin and commonplace	<ul style="list-style-type: none">• rudimentary and superficial• no analysis or insight is displayed
Delivery of Post -----/10	<ul style="list-style-type: none">• consistently uses grammatically correct posts with rare misspellings	<ul style="list-style-type: none">• few grammatical or spelling errors are noted in posts	<ul style="list-style-type: none">• errors in spelling and grammar evidenced in several posts	<ul style="list-style-type: none">• posts appear hasty with multiple grammar and spelling errors in most postings
Relevance of Post -----/10	<ul style="list-style-type: none">• consistently posts topics related to discussion topic• cites additional references related to topic	<ul style="list-style-type: none">• frequently posts topics that are related to discussion content• promotes further discussion of topic	<ul style="list-style-type: none">• occasionally posts off topic• most posts are short in length and offer no further insight into the topic	<ul style="list-style-type: none">• posts topics which do not related to the discussion content• makes short or irrelevant remarks
Timeliness -----/10	<ul style="list-style-type: none">• all required posting• early in discussion• sufficient time for others to respond	<ul style="list-style-type: none">• all required postings• some not in time for others to read and respond	<ul style="list-style-type: none">• all required postings• most at the last minute without allowing for response time	<ul style="list-style-type: none">• some or all required postings missing
Uniqueness -----/10	<ul style="list-style-type: none">• expresses opinions and ideas in a clear and concise manner with obvious connection to topic	<ul style="list-style-type: none">• opinions and ideas are stated clearly with occasional lack of connection to topic	<ul style="list-style-type: none">• unclear connection to topic evidenced in minimal expression of opinions or ideas	<ul style="list-style-type: none">• does not express opinions or ideas clearly, no connection to topic

Personal Reflections Requirements & Grading Rubric:

You will be completing four (4) written reflections. These reflections are your personal thoughts and do not require references or citations. If you are quoting someone, please reference in your paper who you are quoting. You will complete the title page in APA format (the template is available in Blackboard under the course resources tab) but are not to submit an abstract or reference page. You may list the question and then answer beneath. Please keep your thought succinct and on track with the question. Limit your answers to 2 or 3 paragraphs. Review the rubric for guidance. Answer the questions completely and honestly, taking your time to put your personal thoughts down. There is no right or wrong answer. Grading will follow the rubric below:

Criteria	Superior (40-50 points)	Sufficient (25-39 points)	Minimal (10-24 points)	Unacceptable (0 points)
Depth of Reflection ____/35	Response demonstrates an in-depth reflection on, and personalization of the questions	Response demonstrates a general reflection on, and personalization of the questions.	Response demonstrates a minimal reflection on, and personalization of the questions	Response demonstrates a lack of reflection on, or personalization of the questions.
Required Components ____/10	Response includes all components and meets or exceeds all requirements indicated in the instructions. Each question or part of the assignment is addressed thoroughly but within the required limits.	Response includes all components and meets all requirements indicated in the instructions. Each question or part of the assignment is addressed..	Response is missing some components and/or does not fully meet the requirements indicated in the instructions. Some questions or parts of the assignment are not addressed.	Response excludes essential components and/or does not address the requirements indicated in the instructions.
Structure ____/5	Writing is clear, concise, and well organized with excellent sentence/paragraph construction. Thoughts are expressed in a coherent and logical manner. There are no more than three spelling, grammar, or syntax errors.	Writing is mostly clear, concise, and well organized with good sentence/paragraph construction. Thoughts are expressed in a coherent and logical manner. There are no more than five spelling, grammar, or syntax errors.	Writing is unclear and/or disorganized. Thoughts are not expressed in a logical manner. There are more than five spelling, grammar, or syntax errors.	Writing is unclear and disorganized. Thoughts ramble and make little sense. There are numerous spelling, grammar, or syntax errors throughout the response.

NURS110 Grading Worksheet

A worksheet to manually determine your course grade is provided:

Personal Reflections- 40% of total grade- 50 points/10% possible on each reflection	<u>Reflection Points</u> <i>Reflection 1</i> _____ <i>Reflection 2</i> _____ <i>Reflection 3</i> _____ <i>Reflection 4</i> _____ Total _____
Discussions -20% of grade- 50 points/10% possible on each discussion.	<u>Discussion Points</u> <i>Discussion 1</i> _____ <i>Discussion 2</i> _____ Total _____
Independent Activities -20% of grade- 50 points/10% possible on each activity	<u>Activity Points</u> <i>Activity 1</i> _____ <i>Activity 2</i> _____ Total _____
Quizzes- 10% of grade- 20 points possible on each of 5 quizzes each worth 2% of grade.	<u>Quiz Points</u> <i>Quiz 1</i> _____ <i>Quiz 2</i> _____ <i>Quiz 3</i> _____ <i>Quiz 4</i> _____ <i>Quiz 5</i> _____ Total Points _____
Goals -5% of grade- 50 points	<u>Goals Points</u> <i>Goals</i> _____
Portfolio- 5% of grade -50 pts	<u>Portfolio Points</u> <i>Portfolio</i> _____
Total – 100% (600 points)	<i>A Minimum of 450 points are required to pass the course</i> Total Points _____
	<i>Total % for the course is your total points divided by 600. Remember there is no rounding for grading.</i> Total Percentage _____%