Course Syllabus

Faculty Information

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Course Information

Course Number
NUR 350

Course Title
Professional Nurse Attributes: Accomplished

Credit Hours
3

Course Modality
Face-to-Face

Course Meeting Information
Day of Week and Times - TBD
Location

Prerequisites
NUR 330, NUR 315

Corequisites
NUR 350, NUR 316, NUR 412, NUR 420, NUR 333

Course Description
Focuses on the process of transition to the role of a professional nurse.

General Course Overview/Objectives
This course will guide students through the transition from nursing student to professional nurse. Students will apply concepts of leadership in nursing practice including delegation, prioritization, supervision, advocacy, communication, collaboration, and conflict resolution.

Student Learning Outcomes
At the completion of this course, students will be able to:

CRITICAL THINKER
1. Apply the process of clinical judgment in delegating, prioritizing, and supervising client care.

2. Appraise strategies of effective professional communication.
3. Analyze characteristics of professionalism essential to nursing practice.

EVIDENCE-BASED PRACTITIONER
4. Examine nursing advocacy in relation to the promotion of health equity.
5. Evaluate techniques for initiating, supporting, and sustaining quality improvement in the context of nursing practice.

INNOVATIVE PROFESSIONAL
6. Demonstrate the role of intraprofessional and interprofessional collaboration in the management of client care.
7. Analyze concepts of transformational leadership and followership in healthcare.
8. Apply concepts of leadership in resolving conflicts.
9. Develop strategies to facilitate career development and professional growth.
10. Evaluate personal readiness for transition to practice.

Course Materials

Required Materials
- American Psychological Association. (2019). *Publication manual of the American Psychological Association* (7ᵗʰ ed.). Washington, DC: American Psychological Association.
- LaCharity, L. A., Kumagai, C. K. & Bartz, B. (2019). Prioritization, delegation & assignment: Practice exercises for the NCLEX examination. (4ᵗʰ ed.) St. Louis, Missouri: Mosby.
- Yoder-Wise, P. (2019). *Leading and managing in nursing* (7th ed.). St. Louis, MO: Elsevier.

Optional Materials
- None

General Topic Schedule

	Outcome(s)	Topics/Lessons	Activities	Assignments
Week 1	3, 5, 7	• Course introduction, syllabus review • Transformational leadership and followership • Shared governance	• In-Class Activity • Evaluate attributes of an effective nursing leader and follower	• Yoder-Wise: Read Chapters 5 and 6, 28 • ATI Learning System RN 3.0; Communication Final, Gerontology Final
Week 2	1, 3, 5	• Delegation, Assignment, and Supervision	• Review Scope of Practice for	• Yoder-Wise: Read Chapters 17, 23

Week		Topics	In-Class/Activities	Readings/Assignments
			RN/LPNs from NCSBN • In-Class Activity on Delegation, Assignment, Supervision of RNs, LPNs, and ULP	• LaCharity, Kumagai, & Bartz: Read Part 1 • ATI Learning System RN 3.0; Maternal Newborn Final, Nursing Care of Children Final
Week 3	1, 3, 5	• Prioritization	• Review Prioritization Frameworks • NCLEX Practice Questions • Case Studies	• NCLEX-RN Virtual ATI or Targeted Medical-Surgical Assessment • Review: ATI Engage Fundamentals RN: Priority-Setting Frameworks • ATI Learning System RN 3.0; Fundamentals Final, Mental Health Final
Week 4	2, 3, 5, 6, 8, 9, 10	• Communication and Conflict Resolution	• In-Class Activity: Demonstrating conflict resolution, appraising communication strategies	• Yoder-Wise: Read Chapters 8, 9, 25 • ATI Learning System RN 3.0; Med-Surg Final, Pharmacology Final
Week 5	3, 4, 5, 6, 9	• Health Policy, Health Equity, and Nursing Advocacy	• In-Class Activity: Health Disparities and Health Policy • Time to work on group presentations	• ATI Engagement Fundamentals RN: Health Policy • Targeted Med Surg Assessment: Cardiovascular
Week 6	3, 4, 5, 6, 9	• Group Presentations	• Be prepared to present	• ATI Practice Assessment Version A or B • ATI Learning System RN 3.0; Leadership Final, Community Health Final • NCLEX-RN Virtual ATI or Targeted Medical-Surgical Assessment
Week 7	3, 5, 9, 10	• ATI Proctored • Resume and Interviewing Skills • NCLEX Prep	• Review updating resume, preparing for interviews • Prepping to take the NCLEX	• Yoder-Wise: Read Chapters 26, 27 • Submit updated Resume and Cover Letter, Reflection on Readiness to Transition to Practice and NCLEX Prep Plan

Course Grading

Methods of Instruction

This course uses Canvas for the facilitation of communications between faculty and students, submission of assignments, and posting of grades. The course site can be accessed at https://my.asu.edu or https://canvas.asu.edu.

Activities in this course include discussion/presentations; textbook and supplemental readings; individual and group activities; and case scenarios.

Methods of Evaluation

Assessment Type	Number in Course	Total Course Value
Group Presentation	1	25
Resume and Cover Letter	1	10
In-Class Activities	4	20
Final Reflection and NCLEX Prep Plan	1	20
ATI Final Quizzes 77% of Above	10	20
ATI Practice Assessments Version A or B	1	1
ATI Proctored RN Comprehensive Predictor	1	4
ATI NCLEX-RN Preparation Virtual ATI or Targeted Medical Surgical Assessment	1	0
ATI Targeted Med Surg Assessment: Cardiovascular	1	0

Description of Assessments
- **Group Presentation:** Presentation on a specific health disparity, health policies related to promoting health equity, and the role of the nurse in political advocacy.
- **Resume and Cover Letter:** Updated resume and cover letter prepared for applying for nursing positions.
- **In-Class Activities:** Various in-class activities applying learned concepts.

- **Final Reflection and NCLEX Prep Plan:** Reflection on readiness to transition to practice and plan for preparing to take the NCLEX.
- **ATI Final Quizzes:** Final ATI practice quizzes.
- **ATI Assignments:** Required assignments as described in ASU ATI Success Protocol.
  - ATI Practice Assessments Version A or B
  - ATI Proctored RN Comprehensive Predictor
  - ATI NCLEX-RN Preparation: Virtual ATI or Targeted Medical Surgical Assessment
  - ATI Targeted Med Surg Assessment: Cardiovascular

Grading

Grade	Percentage	Points Range
A	93 – 100%	92.5 – 100
B	85 – 92%	84.5 – 92
C	77 – 84%	76.5 – 84
D	69 – 76%	68.5 –76
E/F	68% and below	68 and below

To complete a nursing course successfully, the student must meet all three criteria:

- Complete all course exams, quizzes, and assignments.
- Earn a 77% cumulative exam score average on all course exams. Quizzes are not counted as exams. The cumulative exam score average will be determined as a percentage to the hundredths place. A percentage of 76.50% will be rounded to 77%.
- Earn a 77% final course point average on all exams, quizzes, and other course assignments. The final course point average will be determined as a percentage to the hundredths place. A percentage of 76.50% will be rounded to 77%. Exam scores will not be rounded in this calculation.

Assignment of letter grades is in accordance with established criteria for the Edson College of Nursing and Health Innovation Baccalaureate Nursing Program. A +/- grading scale is not used in upper division junior and senior course work.

Grading Procedure
Grades reflect your performance on assignments and adherence to deadlines. Graded assignments will be available within 48 hours of the due date via the Grades tab in Canvas.

The course grade will be based on exams, quizzes, and other course assignments and compliance with deadlines and rubric guidelines. Faculty reserves the right to drop invalid questions resulting in lower total possible points for quizzes or exams.

Students, who do not earn a cumulative exam average of 77% or higher, will not earn a passing grade of "C," even if the cumulative average of all course points is 77% or higher. In these cases, students will earn a "D" if their cumulative average of all course points is greater or equal to 69%. If their cumulative average of all course points is less than 69%, students will earn an "E." (See table below.)

Grade Assignment if Cumulative Exam Score Average is Below 77%

Assigned Letter Grade	Cumulative Exam Score Average	Final Course Point Average
D	< 77%	≥ 69%
E	< 77%	< 69%

Grading Procedure for Prelicensure BSN Clinical Courses
The course grade will be based on the student's proficiency of course learning outcomes. Students who satisfactory meet the course learning outcomes will earn a *"Y,"* or "satisfactory" grade. Students who do not meet the course learning outcomes will earn an *"E,"* or "failing" grade. A grade of *"Y"* is counted in the student's cumulative earned hours but is not calculated into the cumulative grade point average.

Course Policies & Procedures

Technology Enhanced Course
This is a face-to-face course that requires attendance in face-to-face meetings and utilization of online resources.

Communicating With the Instructor
This course uses a Canvas discussion board called "Hallway Conversations" for general questions about the course. Prior to posting a question, please check the syllabus, announcements, and existing posts. If you do not find an answer, post your question. You are encouraged to respond to the questions of your classmates.

Email questions of a personal nature to your instructor or assigned TA. You can expect a response within 48 hours.

Email and Canvas Inbox
ASU email is an official means of communication among students, faculty, and staff (http://www.asu.edu/aad/manuals/ssm/ssm107-03.html). Instructor correspondence will be sent to your ASU email account or through the Canvas Conversations Inbox tool. Please ensure that your Canvas notification preferences are current at the beginning of each semester (for more information see https://community.canvaslms.com/docs/DOC-10624-4212710344).

Students are expected to read and act upon messages in a timely fashion. Students bear the responsibility of missed messages and should check their ASU-assigned email and Canvas Inbox regularly.

Campus Network or Canvas Outage
When access to Canvas is not available for an extended period of time (greater than one entire evening) you can reasonably expect that the due date for assignments will be changed to the next day (assignment still due by 11:59pm).

If an outage occurs, it is expected that you will confirm that the outage is with the University and not your local internet service provider. To monitor the status of campus networks and services, please visit the System Health Portal (https://uto.asu.edu/system-health). If a system-wide ASU outage is NOT listed, you are responsible for contacting the ASU Help Desk to report and troubleshoot the issue. By contacting the help desk, a request case number will be created for you, which serves as an important documentation of your attempt to resolve any technical problems in a timely fashion. You may be required to forward this documentation to your instructor.

Course Time Commitment
This three-credit course requires approximately 135 hours of work. Please expect to spend 6 hours each week in class and around 12 hours each week completing homework and preparing for the class time.

Prelicensure Nursing Attendance Requirements for Clinical and Simulated Learning Experiences
Attendance is mandatory for all clinical learning experiences, both on and off campus.

If a student is unable to attend a clinical or simulated learning experience due to illness or personal emergency, he/she is required to notify the clinical faculty by phone or text as soon as possible, and prior to the start of the clinical shift or experiential learning day. Students will be required to provide the reason for the absence. Faculty may require the student to complete a Statement of Health Clearance prior to returning to the clinical practice setting. Absences that are not reported, or not due to illness or personal emergency will be documented as unexcused.

Course faculty will notify the course coordinator of any absence(s). If an absence is unexcused, the course coordinator will notify the Program Director and the student will meet with the Program Director within three business days to review the implications of unexcused absences.

If an absence is not communicated in advance of the clinical shift or experiential learning day it will be deemed unexcused and will warrant a meeting as described above.

Due to the limited availability of clinical placements, make up clinical learning experiences are not possible. Orientation to the course is an expected requirement of clinical and simulated learning experiences.

Progression in the program requires successful completion and achievement of published course learning outcomes. Students who are absent will have less time to demonstrate the course learning outcomes, placing them at risk for not meeting the course learning outcomes. Inability to meet learning outcomes, will result in a failing course grade.

How Long Students Should Wait for an Absent Instructor
In the event the instructor fails to indicate a time obligation, the time obligation will be 15 minutes for class sessions lasting 90 minutes or less, and 30 minutes for class sessions lasting

more than 90 minutes. Students may be directed to wait longer by someone from the academic unit if they know the instructor will arrive shortly.

Absences and Late or Missed Assignments
Students are expected to attend every class and remain in class for the duration of the session. Failure to attend class, or arriving late may impact your ability to achieve course objectives which could affect your course grade. An absence, excused or unexcused, does not relieve a student of any course requirement. Regular class attendance and adherence to assignment/test due dates are the student's responsibility. Please follow the appropriate University policies to request an accommodation for religious practices (http://www.asu.edu/aad/manuals/acd/acd304-04.html) or to accommodate a missed assignment due to University-sanctioned activities (http://www.asu.edu/aad/manuals/acd/acd304-02.html).

Notify the instructor **BEFORE** an assignment is due if an urgent situation arises and the assignment will not be submitted on time. Published assignment due dates (Arizona Mountain Standard time) are firm.

Submitting Assignments
All assignments, unless otherwise announced, MUST be submitted to the designated area of Canvas. Do not submit an assignment via other methods unless specifically directed.

Use of Electronic and Smart Devices During Exams
All electronic and/or smart devices (examples include, but are not limited to cell/mobile/smart phones, tablets, watches, smart glasses, etc.) are prohibited during the exam and must be placed with belongings in the area designated by faculty for the duration of the exam. Unless otherwise specified by faculty, handheld calculators are also prohibited.

To minimize distractions during the exam, please ensure that phones and other digital devices are silenced or turned off during the exam (not placed on vibrate).

Prohibited aids are any devices or materials that may be helpful in taking the exam. Using, accessing, or attempting to access any prohibited aids is a violation of academic integrity.

Drop and Add Dates/Withdrawals
This course adheres to a set schedule and may be part of a sequenced program, therefore, there is a limited timeline to drop or add the course (https://students.asu.edu/academic-calendar). Consult with your advisor and notify your instructor to add or drop this course. If you are considering a withdrawal, review the following ASU policies:

- Withdrawal from Classes (http://www.asu.edu/aad/manuals/ssm/ssm201-08.html)
- Medical/Compassionate Withdrawal (http://www.asu.edu/aad/manuals/ssm/ssm201-09.html)
- Grade of Incomplete (http://www.asu.edu/aad/manuals/ssm/ssm203-09.html)

Grade Appeals
Grade disputes must first be addressed by discussing the situation with the instructor. If the dispute is not resolved with the instructor, the student may appeal to the department chair per the University Policy for Student Appeal Procedures on Grades (https://catalog.asu.edu/appeal).

Student Conduct and Academic Integrity
ASU expects and requires its students to act with honesty, integrity, and respect. Required behavior standards are listed in the Student Code of Conduct and Student Disciplinary Procedures (http://www.asu.edu/aad/manuals/ssm/ssm104-01.html), Computer, Internet, and Electronic Communications policy (http://www.asu.edu/aad/manuals/acd/acd125.html), ASU Student Academic Integrity Policy (http://provost.asu.edu/academicintegrity and https://provost.asu.edu/node/20), and outlined by the Office of Student Rights & Responsibilities (https://eoss.asu.edu/dos/srr). Anyone in violation of these policies is subject to sanctions.

Students must refrain from uploading to any course shell, discussion board, or website used by the course instructor or other course forum, material that is not the student's original work, unless the students first comply with all applicable copyright laws; faculty members reserve the right to delete materials on the grounds of suspected copyright infringement.

Students are entitled to receive instruction free from interference by other members of the class (http://www.asu.edu/aad/manuals/ssm/ssm104-02.html). An instructor may withdraw a student from the course when the student's behavior disrupts the educational process per Instructor Withdrawal of a Student for Disruptive Classroom Behavior (http://www.asu.edu/aad/manuals/ssm/ssm201-10.html).

Appropriate online behavior (also known as *netiquette*) is defined by the instructor and includes keeping course discussion posts focused on the assigned topics. Students must maintain a cordial atmosphere and use tact in expressing differences of opinion. Inappropriate discussion board posts may be deleted by the instructor.

If a student should deem any part of the course content offensive, this should be brought to the attention of the instructor, or alternatively, to the unit chair or director via email. Communication should include reference to the course information and specific offensive content.

The Office of Student Rights and Responsibilities accepts incident reports (https://eoss.asu.edu/dos/srr/filingreport) from students, faculty, staff, or other persons who believe that a student or a student organization may have violated the Student Code of Conduct.

Title IX Statement
Title IX is a federal law that provides that no person be excluded on the basis of sex from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity. Both Title IX and university policy make clear that sexual violence and harassment based on sex is prohibited. An individual who believes they have been subjected to sexual violence or harassed on the basis of sex can seek support, including counseling and academic support, from the university. If you or someone you know has been harassed on the basis of sex or sexually assaulted, you can find information and resources at https://sexualviolenceprevention.asu.edu/faqs.

As a mandated reporter, I am obligated to report any information I become aware of regarding alleged acts of sexual discrimination, including sexual violence and dating violence. ASU Counseling Services, https://eoss.asu.edu/counseling is available if you wish to discuss any

concerns confidentially and privately. ASU online students may access 360 Life Services, https://goto.asuonline.asu.edu/success/online-resources.html.

Edson College of Nursing and Health Innovation Student Handbook
Students are expected to adhere to the policies and guidelines in the current edition of the Edson College of Nursing and Health Innovation for your program (https://nursingandhealth.asu.edu/student-life/current-students).

Prohibition of Commercial Note Taking Services
In accordance with ACD 304-06 Commercial Note Taking Services (http://www.asu.edu/aad/manuals/acd/acd304-06.html), written permission must be secured from the official instructor of the class in order to sell the instructor's oral communication in the form of notes. Notes must have the note taker's name as well as the instructor's name, the course number, and the date.

Course Evaluation
Students are expected to complete the course evaluation. The feedback provides valuable information to the instructor and the college and is used to improve student learning. Students are notified when the online evaluation form is available.

Syllabus Disclaimer
The syllabus is a statement of intent and serves as an implicit agreement between the instructor and the student. Every effort will be made to avoid changing the course schedule but the possibility exists that unforeseen events will make syllabus changes necessary. Please remember to check your ASU email and the Canvas course site often.

Syllabus Template Version 3.5

Accessibility Statement

Disability Accommodations: Qualified students with disabilities who will require disability accommodations in this class are encouraged to make their requests to me at the beginning of the semester either during office hours or by appointment. Note: Prior to receiving disability accommodations, verification of eligibility from ASU Student Accessibility and Inclusive Learning Services (SAILS) is required. Disability information is confidential.

Establishing Eligibility for Disability Accommodations: Students who feel they will need disability accommodations in this class but have not registered with Student Accessibility and Inclusive Learning Services (SAILS) should contact SAILS immediately. Campus locations and contact information are available on the SAILS website (https://eoss.asu.edu/accessibility). Check the SAILS website (https://eoss.asu.edu/accessibility) for eligibility and documentation policies.

Email: Student.Accessibility@asu.edu
SAILS Phone: (480) 965-1234
SAILS FAX: (480) 965-0441

Technical Requirements & Support

Computer Requirements
This course requires Internet access and the following:

- A web browser. Please use only Google Chrome (https://www.google.com/chrome) or Mozilla Firefox (http://www.mozilla.org/en-US/firefox/new/)
- Adobe Acrobat Reader (http://get.adobe.com/reader/)
- Microphone (optional) and speaker

Computer Skills Requirements
It is expected that you will be able to do at least the following tasks on a computer:

- Accessing and using instructional/communication tools in the Canvas Learning Management System (see https://community.canvaslms.com/docs/DOC-10701 for more information)
- Using ASU email (see http://links.asu.edu/emailguide for more information)
- Creating and submitting files in commonly used word processing program formats (specifically Microsoft Word)
- Copying and pasting text
- Downloading and installing software
- Using spreadsheet programs (specifically Microsoft Excel)
- Using presentation and graphic programs (such as Microsoft PowerPoint, Google Slides, etc.)

Technical Support
This course uses Canvas to deliver course content. It can be accessed through MyASU at http://my.asu.edu or the Canvas home page at https://canvas.asu.edu.

To monitor the status of campus networks and services, visit the System Status Portal at https://systemstatus.asu.edu or via Twitter by following @asuoutages.

To contact the help desk you have two options:

- Website: assessed through the MyASU Service Center at http://my.asu.edu/service
- Chat: assessed through the MyASU Service Center at http://my.asu.edu/service
- Call toll-free at 1-855-278-5080

Tutoring Support

Free tutoring support is available in person and online for most courses. Services are offered through ASU's University Academic Success Programs for currently enrolled students.

- Tutoring is available in math, business, science, and statistics courses.
- Writing tutoring is available for any writing project at any stage of the writing process.
- Graduate academic tutoring is available for writing and statistics.

- Supplemental Instruction (SI) facilitates collaborative study groups for selected courses.
- Academic skills tutoring can help with critical reading, study skills, note taking, and more.
- Resources are available through our YouTube channel, Zoom recordings, and handouts.

Visit https://tutoring.asu.edu or call (480) 965-9072 for more information about these services, to view our schedules, or to book an appointment.