Change Program Proposal Form

Submitted on 02/04/2016 by Gerald Masterson (Jerrymasterson@missouristate.edu).

Department:

Kinesiology

Type of Program
Choose One:

○ Major (Non-Comprehensive/Graduate Program)

○ Comprehensive Major

○ Option

○ Minor

● Certificate

○ Certification

○ Academic Rules

○ Other

Title of Program Affected:

Sports Management-Graduate Certificate

Current Catalog Description: (Either cut and paste present description from online catalog **OR** provide as an attachment below)

Attached

Complete New Catalog Description: (Either provide the revised description in the text area below [strikethrough all deletions and insert/bold new information - any content that is copied and pasted will lose existing formatting; please review prior to submission] **OR** provide as an attachment below)

↶ ↷ | **B** *I* S̶

Attached

What is changing? Check all boxes that apply:

☐ Title change

☑ Course changes of under 18 hours

☐ Course changes of 18 hours or more

☐ From option to program (major)

☐ From program (major) to option

☑ Other

Also changing admission requirements and comprehensive requirement.

Reason for Proposed Change:

The changes to the program description are for clarity. The changes to the admission requirements are for clarity and continuity with the MSAS degree and entrance requirements to the graduate college as well as updating old information such as GRE scores.

What is the date that this new program was approved by departmental or program faculty? (MM/DD/YYYY)

08/01/2017

Current Status:

Grad Council Review

Proposal Progress:

02/17/2016 - Submitted by Department Head (Sarah McCallister)
02/17/2016 - Reviewed by Dean (Helen Reid)

Review Comments:

02/17/2016 - Department Head Review - Sarah McCallister - None - Basic changes for clarification.

Copy As New Proposal

Sports Management Certificate

Gerald Masterson, Certificate Advisor
E-mail: JerryMasterson@missouristate.edu
Office Location: McDonald Arena, Room 22
Office Phone: (417) 836-5251
Fax: (417) 836-5371
*Gerald Masterson, **Program Director***
J.D. Morris Center, Room 413; Phone 417-836-6941
infomsas@missouristate.edu

Program description

The Sports Management Certificate Program is an 18 hours program that includes four 3-credit hour courses and one ~~six~~ 6-hour field experience course. It is designed to provide for preparation for management positions in professional, collegiate, and international sports, as well as campus and community wellness/sports programs.

Admission requirements

1. ~~Admission to the Graduate College at Missouri State University.~~

2. ~~Baccalaureate degree from an accredited college or university.~~ **A bachelor's degree from a college or university accredited by agencies recognized by Missouri State University or equivalent education from a foreign university.**

3. ~~Cumulative GPA of 2.80 on a 4.00 scale in undergraduate work~~. **A GPA of 3.0 on a 4.0 scale for the last 60 hours of undergraduate coursework.**
   OR
   A 2.75 to 2.99 on a 4.00 scale for the last 60 hours of undergraduate coursework and a minimum score of 290 on the GRE or 450 on the GMAT.
   OR
   Completion of 9 credit hours of graduate coursework with a minimum GPA of 3.0. These courses may be taken as a post-baccalaureate or non-degree seeking graduate student and must be approved by the Program Director.

4. ~~Combined minimum score on the GRE verbal and quantitative of 1000.~~ **An up-to-date résumé and a written statement of goals for and interest in the degree submitted to the MSAS program director. This written statement will be reviewed to assess the applicant's motivation and commitment to complete the graduate degree and as evidence of the writing skills necessary to succeed in the program.**

5. **Two letters of recommendation from individuals able to speak to the applicant's academic and/or professional abilities and potential to succeed in the program to the Program Director.**

6. **Admission application (all materials) deadline is 35 days prior to the start of the semester term.**

7. **All additional University and Graduate College requirements for admission to a degree program.**

Certificate Requirements

Required Courses (15 hours):

Course Code	Course Title	Credit Hours
KIN 739	Principles of Sports Management	3 ~~hrs~~
KIN 780	Legal Aspects in Sports, Physical Education, Recreation, and Wellness Program	3 ~~hrs~~
KIN 733	Current Problems in Sports Administration	3 ~~hrs~~
KIN 798	Field Experience in Sports Management	6 ~~hrs~~
~~Acc 600~~	~~Accounting Concepts for Managers~~	~~3~~
	Select a course from the MSAS core in Finance/Budgeting/Economics	**3**

2. KIN 798 Field Experience   6 hrs

The field experience is the culminating activity for all students in the certificate

program. It should be planned (in consultation with the sports management advisor) in

advance of the semester in which the student desires to register for the experience.

Before the experience can begin, the student must complete the application process

and the 12 credit hours required in the certificate program.

3. Requirements for completion of certificate

a. Completion of required courses.

b. Completion of the field experience.

c. Maintain a GPA of 3.00

d. ~~A written comprehensive examination must be passed before a certificate will be granted.~~ **Successful completion of research or capstone experience will serve as the student's comprehensive examination**

Sports Management Certificate

Gerald Masterson, Program Director
J.D. Morris Center, Room 413; Phone 417-836-6941
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Program description

The Sports Management Certificate Program is an 18 hours program that includes four 3-credit hour courses and one ~~six~~ 6-hour field experience course. It is designed to provide for preparation for management positions in professional, collegiate, and international sports, as well as campus and community wellness/sports programs.

Admission requirements

1. A bachelor's degree from a college or university accredited by agencies recognized by Missouri State University or equivalent education from a foreign university.
2. A GPA of 3.0 on a 4.0 scale for the last 60 hours of undergraduate coursework.
   OR
   A 2.75 to 2.99 on a 4.00 scale for the last 60 hours of undergraduate coursework and a minimum score of 290 on the GRE or 450 on the GMAT.
   OR
   Completion of 9 credit hours of graduate coursework with a minimum GPA of 3.0. These courses may be taken as a post-baccalaureate or non-degree seeking graduate student and must be approved by the Program Director.

3. An up-to-date résumé and a written statement of goals for and interest in the degree submitted to the MSAS program director. This written statement will be reviewed to assess the applicant's motivation and commitment to complete the graduate degree and as evidence of the writing skills necessary to succeed in the program.

4. Two letters of recommendation from individuals able to speak to the applicant's academic and/or professional abilities and potential to succeed in the program to the Program Director.

5. Admission application (all materials) deadline is 35 days prior to the start of the semester term.

6. All additional University and Graduate College requirements for admission to a degree program.

Certificate Requirements

Required Courses (15 hours):

Course Code	Course Title	Credit Hours
KIN 739	Principles of Sports Management	3
KIN 780	Legal Aspects in Sports, Physical Education, Recreation, and Wellness Program	3
KIN 733	Current Problems in Sports Administration	3
KIN 798	Field Experience in Sports Management	6
	Select a course from the MPS core in Finance/Budgeting/Economics	3

2. KIN 798 Field Experience   6 hrs
   The field experience is the culminating activity for all students in the certificate program. It should be planned (in consultation with the sports management advisor) in advance of the semester in which the student desires to register for the experience. Before the experience can begin, the student must complete the application process and the 12 credit hours required in the certificate program.

3. Requirements for completion of certificate

a. Completion of required courses.

b. Completion of the field experience.

c. Maintain a GPA of 3.00

d. Successful completion of research or capstone experience will serve as the student's comprehensive examination

New Course Proposal Form

Submitted on 03/31/2016 by Lucretia Smith (LucretiaSmith@MissouriState.edu).

*All fields require input

- ⦿ New COURSE

- ○ New REGULAR PERMANENT SECTION of an existing variable content course. If a new regular section of an existing variable topics course, enter the existing course number below

Course Code:

NRS

Course Number: (Check Availability)

342

Course Title:

Nursing: Health Assessment

Will this proposal need to be reviewed by CGEIP?   ⦿ No   ○ Yes

Will this proposal need to be reviewed by EPPC?   ⦿ No   ○ Yes

Prerequisite/Co-requisite or enter 'None':

Admission to the BSN Completion Program for Registered Nurses; and meet program progression requirements

General Course Description: (Include any Pass/Not Pass grading restrictions, repeatable limits, limitation on course applicability, UG/GR parallel course, etc.)

Improvement and utilization of skills in health history interviewing and physical assessment of clients throughout the life span. Identical to NUR 342. Cannot receive credit for both NRS 342 and NUR 342.

Credit Hours: 4 ▾   Lecture Contact Hours: 3 ▾   Lab Contact Hours: 2 ▾

Note: If variable credit, enter the highest number and add to end of course description. (e.g. "Variable credit, may be taken 1-3 hours.")

Periodicity. Check all that apply.

- ☑ Fall
- ☐ Fall (even-numbered years only)
- ☐ Fall (odd-numbered years only)

☑	Spring	☐	Spring (even-numbered years only)	☐	Spring (odd-numbered years only)
☑	Summer	☐	On Demand only		

Complete Catalog Description:

NRS 342 Nursing: Health Assessment

Prerequisite: Admission to the BSN Completion Program for Registered Nurses; and meet program progression requirements

Improvement and utilization of skills in health history interviewing and physical assessment of clients throughout the life span. Identical to NUR 342. Cannot receive credit for both NRS 342 and NUR 342.

Credit hours: 4 Lecture contact hours: 3 Lab contact hours: 2

Typically offered: Fall, Spring, Summer

Include sample syllabus (list topics, course goals.) Use text box OR upload only file types of PDF, DOC or DOCX.

Attached

Purpose of Course

To offer an assessment course to the RN BSN completion students that is parallel to the generic program assessment course, except strictly online and in format compatible with block course design

Relationship to Other Departments

Is there a graduate/undergraduate parallel course to this one? ◉ No ○ Yes

New Course Resource Information

Anticipated Average Enrollment per section:	30	Maximum Enrollment Limit per section:	60
Anticipated Average Enrollment per semester:	60	Maximum Enrollment Limit per semester:	120
Anticipated Average Enrollment per year:	180	Maximum Enrollment Limit per year:	360
Faculty Load Assignment (equated hours):	4		

Is another course being deleted? ◉ No ○ Yes

What will this course require in the way of:

Additional library Holdings

Additional computer resources

None

Additional or remodeled facilities

Additional equipment or supplies

Additional travel funds

Additional faculty; general vs specialized

Additional faculty; regular vs per-course

Other additional expenses

If additional faculty are not required, how will faculty be made available to teach this course?

Periodicity of NUR 342 will decrease

List names of current faculty qualified and available to teach this course

Adams, Bigley, Felicilda,

What is the anticipated source of students for this course?

BSN completion students across the U.S.

If from within the department, will students be taking this course in addition to or in place of other courses?

in place of NUR 342

If from outside the department, which courses in other departments would most likely be affected?)

N/A

Other comments:

Will be taught in Block format

What is the date that this new course was approved by departmental or program faculty? (MM/DD/YYYY)

02/08/2016

Current Status:

College Council Review

Proposal Progress:

03/31/2016 - Submitted by Department Head (Kathryn Hope)

Review Comments:

No comments have been added to this proposal.

Copy As New Proposal

follow your
PASSION
find your
PLACE

MISSOURI STATE UNIVERSITY
Department of Nursing
Course Syllabus

Course: **NRS342 Nursing: Health Assessment**
Credit Hours: <u>4</u> credit hour course
Contact Hours: <u>3</u> credit hours didactic/week **and**
                        <u>1</u> credit hour lab/semester

Faculty:

                        Department of Nursing
                        Phone: (417) 836-5310 (Main) (417) 836-5484 (Fax)
                        Mailing Address: MSU, Dept. of Nursing,
                                 901 S. National Ave.
                                 Springfield, MO 65897
                        Computer Services Help Desk
                        http://helpdesk.missouristate.edu

Prerequisite: Admission to BSN completion program and departmental permission

Class Schedule: **Lecture:** Online - asynchronous.
                        Proctored exams required.
                        Course materials available on the Blackboard course website at
                        http://blackboard.missouristate.edu.
                        ==Monday will serve as our anchor day.==

                        Lab: Assessment skills are practiced weekly at the learner's convenience. Assessment skills are evaluated by student's audio/visual recording or "in person" performance testing.
                        See the course calendar for due dates.

Course Description:
Improvement and utilization of skills in health history interviewing and physical assessment of clients throughout the life span. Supplemental course fee. Identical to NUR 342. Cannot receive credit for both NRS 342 and NUR 342.

Course Purpose:
NRS 342 – Nursing: Health Assessment is designed to enhance the skills and knowledge needed in assessing the health status of individual clients throughout the life span. Emphasis is placed on the health history interview and physical assessment skills. The course will improve the student's ability to make inferences concerning an individual's health status based on the data collected.

Required Textbooks and Materials:
- Jarvis, C. (2012). *Physical Examination and Health Assessment* (6th ed.). St. Louis, MO: Elsevier. (ISBN 978-1-4377-0151-7)
- ONLINE Health Assessment Course Packet, (available on-line at the course web site http://blackboard.missouristate.edu).

- MSU Bearmail (email) account. Required for enrolling on Blackboard, course participation, and emailing faculty.
- Access to a computer with a modem, printer, and software that meets or exceeds minimum technology requirements for online courses at MSU. See MSU websites for minimum technology requirements.
- Stethoscope, watch, and penlight for skills testing.
- Access to physical assessment equipment including, ophthalmoscope, otoscope, reflex hammer, tuning fork, and visual acuity chart. **You must have these available when you are doing your skills check off via DVD or flash drive.** Assessment equipment is available at the Dept. of Nursing for use in the nursing skills lab only. ID required for checkout. Others should obtain equipment from their work setting or professional contacts.
- If unable to attend optional on campus testing, access to recording equipment for recording performance tests is required.

Recommended Resources:
For learning enrichment see the external links on the course webpage at http://blackboard.missouristate.edu. These links include sites to demonstrate skills and further explain the assessment skills and underlying pathology.

Additional Resources
The Bear Claw Center for Learning and Writing located in the MSU Meyer Library on the 1st floor behind the circulation desk. To make an appointment: http://writingcenter.missouristate.edu/66508.htm
For more information about their services and resources available online:
http://writingcenter.missouristate.edu/24690.htm

Online Information:
- Online course management system: The management system that will be utilized in this class is Blackboard Academic Suite, located on the Missouri State University website.
- Blackboard navigation: To learn about navigation of Blackboard 9.1, please use the On Demand Learning Center located at: http://ondemand.blackboard.com/
- Sequence and pace of the class:
  o The instructor will make online information available in a planned sequence pattern, while the student is expected to keep pace with the instructor's lead.
  o Content information and assignments will be available no less than one week prior to the posted schedule with the exception of pop quizzes.
- Grading: The grades for the class will be available to the student in the Blackboard Grade Center. The instructor will be responsible for grading the student's work and inputting the score in Blackboard Grade Center. The student will be responsible for accessing his/her grades from the online source.
- Technology issues: For problems with access to this course or other technology issues, please contact Computer Services. They can be contacted by e-mail: helpdesk@missouristate.edu or by phone (417) 836-5891; toll-free (888) 767-8444.

Teaching Methods: A variety of teaching methods will be used which may include, PowerPoint presentations, study questions, case studies, sample test questions, websites, video-clip recordings, online animations, and online discussion.

Course Objectives:
1. Utilize effective interviewing skills to elicit a comprehensive health history.
2. Perform an appraisal of a client's developmental state.
3. Conduct a general assessment of a client's nutritional state.
4. Demonstrate proficiency in utilizing basic techniques of physical assessment.
5. Demonstrate proficiency in performing regional/systemic physical assessments and in performing a comprehensive physical examination.

6. Communicate the findings of a health history and physical assessment in an organized written format.
7. Differentiate normal assessment findings from abnormal findings in clients of various ages and races.
8. Recognize signs, symptoms, and risk factors associated with common health problems.

Course Requirements:
1. Meeting course objectives
2. Assigned readings and online participation
3. Assigned activities, assignments, and discussions
4. Assigned check-offs
5. Exams
6. **Honor Code:** Students enrolled in this class must read, understand, and sign the Honor Code affirming that the academic integrity policy will be followed throughout this course.
7. **Completion of all written assignments, exams, and check-offs are required for this course.**

Topical Outline
- **Week 1**
  - Course overview
  - Health History and Interviewing
  - Developmental Assessment
  - General Survey Mental Status Assessment
- **Week 2**
  - Assessment of Nutritional Status
  - Assessment of the Skin, Hair and Nails
- **Week 3**
  - Head, Neck, and Lymph Assessment
  - Assessment of the Ears, Nose, Mouth, and Throat
- **Week 4**
  - Assessment of the Lungs, Thorax, and Breasts
  - Assessment of the Cardiovascular and Peripheral-Vascular Systems
- **Week 5**
  - Assessment of the Abdomen, Rectum, & Genitalia
  - Neuromuscular Assessment
- **Week 6**
  - Head-To-Toe exams for infants, children, mothers-to-be & older adults
- **Week 7**
  - Genetic Head-to-Toe screening exams

Course Evaluation: 515 Total Points

Exams
- Signed Honor Code   0 points
- Comprehensive Health History Exam (40 pts)   40 points
- 3 Online Pop Quizzes (10 pts each)   30 points
- 2 Mini Skill Check-off Exams (25 pts each)   50 points
- Head-to-Toe Check-off Exam (70 pts)   70 points
- 2 Exams (60 pts each)   120 points
- 1 Final Exam (75 pts)   75 points
                                                              385 points

Additional course components:

- 2 Focused H&P papers (20 pts each)   40 points
- 3 Discussions (30 pts each)   90 points

                                                     130 points

Course Policies

Scheduled Work:
It is the student's responsibility to make sure all assignments are submitted no later than the due date. All written assignment should be submitted electronically using the Blackboard assignment link that is specific for each assignment. Save an electronic or print copy of all assignments submitted. Assignments are due as specified in the syllabus. If for any reason an assignment needs to be submitted outside of class or non-electronically, have the Department staff indicate the time, date and initial when the assignment is received and place the assignment in my mail box. Written assignments (via electronic submission) are due on the day and time indicated on the course calendar. **Late assignments will suffer a loss of 20% late penalty per day**. Extenuating circumstances will be considered on an individual basis if the student adequately informs the instructor of the problem. Any assignment received 3 days late will receive a zero "0" for that specific assignment.

Attendance Policy:
This course involves application of knowledge and skills acquired from the readings, videos, and lectures to the physical assessment of individuals throughout the life span. While the class does not meet at a specific time each week, regular attendance in the form of accessing Blackboard and checking your MSU email is expected. Daily checking of your MSU email and checking the Blackboard course site several times a week are recommended.

Exam Policy:
All written and performance examinations and pop quizzes are to be taken as scheduled. You must notify the instructor prior to the test day if you are unable to complete your exam prior to the deadline. **A late penalty of 20% per day will be deducted from your total exam points for late submissions. Extenuating circumstances will be considered on an individual basis if the student adequately informs the instructor of the problem. This applies to written examinations as well as performance testing. Pop quizzes need to be taken during the scheduled time and cannot be made up. Any exam (written or performance) received 3 days late will receive a zero "0" for that specific exam.**

You have **5 days post exam** to inquire about the posted exam grade. After this 5 day period your grade will remain as posted.

Your grade for each exam should reflect your knowledge. Therefore, all exams are to be taken independently, without conferring with other students, without reference to old exams, lecture notes, or reading materials. Use of any testing practice that gives you an advantage over another is expressly forbidden and constitutes academic dishonesty. You are responsible for your testing behavior. If you are unclear as to whether a behavior is academically dishonest, please ask the instructor before engaging in the behavior. Please see the policy on Academic Dishonesty below.

Grading and Rounding Policy:
The MSU Department of Nursing provides students with the educational opportunities needed to develop the knowledge, skills and competencies necessary for professional nursing. All nursing courses must be passed with a grade of "C" (70%) or higher.

Figuring a course grade will follow the process as outlined:

❖ Exams given must be passed with a 75% or higher cumulative score. Exams will be defined in the course syllabus.
❖ Students who achieve less than 75% on exams will receive a final course grade of a "D", unless their cumulative exam percentage is calculated to be an "F".
❖ Once the exam component of a course is passed the remainder of the course components will be figured into the course grade.

Students must achieve 75% or greater on their cumulative exams scores to allow the points of additional course components to be added for the final course grade. Students who achieve less than 75% (cumulative) on exams will receive a final course grade of a "D", unless their cumulative exam percentage is calculated to be an "F".

*** No plus or minus grading is used in this course. For calculation of a final course grade, the final course grade (percentage) decimal must be 0.5 or higher to be rounded up to the next higher whole number. See the grading and rounding policy in the BSN Student handbook available at the MSU Department of Nursing webpage.

<u>Grading Scale for course grade</u>:

A= 89.5 – 100%
B= 79.5 – 89.49%
C= 69.5 – 79.49%
D= 59.5 – 69.49%
F= below 59.5%
• *+/- grades will not be given in this course*

<u>Important Notes for Class</u>:

1. You are expected to read and be responsible for the information contained in this course syllabus.
2. All students are expected to obtain a free MSU email account and register on the Blackboard course website http://blackboard.missouristate.edu. Contact Computer Services in CHEEK 164; phone (417) 836-5770 for information on how to establish an MSU Bearmail account. You must use your MSU Bearmail account for all course related correspondence with faculty.
3. You will need access to the course website for viewing video clips, web links, course announcements, PowerPoints, grades; and participating in the discussion boards. **Please contact the Computer Services Help Desk at (417) 836-5891 for any technology related questions or difficulties.**
4. You are expected to look at your MSU email at least once daily.
5. It is expected that all previous course work/knowledge will be brought forward as this is information you should have already learned. If you are weak in one of these areas, you will need to review and study those areas you do not understand.
6. Health assessment equipment is available for use in the MSU campus Health Assessment lab from 8a-5pm, when the room is not in use. If you are not able to come to campus to practice you will need access to an ophthalmoscope and eye chart for eye assessment practice, an otoscope and tuning fork for practicing assessment of the ear, and a reflex hammer and tuning fork for neuromuscular practice. You will need all previously stated equipment during your recorded skills testing sessions.
7. For testing sessions conducted at the Springfield campus, otoscopes, ophthalmoscopes, reflex hammers, and tuning forks will be available for use.

8. All course assignments must be the student's own work- written or performed; and must be completed independently by the student. Students who violate this guideline will be sanctioned according to MSU Academic Integrity Policy. **The Honor Code statement for NRS342, available under the assignment menu, MUST be signed prior to submitting any course work.**

Netiquette for NRS 342
A Dozen Ground Rules for Online Learning
(adapted from Peter Connor, Teaching @ CSU, 2013)

Participate: This is a shared learning environment. No lurking in the cyberspace background. It is not enough to just login. For the maximum benefit to all, everyone must contribute.

Report Glitches: Online systems are electronic. They break. If for any reason you experience difficulty participating, please call, email, or otherwise inform me of the issue. Chances are others are having the same problem.

Help Others: You may have more experience with online learning than the person next to you. Give them a hand. Show them it's not so hard. They're really going to appreciate it!

Be Patient& Kind: Read everything before asking for help or replying to questions. This will help you avoid repeating something someone else has already contributed, including the instructor announcements and class syllabus. Acknowledge the points made with which you agree and suggest alternatives for those with which you don't. Be kind in your responses.

Be Brief: You want to be clear—and to articulate your point—without being preachy or pompous. Be direct. Stay on point. Don't lose yourself, or your readers, in overly wordy sentences or paragraphs.

Use Proper Writing Style: This is a must. Write as if you were writing a term paper. Correct spelling, grammatical construction and sentence structure are expected in every other writing activity associated with scholarship and academic engagement. Online discussions are no different.

Cite Your Sources: Another big must! If your contribution to the conversation includes the intellectual property (authored material) of others, e.g., books, newspaper, magazine, or journal articles—online or in print—they must be given proper attribution.

Emoticons and Texting: Social networking and text messaging has spawned a body of linguistic shortcuts that are not part of the academic dialogue. Please refrain from **lol**'s and **c u l8r**'s.

Respect Diversity: It's an ethnically rich and diverse, multi-cultural world in which we live. Use no language that is—or that could be construed to be—offensive toward others. Racists, sexist, and heterosexist comments and jokes are unacceptable, as are derogatory and/or sarcastic comments and jokes directed at religious beliefs, disabilities, and age.

No YELLING! Step carefully. Beware the electronic footprint you leave behind. Using bold upper-case letters is bad form, like stomping around and yelling at somebody (**NOT TO MENTION BEING HARD ON THE EYE**).

No Flaming! Criticism must be constructive, well-meaning, and well-articulated. Please, no tantrums. Rants directed at any other contributor are simply unacceptable and will not be tolerated. The same goes for profanity. The academic environment expects higher-order language.

Lastly, Remember: You Can't Un-Ring the Bell. Language is your only tool in an online environment. Be mindful. How others perceive you will be largely—as always—up to you. Once you've hit the send button, you've rung the bell.

Review your written posts and responses to ensure that you've conveyed exactly what you intended. This is an excellent opportunity to practice your proofreading, revision, and rewriting skills—valuable assets in the professional world.

Hint: Read your post out loud before hitting the send button. This will tell you a lot about whether your grammar and sentence structure are correct, your tone is appropriate, and your contribution clear or not.

Student's Role for Success with an Online Class
1. Be open-minded about sharing life, work, and educational experiences as part of the learning process.
2. Assume an active role in the learning process.
3. Be self-motivated and self-disciplined.
4. Set up a regular schedule for working with your online course. Expect to spend between 6-12 hours per week for a 4-credit-hour undergraduate level online course.
5. Follow the course schedule assigned by your instructor. Do not procrastinate.
6. Familiarize yourself with the Blackboard environment by going the Missouri State Online Site and consulting the Blackboard Student Manual.
7. Be willing to speak up if problems arise. Contact the Missouri State Online Help Desk if you run into any difficulties. Do not wait to get help.
8. Check the course homepage, calendar, assignment page, your email, and the Blackboard course discussion board several times a week.
9. Adopt the attitude that high quality learning can take place without going to the traditional classroom.

Student's Expectations of the Instructor
1. The instructor will read email and the discussion board postings daily, excluding weekends and holidays, but will not necessarily post messages or reply to email upon receipt.
2. The instructor will attempt to respond to your email within 72 hours, usually sooner.
3. The instructor will attempt to have exams and assignments graded within 2 weeks of submission.
4. The instructor will be concerned about the success of the learner and reasonable opportunity will be given to the learner to be successful in the class.
5. The instructor will keep you posted on how you are doing in the course, through Blackboard grade book and/or comments on assignments.
6. The learner will be treated politely and respectfully.

Course Modifications:
When unanticipated problems arise, assignments and dates are subject to change. Such changes will be posted as announcements. Students MUST read all announcements on Blackboard at least once a week.

> ➢ *ANY ELECTRONIC COMMUNICATION REGARDING THIS CLASS WILL BE SENT TO THE STUDENT VIA THE STUDENT'S MSU EMAIL ACCOUNT OR THE BLACKBOARD COURSE MANAGEMENT SYSTEM*

Correspondence with Faculty:
Please post general inquires about the course assignments, policies, and expectations, on the "Course Q & A" Discussion Forum. All other correspondence should be sent via email.

Emails to faculty should be consistently formatted to ensure easy identification and retrieval. Please use the following guidelines when sending email to your instructor.
1. **Always use your Missouri State email account to correspond with your instructor.**
2. **Always include an accurate and descriptive subject line.**

3. **Always include your full name at the end of your message.**
4. **Be considerate, respectful, and professional**

Following these guidelines will help ensure that your email is not mistaken for junk mail and that your email can easily be identified as related to this course. **Failure to follow these guidelines could result in your e-mail not being answered in a timely manner.**

UNIVERSITY POLICIES

Nondiscrimination:
Missouri State University is an equal opportunity/affirmative action institution, and maintains a grievance procedure available to any person who believes he or she has been discriminated against. At all times, it is your right to address inquiries or concerns about possible discrimination to the **Office for Institutional Equity and Compliance** Park Central Office Building, 117 Park Central Square, Suite 111, (417) 836-4252. Other types of concerns (i.e., concerns of an academic nature) should be discussed directly with your instructor and can also be brought to the attention of your instructor's Department Head.   Please visit the OED website at http://www.missouristate.edu/equity/

Disability accommodation:
To request academic accommodations for a disability, contact the Director of the Disability Resource Center, Plaster Student Union, Suite 405, (417) 836-4192 or (417) 836-6792 (TTY), www.missouristate.edu/disability. Students are required to provide documentation of disability to the Disability Resource Center prior to receiving accommodations. The Disability Resource Center refers some types of accommodation requests to the Learning Diagnostic Clinic, which also provides diagnostic testing for learning and psychological disabilities. For information about testing, contact the Director of the Learning Diagnostic Clinic, (417) 836-4787, http://psychology.missouristate.edu/ldc.

Religious Accommodation:
The University may provide a reasonable accommodation based on a person's sincerely held religious belief. In making this determination, the University reviews a variety of factors, including whether the accommodation would create an undue hardship. The accommodation request imposes responsibilities and obligations on both the individual requesting the accommodation and the University. Students who expect to miss classes, examinations, or other assignments as a consequence of their sincerely held religious belief shall be provided with a reasonable alternative opportunity to complete such academic responsibilities. It is the obligation of students to provide faculty with reasonable notice of the dates of religious observances on which they will be absent by submitting a Request for Religious Accommodation Form to the instructor by the end of the third week of a full semester course or the end of the second week of a half semester course.

Dropping a class:
It is your responsibility to understand the University's procedure for dropping a class. If you stop attending this class but do not follow proper procedure for dropping the class, you will receive a failing grade and will also be financially obligated to pay for the class. For information about dropping a class or withdrawing from the university, contact the Office of the Registrar at 836-5520. See Academic Calendars (www.missouristate.edu/registrar/acad_cal.html) for deadlines.

Emergency Response:
At the first class meeting, students should become familiar with a basic emergency response plan through a dialogue with the instructor that includes a review and awareness of exits specific to the classroom and the location of evacuation centers for the building. All instructors are provided this information specific to their classroom and/or lab assignments in an e-mail prior to the beginning of the fall semester from the Office of the Provost and Safety and Transportation.

Students with disabilities impacting mobility should discuss the approved accommodations for emergency situations and additional options when applicable with the instructor. For more information, go to http://www.missouristate.edu/safetran/51597.htm and http://www.missouristate.edu/safetran/erp.htm.

Cancellation/Closure of Classes for Emergencies or Inclement Weather:
The decision to close the university or to cancel day classes will be announced to the news media prior to 6:00 a.m., specifically denoting day classes only. For evening classes, a separate decision is made. If day classes have been canceled, a decision to cancel evening classes will be made by 1:00 p.m. If day classes have met but weather conditions deteriorate, a decision to cancel evening classes will be made by 2:00 p.m. For information on class cancellation, please call the University Weather Number (836-5509), **NOT** the Department of Nursing Office. Class activities scheduled for the day(s) will be carried out at subsequent classes.

Academic Dishonesty:
Missouri State University is a community of scholars committed to developing educated persons who accept the responsibility to practice personal and academic integrity. Students are responsible for knowing and following the university's *Student Academic Integrity Policies and Procedures*, available at www.missouristate.edu/policy/academicintegritystudents.htm, and also available at the Reserves Desk in Meyer Library. Students are also responsible for understanding and following any additional academic integrity policies specific to this class (as outlined by the instructor). Any student participating in any form of academic dishonesty will be subject to sanctions as described in this policy, as well as the *BSN Student Handbook*. If you are accused of violating this policy and are in the appeals process, you may continue participating in the class.
Failure to follow the academic integrity policy will result with a **minimum** of the following consequences:
1. Plagiarism in a paper will result in a grade of zero (0) for that paper.
2. A student found to be cheating on an exam will be given a grade of zero (0) on that exam.
3. A student found assisting another student in cheating or plagiarism will be given a grade of zero (0) for the assignment.
4. Penalties for academic dishonesty may result in course failure and CANNOT be made up via resubmission of work or additional assignments.

All assignments must be done by the student individually, unless the assignment is designated by the syllabus and the instructor as a group assignment.

Definitions: For definitions of academic dishonesty see University Integrity Policy.

Instructor Notes on Academic Integrity Policy:
Academic dishonesty includes plagiarism, cheating, or assisting another person in acts of plagiarism or cheating. It also includes having knowledge of someone else's act of academic dishonesty and failing to report it to the course faculty. Plagiarism involves using someone else's written words and taking credit for them as your own or failing to properly cite the original author. For example, copying wording from a text, or copying assignments written by another person and taking credit for them as your own is plagiarism. Cheating involves obtaining answers to assignments, tests, or quizzes from other students, or from copies of current or previous exams, study guides, or assignments, and using them for your own benefit. Cheating may also involve violating specific instructions given regarding assignments and tests that would give the person violating the instructions an advantage over others who followed the instructions. For example, fabricating information for an assignment that is supposed to be performed, or viewing electronic or paper copies of exams or papers that were not distributed to the entire class by the instructor. These are only examples of plagiarism and cheating and are not meant to provide an all-inclusive list of such behaviors. The bottom line is, whether it's an exam or another type of assignment, if it is not your own work and it's supposed to be, don't use it for your own work. The only

exception is for group work in which you will be given clear permission by the course faculty to work together on a project and generate a group grade for that project.

It is your responsibility to know what constitutes academically honest behavior and to complete your tests, quizzes, and assignments in a manner that is academically honest. If you're in doubt as to whether your behavior is academically honest or not, ask your instructor before acting. Acts of academic dishonesty such as cheating or plagiarism will be noted in your student file, and may result in a grade of zero for that assignment or exam, and could result in dismissal from the program. Please see the *BSN-C Student Handbook* for more detail and further elaboration on the possible consequences of academically dishonest behavior.
Please see the *BSN-C Student Handbook*, section on Student Responsibilities, academic integrity and ethical behavior for further information.

Missouri State University Department of Nursing Student Honor Code
The Missouri State University School of Nursing is committed to assisting its students in becoming professionals who embody the traits of trustworthiness, fairness, confidentiality, empathy, and a respect of others. Both students and faculty are responsible for knowing the Missouri State University Academic Integrity Policies and Procedures, and share in the responsibility for promoting honest academic conduct.
The Department of Nursing and its students are governed by the Missouri State University *Student Academic Integrity Policies and Procedures* ("University Integrity Policy")*,* available at www.missouristate.edu/policy/academicintegritystudents.htm. In the event of a conflict between this policy and the University Integrity Policy, the University Integrity Policy shall control. From the time of admission to the University to the day of graduation, every student is responsible for upholding the integrity of the Nursing Program and for maintaining ethical behavior.

Reporting Academic Dishonesty:
All members of the University community share the responsibility and authority to challenge and make known acts of apparent academic dishonesty. Any student, faculty member, or staff person who has witnessed an apparent act of student academic dishonesty, or has information that reasonably leads to the conclusion that such an act has occurred or has been attempted, is strongly encouraged to report said act. Acts of apparent academic dishonesty that occur in the classroom must be reported directly to the course instructor, and/or the course instructor's department head, and/or the instructor's college dean. Incidences of apparent academic dishonesty whether associated with a particular course or not, may also be reported directly to the Academic Integrity Council (AIC) by contacting the Chair of the Council (the Provost or designee) in the Office of the Provost, Carrington Hall 209.

Sanctions: In addition to being disciplined for any violation under the University Integrity Policy, any student found responsible by the Academic Integrity Council, may also be subject to sanctions by the Nursing Department, up to and including dismissal from the program.

The student enrolled in a nursing course:
- Shall have the opportunity to read and ask questions before signing the Honor Code the first week of class, and by signing, acknowledge having read and agreed to the Honor Code;
- Shall have the importance and contents of the Honor Code Policy periodically reviewed and clarified both in writing and verbally throughout the term;
- Shall not cheat, steal, lie, commit plagiarism or fabrication, facilitate academic dishonesty, fail to report a violation by others, make false allegations, or fail to cooperate with or interfere in an investigation;
- Shall be responsible and accountable for the consequences of her/his academic and nursing actions;
- Shall maintain a professional attitude and appropriate appearance;
- Shall treat all fellow students, faculty, staff, clients, and community partners with dignity and respect;

- Shall acknowledge that possible sanctions for failure to follow the Student Academic Integrity Policies and Procedures and the Department of Nursing Student Honor Code Policy may result in sanctions up to, and possibly including, dismissal from the Nursing Program, suspension from the University, or the revocation of a degree.

Honor Code: The student enrolled in this course must read, understand, and sign the Honor Code affirming the academic integrity policy is to be followed. A student will be reaffirming knowledge of the Honor Code for each written assignment or exam submitted throughout this course.

<u>Other Policies</u>
Other University and Department of Nursing policies that you should be familiar with are in the University Undergraduate Catalog available from Carrington Hall, and the *BSN-C Student Handbook* which is available on the nursing web site **http://www.missouristate.edu/nursing** / or may be purchased at the book store.

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Curricular Action Workflow

New Course Proposal Form

Submitted on 03/31/2016 by Lucretia Smith (LucretiaSmith@MissouriState.edu).

*All fields require input

◉ New COURSE

○ New REGULAR PERMANENT SECTION of an existing variable content course. If a new regular section of an existing variable topics course, enter the existing course number below

Course Code:

NRS

Course Number: (Check Availability)

442

Course Title:

Community Health Nursing I

Will this proposal need to be reviewed by CGEIP?   ◉ No   ○ Yes

Will this proposal need to be reviewed by EPPC?   ◉ No   ○ Yes

Prerequisite/Co-requisite or enter 'None':

Enrollment for BSN completion students, and departmental permission.

General Course Description: (Include any Pass/Not Pass grading restrictions, repeatable limits, limitation on course applicability, UG/GR parallel course, etc.)

Theory of nursing practice to aggregates and communities. Focus on nursing knowledge in public health, community health nursing, and nursing research to promote health and prevent disease.

Credit Hours: 2 ▾

Lecture Contact Hours: 2 ▾

Lab Contact Hours: 0 ▾

Note: If variable credit, enter the highest number and add to end of course description. (e.g. "Variable credit, may be taken 1-3 hours.")

Periodicity. Check all that apply.

☑ Fall   ☐ Fall (even-numbered years only)   ☐ Fall (odd-numbered years only)

| ☑ | Spring | ☐ | Spring (even-numbered years only) | ☐ | Spring (odd-numbered years only) |
| ☑ | Summer | ☐ | On Demand only | | |

Complete Catalog Description:
NRS 442 Community Health Nursing I
Prerequisite: Enrollment for BSN completion students, and departmental permission.
Theory of nursing practice to aggregates and communities. Focus on nursing knowledge in public health, community health nursing, and nursing research to promote health and prevent disease.
Credit hours: 2 Lecture contact hours: 2 Lab contact hours: 0
Typically offered: Fall, Spring, Summer

Include sample syllabus (list topics, course goals.) Use text box OR upload only file types of PDF, DOC or DOCX.

Attached

Purpose of Course

To introduce RN BSN Completion students to the concepts of community health. RN students will take NRS 442 and NRS 443 and not NUR 442

Relationship to Other Departments

None

Is there a graduate/undergraduate parallel course to this one? ⦿ No ○ Yes

New Course Resource Information

Anticipated Average Enrollment per section:	30	Maximum Enrollment Limit per section:	60
Anticipated Average Enrollment per semester:	60	Maximum Enrollment Limit per semester:	120
Anticipated Average Enrollment per year:	180	Maximum Enrollment Limit per year:	360
Faculty Load Assignment (equated hours):	2		

Is another course being deleted? ⦿ No ○ Yes

What will this course require in the way of:

Additional library Holdings

Additional computer resources

increased online student use

Additional or remodeled facilities

Additional equipment or supplies

Additional travel funds

Additional faculty; general vs specialized

Additional faculty; regular vs per-course

Other additional expenses

If additional faculty are not required, how will faculty be made available to teach this course?

content currently taught in NUR 442 which will decrease periodicity to one time per semester and current faculty will make the transition

List names of current faculty qualified and available to teach this course

Daniel, Atwell, Bigley

What is the anticipated source of students for this course?

BSN Completion students

If from within the department, will students be taking this course in addition to or in place of other courses?

No. Student will not be required to take NUR 442.

If from outside the department, which courses in other departments would most likely be affected?)

None

Other comments:

Will be taught as block course

What is the date that this new course was approved by departmental or program faculty? (MM/DD/YYYY)

02/08/2016

Current Status:

College Council Review

Proposal Progress:

03/31/2016 - Submitted by Department Head (Kathryn Hope)

Review Comments:

No comments have been added to this proposal.

Copy As New Proposal

Course: NRS 442 Nursing: Community Health 1

Section   899

Credit Hours: 2 Credit Hours

Pre-requisite: Enrollment for BSN completion students, and departmental permission.

Class Schedule: Online. Anchor day is MONDAY

Contact Information:

Course Description:
Theory of nursing practice to aggregates and communities. Focus on nursing knowledge in public health, community health nursing, and nursing research to promote health and prevent disease.

Course Overview:
This course will assist students in discovering and understanding health needs of public health and a variety of groups within the community. It will examine public health & community health, while considering the epidemiological models of health as well as nursing theory. Integration of biophysical science, psychosocial theory, and current trends in health and wellness will enable the students to synthesize nursing systems to become familiar with the roles of nurses in population-focused practices. A variety of learning methods will be employed which may include: power-point presentations, study questions, web sites, video clips recordings, online discussions, small group projects, textbook assignments.

Required Text:
Harkness, G. & DeMarco R (2012). Community and public health nursing evidence for practice.
       (1st ed). Philadelphia: Lippincott Williams & Wilkins. ISBN# 978-0-7817-5851-2
Payne, R.K., DeVol, P.E. & Smith, T.D. (2006). *Bridges out of poverty: Strategies for*
     professionals and communities. (3rd ed.). Highlands, TX: Aha! Process, Inc.

Recommended Texts:
Publication manual of the American Psychological Association. (2010). (6th ed.). Washington,
       DC: American Psychological Association.

Internet Resources:
American Nurses Association – www.nursingworld.org
Centers for Disease Control and Prevention - http://www.cdc.gov/
Cover Missouri - http://covermissouri.org/facts/
Missouri Department of Health and Senior Services – http://www.dhss.mo.gov/
Poverty USA – http://www.usccb.org/cchd/povertyusa/
State Health Facts - www.statehealthfacts.kff.org
Springfield Community Focus 2007 – http://www.SpringfieldCommunityFocus.org
Springfield – Green County Health Department - http://www.springfieldmo.gov/health/
United State Department of Health and Senior Services - http://www.hhs.gov/

Nursing Theory Online Resources:
http://www.enursescribe.com/nurse_theorists.php
http://www.nurses.info/nursing_theory_accepted_theories.htm

APA style of writing resources:
Writing Center at The Bear Claw – http://writingcenter.missouristate.edu/ Located in the Meyer
Library first floor.

Blackboard and Computer Help Resources:
Blackboard Help Desk**: http://blackboard.missouristate.edu**
Computer Services Help Desk**: http://helpdesk.missouristate.edu**
Computer Services Help Desk**: 417-836-5891**
MSU Test Proctoring Center**: http://www.missouristate.edu/fact1/87656.htm**

Course Objectives:
Upon completion of this course the student will be able to:
1. Discuss historical, cultural, economic, social, ethical, legal, political, and global factors pertinent to the delivery of health care in community settings.
2. Discuss concepts from environmental health, epidemiology, and health education when planning health care in community settings.
3. Describe professional nursing roles when providing care for the vulnerable community-based client.
4. Discover community services designed to improve the health care of communities.

Evaluation:

1.	Cultural Health Certificate	25 points
2.	Neighborhood survey	25 points
3.	Global Health case study	25 points
4.	Class Discussion Board (1 @0 pts., 5 @ 10 pts.)	50 points
5.	Exams (4@ 50 points)	200 points
Total Points		325 points

Topical Outline:
- Week 1
  - Introduction and Theories of Community Health and Public Health Care
- Week 2
  - Epidemiological Theories
  - Research models, statistical interpretation for practice
- Week 3
  - Roles of organizations in the health of the community and global interests
  - Theories and practices of Non-profits, NGOs and for-profit health systems
- Week 4
  - Global Health theories, policies, and practices.
  - Introduction to student involvement in global health.
- Week 5
  - Nursing Roles and challenges in global health settings.
- Week 6
  - Interprofessional collaboration in global health
- Week 7
  - The challenge of public health practice with global concerns applied to the local community.

All assignments must be completed to receive a grade in this course.

Grading Scale:
A = 100 – 90%
B = 89 – 80%
C = 79 – 70%
D = 69 – 60%
F = Less than 60%

Grading and Rounding Policy
The MSU Department of Nursing provides students with the educational opportunities needed to develop the knowledge, skills and competencies necessary for professional nursing. All nursing courses must be passed with a grade of "C" (70%) or higher. Figuring a course grade will follow the process as outlined:
- Exams given in the didactic (or lecture component) of any course must be passed with a 70% or higher average for all the exams.
  - **Exams to be used in NUR 442 include the midterm and the final exams.**
- Students who achieve less than 70% on the two exams will receive a final course grade of a "D" or "F", based on their cumulative exam percentage.
- Once the didactic exam component of a course is passed the remainder of the course components will be figured into the course grade.
- The clinical component must be a "pass" to receive a passing grade.

For calculation of a final course grade, the final course grade decimal must be 0.5 or higher to be rounded up to the next higher whole number.

UNIVERSITY POLICIES

Nondiscrimination:
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Disability accommodation:
To request academic accommodations for a disability, contact the Director of the Disability Resource Center, Plaster Student Union, Suite 405, (417) 836-4192 or (417) 836-6792 (TTY), www.missouristate.edu/disability. Students are required to provide documentation of disability to the Disability Resource Center prior to receiving accommodations. The Disability Resource Center refers some types of accommodation requests to the Learning Diagnostic Clinic, which also provides diagnostic testing for learning and psychological disabilities. For information about testing, contact the Director of the Learning Diagnostic Clinic, (417) 836-4787, http://psychology.missouristate.edu/ldc.

Class Attendance:
Students are expected to attend all class periods and to be prepared to participate. Classroom discussion is an integral part of learning and classroom activities cannot be made up outside of class. The intent of this policy is to encourage your attendance and participation and to help me better meet your learning needs. In the case of unavoidable absence, the student is responsible for the class content and any assignments, and for notifying the instructor of the reason for the absence.   Students *will not* be given the opportunity to make-up assignments done in class if the student is absent from class on that date.

Scheduled Work:
Written work is due on the date noted. Late work will suffer a loss of 5% per day late. Extenuating circumstances that prevent a student from meeting the date times will be considered on an individual basis.

Exams:
All examinations are to be taken as scheduled. If extenuating circumstances occur, the student is responsible for contacting the faculty member prior to the exam and rescheduling the exam. Failure to notify the faculty on or before the scheduled day of the examination will result in a decrease of 5% of the examination points achievable.

Dropping a class:
It is your responsibility to understand the University's procedure for dropping a class. If you stop attending this class but do not follow proper procedure for dropping the class, you will receive a failing grade and will also be financially obligated to pay for the class. For information about

dropping a class or withdrawing from the university, contact the Office of the Registrar at 836-5520

Faculty may also wish to include relevant drop deadlines. See Academic Calendars (http://calendar.missouristate.edu/academic.aspx) for deadlines.

Cell phone policy:
As a member of the learning community, each student has a responsibility to other students who are members of the community. When cell phones or pagers ring and students respond in class or leave class to respond, it disrupts the class. Therefore, the Office of the Provost prohibits the use by students of cell phones, pagers, PDAs or similar communication devices during scheduled classes. All such devices must be turned off or put in a silent (vibrate) mode and ordinarily should not be taken out during class. Given the fact that these same communication devices are an integral part of the University's emergency notification system, an exception to this policy would occur when numerous devices activate simultaneously. When this occurs, students may consult their devices to determine if a university emergency exists. If that is not the case, the devices should be immediately returned to silent mode and put away. Other exceptions to this policy may be granted at the discretion of the instructor.

Use of Laptop Computer/Other Electronic Device (blackberries, PDA, phones in class
Laptop computers and other electronic devices may be used in class, unless the instructor indicates the computer cannot be used during certain classroom activities. If the student is caught using the computer for activities not related to the class, the student will be asked to close the computer and leave class. If a class participation activity occurs the student will **not** be given credit for the class participation activity that class session, and will not have an opportunity to make up any points lost.

Emergency Response
Students who require assistance during an emergency evacuation must discuss their needs with their professors and Disability Services. If you have emergency medical information to share with me, or if you need special arrangements in case the building must be evacuated, please make an appointment with me as soon as possible.

For additional information students should contact the Disability Resource Centerhttp://www.missouristate.edu/disability/, 836-4192 (PSU 405), or Larry Combs, Interim Assistant Director of Public Safety and Transportation at 836-6576.

For further information on Missouri State University's Emergency Response Plan, please refer to the following web site: http://www.missouristate.edu/safetran/erp.htm

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violating this policy and are in the appeals process, you should continue participating in the class.
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1. Plagiarism in a paper may result in a grade of zero (0) for that paper.
2. A student found to be cheating on an exam will be given a grade of zero (0) on that exam.
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Definitions: For definitions of academic dishonesty see University Integrity Policy.
The student enrolled in a nursing course:
- Shall have the opportunity to read and ask questions before signing the Honor Code the first week of class, and, by signing, acknowledge having read and agreed to the Honor Code;

- Shall have the importance and contents of the Honor Code Policy periodically reviewed and clarified both in writing and verbally throughout the term;

- Shall not cheat, steal, lie, commit plagiarism or fabrication, facilitate academic dishonesty, fail to report a violation by others, make false allegations, or fail to cooperate with or interfere in an investigation;

- Shall be responsible and accountable for the consequences of her/his academic and nursing actions;

- Shall maintain a professional attitude and appropriate appearance;

- Shall treat all fellow students, faculty, staff, clients, and community partners with dignity and respect;

- S hall acknowledge that possible sanctions for failure to follow the Student Academic Integrity Policies and Procedures and the Department of Nursing Student Honor Code Policy may result in sanctions up to, and possibly including, dismissal from the Nursing Program, suspension from the University, or the revocation of a degree.

Reporting Academic Dishonesty: All members of the University community share the responsibility and authority to challenge and make known acts of apparent academic dishonesty. Any student, faculty member, or staff person who has witnessed an apparent act of student academic dishonesty, or has information that reasonably leads to the conclusion that such an act has occurred or has been attempted, is strongly encouraged to report said act. Acts of apparent academic dishonesty that occur in the classroom must be reported directly to the course instructor, and/or the course instructor's department head, and/or the instructor's college dean. Incidences of apparent academic dishonesty, whether associated with a particular course or not, may also be reported directly to the Academic Integrity Council (AIC) by contacting the Chair of the Council (the Provost or designee) in the Office of the Provost, Carrington Hall 209.
Sanctions: In addition to being disciplined for any violation under the University Integrity Policy, any student found responsible by the Academic Integrity Council, may also be subject to sanctions by the Nursing Department, up to and including dismissal from the program.

Honor Code: The student enrolled in this course must read, understand, and sign the Honor Code affirming the academic integrity policy is to be followed. A student will reaffirm knowledge of the Honor Code for each written assignment or exam submitted throughout this course.

Course Policies

Syllabus Changes: The instructor reserves the right to make necessary changes in the schedule, learning activities, and other aspects of the syllabus, as needed to facilitate optimal learning; or as needed to clarify the policies, procedures, assignments and expectations for this course.

Submission of Assignments:
      Electronic Submission of Assignments: Written assignments should be submitted electronically using the link under the "Assignments" menu on Blackboard. The assignment should be saved as your "Last name, First Initial & abbreviated title of assignment". Please retain a copy of all assignments until you have received your final course grade. Save all sent and graded course assignments in a separate folder on your computer desktop for easy retrieval until you receive your final course grade.

      Non-Electronic Submissions of Assignments: Assignments that cannot be submitted electronically may be turned in directly to the department or submitted via postal mail with a postmark on or before the due date. Any assignment turned in directly to the Dept. of Nursing, should have the date and time it was received initialed by a member of the office staff. Assignments not date stamped by the staff will be subject to late penalty depending on the date they were actually received by the faculty. It is the student's responsibility to ensure that assignments are date stamped by the office staff. For assignments that are mailed the postmark date will be used to determine if a late penalty will be applied.

Attendance Policy: This course involves application of knowledge and skills acquired from the readings, discussions, research and from clinical experiences. While the class does not meet at a specific time each week, regular attendance in the form of accessing Blackboard and checking

your MSU email is expected. Daily checking of your MSU email and checking the Blackboard course site several times a week are recommended. Discussion board assignments will be open for 1 – 2 weeks, depending upon the assignment, and will run from Monday morning at 0800 to the following Sunday evening at 1800.

Late Assignments: All assignments are due as scheduled. Assignments submitted after the due date will be penalized 5% of the total points per day that the assignment is late.   Extenuating circumstances that prevent a student from meeting the date and time will be considered on an individual basis only.

Correspondence with Instructor: Please post general inquiries about the course assignments, policies and expectations on the "Course Q & A" Discussion Forum. The forum will be checked daily Monday - Friday. This is especially beneficial if you feel that your question and answer might be of significance to others in the class. Correspondence of more personal matters may be sent to the instructor via email, please utilize the Missouri State email system to avoid being rejected as "junk" mail. Clearly note the subject line, and include your name & a contact phone number if you anticipate a need for follow up communication.

Online Exam Policy:
The mid-term and final exam will be given online. Students are expected to complete the exam alone without the aid of another person. Textbooks and notes may be used, however, due to the time allowed to complete the exam, there is not time to look up every answer. The exams will contain 100 questions, randomly selected from a pool of questions. The exams are timed with a limit of 120 minutes and will be available to the student from **0600 – 2000 on the date scheduled** on the class schedule (calendar). Once the exam is started it must be completed (cannot pause the exam and return to it at a later date). If the student should experience difficulty taking the exam at the designated time, the course instructor is to be contacted as soon as possible. You may refer to the MSU Computer Help Desk (417-836-5891) as well, but the clock is still running unless the instructor is advised who can reset the clock & exam. If you cannot take the exam at the scheduled time, please advise the instructor as soon as possible in order to change the exam perimeters.

Honor Code: The student enrolled in this course must read, understand and sign the Honor Code affirming the academic integrity policy is to be followed. The Honor Code will be attached to each exam submitted throughout this course and will need to be signed each time. **Please find a copy of the Honor Code for your signature to be returned to the department prior to a clinical experience, under "course documents". You will not be allowed to attend clinical until this form has been received in the nursing department.**

Missouri State.

Curricular Action Workflow

designed by
Computer Services

New Course Proposal Form

Submitted on 03/31/2016 by Lucretia Smith (LucretiaSmith@MissouriState.edu).

*All fields require input

- ⦿ New COURSE

- ◯ New REGULAR PERMANENT SECTION of an existing variable content course. If a new regular section of an existing variable topics course, enter the existing course number below

Course Code:

> NRS

Course Number: ([Check Availability](#))

> 443

Course Title:

> Nursing: Community Health II

Will this proposal need to be reviewed by CGEIP?   ⦿ No   ◯ Yes

Will this proposal need to be reviewed by EPPC?   ⦿ No   ◯ Yes

Prerequisite/Co-requisite or enter 'None':

> NRS 442, Enrollment for BSN completion students, and departmental permission

General Course Description: (Include any Pass/Not Pass grading restrictions, repeatable limits, limitation on course applicability, UG/GR parallel course, etc.)

> Theory and clinical experience in nursing practice to aggregates and communities. Focus on nursing knowledge and skills in community health and research to promote health and prevent disease. Includes clinical experiences of not less than 48 hours.

Credit Hours: [3 ▾]   Lecture Contact Hours: [2 ▾]   Lab Contact Hours: [3 ▾]

Note: If variable credit, enter the highest number and add to end of course description. (e.g. "Variable credit, may be taken 1-3 hours.")

Periodicity. Check all that apply.

☑ Fall   ☐ Fall (even-numbered years only)   ☐ Fall (odd-numbered years only)

☑	Spring	☐	Spring (even-numbered years only)	☐	Spring (odd-numbered years only)
☑	Summer	☐	On Demand only		

Complete Catalog Description:

NRS 443 Nursing: Community Health II

Prerequisite: NRS 442, Enrollment for BSN completion students, and departmental permission

Theory and clinical experience in nursing practice to aggregates and communities. Focus on nursing knowledge and skills in community health and research to promote health and prevent disease. Includes clinical experiences of not less than 48 hours.

Credit hours: 3 Lecture contact hours: 2 Lab contact hours: 3

Typically offered: Fall, Spring, Summer

Include sample syllabus (list topics, course goals.) Use text box OR upload only file types of PDF, DOC or DOCX.

Attached

Purpose of Course

A combined didactic and clinical course which ill build on NUR442 content and apply both courses' content to a community health setting

Relationship to Other Departments

None

Is there a graduate/undergraduate parallel course to this one?   ⦿ No   ◯ Yes

New Course Resource Information

Anticipated Average Enrollment per section:	30	Maximum Enrollment Limit per section:	60
Anticipated Average Enrollment per semester:	60	Maximum Enrollment Limit per semester:	120
Anticipated Average Enrollment per year:	180	Maximum Enrollment Limit per year:	360
Faculty Load Assignment (equated hours):	3		

Is another course being deleted?   ◯ No   ⦿ Yes

Select course number and title being deleted.

NUR484 RN-BSN Capstone

What will this course require in the way of:

Additional library Holdings

```
none
```

Additional computer resources

```
increased student use
```

Additional or remodeled facilities

```
none
```

Additional equipment or supplies

```
none
```

Additional travel funds

```
none
```

Additional faculty; general vs specialized

```
none
```

Additional faculty; regular vs per-course

```
none
```

Other additional expenses

```
none
```

If additional faculty are not required, how will faculty be made available to teach this course?

```
NUR 442 is decreasing periodicity to one time per semester.
```

List names of current faculty qualified and available to teach this course

Daniel, Atwell, Bigley

What is the anticipated source of students for this course?

BSN Completion students from across the U.S.

If from within the department, will students be taking this course in addition to or in place of other courses?

RN to BSN students shifting from NUR 442 to NRS 442/443

If from outside the department, which courses in other departments would most likely be affected?)

None

Other comments:

Will be taught as block course

What is the date that this new course was approved by departmental or program faculty? (MM/DD/YYYY)

02/08/2016

Current Status:

College Council Review

Proposal Progress:

03/31/2016 - Submitted by Department Head (Kathryn Hope)

Review Comments:

No comments have been added to this proposal.

Copy As New Proposal

follow your
PASSION
find your
PLACE

Course:	NRS 443 Nursing: Community Health II (Service Learning Course)
Section	899
Credit Hours:	**3** Credit Hours
	Lecture Hours: 2 credits
	Clinical Hours: 1 credit: 48 total clock hours
	BSN Completion students' clinical experience will be scheduled for a time negotiable between the preceptor and the student for a total of 48 hours. 8 hour days on the same day of the week are preferred.

Pre-requisite:	NRS 442, Enrollment for BSN completion students, and departmental permission.

Class Schedule:	Online. Anchor day is MONDAY

Contact Information:

Course Description:
Theory and clinical experience in nursing practice to aggregates and communities. Focus on nursing knowledge and skills in community health nursing and nursing research to promote health and prevent disease. Includes clinical experiences of not less than 48 hours. Supplemental course fee. 3(2-1) F, S

Course Overview:
This course will assist students to adapt and expand their nursing skills to more fully meet the health needs of the community and a variety of groups within the community. Integration of biophysical science, psychosocial theory, and current trends in health and wellness will enable the students to synthesize nursing systems to become familiar with the roles of nurses in population-focused practices with a focus on vulnerable populations across the global spectrum. A variety of learning methods will be employed which may include: power-point presentations, study questions, web sites, video clips recordings, online discussions, small group projects, textbook assignments, reflective clinical logs, and community assessment skills.

Service-Learning Integrated Course
Integrated Service-Learning (ISL) that incorporates a community service experience with classroom instruction has been integrated into this course to provide a community based learning experience. Service-Learning addresses the practice of citizenship and promotes an awareness of and participation in public affairs. The Integrated Service-Learning Course requires a minimum of 15 hours (48 hours for this course) of unpaid service to a not-for-profit community organization, government agency, or public service provider. The community service placement will related to the course learning objectives as outlined in this syllabus. Refection assignments are assigned to help students understand discipline concepts and develop higher order critical

thinking skills. Additionally, this course provides students with real world experience that can be included on resumes, offers the ability to test career choices, to apply theories and concepts learned in class and make connections to the real world, and the opportunity to have a positive impact in our community. To assess the integration of the service-learning portion of this course, CASL staff will administer an assessment during the last three weeks of the semester (either online or in person). The evaluation results will assist your instructor in the further development of this course, especially as it relates to the service-learning project. Results are provided to your instructor after the grades are submitted to the Registrar's Office.

Required Text:
Harkness, G. & DeMarco R (2012). *Community and public health nursing evidence for practice.* (1st ed). Philadelphia: Lippincott Williams & Wilkins. ISBN# 978-0-7817-5851-2

Recommended Texts:
Payne, R.K., DeVol, P.E. & Smith, T.D. (2006). *Bridges out of poverty: Strategies for professionals and communities.* (3rd ed.). Highlands, TX: Aha! Process, Inc.
Publication manual of the American Psychological Association. (2010). (6th ed.). Washington, DC: American Psychological Association.

Internet Resources:
American Nurses Association – www.nursingworld.org
Centers for Disease Control and Prevention - http://www.cdc.gov/
Cover Missouri - http://covermissouri.org/facts/
Missouri Department of Health and Senior Services – http://www.dhss.mo.gov/
Poverty USA – http://www.usccb.org/cchd/povertyusa/
State Health Facts - www.statehealthfacts.kff.org
Springfield Community Focus 2007 – http://www.SpringfieldCommunityFocus.org
Springfield – Green County Health Department - http://www.springfieldmo.gov/health/
United State Department of Health and Senior Services - http://www.hhs.gov/

Nursing Theory Online Resources:
http://www.enursescribe.com/nurse_theorists.php
http://www.nurses.info/nursing_theory_accepted_theories.htm

APA style of writing resources:
Writing Center at The Bear Claw – http://writingcenter.missouristate.edu/ Located in the Meyer Library first floor.

Blackboard and Computer Help Resources:
Blackboard Help Desk**: http://blackboard.missouristate.edu**
Computer Services Help Desk**: http://helpdesk.missouristate.edu**
Computer Services Help Desk**: 417-836-5891**
MSU Test Proctoring Center**: http://www.missouristate.edu/fact1/87656.htm**

Course Objectives:

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

1. Integrate historical, cultural, economic, social, ethical, legal, political, global, theoretical and evidence based factors to the practice of population-based nursing.
2. Integrate concepts from environmental health, epidemiology, and health education when providing health care in community settings.
3. Implement technical skills and professional nursing roles when providing care for the vulnerable community-based client.
4. Incorporate psychological, physiological, social, spiritual, and cultural factors that impact health care within communities.
5. Utilize a systematic approach in providing health care in diverse settings for the client, through the life span, experiencing acute and/or chronic illness.
6. Integrate legal, ethical, and professional standards when providing care in community settings.
7. Participate in community services designed to improve the health care of communities.

Topical Outline

- Week 1
    - Introduction to course
    - Introduction to Clinical theory and requirements
- Week 2
    - Assessment of a community
    - Application of epidemiology, nursing theories, population health theories
- Week 3
    - The role of culture in community health
    - Community health theories, policies, and practices
- Week 4
    - Impacting community change
    - Mid Term
- Week 5
    - Challenges of Specialty nursing in the community
- Week 6
    - Interdisciplinary collaboration in community health
- Week 7
    - Clinical wrap up
    - Final

Evaluation of class and clinical:
1. Clinical logs (5 logs @ 10 points each)   50 points
2. Neighborhood survey   25 points
3. Mid-term exam   100 points
4. Service Learning Project (SLP)
      A. Outline Revision   10 points
      B. SLP Reflective Paper   25 points
6. Class Discussion Board (1 @0 pts., 5 @ 10 pts.)   50 points
7. Final Exam   100 points
Total Points   400 points

Grading Scale:
A = 100 – 90%
B = 89 – 80%
C = 79 – 70%
D = 69 – 60%
F = Less than 60%

Grading and Rounding Policy
The MSU Department of Nursing provides students with the educational opportunities needed to develop the knowledge, skills and competencies necessary for professional nursing. All nursing courses must be passed with a grade of "C" (70%) or higher. Figuring a course grade will follow the process as outlined:
  ➢ Exams given in the didactic (or lecture component) of any course must be passed with a 70% or higher average for all exams.
      o **Exams to be used in NUR 442 include the midterm and the final exams.**
  ➢ Students who achieve less than 70% on the two exams will receive a final course grade of a "D" or "F", based on their cumulative exam percentage.
  ➢ Once the didactic exam component of a course is passed the remainder of the course components will be figured into the course grade.
  ➢ The clinical component must be a "pass" to receive a passing grade.
For calculation of a final course grade, the final course grade decimal must be 0.5 or higher to be rounded up to the next higher whole number.

All assignments must be completed to receive a grade in this course.

Clinical is graded as PASS/FAIL. Students must pass the clinical component to pass this course. If a student FAILS clinical a grade of "F" will be given for the course regardless of the theory grade. All clinical objectives must be met satisfactorily to pass this course.

Adjustments in the student's scheduled clinical assignments are necessary sometimes to meet the changing schedule of the community clinical site to ensure students are able to complete the required 48 hours of clinical experiences.

Bloodborne Pathogens Training:

All students are required to complete the Missouri State University Department of Nursing Bloodborne Pathogens Training annually between August 1 and August 31. A certificate showing satisfactory completion of the training <u>must be submitted prior to starting the clinical experiences in this course.</u> To access and complete the required training follow these steps:
1. Access Blackboard and go to the course: NUR-REQ: NUR- NURSING ORIENTATION and   REQUIRED EDUCATION.
 2. Under the "Course Documents" button there are two documents to read:
   a. Missouri State University Department of Nursing Bloodborne Pathogens Policy
   b. Bloodborne Pathogens PowerPoint
3. Under the "Assignments" button there are two items:
   a. Bloodborne Pathogens Quiz that must be passed with 80% accuracy and then the certificate of completion will be ready for you to print.
   b. Certificate must be printed, signed, and submitted to the Nancy Horeis, the Dept. secretary for the Completion Students Program. This was to have been done prior to Aug. 31, 2012, if it has not been completed, it <u>must be completed before ANY CLINICAL work</u> can begin.

UNIVERSITY POLICIES

Nondiscrimination:
Missouri State University is an equal opportunity/affirmative action institution, and maintains a grievance procedure available to any person who believes he or she has been discriminated against. At all times, it is your right to address inquiries or concerns about possible discrimination to the **Office for Institutional Equity and Compliance** Park Central Office Building, 117 Park Central Square, Suite 111, (417) 836-4252. Other types of concerns (i.e., concerns of an academic nature) should be discussed directly with your instructor and can also be brought to the attention of your instructor's Department Head.   Please visit the OED website at http://www.missouristate.edu/equity/

Disability accommodation:
To request academic accommodations for a disability, contact the Director of the Disability Resource Center, Plaster Student Union, Suite 405, (417) 836-4192 or (417) 836-6792 (TTY), www.missouristate.edu/disability. Students are required to provide documentation of disability to the Disability Resource Center prior to receiving accommodations. The Disability Resource Center refers some types of accommodation requests to the Learning Diagnostic Clinic, which also provides diagnostic testing for learning and psychological disabilities. For information about testing, contact the Director of the Learning Diagnostic Clinic, (417) 836-4787, http://psychology.missouristate.edu/ldc.

Class Attendance:
Students are expected to attend all class periods and to be prepared to participate. Classroom discussion is an integral part of learning and classroom activities cannot be made up outside of class. The intent of this policy is to encourage your attendance and participation and to help me better meet your learning needs. In the case of unavoidable absence, the student is responsible for the class content and any assignments, and for notifying the instructor of the reason for the absence.   Students *will not* be given the opportunity to make-up assignments done in class if the student is absent from class on that date.

Scheduled Work:
Written work is due on the date noted. Late work will suffer a loss of 5% per day late. Extenuating circumstances that prevent a student from meeting the date times will be considered on an individual basis.

Exams:
All examinations are to be taken as scheduled. If extenuating circumstances occur, the student is responsible for contacting the faculty member prior to the exam and rescheduling the exam. Failure to notify the faculty on or before the scheduled day of the examination will result in a decrease of 5% of the examination points achievable.

Dropping a class:
It is your responsibility to understand the University's procedure for dropping a class. If you stop attending this class but do not follow proper procedure for dropping the class, you will receive a failing grade and will also be financially obligated to pay for the class. For information about

dropping a class or withdrawing from the university, contact the Office of the Registrar at 836-5520
Faculty may also wish to include relevant drop deadlines. See Academic Calendars (http://calendar.missouristate.edu/academic.aspx) for deadlines.

Cell phone policy:
As a member of the learning community, each student has a responsibility to other students who are members of the community. When cell phones or pagers ring and students respond in class or leave class to respond, it disrupts the class. Therefore, the Office of the Provost prohibits the use by students of cell phones, pagers, PDAs or similar communication devices during scheduled classes. All such devices must be turned off or put in a silent (vibrate) mode and ordinarily should not be taken out during class. Given the fact that these same communication devices are an integral part of the University's emergency notification system, an exception to this policy would occur when numerous devices activate simultaneously. When this occurs, students may consult their devices to determine if a university emergency exists. If that is not the case, the devices should be immediately returned to silent mode and put away. Other exceptions to this policy may be granted at the discretion of the instructor.

Use of Laptop Computer/Other Electronic Device (blackberries, PDA, phones in class
Laptop computers and other electronic devices may be used in class, unless the instructor indicates the computer cannot be used during certain classroom activities. If the student is caught using the computer for activities not related to the class, the student will be asked to close the computer and leave class. If a class participation activity occurs the student will **not** be given credit for the class participation activity that class session, and will not have an opportunity to make up any points lost.

Emergency Response
Students who require assistance during an emergency evacuation must discuss their needs with their professors and Disability Services. If you have emergency medical information to share with me, or if you need special arrangements in case the building must be evacuated, please make an appointment with me as soon as possible.
For additional information students should contact the Disability Resource Centerhttp://www.missouristate.edu/disability/, 836-4192 (PSU 405), or Larry Combs, Interim Assistant Director of Public Safety and Transportation at 836-6576.
For further information on Missouri State University's Emergency Response Plan, please refer to the following web site: http://www.missouristate.edu/safetran/erp.htm

Academic dishonesty:
Missouri State University is a community of scholars committed to developing educated persons who accept the responsibility to practice personal and academic integrity. You are responsible for knowing and following the university's *Student Academic Integrity Policies and Procedures*, available at www.missouristate.edu/policy/academicintegritystudents.htm. You are also responsible for understanding and following any additional academic integrity policies specific to this class (as outlined by the instructor). Any student participating in any form of academic dishonesty will be subject to sanctions as described in this policy.   If you are accused of violating this policy and are in the appeals process, you should continue participating in the

class.

Failure to follow academic integrity policy may result in the following consequences:

1. Plagiarism in a paper may result in a grade of zero (0) for that paper.
2. A student found to be cheating on an exam will be given a grade of zero (0) on that exam.
3. A student found assisting another student in cheating or plagiarism will be given a grade of zero (0) for the assignment.
4. Penalties for academic dishonesty may result in course failure and CANNOT be made up via resubmission of work or additional assignments.

Missouri State University Department of Nursing Student Honor Code

The Missouri State University School of Nursing is committed to assisting its students in becoming professionals who embody the traits of trustworthiness, fairness, confidentiality, empathy, and a respect of others. Both students and faculty are responsible for knowing the Missouri State University Academic Integrity Policies and Procedures, and share in the responsibility for promoting honest academic conduct.

The Department of Nursing and its students are governed by the Missouri State University *Student Academic Integrity Policies and Procedures* ("University Integrity Policy")*,* available at www.missouristate.edu/policy/academicintegritystudents.htm. In the event of a conflict between this policy and the University Integrity Policy, the University Integrity Policy shall control. From the time of admission to the day of graduation, every student is responsible for upholding the integrity of the Nursing Program and for maintaining ethical behavior.

Definitions: For definitions of academic dishonesty see University Integrity Policy.

The student enrolled in a nursing course:

- Shall have the opportunity to read and ask questions before signing the Honor Code the first week of class, and, by signing, acknowledge having read and agreed to the Honor Code;

- Shall have the importance and contents of the Honor Code Policy periodically reviewed and clarified both in writing and verbally throughout the term;

- Shall not cheat, steal, lie, commit plagiarism or fabrication, facilitate academic dishonesty, fail to report a violation by others, make false allegations, or fail to cooperate with or interfere in an investigation;

- Shall be responsible and accountable for the consequences of her/his academic and nursing actions;

- Shall maintain a professional attitude and appropriate appearance;

- Shall treat all fellow students, faculty, staff, clients, and community partners with dignity and respect;

- Shall acknowledge that possible sanctions for failure to follow the Student Academic Integrity Policies and Procedures and the Department of Nursing Student Honor Code Policy may result in sanctions up to, and possibly including, dismissal from the Nursing Program, suspension from the University, or the revocation of a degree.

Reporting Academic Dishonesty: All members of the University community share the responsibility and authority to challenge and make known acts of apparent academic dishonesty. Any student, faculty member, or staff person who has witnessed an apparent act of student academic dishonesty, or has information that reasonably leads to the conclusion that such an act has occurred or has been attempted, is strongly encouraged to report said act. Acts of apparent academic dishonesty that occur in the classroom must be reported directly to the course instructor, and/or the course instructor's department head, and/or the instructor's college dean. Incidences of apparent academic dishonesty, whether associated with a particular course or not, may also be reported directly to the Academic Integrity Council (AIC) by contacting the Chair of the Council (the Provost or designee) in the Office of the Provost, Carrington Hall 209.
Sanctions: In addition to being disciplined for any violation under the University Integrity Policy, any student found responsible by the Academic Integrity Council, may also be subject to sanctions by the Nursing Department, up to and including dismissal from the program.

Honor Code: The student enrolled in this course must read, understand, and sign the Honor Code affirming the academic integrity policy is to be followed. A student will reaffirm knowledge of the Honor Code for each written assignment or exam submitted throughout this course.

Course Policies

Syllabus Changes: The instructor reserves the right to make necessary changes in the schedule, learning activities, and other aspects of the syllabus, as needed to facilitate optimal learning; or as needed to clarify the policies, procedures, assignments and expectations for this course.

Submission of Assignments:
Electronic Submission of Assignment: Written assignments should be submitted electronically using the link under the "Assignments" menu on Blackboard. The assignment should be saved as your "Last name, First Initial & abbreviated title of assignment". Please retain a copy of all assignments until you have received your final course grade. Save all sent and graded course assignments in a separate folder on your computer desktop for easy retrieval until you receive your final course grade.

Non-Electronic Submissions of Assignments: Assignments that cannot be submitted electronically may be turned in directly to the department or submitted via postal mail with a postmark on or before the due date. Any assignment turned in directly to the Dept. of Nursing, should have the date and time it was received initialed by a member of the office staff. Assignments not date stamped by the staff will be subject to late penalty depending on the date they were actually received by the faculty. It is the student's responsibility to ensure that assignments are date stamped by the office staff. For assignments that are mailed the postmark date will be used to determine if a late penalty will be applied.

Attendance Policy: This course involves application of knowledge and skills acquired from the readings, discussions, research and from clinical experiences. While the class does not meet at a specific time each week, regular attendance in the form of accessing Blackboard and checking

your MSU email is expected. Daily checking of your MSU email and checking the Blackboard course site several times a week are recommended. Discussion board assignments will be open for 1 – 2 weeks, depending upon the assignment, and will run from Monday morning at 0800 to the following Sunday evening at 1800. The clinical component of this course requires 96 hours of clinical experience, to include 11 logs and one service-learning reflective paper documenting 12 eight hour days (or equivalence).

Late Assignments: All assignments are due as scheduled. Assignments submitted after the due date will be penalized 5% of the total points per day that the assignment is late.   Extenuating circumstances that prevent a student from meeting the date and time will be considered on an individual basis only.

Correspondence with Instructor: Please post general inquiries about the course assignments, policies and expectations on the "Course Q & A" Discussion Forum. The forum will be checked daily Monday - Friday. This is especially beneficial if you feel that your question and answer might be of significance to others in the class. Correspondence of more personal matters may be sent to the instructor via email, please utilize the Missouri State email system to avoid being rejected as "junk" mail. Clearly note the subject line, and include your name & a contact phone number if you anticipate a need for follow up communication. Phone calls acceptable at any time:

Online Exam Policy:
The mid-term and final exam will be given online. Students are expected to complete the exam alone without the aid of another person. Textbooks and notes may be used, however, due to the time allowed to complete the exam, there is not time to look up every answer. The exams will contain 100 questions, randomly selected from a pool of questions. The exams are timed with a limit of 120 minutes and will be available to the student from **0600 – 2000 on the date scheduled** on the class schedule (calendar). Once the exam is started it must be completed (cannot pause the exam and return to it at a later date). If the student should experience difficulty taking the exam at the designated time, the course instructor (417-861-1705) is to be contacted as soon as possible. You may refer to the MSU Computer Help Desk (417-836-5891) as well, but the clock is still running unless the instructor is advised who can reset the clock & exam. If you cannot take the exam at the scheduled time, please advise the instructor as soon as possible in order to change the exam perimeters.

Honor Code: The student enrolled in this course must read, understand and sign the Honor Code affirming the academic integrity policy is to be followed. The Honor Code will be attached to each exam submitted throughout this course and will need to be signed each time. **Please find a copy of the Honor Code for your signature to be returned to the department prior to a clinical experience, under "course documents". You will not be allowed to attend clinical until this form has been received in the nursing department.**

<u>**Policies and Assignments related to Clinical Portion of NUR 442**</u>

<u>**Service-Learning Integrated Course**</u>
Please keep in mind that the 96 clinical hours are related to the University's Integrated Service Learning piece. CASL staff will ask for an evaluation of this clinical learning portion of NUR 442. Please remember that your clinical component is a community service which directly impacts the community, the university and the learning potential of students following your placement.

<u>**Clinical Practice Policies:**</u>
Students will practice:
1. Within the boundaries of the State Nurse Practice Act.
2. According to the policies and procedures of the clinical agency.
3. According to the scope and standards of professional nursing set by the American Nurses Association.
4. <u>**All clinical objectives must be met in order to pass this course.**</u>

BSN-Completion Students must have on file the following: Each student will have on file (with updated documentation as required) with the Missouri State University Department of Nursing the following documentation prior to starting or continuing your clinical experience:
1. Copy of current RN license with Missouri or the state in which clinical experiences will be done. (You must be licensed in the state in which you will be doing the clinical practicum).
2. Documentation of current professional liability insurance.
3. Current immunizations (MMR, Tetanus, Varicella, complete Hepatitis B series, the flu vaccine (or appropriate documentation of inability to receive the vaccine), and a PPD (or evidence appropriate medical follow-up for PPD positive individuals),
4. Current American Heart Association BLS for Healthcare Providers certificate. No online courses are accepted.
5. Current health insurance
6. Drug screening documentation meeting Department of Nursing requirements
7. Criminal background check meeting Department of Nursing requirements. Some clinical agencies may require additional security checks. The cost of those security checks will be the responsibility of the student.
8. Documentation showing completion of the Department of Nursing Bloodborne Pathogen test. (Note: this is usually done in August of each year, if you did not complete this in August of 2012, and cannot find it as a course on Blackboard, please notify your instructor BEFORE attending clinical.)
9. You must have a Missouri State University Department of Nursing name pin, polo shirt and follow the dress code as stated in the *BSN Student Handbook 2012-2013 Department of Nursing MSU*.

<u>**Clinical Sites:**</u>
Clinical sites will be selected to increase your educational experience and broaden your professional background. BSN-Completion students will not be allowed to choose the same clinical site utilized in the clinical component of other MSU nursing courses, without prior

approval of the clinical instructor, or where currently employed.   The instructor must approve clinical sites prior to the student beginning the clinical sessions. MSU Department of Nursing must have a clinical contractual agreement with the clinical site that the student will be gaining clinical experience for this semester. The nursing instructor will help with the student placement and provide information as needed in areas outside of Greene County, MO.

    The Dept. of Nursing strongly recommends: The <u>Coalition for Healthy Communities</u>, a collaborative project of Dr. Susan Sims-Giddens, Professor Emeritus Caroline Helton and Prof. Carol Daniel who has worked with both the Leadership and Management (NUR 482) and Community Health (NUR 442) service-learning courses. The purpose of the project is to provide nursing care to vulnerable populations in the Springfield area. Students enrolled in these service-learning courses provide nursing care by fulfilling the roles of <u>assessment</u>, <u>education</u>, and <u>referral.</u> Students are encouraged to work in groups of two to provide care in one of the following sites: The Kitchen Medical Clinic, Missouri Hotel, Bill's Place, Rare Breed, Victory Square, Victory House, Greene County Youth Academy (GCYA), Harmony House and Isabel's House. It is recommended students commit to completing the 96 hours of clinical on either a Tuesday or Thursday for 12 eight hour days. There are two exceptions to this: either the Rare Breed or the Greene County Youth Academy (GCYA) provide for alternative scheduling and can be done in the evenings,. All of the clinical sites associated with the Coalition for Healthy Communities work directly with the vulnerable, homeless, and poverty stricken populations.

Clinical Expectations:

The exact time for each clinical experience will vary with the facility and the activity at the specific clinical facility.

<u>General guidelines for the clinical experience are as follows</u>:
1. The student is expected to apply skills and knowledge from previous and/or concurrent courses to the clinical situation.
2. The student is expected to show progress throughout the semester and successfully achieve all listed clinical objectives by the end of the semester.
3. The student will provide documentation of clinical work in the following ways:
    A) Clinical Log will be due weekly by 8 a.m. on Monday following a completed clinical experience. The format is outlined in the clinical documents
    B) Clinical Evaluation Tool (CET) will be submitted two times throughout the semester as outlined in the clinical documents
    C) Clinical Time Log – To be signed weekly but submitted to the clinical supervisor at the end of 48 hours of clinical experience, view and copy under clinical documents

<u>Expectations at every clinical experience</u>:

1. Always be professionally dressed and on time for clinical experiences. Students will follow the dress policy as stated in the *BSN Student Handbook Department of Nursing MSU.*
2. Have a courteous approach that reflects respect of self, clients, colleagues, visitors, and the profession of nursing.
3. Demonstrate safety in clinical performance. Recognize own limitations and seek help accordingly.

4. Assist in controlling the environment to protect the client, members of the health care team, and others from real and/or potential hazards.
5. Always keep the clinical supervisor and clinical preceptor in charge of the assigned patient/client informed of changes in the client's condition.
6. BSN Completion Students may give medication and document according to agency policy and procedure.
8. Always be on time to the clinical facility and do not leave before scheduled leaving time without prior approval from the MSU nursing clinical supervisor and notification to the clinical preceptor.
9. The student goal in Community Nursing clinical is to make assessments, provide education and make referrals as needed. These are within the scope of practice for professional nursing.

A student failing to meet the expectations may be removed from the clinical situation at the discretion of the clinical supervisor. Continued progress in the program will be reviewed by the Admission, Progression, and Graduation Committee (APG) in the Department of Nursing.

Evaluation of the Clinical Experience:

The clinical experience is evaluated on a PASS/FAIL basis. Students must receive a satisfactory rating on all clinical objectives (CET) to pass this course. Students who fail the clinical will fail the course and must repeat the course the next time that it is offered.

Students are expected to use a systematic approach to client care. Effective communication, therapeutic nursing interventions, and critical thinking are essential skills for nurses to provide quality care to clients. Students will be an active participant in identifying their own learning needs and developing a plan to improve clinical performance and correct deficits. Students are expected to continually increase critical thinking skills by showing an interest in seeking new information to solve client problems. Students are expected to show a progression in the level of clinical performance as well as practicing within the roles of provider, manager, coordinator, and designer of care.

Clinical supervisors will provide guidance, coaching, and support to students as needed in the clinical area. Clinical supervisors will continually evaluate the students' application of knowledge and skills in the clinical setting.

The Clinical Evaluative Tool (CET) is to be used as a guide or "roadmap" for students to successfully accomplish the required course competencies. The CET is found on the Blackboard under "Clinical" and should be copied & saved as a "Word" document. Each week the student will document the log # and date, and explain how one to two clinical objective(s) were met using specific examples. The document will then be submitted via email to the clinical supervisor following the 6th clinical day or at **mid-term** (week of March 4th) whichever comes first. The nursing clinical supervisor will make comments on the CET and return the clinical evaluation tool electronically via email to the student. The clinical evaluation tool is to be added to each week, resulting in a **completed evaluation tool at the end of the semester**. All clinical objectives must be satisfactorily met by end of the semester to pass the clinical portion of this course. The week of March 18th the clinical nursing supervisor will attempt to meet with the student either personally at your clinical work site, or electronically, to check progress toward

completion of all clinical objectives. A final summative evaluation will be conducted during finals week.

Note: no student grades will be submitted until the final CET is signed by both the clinical supervisor and the student showing completion of all of the clinical objectives.

Clinical Absences

Clinical experiences are required to meet the objectives of the nursing courses. Clinical experiences are arranged for the student to practice the art and science of nursing in a real world setting. Clinical facilities have agreed to allow students the opportunity to apply skills and knowledge and expect students to conduct themselves in a professional manner.

- It is the student's responsibility to arrive on time and be present for the entire clinical experience.
- If the student is anticipating arriving late or being absent from clinical, the student must notify the clinical instructor <u>and</u> the clinical preceptor as early as possible. Except in the case of an extreme emergency, lack of proper notification will result in an unexcused absence.
- Clinical absences may result in a failing grade for the clinical component of the course (and thus the course).

A pattern of tardiness to the clinical area is unprofessional behavior and may result in failing the clinical component of the course (and thus the course).

- Being late or absent from clinical may involve any or all of the following disciplinary actions:
  - o Discussion of incident
  - o Warning
  - o A grade of Incomplete
  - o Course failure
  - o Appearance before the admissions progression and evaluation committee (APG Committee) to petition continuance in the program
  - o Not progressing in the program until the course is offered again with space available
  - o A counseling note being placed in the student's permanent file.
  - o Make-up of the lost time at the discretion of the clinical instructor.
  - o Any cost related to clinical make-up will be the responsibility of the student.

ACCOUNTABILITY / RESPONSIBILITY related to the Clinical Experience:

PRECEPTOR ACCOUNTABILITY AND RESPONSIBILITY:
The preceptor has responsibility to delegate according to the student's abilities and to supply adequate supervision. The preceptor is responsible for:
1. Adequately assessing the student's ability to perform tasks or make a decision.
2. Reporting student incompetence to the faculty member.
3. Supervising any procedure if the student is inexperienced or if they require close supervision in carrying out a function.

4. Following the objectives for the course as a guide for the preceptorship experience.

STUDENT ACCOUNTABILITY AND RESPONSIBILITY:
The student is accountable for his/her own learning. The student is responsible for meeting objectives and for seeking guidance as needed. The objectives provide a guide for what is to be learned. The student is responsible to the preceptor for:
1. Notifying the preceptor if a request to perform a task or to make a decision is in an area that the student has had no prior experience or training.
2. Complete the required reading assignments for class as scheduled in the syllabus.
3. Perform outside reading and/or research, which will enhance clinical performance.
4. Asking for supervision as needed.
5. Having the course objectives with them during all clinical experiences.

FACULTY ACCOUNTABILITY AND RESPONSIBILITY:
Ultimate responsibility for this educational experience rests with Missouri State University. Responsibility for the quality of the experience belongs to the faculty. Clear objectives for the learning experience are to be provided, as well as opportunities for students to meet those learning objectives. Specific responsibility of the faculty to the student is:
1. Must be available by phone during the clinical hours.
2. Must provide a copy of the expectations of the preceptor to each preceptor.
3. Must be available to the preceptors to problem-solve or to report student incompetence during the clinical hours.

Student _____   Site _____

Preceptor _____

Clinical Experience Dates _____

Please mark each description of preceptor qualities using the following key:
     A=Always   B=Frequently   C=Usually   D=Rarely   E= Never

_____Demonstrated thorough knowledge of client population conditions.

_____Communicated effectively with student.

_____Communicated effectively with other personnel.

_____Ability to solve problems, generate and examine alternatives, and consults with others
      when necessary.

_____Experience in setting goals and priorities.

_____Encouraging student participation in decision making related to client or population care.

_____Ability to give feedback, balancing praise and constructive criticism.

_____Ability to help student work through unfamiliar experiences

_____Readily available for answering questions.

_____Serving as a positive role model in agency, acting as a support person.

Additional comments: _____

_____

_____

_____

Due Prof by:

STUDENT EVALUATION CLINICAL AGENCY

Please complete the form and return it to Caroline Helton at the completion of your clinical practicum. A summary of your comments may be shared with the preceptor and the clinical agency.

Student Name: _____   Clinical Site: _____

Preceptor Name: _____

1. Describe things that you liked most about this clinical site:

2. Describe things that you liked least about this clinical site:

3. Did you enjoy the clinical practicum? Please circle: Yes   No
    Comments:

3. Would you recommend that this site be used in the future for MSU?
    Please circle: Yes   No
    Comments:

Due to Prof by:

Missouri State.

Curricular Action Workflow

designed by
Computer Services

New Course Proposal Form

Submitted on 03/31/2016 by Lucretia Smith (LucretiaSmith@MissouriState.edu).

*All fields require input

◉ New COURSE

◯ New REGULAR PERMANENT SECTION of an existing variable content course. If a new regular section of an existing variable topics course, enter the existing course number below

Course Code:

NRS

Course Number: (Check Availability)

482

Course Title:

Advanced Leadership and Management for Registered Nurses

Will this proposal need to be reviewed by CGEIP?   ◉ No ◯ Yes

Will this proposal need to be reviewed by EPPC?   ◉ No ◯ Yes

Prerequisite/Co-requisite or enter 'None':

NRS 443, Enrollment for BSN completion students, and departmental permission

General Course Description: (Include any Pass/Not Pass grading restrictions, repeatable limits, limitation on course applicability, UG/GR parallel course, etc.)

Development of the licensed registered nurse as a leader and manager in diverse settings. Includes clinical experience of not less than 48 hours.

Credit Hours: | 4 ▼ | Lecture Contact Hours: | 3 ▼ | Lab Contact Hours: | 3 ▼ |

Note: If variable credit, enter the highest number and add to end of course description. (e.g. "Variable credit, may be taken 1-3 hours.")

Periodicity. Check all that apply.

☑ Fall   ☐ Fall (even-numbered years only)   ☐ Fall (odd-numbered years only)

☑	Spring	☐	Spring (even-numbered years only)	☐	Spring (odd-numbered years only)
☑	Summer	☐	On Demand only		

Complete Catalog Description:

NRS 482 Advanced Leadership and Management for Registered Nurses

Prerequisite: NRS 443, Enrollment for BSN completion students, and departmental permission

Development of the licensed registered nurse as a leader and manager in diverse settings. Includes clinical experience of not less than 48 hours.

Credit hours: 4 Lecture contact hours: 3 Lab contact hours: 3

Typically offered: Fall, Spring, Summer

Include sample syllabus (list topics, course goals.) Use text box OR upload only file types of PDF, DOC or DOCX.

Attached

Purpose of Course

As a leadership and final capstone for RNs already in clinical practice

Relationship to Other Departments

Is there a graduate/undergraduate parallel course to this one? ◉ No ○ Yes

New Course Resource Information

Anticipated Average Enrollment per section:	30	Maximum Enrollment Limit per section:	60
Anticipated Average Enrollment per semester:	60	Maximum Enrollment Limit per semester:	120
Anticipated Average Enrollment per year:	180	Maximum Enrollment Limit per year:	360
Faculty Load Assignment (equated hours):	4		

Is another course being deleted? ○ No ◉ Yes

Select course number and title being deleted.

NUR484 RN-BSN Capstone

What will this course require in the way of:

Additional library Holdings

```
none
```

Additional computer resources

```
increased student use
```

Additional or remodeled facilities

```
none
```

Additional equipment or supplies

```
none
```

Additional travel funds

```
none
```

Additional faculty; general vs specialized

```
none
```

Additional faculty; regular vs per-course

```
none
```

Other additional expenses

```
none
```

If additional faculty are not required, how will faculty be made available to teach this course?

```
NUR 484 is being deleted, freeing faculty to teach
```

List names of current faculty qualified and available to teach this course

Daniel, Atwell, Bigley, Dempsey

What is the anticipated source of students for this course?

BSN completion students from across the U.S.

If from within the department, will students be taking this course in addition to or in place of other courses?

RN to BSN students shifting out of NUR 482 and into NRS 482

If from outside the department, which courses in other departments would most likely be affected?)

None

Other comments:

Will be taught in block format

What is the date that this new course was approved by departmental or program faculty? (MM/DD/YYYY)   02/08/2016

Current Status:

College Council Review

Proposal Progress:

03/31/2016 - Submitted by Department Head (Kathryn Hope)

Review Comments:

No comments have been added to this proposal.

Copy As New Proposal

follow your
PASSION
find your
PLACE

Last Modified: 07/17/2015   •   <u>Disclaimer</u> | <u>Accessibility</u> | EO/AA/M/F/Veterans/Disability

Course: NRS 482 Advanced Leadership and Management for Registered Nurses
Section   899
Credit Hours: **4** Credit Hours
                     Lecture Hours: 3 credits
                     Clinical Hours: 1 credit: 48 total clock hours
                     BSN Completion students' clinical experience will be scheduled for a time negotiable between the preceptor and the student for a total of 48 hours. 8 hour days on the same day of the week are preferred.

Pre-requisite: NRS 443, Enrollment for BSN completion students, and departmental permission.

Class Schedule: Online. Anchor day is MONDAY

Contact Information:

Course Description:
Development of the licensed registered nurse as a leader and manager in diverse settings. Includes clinical experience of not less than 48 hours. Supplemental course fee.

Course Overview:

Required Text:
Essentials of Public Health Management ISBN(s):1449618960, 9781449618964, 1449650708, 9781449650704Author(s):L. Fleming Fallon Jr.Publisher:Jones & Bartlett LearningCopyright year:© 2012Edition:3rdP *(SUGGESTED)*

Publication manual of the American Psychological Association. (2010). (6th ed.). Washington,
    DC: American Psychological Association
Recommended Texts:
Leadership in Nursing Practice (2nd ed) 2016 by Tim Porter-O'Grady
Publisher: Jones & Bartlett Learning

Internet Resources:
Nursingworld.org (ANA), AONE.org, HCN.net, AHA.org, APHA.org, AAACN.Inurse.com, APHA.org, NRHArural.org

Nursing Theory Online Resources:
http://www.enursescribe.com/nurse_theorists.php
http://www.nurses.info/nursing_theory_accepted_theories.htm

APA style of writing resources:
Writing Center at The Bear Claw – http://writingcenter.missouristate.edu/ Located in the Meyer Library first floor.

Blackboard and Computer Help Resources:
Blackboard Help Desk**: http://blackboard.missouristate.edu**
Computer Services Help Desk**: http://helpdesk.missouristate.edu**
Computer Services Help Desk**: 417-836-5891**
MSU Test Proctoring Center**: http://www.missouristate.edu/fact1/87656.htm**

Course Objectives:
Upon completion of this course the student will be able to:
1. Implement an effective leadership role in a dynamic community based health care system
2. Apply knowledge of the structure and function of organizational systems
3. Collaborate, coordinate and consult with consumers and members of inter-professional teams to resolve health care problems
4. Integrate appropriate knowledge and research when designing community nursing systems
5. Discuss professional, legal, and ethical implications and issues associated with change, and community leadership and management roles.
6. Analyze community care in light of ethical leadership and cultural competence.

Topical Outline
- Week 1
  - Leadership Trait Theories
- Week 2
  - Ethical Leadership and Decision Making theories and practice
  - Conflict Management
- Week 3
  - Legal, legislative, and policy issues and theory
- Week 4
  - Legal and ethical dilemmas in community health leadership
  - Mid-Term
- Week 5
  - Professional, organizational, and interprofessional communication and negotiation applied to the health of communities
- Week 5
  - Quality and Safety in community health settings
- Week 6
  - Application of professional nursing leadership concepts in community settings
- Week 7

- o Student Presentations
- o Final

Evaluation of class and clinical:
1. Clinical logs (5 logs @ 10 points each)   50 points
2. Mid-term exam   100 points
4. Leadership Service Learning Project (SLP)
     A. Plan   25 points
     B. SLP Reflective Paper   25 points
     C. Presentation   50 points
5. Quality, Safety & Culture Project   100 points

6. Class Discussion Board (5@ 10 pts.)   50 points
7. Final Exam   100 points
Total Points   400 points

Grading Scale:
A = 100 – 90%
B = 89 – 80%
C = 79 – 70%
D = 69 – 60%
F = Less than 60%

Grading and Rounding Policy
The MSU Department of Nursing provides students with the educational opportunities needed to develop the knowledge, skills and competencies necessary for professional nursing. All nursing courses must be passed with a grade of "C" (70%) or higher. Figuring a course grade will follow the process as outlined:
- ➢ Exams given in the didactic (or lecture component) of any course must be passed with a 70% or higher average for all exams.
  - o **Exams to be used in NUR 442 include the midterm and the final exams.**
- ➢ Students who achieve less than 70% on the two exams will receive a final course grade of a "D" or "F", based on their cumulative exam percentage.
- ➢ Once the didactic exam component of a course is passed the remainder of the course components will be figured into the course grade.
- ➢ The clinical component must be a "pass" to receive a passing grade.

For calculation of a final course grade, the final course grade decimal must be 0.5 or higher to be rounded up to the next higher whole number.

All assignments must be completed to receive a grade in this course.

Clinical is graded as PASS/FAIL. Students must pass the clinical component to pass this course. If a student FAILS clinical a grade of "F" will be given for the course regardless of the theory grade. All clinical objectives must be met satisfactorily to pass this course.

Adjustments in the student's scheduled clinical assignments are necessary sometimes to meet the changing schedule of the community clinical site to ensure students are able to complete the required 96 hours of clinical experiences.

Bloodborne Pathogens Training:
All students are required to complete the Missouri State University Department of Nursing Bloodborne Pathogens Training annually between August 1 and August 31. A certificate showing satisfactory completion of the training must be submitted prior to starting the clinical experiences in this course. To access and complete the required training follow these steps:
1. Access Blackboard and go to the course: NUR-REQ: NUR- NURSING ORIENTATION and   REQUIRED EDUCATION.
  2. Under the "Course Documents" button there are two documents to read:
      a. Missouri State University Department of Nursing Bloodborne Pathogens Policy
      b. Bloodborne Pathogens PowerPoint
3. Under the "Assignments" button there are two items:
      a. Bloodborne Pathogens Quiz that must be passed with 80% accuracy and then the certificate of completion will be ready for you to print.
      b. Certificate must be printed, signed, and submitted to the Nancy Horeis, the Dept. secretary for the Completion Students Program. This was to have been done prior to Aug. 31, 2012, if it has not been completed, it must be completed before ANY CLINICAL work can begin.

UNIVERSITY POLICIES

Nondiscrimination:
Missouri State University is an equal opportunity/affirmative action institution, and maintains a grievance procedure available to any person who believes he or she has been discriminated against. At all times, it is your right to address inquiries or concerns about possible discrimination to the **Office for Institutional Equity and Compliance** Park Central Office Building, 117 Park Central Square, Suite 111, (417) 836-4252. Other types of concerns (i.e., concerns of an academic nature) should be discussed directly with your instructor and can also be brought to the attention of your instructor's Department Head.   Please visit the OED website at http://www.missouristate.edu/equity/

Disability accommodation:
To request academic accommodations for a disability, contact the Director of the Disability Resource Center, Plaster Student Union, Suite 405, (417) 836-4192 or (417) 836-6792 (TTY), www.missouristate.edu/disability. Students are required to provide documentation of disability to the Disability Resource Center prior to receiving accommodations. The Disability Resource Center refers some types of accommodation requests to the Learning Diagnostic Clinic, which also provides diagnostic testing for learning and psychological disabilities. For information about testing, contact the Director of the Learning Diagnostic Clinic, (417) 836-4787, http://psychology.missouristate.edu/ldc.

Class Attendance:
Students are expected to attend all class periods and to be prepared to participate. Classroom discussion is an integral part of learning and classroom activities cannot be made up outside of class. The intent of this policy is to encourage your attendance and participation and to help me better meet your learning needs. In the case of unavoidable absence, the student is responsible for the class content and any assignments, and for notifying the instructor of the reason for the absence.   Students *will not* be given the opportunity to make-up assignments done in class if the student is absent from class on that date.

Scheduled Work:
Written work is due on the date noted. Late work will suffer a loss of 5% per day late. Extenuating circumstances that prevent a student from meeting the date times will be considered on an individual basis.

Exams:
All examinations are to be taken as scheduled. If extenuating circumstances occur, the student is responsible for contacting the faculty member prior to the exam and rescheduling the exam. Failure to notify the faculty on or before the scheduled day of the examination will result in a decrease of 5% of the examination points achievable.

Dropping a class:
It is your responsibility to understand the University's procedure for dropping a class. If you stop attending this class but do not follow proper procedure for dropping the class, you will receive a failing grade and will also be financially obligated to pay for the class. For information about

dropping a class or withdrawing from the university, contact the Office of the Registrar at 836-5520

Faculty may also wish to include relevant drop deadlines. See Academic Calendars (http://calendar.missouristate.edu/academic.aspx) for deadlines.

Cell phone policy:
As a member of the learning community, each student has a responsibility to other students who are members of the community. When cell phones or pagers ring and students respond in class or leave class to respond, it disrupts the class. Therefore, the Office of the Provost prohibits the use by students of cell phones, pagers, PDAs or similar communication devices during scheduled classes. All such devices must be turned off or put in a silent (vibrate) mode and ordinarily should not be taken out during class. Given the fact that these same communication devices are an integral part of the University's emergency notification system, an exception to this policy would occur when numerous devices activate simultaneously. When this occurs, students may consult their devices to determine if a university emergency exists. If that is not the case, the devices should be immediately returned to silent mode and put away. Other exceptions to this policy may be granted at the discretion of the instructor.

Use of Laptop Computer/Other Electronic Device (blackberries, PDA, phones in class
Laptop computers and other electronic devices may be used in class, unless the instructor indicates the computer cannot be used during certain classroom activities. If the student is caught using the computer for activities not related to the class, the student will be asked to close the computer and leave class. If a class participation activity occurs the student will **not** be given credit for the class participation activity that class session, and will not have an opportunity to make up any points lost.

Emergency Response
Students who require assistance during an emergency evacuation must discuss their needs with their professors and Disability Services. If you have emergency medical information to share with me, or if you need special arrangements in case the building must be evacuated, please make an appointment with me as soon as possible.
For additional information students should contact the Disability Resource Centerhttp://www.missouristate.edu/disability/, 836-4192 (PSU 405), or Larry Combs, Interim Assistant Director of Public Safety and Transportation at 836-6576.
For further information on Missouri State University's Emergency Response Plan, please refer to the following web site: http://www.missouristate.edu/safetran/erp.htm

Academic dishonesty:
Missouri State University is a community of scholars committed to developing educated persons who accept the responsibility to practice personal and academic integrity. You are responsible for knowing and following the university's *Student Academic Integrity Policies and Procedures*, available at www.missouristate.edu/policy/academicintegritystudents.htm. You are also responsible for understanding and following any additional academic integrity policies specific to this class (as outlined by the instructor). Any student participating in any form of academic dishonesty will be subject to sanctions as described in this policy.   If you are accused of violating this policy and are in the appeals process, you should continue participating in the

class.
Failure to follow academic integrity policy may result in the following consequences:
1. Plagiarism in a paper may result in a grade of zero (0) for that paper.
2. A student found to be cheating on an exam will be given a grade of zero (0) on that exam.
3. A student found assisting another student in cheating or plagiarism will be given a grade of zero (0) for the assignment.
4. Penalties for academic dishonesty may result in course failure and CANNOT be made up via resubmission of work or additional assignments.

Missouri State University Department of Nursing Student Honor Code

The Missouri State University School of Nursing is committed to assisting its students in becoming professionals who embody the traits of trustworthiness, fairness, confidentiality, empathy, and a respect of others. Both students and faculty are responsible for knowing the Missouri State University Academic Integrity Policies and Procedures, and share in the responsibility for promoting honest academic conduct.

The Department of Nursing and its students are governed by the Missouri State University *Student Academic Integrity Policies and Procedures* ("University Integrity Policy")*,* available at www.missouristate.edu/policy/academicintegritystudents.htm. In the event of a conflict between this policy and the University Integrity Policy, the University Integrity Policy shall control. From the time of admission to the day of graduation, every student is responsible for upholding the integrity of the Nursing Program and for maintaining ethical behavior.

Definitions: For definitions of academic dishonesty see University Integrity Policy.

The student enrolled in a nursing course:

- Shall have the opportunity to read and ask questions before signing the Honor Code the first week of class, and, by signing, acknowledge having read and agreed to the Honor Code;

- Shall have the importance and contents of the Honor Code Policy periodically reviewed and clarified both in writing and verbally throughout the term;

- Shall not cheat, steal, lie, commit plagiarism or fabrication, facilitate academic dishonesty, fail to report a violation by others, make false allegations, or fail to cooperate with or interfere in an investigation;

- Shall be responsible and accountable for the consequences of her/his academic and nursing actions;

- Shall maintain a professional attitude and appropriate appearance;

- Shall treat all fellow students, faculty, staff, clients, and community partners with dignity and respect;

- Shall acknowledge that possible sanctions for failure to follow the Student Academic Integrity Policies and Procedures and the Department of Nursing Student Honor Code Policy may result in sanctions up to, and possibly including, dismissal from the Nursing Program, suspension from the University, or the revocation of a degree.

Reporting Academic Dishonesty: All members of the University community share the responsibility and authority to challenge and make known acts of apparent academic dishonesty. Any student, faculty member, or staff person who has witnessed an apparent act of student academic dishonesty, or has information that reasonably leads to the conclusion that such an act has occurred or has been attempted, is strongly encouraged to report said act. Acts of apparent academic dishonesty that occur in the classroom must be reported directly to the course instructor, and/or the course instructor's department head, and/or the instructor's college dean. Incidences of apparent academic dishonesty, whether associated with a particular course or not, may also be reported directly to the Academic Integrity Council (AIC) by contacting the Chair of the Council (the Provost or designee) in the Office of the Provost, Carrington Hall 209.
Sanctions: In addition to being disciplined for any violation under the University Integrity Policy, any student found responsible by the Academic Integrity Council, may also be subject to sanctions by the Nursing Department, up to and including dismissal from the program.

Honor Code: The student enrolled in this course must read, understand, and sign the Honor Code affirming the academic integrity policy is to be followed. A student will reaffirm knowledge of the Honor Code for each written assignment or exam submitted throughout this course.

Course Policies

Syllabus Changes: The instructor reserves the right to make necessary changes in the schedule, learning activities, and other aspects of the syllabus, as needed to facilitate optimal learning; or as needed to clarify the policies, procedures, assignments and expectations for this course.

Submission of Assignments:
　　Electronic Submission of Assignment: Written assignments should be submitted electronically using the link under the "Assignments" menu on Blackboard. The assignment should be saved as your "Last name, First Initial & abbreviated title of assignment". Please retain a copy of all assignments until you have received your final course grade. Save all sent and graded course assignments in a separate folder on your computer desktop for easy retrieval until you receive your final course grade.

　　Non-Electronic Submissions of Assignments: Assignments that cannot be submitted electronically may be turned in directly to the department or submitted via postal mail with a postmark on or before the due date. Any assignment turned in directly to the Dept. of Nursing, should have the date and time it was received initialed by a member of the office staff. Assignments not date stamped by the staff will be subject to late penalty depending on the date they were actually received by the faculty. It is the student's responsibility to ensure that assignments are date stamped by the office staff. For assignments that are mailed the postmark date will be used to determine if a late penalty will be applied.

Attendance Policy: This course involves application of knowledge and skills acquired from the readings, discussions, research and from clinical experiences. While the class does not meet at a specific time each week, regular attendance in the form of accessing Blackboard and checking

your MSU email is expected. Daily checking of your MSU email and checking the Blackboard course site several times a week are recommended. Discussion board assignments will be open for 1 – 2 weeks, depending upon the assignment, and will run from Monday morning at 0800 to the following Sunday evening at 1800. The clinical component of this course requires 96 hours of clinical experience, to include 11 logs and one service-learning reflective paper documenting 12 eight hour days (or equivalence).

Late Assignments: All assignments are due as scheduled. Assignments submitted after the due date will be penalized 5% of the total points per day that the assignment is late. Extenuating circumstances that prevent a student from meeting the date and time will be considered on an individual basis only.

Correspondence with Instructor: Please post general inquiries about the course assignments, policies and expectations on the "Course Q & A" Discussion Forum. The forum will be checked daily Monday - Friday. This is especially beneficial if you feel that your question and answer might be of significance to others in the class. Correspondence of more personal matters may be sent to the instructor via email, please utilize the Missouri State email system to avoid being rejected as "junk" mail. Clearly note the subject line, and include your name & a contact phone number if you anticipate a need for follow up communication. Phone calls acceptable at any time:

Online Exam Policy:
The mid-term and final exam will be given online. Students are expected to complete the exam alone without the aid of another person. Textbooks and notes may be used, however, due to the time allowed to complete the exam, there is not time to look up every answer. The exams will contain questions, randomly selected from a pool of questions. The exams are timed and will be available to the student from **0600 – 2000 on the date scheduled** on the class schedule (calendar). Once the exam is started it must be completed (cannot pause the exam and return to it at a later date). If the student should experience difficulty taking the exam at the designated time, the course instructor is to be contacted as soon as possible. You may refer to the MSU Computer Help Desk (417-836-5891) as well, but the clock is still running unless the instructor is advised who can reset the clock & exam. If you cannot take the exam at the scheduled time, please advise the instructor as soon as possible in order to change the exam perimeters.

Honor Code: The student enrolled in this course must read, understand and sign the Honor Code affirming the academic integrity policy is to be followed. The Honor Code will be attached to each exam submitted throughout this course and will need to be signed each time. **Please find a copy of the Honor Code for your signature to be returned to the department prior to a clinical experience, under "course documents". You will not be allowed to attend clinical until this form has been received in the nursing department.**

Policies and Assignments related to Clinical Portion of NRS 482

Clinical Practice Policies:
Students will practice:
1. Within the boundaries of the State Nurse Practice Act.
2. According to the policies and procedures of the clinical agency.
3. According to the scope and standards of professional nursing set by the American Nurses Association.
4. **All clinical objectives must be met in order to pass this course.**

BSN-Completion Students must have on file the following: Each student will have on file (with updated documentation as required) with the Missouri State University Department of Nursing the following documentation prior to starting or continuing your clinical experience:
1. Copy of current RN license with Missouri or the state in which clinical experiences will be done. (You must be licensed in the state in which you will be doing the clinical practicum).
2. Current immunizations (MMR, Tetanus, Varicella, complete Hepatitis B series, the flu vaccine (or appropriate documentation of inability to receive the vaccine), and a PPD (or evidence appropriate medical follow-up for PPD positive individuals),
3. Current American Heart Association BLS for Healthcare Providers certificate. Current health insurance
4. Drug screening documentation meeting Department of Nursing requirements
5. Criminal background check meeting Department of Nursing requirements. Some clinical agencies may require additional security checks. The cost of those security checks will be the responsibility of the student.
6. Documentation showing completion of the Department of Nursing Bloodborne Pathogen test. (Note: this is usually done in August of each year, if you did not complete this in August of 2012, and cannot find it as a course on Blackboard, please notify your instructor BEFORE attending clinical.)
7. You must have a Missouri State University Department of Nursing name pin, polo shirt and follow the dress code as stated in the *BSN Student Handbook 2012-2013 Department of Nursing MSU*.

Clinical Sites:

Clinical Expectations:
The exact time for each clinical experience will vary with the facility and the activity at the specific clinical facility.

General guidelines for the clinical experience are as follows:
1. The student is expected to apply skills and knowledge from previous and/or concurrent courses to the clinical situation.
2. The student is expected to show progress throughout the semester and successfully achieve all listed clinical objectives by the end of the semester.

3. The student will provide documentation of clinical work in the following ways:

        A) Clinical Log will be due weekly by 8 a.m. on Monday following a completed clinical experience. The format is outlined in the clinical documents

        B) Clinical Evaluation Tool (CET) will be submitted two times throughout the semester as outlined in the clinical documents

        C) Clinical Time Log – To be signed weekly but submitted to the clinical supervisor at the end of 48 hours of clinical experience, view and copy under clinical documents

<u>Expectations at every clinical experience:</u>

1. Always be professionally dressed and on time for clinical experiences. Students will follow the dress policy as stated in the *BSN Student Handbook Department of Nursing MSU.*
2. Have a courteous approach that reflects respect of self, clients, colleagues, visitors, and the profession of nursing.
3. Demonstrate safety in clinical performance. Recognize own limitations and seek help accordingly.
4. Assist in controlling the environment to protect the client, members of the health care team, and others from real and/or potential hazards.
5. Always keep the clinical supervisor and clinical preceptor in charge of the assigned patient/client informed of changes in the client's condition.
6. BSN Completion Students may give medication and document according to agency policy and procedure.
8. Always be on time to the clinical facility and do not leave before scheduled leaving time without prior approval from the MSU nursing clinical supervisor and notification to the clinical preceptor.
9. The student goal in Community Nursing clinical is to make assessments, provide education and make referrals as needed. These are within the scope of practice for professional nursing.

A student failing to meet the expectations may be removed from the clinical situation at the discretion of the clinical supervisor. Continued progress in the program will be reviewed by the Admission, Progression, and Graduation Committee (APG) in the Department of Nursing.

<u>Evaluation of the Clinical Experience:</u>

      The clinical experience is evaluated on a PASS/FAIL basis. Students must receive a satisfactory rating on all clinical objectives (CET) to pass this course. Students who fail the clinical will fail the course and must repeat the course the next time that it is offered.

      Students are expected to use a systematic approach to client care. Effective communication, therapeutic nursing interventions, and critical thinking are essential skills for nurses to provide quality care to clients. Students will be an active participant in identifying their own learning needs and developing a plan to improve clinical performance and correct deficits. Students are expected to continually increase critical thinking skills by showing an interest in seeking new information to solve client problems. Students are expected to show a progression

in the level of clinical performance as well as practicing within the roles of provider, manager, coordinator, and designer of care.

Clinical supervisors will provide guidance, coaching, and support to students as needed in the clinical area. Clinical supervisors will continually evaluate the students' application of knowledge and skills in the clinical setting.

The Clinical Evaluative Tool (CET) is to be used as a guide or "roadmap" for students to successfully accomplish the required course competencies. The CET is found on the Blackboard under "Clinical" and should be copied & saved as a "Word" document. Each week the student will document the log # and date, and explain how one to two clinical objective(s) were met using specific examples. The document will then be submitted via email to the clinical supervisor following the 6th clinical day or at **mid-term** (week of March 4th) whichever comes first. The nursing clinical supervisor will make comments on the CET and return the clinical evaluation tool electronically via email to the student. The clinical evaluation tool is to be added to each week, resulting in a **completed evaluation tool at the end of the semester**. All clinical objectives must be satisfactorily met by end of the semester to pass the clinical portion of this course. The clinical nursing supervisor will attempt to meet with the student either personally at your clinical work site, or electronically, to check progress toward completion of all clinical objectives. A final summative evaluation will be conducted during finals week.

Note: no student grades will be submitted until the final CET is signed by both the clinical supervisor and the student showing completion of all of the clinical objectives.

Clinical Absences

Clinical experiences are required to meet the objectives of the nursing courses. Clinical experiences are arranged for the student to practice the art and science of nursing in a real world setting. Clinical facilities have agreed to allow students the opportunity to apply skills and knowledge and expect students to conduct themselves in a professional manner.

- It is the student's responsibility to arrive on time and be present for the entire clinical experience.
- If the student is anticipating arriving late or being absent from clinical, the student must notify the clinical instructor and the clinical preceptor as early as possible. Except in the case of an extreme emergency, lack of proper notification will result in an unexcused absence.
- Clinical absences may result in a failing grade for the clinical component of the course (and thus the course).

A pattern of tardiness to the clinical area is unprofessional behavior and may result in failing the clinical component of the course (and thus the course).

- Being late or absent from clinical may involve any or all of the following disciplinary actions:
    - Discussion of incident
    - Warning
    - A grade of Incomplete
    - Course failure
    - Appearance before the admissions progression and evaluation committee (APG Committee) to petition continuance in the program

- Not progressing in the program until the course is offered again with space available
- A counseling note being placed in the student's permanent file.
- Make-up of the lost time at the discretion of the clinical instructor.
- Any cost related to clinical make-up will be the responsibility of the student.

ACCOUNTABILITY / RESPONSIBILITY related to the Clinical Experience:

PRECEPTOR ACCOUNTABILITY AND RESPONSIBILITY:
The preceptor has responsibility to delegate according to the student's abilities and to supply adequate supervision. The preceptor is responsible for:
1. Adequately assessing the student's ability to perform tasks or make a decision.
2. Reporting student incompetence to the faculty member.
3. Supervising any procedure if the student is inexperienced or if they require close supervision in carrying out a function.
4. Following the objectives for the course as a guide for the preceptorship experience.

STUDENT ACCOUNTABILITY AND RESPONSIBILITY:
The student is accountable for his/her own learning. The student is responsible for meeting objectives and for seeking guidance as needed. The objectives provide a guide for what is to be learned. The student is responsible to the preceptor for:
1. Notifying the preceptor if a request to perform a task or to make a decision is in an area that the student has had no prior experience or training.
2. Complete the required reading assignments for class as scheduled in the syllabus.
3. Perform outside reading and/or research, which will enhance clinical performance.
4. Asking for supervision as needed.
5. Having the course objectives with them during all clinical experiences.

FACULTY ACCOUNTABILITY AND RESPONSIBILITY:
Ultimate responsibility for this educational experience rests with Missouri State University. Responsibility for the quality of the experience belongs to the faculty. Clear objectives for the learning experience are to be provided, as well as opportunities for students to meet those learning objectives. Specific responsibility of the faculty to the student is:
1. Must be available by phone during the clinical hours.
2. Must provide a copy of the expectations of the preceptor to each preceptor.
3. Must be available to the preceptors to problem-solve or to report student incompetence during the clinical hours.

MISSOURI STATE UNIVERSITY - DEPARTMENT OF NURSING
NRS 482 NURSING: COMMUNITY HEALTH
<u>**PRECEPTOR EVALUATION BY STUDENT**</u>

Student _____   Site _____

Preceptor _____

Clinical Experience Dates _____

Please mark each description of preceptor qualities using the following key:
    A=Always   B=Frequently   C=Usually   D=Rarely   E= Never

_____Demonstrated thorough knowledge of client population conditions.

_____Communicated effectively with student.

_____Communicated effectively with other personnel.

_____Ability to solve problems, generate and examine alternatives, and consults with others
      when necessary.

_____Experience in setting goals and priorities.

_____Encouraging student participation in decision making related to client or population care.

_____Ability to give feedback, balancing praise and constructive criticism.

_____Ability to help student work through unfamiliar experiences

_____Readily available for answering questions.

_____Serving as a positive role model in agency, acting as a support person.

Additional comments: _____

_____

_____

_____

Due Prof by:

MISSOURI STATE UNIVERSITY - DEPARTMENT OF NURSING
NRS 482: COMMUNITY HEALTH

<u>STUDENT EVALUATION CLINICAL AGENCY</u>

Please complete the form and return it to _____ at the completion of your clinical practicum.
A summary of your comments may be shared with the preceptor and the clinical agency.

Student Name: _____   Clinical Site: _____

Preceptor Name: _____

1. Describe things that you liked most about this clinical site:

2. Describe things that you liked least about this clinical site:

3. Did you enjoy the clinical practicum? Please circle: Yes   No
     Comments:

3. Would you recommend that this site be used in the future for MSU?
     Please circle: Yes   No
     Comments:

Due to Prof by:

Missouri State

Curricular Action Workflow

New Course Proposal Form

Submitted on 03/31/2016 by Lucretia Smith (LucretiaSmith@MissouriState.edu).

*All fields require input

- ◉ New COURSE

- ○ New REGULAR PERMANENT SECTION of an existing variable content course. If a new regular section of an existing variable topics course, enter the existing course number below

Course Code:

NRS

Course Number: (Check Availability)

515

Course Title:

Nursing Informatics

Will this proposal need to be reviewed by CGEIP? ◉ No ○ Yes

Will this proposal need to be reviewed by EPPC? ◉ No ○ Yes

Prerequisite/Co-requisite or enter 'None':

Acceptance into the BSN Completion Program

General Course Description: (Include any Pass/Not Pass grading restrictions, repeatable limits, limitation on course applicability, UG/GR parallel course, etc.)

This course is designed to provide an integration of health, computer, and information sciences in managing information to support healthcare and research. The students will develop skills in managing information and using information systems relevant to healthcare. Identical to NUR 515. Cannot receive credit for both NUR 515 and NRS 515.

Credit Hours: 3 ▾

Lecture Contact Hours: 3 ▾

Lab Contact Hours: 0 ▾

Note: If variable credit, enter the highest number and add to end of course description. (e.g. "Variable credit, may be taken 1-3 hours.")

Periodicity. Check all that apply.

☑	Fall	☐	Fall (even-numbered years only)	☐	Fall (odd-numbered years only)
☑	Spring	☐	Spring (even-numbered years only)	☐	Spring (odd-numbered years only)
☑	Summer	☐	On Demand only		

Complete Catalog Description:

NRS 515 Nursing Informatics
Prerequisite: Acceptance into the BSN Completion Program
This course is designed to provide an integration of health, computer, and information sciences in managing information to support healthcare and research. The students will develop skills in managing information and using information systems relevant to healthcare. Identical to NUR 515. Cannot receive credit for both NUR 515 and NRS 515.
Credit hours: 3 Lecture contact hours: 3 Lab contact hours: 0
Typically offered: Fall, Spring, Summer

Include sample syllabus (list topics, course goals.) Use text box OR upload only file types of PDF, DOC or DOCX.

Attached

Purpose of Course

To offer upper level informatics course to nurses who have some experience with acute care information systems

Relationship to Other Departments

None

Is there a graduate/undergraduate parallel course to this one?   ○ No   ⦿ Yes

Enter parallel course number

NUR515 Healthcare Informatics

How do these classes differ?

NRS 515 is in teaching format and methods to serve undergraduate RNs already in practice. NUR 515 is structured for pre-licensure students. NUR 635, a graduate course, is also parallel, but requires additional graduate course work.

New Course Resource Information

Anticipated Average Enrollment per section:	30	Maximum Enrollment Limit per section:	60
Anticipated Average Enrollment per semester:	60	Maximum Enrollment Limit per semester:	120
Anticipated Average Enrollment per year:	180	Maximum Enrollment Limit per year:	360

Faculty Load Assignment (equated hours):   3

Is another course being deleted?   ● No   ○ Yes

What will this course require in the way of:

Additional library Holdings

Additional computer resources

increased online student use

Additional or remodeled facilities

Additional equipment or supplies

Additional travel funds

Additional faculty; general vs specialized

Additional faculty; regular vs per-course

Other additional expenses

If additional faculty are not required, how will faculty be made available to teach this course?

Currently being taught as a section of NUR515 which will decrease periodicity

List names of current faculty qualified and available to teach this course

Felicilda, Niekamp

What is the anticipated source of students for this course?

BSN completion students from across the U.S.

If from within the department, will students be taking this course in addition to or in place of other courses?

students in the RN to BSN program will shift from the current requirement, NUR 515 to NRS 515.

If from outside the department, which courses in other departments would most likely be affected?)

N/A

Other comments:

Will be taught in block format

What is the date that this new course was approved by departmental or program faculty? (MM/DD/YYYY)

02/08/2016

Current Status:

College Council Review

Proposal Progress:

03/31/2016 - Submitted by Department Head (Kathryn Hope)

Review Comments:

No comments have been added to this proposal.

Copy As New Proposal

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MISSOURI STATE UNIVERSITY
Department of Nursing
Course Syllabus NRS 515: Healthcare Informatics

</div>

Course:	NRS 515: Healthcare Informatics Section
Credit Hours:	3 credits
Prerequisites:	Admission to the BSN Completion Program for Registered Nurses.
Class Schedule	Online only
Faculty:	

REQUIRED TEXTS and READINGS:
• Hebda, T. & Czar, P. (2012). Handbook of informatics for nurses and health care professionals, (5th Ed.).
    Prentice Hall :New Jersey.
• Additional readings available online which are course related.
• Optional reading are also available, these may not be course related, but are interesting reading material.

REQUIRED HARDWARE
Microphone to narrate your presentations.

COURSE PURPOSE:
This course is designed to provide an integration of health, computer, and information sciences in managing information to support healthcare and research. The students will develop skills in managing information and using information systems relevant to healthcare. Identical to NUR 515. Cannot receive credit for both NUR 515 and NRS 515.

Objectives:
Upon completion of the course, the student will be able to:
1. Demonstrate competence in using computers to access and transmit information relevant to health care.
2. Utilize word processing and graphics applications for scholarly papers and presentations.
3. Discuss legal and ethical implications of information systems, including standards of practice for nursing informatics.
4. Utilize, critique, and contrast computer software applications.
5. Determine information needs for a decision support system based on a theory/conceptual model.
6. Evaluate a health care information system

Topical Outline

- **Week 1**
    - Informatics in the
    - Healthcare Professions
    - Hardware
    - Ensuring the Quality and Best Use of Information
- **Week 2**
    - The Internet and the World Wide Web
    - Professional Use of Electronic Resources
    - Evaluation of Websites
    - Strategic Planning for Information Technology Projects
    - Selecting a Healthcare Information System
    - System Integration and lnter-operability
- **Week 3**

- o   System Implementation and Maintenance
- o   Information Systems Training
- o   Information Security and Confidentiality
- **Week 4**
  - o   The Electronic Health Record
  - o   Personal Health Records
  - o   The Role of Standardized Terminology and Language in Informatics
  - o   Health Information Exchanges
- **Week 5**
  - o   Policy and Health Information Technology Legislation
  - o   Regulatory and Reimbursement Issues
  - o   Accreditation Issues for Information System Design and Use
- **Week 6**
  - o   Continuity Planning and Management (Disaster Recovery)
  - o   Integrating Technology, Informatics, and the Internet Into Nursing Education
  - o   Consumer Education and Informatics
  - o   Telehealth
  - o   Public Health Informatics Evidence-Based Practice (EBP) and Research
- **Week 7**
  - o   Future Trends in Healthcare Informatics

COURSE EVALUATION:

Computer Skills Assessment	20 points
Evaluation of Software Presentation	50 points
Informatics Issue Paper	100 points
Informatics Issue Powerpoint	50 points
Quiz (essay, short answer) (1)	30 points
Course Portfolio	120 points
Participation (Discussion, Activities)	80 points
Course Total	**450 points**

• APA reference formatting on all assignments

GRADING SCALE:
Based on the percentage of total possible points
A = 90 - 1 00% = Outstanding achievement
B = 80 - 89% = Above average achievement
C = 70 - 79% = Average achievement
D = 60 - 69% = Below average achievement
F = below60%

General guidelines for submitting assignments.
1. Attach/upload your assignments: Save the assignment as *"YOUR LAST NAME ASSIGNMENT NAME* and upload it to the appropriate assignment folder under the assignment tab. You will be able to see/confirm that your assignment has been uploaded. You will only be able to see your own assignment in these folders.
• For Powerpoint Presentations please save all presentations as a powerpoint show, this will decrease the size of your assignment making it easier to upload in a timely manner.
2. Assignments are due by Midnight, 11 :59pm, on their designated due date noted in the syllabus.

APA Formatting
I will be grading your APA Format using the following website:
http://owl.english.purdue.edu/owl/resource/560/01/
Please familiarize yourself with how to cite your research in both your PowerPoints and papers.
If you have any questions on how to cite your sources this is a great website or visit the writing center webpage or meeting with a tutor on campus. The Writing Centers website is http://www.missouristate.edu/writingcenter/

NURSING INFORMATICS COURSE POLICIES

Class Participation: Because class discussion and group activities are an integral part of the learning of this class, students are expected to be prepared for class and participate in class activities on a weekly basis. It is up to the student to contact the faculty for missed assignments and activities. Class participation will be evaluated both by frequency of interactions on the discussion board and by quality of comments. Comments should be thoughtful, and primarily reflect views synthesized from the readings and other literature, rather than an uninformed personal opinion.

Scheduled work: All work is due as scheduled. Unless late work is approved *prior to the scheduled date* by the faculty, a 5% late penalty for each day that the work is late will be assigned.

Exams: All examinations are to be taken as scheduled. If extenuating circumstances occur, the student is responsible for contacting the faculty member prior to the exam and rescheduling the exam. Failure to notify the faculty on or before the scheduled day of the examination will result in a loss of a 10% penalty off the total points of the exam per day.

Course Withdraw!: Failure to properly drop or withdraw from classes will result in the assignment of an "P' grade for those classes. You do not need to obtain any signatures to drop. It is your responsibility to understand the University's procedure for dropping a class. If you stop attending this class but do not follow proper procedure for dropping the class, you will receive a failing grade and will also be financially obligated to pay for the class. For information about dropping a class or withdrawing from the university, contact the Office of the Registrar at 417- 836-5520. See the appropriate online Missouri State academic calendar.

Honor Code Policy: The Missouri State University School of Nursing is committed to assisting its students in becoming professionals who embody the traits of trustworthiness, fairness, confidentiality, empathy, and a respect of others. Both students and faculty are responsible for knowing the Missouri State University Academic Integrity Policies and Procedures, and share in the responsibility for promoting honest academic conduct. The Department of Nursing and its students are governed by the Missouri State University Student Academic Integrity Policies and Procedures ("University Integrity Policy"), available atwww.missouristate.edu/policy/academicintegritvstudents.htm. From the time of admission to the day of graduation, every student is responsible for upholding the integrity of the Nursing Program and for maintaining ethical behavior.

Academic Dishonesty: All members of the University community share the responsibility and authority to challenge and make known acts of apparent academic dishonesty. Any student, faculty member, or staff person who has witnessed an apparent act of student academic dishonesty, or has information that reasonably leads to the conclusion that such an act has occurred or has been attempted, is strongly encouraged to report said act. Acts of apparent academic dishonesty that occur in the classroom must be reported directly to the course instructor, and/or the course instructor's department head, and/or the instructor's college dean. Incidences of apparent academic dishonesty whether associated with a particular course or not, may also be reported directly to the Academic Integrity Council (AIC) by contacting the Chair of the Council (the Provost or designee) in the Office of the Provost, Carrington Hall209. For Further information, visit the MSU Academic Integrity Website.

Cancellation/Closure of Classes for Emergencies or Inclement Weather: When the University is closed or classes are cancelled due to emergency or inclement weather situations, an official announcement will be issued through the news media (television and radio). Unless and until an official closing announcement is issued, faculty members are expected to hold classes as usual, and employees should assume that activities will continue as normal. If classes are cancelled, but offices remain open, employees should report to work as scheduled. If offices are closed, employees are not to report to work unless they are notified or have been given prior instructions to report as part of essential services. It is the responsibility of each vice president to designate

which employees are to report to work. The major administrator of the operation will be responsible for ensuring that needed employees are notified. Additional information regarding the impact of severe weather closings on staff can be found in section 2.15 of the Employee Handbook located at http://www.missouristate.edu/policy/G7 02 2 UniversityPolicies.htm.

Disabled Student Policy: The complete Disability Accommodations Policy can be found on the Office for Institutional Equity and Compliance website. An employee needing to request a reasonable accommodation for a disability should contact the Office for Institutional Equity and Compliance, Park Central Office Building, Suite 111, telephone 417-836-4252. Employees of the West Plains campus should contact the Affirmative Action Liaison, University/Community Programs Office, West Plains Civic Center at 417-255-7966.

Nondiscrimination Policy:The MSU statement of nondiscrimination can be found at http://www.missouristate.edu/policy/G1 05 NonDiscriminationPolicy.htm.

Changes in the Syllabus

The instructor reserves the right to change course activities, assignments or other aspects of the course as needed to facilitate optimal learning opportunities.

Missouri State

Curricular Action Workflow

New Course Proposal Form

Submitted on 03/31/2016 by Lucretia Smith (LucretiaSmith@MissouriState.edu).

*All fields require input

- ◉ New COURSE

- ○ New REGULAR PERMANENT SECTION of an existing variable content course. If a new regular section of an existing variable topics course, enter the existing course number below

Course Code:

NRS

Course Number: (Check Availability)

565

Course Title:

Advanced Human Pathophysiology

Will this proposal need to be reviewed by CGEIP?   ◉ No   ○ Yes

Will this proposal need to be reviewed by EPPC?   ◉ No   ○ Yes

Prerequisite/Co-requisite or enter 'None':

Admission to the BSN Completion Program for Registered Nurses

General Course Description: (Include any Pass/Not Pass grading restrictions, repeatable limits, limitation on course applicability, UG/GR parallel course, etc.)

Exploration of pathophysiology with focus on health care problems relevant to nursing. Identical to NUR 565. Cannot receive credit for both NRS 565 and NUR 565.

Credit Hours: 3 ▾   Lecture Contact Hours: 3 ▾   Lab Contact Hours: 0 ▾

Note: If variable credit, enter the highest number and add to end of course description. (e.g. "Variable credit, may be taken 1-3 hours.")

Periodicity. Check all that apply.

☑ Fall   ☐ Fall (even-numbered years only)   ☐ Fall (odd-numbered years only)

✔ Spring	☐ Spring (even-numbered years only)	☐ Spring (odd-numbered years only)
✔ Summer	☐ On Demand only	

Complete Catalog Description:
NRS 565 Advanced Human Pathophysiology
Prerequisite: Admission to the BSN Completion Program for Registered Nurses
Exploration of pathophysiology with focus on health care problems relevant to nursing. Identical to NUR 565. Cannot receive credit for both NRS 565 and NUR 565.
Credit hours: 3 Lecture contact hours: 3 Lab contact hours: 0
Typically offered: Fall, Spring, Summer

Include sample syllabus (list topics, course goals.) Use text box OR upload only file types of PDF, DOC or DOCX.

Attached

Purpose of Course

To increase RN exposure to and understanding of complex pathophysiologies

Relationship to Other Departments

Is there a graduate/undergraduate parallel course to this one? ○ No ● Yes

Enter parallel course number

NUR565 Advanced Human Pathophysiology

How do these classes differ?

NRS 565 Format and schedule tailored to the undergraduate RN who is already in practice. NUR 565 is in a format and schedule for pre-licensure students. NUR 640 is a parallel graduate course with additional requirements for graduate students

New Course Resource Information

Anticipated Average Enrollment per section:	30	Maximum Enrollment Limit per section:	60
Anticipated Average Enrollment per semester:	60	Maximum Enrollment Limit per semester:	120
Anticipated Average Enrollment per year:	180	Maximum Enrollment Limit per year:	360
Faculty Load Assignment (equated hours):	3		

Is another course being deleted? ◉ No ○ Yes

What will this course require in the way of:

Additional library Holdings

```
none
```

Additional computer resources

```
increased online student use
```

Additional or remodeled facilities

```
none
```

Additional equipment or supplies

```
none
```

Additional travel funds

```
none
```

Additional faculty; general vs specialized

```
none
```

Additional faculty; regular vs per-course

```
none
```

Other additional expenses

```
none
```

If additional faculty are not required, how will faculty be made available to teach this course?

Currently taught as a section of NUR 565, no change in faculty workload to make change

List names of current faculty qualified and available to teach this course

Graves, Jones

What is the anticipated source of students for this course?

BSN Completion students from across the U.S.

If from within the department, will students be taking this course in addition to or in place of other courses?

RN to BSN students will shift out of NUR 565 into NRS 565, leaving NUR 565 in place for pre-licensure students

If from outside the department, which courses in other departments would most likely be affected?)

N/A

Other comments:

being taught in block format

What is the date that this new course was approved by departmental or program faculty? (MM/DD/YYYY)

02/08/2016

Current Status:

College Council Review

Proposal Progress:

03/31/2016 - Submitted by Department Head (Kathryn Hope)

Review Comments:

No comments have been added to this proposal.

Copy As New Proposal

MISSOURI STATE UNIVERSITY
DEPARTMENT OF NURSING
SYLLABUS AND COURSE POLICY
NRS 565
Advanced Human Pathophysiology

COURSE: NRS 565: Advanced Human Pathophysiology

CREDIT HOURS: 3 Semester Hours

PREREQUISITES: Admission to the BSN Completion Programs for Registered Nurses.

CLASS SCHEDULE: Online

FACULTY:

REQUIRED TEXT:
McCance, K. L., & Huether, S. E. (2012). *Understanding pathophysiology* (5th ed.). St. Louis: Mosby.

COURSE DESCRIPTION:
Exploration of pathophysiology with focus on health care problems relevant to nursing. Identical to NUR 565.
Cannot receive credit for both NRS 565 and NUR 565.

COURSE OBJECTIVES
1. Describe the structure and function of cell organelles.
2. Compare and contrast types of pathologic cellular changes.
3. Explain mechanisms for maintaining biologic homeostasis at cellular, tissue, organ and organism levels.
4. Discuss the pathophysiology of selected disease states.
5. Integrate current research findings into the present understanding of pathophysiology.

Topical Outline:
- **Week 1**
    - Course Introduction
    - Genes and Genetic Diseases
    - Cellular and Tissue Biology
- **Week 2**
    - Innate Immunity: Inflammation and Wound Healing
    - Adaptive Immunity
    - Infection and Defects in Mechanisms of Defense
- **Week 3**
    - Biology, Clinical Manifestations, and Treatment of Cancer
    - Cancer Epidemiology
    - Alterations in Cognitive Systems, Cerebral Hemodynamics and Motor Function
- **Week 4**
    - Disorders of the Central and Peripheral Nervous Systems and Neuromuscular Junction
    - Alterations of Hormonal Regulation
- **Week 5**
    - Alterations of Hematologic Function
    - Alterations of Renal Function and Urinary Tract Function

- **Week 6**
  - Alterations of Cardiovascular Function
  - Alterations of Pulmonary Function
- **Week 7**
  - Alterations of Reproductive Systems, Including STis
  - Alterations of Digestive Function
  - Alterations of Musculoskeletal Function

COURSE REQUIREMENTS AND EVALUATION:

Signed Honor Code	0
Online quizzes x 3 (25 points each)	75
Regular Exams x 4 (75 points each)	300
Regular Exam x 1 (65 points)	65
Pop Quizzes/Online activities	TBD
Total Course Points	440 (plus Pop Quizzes/Online activities)

Grading Scale:
 A=90-100%, B=80-89%, C=79-75%, D=74-60%, F=below 60%
The final grade in the course will be based on a percentage of possible points earned at the end of the course (points earned/possible points). Students who achieve less than a 75% average on exams (excluding open book online exams) will receive a final course grade of D unless their exam average is calculated to be an F.
Grading and Rounding Policy: All undergraduate nursing courses in the MSU Department of Nursing must be passed with a grade of "C" (70%) or higher. For calculation of a final course grade the decimal must be 0.5 or higher in order to be rounded up.

Attendance Policy:
Participation in the weekly modules is necessary to complete learning activities that promote meeting the course objectives. Attendance in an online class is determined by the entries in the discussion board and on course wikis and blogs. If circumstances require missing online participation the student is responsible for requesting alternate experiences and notifying faculty **prior** to due date regarding the reason for absence.

Netiquette for NRS 565-899:
- Remember that all students and the faculty are human even though there is no face-to-face contact.
- Use the same standards of professional behavior online that you would use in person.
- Respect each other's time and bandwidth.
- Share your expert knowledge.
- Be forgiving of others, especially those who are new to online courses.

Quizzes/Exams:
All Quizzes are to be taken as scheduled and are part of the exam score calculation. If extenuating circumstances occur, the student is responsible for contacting the faculty prior to the quiz and rescheduling. Failure to notify the faculty on or before the scheduled day of the quiz will result in a **loss of 10% late penalty per day late.** Quizzes in NRS 565 are considered open book and open note and are open Monday 6am to Thursday NOON. Please note: Any coursework seven (7) days or more past due will receive a zero (0) score.
All quizzes require Respondus Lockdown. This is a browser (like firefox or explorer) which is secured for testing purposes. Below is a link for installation with instructions. Be aware that ALL other programs must be closed before using Respondus Lockdown. Make sure the software is downloaded to any computer that the student will use to take a NRS 341 quiz. Quizzes are not accessible without Respondus. Instructions for

installation and use of the Respondus are at:
https://experts.missouristate.edu/display/KB/Respondus+LockDown+Browser

Other Assignments:
All assignments (via electronic submission) are due on the day and time indicated on the course calendar. **Late assignments will suffer a loss of 10% late penalty per day except discussion posts which receive no credit for late posting**. Extenuating circumstances will be considered on an individual basis if the student adequately informs the faculty of the problem. No assignments will be accepted after Noon on Friday of Final Exam Week. When a document is submitted, name the document with your name. Please use: your last name your first initial_ the title of the paper (example: smithL_My first paper). Any coursework seven (7) days or more past due will receive a zero (0) score.

Safe Assign: Some assignments will be submitted through Safe Assign. The process for using Safe Assign is the same as other assignments, except that a similarity/originality score will be generated. For more information see the Help Page at MSU.
https://experts.missouristate.edu/display/KB/How+to+Submit+and+View+a+SafeAssignment

Academic Integrity:
Missouri State University is a community of scholars committed to developing educated persons who accept the responsibility to practice personal and academic integrity. You are responsible for knowing and following the university's student honor code, *Student Academic Integrity Policies and Procedures*, available at www.missouristate.edu/policy/academicintegritystudents.htm. You are also responsible for understanding and following any additional academic integrity policies specific to this class (as outlined by the faculty). Any student participating in any form of academic dishonesty will be subject to sanctions as described in this policy. If you are accused of violating this policy and are in the appeals process, you should continue participating in the class.

All assignments should be done by the student individually, <u>unless</u> the assignment is designated by the faculty as a group assignment. Members of a group may communicate about the division of labor for the group assignment, but individual members must do their own work on their chosen section of the assignment.

Because the learning process takes place in an environment of mutual respect and trust, the faculty anticipates that students will conduct themselves in a professional, ethical matter in the student role. Failure to do so will result in the following consequences:
1. Plagiarism (literary theft) in a paper will result in a grade of zero for that paper.
2. A student found to be cheating on an exam will be given a grade of zero on that exam.
3. A student found to be assisting another student in cheating or plagiarism will also be given a grade of zero for that assignment/exam.
4. Quizzes and Exams in Nursing 341 are considered open book and open note, however they are not considered group work.
4. Penalties for academic dishonesty may result in course failure and CANNOT be made up via resubmission of work or additional assignments.

Honor Code: Students will read, accept, and be bound by an honor code statement in this class. The honor code will be an assignment that will need to be uploaded to Blackboard. A student must sign and submit the honor code before assignments will be available (see Assignments section of syllabus).

Missouri State University
REQUIRED STATEMENTS

Emergency response statement
At the first class meeting, students should become familiar with a basic emergency response plan through a dialogue with the instructor that includes a review and awareness of exits specific to the classroom and the location of evacuation centers for the building. All instructors are provided this information specific to their classroom and/or lab assignments in an e-mail prior to the beginning of the fall semester from the Office of the Provost and Safety and Transportation. Students with disabilities impacting mobility should discuss the approved accommodations for emergency situations and additional options when applicable with the instructor. For more information go to http://www.missouristate.edu/safetran/51597.htm and http://www.missouristate.edu/safetran/erp.htm

Religious accommodation
The University may provide a reasonable accommodation based on a person's sincerely held religious belief. In making this determination, the University reviews a variety of factors, including whether the accommodation would create an undue hardship. The accommodation request imposes responsibilities and obligations on both the individual requesting the accommodation and the University. Students who expect to miss classes, examinations, or other assignments as a consequence of their sincerely held religious belief shall be provided with a reasonable alternative opportunity to complete such academic responsibilities. It is the obligation of students to provide faculty with reasonable notice of the dates of religious observances on which they will be absent by submitting a Request for Religious Accommodation Form to the instructor by the end of the third week of a full semester course or the end of the second week of a half semester course.

Statement of attendance policy
Instructors must provide students with a written statement of the specific attendance policy for that class. The instructor has the responsibility to determine specific attendance policies for each course taught, including the role that attendance plays in the calculation of final grades and the extent to which work missed due to non-attendance can be made up. The University encourages instructors not to make attendance a disproportionately weighted component of the final grade, and also expects instructors to be reasonable in accommodating students whose absence from class resulted from: 1) participation in University-sanctioned activities and programs; 2) personal illness; or 3) family and/or other compelling circumstances. The University's attendance policy can be found at http://www.missouristate.edu/registrar/catalog/attendan.html.

Statement of grading policy
Faculty have the choice to utilize either the standard grade policy or the plus/minus grading option but are required to indicate their grading scale on their syllabus. The University's plus/minus grading system can be found at http://www.missouristate.edu/registrar/grades.html

Statement on academic dishonesty
Missouri State University is a community of scholars committed to developing educated persons who accept the responsibility to practice personal and academic integrity. Students are responsible for knowing and following the university's student honor code, Student Academic Integrity Policies and Procedures and also available at the Reserves Desk in Meyer Library. Any student participating in any form of academic dishonesty will be subject to sanctions as described in this policy.

Statement of nondiscrimination
Missouri State University is an equal opportunity/affirmative action institution, and maintains a grievance procedure available to any person who believes he or she has been discriminated against. At all times, it is your right to address inquiries or concerns about possible discrimination to the Office for Institutional Equity and Compliance, Park Central Office Building, 117 Park Central Square, Suite 111, 417-836-4252. Other types of concerns (i.e., concerns of an academic nature) should be discussed directly with your instructor and can also be

brought to the attention of your instructor's Department Head. Please visit the OED website at www.missouristate.edu/equity/.

Statement on disability accommodation
To request academic accommodations for a disability, contact the Director of the Disability Resource Center, Carrington Hall, Room 302, 417-836-4192 or 417-836-6792 (TTY), www.missouristate.edu/disability. Students are required to provide documentation of disability to the Disability Resource Center prior to receiving accommodations. The Disability Resource Center refers some types of accommodation requests to the Learning Diagnostic Clinic, which also provides diagnostic testing for learning and psychological disabilities. For information about testing, contact the Director of the Learning Diagnostic Clinic, 417-836-4787,http://psychology.missouristate.edu/ldc.

Statement on cell phone policy
As a member of the learning community, each student has a responsibility to other students who are members of the community. When cell phones or pagers ring and students respond in class or leave class to respond, it disrupts the class. Therefore, the Office of the Provost prohibits the use by students of cell phones, pagers, PDAs, or similar communication devices during scheduled classes. All such devices must be turned off or put in a silent (vibrate) mode and ordinarily should not be taken out during class. Given the fact that these same communication devices are an integral part of the University's emergency notification system, an exception to this policy would occur when numerous devices activate simultaneously. When this occurs, students may consult their devices to determine if a university emergency exists. If that is not the case, the devices should be immediately returned to silent mode and put away. Other exceptions to this policy may be granted at the discretion of the instructor.

Dropping a class
It is your responsibility to understand the University's procedure for dropping a class. If you stop attending this class but do not follow proper procedure for dropping the class, you will receive a failing grade and will also be financially obligated to pay for the class. For information about dropping a class or withdrawing from the university, contact the Office of the Registrar at 836-5520. See Academic Calendars (www.missouristate.edu/registrar/acad_cal.html) for deadlines.

Audio and video recording course activity
Students may make audio or video recordings of course activity. However, the redistribution of audio or video recordings from the course to individuals who are not students in the class is prohibited without the express permission of the faculty member and any of the students who are recorded.

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Curricular Action Workflow

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Computer Services

Change Course Proposal Form

Submitted on 03/02/2016 by Lucretia Smith (LucretiaSmith@MissouriState.edu).

*All fields require input

This proposal applies to:

(•) An existing COURSE

( ) An existing REGULAR (e.g. permanent) SECTION of a variable content course.

Existing Course:

> NUR306 Professional Emergence

Will this proposal need to be reviewed by CGEIP?   (•) No ( ) Yes

Will this proposal need to be reviewed by EPPC?   (•) No ( ) Yes

Current online catalog description:

> NUR 306 Professional Emergence
>
> Prerequisite: registered nurse or permission of instructor. Enhancement of nurses' ability to function as professionals. Survey of past, current, and developing trends in nursing and health care delivery, including historical, socio-cultural, legal and ethical dimensions in nursing practice. 3(3-0) F,S,Su

Revise the current online catalog description as needed: (Strikethrough all deletions and insert/bold new information. Any content that is copied and pasted will lose existing formatting; please review prior to submission.)

↶	↷		**B**	*I*	S̶

> ~~NUR~~ **NRS** 306 Professional Emergence
>
> Prerequisite: registered nurse or permission of instructor. Enhancement of nurses' ability to function as professionals. Survey of past, current, and developing trends in nursing and health care delivery, including historical, socio-cultural, legal and ethical dimensions in nursing practice. 3(3-0) F,S,Su

What is changing? Check all boxes that apply.

[✔] Course Code   [ ] Course Number ([Check Availability](#))   [ ] Title   [ ] Prerequisite

☐	Credit Hours/Contact Hours	☐	Periodicity	☐	Description

Reason for proposed change

To clarify the differences between generic nursing courses and BSN Completion nursing courses

Does this change affect course assessment (e.g. student learning evidence/outcomes)? ⦿ No ○ Yes

How did you determine the need for this change? Check all boxes that apply or specify other.

☐ Routine or annual review/assessment of curriculum   ☑ Faculty Input   ☑ Student Input

☐ Accreditation/certification compliance   ☐ Review of catalog information

☐ Other (be specific):

☑ Check if this is a non-substantive change.

What is the date that this course change was approved by departmental or program faculty? (MM/DD/YYYY)

02/08/2016

Current Status:

College Council Review

Proposal Progress:

03/02/2016 - Submitted by Department Head (Kathryn Hope)

Review Comments:

No comments have been added to this proposal.

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Curricular Action Workflow

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Computer Services

Change Course Proposal Form

Submitted on 03/02/2016 by Lucretia Smith (LucretiaSmith@MissouriState.edu).

*All fields require input

This proposal applies to:

◉ An existing COURSE

○ An existing REGULAR (e.g. permanent) SECTION of a variable content course.

Existing Course:

NUR341 Nursing: Individuals and Families

Will this proposal need to be reviewed by CGEIP?   ◉ No   ○ Yes

Will this proposal need to be reviewed by EPPC?   ◉ No   ○ Yes

Current online catalog description:

NUR 341 Nursing: Individuals and Families

Prerequisite: RN; and admission to the Completion Program for Registered Nurses; and meet program progression requirements. Application of nursing theory and nursing process in the health care of individuals and families. 4(4-0) F,S

Revise the current online catalog description as needed: (Strikethrough all deletions and insert/bold new information. Any content that is copied and pasted will lose existing formatting; please review prior to submission.)

↶ ↷ | **B** *I* S̶

~~NUR~~ **NRS** 341 Nursing: Individuals and Families

Prerequisite: RN; and admission to the Completion Program for Registered Nurses; and meet program progression requirements. Application of nursing theory and nursing process in the health care of individuals and families. 4(4-0) F,S

What is changing? Check all boxes that apply.

☑ Course Code   ☐ Course Number (Check Availability)   ☐ Title   ☐ Prerequisite

| ☐ | Credit Hours/Contact Hours | ☐ | Periodicity | ☐ | Description |

Reason for proposed change

To clarify the difference between pre-licensure nursing courses and BSN Completion courses

Does this change affect course assessment (e.g. student learning evidence/outcomes)? ◉ No ○ Yes

How did you determine the need for this change? Check all boxes that apply or specify other.

| ☐ | Routine or annual review/assessment of curriculum | ☑ | Faculty Input | ☑ | Student Input |
| ☐ | Accreditation/certification compliance | ☐ | Review of catalog information | | |

☐ Other (be specific):

☑ Check if this is a non-substantive change.

What is the date that this course change was approved by departmental or program faculty? (MM/DD/YYYY)

02/08/2016

Current Status:

College Council Review

Proposal Progress:

03/02/2016 - Submitted by Department Head (Kathryn Hope)

Review Comments:

No comments have been added to this proposal.

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Curricular Action Workflow

Delete Course Proposal Form

Submitted on 03/02/2016 by Lucretia Smith (LucretiaSmith@MissouriState.edu).

*All fields require input

This proposal applies to:

- ● An existing COURSE

- ○ An existing REGULAR (e.g. permanent) SECTION of a variable content course.

Existing Course:

NUR484 RN-BSN Capstone

Will this proposal need to be reviewed by CGEIP?   ● No   ○ Yes

Will this proposal need to be reviewed by EPPC?   ● No   ○ Yes

Online catalog description.

Prerequisite: admission to the Completion Program for Registered Nurses; and meet program progression requirements. This capstone course emphasizes reflection, integration, and synthesis of concepts from previous courses. Students will demonstrate their knowledge of course and program outcomes, integrate cultural competence, ethical leadership, and identify factors that impact healthcare access for vulnerable populations. 2(2-0) F,S

Reason for proposed Deletion

redistribution of content to NRS courses, and the addition of an Interprofessional course, containing the remainder of the content, to the curriculum

How did you determine the need for this change? Check all boxes that apply or specify other.

- ☐ Routine or annual review/assessment of curriculum   ☑ Faculty Input   ☑ Student Input

- ☐ Accreditation/certification compliance   ☐ Review of catalog information

- ☐ Other (be specific):

What is the date that this course change was approved by departmental or program faculty?

02/08/2016

Current Status:

College Council Review

Proposal Progress:

03/02/2016 - Submitted by Department Head (Kathryn Hope)

Review Comments:

No comments have been added to this proposal.

Copy As New Proposal

Missouri State™

Curricular Action Workflow

designed by Computer Services

Change Program Proposal Form

Submitted on 03/02/2016 by Lucretia Smith (LucretiaSmith@MissouriState.edu).

Department:

Nursing

Type of Program
Choose One:

- ○ Major (Non-Comprehensive/Graduate Program)
- ● Comprehensive Major
- ○ Option
- ○ Minor
- ○ Certificate
- ○ Certification
- ○ Academic Rules
- ○ Other

Title of Program Affected:

Nursing-Completion Program for RN-BSN

Current Catalog Description: (Either cut and paste present description from online catalog **OR** provide as an attachment below)

Nursing (completion program for registered nurses)

Major(s)

Nursing (Comprehensive) (completion program for registered nurses)

Bachelor of Science in Nursing

The Department of Nursing offers a Junior-Senior level nursing program leading to a Bachelor of Science in Nursing degree (BSN). Degree candidates must be registered nurse graduates of associate degree or diploma nursing programs. Admission to the program is by application and selection as stated in the admission policies. Students should refer to the BSN Student Handbook for additional information on the policies and procedures in the Department of Nursing.

Admission Policies

   Acceptance of application to the University by the Office of Admissions. (Note: Admission to the University does NOT automatically constitute acceptance for the professional program in nursing.)

   Current licensure in good standing as a registered nurse in the State of Missouri or in the state where they practice.

they practice.

Provide evidence of current health insurance.

Provide evidence of current malpractice liability insurance prior to enrollment in the first clinical nursing course (i.e., NUR 442).

GPA of 2.75 or higher on a 4.00 scale, based on at least 30 hours of college work. GPAs below 2.75 will be considered on an individual basis.

Current American Heart Association BLS for Healthcare Providers certification. No online courses are accepted.

Submit evidence of current immunization (MMR, Tetanus, Varicella, complete Hepatitis B series, and a PPD (or evidence of appropriate medical follow-up for PPD positive individuals)).

An admission conference with a member of the Department of Nursing Faculty is recommended for direction in sequencing courses.

Applicants must demonstrate acceptable levels of maturity, integrity, and behaviors and attitudes normally expected of professional nurses.

Applicants must demonstrate acceptable academic potential to successfully complete the program.

Application deadlines for admission are August 1 for fall, December 1 for spring, and May 1 for summer.

Accelerated Master of Science in Nursing/Nurse Educator Option degree

Students must apply to the accelerated RN to MSN option when they first apply for admission to the BSN completion program and prior to enrolling in nursing or supporting courses required in the BSN Students may not enter the RN-MSN option after they begin taking courses for the BSN completion program. After successful completion of the BSN requirements, all students in this Nurse Educator option will receive the BSN and may be granted full admission to the Graduate College. Refer to the Graduate Catalog for more information.

Program Requirements

General Education Requirements - see General Education Program and Requirements section of catalog

Specific General Education Requirements: SOC 150(3) and PSY 121(3)

Major Requirements

Upper Division Nursing Requirements: NUR 306(3), 341(4), 342(4), 442(6), 472(3), 482(6), 484(2), 515(3), 565(3)

Select one course in statistics from the following: SOC 302(3), PSY 200(3), MTH 340(3), QBA 237(3), AGR 330(3), PSY 527(3) or others by permission.

Public Affairs Capstone Experience will be fulfilled by completion of NUR 442(6).

General Baccalaureate Degree Requirements - see General Baccalaureate Degree Requirements section of catalog

A maximum of six hours in NUR 499 may be credited toward the degree.

Technical requirements

The Missouri State University BSN-C is an online program. Didactic online content is delivered using asynchronous and synchronous formats. Applicants to the BSN-C program must be computer literate and be comfortable using word processing, spreadsheet management, and presentation graphics software. Students are expected to manage files, navigate the internet and access resources, and use a headset, computer camera, scanner, and fax machine. Students who have deficiencies in these areas are encouraged to seek training before the start of the program.

The Department of Nursing uses a Blackboard course management system for all courses. Additionally the Adobe Macromedia software is used for synchronous course offerings and other experiences. Videoconferencing may be used with Adobe Macromedia or Skype software. Requirements of the

program include access to broadband (Cable or DSL) connections, a web camera and microphone headset, and a laptop computer with wireless capabilities to meet the minimal hardware requirements. Our multimedia content is optimized for Internet Explorer and Firefox.
Additional requirements of the program

Students will be required to initiate and pay for any security checks and drug screenings required for clinical agencies.

Apply for criminal record check and receive response that the applicant has not been convicted of any crime pursuant to Section 660.317 RSMo or other disqualifications that would prohibit licensure as a registered nurse.

Students are expected to purchase community uniforms and initial equipment before beginning nursing courses. A list of the items and their prices can be obtained from the Department of Nursing.

Students are expected to provide their own transportation to clinical sites.

Students are required to pay course fees for each semester they are enrolled in clinical nursing courses.

Readmission policy

Continuing enrollment in Missouri State must be maintained to be considered a student in the BSN program. Students who interrupt their education for a year or more must follow University readmission policies and petition the Department of Nursing to be reinstated in the nursing program at which time the previous course work will be reevaluated.
Retention, progression and graduation policies

After admission into the Nursing major, the students must achieve the following for retention in the major.

Achieve a grade of "C-" or better in all required courses.

Receive a "pass" in all clinical evaluations.

Maintain a University cumulative GPA of 2.50 or higher.

Maintain a cumulative GPA of 2.50 or higher in all nursing and supportive courses.

Courses in the nursing major may not be taken more than twice.

Credit for upper division nursing courses taken more than 8 years before the student's date of graduation may be disallowed by the Nursing Department.

Maintain current immunizations, annual PPD or appropriate medical follow-up for PPD positive individuals, and health insurance requirements.

Maintain current American Heart Association BLS for Healthcare Providers certification. No online courses are accepted.

Students who fail to meet the retention criteria may be (a) placed on academic or clinical probation in the nursing major, or (b) dismissed from the nursing program. Students on academic probation must achieve a grade of "B-" or higher in the next 9 hours of coursework in nursing or supporting courses attempted. Students on clinical probation must receive a "Pass" in all remaining nursing clinical courses. Students who fail to meet the probationary criteria or are dismissed from the program are not eligible for readmission to the nursing major.

Not Attached

Complete New Catalog Description: (Either provide the revised description in the text area below [strikethrough all deletions and insert/bold new information - any content that is copied and pasted will lose existing formatting; please review prior to submission] **OR** provide as an attachment below)

B *I* S̶

Attached

What is changing? Check all boxes that apply:

☐ Title change　　　　　　☐ From option to program (major)　　　　☐ Other

☑ Course changes of under 18 hours　　☐ From program (major) to option

☐ Course changes of 18 hours or more

Reason for Proposed Change:

Scheduling and content rearranged to increase the marketability of the program and increase the student numbers which are now in decline. Content updated to meet new requirements of RN program accreditation

What is the date that this new program was approved by departmental or program faculty? (MM/DD/YYYY)

02/08/2016

Current Status:

College Council Review

Proposal Progress:

03/02/2016 - Submitted by Department Head (Kathryn Hope)

Review Comments:

No comments have been added to this proposal.

Copy As New Proposal

Nursing (completion program for registered nurses)

Major(s)

Nursing (Comprehensive) (completion program for registered nurses)

Bachelor of Science in Nursing

The Department of Nursing offers a Junior-Senior level nursing program leading to a Bachelor of Science in Nursing degree (BSN). Degree candidates must be registered nurse graduates of associate degree or diploma nursing programs. Admission to the program is by application and selection as stated in the admission policies. Students should refer to the *BSN Student Handbook* for additional information on the policies and procedures in the Department of Nursing.

Admission Policies

1. Acceptance of application to the University by the Office of Admissions. (Note: Admission to the University does NOT automatically constitute acceptance for the professional program in nursing.)

2. Current licensure in good standing as a registered nurse in the State of Missouri or in the state where they practice.

3. Provide evidence of current health insurance.

4. ~~Provide evidence of current malpractice liability insurance prior to enrollment in the first clinical nursing course (i.e., NUR 442).~~

5. 4. GPA of 2.75 or higher on a 4.00 scale, based on at least 30 hours of college work. GPAs below 2.75 will be considered on an individual basis.

6. 5. Current American Heart Association BLS for Healthcare Providers certification. ~~No online courses are accepted.~~

7. 6. Submit evidence of current immunization (MMR, Tetanus, Varicella, complete Hepatitis B series, and a PPD (or evidence of appropriate medical follow-up for PPD positive individuals)).

8. 7. An admission conference with a member of the Department of Nursing Faculty or Advisor is recommended for direction in sequencing courses.

9.8. Applicants must demonstrate acceptable levels of maturity, integrity, and behaviors and attitudes normally expected of professional nurses.

10.9. Applicants must demonstrate acceptable academic potential to successfully complete the program.

11.10. Application deadlines for admission are August 1 for fall starts, December 1 for spring starts, and May 1 for summer starts.

Accelerated Master of Science in Nursing/Nurse Educator Option degree

Students must apply to the accelerated RN to MSN option when they first apply for admission to the BSN completion program and prior to enrolling in nursing or supporting courses required in the BSN Students may not enter the RN-MSN option after they begin taking courses for the BSN completion program. After successful completion of the BSN requirements, all students in this Nurse Educator option will receive the BSN and may be granted full admission to the Graduate College. Refer to the Graduate Catalog for more information.

Program Requirements

A. General Education Requirements - see General Education Program and Requirements section of catalog
   Specific General Education Requirements: SOC 150(3) and PSY 121(3)

B. Major Requirements

1. Upper Division Nursing Requirements: NRSUR 306(3), NRS 341(4), NRS342(4), NRS442(26), NRS ,443 (3), NUR 472(3), NRS 482 (46), 484(2), NURNRS 515(3), NURNRS 565(3), IPE 375 (3)

2. Select one course in statistics from the following: SOC 302(3), PSY 200(3), MTH 340(3), QBA 237(3), AGR 330(3), PSY 527(3) or others by permission.

3. Public Affairs Capstone Experience will be fulfilled by completion of NUR NRS 4432(36).

C. General Baccalaureate Degree Requirements - see General Baccalaureate Degree Requirements section of catalog
   A maximum of six hours in NUR 499 may be credited toward the degree.

Technical requirements

The Missouri State University BSN-C is an online program. Didactic online content is delivered using asynchronous and synchronous formats. Applicants to the BSN-C program must be computer literate and be comfortable using word processing, spreadsheet management, and presentation graphics software. Students are expected to manage files, navigate the internet and access resources, and use a headset, computer camera, scanner, and fax machine. Students who have deficiencies in these areas are encouraged to seek training before the start of the program.

The Department of Nursing uses a Blackboard course management system for all courses. Additionally the Adobe Macromedia software is used for synchronous course offerings and other experiences. Videoconferencing may be used with Adobe Macromedia or Skype software. Requirements of the program include access to broadband (Cable or DSL) connections, a web camera and microphone headset, and a laptop computer with wireless capabilities to meet the minimal hardware requirements. Our multimedia content is optimized for Internet Explorer and Firefox.

Additional requirements of the program

1. Students will be required to initiate and pay for any security checks and drug screenings required for clinical agencies.

2. Apply for criminal record check and receive response that the applicant has not been convicted of any crime pursuant to Section 660.317 RSMo or other disqualifications that would prohibit licensure as a registered nurse.

3. Students are expected to purchase community uniforms and initial equipment before beginning nursing courses. A list of the items and their prices can be obtained from the Department of Nursing.

4. Students are expected to provide their own transportation to clinical sites.

5. Students are required to pay course fees for each semester they are enrolled in clinical nursing courses.

Readmission policy

Continuing enrollment in Missouri State must be maintained to be considered a student in the BSN program. Students who interrupt their education for a year or more must follow University readmission policies and petition the Department of Nursing to be reinstated in the nursing program at which time the previous course work will be reevaluated.

Retention, progression and graduation policies

A. After admission into the Nursing major, the students must achieve the following for retention in the major.

1. Achieve a grade of "C-" or better in all required courses.

2. Receive a "pass" in all clinical evaluations.

3. Maintain a University cumulative GPA of 2.50 or higher.

4. Maintain a cumulative GPA of 2.50 or higher in all nursing and supportive courses.

5. Courses in the nursing major may not be taken more than twice.

6. Credit for upper division nursing courses taken more than 8 years before the student's date of graduation may be disallowed by the Nursing Department.

7. Maintain current immunizations, annual PPD or appropriate medical follow-up for PPD positive individuals, and health insurance requirements.

8. Maintain current American Heart Association BLS for Healthcare Providers certification. No online courses are accepted.

B. Students who fail to meet the retention criteria may be (a) placed on academic or clinical probation in the nursing major, or (b) dismissed from the nursing program. Students on academic probation must achieve a grade of "B-" or higher in the next 9 hours of coursework in nursing or supporting courses attempted. Students on clinical probation must receive a "Pass" in all remaining nursing clinical courses. Students who fail to meet the probationary criteria or are dismissed from the program are not eligible for readmission to the nursing major.

Missouri State™

Curricular Action Workflow

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Change Program Proposal Form

Submitted on 03/03/2016 by Kristina Henry (KHenry@MissouriState.edu).

Department:

Nursing

Type of Program
Choose One:

- ○ Major (Non-Comprehensive/Graduate Program)
- ● Comprehensive Major
- ○ Option

- ○ Minor
- ○ Certificate
- ○ Certification

- ○ Academic Rules
- ○ Other

Title of Program Affected:

Nursing-4-year Generic Program-BSN

Current Catalog Description: (Either cut and paste present description from online catalog **OR** provide as an attachment below)

see attached

Attached

Complete New Catalog Description: (Either provide the revised description in the text area below [strikethrough all deletions and insert/bold new information - any content that is copied and pasted will lose existing formatting; please review prior to submission] **OR** provide as an attachment below)

↶ ↷ | **B** *I* S̶

see attached with revisions as outlined by CHHS College Council 12/7/2015 and edited AHA CPR statement.

Attached

What is changing? Check all boxes that apply:

☐ Title change

☐ Course changes of under 18 hours

☐ Course changes of 18 hours or more

☐ From option to program (major)

☐ From program (major) to option

☑ Other

CPR requirement statement more generic to continually align with evolving American Heart Association standards and revisions.

Elevating grade requirements in Anatomy and Physiology prerequisites to a minimum of a "B-."

Reason for Proposed Change:

Updating the catalog to accommodate revisions in American Heart Association standards for CPR requirements.

Analysis of student data indicates a direct correlation with their achievement in Anatomy and Physiology with their nursing program success. Students must bring a comprehensive knowledge of anatomy and physiology in order to successfully apply it to nursing concepts.

What is the date that this new program was approved by departmental or program faculty? (MM/DD/YYYY)

10/01/2015

Current Status:

College Council Review

Proposal Progress:

03/03/2016 - Submitted by Department Head (Kathryn Hope)

Review Comments:

No comments have been added to this proposal.

Copy As New Proposal

Nursing (generic, 4-year program)

Major(s)

Nursing (Comprehensive) (generic, 4-year program)

Bachelor of Science in Nursing

The Department of Nursing offers a generic, 4-year nursing program that leads to a Bachelor of Science in Nursing degree (BSN). Admission to this program is by application and selection as stated in the admission policies. Student should refer to the *BSN Student Handbook* for additional information on the policies and procedures in the Department of Nursing.

Admission to the Bachelor of Science in Nursing program

Admission to the Bachelor of Science in Nursing program (BSN) is competitive and selective, and not all who apply can be accommodated. Students will be admitted to the nursing program once a year for full-time study. Applications for admission to the program are due January 31, on or before 5:00 PM CST and will be reviewed beginning February 1 in the year prior to summer admission, and continue until the class is full.

Students are encouraged to meet with an advisor in the Department of Nursing prior to or upon entering the University to ensure the proper selection and sequencing of prerequisites for the BSN program. The decision to admit a student to the BSN program will be based on a holistic picture of the completed course work and values that are consistent with the conduct of the profession and the ANA Code of Ethics for Nurses (ANA, 2001).

Admission Policies

1. Admission to Missouri State University.

2. Completion of application to the Generic BSN program to the Department of Nursing, including a current resume.

3. Submission of official transcripts of all college course work.

4. Completion of a minimum of 43 credit hours.

5. Completion of the General Education Foundations courses, except Writing II (including those listed in A. below) at the time of application to the program, and have no more than one General Education requirement (other than those listed in A below) remaining at the time the nursing program begins. Also, NUR 472(3) and statistics may be taken during the nursing program as a prerequisite or co-requisite with NUR 442(6), but must be taken prior to the spring semester of the senior year in the program.

6. Completion of the specific General Education requirements listed in A below with a grade of "C" or higher.

7. MTH 135(3) or a higher numbered mathematics course listed in the General Education Quantitative Literacy requirement, chemistry, and anatomy will be given additional points in the selection process if completed by the January 31 application date.

8. A minimum cumulative GPA of 2.75 in all attempted college course work. Complete nursing prerequisites with a grade of "C" or higher.

9. Meet technical standards of the program in order to successfully undertake the course of study. These standards are available upon request from the program.

10. Submit evidence of current immunizations (MMR, Tetanus, Varicella, complete Hepatitis B series, and a PPD or evidence of appropriate medical follow-up for PPD positive individuals).

11. Current American Heart Association (AHA) Basic Life Support (BLS) for Healthcare Providers certification. Students taking CPR for the first time must take a 4-hour face-to-face American Heart Association BLS Healthcare for Provider's CPR course. Online didactic course and written test are available at http://www.onlineAHA.org for a fee for those students who need to recertify. No *online* practice and skills testing will be accepted.

12. All students must carry health insurance throughout the entire program. A comprehensive student group health and accident insurance policy is available through Missouri State University.

13. Applicants who have previously attended a nursing school or another school of a health-related profession must have a letter submitted from the Dean or Head of that school that includes a statement regarding the student's standing at the previous school. Applicants who have been previously dismissed from a program or were not in good standing at the time of dismissal will not be considered for admission.

14. Applicants must demonstrate academic potential to successfully complete the program.

15. Applicants must demonstrate acceptable levels of maturity, integrity, and behavior and attitudes normally expected of professional nurses.

16. Admission is based on completion of all admission requirements; on cumulative GPA of all attempted college course work, with some additional preference given to current Missouri State University students and to individuals with previous healthcare experience, leadership experience, and/or community service. Additional consideration will be awarded for the grade received on the first attempt of chemistry, anatomy, and the university mathematics requirement.

Program requirements

A. General Education Requirements - see General Education Program and Requirements section of catalog
Specific General Education Requirements that must be passed with a grade of "C" or higher are: CHM 116(4); PSY 121(3); SOC 150(3), MTH 135(3) or a higher numbered mathematics course listed in the General Education Quantitative Literacy requirement. Note: CHM 160 is preferred over CHM 116. However, CHM 160 will not count toward the General Education science requirement.

B. Major Requirements. A grade of "C" or higher is required in all courses

1. The following prerequisites must be completed with a grade of "C" or higher before beginning the first nursing course: BIO 210(3); BMS 240(3); BMS 307(4) or KIN 250(3); BMS 308(4) or KIN 252(3)

2. Upper Division Nursing: NUR 302(4), 303(3), 304(5), 311(2), 312(6), 322(4), 323(5), 331(3), 342(4), 360(3), 416(2), 442(6), 472(3), 478(2), 482(6), 565(3)

3. Select one or more courses from the following to equal three(3) credit hours: HCM 301(3), HCM 303(3), HCM 504(3), NUR 420(3), NUR 490(3), NUR 499(1-6), NUR 501(3), NUR 502(3), NUR 503(3), NUR 515(3), NUR 530(3)

4. Select one course in statistics from the following: SOC 302(3), PSY 200(3), MTH 340(3), QBA 237(3), AGR 330(3), PSY 527(3)
5. Public Affairs Capstone Experience will be fulfilled by completion of NUR 442(6).

C. General Baccalaureate Degree Requirements - see General Baccalaureate Degree Requirements section of catalog

Additional requirements of the program

Students are:

1. Expected to purchase uniforms and initial equipment before beginning nursing courses. A list of the items and their prices can be obtained from the Department.

2. Expected to provide their own transportation to clinical sites.

3. Required to pay course fees for each semester they are enrolled in clinical nursing courses. These fees are used to pay for student liability insurance, student evaluation throughout the program, NCLEX-RN preparation, and laboratory and clinical supplies and equipment.

4. Required to initiate and pay for any security checks and drug screenings required for clinical agencies, for application to take the NCLEX-RN, and when applying for licensure with a State Board of Nursing.

5. Apply for criminal record check and receive response that the applicant has not been convicted of any crime pursuant to Section 660.317 RSMo or other disqualification that would prohibit licensure as a registered nurse.

Retention, Progression, and Graduation Policies

A. After admission into the Nursing major, the students must achieve the following for retention in the major.

1. Achieve a grade of "C" or higher in all required courses.

2. Receive a "pass" in all clinical evaluations.

3. Maintain a University cumulative GPA of 2.50 or higher.

4. Maintain a cumulative GPA of 2.50 or higher in all nursing and supportive courses.

5. Courses in the nursing major may not be taken more than twice.

6. Credit for upper division nursing courses taken more than eight (8) years before the student's date of graduation may be disallowed by the Nursing Department.

7. Demonstrate acceptable levels of maturity, integrity, and behaviors and attitudes normally expected of professional nurses.

8. Maintain current CPR certification, immunizations, annual PPD or appropriate medical follow-up for PPD positive individuals, and health insurance requirements.

9. Maintain ability to meet technical standards of the program.

10. Once admitted to the nursing major, students must maintain continuous enrollment in nursing courses and progression through the program.

B. Students who fail to meet the retention criteria may be (a) placed on academic or clinical probation in the nursing major, or (b) dismissed from the nursing program. Students on academic probation must achieve a grade of "B-" or higher in the next 9 hours of course work in nursing or supporting courses attempted. Students on clinical probation must receive a "Pass" in all remaining nursing clinical courses. Students who fail to meet the probationary criteria or are dismissed from the program are not eligible for readmission to the nursing major.

C. Graduation from the Generic BSN program does not guarantee a student's eligibility to become licensed as a professional nurse. Eligibility requirements include passing the NCLEX-RN exam and meeting RN licensure requirements for the state in which licensure is sought by the individual. The Missouri State Board of Nursing reserves the right to deny, revoke, or suspend a license. Please refer to: http://www.moga.mo.gov/statutes/c300-399/3350000066.htm

Readmission Policy

Students who have interrupted their progression in the nursing courses for one semester or more must apply for readmission to the Department of Nursing Admission, Progression and Graduation Committee. Applications for readmission will only be considered if the student was in good academic standing in both didactic and clinical courses at the time of withdrawal from the program, and if their studies have been interrupted three (3) semesters or less (excluding summer session). Applications for readmission for students who were in good academic standing at the time of withdrawal and meet the time limit will be reviewed on an individual basis and be based on: space availability in the cohort, prior success in the program, and potential for successful graduation from the program. Students seeking readmission should refer to the current version of the BSN Student Handbook for further information on the Reinstatement Policy for the generic BSN program.

Current Catalog Description

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Transfer students with prior nursing courses will be reviewed on an individual basis by evaluating course content and objectives.

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6. Completion of the prerequisites BMS 307(4) or KIN 250(3); BMS 308(4) or KIN 252(3) with a grade of "B-" or higher.

7. Completion of the specific General Education requirements listed in A below with a grade of "C" or higher.

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Missouri State™

Curricular Action Workflow *designed by* Computer Services

New Course Proposal Form

Submitted on 03/02/2016 by Lucretia Smith (LucretiaSmith@MissouriState.edu).

*All fields require input

(●) New COURSE

( ) New REGULAR PERMANENT SECTION of an existing variable content course. If a new regular section of an existing variable topics course, enter the existing course number below

Course Code:

NRS

Course Number: (Check Availability)

342

Course Title:

Nursing: Health Assessment

Will this proposal need to be reviewed by EPPC?   (●) No   ( ) Yes

Prerequisite/Co-requisite or enter 'None':

Prerequisite: admission to the Completion Program for Registered Nurses; and meet program progression requirements

General Course Description: (Include any Pass/Not Pass grading restrictions, repeatable limits, limitation on course applicability, UG/GR parallel course, etc.)

Improvement and utilization of skills in health history interviewing and physical assessment of clients throughout the life span. Supplemental course fee. Identical to NUR 342. Cannot receive credit for both NRS 342 and NUR 342.

Credit Hours: 4 ▾   Lecture Contact Hours: 3 ▾   Lab Contact Hours: 1 ▾

Note: If variable credit, enter the highest number and add to end of course description. (e.g. "Variable credit, may be taken 1-3 hours.")

Periodicity. Check all that apply.

[✔] Fall   [ ] Fall (even-numbered years only)   [ ] Fall (odd-numbered years only)

Spring   Spring (even-numbered years only)   Spring (odd-numbered years only)

☑   ☐   ☐

☑   Summer   ☐   On Demand only

Complete Catalog Description:
NRS 342 Nursing: Health Assessment
Prerequisite: Prerequisite: admission to the Completion Program for Registered Nurses; and meet program progression requirements
Improvement and utilization of skills in health history interviewing and physical assessment of clients throughout the life span. Supplemental course fee. Identical to NUR 342. Cannot receive credit for both NRS 342 and NUR 342.
Credit hours: 4 Lecture contact hours: 3 Lab contact hours: 1
Typically offered: Fall, Spring, Summer

Include sample syllabus (list topics, course goals.) Use text box OR upload only file types of PDF, DOC or DOCX.

Attached

Purpose of Course

To offer an assessment course to the RN completion students that is parallel to the generic program assessment course, except strictly online and in format compatible with block course design

Relationship to Other Departments

Is there a graduate/undergraduate parallel course to this one?   ○ No ● Yes

Enter parallel course number

NUR342 Nursing: Health Assessment

How do these classes differ?

NRS 342 is tailored to the licensed RN who has had some experience in assessment, NUR 342 teaches the pre-licensed student about how to do a physical assessment

New Course Resource Information

Anticipated Average Enrollment per section:	30	Maximum Enrollment Limit per section:	60
Anticipated Average Enrollment per semester:	60	Maximum Enrollment Limit per semester:	120
Anticipated Average Enrollment per year:	180	Maximum Enrollment Limit per year:	360
Faculty Load Assignment (equated hours):	4		

Is another course being deleted? ◉ No ◯ Yes

What will this course require in the way of:

Additional library Holdings

Additional computer resources

increased online student numbers

Additional or remodeled facilities

Additional equipment or supplies

Additional travel funds

Additional faculty; general vs specialized

Additional faculty; regular vs per-course

Other additional expenses

Is another course being deleted? ◉ No ◯ Yes

If additional faculty are not required, how will faculty be made available to teach this course?

currently being taught as an online section of NUR342

List names of current faculty qualified and available to teach this course

Adams, Bigley, Felicilda,

What is the anticipated source of students for this course?

BSN completion students across the U.S.

If from within the department, will students be taking this course in addition to or in place of other courses?

in place of NUR 342

If from outside the department, which courses in other departments would most likely be affected?)

N/A

Other comments:

Will be taught in Block format

What is the date that this new course was approved by departmental or program faculty? (MM/DD/YYYY)

02/08/2016

Current Status:

College Council Review

Proposal Progress:

03/02/2016 - Submitted by Department Head (Kathryn Hope)

Review Comments:

No comments have been added to this proposal.

Copy As New Proposal

MISSOURI STATE UNIVERSITY
Department of Nursing
Course Syllabus

Course:	**NRS342 Nursing: Health Assessment**
Credit Hours:	<u>4</u> credit hour course
Contact Hours:	<u>3</u> credit hours didactic/week **and**
	<u>1</u> credit hour lab/semester

Faculty:

Department of Nursing
Phone: (417) 836-5310 (Main) (417) 836-5484 (Fax)
Mailing Address: MSU, Dept. of Nursing,
          901 S. National Ave.
          Springfield, MO 65897
Computer Services Help Desk
http://helpdesk.missouristate.edu

Prerequisite: Admission to BSN completion program and departmental permission

Class Schedule: **Lecture:** Online - asynchronous.
Proctored exams required.
Course materials available on the Blackboard course website at
http://blackboard.missouristate.edu.
<mark>Monday will serve as our anchor day.</mark>

Lab: Assessment skills are practiced weekly at the learner's convenience. Assessment skills are evaluated by student's audio/visual recording or "in person" performance testing.
See the course calendar for due dates.

Course Description:
Improvement and utilization of skills in health history interviewing and physical assessment of clients throughout the life span. Supplemental course fee. Identical to NUR 342. Cannot receive credit for both NRS 342 and NUR 342.

Course Purpose:
NRS 342 – Nursing: Health Assessment is designed to enhance the skills and knowledge needed in assessing the health status of individual clients throughout the life span. Emphasis is placed on the health history interview and physical assessment skills. The course will improve the student's ability to make inferences concerning an individual's health status based on the data collected.

Required Textbooks and Materials:
- Jarvis, C. (2012). *Physical Examination and Health Assessment* (6th ed.). St. Louis, MO: Elsevier. (ISBN 978-1-4377-0151-7)
- ONLINE Health Assessment Course Packet, (available on-line at the course web site http://blackboard.missouristate.edu).
- MSU Bearmail (email) account. Required for enrolling on Blackboard, course participation, and emailing faculty.

- Access to a computer with a modem, printer, and software that meets or exceeds minimum technology requirements for online courses at MSU. See MSU websites for minimum technology requirements.
- Stethoscope, watch, and penlight for skills testing.
- Access to physical assessment equipment including, ophthalmoscope, otoscope, reflex hammer, tuning fork, and visual acuity chart. **You must have these available when you are doing your skills check off via DVD or flash drive.** Assessment equipment is available at the Dept. of Nursing for use in the nursing skills lab only. ID required for checkout. Others should obtain equipment from their work setting or professional contacts.
- If unable to attend optional on campus testing, access to recording equipment for recording performance tests is required.

Recommended Resources:

For learning enrichment see the external links on the course webpage at http://blackboard.missouristate.edu. These links include sites to demonstrate skills and further explain the assessment skills and underlying pathology.

Additional Resources

The Bear Claw Center for Learning and Writing located in the MSU Meyer Library on the 1st floor behind the circulation desk. To make an appointment: http://writingcenter.missouristate.edu/66508.htm
For more information about their services and resources available online: http://writingcenter.missouristate.edu/24690.htm

Online Information:

- Online course management system: The management system that will be utilized in this class is Blackboard Academic Suite, located on the Missouri State University website.
- Blackboard navigation: To learn about navigation of Blackboard 9.1, please use the On Demand Learning Center located at: http://ondemand.blackboard.com/
- Sequence and pace of the class:
  - The instructor will make online information available in a planned sequence pattern, while the student is expected to keep pace with the instructor's lead.
  - Content information and assignments will be available no less than one week prior to the posted schedule with the exception of pop quizzes.
- Grading: The grades for the class will be available to the student in the Blackboard Grade Center. The instructor will be responsible for grading the student's work and inputting the score in Blackboard Grade Center. The student will be responsible for accessing his/her grades from the online source.
- Technology issues: For problems with access to this course or other technology issues, please contact Computer Services. They can be contacted by e-mail: helpdesk@missouristate.edu or by phone (417) 836-5891; toll-free (888) 767-8444.

Teaching Methods: A variety of teaching methods will be used which may include, PowerPoint presentations, study questions, case studies, sample test questions, websites, video-clip recordings, online animations, and online discussion.

Course Objectives:

1. Utilize effective interviewing skills to elicit a comprehensive health history.
2. Perform an appraisal of a client's developmental state.
3. Conduct a general assessment of a client's nutritional state.
4. Demonstrate proficiency in utilizing basic techniques of physical assessment.
5. Demonstrate proficiency in performing regional/systemic physical assessments and in performing a comprehensive physical examination.
6. Communicate the findings of a health history and physical assessment in an organized written format.
7. Differentiate normal assessment findings from abnormal findings in clients of various ages and races.
8. Recognize signs, symptoms, and risk factors associated with common health problems.

<u>**Course Requirements:**</u>
1. Meeting course objectives
2. Assigned readings and online participation
3. Assigned activities, assignments, and discussions
4. Assigned check-offs
5. Exams
6. **Honor Code:** Students enrolled in this class must read, understand, and sign the Honor Code affirming that the academic integrity policy will be followed throughout this course.
7. **Completion of all written assignments, exams, and check-offs are required for this course.**

Topical Outline
- **Week 1**
  o Course overview
  o Health History and Interviewing
  o Developmental Assessment
  o General Survey Mental Status Assessment
- **Week 2**
  o Assessment of Nutritional Status
  o Assessment of the Skin, Hair and Nails
- **Week 3**
  o Head, Neck, and Lymph Assessment
  o Assessment of the Ears, Nose, Mouth, and Throat
- **Week 4**
  o Assessment of the Lungs, Thorax, and Breasts
  o Assessment of the Cardiovascular and Peripheral-Vascular Systems
- **Week 5**
  o Assessment of the Abdomen, Rectum, & Genitalia
  o Neuromuscular Assessment
- **Week 6**
  o Head-To-Toe exams for infants, children, mothers-to-be & older adults
- **Week 7**
  o Genetic Head-to-Toe screening exams

<u>**Course Evaluation:**</u>   <u>**515 Total Points**</u>

Exams
- Signed Honor Code   0 points
- Comprehensive Health History Exam (40 pts)   40 points
- 3 Online Pop Quizzes (10 pts each)   30 points
- 2 Mini Skill Check-off Exams (25 pts each)   50 points
- Head-to-Toe Check-off Exam (70 pts)   70 points
- 2 Exams (60 pts each)   120 points
- 1 Final Exam (75 pts)   <u>75 points</u>
                                                                      385 points

<u>*Additional course components:*</u>
- 2 Focused H&P papers (20 pts each)   40 points
- 3 Discussions (30 pts each)   <u>90 points</u>

130 points

Course Policies

Scheduled Work:
It is the student's responsibility to make sure all assignments are submitted no later than the due date. All written assignment should be submitted electronically using the Blackboard assignment link that is specific for each assignment. Save an electronic or print copy of all assignments submitted. Assignments are due as specified in the syllabus. If for any reason an assignment needs to be submitted outside of class or non-electronically, have the Department staff indicate the time, date and initial when the assignment is received and place the assignment in my mail box. Written assignments (via electronic submission) are due on the day and time indicated on the course calendar. **Late assignments will suffer a loss of 20% late penalty per day**. Extenuating circumstances will be considered on an individual basis if the student adequately informs the instructor of the problem. Any assignment received 3 days late will receive a zero "0" for that specific assignment.

Attendance Policy:
This course involves application of knowledge and skills acquired from the readings, videos, and lectures to the physical assessment of individuals throughout the life span. While the class does not meet at a specific time each week, regular attendance in the form of accessing Blackboard and checking your MSU email is expected. Daily checking of your MSU email and checking the Blackboard course site several times a week are recommended.

Exam Policy:
All written and performance examinations and pop quizzes are to be taken as scheduled. You must notify the instructor prior to the test day if you are unable to complete your exam prior to the deadline. **A late penalty of 20% per day will be deducted from your total exam points for late submissions. Extenuating circumstances will be considered on an individual basis if the student adequately informs the instructor of the problem. This applies to written examinations as well as performance testing. Pop quizzes need to be taken during the scheduled time and cannot be made up. Any exam (written or performance) received 3 days late will receive a zero "0" for that specific exam.**

You have **5 days post exam** to inquire about the posted exam grade. After this 5 day period your grade will remain as posted.

Your grade for each exam should reflect your knowledge. Therefore, all exams are to be taken independently, without conferring with other students, without reference to old exams, lecture notes, or reading materials. Use of any testing practice that gives you an advantage over another is expressly forbidden and constitutes academic dishonesty. You are responsible for your testing behavior. If you are unclear as to whether a behavior is academically dishonest, please ask the instructor before engaging in the behavior. Please see the policy on Academic Dishonesty below.

Grading and Rounding Policy:
The MSU Department of Nursing provides students with the educational opportunities needed to develop the knowledge, skills and competencies necessary for professional nursing. All nursing courses must be passed with a grade of "C" (70%) or higher.

Figuring a course grade will follow the process as outlined:

- ❖ Exams given must be passed with a 75% or higher cumulative score. Exams will be defined in the course syllabus.
- ❖ Students who achieve less than 75% on exams will receive a final course grade of a "D", unless their cumulative exam percentage is calculated to be an "F".

❖ Once the exam component of a course is passed the remainder of the course components will be figured into the course grade.

Students must achieve 75% or greater on their cumulative exams scores to allow the points of additional course components to be added for the final course grade. Students who achieve less than 75% (cumulative) on exams will receive a final course grade of a "D", unless their cumulative exam percentage is calculated to be an "F".

*** No plus or minus grading is used in this course. For calculation of a final course grade, the final course grade (percentage) decimal must be 0.5 or higher to be rounded up to the next higher whole number. See the grading and rounding policy in the BSN Student handbook available at the MSU Department of Nursing webpage.

<u>Grading Scale for course grade</u>:

A= 89.5 – 100%
B= 79.5 – 89.49%
C= 69.5 – 79.49%
D= 59.5 – 69.49%
F= below 59.5%
- *+/- grades will not be given in this course*

<u>Important Notes for Class</u>:

1. You are expected to read and be responsible for the information contained in this course syllabus.
2. All students are expected to obtain a free MSU email account and register on the Blackboard course website http://blackboard.missouristate.edu. Contact Computer Services in CHEEK 164; phone (417) 836-5770 for information on how to establish an MSU Bearmail account. You must use your MSU Bearmail account for all course related correspondence with faculty.
3. You will need access to the course website for viewing video clips, web links, course announcements, PowerPoints, grades; and participating in the discussion boards. **Please contact the Computer Services Help Desk at (417) 836-5891 for any technology related questions or difficulties.**
4. You are expected to look at your MSU email at least once daily.
5. It is expected that all previous course work/knowledge will be brought forward as this is information you should have already learned. If you are weak in one of these areas, you will need to review and study those areas you do not understand.
6. Health assessment equipment is available for use in the MSU campus Health Assessment lab from 8a-5pm, when the room is not in use. If you are not able to come to campus to practice you will need access to an ophthalmoscope and eye chart for eye assessment practice, an otoscope and tuning fork for practicing assessment of the ear, and a reflex hammer and tuning fork for neuromuscular practice. You will need all previously stated equipment during your recorded skills testing sessions.
7. For testing sessions conducted at the Springfield campus, otoscopes, ophthalmoscopes, reflex hammers, and tuning forks will be available for use.
8. All course assignments must be the student's own work- written or performed; and must be completed independently by the student. Students who violate this guideline will be sanctioned according to MSU Academic Integrity Policy. **The Honor Code statement for NRS342, available under the assignment menu, MUST be signed prior to submitting any course work.**

<u>Netiquette for NRS 342</u>

A Dozen Ground Rules for Online Learning
(adapted from Peter Connor, Teaching @ CSU, 2013)

Participate: This is a shared learning environment. No lurking in the cyberspace background. It is not enough to just login. For the maximum benefit to all, everyone must contribute.

Report Glitches: Online systems are electronic. They break. If for any reason you experience difficulty participating, please call, email, or otherwise inform me of the issue. Chances are others are having the same problem.

Help Others: You may have more experience with online learning than the person next to you. Give them a hand. Show them it's not so hard. They're really going to appreciate it!

Be Patient& Kind: Read everything before asking for help or replying to questions. This will help you avoid repeating something someone else has already contributed, including the instructor announcements and class syllabus. Acknowledge the points made with which you agree and suggest alternatives for those with which you don't. Be kind in your responses.

Be Brief: You want to be clear—and to articulate your point—without being preachy or pompous. Be direct. Stay on point. Don't lose yourself, or your readers, in overly wordy sentences or paragraphs.

Use Proper Writing Style: This is a must. Write as if you were writing a term paper. Correct spelling, grammatical construction and sentence structure are expected in every other writing activity associated with scholarship and academic engagement. Online discussions are no different.

Cite Your Sources: Another big must! If your contribution to the conversation includes the intellectual property (authored material) of others, e.g., books, newspaper, magazine, or journal articles—online or in print—they must be given proper attribution.

Emoticons and Texting: Social networking and text messaging has spawned a body of linguistic shortcuts that are not part of the academic dialogue. Please refrain from **lol**'s and **c u l8r**'s.

Respect Diversity: It's an ethnically rich and diverse, multi-cultural world in which we live. Use no language that is—or that could be construed to be—offensive toward others. Racists, sexist, and heterosexist comments and jokes are unacceptable, as are derogatory and/or sarcastic comments and jokes directed at religious beliefs, disabilities, and age.

No YELLING! Step carefully. Beware the electronic footprint you leave behind. Using bold upper-case letters is bad form, like stomping around and yelling at somebody **(NOT TO MENTION BEING HARD ON THE EYE)**.

No Flaming! Criticism must be constructive, well-meaning, and well-articulated. Please, no tantrums. Rants directed at any other contributor are simply unacceptable and will not be tolerated. The same goes for profanity. The academic environment expects higher-order language.

Lastly, Remember: You Can't Un-Ring the Bell. Language is your only tool in an online environment. Be mindful. How others perceive you will be largely—as always—up to you. Once you've hit the send button, you've rung the bell.

Review your written posts and responses to ensure that you've conveyed exactly what you intended. This is an excellent opportunity to practice your proofreading, revision, and rewriting skills—valuable assets in the professional world.

Hint: Read your post out loud before hitting the send button. This will tell you a lot about whether your grammar and sentence structure are correct, your tone is appropriate, and your contribution clear or not.

Student's Role for Success with an Online Class
1. Be open-minded about sharing life, work, and educational experiences as part of the learning process.

2. Assume an active role in the learning process.
3. Be self-motivated and self-disciplined.
4. Set up a regular schedule for working with your online course. <u>Expect to spend between 6-12 hours per week for a 4-credit-hour undergraduate level online course.</u>
5. Follow the course schedule assigned by your instructor. Do not procrastinate.
6. Familiarize yourself with the Blackboard environment by going the Missouri State Online Site and consulting the Blackboard Student Manual.
7. Be willing to speak up if problems arise. Contact the Missouri State Online Help Desk if you run into any difficulties. Do not wait to get help.
8. Check the course homepage, calendar, assignment page, your email, and the Blackboard course discussion board several times a week.
9. Adopt the attitude that high quality learning can take place without going to the traditional classroom.

Student's Expectations of the Instructor
1. The instructor will read email and the discussion board postings daily, excluding weekends and holidays, but will not necessarily post messages or reply to email upon receipt.
2. The instructor will attempt to respond to your email within 72 hours, usually sooner.
3. The instructor will attempt to have exams and assignments graded within 2 weeks of submission.
4. The instructor will be concerned about the success of the learner and reasonable opportunity will be given to the learner to be successful in the class.
5. The instructor will keep you posted on how you are doing in the course, through Blackboard grade book and/or comments on assignments.
6. The learner will be treated politely and respectfully.

Course Modifications:
When unanticipated problems arise, assignments and dates are subject to change. Such changes will be posted as announcements. Students MUST read all announcements on Blackboard at least once a week.

> *ANY ELECTRONIC COMMUNICATION REGARDING THIS CLASS WILL BE SENT TO THE STUDENT VIA THE STUDENT'S MSU EMAIL ACCOUNT OR THE BLACKBOARD COURSE MANAGEMENT SYSTEM*

Correspondence with Faculty:
Please post general inquires about the course assignments, policies, and expectations, on the "Course Q & A" Discussion Forum. All other correspondence should be sent via email.

Emails to faculty should be consistently formatted to ensure easy identification and retrieval. Please use the following guidelines when sending email to your instructor.
1. **Always use your Missouri State email account to correspond with your instructor.**
2. **Always include an accurate and descriptive subject line.**
3. **Always include your full name at the end of your message.**
4. **Be considerate, respectful, and professional**

Following these guidelines will help ensure that your email is not mistaken for junk mail and that your email can easily be identified as related to this course. **Failure to follow these guidelines could result in your e-mail not being answered in a timely manner.**

UNIVERSITY POLICIES

Nondiscrimination:
Missouri State University is an equal opportunity/affirmative action institution, and maintains a grievance procedure available to any person who believes he or she has been discriminated against. At all times, it is your right to address inquiries or concerns about possible discrimination to the **Office for Institutional Equity and Compliance** Park Central Office Building, 117 Park Central Square, Suite 111, (417) 836-4252. Other types of concerns (i.e., concerns of an academic nature) should be discussed directly with your instructor and can also be brought to the attention of your instructor's Department Head.   Please visit the OED website at http://www.missouristate.edu/equity/

Disability accommodation:
To request academic accommodations for a disability, contact the Director of the Disability Resource Center, Plaster Student Union, Suite 405, (417) 836-4192 or (417) 836-6792 (TTY), www.missouristate.edu/disability. Students are required to provide documentation of disability to the Disability Resource Center prior to receiving accommodations. The Disability Resource Center refers some types of accommodation requests to the Learning Diagnostic Clinic, which also provides diagnostic testing for learning and psychological disabilities. For information about testing, contact the Director of the Learning Diagnostic Clinic, (417) 836-4787, http://psychology.missouristate.edu/ldc.

Religious Accommodation:
The University may provide a reasonable accommodation based on a person's sincerely held religious belief. In making this determination, the University reviews a variety of factors, including whether the accommodation would create an undue hardship. The accommodation request imposes responsibilities and obligations on both the individual requesting the accommodation and the University. Students who expect to miss classes, examinations, or other assignments as a consequence of their sincerely held religious belief shall be provided with a reasonable alternative opportunity to complete such academic responsibilities. It is the obligation of students to provide faculty with reasonable notice of the dates of religious observances on which they will be absent by submitting a Request for Religious Accommodation Form to the instructor by the end of the third week of a full semester course or the end of the second week of a half semester course.

Dropping a class:
It is your responsibility to understand the University's procedure for dropping a class. If you stop attending this class but do not follow proper procedure for dropping the class, you will receive a failing grade and will also be financially obligated to pay for the class. For information about dropping a class or withdrawing from the university, contact the Office of the Registrar at 836-5520. See Academic Calendars (www.missouristate.edu/registrar/acad_cal.html) for deadlines.

Emergency Response:
At the first class meeting, students should become familiar with a basic emergency response plan through a dialogue with the instructor that includes a review and awareness of exits specific to the classroom and the location of evacuation centers for the building. All instructors are provided this information specific to their classroom and/or lab assignments in an e-mail prior to the beginning of the fall semester from the Office of the Provost and Safety and Transportation. Students with disabilities impacting mobility should discuss the approved accommodations for emergency situations and additional options when applicable with the instructor. For more information, go to http://www.missouristate.edu/safetran/51597.htm and http://www.missouristate.edu/safetran/erp.htm.

Cancellation/Closure of Classes for Emergencies or Inclement Weather:
The decision to close the university or to cancel day classes will be announced to the news media prior to 6:00 a.m., specifically denoting day classes only. For evening classes, a separate decision is made. If day classes have been canceled, a decision to cancel evening classes will be made by 1:00 p.m. If day classes have met but weather conditions deteriorate, a decision to cancel evening classes will be made by 2:00 p.m. For information on class cancellation, please

call the University Weather Number (836-5509), **NOT** the Department of Nursing Office. Class activities scheduled for the day(s) will be carried out at subsequent classes.

Academic Dishonesty:
Missouri State University is a community of scholars committed to developing educated persons who accept the responsibility to practice personal and academic integrity. Students are responsible for knowing and following the university's *Student Academic Integrity Policies and Procedures*, available at www.missouristate.edu/policy/academicintegritystudents.htm, and also available at the Reserves Desk in Meyer Library. Students are also responsible for understanding and following any additional academic integrity policies specific to this class (as outlined by the instructor). Any student participating in any form of academic dishonesty will be subject to sanctions as described in this policy, as well as the *BSN Student Handbook*. If you are accused of violating this policy and are in the appeals process, you may continue participating in the class.
Failure to follow the academic integrity policy will result with a **minimum** of the following consequences:
1. Plagiarism in a paper will result in a grade of zero (0) for that paper.
2. A student found to be cheating on an exam will be given a grade of zero (0) on that exam.
3. A student found assisting another student in cheating or plagiarism will be given a grade of zero (0) for the assignment.
4. Penalties for academic dishonesty may result in course failure and CANNOT be made up via resubmission of work or additional assignments.

All assignments must be done by the student individually, unless the assignment is designated by the syllabus and the instructor as a group assignment.

Definitions: For definitions of academic dishonesty see University Integrity Policy.

Instructor Notes on Academic Integrity Policy:
Academic dishonesty includes plagiarism, cheating, or assisting another person in acts of plagiarism or cheating. It also includes having knowledge of someone else's act of academic dishonesty and failing to report it to the course faculty. Plagiarism involves using someone else's written words and taking credit for them as your own or failing to properly cite the original author. For example, copying wording from a text, or copying assignments written by another person and taking credit for them as your own is plagiarism. Cheating involves obtaining answers to assignments, tests, or quizzes from other students, or from copies of current or previous exams, study guides, or assignments, and using them for your own benefit. Cheating may also involve violating specific instructions given regarding assignments and tests that would give the person violating the instructions an advantage over others who followed the instructions. For example, fabricating information for an assignment that is supposed to be performed, or viewing electronic or paper copies of exams or papers that were not distributed to the entire class by the instructor. These are only examples of plagiarism and cheating and are not meant to provide an all-inclusive list of such behaviors. The bottom line is, whether it's an exam or another type of assignment, if it is not your own work and it's supposed to be, don't use it for your own work. The only exception is for group work in which you will be given clear permission by the course faculty to work together on a project and generate a group grade for that project.

It is your responsibility to know what constitutes academically honest behavior and to complete your tests, quizzes, and assignments in a manner that is academically honest. If you're in doubt as to whether your behavior is academically honest or not, ask your instructor before acting. Acts of academic dishonesty such as cheating or plagiarism will be noted in your student file, and may result in a grade of zero for that assignment or exam, and could result in dismissal from the program. Please see the *BSN-C Student Handbook* for more detail and further elaboration on the possible consequences of academically dishonest behavior.
Please see the *BSN-C Student Handbook*, section on Student Responsibilities, academic integrity and ethical behavior for further information.

Missouri State University Department of Nursing Student Honor Code
The Missouri State University School of Nursing is committed to assisting its students in becoming professionals who embody the traits of trustworthiness, fairness, confidentiality, empathy, and a respect of others. Both students and faculty are responsible for knowing the Missouri State University Academic Integrity Policies and Procedures, and share in the responsibility for promoting honest academic conduct.
The Department of Nursing and its students are governed by the Missouri State University *Student Academic Integrity Policies and Procedures* ("University Integrity Policy")*,* available at www.missouristate.edu/policy/academicintegritystudents.htm. In the event of a conflict between this policy and the University Integrity Policy, the University Integrity Policy shall control. From the time of admission to the University to the day of graduation, every student is responsible for upholding the integrity of the Nursing Program and for maintaining ethical behavior.

Reporting Academic Dishonesty:
All members of the University community share the responsibility and authority to challenge and make known acts of apparent academic dishonesty. Any student, faculty member, or staff person who has witnessed an apparent act of student academic dishonesty, or has information that reasonably leads to the conclusion that such an act has occurred or has been attempted, is strongly encouraged to report said act. Acts of apparent academic dishonesty that occur in the classroom must be reported directly to the course instructor, and/or the course instructor's department head, and/or the instructor's college dean. Incidences of apparent academic dishonesty whether associated with a particular course or not, may also be reported directly to the Academic Integrity Council (AIC) by contacting the Chair of the Council (the Provost or designee) in the Office of the Provost, Carrington Hall 209.

Sanctions: In addition to being disciplined for any violation under the University Integrity Policy, any student found responsible by the Academic Integrity Council, may also be subject to sanctions by the Nursing Department, up to and including dismissal from the program.

The student enrolled in a nursing course:
- Shall have the opportunity to read and ask questions before signing the Honor Code the first week of class, and by signing, acknowledge having read and agreed to the Honor Code;
- Shall have the importance and contents of the Honor Code Policy periodically reviewed and clarified both in writing and verbally throughout the term;
- Shall not cheat, steal, lie, commit plagiarism or fabrication, facilitate academic dishonesty, fail to report a violation by others, make false allegations, or fail to cooperate with or interfere in an investigation;
- Shall be responsible and accountable for the consequences of her/his academic and nursing actions;
- Shall maintain a professional attitude and appropriate appearance;
- Shall treat all fellow students, faculty, staff, clients, and community partners with dignity and respect;
- Shall acknowledge that possible sanctions for failure to follow the Student Academic Integrity Policies and Procedures and the Department of Nursing Student Honor Code Policy may result in sanctions up to, and possibly including, dismissal from the Nursing Program, suspension from the University, or the revocation of a degree.

Honor Code: The student enrolled in this course must read, understand, and sign the Honor Code affirming the academic integrity policy is to be followed. A student will be reaffirming knowledge of the Honor Code for each written assignment or exam submitted throughout this course.

Other Policies
Other University and Department of Nursing policies that you should be familiar with are in the University Undergraduate Catalog available from Carrington Hall, and the *BSN-C Student Handbook* which is available on the nursing web site **http://www.missouristate.edu/nursing** / or may be purchased at the book store.

Missouri State.

Curricular Action Workflow

designed by
Computer Services

New Course Proposal Form

Submitted on 03/02/2016 by Lucretia Smith (LucretiaSmith@MissouriState.edu).

*All fields require input

- ◉ New COURSE

- ○ New REGULAR PERMANENT SECTION of an existing variable content course. If a new regular section of an existing variable topics course, enter the existing course number below

Course Code:

NRS

Course Number: (Check Availability)

442

Course Title:

Community Health Nursing I

Will this proposal need to be reviewed by EPPC? ◉ No ○ Yes

Prerequisite/Co-requisite or enter 'None':

Enrollment for BSN completion students, and departmental permission.

General Course Description: (Include any Pass/Not Pass grading restrictions, repeatable limits, limitation on course applicability, UG/GR parallel course, etc.)

Theory of nursing practice to aggregates and communities. Focus on nursing knowledge in public health, community health nursing, and nursing research to promote health and prevent disease.

Credit Hours: 2 ▼   **Lecture Contact Hours:** 2 ▼   **Lab Contact Hours:** 0 ▼

Note: If variable credit, enter the highest number and add to end of course description. (e.g. "Variable credit, may be taken 1-3 hours.")

Periodicity. Check all that apply.

| ☑ Fall | ☐ Fall (even-numbered years only) | ☐ Fall (odd-numbered years only) |
| ☑ Spring | ☐ Spring (even-numbered years only) | ☐ Spring (odd-numbered years only) |

☑ Summer ☐ On Demand only

Complete Catalog Description:
NRS 442 Community Health Nursing I
Prerequisite: Enrollment for BSN completion students, and departmental permission.
Theory of nursing practice to aggregates and communities. Focus on nursing knowledge in public health, community health nursing, and nursing research to promote health and prevent disease.
Credit hours: 2 Lecture contact hours: 2 Lab contact hours: 0
Typically offered: Fall, Spring, Summer

Include sample syllabus (list topics, course goals.) Use text box OR upload only file types of PDF, DOC or DOCX.

Attached

Purpose of Course

To introduce RN students to the concepts of community health

Relationship to Other Departments

None

Is there a graduate/undergraduate parallel course to this one? ⦿ No ○ Yes

New Course Resource Information

Anticipated Average Enrollment per section:	30	Maximum Enrollment Limit per section:	60
Anticipated Average Enrollment per semester:	60	Maximum Enrollment Limit per semester:	120
Anticipated Average Enrollment per year:	180	Maximum Enrollment Limit per year:	360
Faculty Load Assignment (equated hours):	2		

Is another course being deleted? ⦿ No ○ Yes

What will this course require in the way of:

Additional library Holdings

Additional computer resources

increased online student use

Additional or remodeled facilities

Additional equipment or supplies

Additional travel funds

Additional faculty; general vs specialized

Additional faculty; regular vs per-course

Other additional expenses

If additional faculty are not required, how will faculty be made available to teach this course?

content currently taught in NUR 442 and current faculty will make the transition

List names of current faculty qualified and available to teach this course

Daniel, Atwell, Bigley

What is the anticipated source of students for this course?

BSN Completion students

If from within the department, will students be taking this course in addition to or in place of other courses?

this, with NRS 443, will replace current NUR 442 content

If from outside the department, which courses in other departments would most likely be affected?)

None

Other comments:

Will be taught as block course

What is the date that this new course was approved by departmental or program faculty? (MM/DD/YYYY)

02/08/2016

Current Status:

College Council Review

Proposal Progress:

03/02/2016 - Submitted by Department Head (Kathryn Hope)

Review Comments:

No comments have been added to this proposal.

Copy As New Proposal

follow your
PASSION
find your
PLACE

Course: NRS 442 Nursing: Community Health 1

Section 899

Credit Hours: 2 Credit Hours

Pre-requisite: Enrollment for BSN completion students, and departmental permission.

Class Schedule: Online. Anchor day is MONDAY

Contact Information:

Course Description:

Theory of nursing practice to aggregates and communities. Focus on nursing knowledge in public health, community health nursing, and nursing research to promote health and prevent disease.

Course Overview:

This course will assist students in discovering and understanding health needs of public health and a variety of groups within the community. It will examine public health & community health, while considering the epidemiological models of health as well as nursing theory. Integration of biophysical science, psychosocial theory, and current trends in health and wellness will enable the students to synthesize nursing systems to become familiar with the roles of nurses in population-focused practices. A variety of learning methods will be employed which may include: power-point presentations, study questions, web sites, video clips recordings, online discussions, small group projects, textbook assignments.

Required Text:

Harkness, G. & DeMarco R (2012). Community and public health nursing evidence for practice. (1st ed). Philadelphia: Lippincott Williams & Wilkins. ISBN# 978-0-7817-5851-2
Payne, R.K., DeVol, P.E. & Smith, T.D. (2006). *Bridges out of poverty: Strategies for professionals and communities.* (3rd ed.). Highlands, TX: Aha! Process, Inc.

Recommended Texts:

Publication manual of the American Psychological Association. (2010). (6th ed.). Washington, DC: American Psychological Association.

Internet Resources:
American Nurses Association – www.nursingworld.org
Centers for Disease Control and Prevention - http://www.cdc.gov/
Cover Missouri - http://covermissouri.org/facts/
Missouri Department of Health and Senior Services – http://www.dhss.mo.gov/
Poverty USA – http://www.usccb.org/cchd/povertyusa/
State Health Facts - www.statehealthfacts.kff.org
Springfield Community Focus 2007 – http://www.SpringfieldCommunityFocus.org
Springfield – Green County Health Department - http://www.springfieldmo.gov/health/
United State Department of Health and Senior Services - http://www.hhs.gov/

Nursing Theory Online Resources:
http://www.enursescribe.com/nurse_theorists.php
http://www.nurses.info/nursing_theory_accepted_theories.htm

APA style of writing resources:
Writing Center at The Bear Claw – http://writingcenter.missouristate.edu/ Located in the Meyer
Library first floor.

Blackboard and Computer Help Resources:
Blackboard Help Desk**: http://blackboard.missouristate.edu**
Computer Services Help Desk**: http://helpdesk.missouristate.edu**
Computer Services Help Desk**: 417-836-5891**
MSU Test Proctoring Center**: http://www.missouristate.edu/fact1/87656.htm**

Course Objectives:
Upon completion of this course the student will be able to:
1. Discuss historical, cultural, economic, social, ethical, legal, political, and global factors pertinent to the delivery of health care in community settings.
2. Discuss concepts from environmental health, epidemiology, and health education when planning health care in community settings.
3. Describe professional nursing roles when providing care for the vulnerable community-based client.
4. Discover community services designed to improve the health care of communities.

Evaluation:
1. Cultural Health Certificate	25 points
2. Neighborhood survey	25 points
3. Global Health case study	25 points
4. Class Discussion Board (1 @0 pts., 5 @ 10 pts.)	50 points
5. Exams (4@ 50 points)	200 points
Total Points	325 points

Topical Outline:
- Week 1
  - Introduction and Theories of Community Health and Public Health Care
- Week 2
  - Epidemiological Theories
  - Research models, statistical interpretation for practice
- Week 3
  - Roles of organizations in the health of the community and global interests
  - Theories and practices of Non-profits, NGOs and for-profit health systems
- Week 4
  - Global Health theories, policies, and practices.
  - Introduction to student involvement in global health.
- Week 5
  - Nursing Roles and challenges in global health settings.
- Week 6
  - Interprofessional collaboration in global health
- Week 7
  - The challenge of public health practice with global concerns applied to the local community.

All assignments must be completed to receive a grade in this course.

Grading Scale:
A = 100 – 90%
B = 89 – 80%
C = 79 – 70%
D = 69 – 60%
F = Less than 60%

Grading and Rounding Policy
The MSU Department of Nursing provides students with the educational opportunities needed to develop the knowledge, skills and competencies necessary for professional nursing. All nursing courses must be passed with a grade of "C" (70%) or higher. Figuring a course grade will follow the process as outlined:
- ➢ Exams given in the didactic (or lecture component) of any course must be passed with a 70% or higher average for all the exams.
  - **Exams to be used in NUR 442 include the midterm and the final exams.**
- ➢ Students who achieve less than 70% on the two exams will receive a final course grade of a "D" or "F", based on their cumulative exam percentage.
- ➢ Once the didactic exam component of a course is passed the remainder of the course components will be figured into the course grade.
- ➢ The clinical component must be a "pass" to receive a passing grade.
For calculation of a final course grade, the final course grade decimal must be 0.5 or higher to be rounded up to the next higher whole number.

UNIVERSITY POLICIES

Nondiscrimination:
Missouri State University is an equal opportunity/affirmative action institution, and maintains a grievance procedure available to any person who believes he or she has been discriminated against. At all times, it is your right to address inquiries or concerns about possible discrimination to the **Office for Institutional Equity and Compliance** Park Central Office Building, 117 Park Central Square, Suite 111, (417) 836-4252. Other types of concerns (i.e., concerns of an academic nature) should be discussed directly with your instructor and can also be brought to the attention of your instructor's Department Head.   Please visit the OED website at http://www.missouristate.edu/equity/

Disability accommodation:
To request academic accommodations for a disability, contact the Director of the Disability Resource Center, Plaster Student Union, Suite 405, (417) 836-4192 or (417) 836-6792 (TTY), www.missouristate.edu/disability. Students are required to provide documentation of disability to the Disability Resource Center prior to receiving accommodations. The Disability Resource Center refers some types of accommodation requests to the Learning Diagnostic Clinic, which also provides diagnostic testing for learning and psychological disabilities. For information about testing, contact the Director of the Learning Diagnostic Clinic, (417) 836-4787, http://psychology.missouristate.edu/ldc.

Class Attendance:
Students are expected to attend all class periods and to be prepared to participate. Classroom discussion is an integral part of learning and classroom activities cannot be made up outside of class. The intent of this policy is to encourage your attendance and participation and to help me better meet your learning needs. In the case of unavoidable absence, the student is responsible for the class content and any assignments, and for notifying the instructor of the reason for the absence.   Students *will not* be given the opportunity to make-up assignments done in class if the student is absent from class on that date.

Scheduled Work:
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Definitions: For definitions of academic dishonesty see University Integrity Policy.

The student enrolled in a nursing course:

- Shall have the opportunity to read and ask questions before signing the Honor Code the first week of class, and, by signing, acknowledge having read and agreed to the Honor Code;

- Shall have the importance and contents of the Honor Code Policy periodically reviewed and clarified both in writing and verbally throughout the term;

- Shall not cheat, steal, lie, commit plagiarism or fabrication, facilitate academic dishonesty, fail to report a violation by others, make false allegations, or fail to cooperate with or interfere in an investigation;

- Shall be responsible and accountable for the consequences of her/his academic and nursing actions;

- Shall maintain a professional attitude and appropriate appearance;

- Shall treat all fellow students, faculty, staff, clients, and community partners with dignity and respect;

- S hall acknowledge that possible sanctions for failure to follow the Student Academic Integrity Policies and Procedures and the Department of Nursing Student Honor Code Policy may result in sanctions up to, and possibly including, dismissal from the Nursing Program, suspension from the University, or the revocation of a degree.

Reporting Academic Dishonesty: All members of the University community share the responsibility and authority to challenge and make known acts of apparent academic dishonesty. Any student, faculty member, or staff person who has witnessed an apparent act of student academic dishonesty, or has information that reasonably leads to the conclusion that such an act has occurred or has been attempted, is strongly encouraged to report said act. Acts of apparent academic dishonesty that occur in the classroom must be reported directly to the course instructor, and/or the course instructor's department head, and/or the instructor's college dean. Incidences of apparent academic dishonesty, whether associated with a particular course or not, may also be reported directly to the Academic Integrity Council (AIC) by contacting the Chair of the Council (the Provost or designee) in the Office of the Provost, Carrington Hall 209.
Sanctions: In addition to being disciplined for any violation under the University Integrity Policy, any student found responsible by the Academic Integrity Council, may also be subject to sanctions by the Nursing Department, up to and including dismissal from the program.

Honor Code: The student enrolled in this course must read, understand, and sign the Honor Code affirming the academic integrity policy is to be followed. A student will reaffirm knowledge of the Honor Code for each written assignment or exam submitted throughout this course.

Course Policies

Syllabus Changes: The instructor reserves the right to make necessary changes in the schedule, learning activities, and other aspects of the syllabus, as needed to facilitate optimal learning; or as needed to clarify the policies, procedures, assignments and expectations for this course.

Submission of Assignments:
   Electronic Submission of Assignments: Written assignments should be submitted electronically using the link under the "Assignments" menu on Blackboard. The assignment should be saved as your "Last name, First Initial & abbreviated title of assignment". Please retain a copy of all assignments until you have received your final course grade. Save all sent and graded course assignments in a separate folder on your computer desktop for easy retrieval until you receive your final course grade.

   Non-Electronic Submissions of Assignments: Assignments that cannot be submitted electronically may be turned in directly to the department or submitted via postal mail with a postmark on or before the due date. Any assignment turned in directly to the Dept. of Nursing, should have the date and time it was received initialed by a member of the office staff. Assignments not date stamped by the staff will be subject to late penalty depending on the date they were actually received by the faculty. It is the student's responsibility to ensure that assignments are date stamped by the office staff. For assignments that are mailed the postmark date will be used to determine if a late penalty will be applied.

Attendance Policy: This course involves application of knowledge and skills acquired from the readings, discussions, research and from clinical experiences. While the class does not meet at a specific time each week, regular attendance in the form of accessing Blackboard and checking

your MSU email is expected. Daily checking of your MSU email and checking the Blackboard course site several times a week are recommended. Discussion board assignments will be open for 1 – 2 weeks, depending upon the assignment, and will run from Monday morning at 0800 to the following Sunday evening at 1800.

Late Assignments: All assignments are due as scheduled. Assignments submitted after the due date will be penalized 5% of the total points per day that the assignment is late.   Extenuating circumstances that prevent a student from meeting the date and time will be considered on an individual basis only.

Correspondence with Instructor: Please post general inquiries about the course assignments, policies and expectations on the "Course Q & A" Discussion Forum. The forum will be checked daily Monday - Friday. This is especially beneficial if you feel that your question and answer might be of significance to others in the class. Correspondence of more personal matters may be sent to the instructor via email, please utilize the Missouri State email system to avoid being rejected as "junk" mail. Clearly note the subject line, and include your name & a contact phone number if you anticipate a need for follow up communication.

Online Exam Policy:
The mid-term and final exam will be given online. Students are expected to complete the exam alone without the aid of another person. Textbooks and notes may be used, however, due to the time allowed to complete the exam, there is not time to look up every answer. The exams will contain 100 questions, randomly selected from a pool of questions. The exams are timed with a limit of 120 minutes and will be available to the student from **0600 – 2000 on the date scheduled** on the class schedule (calendar). Once the exam is started it must be completed (cannot pause the exam and return to it at a later date). If the student should experience difficulty taking the exam at the designated time, the course instructor is to be contacted as soon as possible. You may refer to the MSU Computer Help Desk (417-836-5891) as well, but the clock is still running unless the instructor is advised who can reset the clock & exam. If you cannot take the exam at the scheduled time, please advise the instructor as soon as possible in order to change the exam perimeters.

Honor Code: The student enrolled in this course must read, understand and sign the Honor Code affirming the academic integrity policy is to be followed. The Honor Code will be attached to each exam submitted throughout this course and will need to be signed each time. **Please find a copy of the Honor Code for your signature to be returned to the department prior to a clinical experience, under "course documents". You will not be allowed to attend clinical until this form has been received in the nursing department.**

Missouri State™

Curricular Action Workflow
designed by Computer Services

New Course Proposal Form

Submitted on 03/02/2016 by Lucretia Smith (LucretiaSmith@MissouriState.edu).

*All fields require input

- ◉ New COURSE

- ○ New REGULAR PERMANENT SECTION of an existing variable content course. If a new regular section of an existing variable topics course, enter the existing course number below

Course Code:

NRS

Course Number: ([Check Availability](#))

443

Course Title:

Nursing: Community Health II (Service Learning Course)

Will this proposal need to be reviewed by EPPC?   ◉ No   ○ Yes

Prerequisite/Co-requisite or enter 'None':

NRS 442, Enrollment for BSN completion students, and departmental permission

General Course Description: (Include any Pass/Not Pass grading restrictions, repeatable limits, limitation on course applicability, UG/GR parallel course, etc.)

Theory and clinical experience in nursing practice to aggregates and communities. Focus on nursing knowledge and skills in community health nursing and nursing research to promote health and prevent disease. Includes clinical experiences of not less than 48 hours.   Supplemental course fee.

Credit Hours: 3 ▾   **Lecture Contact Hours:** 2 ▾   **Lab Contact Hours:** 1 ▾

Note: If variable credit, enter the highest number and add to end of course description. (e.g. "Variable credit, may be taken 1-3 hours.")

Periodicity. Check all that apply.

- ☑ Fall
- ☐ Fall (even-numbered years only)
- ☐ Fall (odd-numbered years only)

☑	Spring	☐	Spring (even-numbered years only)	☐	Spring (odd-numbered years only)
☑	Summer	☐	On Demand only		

Complete Catalog Description:

NRS 443 Nursing: Community Health II (Service Learning Course)
Prerequisite: NRS 442, Enrollment for BSN completion students, and departmental permission
Theory and clinical experience in nursing practice to aggregates and communities. Focus on nursing knowledge and skills in community health nursing and nursing research to promote health and prevent disease. Includes clinical experiences of not less than 48 hours. Supplemental course fee.
Credit hours: 3 Lecture contact hours: 2 Lab contact hours: 1
Typically offered: Fall, Spring, Summer

Include sample syllabus (list topics, course goals.) Use text box OR upload only file types of PDF, DOC or DOCX.

Attached

Purpose of Course

To build on NUR442 content and apply both courses' content to a community health setting

Relationship to Other Departments

Service Learning course

Is there a graduate/undergraduate parallel course to this one?   ◉ No ◯ Yes

New Course Resource Information

Anticipated Average Enrollment per section:	30	Maximum Enrollment Limit per section:	60
Anticipated Average Enrollment per semester:	60	Maximum Enrollment Limit per semester:	120
Anticipated Average Enrollment per year:	180	Maximum Enrollment Limit per year:	360
Faculty Load Assignment (equated hours):	3		

Is another course being deleted? ◯ No ◉ Yes

Select course number and title being deleted.

NUR484 RN-BSN Capstone

What will this course require in the way of:

Additional library Holdings

Additional computer resources

increased student use

Additional or remodeled facilities

Additional equipment or supplies

Additional travel funds

Additional faculty; general vs specialized

Additional faculty; regular vs per-course

Other additional expenses

If additional faculty are not required, how will faculty be made available to teach this course?

content Currently taught as NUR 442 and NUR 484

List names of current faculty qualified and available to teach this course

Daniel, Atwell, Bigley

What is the anticipated source of students for this course?

BSN Completion students from across the U.S.

If from within the department, will students be taking this course in addition to or in place of other courses?

In place of some of the content of NUR 442

If from outside the department, which courses in other departments would most likely be affected?)

Service Learning

Other comments:

Will be taught as block course

What is the date that this new course was approved by departmental or program faculty? (MM/DD/YYYY)

02/08/2016

Current Status:

College Council Review

Proposal Progress:

03/02/2016 - Submitted by Department Head (Kathryn Hope)

Review Comments:

No comments have been added to this proposal.

Copy As New Proposal

follow your
PASSION
find your
PLACE

MISSOURI STATE UNIVERSITY
DEPARTMENT OF NURSING
COURSE SYLLABUS
Date

Course: NRS 443 Nursing: Community Health (Service Learning Course)
Section   899
Credit Hours: **3** Credit Hours
                     Lecture Hours: 2 credits
                     Clinical Hours: 1 credit: 48 total clock hours
                     BSN Completion students' clinical experience will be scheduled for a
                     time negotiable between the preceptor and the student for a total of 48
                     hours. 8 hour days on the same day of the week are preferred.

Pre-requisite: NRS 442, Enrollment for BSN completion students, and departmental
                     permission.

Class Schedule: Online. Anchor day is MONDAY

Contact Information:

Course Description:
Theory and clinical experience in nursing practice to aggregates and communities. Focus on
nursing knowledge and skills in community health nursing and nursing research to promote
health and prevent disease. Includes clinical experiences of not less than 48 hours.
Supplemental course fee. 3(2-1) F, S

Course Overview:
This course will assist students to adapt and expand their nursing skills to more fully meet the
health needs of the community and a variety of groups within the community. Integration of
biophysical science, psychosocial theory, and current trends in health and wellness will enable
the students to synthesize nursing systems to become familiar with the roles of nurses in
population-focused practices with a focus on vulnerable populations across the global spectrum.
A variety of learning methods will be employed which may include: power-point presentations,
study questions, web sites, video clips recordings, online discussions, small group projects,
textbook assignments, reflective clinical logs, and community assessment skills.

Service-Learning Integrated Course
Integrated Service-Learning (ISL) that incorporates a community service experience with
classroom instruction has been integrated into this course to provide a community based learning
experience. Service-Learning addresses the practice of citizenship and promotes an awareness of
and participation in public affairs. The Integrated Service-Learning Course requires a minimum
of 15 hours (48 hours for this course) of unpaid service to a not-for-profit community
organization, government agency, or public service provider. The community service placement
will related to the course learning objectives as outlined in this syllabus. Refection assignments
are assigned to help students understand discipline concepts and develop higher order critical

thinking skills. Additionally, this course provides students with real world experience that can be included on resumes, offers the ability to test career choices, to apply theories and concepts learned in class and make connections to the real world, and the opportunity to have a positive impact in our community. To assess the integration of the service-learning portion of this course, CASL staff will administer an assessment during the last three weeks of the semester (either online or in person). The evaluation results will assist your instructor in the further development of this course, especially as it relates to the service-learning project. Results are provided to your instructor after the grades are submitted to the Registrar's Office.

Required Text:
Harkness, G. & DeMarco R (2012). *Community and public health nursing evidence for practice*. (1st ed). Philadelphia: Lippincott Williams & Wilkins. ISBN# 978-0-7817-5851-2

Recommended Texts:
Payne, R.K., DeVol, P.E. & Smith, T.D. (2006). *Bridges out of poverty: Strategies for professionals and communities*. (3rd ed.). Highlands, TX: Aha! Process, Inc.
Publication manual of the American Psychological Association. (2010). (6th ed.). Washington, DC: American Psychological Association.

Internet Resources:
American Nurses Association – www.nursingworld.org
Centers for Disease Control and Prevention - http://www.cdc.gov/
Cover Missouri - http://covermissouri.org/facts/
Missouri Department of Health and Senior Services – http://www.dhss.mo.gov/
Poverty USA – http://www.usccb.org/cchd/povertyusa/
State Health Facts - www.statehealthfacts.kff.org
Springfield Community Focus 2007 – http://www.SpringfieldCommunityFocus.org
Springfield – Green County Health Department - http://www.springfieldmo.gov/health/
United State Department of Health and Senior Services - http://www.hhs.gov/

Nursing Theory Online Resources:
http://www.enursescribe.com/nurse_theorists.php
http://www.nurses.info/nursing_theory_accepted_theories.htm

APA style of writing resources:
Writing Center at The Bear Claw – http://writingcenter.missouristate.edu/ Located in the Meyer Library first floor.

Blackboard and Computer Help Resources:
Blackboard Help Desk**: http://blackboard.missouristate.edu**
Computer Services Help Desk**: http://helpdesk.missouristate.edu**
Computer Services Help Desk**: 417-836-5891**
MSU Test Proctoring Center**: http://www.missouristate.edu/fact1/87656.htm**

Course Objectives:
Upon completion of this course the student will be able to:
1. Integrate historical, cultural, economic, social, ethical, legal, political, global, theoretical and evidence based factors to the practice of population-based nursing.
2. Integrate concepts from environmental health, epidemiology, and health education when providing health care in community settings.
3. Implement technical skills and professional nursing roles when providing care for the vulnerable community-based client.
4. Incorporate psychological, physiological, social, spiritual, and cultural factors that impact health care within communities.
5. Utilize a systematic approach in providing health care in diverse settings for the client, through the life span, experiencing acute and/or chronic illness.
6. Integrate legal, ethical, and professional standards when providing care in community settings.
7. Participate in community services designed to improve the health care of communities.

Topical Outline
- Week 1
  - Introduction to course
  - Introduction to Clinical theory and requirements
- Week 2
  - Assessment of a community
  - Application of epidemiology, nursing theories, population health theories
- Week 3
  - The role of culture in community health
  - Community health theories, policies, and practices
- Week 4
  - Impacting community change
  - Mid Term
- Week 5
  - Challenges of Specialty nursing in the community
- Week 6
  - Interdisciplinary collaboration in community health
- Week 7
  - Clinical wrap up
  - Final

Evaluation of class and clinical:

1. Clinical logs (5 logs @ 10 points each)   50 points
2. Neighborhood survey   25 points
3. Mid-term exam   100 points
4. Service Learning Project (SLP)
     A. Outline Revision   10 points
     B. SLP Reflective Paper   25 points
6. Class Discussion Board (1 @0 pts., 5 @ 10 pts.)   50 points
7. Final Exam   100 points
Total Points   400 points

Grading Scale:
A = 100 – 90%
B = 89 – 80%
C = 79 – 70%
D = 69 – 60%
F = Less than 60%

Grading and Rounding Policy
The MSU Department of Nursing provides students with the educational opportunities needed to develop the knowledge, skills and competencies necessary for professional nursing. All nursing courses must be passed with a grade of "C" (70%) or higher. Figuring a course grade will follow the process as outlined:
 - Exams given in the didactic (or lecture component) of any course must be passed with a 70% or higher average for all exams.
   - **Exams to be used in NUR 442 include the midterm and the final exams.**
 - Students who achieve less than 70% on the two exams will receive a final course grade of a "D" or "F", based on their cumulative exam percentage.
 - Once the didactic exam component of a course is passed the remainder of the course components will be figured into the course grade.
 - The clinical component must be a "pass" to receive a passing grade.

For calculation of a final course grade, the final course grade decimal must be 0.5 or higher to be rounded up to the next higher whole number.

All assignments must be completed to receive a grade in this course.

Clinical is graded as PASS/FAIL. Students must pass the clinical component to pass this course. If a student FAILS clinical a grade of "F" will be given for the course regardless of the theory grade. All clinical objectives must be met satisfactorily to pass this course.

Adjustments in the student's scheduled clinical assignments are necessary sometimes to meet the changing schedule of the community clinical site to ensure students are able to complete the required 48 hours of clinical experiences.

Bloodborne Pathogens Training:

All students are required to complete the Missouri State University Department of Nursing Bloodborne Pathogens Training annually between August 1 and August 31. A certificate showing satisfactory completion of the training <u>must be submitted prior to starting the clinical experiences in this course.</u> To access and complete the required training follow these steps:

1. Access Blackboard and go to the course: NUR-REQ: NUR- NURSING ORIENTATION and   REQUIRED EDUCATION.

  2. Under the "Course Documents" button there are two documents to read:
- a. Missouri State University Department of Nursing Bloodborne Pathogens Policy
- b. Bloodborne Pathogens PowerPoint

3. Under the "Assignments" button there are two items:
- a. Bloodborne Pathogens Quiz that must be passed with 80% accuracy and then the certificate of completion will be ready for you to print.
- b. Certificate must be printed, signed, and submitted to the Nancy Horeis, the Dept. secretary for the Completion Students Program. This was to have been done prior to Aug. 31, 2012, if it has not been completed, it <u>must be completed before ANY CLINICAL work</u> can begin.

UNIVERSITY POLICIES

Nondiscrimination:
Missouri State University is an equal opportunity/affirmative action institution, and maintains a grievance procedure available to any person who believes he or she has been discriminated against. At all times, it is your right to address inquiries or concerns about possible discrimination to the **Office for Institutional Equity and Compliance** Park Central Office Building, 117 Park Central Square, Suite 111, (417) 836-4252. Other types of concerns (i.e., concerns of an academic nature) should be discussed directly with your instructor and can also be brought to the attention of your instructor's Department Head.   Please visit the OED website at http://www.missouristate.edu/equity/

Disability accommodation:
To request academic accommodations for a disability, contact the Director of the Disability Resource Center, Plaster Student Union, Suite 405, (417) 836-4192 or (417) 836-6792 (TTY), www.missouristate.edu/disability. Students are required to provide documentation of disability to the Disability Resource Center prior to receiving accommodations. The Disability Resource Center refers some types of accommodation requests to the Learning Diagnostic Clinic, which also provides diagnostic testing for learning and psychological disabilities. For information about testing, contact the Director of the Learning Diagnostic Clinic, (417) 836-4787, http://psychology.missouristate.edu/ldc.

Class Attendance:
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- Shall maintain a professional attitude and appropriate appearance;

- Shall treat all fellow students, faculty, staff, clients, and community partners with dignity and respect;

- Shall acknowledge that possible sanctions for failure to follow the Student Academic Integrity Policies and Procedures and the Department of Nursing Student Honor Code Policy may result in sanctions up to, and possibly including, dismissal from the Nursing Program, suspension from the University, or the revocation of a degree.

Reporting Academic Dishonesty: All members of the University community share the responsibility and authority to challenge and make known acts of apparent academic dishonesty. Any student, faculty member, or staff person who has witnessed an apparent act of student academic dishonesty, or has information that reasonably leads to the conclusion that such an act has occurred or has been attempted, is strongly encouraged to report said act. Acts of apparent academic dishonesty that occur in the classroom must be reported directly to the course instructor, and/or the course instructor's department head, and/or the instructor's college dean. Incidences of apparent academic dishonesty, whether associated with a particular course or not, may also be reported directly to the Academic Integrity Council (AIC) by contacting the Chair of the Council (the Provost or designee) in the Office of the Provost, Carrington Hall 209.
Sanctions: In addition to being disciplined for any violation under the University Integrity Policy, any student found responsible by the Academic Integrity Council, may also be subject to sanctions by the Nursing Department, up to and including dismissal from the program.

Honor Code: The student enrolled in this course must read, understand, and sign the Honor Code affirming the academic integrity policy is to be followed. A student will reaffirm knowledge of the Honor Code for each written assignment or exam submitted throughout this course.

Course Policies

Syllabus Changes: The instructor reserves the right to make necessary changes in the schedule, learning activities, and other aspects of the syllabus, as needed to facilitate optimal learning; or as needed to clarify the policies, procedures, assignments and expectations for this course.

Submission of Assignments:
Electronic Submission of Assignment: Written assignments should be submitted electronically using the link under the "Assignments" menu on Blackboard. The assignment should be saved as your "Last name, First Initial & abbreviated title of assignment". Please retain a copy of all assignments until you have received your final course grade. Save all sent and graded course assignments in a separate folder on your computer desktop for easy retrieval until you receive your final course grade.

Non-Electronic Submissions of Assignments: Assignments that cannot be submitted electronically may be turned in directly to the department or submitted via postal mail with a postmark on or before the due date. Any assignment turned in directly to the Dept. of Nursing, should have the date and time it was received initialed by a member of the office staff. Assignments not date stamped by the staff will be subject to late penalty depending on the date they were actually received by the faculty. It is the student's responsibility to ensure that assignments are date stamped by the office staff. For assignments that are mailed the postmark date will be used to determine if a late penalty will be applied.

Attendance Policy: This course involves application of knowledge and skills acquired from the readings, discussions, research and from clinical experiences. While the class does not meet at a specific time each week, regular attendance in the form of accessing Blackboard and checking

your MSU email is expected. Daily checking of your MSU email and checking the Blackboard course site several times a week are recommended. Discussion board assignments will be open for 1 – 2 weeks, depending upon the assignment, and will run from Monday morning at 0800 to the following Sunday evening at 1800. The clinical component of this course requires 96 hours of clinical experience, to include 11 logs and one service-learning reflective paper documenting 12 eight hour days (or equivalence).

Late Assignments: All assignments are due as scheduled. Assignments submitted after the due date will be penalized 5% of the total points per day that the assignment is late.   Extenuating circumstances that prevent a student from meeting the date and time will be considered on an individual basis only.

Correspondence with Instructor: Please post general inquiries about the course assignments, policies and expectations on the "Course Q & A" Discussion Forum. The forum will be checked daily Monday - Friday. This is especially beneficial if you feel that your question and answer might be of significance to others in the class. Correspondence of more personal matters may be sent to the instructor via email, please utilize the Missouri State email system to avoid being rejected as "junk" mail. Clearly note the subject line, and include your name & a contact phone number if you anticipate a need for follow up communication. Phone calls acceptable at any time:

Online Exam Policy:
The mid-term and final exam will be given online. Students are expected to complete the exam alone without the aid of another person. Textbooks and notes may be used, however, due to the time allowed to complete the exam, there is not time to look up every answer. The exams will contain 100 questions, randomly selected from a pool of questions. The exams are timed with a limit of 120 minutes and will be available to the student from **0600 – 2000 on the date scheduled** on the class schedule (calendar). Once the exam is started it must be completed (cannot pause the exam and return to it at a later date). If the student should experience difficulty taking the exam at the designated time, the course instructor (417-861-1705) is to be contacted as soon as possible. You may refer to the MSU Computer Help Desk (417-836-5891) as well, but the clock is still running unless the instructor is advised who can reset the clock & exam. If you cannot take the exam at the scheduled time, please advise the instructor as soon as possible in order to change the exam perimeters.

Honor Code: The student enrolled in this course must read, understand and sign the Honor Code affirming the academic integrity policy is to be followed. The Honor Code will be attached to each exam submitted throughout this course and will need to be signed each time. **Please find a copy of the Honor Code for your signature to be returned to the department prior to a clinical experience, under "course documents". You will not be allowed to attend clinical until this form has been received in the nursing department.**

<u>**Policies and Assignments related to Clinical Portion of NUR 442**</u>

<u>**Service-Learning Integrated Course**</u>
Please keep in mind that the 96 clinical hours are related to the University's Integrated Service Learning piece. CASL staff will ask for an evaluation of this clinical learning portion of NUR 442. Please remember that your clinical component is a community service which directly impacts the community, the university and the learning potential of students following your placement.

<u>**Clinical Practice Policies:**</u>
Students will practice:
1. Within the boundaries of the State Nurse Practice Act.
2. According to the policies and procedures of the clinical agency.
3. According to the scope and standards of professional nursing set by the American Nurses Association.
4. <u>**All clinical objectives must be met in order to pass this course.**</u>

BSN-Completion Students must have on file the following: Each student will have on file (with updated documentation as required) with the Missouri State University Department of Nursing the following documentation prior to starting or continuing your clinical experience:
1. Copy of current RN license with Missouri or the state in which clinical experiences will be done. (You must be licensed in the state in which you will be doing the clinical practicum).
2. Documentation of current professional liability insurance.
3. Current immunizations (MMR, Tetanus, Varicella, complete Hepatitis B series, the flu vaccine (or appropriate documentation of inability to receive the vaccine), and a PPD (or evidence appropriate medical follow-up for PPD positive individuals),
4. Current American Heart Association BLS for Healthcare Providers certificate. No online courses are accepted.
5. Current health insurance
6. Drug screening documentation meeting Department of Nursing requirements
7. Criminal background check meeting Department of Nursing requirements. Some clinical agencies may require additional security checks. The cost of those security checks will be the responsibility of the student.
8. Documentation showing completion of the Department of Nursing Bloodborne Pathogen test. (Note: this is usually done in August of each year, if you did not complete this in August of 2012, and cannot find it as a course on Blackboard, please notify your instructor BEFORE attending clinical.)
9. You must have a Missouri State University Department of Nursing name pin, polo shirt and follow the dress code as stated in the *BSN Student Handbook 2012-2013 Department of Nursing MSU*.

<u>**Clinical Sites:**</u>
Clinical sites will be selected to increase your educational experience and broaden your professional background. BSN-Completion students will not be allowed to choose the same clinical site utilized in the clinical component of other MSU nursing courses, without prior

approval of the clinical instructor, or where currently employed. The instructor must approve clinical sites prior to the student beginning the clinical sessions. MSU Department of Nursing must have a clinical contractual agreement with the clinical site that the student will be gaining clinical experience for this semester. The nursing instructor will help with the student placement and provide information as needed in areas outside of Greene County, MO.

The Dept. of Nursing strongly recommends: The <u>Coalition for Healthy Communities</u>, a collaborative project of Dr. Susan Sims-Giddens, Professor Emeritus Caroline Helton and Prof. Carol Daniel who has worked with both the Leadership and Management (NUR 482) and Community Health (NUR 442) service-learning courses. The purpose of the project is to provide nursing care to vulnerable populations in the Springfield area. Students enrolled in these service-learning courses provide nursing care by fulfilling the roles of <u>assessment</u>, <u>education</u>, and <u>referral.</u> Students are encouraged to work in groups of two to provide care in one of the following sites: The Kitchen Medical Clinic, Missouri Hotel, Bill's Place, Rare Breed, Victory Square, Victory House, Greene County Youth Academy (GCYA), Harmony House and Isabel's House. It is recommended students commit to completing the 96 hours of clinical on either a Tuesday or Thursday for 12 eight hour days. There are two exceptions to this: either the Rare Breed or the Greene County Youth Academy (GCYA) provide for alternative scheduling and can be done in the evenings,. All of the clinical sites associated with the Coalition for Healthy Communities work directly with the vulnerable, homeless, and poverty stricken populations.

Clinical Expectations:
The exact time for each clinical experience will vary with the facility and the activity at the specific clinical facility.

<u>General guidelines for the clinical experience are as follows</u>:
1. The student is expected to apply skills and knowledge from previous and/or concurrent courses to the clinical situation.
2. The student is expected to show progress throughout the semester and successfully achieve all listed clinical objectives by the end of the semester.
3. The student will provide documentation of clinical work in the following ways:
    A) Clinical Log will be due weekly by 8 a.m. on Monday following a completed clinical experience. The format is outlined in the clinical documents
    B) Clinical Evaluation Tool (CET) will be submitted two times throughout the semester as outlined in the clinical documents
    C) Clinical Time Log – To be signed weekly but submitted to the clinical supervisor at the end of 96 hours of clinical experience, view and copy under clinical documents

<u>Expectations at every clinical experience</u>:

1. Always be professionally dressed and on time for clinical experiences. Students will follow the dress policy as stated in the *BSN Student Handbook 2012-2013 Department of Nursing MSU*.
2. Have a courteous approach that reflects respect of self, clients, colleagues, visitors, and the profession of nursing.

3. Demonstrate safety in clinical performance. Recognize own limitations and seek help accordingly.
4. Assist in controlling the environment to protect the client, members of the health care team, and others from real and/or potential hazards.
5. Always keep the clinical supervisor and clinical preceptor in charge of the assigned patient/client informed of changes in the client's condition.
6. BSN Completion Students may give medication and document according to agency policy and procedure.
8. Always be on time to the clinical facility and do not leave before scheduled leaving time without prior approval from the MSU nursing clinical supervisor and notification to the clinical preceptor.
9. The student goal in Community Nursing clinical is to make assessments, provide education and make referrals as needed. These are within the scope of practice for professional nursing.

A student failing to meet the expectations may be removed from the clinical situation at the discretion of the clinical supervisor. Continued progress in the program will be reviewed by the Admission, Progression, and Graduation Committee (APG) in the Department of Nursing.

Evaluation of the Clinical Experience:

The clinical experience is evaluated on a PASS/FAIL basis. Students must receive a satisfactory rating on all clinical objectives (CET) to pass this course. Students who fail the clinical will fail the course and must repeat the course the next time that it is offered.

Students are expected to use a systematic approach to client care. Effective communication, therapeutic nursing interventions, and critical thinking are essential skills for nurses to provide quality care to clients. Students will be an active participant in identifying their own learning needs and developing a plan to improve clinical performance and correct deficits. Students are expected to continually increase critical thinking skills by showing an interest in seeking new information to solve client problems. Students are expected to show a progression in the level of clinical performance as well as practicing within the roles of provider, manager, coordinator, and designer of care.

Clinical supervisors will provide guidance, coaching, and support to students as needed in the clinical area. Clinical supervisors will continually evaluate the students' application of knowledge and skills in the clinical setting.

The Clinical Evaluative Tool (CET) is to be used as a guide or "roadmap" for students to successfully accomplish the required course competencies. The CET is found on the Blackboard under "Clinical" and should be copied & saved as a "Word" document. Each week the student will document the log # and date, and explain how one to two clinical objective(s) were met using specific examples. The document will then be submitted via email to the clinical supervisor following the 6th clinical day or at **mid-term** (week of March 4th) whichever comes first. The nursing clinical supervisor will make comments on the CET and return the clinical evaluation tool electronically via email to the student. The clinical evaluation tool is to be added to each week, resulting in a **completed evaluation tool at the end of the semester**. All clinical objectives must be satisfactorily met by end of the semester to pass the clinical portion of this course. The week of March 18th the clinical nursing supervisor will attempt to meet with the

student either personally at your clinical work site, or electronically, to check progress toward completion of all clinical objectives. A final summative evaluation will be conducted during finals week.

Note: no student grades will be submitted until the final CET is signed by both the clinical supervisor and the student showing completion of all of the clinical objectives.

Clinical Absences

Clinical experiences are required to meet the objectives of the nursing courses. Clinical experiences are arranged for the student to practice the art and science of nursing in a real world setting. Clinical facilities have agreed to allow students the opportunity to apply skills and knowledge and expect students to conduct themselves in a professional manner.

- It is the student's responsibility to arrive on time and be present for the entire clinical experience.
- If the student is anticipating arriving late or being absent from clinical, the student must notify the clinical instructor <u>and</u> the clinical preceptor as early as possible. Except in the case of an extreme emergency, lack of proper notification will result in an unexcused absence.
- Clinical absences may result in a failing grade for the clinical component of the course (and thus the course).

A pattern of tardiness to the clinical area is unprofessional behavior and may result in failing the clinical component of the course (and thus the course).

- Being late or absent from clinical may involve any or all of the following disciplinary actions:
    - Discussion of incident
    - Warning
    - A grade of Incomplete
    - Course failure
    - Appearance before the admissions progression and evaluation committee (APG Committee) to petition continuance in the program
    - Not progressing in the program until the course is offered again with space available
    - A counseling note being placed in the student's permanent file.
    - Make-up of the lost time at the discretion of the clinical instructor.
    - Any cost related to clinical make-up will be the responsibility of the student.

ACCOUNTABILITY / RESPONSIBILITY related to the Clinical Experience:

PRECEPTOR ACCOUNTABILITY AND RESPONSIBILITY:
The preceptor has responsibility to delegate according to the student's abilities and to supply adequate supervision. The preceptor is responsible for:
1. Adequately assessing the student's ability to perform tasks or make a decision.
2. Reporting student incompetence to the faculty member.

3. Supervising any procedure if the student is inexperienced or if they require close supervision in carrying out a function.
4. Following the objectives for the course as a guide for the preceptorship experience.

STUDENT ACCOUNTABILITY AND RESPONSIBILITY:

The student is accountable for his/her own learning. The student is responsible for meeting objectives and for seeking guidance as needed. The objectives provide a guide for what is to be learned. The student is responsible to the preceptor for:
1. Notifying the preceptor if a request to perform a task or to make a decision is in an area that the student has had no prior experience or training.
2. Complete the required reading assignments for class as scheduled in the syllabus.
3. Perform outside reading and/or research, which will enhance clinical performance.
4. Asking for supervision as needed.
5. Having the course objectives with them during all clinical experiences.

FACULTY ACCOUNTABILITY AND RESPONSIBILITY:

Ultimate responsibility for this educational experience rests with Missouri State University. Responsibility for the quality of the experience belongs to the faculty. Clear objectives for the learning experience are to be provided, as well as opportunities for students to meet those learning objectives. Specific responsibility of the faculty to the student is:
1. Must be available by phone during the clinical hours.
2. Must provide a copy of the expectations of the preceptor to each preceptor.
3. Must be available to the preceptors to problem-solve or to report student incompetence during the clinical hours.

CLINICAL OBJECTIVES

Students enrolled in Nursing 442: Community Health Nursing will be expected to successfully meet and progressively develop the following 16 objectives:

1. Apply theory to the practice of population-based nursing.*
2. Apply research to the practice of population-based nursing.*
3. Integrate concepts from environmental health, epidemiology when providing care in community settings.
4. Integrate concepts of health education when providing care in community settings.
5. Implement technical skills when providing care for the community-based client.
6. Implement professional nursing roles when providing care for the community-based client.
7. Incorporate psychological, physiological, social, spiritual, and cultural factors that impact health care within communities.
8. Utilize a systematic approach in providing health care in diverse settings for the client experiencing acute and / or chronic illness.
9. Integrate legal, ethical, and professional standards when providing care in community settings.

10. Participate in community services designed to improve the health care of communities.
11. Apply principles and techniques of primary, secondary, and tertiary prevention in health promotion activities.
12. Assess the need for community health services and use of community resources in using the referral process.
13. Apply concepts of culturally competent care to target populations.
14. Identify areas of community service designed to improve the health care of target populations.
15. Diagnose population stability and instability based on community assessment.
16. Demonstrate effective communication techniques with clients, peers, nursing and clinical personnel, and faculty.

* Please save objective #1 and #2 for your Service Learning Project.

The above listed objectives are not intended to be met in any certain order. Each week, you will be utilizing a nursing theory in your clinical log documentation.

Weekly Guidelines for Clinical Logs and Documentation of Time and CET

Each week the clinical log is to be submitted on Blackboard. The clinical log will be graded on a 10 point scale (see below) and is due by 0800 on Monday morning. The CET will have information added each week by the student. The directions for submission are located below. The weekly time log will need to be downloaded and printed from the "course documents" section of Blackboard. It can then be taken to the clinical site each week for the preceptor signature. The CET and the time log will serve as final confirmation of all of the objectives and the 96 hours having been successfully met. A copy of both will stay with your permanent file following completion of NUR 442.

A clinical log is a concise statement of what happened, insights that you have had during your clinical experience, and a learning evaluation question which stimulated research. Clinical logs are to be completed weekly with ONE exception. Following the Service-Learning Project (listed below) you will not be expected to complete a clinical log in addition to the Reflective Paper. You must document clinical dates/times to receive credit for your clinical time. Your log should be precise, specific, and factual. Clinical logs will be used to verify completion of clinical objectives. Therefore, there will be 11 clinical logs that must be graded and entered on your CET. The objectives with reference to the Reflective paper/date can be added to your CET following your Service Learning Project, which will include objective #1 and #2 in your reflections.

Utilizing the Clinical Log Rubric found in the "course information" section of Blackboard, please save to your computer and utilize this format as you document your clinical work each week. The rubric is a Microsoft Word Document and the boxes on the table will expand. The following "definitions" will provide you assistance as you plan your daily work at the clinical site and documentation of that work.

Each log is graded on a 10- point scale and will be evaluated as follows:

1. **<u>Planning and identification of an objective and a theory:</u>** What is your objective(s) or focus that will guide your clinical experience today? Write the number of the objective(s) that you are working on for this clinical experience today. There are 16 objectives and 12 weeks, so there must be several weeks of multiple objectives being met. Identify a nursing theory (i.e. Orem, Rogers, Roy) that applies to this particular community or population. Most theories should be nursing theories, but occasionally a theory based in a different discipline may be appropriate to a clinical situation. Briefly describe the theory and <u>note the reference</u> for this theory. Only one theory which coordinates with one of your objectives needs to be identified per week. You will need to explain how you plan to apply the theory to this clinical experience. It is required that you use at least 8 different nursing theories throughout this semester. You may repeat a nursing theorist only twice. (3 points)
2. **<u>Interventions:</u>** Was the theory you chose useful in furthering your knowledge of caring for this population or community? Describe how the theory was useful to the selected objective by giving a <u>specific example as applied to the selected clinical objective</u>. If meeting more than one objective give a specific example of how that objective was met on this clinical day. Identify interesting or problematic aspects of the intervention(s). (3 points)
3. **<u>Insights:</u>** Reflect upon the experience, and provide evaluative reflective thinking here. Answer such questions as: Did your thinking change or were thoughts evoked because of this experience? Why? Did this experience frustrate you? Why? Was there an important lesson gained from this experience?   <u>Include </u>a quote, poem or something that you found truly noteworthy. State the quote in terms of your understanding of this population and the nursing care needs. You may include a relevant article, the popular press, journals, or literature selections (i.e. short story, movie, poem, or cartoon). Note where you located this inclusion (ex., :"mother often said", a quote from the NewLeader on…, cartoon from "Nursetoons"). When you use such selections, clearly state the <u>relevance</u> to your particular population. (2 points)
4. **<u>Evaluation:</u>** List at least one question provoked at your clinical site (i.e. access, acceptability, availability of health care services, roles/functions of nursing, health promotion/disease prevention). List any resources you would utilize to address this question, and at least one response that you found in answering your question. (2 points)

The **<u>CET</u>** and the **<u>time log</u>** are found in the "course documents" located in Blackboard. Please print a copy of the time log for use at your clinical site each week. The CET will need to be saved to your computer, and notations made each week which indicate the objective that was met & documented in the clinical log for that particular week. <u>The objective must be met in the clinical log in order to receive credit for completion on the CET</u>.

PROJECTS

The following four projects are considered to be class activities but are related to the clinical component. They are listed here to provide awareness of the projects and are listed under both the clinical and on the class calendar:

1. **Neighborhood or Windshield Survey**:

 "Caring for the community has been an important part of practice for the public and community health nurse. In order to be knowledgeable about relevant care to individuals and family members, it is essential to know the community where they live, to identify resources that may participate in care, and to learn about deficits that might be strengthened through public and community health nursing practice" (Stanhope & Knollmueller, 2001, p. 71).

Survey the community around your assigned clinical site. Take pictures to verify what you have seen during this survey to address the 14 categories below. Pictures should be identified and comments or questions included about this community's health. **The windshield survey is to be a power point <u>submitted on a CD.</u>** Students are encouraged to narrate on the CD or write comments on the power point slide or on the notes section under the power point slide. Since this is a windshield survey clip art is not acceptable. This exercise carries a maximum of 50 points toward the total course grade in NUR 442. <u>This is due 2/18 by 1800.</u>

Evaluation of the Neighborhood (Windshield) Survey

Topic	Comments	Points
1. Housing & zoning (3 points): What is the age of the houses, what material are the constructed? Are all the neighborhood houses similar in age, architecture? How would you characterize the differences? Are they detached from or connected to others? Do they have space in front or behind? What is their general condition? Are there signs of despair – broken doors, windows, leaks, locks missing? Is there central heating, modern plumbing, and air conditioning?		
2. Open spaces (3 points): How much open spaces is there? What is the quality of space – green parks or rubble-filled lots? What is the lot size of the houses? Are there lawns? Flower beds? Do you see trees on the pavements, a green island in the center of the streets? Is the open space public or private? Used by whom?		
4. Commons (3 points): What are the neighborhood hangouts (e.g., schoolyards, candy store, bar, restaurant, park, 24-hour drugstore)? For what groups, at what hours? Do the "commons" have a sense of "territoriality" or is it open to the stranger?		
5. Transportation (3 points): How do people get in and out of the neighborhood? Car, bus, bike, walk? Are the streets and roads conducive to good transportation and also to community life? Is there a major highway near the neighborhood? Whom does it serve? How frequent is public transportation available?		
6. Service Centers (3 points): Do you see social agencies, clients, recreation centers, signs of activity at schools? Are there offices of doctors, dentists? Palmists, spiritualists? Parks? Are they in use?		
7. Stores (3 points): Where do residents shop? Shopping centers, neighborhood stores? How do they travel to shop?		
8. Street people (3 points): If you are traveling during the day, who do you, see on the street? An occasional housewife, a mother with a baby? Do you see anyone you would not expect? Teenagers, unemployed men?		

	Comments	Points
Can you spot a welfare worker, an insurance collector, a door-to-door salesman? Is the dress of those you see representative or unexpected? Along with people, what animals do you see? Stray cats, dogs, pedigreed pets, "watchdogs"?		
9. Signs of decay (3 points): Is this neighborhood on the way up or down? It is "alive"? How would you decide? Trash, abandoned cars, political posters, neighborhood meeting posters, real estate signs, abandoned houses, mixed-zoning usage?		
10. Race/Ethnicity (3 points): Which races are represented? Is the area integrated? Are there indexes of ethnicity – food stores, churches, private schools? What is the predominate language, and are other languages heard?		
Topic	**Comments**	**Points**
11. Religion (3 points): Of what religion is the residents? Do you see evidence of heterogeneity or homogeneity? What denominations are the houses of worship? Do you see evidence of their use other than on regular religious/holy days?		
12. Health & Morbidity (3 points): Do you see evidence of acute or chronic diseases or conditions? Of accidents, communicable diseases, alcoholism, drug addiction, mental illness? How far is it to the nearest hospital? Clinic?		
13. Politics (3 points): Do you see any political campaign posters? Is there a local headquarters? Do you see any evidence of a predominant party affiliation?		
14. Media (3 points): Do you see outdoor television antennas? What magazines, newspapers do residents read? What media seems most important to residents? Radio, TV?		
15. Comments & questions regarding the health of the community and overall organization of the neighborhood survey (5 points)		
16. Grammar and presentation of information (3 points)		
Total of 50 points maximum		

Stanhope, M. & Knollmueller, R. N. (2001). *Handbook of public and community health practice:*
    A health promotion guide. (2nd ed.). St. Louis: Mosby-Yearbook.
Also reference Harkness & DeMarco chapters 8 and 10.

2. Service Learning Community Project (SLP):

This learning activity is designed to give students experience in providing health educational service to a community-based population and fulfills the service learning component of this course. The student will focus his/her activities toward interventions for a target population serviced by the clinical agency that the student is assigned for the semester. Students are encouraged to be innovative and creative in the planning and implementation of the projects. Preceptors often have excellent ideas, but due to time constraints are unable to plan or implement the projects themselves. Such ideas would be excellent student projects.

The community project should be a joint decision between the clinical site preceptor, the student, and the nursing clinical supervisor.   Commonly a project will focus on a specific health

problem or a high-risk condition in which health promotion or illness/disease prevention activities are geared toward a target population.

Examples of a community intervention project could be: conducting a health fair in which the student would plan (order supplies, signs to announce the fair/clinic, organization of clinical setting), implement activities during the fair/clinic, and evaluate the fair/clinic. Another example may be developing, implementing, and evaluating a student designed program on a specific health promotion topic such as prevention of violence for at-risk population. It may be developing a tailored intervention for a specific population, such as medication instructions or diabetic education.

The student's intervention project will be based on information obtained and analyzed from the community assessment which may include the windshield survey, morbidity and mortality rates, field interview, vital statistics for the population, and identified need by the clinical preceptor.

The service-learning project involves the following steps:
1. Determine the need for a service-learning project through assessment of the community and population along with a discussion with the clinical preceptor.
2. Develop a Community Nursing Diagnosis.
3. Plan the service-learning project and seek approval from the clinical preceptor and clinical supervisor.

> **Students will <u>submit a plan in outline form at least one week prior</u> to implementing the Community Intervention Project to the clinical nursing supervisor and the clinical site preceptor. The plan will include:**
> **a) the date, place, time, and targeted audience for the project;**
> **b) an outline of the information to be covered in the project;**
> **c) References showing evidence-based research for the project. One of the references must contain information on appropriate teaching/learning theory to meet the health literacy level for the population targeted by the project.**

4. Implement the service-learning project.
5. Submit a <u>reflective paper</u> describing the service-learning project and an evaluation of the project. Unlike a clinical log, the reflective paper is due 1 week following the presentation and takes the place of the clinical log for that week. Don't forget to include the s-l project on your CET!

> **It is important that the clinical supervisor is present for this project** if at all possible. Please provide tentative dates and times several weeks in advance, so that arrangements can be made for the supervisor to be present. Otherwise the preceptor will be asked to attend the community presentation and evaluate the presentation, making comments back to the supervisor/instructor.

<u>**Reflective paper:**</u>

Following the SLP, a **REFLECTIVE paper** (#2 above) will be submitted **vs.** a clinical log, to offer reflections related to the project and evaluations by the student. This will be submitted on Blackboard and is worth 50 points. **<u>It is due 1 week following your SL Project</u>** (ex., if your project is presented on Thursday the reflective paper is due on the following Thursday vs. when a clinical log would normally be due on Monday).

This reflection is to be written following the final presentation of your community service-learning project. Keep in mind that your clinical supervisor must be present for one of your community presentations (in the event that you repeat the project numerous times). This paper is to be no longer than 4 double-spaced typed pages using one inch margins and 12 font. The references need to follow APA format. To guide the reflection the following questions should be included in your PAPER:

1. Characteristics of the community in which your presentation was made. Clearly state what was the objective of your presentation and why you choose this topic? (4 points)
2. Community diagnosis (NANDA). What nursing diagnosis served as the focus of your intervention? (2 points)
3. Objectives for the community (NOC). Describe in realistic and measurable terms what outcomes you intended for your population. (4 points.)
4. Clearly state and explain the teaching theory that you incorporated and why it was relevant to your project presentation. (4 points.)
5. Implementation (NIC). Describe what was presented and the evidence-based information you used to support the presentation. Did your presentation require some last minute modifications? Discuss what changes had to be made and your rationale for doing so. (4 points.)
6. Evaluate your project. How do you feel about your performance, the audience and their involvement? What changes would you make in your project? (4 points.)
7. Grammar & presentation of reflective paper, and references in APA format. (3 points.)
    A total of 25 points possible for the reflective paper related to the SL Project

3. Discussion Boards

There are a total of six discussion boards for this course:

1. The first discussion board will be an introduction of student to class mates. You may include a photo of yourself and interesting facts that you would like to share with others in your class. No points are awarded for this discussion board as it is an opportunity to practice working with the discussion board and getting to know your fellow classmates. Respond to at least one classmate's post. The power-point introduction is due January 21 at 0800. You have another week (January 28) to respond to one classmate's power-point introduction. Again, this provides practice. Let me know if you have difficulty with this component as it is very important to be able to complete these activities now.

2. The remaining discussion boards will be worth 10 points each.   Each student will be assigned to research and develop a response to a Unit of the textbook Case Study question throughout the semester. You will have 1 week to complete the research and submit the "answer" to the discussion board (ex. the first case study will be presented for your reading on January 21, you will then have until 0800 on January 28 to post the answer). The remainder of the class will then have an additional week (in the above ex. that would be February 4 at 0800) to respond with evidenced-based researched comments to TWO case study questions for that unit. As the author of the original question, you may want to keep up with the discussion and add additional comments. The case studies are based upon a hypothetical community and build upon each other, so be sure to read the case studies when they are presented on the Discussion Board. Your

name will be assigned to one question on the calendar, so be sure to look for your assigned question under the discussion board in BlackBoard!

3. Each posting must show respect for fellow classmates' comments; however, constructive debate and discussion are encouraged. You are not limited to two postings, but are required to have at least two.

Evaluation of Online Discussion Board Assignment

For each of the 5 criteria, the student will receive from 1 to 5 points. Because there are 5 criterion and the most points a student may receive is 25 points, the maximum number of points awarded per Discussion Board assignments is 25 points.

Criteria	Developing Level	Accomplishment Level
1. Post assignments by the requested date in the designated area.	Generally post responses to activities on time and in the proper area. **2 points**	Always posts responses to activities on time and in the proper area. **5 points**
2. Posts substantive information related to the assigned discussion board topic.	Posts are based on information pulled directly from reading materials with little interpretation. **2 points**	Posts are based on evidence-based information and shows reflection and insight. **5 points**
3. Communicates respectfully with others in the discussion board.	Responds occasionally to other student's posts. **2 points**	Responds regularly to other student's posts and is supportive of other's ideas.**5 points**
4. Collaborates in a substantive way to the discussion board topic.	Fulfills the role or assignment required for the week to an adequate degree. **2 points**	Fulfills the role or assignment required for the week in a high quality manner. **5 points**
5. Contributes to and advances learning.	Posts life experiences as related to the discussion board topic. **2 points**	Posts professional experience and bring in outside educational resources as related to content. **5 points**

4. Globalization Project

Students enrolled in the community health nursing course at Missouri State University will be partnering with students at Satakunta University of Applied Sciences in Finland to address a global perspective on health. The full details of this project are continuing to be modified and are not ready for publication at this time. The details will be posted on Blackboard as soon as possible. However, it is anticipated that the project will run from March 25th – May 3.   Dates in your schedule below will probably stay as they are now written. It will involve:
1. The development of a narrated power-point presentation by each student introducing the student and their involvement in community nursing. The introduction that you do for this class in January will be very beneficial in completing this one!
2. Two group projects in which you are paired with a group of Finnish and MSU students to develop an essay related to the definition of health as defined by WHO, and a WIKI paper which will reflect on the health care system of each country (comparison & contrasts) and the community health services in each of the locations.

Further details will be forthcoming as each country will be involved in the development and execution of this project.

The following faculty/staff are involved with the development of this project: Dr. Susan Sims-Giddens, Dr. Donna Gloe, Dr. Faye Felicilda, Prof. Minna Markkanen and Prof. Carol Daniel.

Policies and Assignments related to Class Activities

Each week is identified and runs from 0800 on Monday to 1600 on the following Sunday. The Reading Assignment is the material for review for the week. Assignments to submit are the things which must be completed by 1600 on Sunday of that week unless otherwise indicated. Clinical refers to work related to your assigned clinical site. The "weekly module" under BlackBoard will provide the weekly assignment (and any changes). It will be your source for weekly thought questions related to the readings and any other information that needs to be shared. The "weekly Module" should be posted by 0800 each Monday for your review.

MISSOURI STATE UNIVERSITY - DEPARTMENT OF NURSING
NUR 442 NURSING: COMMUNITY HEALTH
<u>**PRECEPTOR EVALUATION BY STUDENT**</u>

Student _____   Site _____

Preceptor _____

Clinical Experience Dates _____

Please mark each description of preceptor qualities using the following key:
    A=Always   B=Frequently   C=Usually   D=Rarely   E= Never

_____Demonstrated thorough knowledge of client population conditions.

_____Communicated effectively with student.

_____Communicated effectively with other personnel.

_____Ability to solve problems, generate and examine alternatives, and consults with others
       when necessary.

_____Experience in setting goals and priorities.

_____Encouraging student participation in decision making related to client or population care.

_____Ability to give feedback, balancing praise and constructive criticism.

_____Ability to help student work through unfamiliar experiences

_____Readily available for answering questions.

_____Serving as a positive role model in agency, acting as a support person.

Additional comments: _____

Due Prof by:

MISSOURI STATE UNIVERSITY - DEPARTMENT OF NURSING
NURSING 442: NURSING: COMMUNITY HEALTH

STUDENT EVALUATION CLINICAL AGENCY

Please complete the form and return it to Caroline Helton at the completion of your clinical practicum. A summary of your comments may be shared with the preceptor and the clinical agency.

Student Name: _____   Clinical Site: _____

Preceptor Name: _____

1. Describe things that you liked most about this clinical site:

2. Describe things that you liked least about this clinical site:

3. Did you enjoy the clinical practicum? Please circle: Yes   No
    Comments:

3. Would you recommend that this site be used in the future for MSU?
    Please circle: Yes   No
    Comments:

Due to Prof by:

Missouri State

Curricular Action Workflow

designed by Computer Services

New Course Proposal Form

Submitted on 03/02/2016 by Lucretia Smith (LucretiaSmith@MissouriState.edu).

*All fields require input

- (•) New COURSE

- ( ) New REGULAR PERMANENT SECTION of an existing variable content course. If a new regular section of an existing variable topics course, enter the existing course number below

Course Code:

NRS

Course Number: (Check Availability)

482

Course Title:

Advanced Leadership and Management for Registered Nurses (Service Learning Course)

Will this proposal need to be reviewed by EPPC?   (•) No   ( ) Yes

Prerequisite/Co-requisite or enter 'None':

NRS 443, Enrollment for BSN completion students, and departmental permission

General Course Description: (Include any Pass/Not Pass grading restrictions, repeatable limits, limitation on course applicability, UG/GR parallel course, etc.)

Development of the licensed registered nurse as a leader and manager in diverse settings. Includes clinical experience of not less than 48 hours. Supplemental course fee.

Credit Hours: [4 ▾]   Lecture Contact Hours: [3 ▾]   Lab Contact Hours: [1 ▾]

Note: If variable credit, enter the highest number and add to end of course description. (e.g. "Variable credit, may be taken 1-3 hours.")

Periodicity. Check all that apply.

- [✓] Fall
- [ ] Fall (even-numbered years only)
- [ ] Fall (odd-numbered years only)

- [✓] Spring
- [ ] Spring (even-numbered years only)
- [ ] Spring (odd-numbered years only)

☑ Summer ☐ On Demand only

Complete Catalog Description:
NRS 482 Advanced Leadership and Management for Registered Nurses (Service Learning Course)
Prerequisite: NRS 443, Enrollment for BSN completion students, and departmental permission
Development of the licensed registered nurse as a leader and manager in diverse settings. Includes clinical experience of not less than 48 hours. Supplemental course fee.
Credit hours: 4 Lecture contact hours: 3 Lab contact hours: 1
Typically offered: Fall, Spring, Summer

Include sample syllabus (list topics, course goals.) Use text box OR upload only file types of PDF, DOC or DOCX.

Attached

Purpose of Course

As a leadership and final capstone for RNs already in clinical practice

Relationship to Other Departments

Is there a graduate/undergraduate parallel course to this one? ⦿ No ○ Yes

New Course Resource Information

Anticipated Average Enrollment per section:	30	Maximum Enrollment Limit per section:	60
Anticipated Average Enrollment per semester:	60	Maximum Enrollment Limit per semester:	120
Anticipated Average Enrollment per year:	180	Maximum Enrollment Limit per year:	360
Faculty Load Assignment (equated hours):	4		

Is another course being deleted? ○ No ⦿ Yes

Select course number and title being deleted.

NUR484 RN-BSN Capstone

What will this course require in the way of:

Additional library Holdings

Additional computer resources

increased student use

Additional or remodeled facilities

Additional equipment or supplies

Additional travel funds

Additional faculty; general vs specialized

Additional faculty; regular vs per-course

Other additional expenses

If additional faculty are not required, how will faculty be made available to teach this course?

current faculty already teaching content in NUR 482 and NUR 484

List names of current faculty qualified and available to teach this course

Daniel, Atwell, Bigley, Dempsey

What is the anticipated source of students for this course?

BSN completion students from across the U.S.

If from within the department, will students be taking this course in addition to or in place of other courses?

in place of current NUR 482 and part of 484 courses

If from outside the department, which courses in other departments would most likely be affected?)

Service Learning

Other comments:

Will be taught in block format

What is the date that this new course was approved by departmental or program faculty? (MM/DD/YYYY)

02/08/2016

Current Status:

College Council Review

Proposal Progress:

03/02/2016 - Submitted by Department Head (Kathryn Hope)

Review Comments:

No comments have been added to this proposal.

Copy As New Proposal

follow your
PASSION
find your
PLACE

Course: NRS 482 Advanced Leadership and Management for Registered Nurses
                           (Service Learning Course)
Section   899
Credit Hours: **4** Credit Hours
                           Lecture Hours: 3 credits
                           Clinical Hours: 1 credit: 48 total clock hours
                           BSN Completion students' clinical experience will be scheduled for a
                           time negotiable between the preceptor and the student for a total of 48
                           hours. 8 hour days on the same day of the week are preferred.

Pre-requisite: NRS 443, Enrollment for BSN completion students, and departmental
                           permission.

Class Schedule: Online. Anchor day is MONDAY

Contact Information:

Course Description:
Development of the licensed registered nurse as a leader and manager in diverse settings.
Includes clinical experience of not less than 48 hours. Supplemental course fee.

Course Overview:

Service-Learning Integrated Course
Integrated Service-Learning (ISL) that incorporates a community service experience with
classroom instruction has been integrated into this course to provide a community based learning
experience. Service-Learning addresses the practice of citizenship and promotes an awareness of
and participation in public affairs. The Integrated Service-Learning Course requires a minimum
of 15 hours (48 hours for this course) of unpaid service to a not-for-profit community
organization, government agency, or public service provider. The community service placement
will relate to the course learning objectives as outlined in this syllabus. Assignments are
designed to help students understand leadership and management concepts and develop higher
order critical thinking skills. Additionally, this course provides students with real world
experience that can be included on resumes, offers the ability to test career choices, to apply
theories and concepts learned in class and make connections within the current healthcare
environment across the continuum of care as well as the opportunity to have a positive impact in
our community. To assess the integration of the service-learning portion of this course, CASL
staff will administer an assessment during the last three weeks of the semester (either online or in
person). The evaluation results will assist your instructor in the further development of this

course, especially as it relates to the service-learning project. Results are provided to your instructor after the grades are submitted to the Registrar's Office.

Required Text:
Essentials of Public Health Management ISBN(s):1449618960, 9781449618964, 1449650708, 9781449650704Author(s):L. Fleming Fallon Jr.Publisher:Jones & Bartlett LearningCopyright year:© 2012Edition:3rdP *(SUGGESTED)*

Publication manual of the American Psychological Association. (2010). (6th ed.). Washington, DC: American Psychological Association
Recommended Texts:
Leadership in Nursing Practice (2nd ed) 2016 by Tim Porter-O'Grady
Publisher: Jones & Bartlett Learning

Internet Resources:
Nursingworld.org (ANA), AONE.org, HCN.net, AHA.org, APHA.org, AAACN.Inurse.com, APHA.org, NRHArural.org

Nursing Theory Online Resources:
http://www.enursescribe.com/nurse_theorists.php
http://www.nurses.info/nursing_theory_accepted_theories.htm

APA style of writing resources:
Writing Center at The Bear Claw – http://writingcenter.missouristate.edu/ Located in the Meyer Library first floor.

Blackboard and Computer Help Resources:
Blackboard Help Desk**: http://blackboard.missouristate.edu**
Computer Services Help Desk**: http://helpdesk.missouristate.edu**
Computer Services Help Desk**: 417-836-5891**
MSU Test Proctoring Center**: http://www.missouristate.edu/fact1/87656.htm**

Course Objectives:
Upon completion of this course the student will be able to:
1. Implement an effective leadership role in a dynamic community based health care system
2. Apply knowledge of the structure and function of organizational systems
3. Collaborate, coordinate and consult with consumers and members of inter-professional teams to resolve health care problems
4. Integrate appropriate knowledge and research when designing community nursing systems
5. Discuss professional, legal, and ethical implications and issues associated with change, and community leadership and management roles.
6. Analyze community care in light of ethical leadership and cultural competence.

Topical Outline
- Week 1
  - Leadership Trait Theories
- Week 2
  - Ethical Leadership and Decision Making theories and practice
  - Conflict Management
- Week 3
  - Legal, legislative, and policy issues and theory
- Week 4
  - Legal and ethical dilemmas in community health leadership
  - Mid-Term
- Week 5
  - Professional, organizational, and interprofessional communication and negotiation applied to the health of communities
- Week 5
  - Quality and Safety in community health settings
- Week 6
  - Application of professional nursing leadership concepts in community settings
- Week 7
  - Student Presentations
  - Final

Evaluation of class and clinical:

1. Clinical logs (5 logs @ 10 points each)	50 points	
2. Mid-term exam	100 points	
4. Leadership Service Learning Project (SLP)		
A. Plan	25 points	
B. SLP Reflective Paper	25 points	
C. Presentation	50 points	
5. Quality, Safety & Culture Project	100 points	
6. Class Discussion Board (5@ 10 pts.)	50 points	
7. Final Exam	100 points	
Total Points	400 points	

Grading Scale:

A = 100 – 90%
B = 89 – 80%
C = 79 – 70%
D = 69 – 60%
F = Less than 60%

Grading and Rounding Policy

The MSU Department of Nursing provides students with the educational opportunities needed to develop the knowledge, skills and competencies necessary for professional nursing. All nursing courses must be passed with a grade of "C" (70%) or higher. Figuring a course grade will follow the process as outlined:
- ➢ Exams given in the didactic (or lecture component) of any course must be passed with a 70% or higher average for all exams.
    - o **Exams to be used in NUR 442 include the midterm and the final exams.**
- ➢ Students who achieve less than 70% on the two exams will receive a final course grade of a "D" or "F", based on their cumulative exam percentage.
- ➢ Once the didactic exam component of a course is passed the remainder of the course components will be figured into the course grade.
- ➢ The clinical component must be a "pass" to receive a passing grade.

For calculation of a final course grade, the final course grade decimal must be 0.5 or higher to be rounded up to the next higher whole number.

All assignments must be completed to receive a grade in this course.

Clinical is graded as PASS/FAIL. Students must pass the clinical component to pass this course. If a student FAILS clinical a grade of "F" will be given for the course regardless of the theory grade. All clinical objectives must be met satisfactorily to pass this course.

Adjustments in the student's scheduled clinical assignments are necessary sometimes to meet the changing schedule of the community clinical site to ensure students are able to complete the required 96 hours of clinical experiences.

Bloodborne Pathogens Training:
All students are required to complete the Missouri State University Department of Nursing Bloodborne Pathogens Training annually between August 1 and August 31. A certificate showing satisfactory completion of the training must be submitted prior to starting the clinical experiences in this course. To access and complete the required training follow these steps:
1. Access Blackboard and go to the course: NUR-REQ: NUR- NURSING ORIENTATION and   REQUIRED EDUCATION.
 2. Under the "Course Documents" button there are two documents to read:
     a. Missouri State University Department of Nursing Bloodborne Pathogens Policy
     b. Bloodborne Pathogens PowerPoint
3. Under the "Assignments" button there are two items:
     a. Bloodborne Pathogens Quiz that must be passed with 80% accuracy and then the certificate of completion will be ready for you to print.
     b. Certificate must be printed, signed, and submitted to the Nancy Horeis, the Dept. secretary for the Completion Students Program. This was to have been done prior to Aug. 31, 2012, if it has not been completed, it must be completed before ANY CLINICAL work can begin.

UNIVERSITY POLICIES

Nondiscrimination:
Missouri State University is an equal opportunity/affirmative action institution, and maintains a grievance procedure available to any person who believes he or she has been discriminated against. At all times, it is your right to address inquiries or concerns about possible discrimination to the **Office for Institutional Equity and Compliance** Park Central Office Building, 117 Park Central Square, Suite 111, (417) 836-4252. Other types of concerns (i.e., concerns of an academic nature) should be discussed directly with your instructor and can also be brought to the attention of your instructor's Department Head.   Please visit the OED website at http://www.missouristate.edu/equity/

Disability accommodation:
To request academic accommodations for a disability, contact the Director of the Disability Resource Center, Plaster Student Union, Suite 405, (417) 836-4192 or (417) 836-6792 (TTY), www.missouristate.edu/disability. Students are required to provide documentation of disability to the Disability Resource Center prior to receiving accommodations. The Disability Resource Center refers some types of accommodation requests to the Learning Diagnostic Clinic, which also provides diagnostic testing for learning and psychological disabilities. For information about testing, contact the Director of the Learning Diagnostic Clinic, (417) 836-4787, http://psychology.missouristate.edu/ldc.

Class Attendance:
Students are expected to attend all class periods and to be prepared to participate. Classroom discussion is an integral part of learning and classroom activities cannot be made up outside of class. The intent of this policy is to encourage your attendance and participation and to help me better meet your learning needs. In the case of unavoidable absence, the student is responsible for the class content and any assignments, and for notifying the instructor of the reason for the absence.   Students *will not* be given the opportunity to make-up assignments done in class if the student is absent from class on that date.

Scheduled Work:
Written work is due on the date noted. Late work will suffer a loss of 5% per day late. Extenuating circumstances that prevent a student from meeting the date times will be considered on an individual basis.

Exams:
All examinations are to be taken as scheduled. If extenuating circumstances occur, the student is responsible for contacting the faculty member prior to the exam and rescheduling the exam. Failure to notify the faculty on or before the scheduled day of the examination will result in a decrease of 5% of the examination points achievable.

Dropping a class:
It is your responsibility to understand the University's procedure for dropping a class. If you stop attending this class but do not follow proper procedure for dropping the class, you will receive a failing grade and will also be financially obligated to pay for the class. For information about

dropping a class or withdrawing from the university, contact the Office of the Registrar at 836-5520
Faculty may also wish to include relevant drop deadlines. See Academic Calendars (http://calendar.missouristate.edu/academic.aspx) for deadlines.

Cell phone policy:
As a member of the learning community, each student has a responsibility to other students who are members of the community. When cell phones or pagers ring and students respond in class or leave class to respond, it disrupts the class. Therefore, the Office of the Provost prohibits the use by students of cell phones, pagers, PDAs or similar communication devices during scheduled classes. All such devices must be turned off or put in a silent (vibrate) mode and ordinarily should not be taken out during class. Given the fact that these same communication devices are an integral part of the University's emergency notification system, an exception to this policy would occur when numerous devices activate simultaneously. When this occurs, students may consult their devices to determine if a university emergency exists. If that is not the case, the devices should be immediately returned to silent mode and put away. Other exceptions to this policy may be granted at the discretion of the instructor.

Use of Laptop Computer/Other Electronic Device (blackberries, PDA, phones in class
Laptop computers and other electronic devices may be used in class, unless the instructor indicates the computer cannot be used during certain classroom activities. If the student is caught using the computer for activities not related to the class, the student will be asked to close the computer and leave class. If a class participation activity occurs the student will **not** be given credit for the class participation activity that class session, and will not have an opportunity to make up any points lost.

Emergency Response
Students who require assistance during an emergency evacuation must discuss their needs with their professors and Disability Services. If you have emergency medical information to share with me, or if you need special arrangements in case the building must be evacuated, please make an appointment with me as soon as possible.
For additional information students should contact the Disability Resource Centerhttp://www.missouristate.edu/disability/, 836-4192 (PSU 405), or Larry Combs, Interim Assistant Director of Public Safety and Transportation at 836-6576.
For further information on Missouri State University's Emergency Response Plan, please refer to the following web site: http://www.missouristate.edu/safetran/erp.htm

Academic dishonesty:
Missouri State University is a community of scholars committed to developing educated persons who accept the responsibility to practice personal and academic integrity. You are responsible for knowing and following the university's *Student Academic Integrity Policies and Procedures*, available at www.missouristate.edu/policy/academicintegritystudents.htm. You are also responsible for understanding and following any additional academic integrity policies specific to this class (as outlined by the instructor). Any student participating in any form of academic dishonesty will be subject to sanctions as described in this policy.   If you are accused of violating this policy and are in the appeals process, you should continue participating in the

class.
Failure to follow academic integrity policy may result in the following consequences:
1. Plagiarism in a paper may result in a grade of zero (0) for that paper.
2. A student found to be cheating on an exam will be given a grade of zero (0) on that exam.
3. A student found assisting another student in cheating or plagiarism will be given a grade of zero (0) for the assignment.
4. Penalties for academic dishonesty may result in course failure and CANNOT be made up via resubmission of work or additional assignments.

Missouri State University Department of Nursing Student Honor Code

The Missouri State University School of Nursing is committed to assisting its students in becoming professionals who embody the traits of trustworthiness, fairness, confidentiality, empathy, and a respect of others. Both students and faculty are responsible for knowing the Missouri State University Academic Integrity Policies and Procedures, and share in the responsibility for promoting honest academic conduct.

The Department of Nursing and its students are governed by the Missouri State University *Student Academic Integrity Policies and Procedures* ("University Integrity Policy")*,* available at www.missouristate.edu/policy/academicintegritystudents.htm. In the event of a conflict between this policy and the University Integrity Policy, the University Integrity Policy shall control. From the time of admission to the day of graduation, every student is responsible for upholding the integrity of the Nursing Program and for maintaining ethical behavior.

Definitions: For definitions of academic dishonesty see University Integrity Policy.

The student enrolled in a nursing course:

* Shall have the opportunity to read and ask questions before signing the Honor Code the first week of class, and, by signing, acknowledge having read and agreed to the Honor Code;

* Shall have the importance and contents of the Honor Code Policy periodically reviewed and clarified both in writing and verbally throughout the term;

* Shall not cheat, steal, lie, commit plagiarism or fabrication, facilitate academic dishonesty, fail to report a violation by others, make false allegations, or fail to cooperate with or interfere in an investigation;

* Shall be responsible and accountable for the consequences of her/his academic and nursing actions;

* Shall maintain a professional attitude and appropriate appearance;

* Shall treat all fellow students, faculty, staff, clients, and community partners with dignity and respect;

* Shall acknowledge that possible sanctions for failure to follow the Student Academic Integrity Policies and Procedures and the Department of Nursing Student Honor Code Policy may result in sanctions up to, and possibly including, dismissal from the Nursing Program, suspension from the University, or the revocation of a degree.

Reporting Academic Dishonesty: All members of the University community share the responsibility and authority to challenge and make known acts of apparent academic dishonesty. Any student, faculty member, or staff person who has witnessed an apparent act of student academic dishonesty, or has information that reasonably leads to the conclusion that such an act has occurred or has been attempted, is strongly encouraged to report said act. Acts of apparent academic dishonesty that occur in the classroom must be reported directly to the course instructor, and/or the course instructor's department head, and/or the instructor's college dean. Incidences of apparent academic dishonesty, whether associated with a particular course or not, may also be reported directly to the Academic Integrity Council (AIC) by contacting the Chair of the Council (the Provost or designee) in the Office of the Provost, Carrington Hall 209.
Sanctions: In addition to being disciplined for any violation under the University Integrity Policy, any student found responsible by the Academic Integrity Council, may also be subject to sanctions by the Nursing Department, up to and including dismissal from the program.

Honor Code: The student enrolled in this course must read, understand, and sign the Honor Code affirming the academic integrity policy is to be followed. A student will reaffirm knowledge of the Honor Code for each written assignment or exam submitted throughout this course.

Course Policies

Syllabus Changes: The instructor reserves the right to make necessary changes in the schedule, learning activities, and other aspects of the syllabus, as needed to facilitate optimal learning; or as needed to clarify the policies, procedures, assignments and expectations for this course.

Submission of Assignments:
Electronic Submission of Assignment: Written assignments should be submitted electronically using the link under the "Assignments" menu on Blackboard. The assignment should be saved as your "Last name, First Initial & abbreviated title of assignment". Please retain a copy of all assignments until you have received your final course grade. Save all sent and graded course assignments in a separate folder on your computer desktop for easy retrieval until you receive your final course grade.

Non-Electronic Submissions of Assignments: Assignments that cannot be submitted electronically may be turned in directly to the department or submitted via postal mail with a postmark on or before the due date. Any assignment turned in directly to the Dept. of Nursing, should have the date and time it was received initialed by a member of the office staff. Assignments not date stamped by the staff will be subject to late penalty depending on the date they were actually received by the faculty. It is the student's responsibility to ensure that assignments are date stamped by the office staff. For assignments that are mailed the postmark date will be used to determine if a late penalty will be applied.

Attendance Policy: This course involves application of knowledge and skills acquired from the readings, discussions, research and from clinical experiences. While the class does not meet at a specific time each week, regular attendance in the form of accessing Blackboard and checking

your MSU email is expected. Daily checking of your MSU email and checking the Blackboard course site several times a week are recommended. Discussion board assignments will be open for 1 – 2 weeks, depending upon the assignment, and will run from Monday morning at 0800 to the following Sunday evening at 1800. The clinical component of this course requires 96 hours of clinical experience, to include 11 logs and one service-learning reflective paper documenting 12 eight hour days (or equivalence).

Late Assignments: All assignments are due as scheduled. Assignments submitted after the due date will be penalized 5% of the total points per day that the assignment is late.   Extenuating circumstances that prevent a student from meeting the date and time will be considered on an individual basis only.

Correspondence with Instructor: Please post general inquiries about the course assignments, policies and expectations on the "Course Q & A" Discussion Forum. The forum will be checked daily Monday - Friday. This is especially beneficial if you feel that your question and answer might be of significance to others in the class. Correspondence of more personal matters may be sent to the instructor via email, please utilize the Missouri State email system to avoid being rejected as "junk" mail. Clearly note the subject line, and include your name & a contact phone number if you anticipate a need for follow up communication. Phone calls acceptable at any time:

Online Exam Policy:
The mid-term and final exam will be given online. Students are expected to complete the exam alone without the aid of another person. Textbooks and notes may be used, however, due to the time allowed to complete the exam, there is not time to look up every answer. The exams will contain questions, randomly selected from a pool of questions. The exams are timed and will be available to the student from **0600 – 2000 on the date scheduled** on the class schedule (calendar). Once the exam is started it must be completed (cannot pause the exam and return to it at a later date). If the student should experience difficulty taking the exam at the designated time, the course instructor is to be contacted as soon as possible. You may refer to the MSU Computer Help Desk (417-836-5891) as well, but the clock is still running unless the instructor is advised who can reset the clock & exam. If you cannot take the exam at the scheduled time, please advise the instructor as soon as possible in order to change the exam perimeters.

Honor Code: The student enrolled in this course must read, understand and sign the Honor Code affirming the academic integrity policy is to be followed. The Honor Code will be attached to each exam submitted throughout this course and will need to be signed each time. **Please find a copy of the Honor Code for your signature to be returned to the department prior to a clinical experience, under "course documents". You will not be allowed to attend clinical until this form has been received in the nursing department.**

<p style="text-align:center;"><u>**Policies and Assignments related to Clinical Portion of NRS 482**</u></p>

<p style="text-align:center;"><u>**Service-Learning Integrated Course**</u></p>

Please keep in mind that the 96 clinical hours are related to the University's Integrated Service Learning piece. CASL staff will ask for an evaluation of this clinical learning portion of NRS 482. Please remember that your clinical component is a community service which directly impacts the community, the university and the learning potential of students following your placement.

<p style="text-align:center;"><u>**Clinical Practice Policies:**</u></p>

Students will practice:
1. Within the boundaries of the State Nurse Practice Act.
2. According to the policies and procedures of the clinical agency.
3. According to the scope and standards of professional nursing set by the American Nurses Association.
4. <u>**All clinical objectives must be met in order to pass this course.**</u>

BSN-Completion Students must have on file the following: Each student will have on file (with updated documentation as required) with the Missouri State University Department of Nursing the following documentation prior to starting or continuing your clinical experience:
1. Copy of current RN license with Missouri or the state in which clinical experiences will be done. (You must be licensed in the state in which you will be doing the clinical practicum).
2. Current immunizations (MMR, Tetanus, Varicella, complete Hepatitis B series, the flu vaccine (or appropriate documentation of inability to receive the vaccine), and a PPD (or evidence appropriate medical follow-up for PPD positive individuals),
3. Current American Heart Association BLS for Healthcare Providers certificate. Current health insurance
4. Drug screening documentation meeting Department of Nursing requirements
5. Criminal background check meeting Department of Nursing requirements. Some clinical agencies may require additional security checks. The cost of those security checks will be the responsibility of the student.
6. Documentation showing completion of the Department of Nursing Bloodborne Pathogen test. (Note: this is usually done in August of each year, if you did not complete this in August of 2012, and cannot find it as a course on Blackboard, please notify your instructor BEFORE attending clinical.)
7. You must have a Missouri State University Department of Nursing name pin, polo shirt and follow the dress code as stated in the *BSN Student Handbook 2012-2013 Department of Nursing MSU*.

<p style="text-align:center;"><u>**Clinical Sites:**</u></p>

<p style="text-align:center;"><u>**Clinical Expectations:**</u></p>

The exact time for each clinical experience will vary with the facility and the activity at the specific clinical facility.

General guidelines for the clinical experience are as follows:
1. The student is expected to apply skills and knowledge from previous and/or concurrent courses to the clinical situation.
2. The student is expected to show progress throughout the semester and successfully achieve all listed clinical objectives by the end of the semester.
3. The student will provide documentation of clinical work in the following ways:
   A) Clinical Log will be due weekly by 8 a.m. on Monday following a completed clinical experience. The format is outlined in the clinical documents
   B) Clinical Evaluation Tool (CET) will be submitted two times throughout the semester as outlined in the clinical documents
   C) Clinical Time Log – To be signed weekly but submitted to the clinical supervisor at the end of 48 hours of clinical experience, view and copy under clinical documents

Expectations at every clinical experience:

1. Always be professionally dressed and on time for clinical experiences. Students will follow the dress policy as stated in the *BSN Student Handbook Department of Nursing MSU.*
2. Have a courteous approach that reflects respect of self, clients, colleagues, visitors, and the profession of nursing.
3. Demonstrate safety in clinical performance. Recognize own limitations and seek help accordingly.
4. Assist in controlling the environment to protect the client, members of the health care team, and others from real and/or potential hazards.
5. Always keep the clinical supervisor and clinical preceptor in charge of the assigned patient/client informed of changes in the client's condition.
6. BSN Completion Students may give medication and document according to agency policy and procedure.
8. Always be on time to the clinical facility and do not leave before scheduled leaving time without prior approval from the MSU nursing clinical supervisor and notification to the clinical preceptor.
9. The student goal in Community Nursing clinical is to make assessments, provide education and make referrals as needed. These are within the scope of practice for professional nursing.

A student failing to meet the expectations may be removed from the clinical situation at the discretion of the clinical supervisor. Continued progress in the program will be reviewed by the Admission, Progression, and Graduation Committee (APG) in the Department of Nursing.

Evaluation of the Clinical Experience:
The clinical experience is evaluated on a PASS/FAIL basis. Students must receive a satisfactory rating on all clinical objectives (CET) to pass this course. Students who fail the clinical will fail the course and must repeat the course the next time that it is offered.

Students are expected to use a systematic approach to client care. Effective communication, therapeutic nursing interventions, and critical thinking are essential skills for nurses to provide quality care to clients. Students will be an active participant in identifying their own learning needs and developing a plan to improve clinical performance and correct deficits. Students are expected to continually increase critical thinking skills by showing an interest in seeking new information to solve client problems.   Students are expected to show a progression in the level of clinical performance as well as practicing within the roles of provider, manager, coordinator, and designer of care.

Clinical supervisors will provide guidance, coaching, and support to students as needed in the clinical area. Clinical supervisors will continually evaluate the students' application of knowledge and skills in the clinical setting.

The Clinical Evaluative Tool (CET) is to be used as a guide or "roadmap" for students to successfully accomplish the required course competencies. The CET is found on the Blackboard under "Clinical" and should be copied & saved as a "Word" document. Each week the student will document the log # and date, and explain how one to two clinical objective(s) were met using specific examples. The document will then be submitted via email to the clinical supervisor following the 6th clinical day or at **mid-term** (week of March 4th) whichever comes first. The nursing clinical supervisor will make comments on the CET and return the clinical evaluation tool electronically via email to the student. The clinical evaluation tool is to be added to each week, resulting in a **completed evaluation tool at the end of the semester**. <u>All clinical objectives must be satisfactorily met by end of the semester to pass the clinical portion of this course.</u> The clinical nursing supervisor will attempt to meet with the student either personally at your clinical work site, or electronically, to check progress toward completion of all clinical objectives. A final summative evaluation will be conducted during finals week.

Note: no student grades will be submitted until the final CET is signed by both the clinical supervisor and the student showing completion of all of the clinical objectives.

Clinical Absences

Clinical experiences are required to meet the objectives of the nursing courses. Clinical experiences are arranged for the student to practice the art and science of nursing in a real world setting. Clinical facilities have agreed to allow students the opportunity to apply skills and knowledge and expect students to conduct themselves in a professional manner.

- It is the student's responsibility to arrive on time and be present for the entire clinical experience.
- If the student is anticipating arriving late or being absent from clinical, the student must notify the clinical instructor <u>and</u> the clinical preceptor as early as possible. Except in the case of an extreme emergency, lack of proper notification will result in an unexcused absence.
- Clinical absences may result in a failing grade for the clinical component of the course (and thus the course).

A pattern of tardiness to the clinical area is unprofessional behavior and may result in failing the clinical component of the course (and thus the course).

- Being late or absent from clinical may involve any or all of the following disciplinary actions:

o Discussion of incident
o Warning
o A grade of Incomplete
o Course failure
o Appearance before the admissions progression and evaluation committee (APG Committee) to petition continuance in the program
o Not progressing in the program until the course is offered again with space available
o A counseling note being placed in the student's permanent file.
o Make-up of the lost time at the discretion of the clinical instructor.
o Any cost related to clinical make-up will be the responsibility of the student.

ACCOUNTABILITY / RESPONSIBILITY related to the Clinical Experience:

PRECEPTOR ACCOUNTABILITY AND RESPONSIBILITY:
The preceptor has responsibility to delegate according to the student's abilities and to supply adequate supervision. The preceptor is responsible for:
1. Adequately assessing the student's ability to perform tasks or make a decision.
2. Reporting student incompetence to the faculty member.
3. Supervising any procedure if the student is inexperienced or if they require close supervision in carrying out a function.
4. Following the objectives for the course as a guide for the preceptorship experience.

STUDENT ACCOUNTABILITY AND RESPONSIBILITY:
The student is accountable for his/her own learning. The student is responsible for meeting objectives and for seeking guidance as needed. The objectives provide a guide for what is to be learned. The student is responsible to the preceptor for:
1. Notifying the preceptor if a request to perform a task or to make a decision is in an area that the student has had no prior experience or training.
2. Complete the required reading assignments for class as scheduled in the syllabus.
3. Perform outside reading and/or research, which will enhance clinical performance.
4. Asking for supervision as needed.
5. Having the course objectives with them during all clinical experiences.

FACULTY ACCOUNTABILITY AND RESPONSIBILITY:
Ultimate responsibility for this educational experience rests with Missouri State University. Responsibility for the quality of the experience belongs to the faculty. Clear objectives for the learning experience are to be provided, as well as opportunities for students to meet those learning objectives. Specific responsibility of the faculty to the student is:
1. Must be available by phone during the clinical hours.
2. Must provide a copy of the expectations of the preceptor to each preceptor.
3. Must be available to the preceptors to problem-solve or to report student incompetence during the clinical hours.

MISSOURI STATE UNIVERSITY - DEPARTMENT OF NURSING
NRS 482 NURSING: COMMUNITY HEALTH
PRECEPTOR EVALUATION BY STUDENT

Student _____   Site _____

Preceptor _____

Clinical Experience Dates _____

Please mark each description of preceptor qualities using the following key:
   A=Always   B=Frequently   C=Usually   D=Rarely   E= Never

_____Demonstrated thorough knowledge of client population conditions.

_____Communicated effectively with student.

_____Communicated effectively with other personnel.

_____Ability to solve problems, generate and examine alternatives, and consults with others
      when necessary.

_____Experience in setting goals and priorities.

_____Encouraging student participation in decision making related to client or population care.

_____Ability to give feedback, balancing praise and constructive criticism.

_____Ability to help student work through unfamiliar experiences

_____Readily available for answering questions.

_____Serving as a positive role model in agency, acting as a support person.

Additional comments: _____

_____

_____

_____

Due Prof by:

MISSOURI STATE UNIVERSITY - DEPARTMENT OF NURSING
NRS 482: COMMUNITY HEALTH

<u>STUDENT EVALUATION CLINICAL AGENCY</u>

Please complete the form and return it to _____ at the completion of your clinical practicum. A summary of your comments may be shared with the preceptor and the clinical agency.

Student Name: _____   Clinical Site: _____

Preceptor Name: _____

1. Describe things that you liked most about this clinical site:

2. Describe things that you liked least about this clinical site:

3. Did you enjoy the clinical practicum? Please circle: Yes   No
   Comments:

3. Would you recommend that this site be used in the future for MSU?
   Please circle: Yes   No
   Comments:

Due to Prof by:

Missouri State™

Curricular Action Workflow

New Course Proposal Form

Submitted on 03/02/2016 by Lucretia Smith (LucretiaSmith@MissouriState.edu).

*All fields require input

● New COURSE

○ New REGULAR PERMANENT SECTION of an existing variable content course. If a new regular section of an existing variable topics course, enter the existing course number below

Course Code:

NRS

Course Number: ([Check Availability](#))

515

Course Title:

Nursing Informatics

Will this proposal need to be reviewed by EPPC? ● No ○ Yes

Prerequisite/Co-requisite or enter 'None':

Acceptance into the BSN Completion Program

General Course Description: (Include any Pass/Not Pass grading restrictions, repeatable limits, limitation on course applicability, UG/GR parallel course, etc.)

This course is designed to provide an integration of health, computer, and information sciences in managing information to support healthcare and research. The students will develop skills in managing information and using information systems relevant to healthcare. Identical to NUR 515. Cannot receive credit for both NUR 515 and NRS 515.

Credit Hours: [3 ▼]   Lecture Contact Hours: [3 ▼]   Lab Contact Hours: [0 ▼]

Note: If variable credit, enter the highest number and add to end of course description. (e.g. "Variable credit, may be taken 1-3 hours.")

Periodicity. Check all that apply.

☑ Fall   ☐ Fall (even-numbered years only)   ☐ Fall (odd-numbered years only)

☑ Spring ☐ Spring (even-numbered years only) ☐ Spring (odd-numbered years only)

☑ Summer ☐ On Demand only

Complete Catalog Description:
NRS 515 Nursing Informatics
Prerequisite: Acceptance into the BSN Completion Program
This course is designed to provide an integration of health, computer, and information sciences in managing information to support healthcare and research. The students will develop skills in managing information and using information systems relevant to healthcare. Identical to NUR 515. Cannot receive credit for both NUR 515 and NRS 515.
Credit hours: 3 Lecture contact hours: 3 Lab contact hours: 0
Typically offered: Fall, Spring, Summer

Include sample syllabus (list topics, course goals.) Use text box OR upload only file types of PDF, DOC or DOCX.

Attached

Purpose of Course

To offer upper level informatics course to nurses who have some experience with acute care information systems

Relationship to Other Departments

None

Is there a graduate/undergraduate parallel course to this one? ☐ No ⦿ Yes

Enter parallel course number

NUR515 Healthcare Informatics

How do these classes differ?

NRS 515 is in teaching format and methods to serve RNs already in practice

New Course Resource Information

Anticipated Average Enrollment per section: `30`   Maximum Enrollment Limit per section: `60`

Anticipated Average Enrollment per semester: `60`   Maximum Enrollment Limit per semester: `120`

Anticipated Average Enrollment per year: `180`   Maximum Enrollment Limit per year: `360`

Faculty Load Assignment (equated hours):

3

Is another course being deleted? ● No ○ Yes

What will this course require in the way of:

Additional library Holdings

```
none
```

Additional computer resources

```
increased online student use
```

Additional or remodeled facilities

```
none
```

Additional equipment or supplies

```
none
```

Additional travel funds

```
none
```

Additional faculty; general vs specialized

```
none
```

Additional faculty; regular vs per-course

```
none
```

Other additional expenses

```
none
```

If additional faculty are not required, how will faculty be made available to teach this course?

Currently being taught as a section of NUR515, same faculty will teach

List names of current faculty qualified and available to teach this course

Felicilda, Niekamp

What is the anticipated source of students for this course?

BSN completion students from across the U.S.

If from within the department, will students be taking this course in addition to or in place of other courses?

in place of NUR 515

If from outside the department, which courses in other departments would most likely be affected?)

N/A

Other comments:

Will be taught in block format

What is the date that this new course was approved by departmental or program faculty? (MM/DD/YYYY)

02/08/2016

Current Status:

College Council Review

Proposal Progress:

03/02/2016 - Submitted by Department Head (Kathryn Hope)

Review Comments:

No comments have been added to this proposal.

Copy As New Proposal

follow your PASSION find your PLACE

<div align="center">

MISSOURI STATE UNIVERSITY
Department of Nursing
Course Syllabus NRS 515: Healthcare Informatics

</div>

Course: NRS 515: Healthcare Informatics Section
Credit Hours: 3 credits
Prerequisites: Admission to the BSN Completion Program for Registered Nurses.
Class Schedule   Online only
Faculty:

REQUIRED TEXTS and READINGS:
• Hebda, T. & Czar, P. (2012). Handbook of informatics for nurses and health care professionals, (5th Ed.).
        Prentice Hall :New Jersey.
• Additional readings available online which are course related.
• Optional reading are also available, these may not be course related, but are interesting reading material.

REQUIRED HARDWARE
Microphone to narrate your presentations.

COURSE PURPOSE:
This course is designed to provide an integration of health, computer, and information sciences in managing information to support healthcare and research. The students will develop skills in managing information and using information systems relevant to healthcare. Identical to NUR 515. Cannot receive credit for both NUR 515 and NRS 515.

Objectives:
Upon completion of the course, the student will be able to:
1. Demonstrate competence in using computers to access and transmit information relevant to health care.
2. Utilize word processing and graphics applications for scholarly papers and presentations.
3. Discuss legal and ethical implications of information systems, including standards of practice for nursing informatics.
4. Utilize, critique, and contrast computer software applications.
5. Determine information needs for a decision support system based on a theory/conceptual model.
6. Evaluate a health care information system

Topical Outline

- **Week 1**
    - Informatics in the
    - Healthcare Professions
    - Hardware
    - Ensuring the Quality and Best Use of Information
- **Week 2**
    - The Internet and the World Wide Web
    - Professional Use of Electronic Resources
    - Evaluation of Websites
    - Strategic Planning for Information Technology Projects
    - Selecting a Healthcare Information System
    - System Integration and lnter-operability
- **Week 3**

- o   System Implementation and Maintenance
- o   Information Systems Training
- o   Information Security and Confidentiality
- **Week 4**
  - o   The Electronic Health Record
  - o   Personal Health Records
  - o   The Role of Standardized Terminology and Language in Informatics
  - o   Health Information Exchanges
- **Week 5**
  - o   Policy and Health Information Technology Legislation
  - o   Regulatory and Reimbursement Issues
  - o   Accreditation Issues for Information System Design and Use
- **Week 6**
  - o   Continuity Planning and Management (Disaster Recovery)
  - o   Integrating Technology, Informatics, and the Internet Into Nursing Education
  - o   Consumer Education and Informatics
  - o   Telehealth
  - o   Public Health Informatics Evidence-Based Practice (EBP) and Research
- **Week 7**
  - o   Future Trends in Healthcare Informatics

COURSE EVALUATION:

Computer Skills Assessment	20 points
Evaluation of Software Presentation	50 points
Informatics Issue Paper	100 points
Informatics Issue Powerpoint	50 points
Quiz (essay, short answer) (1)	30 points
Course Portfolio	120 points
Participation (Discussion, Activities)	80 points
Course Total	450 points

• APA reference formatting on all assignments

GRADING SCALE:
Based on the percentage of total possible points
A = 90 - 1 00% = Outstanding achievement
B = 80 - 89% = Above average achievement
C = 70 - 79% = Average achievement
D = 60 - 69% = Below average achievement
F = below60%

General guidelines for submitting assignments.
1. Attach/upload your assignments: Save the assignment as *"YOUR LAST NAME ASSIGNMENT NAME* and upload it to the appropriate assignment folder under the assignment tab. You will be able to see/confirm that your assignment has been uploaded. You will only be able to see your own assignment in these folders.
• For Powerpoint Presentations please save all presentations as a powerpoint show, this will decrease the size of your assignment making it easier to upload in a timely manner.
2. Assignments are due by Midnight, 11 :59pm, on their designated due date noted in the syllabus.

APA Formatting
I will be grading your APA Format using the following website:
http://owl.english.purdue.edu/owl/resource/560/01/
Please familiarize yourself with how to cite your research in both your PowerPoints and papers.
If you have any questions on how to cite your sources this is a great website or visit the writing center webpage or meeting with a tutor on campus. The Writing Centers website is http://www.missouristate.edu/writingcenter/

NURSING INFORMATICS COURSE POLICIES

Class Participation: Because class discussion and group activities are an integral part of the learning of this class, students are expected to be prepared for class and participate in class activities on a weekly basis. It is up to the student to contact the faculty for missed assignments and activities. Class participation will be evaluated both by frequency of interactions on the discussion board and by quality of comments. Comments should be thoughtful, and primarily reflect views synthesized from the readings and other literature, rather than an uninformed personal opinion.

Scheduled work: All work is due as scheduled. Unless late work is approved *prior to the scheduled date* by the faculty, a 5% late penalty for each day that the work is late will be assigned.

Exams: All examinations are to be taken as scheduled. If extenuating circumstances occur, the student is responsible for contacting the faculty member prior to the exam and rescheduling the exam. Failure to notify the faculty on or before the scheduled day of the examination will result in a loss of a 10% penalty off the total points of the exam per day.

Course Withdraw!: Failure to properly drop or withdraw from classes will result in the assignment of an "P' grade for those classes. You do not need to obtain any signatures to drop. It is your responsibility to understand the University's procedure for dropping a class. If you stop attending this class but do not follow proper procedure for dropping the class, you will receive a failing grade and will also be financially obligated to pay for the class. For information about dropping a class or withdrawing from the university, contact the Office of the Registrar at 417- 836-5520. See the appropriate online Missouri State academic calendar.

Honor Code Policy: The Missouri State University School of Nursing is committed to assisting its students in becoming professionals who embody the traits of trustworthiness, fairness, confidentiality, empathy, and a respect of others. Both students and faculty are responsible for knowing the Missouri State University Academic Integrity Policies and Procedures, and share in the responsibility for promoting honest academic conduct. The Department of Nursing and its students are governed by the Missouri State University Student Academic Integrity Policies and Procedures ("University Integrity Policy"), available atwww.missouristate.edu/policy/academicintegrityvstudents.htm. From the time of admission to the day of graduation, every student is responsible for upholding the integrity of the Nursing Program and for maintaining ethical behavior.

Academic Dishonesty: All members of the University community share the responsibility and authority to challenge and make known acts of apparent academic dishonesty. Any student, faculty member, or staff person who has witnessed an apparent act of student academic dishonesty, or has information that reasonably leads to the conclusion that such an act has occurred or has been attempted, is strongly encouraged to report said act. Acts of apparent academic dishonesty that occur in the classroom must be reported directly to the course instructor, and/or the course instructor's department head, and/or the instructor's college dean. Incidences of apparent academic dishonesty whether associated with a particular course or not, may also be reported directly to the Academic Integrity Council (AIC) by contacting the Chair of the Council (the Provost or designee) in the Office of the Provost, Carrington Hall209. For Further information, visit the MSU Academic Integrity Website. Cancellation/Closure of Classes for Emergencies or Inclement Weather: When the University is closed or classes are cancelled due to emergency or inclement weather situations, an official announcement will be issued through the news media (television and radio). Unless and until an official closing announcement is issued, faculty members are expected to hold classes as usual, and employees should assume that activities will continue as normal. If classes are cancelled, but offices remain open, employees should report to work as scheduled. If offices are closed, employees are not to report to work unless they are notified or have been given prior instructions to report as part of essential services. It is the responsibility of each vice president to designate

which employees are to report to work. The major administrator of the operation will be responsible for ensuring that needed employees are notified. Additional information regarding the impact of severe weather closings on staff can be found in section 2.15 of the Employee Handbook located at http://www.missouristate.edu/policy/G7 02 2 UniversityPolicies.htm.

Disabled Student Policy: The complete Disability Accommodations Policy can be found on the Office for Institutional Equity and Compliance website. An employee needing to request a reasonable accommodation for a disability should contact the Office for Institutional Equity and Compliance, Park Central Office Building, Suite 111, telephone 417-836-4252. Employees of the West Plains campus should contact the Affirmative Action Liaison, University/Community Programs Office, West Plains Civic Center at 417-255-7966.

Nondiscrimination Policy:The MSU statement of nondiscrimination can be found at http://www.missouristate.edu/policy/G1 05 NonDiscriminationPolicy.htm.

Changes in the Syllabus

The instructor reserves the right to change course activities, assignments or other aspects of the course as needed to facilitate optimal learning opportunities.

Missouri State™

Curricular Action Workflow

New Course Proposal Form

Submitted on 03/02/2016 by Lucretia Smith (LucretiaSmith@MissouriState.edu).

*All fields require input

◉ New COURSE

○ New REGULAR PERMANENT SECTION of an existing variable content course. If a new regular section of an existing variable topics course, enter the existing course number below

Course Code:

NRS

Course Number: (Check Availability)

565

Course Title:

Advanced Human Pathophysiology

Will this proposal need to be reviewed by EPPC?   ◉ No   ○ Yes

Prerequisite/Co-requisite or enter 'None':

Admission to the BSN Completion Program for Registered Nurses

General Course Description: (Include any Pass/Not Pass grading restrictions, repeatable limits, limitation on course applicability, UG/GR parallel course, etc.)

Exploration of pathophysiology with focus on health care problems relevant to nursing. Identical to NUR 565. Cannot receive credit for both NRS 565 and NUR 565.

Credit Hours: 3 ▾   Lecture Contact Hours: 3 ▾   Lab Contact Hours: 0 ▾

Note: If variable credit, enter the highest number and add to end of course description. (e.g. "Variable credit, may be taken 1-3 hours.")

Periodicity. Check all that apply.

☑ Fall   ☐ Fall (even-numbered years only)   ☐ Fall (odd-numbered years only)

☑ Spring   ☐ Spring (even-numbered years only)   ☐ Spring (odd-numbered years only)

☑ Summer ☐ On Demand only

Complete Catalog Description:
NRS 565 Advanced Human Pathophysiology
Prerequisite: Admission to the BSN Completion Program for Registered Nurses
Exploration of pathophysiology with focus on health care problems relevant to nursing. Identical to NUR 565. Cannot receive credit for both NRS 565 and NUR 565.
Credit hours: 3 Lecture contact hours: 3 Lab contact hours: 0
Typically offered: Fall, Spring, Summer

Include sample syllabus (list topics, course goals.) Use text box OR upload only file types of PDF, DOC or DOCX.

Attached

Purpose of Course

To increase RN exposure to and understanding of complex pathophysiologies

Relationship to Other Departments

Is there a graduate/undergraduate parallel course to this one? ○ No ● Yes

Enter parallel course number

NUR565 Advanced Human Pathophysiology

How do these classes differ?

Format and schedule tailored to the RN who is already in practice

New Course Resource Information

Anticipated Average Enrollment per section:	30	Maximum Enrollment Limit per section:	60
Anticipated Average Enrollment per semester:	60	Maximum Enrollment Limit per semester:	120
Anticipated Average Enrollment per year:	180	Maximum Enrollment Limit per year:	360
Faculty Load Assignment (equated hours):	3		

Is another course being deleted? ● No ○ Yes

What will this course require in the way of:

Additional library Holdings

```
none
```

Additional computer resources

```
increased online student use
```

Additional or remodeled facilities

```
none
```

Additional equipment or supplies

```
none
```

Additional travel funds

```
none
```

Additional faculty; general vs specialized

```
none
```

Additional faculty; regular vs per-course

```
none
```

Other additional expenses

```
none
```

If additional faculty are not required, how will faculty be made available to teach this course?

Currently taught as a section of NUR 565, no change in faculty workload to make change

List names of current faculty qualified and available to teach this course

Graves, Jones

What is the anticipated source of students for this course?

BSN Completion students from across the U.S.

If from within the department, will students be taking this course in addition to or in place of other courses?

will take NRS 565 in place of NUR 565

If from outside the department, which courses in other departments would most likely be affected?)

N/A

Other comments:

being taught in block format

What is the date that this new course was approved by departmental or program faculty? (MM/DD/YYYY)

02/08/2016

Current Status:

College Council Review

Proposal Progress:

03/02/2016 - Submitted by Department Head (Kathryn Hope)

Review Comments:

No comments have been added to this proposal.

Copy As New Proposal

follow your
PASSION
find your
PLACE

COURSE: NRS 565: Advanced Human Pathophysiology

CREDIT HOURS: 3 Semester Hours

PREREQUISITES: Admission to the BSN Completion Programs for Registered Nurses.

CLASS SCHEDULE: Online

FACULTY:

REQUIRED TEXT:
McCance, K. L., & Huether, S. E. (2012). *Understanding pathophysiology* (5th ed.). St. Louis: Mosby.

COURSE DESCRIPTION:
Exploration of pathophysiology with focus on health care problems relevant to nursing. Identical to NUR 565. Cannot receive credit for both NRS 565 and NUR 565.

COURSE OBJECTIVES
1. Describe the structure and function of cell organelles.
2. Compare and contrast types of pathologic cellular changes.
3. Explain mechanisms for maintaining biologic homeostasis at cellular, tissue, organ and organism levels.
4. Discuss the pathophysiology of selected disease states.
5. Integrate current research findings into the present understanding of pathophysiology.

Topical Outline:
- **Week 1**
  - Course Introduction
  - Genes and Genetic Diseases
  - Cellular and Tissue Biology
- **Week 2**
  - Innate Immunity: Inflammation and Wound Healing
  - Adaptive Immunity
  - Infection and Defects in Mechanisms of Defense
- **Week 3**
  - Biology, Clinical Manifestations, and Treatment of Cancer
  - Cancer Epidemiology
  - Alterations in Cognitive Systems, Cerebral Hemodynamics and Motor Function
- **Week 4**
  - Disorders of the Central and Peripheral Nervous Systems and Neuromuscular Junction
  - Alterations of Hormonal Regulation
- **Week 5**
  - Alterations of Hematologic Function
  - Alterations of Renal Function and Urinary Tract Function

- **Week 6**
  - Alterations of Cardiovascular Function
  - Alterations of Pulmonary Function
- **Week 7**
  - Alterations of Reproductive Systems, Including STis
  - Alterations of Digestive Function
  - Alterations of Musculoskeletal Function

COURSE REQUIREMENTS AND EVALUATION:

Signed Honor Code	0
Online quizzes x 3 (25 points each)	75
Regular Exams x 4 (75 points each)	300
Regular Exam x 1 (65 points)	65
Pop Quizzes/Online activities	TBD
Total Course Points	440 (plus Pop Quizzes/Online activities)

Grading Scale:
 A=90-100%, B=80-89%, C=79-75%, D=74-60%, F=below 60%
The final grade in the course will be based on a percentage of possible points earned at the end of the course (points earned/possible points). Students who achieve less than a 75% average on exams (excluding open book online exams) will receive a final course grade of D unless their exam average is calculated to be an F.
Grading and Rounding Policy: All undergraduate nursing courses in the MSU Department of Nursing must be passed with a grade of "C" (70%) or higher. For calculation of a final course grade the decimal must be 0.5 or higher in order to be rounded up.

Attendance Policy:
Participation in the weekly modules is necessary to complete learning activities that promote meeting the course objectives. Attendance in an online class is determined by the entries in the discussion board and on course wikis and blogs. If circumstances require missing online participation the student is responsible for requesting alternate experiences and notifying faculty **prior** to due date regarding the reason for absence.

Netiquette for NRS 565-899:
- Remember that all students and the faculty are human even though there is no face-to-face contact.
- Use the same standards of professional behavior online that you would use in person.
- Respect each other's time and bandwidth.
- Share your expert knowledge.
- Be forgiving of others, especially those who are new to online courses.

Quizzes/Exams:
All Quizzes are to be taken as scheduled and are part of the exam score calculation. If extenuating circumstances occur, the student is responsible for contacting the faculty prior to the quiz and rescheduling. Failure to notify the faculty on or before the scheduled day of the quiz will result in a **loss of 10% late penalty per day late.** Quizzes in NRS 565 are considered open book and open note and are open Monday 6am to Thursday NOON. Please note: Any coursework seven (7) days or more past due will receive a zero (0) score.

All quizzes require Respondus Lockdown. This is a browser (like firefox or explorer) which is secured for testing purposes. Below is a link for installation with instructions. Be aware that ALL other programs must be closed before using Respondus Lockdown. Make sure the software is downloaded to any computer that the student will use to take a NRS 341 quiz. Quizzes are not accessible without Respondus. Instructions for

installation and use of the Respondus are at:
https://experts.missouristate.edu/display/KB/Respondus+LockDown+Browser

Other Assignments:
All assignments (via electronic submission) are due on the day and time indicated on the course calendar. **Late assignments will suffer a loss of 10% late penalty per day except discussion posts which receive no credit for late posting**. Extenuating circumstances will be considered on an individual basis if the student adequately informs the faculty of the problem. No assignments will be accepted after Noon on Friday of Final Exam Week. When a document is submitted, name the document with your name. Please use: your last name your first initial_ the title of the paper (example: smithL_My first paper). Any coursework seven (7) days or more past due will receive a zero (0) score.

Safe Assign: Some assignments will be submitted through Safe Assign. The process for using Safe Assign is the same as other assignments, except that a similarity/originality score will be generated. For more information see the Help Page at MSU.
https://experts.missouristate.edu/display/KB/How+to+Submit+and+View+a+SafeAssignment

Academic Integrity:
Missouri State University is a community of scholars committed to developing educated persons who accept the responsibility to practice personal and academic integrity. You are responsible for knowing and following the university's student honor code, *Student Academic Integrity Policies and Procedures*, available at www.missouristate.edu/policy/academicintegritystudents.htm. You are also responsible for understanding and following any additional academic integrity policies specific to this class (as outlined by the faculty). Any student participating in any form of academic dishonesty will be subject to sanctions as described in this policy. If you are accused of violating this policy and are in the appeals process, you should continue participating in the class.

All assignments should be done by the student individually, unless the assignment is designated by the faculty as a group assignment. Members of a group may communicate about the division of labor for the group assignment, but individual members must do their own work on their chosen section of the assignment.

Because the learning process takes place in an environment of mutual respect and trust, the faculty anticipates that students will conduct themselves in a professional, ethical matter in the student role. Failure to do so will result in the following consequences:
1. Plagiarism (literary theft) in a paper will result in a grade of zero for that paper.
2. A student found to be cheating on an exam will be given a grade of zero on that exam.
3. A student found to be assisting another student in cheating or plagiarism will also be given a grade of zero for that assignment/exam.
4. Quizzes and Exams in Nursing 341 are considered open book and open note, however they are not considered group work.
4. Penalties for academic dishonesty may result in course failure and CANNOT be made up via resubmission of work or additional assignments.

Honor Code: Students will read, accept, and be bound by an honor code statement in this class. The honor code will be an assignment that will need to be uploaded to Blackboard. A student must sign and submit the honor code before assignments will be available (see Assignments section of syllabus).

Missouri State University
REQUIRED STATEMENTS

Emergency response statement
At the first class meeting, students should become familiar with a basic emergency response plan through a dialogue with the instructor that includes a review and awareness of exits specific to the classroom and the location of evacuation centers for the building. All instructors are provided this information specific to their classroom and/or lab assignments in an e-mail prior to the beginning of the fall semester from the Office of the Provost and Safety and Transportation. Students with disabilities impacting mobility should discuss the approved accommodations for emergency situations and additional options when applicable with the instructor. For more information go to http://www.missouristate.edu/safetran/51597.htm and
http://www.missouristate.edu/safetran/erp.htm

Religious accommodation
The University may provide a reasonable accommodation based on a person's sincerely held religious belief. In making this determination, the University reviews a variety of factors, including whether the accommodation would create an undue hardship. The accommodation request imposes responsibilities and obligations on both the individual requesting the accommodation and the University. Students who expect to miss classes, examinations, or other assignments as a consequence of their sincerely held religious belief shall be provided with a reasonable alternative opportunity to complete such academic responsibilities. It is the obligation of students to provide faculty with reasonable notice of the dates of religious observances on which they will be absent by submitting a Request for Religious Accommodation Form to the instructor by the end of the third week of a full semester course or the end of the second week of a half semester course.

Statement of attendance policy
Instructors must provide students with a written statement of the specific attendance policy for that class. The instructor has the responsibility to determine specific attendance policies for each course taught, including the role that attendance plays in the calculation of final grades and the extent to which work missed due to non-attendance can be made up. The University encourages instructors not to make attendance a disproportionately weighted component of the final grade, and also expects instructors to be reasonable in accommodating students whose absence from class resulted from: 1) participation in University-sanctioned activities and programs; 2) personal illness; or 3) family and/or other compelling circumstances. The University's attendance policy can be found at http://www.missouristate.edu/registrar/catalog/attendan.html.

Statement of grading policy
Faculty have the choice to utilize either the standard grade policy or the plus/minus grading option but are required to indicate their grading scale on their syllabus. The University's plus/minus grading system can be found at http://www.missouristate.edu/registrar/grades.html

Statement on academic dishonesty
Missouri State University is a community of scholars committed to developing educated persons who accept the responsibility to practice personal and academic integrity. Students are responsible for knowing and following the university's student honor code, Student Academic Integrity Policies and Procedures and also available at the Reserves Desk in Meyer Library. Any student participating in any form of academic dishonesty will be subject to sanctions as described in this policy.

Statement of nondiscrimination
Missouri State University is an equal opportunity/affirmative action institution, and maintains a grievance procedure available to any person who believes he or she has been discriminated against. At all times, it is your right to address inquiries or concerns about possible discrimination to the Office for Institutional Equity and Compliance, Park Central Office Building, 117 Park Central Square, Suite 111, 417-836-4252. Other types of concerns (i.e., concerns of an academic nature) should be discussed directly with your instructor and can also be

brought to the attention of your instructor's Department Head. Please visit the OED website at www.missouristate.edu/equity/.

Statement on disability accommodation
To request academic accommodations for a disability, contact the Director of the Disability Resource Center, Carrington Hall, Room 302, 417-836-4192 or 417-836-6792 (TTY), www.missouristate.edu/disability. Students are required to provide documentation of disability to the Disability Resource Center prior to receiving accommodations. The Disability Resource Center refers some types of accommodation requests to the Learning Diagnostic Clinic, which also provides diagnostic testing for learning and psychological disabilities. For information about testing, contact the Director of the Learning Diagnostic Clinic, 417-836-4787,http://psychology.missouristate.edu/ldc.

Statement on cell phone policy
As a member of the learning community, each student has a responsibility to other students who are members of the community. When cell phones or pagers ring and students respond in class or leave class to respond, it disrupts the class. Therefore, the Office of the Provost prohibits the use by students of cell phones, pagers, PDAs, or similar communication devices during scheduled classes. All such devices must be turned off or put in a silent (vibrate) mode and ordinarily should not be taken out during class. Given the fact that these same communication devices are an integral part of the University's emergency notification system, an exception to this policy would occur when numerous devices activate simultaneously. When this occurs, students may consult their devices to determine if a university emergency exists. If that is not the case, the devices should be immediately returned to silent mode and put away. Other exceptions to this policy may be granted at the discretion of the instructor.

Dropping a class
It is your responsibility to understand the University's procedure for dropping a class. If you stop attending this class but do not follow proper procedure for dropping the class, you will receive a failing grade and will also be financially obligated to pay for the class. For information about dropping a class or withdrawing from the university, contact the Office of the Registrar at 836-5520. See Academic Calendars (www.missouristate.edu/registrar/acad_cal.html) for deadlines.

Audio and video recording course activity
Students may make audio or video recordings of course activity. However, the redistribution of audio or video recordings from the course to individuals who are not students in the class is prohibited without the express permission of the faculty member and any of the students who are recorded.

Curricular Action Workflow

New Course Proposal Form

Submitted on 03/31/2016 by Lucretia Smith (LucretiaSmith@MissouriState.edu).

*All fields require input

◉ New COURSE

○ New REGULAR PERMANENT SECTION of an existing variable content course. If a new regular section of an existing variable topics course, enter the existing course number below

Course Code:

NRS

Course Number: (Check Availability)

442

Course Title:

Community Health Nursing I

Will this proposal need to be reviewed by CGEIP?   ◉ No   ○ Yes

Will this proposal need to be reviewed by EPPC?   ◉ No   ○ Yes

Prerequisite/Co-requisite or enter 'None':

Enrollment for BSN completion students, and departmental permission.

General Course Description: (Include any Pass/Not Pass grading restrictions, repeatable limits, limitation on course applicability, UG/GR parallel course, etc.)

Theory of nursing practice to aggregates and communities. Focus on nursing knowledge in public health, community health nursing, and nursing research to promote health and prevent disease.

Credit Hours: 2 ▾   Lecture Contact Hours: 2 ▾   Lab Contact Hours: 0 ▾

Note: If variable credit, enter the highest number and add to end of course description. (e.g. "Variable credit, may be taken 1-3 hours.")

Periodicity. Check all that apply.

☑ Fall   ☐ Fall (even-numbered years only)   ☐ Fall (odd-numbered years only)

☑	Spring	☐	Spring (even-numbered years only)	☐	Spring (odd-numbered years only)
☑	Summer	☐	On Demand only		

Complete Catalog Description:
NRS 442 Community Health Nursing I
Prerequisite: Enrollment for BSN completion students, and departmental permission.
Theory of nursing practice to aggregates and communities. Focus on nursing knowledge in public health, community health nursing, and nursing research to promote health and prevent disease.
Credit hours: 2 Lecture contact hours: 2 Lab contact hours: 0
Typically offered: Fall, Spring, Summer

Include sample syllabus (list topics, course goals.) Use text box OR upload only file types of PDF, DOC or DOCX.

Attached

Purpose of Course

To introduce RN BSN Completion students to the concepts of community health. RN students will take NRS 442 and NRS 443 and not NUR 442

Relationship to Other Departments

None

Is there a graduate/undergraduate parallel course to this one? ◉ No ○ Yes

New Course Resource Information

Anticipated Average Enrollment per section:	30	Maximum Enrollment Limit per section:	60
Anticipated Average Enrollment per semester:	60	Maximum Enrollment Limit per semester:	120
Anticipated Average Enrollment per year:	180	Maximum Enrollment Limit per year:	360
Faculty Load Assignment (equated hours):	2		

Is another course being deleted? ◉ No ○ Yes

What will this course require in the way of:

Additional library Holdings

Additional computer resources

increased online student use

Additional or remodeled facilities

Additional equipment or supplies

Additional travel funds

Additional faculty; general vs specialized

Additional faculty; regular vs per-course

Other additional expenses

If additional faculty are not required, how will faculty be made available to teach this course?

content currently taught in NUR 442 which will decrease periodicity to one time per semester and current faculty will make the transition

List names of current faculty qualified and available to teach this course

Daniel, Atwell, Bigley

What is the anticipated source of students for this course?

BSN Completion students

If from within the department, will students be taking this course in addition to or in place of other courses?

No. Student will not be required to take NUR 442.

If from outside the department, which courses in other departments would most likely be affected?)

None

Other comments:

Will be taught as block course

What is the date that this new course was approved by departmental or program faculty? (MM/DD/YYYY)   02/08/2016

Current Status:

College Council Review

Proposal Progress:

03/31/2016 - Submitted by Department Head (Kathryn Hope)

Review Comments:

No comments have been added to this proposal.

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PASSION
find your
PLACE

Missouri State™

Curricular Action Workflow *designed by* **Computer Services**

Change Program Proposal Form

Submitted on 02/03/2016 by Amanda Keys (AmandaKeys@MissouriState.edu).

Department:

Social Work, School of

Type of Program
Choose One:

- ○ Major (Non-Comprehensive/Graduate Program)
- ◉ Comprehensive Major
- ○ Option

- ○ Minor
- ○ Certificate
- ○ Certification

- ○ Academic Rules
- ○ Other

Title of Program Affected:

Social Work, Bachelor of-BSW

Current Catalog Description: (Either cut and paste present description from online catalog **OR** provide as an attachment below)

Eligibility to apply
Once accepted to MSU, students are eligible to apply for admission into the BSW Program when the following conditions are met:

Completion of a minimum of 45 hours with a combined GPA (Missouri State and transfer combined) of 2.50 or higher on a 4-point scale
Completion of the Foundations Courses for General Education except the second writing course
Completion or concurrent enrollment in SWK 200(3), SWK 213(3), and SWK 219(3) with a minimum grade of "C". Candidates whose application is reviewed positively will not have admission to the Program until grades of "C" or better are recorded for these courses at the close of the application semester.
Special consideration for admission to the BSW Program will be given for those students who have completed SWK 300(1), Citizenship and Service Learning in Social Work (CASL), which is a one hour course taken concurrently with one of three courses: SWK 200, Introduction to Social Work; SWK 213(3) Social Welfare Policy and Services; or SWK 219(3) Human Diversity. A 40-hour volunteer/work experience in a human service agency within three years prior to application for admission can be substituted for this CASL

experience with permission of the BSW Program Coordinator.

Admission to the Bachelor of Social Work Program

Students seeking admission to the BSW Program do so with the understanding that: (a) admission is competitive and selective and not all who apply can be accommodated; and (b) meeting the minimum standards does not guarantee a student will be admitted. The BSW committee will make a decision to admit based on a holistic picture of the completed course work and values that are consistent with the conduct of the profession and the Social Work Code of Ethics.

Students who are planning to pursue a BSW degree must complete the following steps:

Declare a major in the Social Work Program within the University which places the student in pre-admit status.

When a student is eligible to apply for admitted status, the student must submit a formal application, with accompanying forms, to the School of Social Work office. Directions for completing the packets will be included within the application packet. Applications for admission to the Program will be available online. Refer to the application packet for specific due dates because the dates can vary. Applications submitted after the deadline will not be considered. Incomplete applications may result in not being considered. Students will be notified, prior to registration, if they are admitted into the BSW Program. If the student is not admitted, the student will be responsible for meeting with his/her advisor to transition into another major.

Program requirements

The undergraduate Social Work Program at Missouri State University builds upon a liberal arts education while preparing students for the practice of Social Work, with an emphasis on the strengths perspective. Social Work is a comprehensive major consisting of 48 hours of required Social Work courses (which includes a 12-hour practicum); 22 hours of required courses from the humanities and the social, behavioral, and biological sciences; and 6 hours of electives offered by the School of Social Work (SWK electives). Students who successfully complete general education, all general baccalaureate requirements and major requirements are awarded a Bachelor of Social Work degree.

Prospective students are encouraged to contact the Coordinator of the BSW Program with any questions or concerns. Accepted students are expected to consult with their advisor, at least, once every semester. This program is accredited by the Council on Social Work Education. Additional information regarding the BSW Program may be found in the BSW Student Handbook available from the School of Social Work.

General Education Requirements - see General Education Program and Requirements section of catalog

Recommended Course: SWK 300(1)

Major Requirements

Specific Course Requirements (other than Social Work courses): BIO 101(3) and 111(1), or BMS 100(4), or BMS 110(3) and 111(1); ECO 155(3) or 165(3); PLS 101(3); PSY 121(3); SOC 150(3), PSY 304(3); and PSY 200(3) or SOC 302(3) or AGR 330(3) or MTH 340(3) or QBA 237(3) or REC 328(3)

SWK 200(3), 213(3), 219(3), 306(3), 307(3), 313(3), 314(3), 325(3), 326(3), 418(3), 420(3), 430(3), 480(3), 490(9)

Two SWK electives (6 hours)

Public Affairs Capstone Experience will be fulfilled by completion of SWK 480(3) and 490(9).

General Baccalaureate Degree Requirements - see General Baccalaureate Degree Requirements section of catalog

Retention, progression, and graduation policies

After admission into the BSW Program, students must achieve the following for retention in the major.

Maintain a combined GPA (Missouri State and transfer combined) of 2.50 or higher. If a student drops below a GPA of 2.50, the student will be withdrawn from the program at the end of the semester.

Achieve a grade of "C" or better in all Social Work courses, which are courses with "SWK" prefix.

Earning a "D" grade or below in a Social Work (SWK) course will result in the inability to be admitted into

program. If a student is formally accepted in the program and earns a "D" grade in a Social Work (SWK) course, the student must retake the course before progressing. If a student is formally accepted in the program and earns an "F" grade in a Social Work (SWK) course, s/he will be dismissed from the program at the end of the semester and will need to reapply.

Courses in the Social Work major may not be taken more than twice.

A student must earn a "Pass" grade in SWK 490(9). A grade below a "C" in SWK 480(3) and/or a "Not Pass" grade in SWK 490(9) means the student must reapply for admission and be readmitted to the BSW Program.

Students are encouraged to meet with their advisor in the School of Social Work prior to or upon entering the University and at least one a semester to ensure the proper selection and sequencing of prerequisites for the BSW Program.

Students must demonstrate acceptable levels of maturity, integrity, behaviors and attitudes as defined by the National Association of Social Work (NASW).

Not Attached

Complete New Catalog Description: (Either provide the revised description in the text area below [strikethrough all deletions and insert/bold new information - any content that is copied and pasted will lose existing formatting; please review prior to submission] **OR** provide as an attachment below)

Eligibility to apply
Once accepted to MSU, students are eligible to apply for admission into the BSW Program when the following conditions are met: Completion of a minimum of 45 hours with a combined GPA (Missouri State and transfer combined) of 2.50 or higher on a 4-point scale. Completion or concurrent enrollment in the Foundations Courses for General Education except the second writing course. Completion or concurrent enrollment in SWK 200(3), SWK 213(3), and SWK 219(3) with a minimum grade of "C". Candidates whose application is reviewed positively will not have admission to the Program until grades of "C" or better are recorded for these courses at the close of the application semester.
Admission to the Bachelor of Social Work Program
Students seeking admission to the BSW Program do so with the understanding that: (a) admission is competitive and selective and not all who apply can be accommodated; and (b) meeting the minimum standards does not guarantee a student will be admitted. The BSW committee will make a decision to admit based on a holistic picture of the completed course work and values that are consistent with the conduct of the profession and the Social Work Code of Ethics. Students who are planning to pursue a BSW degree must complete the following steps: Declare a major in the Social Work Program within the University which places the student in pre-admit status. When a student is eligible to apply for admitted status, the student must submit a formal application, with accompanying forms, to the School of Social Work office. Directions for completing the packets will be included within the application packet. Applications for admission to the Program will be available online. Refer to the application packet for specific due dates because the dates can vary. Applications submitted after the deadline will not be considered. Incomplete applications may result in not being considered. Students will be notified, prior to registration, if they are admitted into the BSW Program. If the student is not admitted, the student will be responsible for meeting with his/her advisor to transition into another major.
Program requirements
The undergraduate Social Work Program at Missouri State University builds upon a liberal arts education while preparing students for the practice of Social Work, with an emphasis on the strengths perspective. Social Work is a comprehensive major consisting of 48 hours of required Social Work courses (which includes a 12-hour practicum); 22 hours of required courses from the humanities and the social, behavioral, and biological sciences; and 6 hours of electives offered by the School of Social Work (SWK electives). Students who successfully complete general education, all general baccalaureate requirements and major requirements are awarded a Bachelor of Social Work degree. Prospective students must contact the Coordinator of the BSW Program to obtain information on how to be admitted into the program and be assigned an advisor. Accepted students are expected to consult with their advisor, at least, once every semester. This program is accredited by the Council on Social Work Education. Additional information regarding the BSW Program may be found in the BSW Student Handbook available from the School of Social Work. General Education Requirements - see General Education Program and Requirements section of catalog Recommended Course: SWK 300(1) Major Requirements Specific Course Requirements (other than Social Work courses): BIO 101(3) and 111(1), or BMS 100(4), or BMS 110(3) and 111(1); ECO 155(3) or 165(3); PLS 101(3); PSY 121(3); SOC 150(3), PSY 304(3); and PSY 200(3) or SOC 302(3) or AGR 330(3) or MTH 340(3) or QBA 237(3) or REC 328(3) SWK 200(3), 213(3), 219(3), 306(3), 307(3), 313(3), 314(3), 325(3), 326(3), 418(3), 420(3), 430(3), 480(3), 490(9) Two SWK electives (6 hours) Public Affairs Capstone Experience will be fulfilled by completion of SWK 480(3) and 490(9). General Baccalaureate Degree Requirements - see General Baccalaureate Degree Requirements section of catalog Retention, progression, and graduation policies After admission into the BSW Program, students must achieve the following for retention in the major. Maintain a combined GPA (Missouri State and transfer combined) of 2.50 or higher. If a student drops below a GPA of 2.50, the student will be withdrawn from the program at the end of the semester. Achieve a grade of "C" or better in all Social Work courses, which are courses with "SWK" prefix. Earning a "D" grade or below in a Social Work (SWK) course will result in the inability to be admitted into program. If a student is formally accepted in the program and earns a "D" grade in a Social Work (SWK) course, the student must retake the course before progressing. If a student is formally accepted in the program and earns an "F" grade in a Social Work (SWK) course, s/he will be dismissed from the program at the end of the semester and will need to reapply. Courses in the Social Work major may not be taken more than twice. A student must earn a "Pass" grade in SWK 490(9). A grade below a "C" in SWK 480(3) and/or a "Not Pass" grade in SWK 490(9) means the student must reapply for admission and be readmitted to the BSW Program. Students are encouraged to meet with their advisor in the School of Social Work prior to or upon entering the University and at least once a semester to ensure the proper selection and sequencing of prerequisites for the BSW Program. Students must demonstrate acceptable levels of maturity, integrity, behaviors and attitudes as defined by the National Association of Social Work (NASW).

Not Attached

Total Hours: 48

What is changing? Check all boxes that apply:

☐ Title change

☐ Course changes of under 18 hours

☐ Course changes of 18 hours or more

☐ From option to program (major)

☐ From program (major) to option

☑ Other

Three changes:
1. Adding concurrently to "completion of the foundation courses for general education."
2. Deleting that special consideration will be given to those who have completed SWK 300.
3. Students must contact BSW Coordinator when they change their major.
4. Updated grammatical and spelling errors based upon recommendations from college council.

Reason for Proposed Change:

Change 1: BSW committee agreed that this change will help transfer students be able to apply to the program sooner.
Change 2: BSW Committee agreed that SWK 300 will not be a reason for special consideration for admission into the program.
Change 3: BSW Committee agreed that all students should go through the BSW Coordinator once they change their major.
Change 4: Updated grammatical and spelling errors based upon recommendation from college council.

What is the date that this new program was approved by departmental or program faculty? (MM/DD/YYYY)

11/20/2015

Current Status:

College Council Review

Proposal Progress:

02/04/2016 - Submitted by Department Head (Michele Day)

Review Comments:

No comments have been added to this proposal.

Copy As New Proposal

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Curricular Action Workflow
designed by Computer Services

New Course Proposal Form

Submitted on 02/24/2016 by Susan Dollar (**Susandollar@missouristate.edu**).

*All fields require input

⦿ New COURSE

○ New REGULAR PERMANENT SECTION of an existing variable content course. If a new regular section of an existing variable topics course, enter the existing course number below

Course Code:

SWK

Course Number: (**Check Availability**)

543

Course Title:

Non-Profit Management in the Health and Human Services

Will this proposal need to be reviewed by EPPC?   ⦿ No   ○ Yes

Prerequisite/Co-requisite or enter 'None':

junior standing and permission of instructor

General Course Description: (Include any Pass/Not Pass grading restrictions, repeatable limits, limitation on course applicability, UG/GR parallel course, etc.)

The purpose of this course is to lay a leadership and management foundation for those in social work and the human services professions from the nonprofit/social or public sectors. The history and scope of the U.S. nonprofit sector, well as contemporary theories of nonprofit enterprise, governance and leadership, ethics, marketing, advocacy techniques, decision-making models and current ideas about possible futures for the sector will be presented. Students will leave the course with a solid understanding of nonprofit /social sector organization, and develop an understanding of his or her management style and philosophy.
May be taught concurrently with SWK 643. Cannot receive credit for both SWK 543/643.3(3-0) F

Credit Hours: 3 ▼

Lecture Contact Hours: 3 ▼

Lab Contact Hours: 0 ▼

Note: If variable credit, enter the highest number and add to end of course description. (e.g. "Variable credit, may be taken 1-3 hours.")

Periodicity. Check all that apply.

- [x] Fall
- [ ] Fall (even-numbered years only)
- [ ] Fall (odd-numbered years only)
- [ ] Spring
- [ ] Spring (even-numbered years only)
- [ ] Spring (odd-numbered years only)
- [ ] Summer
- [ ] On Demand only

Complete Catalog Description:
SWK 543 Non-Profit Management in the Health and Human Services
Prerequisite: junior standing and permission of instructor
The purpose of this course is to lay a leadership and management foundation for those in social work and the human services professions from the nonprofit/social or public sectors. The history and scope of the U.S. nonprofit sector, well as contemporary theories of nonprofit enterprise, governance and leadership, ethics, marketing, advocacy techniques, decision-making models and current ideas about possible futures for the sector will be presented. Students will leave the course with a solid understanding of nonprofit /social sector organization, and develop an understanding of his or her management style and philosophy.
May be taught concurrently with SWK 643. Cannot receive credit for both SWK 543/643.3(3-0) F
Credit hours: 3 Lecture contact hours: 3 Lab contact hours: 0
Typically offered: Fall

Include sample syllabus (list topics, course goals.) Use text box OR upload only file types of PDF, DOC or DOCX.

Upon successful completion of the course, students will be able to demonstrate the ability to:

1. Understand basic non-profit leadership and governance principles and practices.
2. Distinguish between human service organizations and business and manufacting organizations and how they impact the job of manager.
3. Describe how non-profit organizations differ from other human service organizations and the advantages of maintaining their non-profit status.
4. Be familiar with the basic principles of motivating/leading people in the non-profit sector.
5. Be familiar with the basic literature in the field and with the resources for obtaining further information.
6. Be acquainted with leadership and management issues within the non-profit organization.
7. Recognize the benefits and issues surrounding human diversity in human services practice.
8. Develop an understanding of ethical issues in management and planning, particularly the implications for economic and social justice.
9. Develop team skills in project development and presentation.
10. Identify and explain your philosophy and style of management within the framework of professional social work practice.

Attached

Purpose of Course

The purpose of this course is to lay a leadership and management foundation for those in social work and the human services professions from the nonprofit/social or public sectors.
The history and scope of the U.S. nonprofit sector, well as contemporary theories of nonprofit enterprise, governance and leadership, ethics, marketing, advocacy techniques, decision-making models and current ideas about possible futures for the sector will be presented. Students will leave the course with a solid understanding of nonprofit /social sector organization, and develop an understanding of his or her management style and philosophy.

Relationship to Other Departments

SOC 397-Non-Profits and Civil Society is a Directed Readings course offered by Professor Hoegeman every two years in the spring. She plans to establish it as a regular course in the Sociology curriculum. Dr. Hoegeman stated that the course is about the non-profit sector more generally, but it is not focused on management. My proposed course is focused on management and supervision of non-profit agencies, and therefore, is not a duplication of coursework.

Is there a graduate/undergraduate parallel course to this one? ○ No ◉ Yes

Enter parallel course number

SWK743 Management and Program Development in Human Service

How do these classes differ?

The parallel course number listed (SWK 743) is being changed to SWK 643 and is currently under curriculum review in order for the course to be cross-listed for upper-level undergraduates and graduate students. The graduate level course has two significant additional assignments with accompanying readings that will assess a higher level of critical thinking and problem solving than the undergraduate students. One assignment is construction of a mock webpage, and the other requires the development of personnel policy statement.

New Course Resource Information

Anticipated Average Enrollment per section:	25	Maximum Enrollment Limit per section:	30
Anticipated Average Enrollment per semester:	25	Maximum Enrollment Limit per semester:	30
Anticipated Average Enrollment per year:	25	Maximum Enrollment Limit per year:	30
Faculty Load Assignment (equated hours):	3		

Is another course being deleted? ◉ No ○ Yes

What will this course require in the way of:

Additional library Holdings

Additional computer resources

Additional or remodeled facilities

Additional equipment or supplies

Additional travel funds

Additional faculty; general vs specialized

Additional faculty; regular vs per-course

Other additional expenses

If additional faculty are not required, how will faculty be made available to teach this course?

Current faculty has the flexibility to teach the course under their regular academic workload.

List names of current faculty qualified and available to teach this course

Dr. Susan Dollar and Professor Wendy Jackson, LCSW

What is the anticipated source of students for this course?

Bachelor of Social Work (BSW) and Bachelors of Health Services (BHS) students

If from within the department, will students be taking this course in addition to or in place of other courses?

Students will take the course in addition to core courses (this is an elective course).

If from outside the department, which courses in other departments would most likely be affected?)

Could possibly draw from SOC 397-Non-profits and Civil Society that is a directed readings course offered every two years, in the spring. The proposed course will be offered in the fall semester. No graduate courses are offered in non-profit management.

Other comments:

The course will be offered in alternating formats every year in the fall semester. The classroom format is planned for fall 2016, followed by the online course in fall 2017.

What is the date that this new course was approved by departmental or program faculty? (MM/DD/YYYY)

01/15/2016

Current Status:

College Council Review

Proposal Progress:

02/29/2016 - Submitted by Department Head (Michele Day)

Review Comments:

No comments have been added to this proposal.

Copy As New Proposal

MISSOURI STATE UNIVERSITY
SCHOOL OF SOCIAL WORK

SWK 543-643 - Nonprofit Management in the Health and Human Services
Fall 2016

INSTRUCTOR: Dr. Susan Dollar
OFFICE & PHONE: Pummill Hall 105d
OFFICE HOURS: susandollar@missouristate.edu; by appointment

COURSE DESCRIPTION

The purpose of this course is to lay a leadership and management foundation for those in social
work and the human services professions from the nonprofit/social or public sectors.
The history and scope of the U.S. nonprofit sector, well as contemporary theories of nonprofit
enterprise, governance and leadership, ethics, marketing, advocacy techniques, decision-making
models and current ideas about possible futures for the sector will be presented. Students will leave
the course with a solid understanding of nonprofit /social sector organization, and develop an
understanding of his or her management style and philosophy.

OBJECTIVES
Upon successful completion of the course, students will be able to demonstrate the ability
to:

1. Understand basic non-profit leadership and governance principles and practices.
2. Distinguish between human service organizations and business and manufacting
    organizations and how they impact the job of manager.
3. Describe how non-profit organizations differ from other human service
    organizations and the advantages of maintaining their non-profit status.
4. Be familiar with the basic principles of motivating/leading people in the non-profit
    sector.
5. Be familiar with the basic literature in the field and with the resources for obtaining
    further information.
6. Be acquainted with leadership and management issues within the non-profit
    organization.
7. Recognize the benefits and issues surrounding human diversity in human services
    practice.
8. Develop an understanding of ethical issues in management and planning,
    particularly the implications for economic and social justice.
9. Develop team skills in project development and presentation.
10. Identify and explain your philosophy and style of management within the
    framework of professional social work practice.

TEXTS

Weinbach, R.W., Taylor, L.M. (7th ed.) (2015).   Social Worker as Manager: A Practical Guide to
Success. Upper Saddle Creek, NJ: Pearson.

METHODS OF EVALUATION

Grading Scale

EVALUATION OF STUDENT PERFORMANCE:

Assignments	Points
Non-profit Agency Self-Study	
(a) Cover Letter and Executive Summary	25
(b) Strategic Plan (VRCO & MSU examples)	100
(c) Management & Personnel Job Descriptions (VRCO example)	75
(d) Agency Budget (Excel Template)	75
Discussion Board postings (4 @ 25 pts. each)	100
Participation	25
GRADUATE STUDENTS ONLY: TWO ADDITIONAL ASSIGNMENTS *Discussion Board A- -* Would you "friend" those you supervise? Write a brief personnel policy statement to guide your new non-profit agency's Internet Use and Restrictions (25 pts) *Discussion Board B- -* Design a webpage and Internet Use and Restrictions policy for your non-profit agency. The webpage should highlight the most important aspects of mission, services, hours/location, staff, and other information you deem important to consumers. Include appropriate graphics and organizational design elements so that the class can see the webpage layout (75 pts)	100
Total	**400/500**

Grading scale: A 100-90%, B 89-80%, C 79-70%, D 69-60%, F 59%

UNDERGRADUATE STUDENTS
400-360   A
359-320   B
319-280   C
279-240   D
Below 240   F

GRADUATE STUDENTS
500-460   A
459-420   B
419-380   C

379-340   D
Below 340   F

The standards I use in assigning letter grades are as follows:
- A = Excellence: Student work attains the best possible learning gains available through the assignment.
- B = Substantive: Student work achieves a high level of the learning gains available through the assignment.
- C = Average: Student work reaches the minimal level of the learning gains available through the assignment.
- D = Below average: Student work neglects to demonstrate the possible learning gains available through the assignment.
- F = Unacceptable: Student work fails to demonstrate the learning gains available through the assignment.

Technical Requirements and Assistance:

You will be using a word processing program, PowerPoint, and SafeAssignment software in this course.
Some basic knowledge of Blackboard is needed. The Help Desk in Cheek Hall is available for computer and Blackboard technical assistance. They can be contacted at http://helpdesk.missouristate.edu or *417-836-5891*.

You should also be familiar with APA, 6th edition formatting. The BearClaw in Meyer Library, and online help with writing through the MSU Writing Center, is available for APA assistance and proof reading of your papers (email consultation is available). They can be contacted at http://writingcenter.missouristate.edu or (Main) 417-836-6398.

Grading Policies

All assignments are to be completed on the dates that they are due. Any assignment not completed on the due date will be penalized 5 points for each day that the assignment is late. In the event of illness on the day that an assignment is due, notify me prior to the scheduled time via email. Spelling, grammar, punctuation, and other writing convention errors can result in 10% score reduction for each individual assignment. No rewrites of previously evaluated assignment will be accepted for point adjustment.

The following guidelines should be observed when submitting written work for grading:
(1)
Material must be typewritten, double spaced, proofread for errors and follow APA style manual guidelines; (2) Assignments should be submitted during class on the due date; (3) In order to ensure fairness to all students, grades for late assignments will be reduced by 5 points for each day they are late (unless student has acceptable reason for being missing the deadline); (4) Page expectations are not absolute maximum or minimum requirements, however, they do indicate approximately how much work should be involved in preparing an acceptable assignment; and (5) Grading is based on completeness of subject matter,

clarity of presentation, punctuation and grammar.

EXTRA CREDIT
There are no extra credit assignments or tasks and no rewrites of previously evaluated material.

Assignments are graded within 2 weeks, but are usually graded within one week of submission.

ASSIGNMENT INSTRUCTIONS

Individual Assignments

<u>Discussion Board postings</u> (4 @ 25 pts. each)

You should post at least <u>one comment and one question to the entire group for each discussion item</u>. The threads are useful in determining the types of well-considered questions and comments that you present to the group.

Your DB response and question to the group are due on *Wednesday*, and your responses to comments should be posted by *Friday* of due date week.

<u>Include at least one citation in APA format to support your perspectives (for full credit).</u> Please don't use the textbooks as your DB source, since the idea is to provide some new information outside of the assigned readings.

Discussion Board #1—**Icebreaker**
Send a one page response containing (a) your experience in or with a nonprofit organization- one you know best; (b) your role with/in the organization; (c) a brief profile of the organization; and, from your perspective, two items of the nonprofit's organizational challenge in respect to public relations or fund raising. Or, if you don't have an experience of that nature, select an issue related to nonprofit governance or public relations that has appeared in the news within the last year and present your perspective on that issue.

Discussion Board #2- **Board Development Action Memo**
As the executive director of a nonprofit organization, write a memo to your board chair alerting him or her to an issue that you feel needs your collective attention. It may relate to governance, policy, financial, funding, or program issue or to an external issue you feel will impact your organization. There's an example of an Action Memo in the Additional Resources panel in Blackboard.

Discussion Board #3- <u>How</u> **Would You Manage?**
Read the Article, <u>Leading the Four Generations</u> (American Management Association, 2014) located in the Additional Resources panel in Blackboard.   Give an example of how you would motivate <u>each</u> of the four generational groups and support your position.

Discussion Board #4- **Advocacy Work-** Your agency wants to lobby for a state appropriations funding increase for the population you serve. Describe how you would

determine if you can legally lobby to legislators. If currently not qualified, what steps would your agency need to take in order to legally lobby lawmakers?

GRADUATE STUDENTS ONLY Discussion Board A- - **Would you "friend" those you supervise?** Some organizations don't really have a policy concerning the use of social media, but it's a good idea to develop one to avoid potential problems. For this exercise, write a brief personnel policy statement to guide your new non-profit agency's Internet Use and Restrictions.

GRADUATE STUDENTS ONLY Discussion Board B- - **Design a webpage and Internet Use and Restrictions policy** for your non-profit agency. The webpage should highlight the most important aspects of mission, services, hours/location, staff, and other information you deem important to consumers. Include appropriate graphics and organizational design elements so that the class can see the webpage layout.

3) Nonprofit Agency Self-Study (200 Points)

You and your team will design a new non-profit organization (maximum of 3 on a team). Conduct research to justify the organization's creation in the Springfield area.

Assuming you are the executive director of your new non-profit human service organization and develop a self-study consisting of five subsections: (1) Cover Page; (2) Executive Summary; (3) Strategic Plan; (4) Personnel & Staffing document; and (5) Budget, with Budget Narrative.

Present this material in about 15 pages in APA format (12 pt. font, double-spaced, 1 inch margins). Tables and charts should be in APA format.

(1) Cover Page with non-profit's name, your group member names and percentage contribution for the report.

(2) Executive Summary
Describe in one page your agency in terms of its mission statement, population served, catchment area, services, advisory board composition and funding sources.

(3) Three- year Strategic Plan, including:

(a) One-two page implementation plan describing the key strategies and activities used to achieve your agency's long-term anticipated outcomes and impact.
(b) A three- year strategic plan in chart format that define at least 3 goals and have at least 2 objectives for each anticipated goal statement.

(4) Management and Personnel Job Descriptions
Develop functional job descriptions for your key personnel (including your position as the executive director) (1 page each). Provide at least three different job descriptions.

(5) One-Year Agency Budget (Excel template provided) and Budget Narrative, describing expected use for each major line item.

A grading rubric is provided under the Assignment panel.

Date	Topic	Reading	Proposal and Other Due Dates
1 8/24	Orientation to SWK 543/643 Defining & Describing Management And What Makes Human Services Management Different?	Weinbach & Taylor Ch. 1 &2	**DB #1 Due-Icebreaker**
2 8/31	Historical Origins of Current Management Practices	Weinbach & Taylor Ch. 3	
3 9/7	Leading	Weinbach & Taylor Ch. 4 Action Memo PDF	**DB #2 – Action Memo to Board Due**
4 9/14	Planning	Weinbach & Taylor Ch. 5 MSU Mission Statement PDF VCRO Strategic Plan	**Cover Page & Executive Summary Due**
5 9/21	Influencing Day-to-Day Activities of Others	Weinbach & Taylor Ch. 6 ^ & 7 Leading the Four Generations PDF	**DB #3- How would you Manage? Due**
6 9/28	Organizing People and Tasks	Weinbach & Taylor Ch.7 VCRO Job Descriptions	
7 10/5	Fostering and Managing Staff Diversity	Weinbach & Taylor Ch. 8 MSU Diversity Plan	**Management and Personnel Job Descriptions due**
8 10/12	Promoting a Productive Work Environment	Weinbach & Taylor Ch. 9	

9 10/26	Promoting Professional Growth	Weinbach & Taylor Ch. 10	**Strategic Plan Due**
10 11/2	Managing Staff Problems	Weinbach & Taylor Ch. 11	*GRADUATE STUDENTS ONLY Discussion Board A-* **- Would you "friend" those you supervise?**
11 11/9	Financial and Technical Management	Weinbach & Taylor Ch. 12 VCRO Excel Budget Template Online video on Creating a Budget in Excel	
12 11/16	Other Important Management Responsibilities	Weinbach & Taylor Ch. 13	**Budget & Budget Narrative due**
NOV. 19 thru-27	**Thanksgiving Holiday**		
13 11/23	Becoming and Remaining a Successful Manager	Weinbach & Taylor Ch. 14	*GRADUATE STUDENTS ONLY Discussion Board B-* **- Design a webpage for you non-profit**
14 11/30	**Advocacy and Lobbying as a Non-profit**	Alliance for Justice PDF: Types of Advocacy Organizations	**Online Course Evaluation Due**
15 12/7	**Advocacy and Lobbying as a Non-profit (continued)**	Alliance for Justice PDF: Comparison of 501(c)(3)s*, 501(c)(4)s, and Political (527) Organizations	
16 12/14	Final Exam		**DB #4 due- Advocacy Work as a Nonprofit**