



Summer 2021

RNBS.4631.060 & .061 & Lab - Nursing Leadership & Management –
(Combined in main Canvas course; **we will not use the Canvas lab sections for this course.** We will have didactic and clinical content in one location only.)

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Course Description

Synthesis of theories and concepts related to critical thinking, change theory, conflict resolution, delegation, and changes that impact the health care delivery system are discussed. Theories and concepts related to leadership and management are presented. Opportunities for theory application are provided in selected structured and unstructured settings. 3:3 (3 credits didactic and 3 credits clinical component)

Prerequisite

Admission to the RN-BSN track. Successful completion of [RNBS 3303](#) and [RNBS 3312](#) and [RNBS 3415](#). Special permission required from the School of Nursing to take out of sequence.

<https://www.uttyler.edu/catalog/>

Course Learning Objectives

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

1. **Professionalism:** Demonstrate responsibility for ongoing professional development, including exploration of role diversification and life-long learning.
2. **Patient-Centered Care:** Integrate concepts of current organizational and systems leadership with the culture of the healthcare organization to coordinate quality patient centered care.
3. **Evidence-Based Practice (EBP):** Integrate theory and research knowledge in the formulation, implementation, and evaluation of nursing leadership/management actions in various practice settings.
4. **Informatics & Technology:** Utilize contemporary practice technologies, information systems, and communication devices that support the delivery of safe nursing practice.
5. **Quality Improvement:** Apply knowledge of the socio-political forces, economic resources, and regulatory processes that impact health care delivery.
6. **Teamwork and Collaboration:** Work in partnership with the inter/intra disciplinary team to optimize patient outcomes that reflect advocacy and human caring for diverse populations across the lifespan.
7. **Wellness and Prevention:** Synthesize professional skills, knowledge, and attitudes when applying the nursing process to provide safe, holistic, evidenced based patient centered care.
8. **Leadership:** Demonstrates values based on historical, moral, ethical, and legal aspects of professional nursing practice responding to global health needs.
9. **Safety:** Implement measures to promote quality and a safe environment for patients, self, and others.
10. **Strengths:** Measure how strengths (signature talent themes) influence the role of the student nurse and clinical decision-making.

Expectations of RNBS 4631 Students:

- a. Students are responsible for all course assignments and content, including announcements posted in Canvas learning management system.
- b. Weekly module content, including video lectures and interactive learning material are posted in Canvas by module. Students are responsible for viewing the lecture video and any other required videos then completing the Check for Understanding activities including the quiz. Completion of ALL components of the interactive learning activities results in a percentage of completion grade in the grade center. Completion of the course work for each module is recommended for successful completion of the course.
- c. All submitted written material (papers, assignments, examinations, etc.) are the property of the School of Nursing.
- d. Late assignments are discouraged and will be accepted at the discretion of faculty. A five (5) percent penalty for each day the assignment is late may be applied to the final grade at faculty discretion.
- e. Communication with faculty will be via canvas, phone, scheduled Zoom meetings, UTT Patriot email or scheduled appointment. Students are required to use their student Patriot or Canvas email accounts for all correspondence. Email communication should include RNBS-4631 in the subject line. Students are expected to check their university email at least every two business days. Faculty will respond to email correspondence within two business days.
 - a. Students must communicate with course faculty all potential/late assignments/exams and discuss options for making up and submitting late course work. Students will contact course

faculty as soon as possible to discuss the situation. Students are subject to failing the course assignment/exam if they do not communicate with course faculty.

- b. All clinical activities and exams are required to be completed for this course.

Grading Policy and Criteria

Students repeating a course **may not** use previously submitted assignments in the current course or previous courses nor utilize the same patients for an assignment. Submitting the same or slightly modified assignments from previous semesters is considered self-plagiarism and is subject to academic discipline, including failing the assignment or the course.

Specific guidelines and grading criteria for all assignments are in the Modules. Final grades for the course will be determined based upon the following point assignments:

- A - 90-100
- B - 80-89
- C - 75-79
- D - 60-74
- F - Below 60

Final course grades less than 75 are not rounded.

The combined weighted calculation of all course assignments, quizzes, exams, and clinical activities must be at least 75% in order to pass the course.

Late policy: 5% is deducted each day an assignment is past due unless prior arrangements have been made with your course faculty. Extenuating circumstances may apply. Students must contact course faculty to get approval for any extensions for late work.

Criteria for Evaluation:	Percentage of Grade:
Exam 1	18%
Exam 2	18%
Exam 3	18%
Discussions/Participation	15%
Interactive Learning/CU Quizzes	5%
Syllabus/Course Information Quiz	5%
Clinical Expectations Quiz	5%
Clinical Activities (112.5 total hours)/Clinical Log & APA Quiz	16%

Posting Grades:

- A calendar is posted on the Information Analysis web pages each semester of dates when grades are posted.

<https://www.uttler.edu/institutional-analysis/course-eval-info.php>

- For students who complete all their evaluations, the published date is Thursday following the Tuesday when grades are due. However, they are often visible as early as late on Tuesday afternoon.
- See FERPA regulations below that prohibit discussing student progress with anyone other than the student.

<https://www.uttyler.edu/registrar/ferpa/>

- Students may request Course Grade as part of Tuition Reimbursement (Request Course Grade form) purposes through the agency where they are employed. The request form and process information is located in the “**Modules**” section of the **Canvas ORG-RN-BSN Track: Bridge to New Possibilities** site. No grades can be sent to the employer based suspected or assumed grades. Final grades must be calculated before any course grade request can be made.

Course Schedule: The official course schedule is in the canvas site in the Getting Started module. Students are required to follow the due dates and course content as outlined in the course schedule. Faculty reserve the right to alter the course schedule throughout the semester as circumstances change.

Important Course Dates:

Note: The complete course schedule is available in the Course Canvas site.

Census Date: **July 2, 2021**

Last Date to Withdraw: (<https://www.uttyler.edu/registrar/forms/>): **July 27, 2021**

Attendance and Make-up Policy

Attendance / participation is expected. Make-up for exams, quizzes, assignments, clinical time missed is at the discretion of the instructor.

Required Textbooks/Materials

Students may order their required textbooks through the UT Tyler Bookstore (order online): <https://evolve.elsevier.com/cs/> Please make sure the use the correct course prefix and number (**RNBS-4631**).

1. Yoder-Wise, P. S. (2019). *Leading and managing in nursing* (7th Ed.) St. Louis: Elsevier, ISBN: 978-0-323-44913-7 (hard copy – publish date 2019 or eBook – publish date 2018)
2. Benner, P. (2001). *From novice to expert: excellence and power in clinical nursing practice*. Menlo Park, California: Addison-Wesley Publishing Company. ISBN: 978-0-13-032522-8 or 0-13-032522-8
3. Publication Manual of the American Psychological Association, 7th Edition; ISBN: 978-1-4338-3215-4

Computer Requirements:

Access to a current, working computer or laptop with internet access using Firefox or Chrome browser is required for this internet-based course. The Canvas learning system works best using Firefox or Chrome browsers. Exams are taken in a separate program Examsoft Exemplify and must be taken using a laptop or PC, Microsoft surface pro. **Examsoft will not work with Chrombook, cell phones or iPads. It is essential to have access to a reliable PC/laptop and internet access for this course. Students are required to download the Exemplify exam program on a PC or laptop and use the same device for all exams.**

Internet Instructions:

Course modules are online in Canvas (see course calendar). UT Tyler online canvas courses use Java, JavaScript, browser plug-ins, helper application and cookies. Canvas works best using Chrome or Firefox browser. It is essential that you have these elements installed and enabled in your web browser for optimal viewing of the content and functions of your online course content. Lecture videos are optimally viewed in high definition.

- Adobe Reader allows you to view, save, and print Portable Document Format (PDF) files.

<http://get.adobe.com/reader/>

- Java Runtime Environment (JRE) allows you to use interactive tools on the web.

<http://www.java.com/en/download/>

- Adobe Flash Player allows you to view content created with Flash such as interactive web applications and animations. <http://get.adobe.com/flashplayer/>

- QuickTime allows users to play back audio and video files. <http://www.apple.com/quicktime/download/>

Examsoft (Exemplify) – The following anti-virus programs cannot be used with this program during exams: Kaspersky, Symantec/Norton, AVG, McAfee, Avast, Webroot. If the PC has these programs running, you must disable them before taking an exam. Instructions and additional information is located in the canvas course.

School of Nursing Policies and Additional Information

https://www.uttyler.edu/nursing/college/documents/son_student_guide.pdf

University Policies and Additional Information (updated 1/2018)

The following course policies may be found at the website listed below: absence for religious observance, absence for university-supported trips, services to students with disabilities, grade replacement, state-mandated course drop policy, and Social Security and privacy.

<http://www.uttyler.edu/academicaffairs/files/syllabuspolicy.pdf>

UT Tyler Honor Code

Every member of the UT Tyler community joins together to embrace: Honor and integrity that will not allow me to lie, cheat, or steal, nor to accept the actions of those who do.

Students Rights and Responsibilities

To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link: <http://www.uttyler.edu/wellness/rightsresponsibilities.php>

Campus Carry

We respect the right and privacy of students 21 and over who are duly licensed to carry concealed weapons in this class. License holders are expected to behave responsibly and keep a handgun secure and concealed. More information is available at <http://www.uttyler.edu/about/campus-carry/index.php>

UT Tyler a Tobacco-Free University

All forms of tobacco will not be permitted on the UT Tyler main campus, branch campuses, and any property owned by UT Tyler. This applies to all members of the University community, including students, faculty, staff, University affiliates, contractors, and visitors.

Forms of tobacco not permitted include cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco, and all other tobacco products.

There are several cessation programs available to students looking to quit smoking, including counseling, quitlines, and group support. For more information on cessation programs please visit www.uttyler.edu/tobacco-free.

Grade Replacement/Forgiveness and Census Date Policies

Students repeating a course for grade forgiveness (grade replacement) must file a Grade Replacement Contract with the Enrollment Services Center (ADM 230) on or before the Census Date of the semester in which the course will be repeated. (For Fall 2018, the Census Date is Monday, September 10, 2018.) Grade Replacement Contracts are available in the Enrollment Services Center or at <http://www.uttyler.edu/registrar>. Each semester's Census Date can be found on the Contract itself, on the Academic Calendar, or in the information pamphlets published each semester by the Office of the Registrar.

Failure to file a Grade Replacement Contract will result in both the original and repeated grade being used to calculate your overall grade point average. Undergraduates are eligible to exercise grade replacement for only three course repeats during their career at UT Tyler; graduates are eligible for two grade replacements. Full policy details are printed on each Grade Replacement Contract.

The Census Date is the deadline for many forms and enrollment actions of which students need to be aware. These include:

- Submitting Grade Replacement Contracts, Transient Forms, requests to withhold directory information, approvals for taking courses as Audit, Pass/Fail or Credit/No Credit.
- Receiving 100% refunds for partial withdrawals. (There is no refund for these after the Census Date).

- Schedule adjustments (section changes, adding a new class, dropping without a “W” grade)
- Being reinstated or re-enrolled in classes after being dropped for non-payment.
- Completing the process for tuition exemptions or waivers through Financial Aid.

State-Mandated Course Drop Policy

Texas law prohibits a student who began college for the first time in Fall 2007 or thereafter from dropping more than six courses during their entire undergraduate career. This includes courses dropped at another 2-year or 4-year Texas public college or university. For purposes of this rule, a dropped course is any course that is dropped after the census date (See Academic Calendar for the specific date).

Exceptions to the 6-drop rule may be found in the catalog. Petitions for exemptions must be submitted to the Enrollment Services Center and must be accompanied by documentation of the extenuating circumstance. Please contact the Enrollment Services Center if you have any questions.

Disability/Accessibility Services

In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University of Tyler at Texas offers accommodations to students with learning, physical and/or psychological disabilities. If you have a disability, including non-visible a diagnosis such as a learning disorder, chronic illness, TBI, PTSD, ADHD, or you have a history of modifications or accommodations in a previous educational environment, you are encouraged to visit <https://hood.accessiblelearning.com/UTTyler> and fill out the New Student application. The **Student Accessibility and Resources (SAR)** office will contact you when your application has been submitted and an appointment with Cynthia Lowery, Assistant Director Student Services/ADA Coordinator. For more information, including filling out an application for services, please visit the SAR webpage at <http://www.uttyler.edu/disabilityservices>, the SAR office located in the University Center, # 3150 or call 903.566.7079.

Student Absence due to Religious Observance

Students who anticipate being absent from class due to a religious observance are requested to inform the instructor of such absences by the second class meeting of the semester.

Student Absence for University-Sponsored Events and Activities

If you intend to be absent for a university-sponsored event or activity, you (or the event sponsor) must notify the instructor at least two weeks prior to the date of the planned absence. At that time the instructor will set a date and time when make-up assignments will be completed.

Social Security and FERPA Statement

It is the policy of The University of Texas at Tyler to protect the confidential nature of social security numbers. The University has changed its computer programming so that all students have an identification number. The electronic transmission of grades (e.g., via e-mail) risks violation of the Family Educational Rights and Privacy Act; grades will not be transmitted electronically.

Emergency Exits and Evacuation

Everyone is required to exit the building when a fire alarm goes off. Follow your instructor's directions regarding the appropriate exit. If you require assistance during an evacuation, inform your instructor in the first week of class. Do not re-enter the building unless given permission by University Police, Fire department, or Fire Prevention Services.

Student Standards of Academic Conduct

Disciplinary proceedings may be initiated against any student who engages in scholastic dishonesty, including, but not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

- i. "Cheating" includes, but is not limited to:
 - copying from another student's test paper;
 - using, during a test, materials not authorized by the person giving the test;
 - failure to comply with instructions given by the person administering the test;
 - possession during a test of materials which are not authorized by the person giving the test, such as class notes or specifically designed "crib notes". The presence of textbooks constitutes a violation if they have been specifically prohibited by the person administering the test;
 - using, buying, stealing, transporting, or soliciting in whole or part the contents of an unadministered test, test key, homework solution, or computer program;
 - collaborating with or seeking aid from another student during a test or other assignment without authority;
 - discussing the contents of an examination with another student who will take the examination;
 - divulging the contents of an examination, for the purpose of preserving questions for use by another, when the instructors has designated that the examination is not to be removed from the examination room or not to be returned or to be kept by the student;
 - substituting for another person, or permitting another person to substitute for oneself to take a course, a test, or any course-related assignment;
 - paying or offering money or other valuable thing to, or coercing another person to obtain an unadministered test, test key, homework solution, or computer program or information about an unadministered test, test key, home solution or computer program;
 - falsifying research data, laboratory reports, and/or other academic work offered for credit;
 - taking, keeping, misplacing, or damaging the property of The University of Texas at Tyler, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct; and
 - misrepresenting facts, including providing false grades or resumes, for the purpose of obtaining an academic or financial benefit or injuring another student academically or financially
- ii. "Plagiarism" includes, but is not limited to, the appropriation, buying, receiving as a gift, or obtaining by any means another's work and the submission of it as one's own academic work offered for credit.

- iii. "Collusion" includes, but is not limited to, the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the rules on scholastic dishonesty.
- iv. All written work that is submitted will be subject to review by plagiarism software.

UT Tyler Resources for Students

- [UT Tyler Writing Center](#) (903.565.5995), writingcenter@uttyler.edu
- [UT Tyler Tutoring Center](#) (903.565.5964), tutoring@uttyler.edu
- [The Mathematics Learning Center](#), RBN 4021, this is the open access computer lab for math students, with tutors on duty to assist students who are enrolled in early-career courses.
- [UT Tyler Counseling Center](#) (903.566.7254)
- [UT Tyler Muntz Library](#) (903 566-7343), Library Liaison for Nursing, Suzanne Abbey (903.566.7165) email: sabbey@uttyler.edu