Levelland Campus

Course Syllabus

COURSE: RNSG 1327 Transition to Professional Nursing (3:2:2)
SEMESTER: Spring 2024
CLASS DAYS: Mondays
CLASS TIMES: 09:00 A.M. to 3:00 P.M.
FACEBOOK: https://www.facebook.com/SPCNursing17/

Name	Phone Number	Email	Office	Hours
Jessica Williams MSN, RN, Course Leader	806.716.2977 (o)	jlwilliams@southplainscollege.edu	AH100C	By appointment

"South Plains College improves each student's life."

It is the responsibility of each student to be familiar with the content and requirements listed in the course syllabus

If you are experiencing any of the following symptoms, please do not attend class and either seek medical attention or get tested for COVID-19.
- Cough, shortness of breath, difficulty breathing
- Fever or chills
- Muscles or body aches
- Vomiting or diarrhea
- New loss of taste and smell

Please also notify DeEtte Edens, BSN, RN, Associate Director of Health & Wellness, at dedens@southplainscollege.edu or 806-716-2376.

1. SPC will follow the recommended 5-day isolation period for individuals that test positive.
    a. **Please note that day 0 is the date of positive test. Day 1 begins the first full day after the date of positive result.**

2. COVID reporting
    a. Please have students and employees notify DeEtte Edens if they have tested positive to verify dates before returning to class or work.
    b. The home tests are sufficient but students need to submit a photo of the positive result. The date of test must be written on the test result and an ID included in the photo. If tested elsewhere (clinic, pharmacy, etc.), please submit a copy of the doctor's note or email notification. Results may be emailed to DeEtte Edens, BSN, RN at dedens@southplainscollege.edu.
    c. A student is clear to return to class without further assessment if they have completed:
        The 5-day isolation period, symptoms have improved and they are afebrile for 24 hours without the use of fever-reducing medication.

3. Please instruct students and employees to communicate with DeEtte Edens prior to their return date if still symptomatic at the end of the 5-day isolation.

4. Exposed individuals will not be required to quarantine. If exposed, SPC does request individuals closely monitor themselves. If an individual does become symptomatic, please do not attend class or work and be tested.

COURSE DESCRIPTION

Transition to Professional Nursing 1327 (3:2:2). Content includes health promotion, expanded assessment, analysis of data, clinical reasoning processes and clinical judgment, pharmacology, interdisciplinary teamwork, communication, and applicable competencies in knowledge, judgement, skills, and professional values within a legal/ethical framework throughout the lifespan. This course lends itself to either a blocked or integrated approach. This course must be taken concurrently with RNSG 1327. Prerequisite: ENGL 1301, BIOL 2401, BIOL 2420, & PSYC 2314. Semester Hours: 3 Lecture Hours: 0 Lab Hours: 0.

END OF COURSE OUTCOMES

Differentiate between roles of the professional nurse as provider of patient -centered care, patient safety advocate, member of the health care team, and member of the profession and other licensed health care providers in a variety of health care settings; utilize clinical reasoning processes and clinical judgement in planning comprehensive care for patients and their families; demonstrate skills for safe basic professional nursing care.

STUDENT LEARNING OUTCOMES—based on the 2020 Differentiated Essential Competencies (DECs) by the Texas Board of Nursing
At the completion of the semester, students will demonstrate proficiency as a

COURSE OBJECTIVES

TRANSITION SEMESTER STUDENT LEARNING OUTCOMES

Upon satisfactory completion of this level, the student should be able to:

CLINICAL DECISION MAKING

1. Integrate theoretical concepts with nursing knowledge and skills to meet the basic needs of adult clients in a variety of settings.

2. Analyze evidence-based practice and research supporting clinical reasoning regarding characteristics, concepts, and processes related to clients, including anatomy and physiology; pathophysiology; disease processes; pharmacotherapeutics, and other therapies and treatments.

3. Apply steps of the nursing process, which include comprehensive nursing assessment of clients, analysis, planning, implementation, and evaluation.

COMMUNICATION AND INFORMATION MANAGEMENT

1. Apply technological skills including word-processing, e-mailing, accessing search engine databases, bibliographic retrieval, and accessing multiple online resources.

2. Identify regulatory and ethical guidelines necessary to protect confidentiality when using technology.

3. Demonstrates effective communication with adult clients, families, and members of the health care team to achieve positive outcomes.

LEADERSHIP

1. Collaborate/delegate effectively with members of the health care team in planning and decision-making to achieve desired outcomes for the adult patient.

2. Identify the role of the nurse as an advocate for clients and their families.

SAFETY

1. Demonstrate clinical decision-making that results in finding solutions, individualizing care, and assuring the delivery of accurate, safe care that facilitates advancing the patient and support person(s) toward positive outcomes.

2. Analyze the process for safe medication administration.

3. Identify current National and State standards and guidelines and local procedures to reduce patient risk.

4. Apply current National and State standards and guidelines and carry out procedures in a manner that will reduce the patient's risk of unfavorable outcomes.

PROFESSIONALISM

1. Analyze one's caring behavior when interacting with clients, families, and members of the health care profession.

2. Apply ethical and legal responsibility for one's nursing practice.

3. Assume responsibility for professional and personal growth and development.

COURSE OBJECTIVES - Based on the DECs [noted in blue] and SCANS (C-1, C-5, C-6, C-7, C-8, C-9, C-12, C-13, C-14, C-18, C-20; F-1, F-2, F-5, F-7, F-8, F-9, F-11, F-12, F-13, F-16, F-17) The complete knowledge portion of the DECs appears at the end of this syllabus
At the end of the course, the student will fulfill the student learning outcomes through meeting these objectives:
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1. Integrate ethical and legal responsibility and accountability for one's nursing practice. I.A.1-4, B.1-2
2. Demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills. I.A.1-4, B.4,7
3. Evaluate one's own caring behavior when interacting with patients, families, and members of the health care profession. I.B 1-2, 3, 5; II.D, 1,3
4. Integrate the roles of the professional associate degree nurse in the provision of care for adult patients and families. I.C. 1-5; II B. 11
5. Evaluate the responsibility for professional and personal growth and development. I. D.1-5

6. Integrate theoretical concepts with nursing knowledge and skills to meet the basic needs of patients, families, and/or groups throughout the life span in a variety of settings. II. A. 1.a.b; 2.c; C. 5   *a. considers cultural, religious, spiritual, and social justice concepts in the delivery of professional nursing care II.A.2.b; B.5; C.5*
7. Utilize critical thinking and systematic problem-solving process (nursing process) as a framework for providing care for adult patients in structured health care setting with complex health care needs. II. B. 1-3, C.2
8. Utilize critical thinking and problem-solving skills in prioritizing the management and coordination of all aspects of care. II.B. 6-9; C.4
9.Incorporate effective skills of communication and collaboration with patients, families, and/or groups in a variety of settings. II.C.1-2   a. integrates technology and its use in providing patient care appropriately. II. B. 10
10. Communicate in the appropriate language of the profession and the health care industry. II.D. 3-5
11. *Maintain confidentiality of the patient, family, and health profession in accordance with federal statutes, BON rules and regulations, agency policies and SPC policies. I.B. 7*
12. Integrate characteristics, concepts, and processes related to patients, including: anatomy and physiology; physical and psychosocial growth and development; pathophysiology and psychopathology; ethical reasoning; and cultural and spiritual beliefs and practices related to health, illness, birth, death and dying. II. B. 4, 9, 11
13. Integrate characteristics, concepts, and processes related to disease transmission, risk factors, preventive health practices and their implications for selected populations and community resources. II. B. 6
14. Demonstrate understanding of disease processes, pharmacotherapeutics, and other therapies and treatments. Safely administer medications and treatments within the plan of care. II. B. 7; C.11   a. utilizes structured assessment tools and concept maps to direct patient care II.B. 3
13. Integrate principals of teaching-learning in providing information to patients, families, and/or groups regarding promotion, maintenance, and restoration of health or the process of death and dying. II. G. 1-2
14. Integrate principals of advocacy to provide quality health care for patients, families, and/or groups. III.B. 1-3
15. Integrate actions and act as a health care advocate to provide quality health care for patients, families, and/or groups III. B. 3,4; C.2
16. Coordinate appropriate referral sources to meet the needs of patients, families, and/or groups. Evaluate the effectiveness of community resources in the delivery of health care to patients, families and/or other groups. II. G. 3
17. Delegates appropriate assignments to members of the health care team. IV. A.2-3
19. Coordinate health care team in delivering care to patients, families, and/or groups. IV. E. 1-4
20. Formulate safe cost-effective nursing care in collaboration with members of health care team using critical thinking, problem- solving and the nursing process in a variety of settings through direct care, assignment, or delegation of care. II.B. 12; C. 5
21. *Apply the theory, concepts, and skills involving specialized materials, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the nursing profession and health care industry. II.D. 2*
22. Evaluate clinical data, current literature, responses, and outcomes to therapeutic interventions to make appropriate nursing practice decisions. I.B.5, D.3, II.A. 3

COURSE OBJECTIVES
DECs (Differentiated Essential Competencies) are attached in the student handbook.

EVALUATION METHODS

The evaluation methods in this course will include computer-based exams and ATI, classroom course assignments and participation, or Blackboard assignments.

TEACHING METHODS

Teaching methods: lecture, simulation scenarios, case studies, focus learning groups and possible online learning via: Zoom, Blackboard Collaborate and/or Microsoft Teams. This course may offer **face-to-face instruction with online** instruction provided to supplement and enhance learning. This course may take on a different format such as:

I. Lecture: online with lab components face-to-face or simulation.
II. Web Based: online assignment submissions, blackboard, ATI testing and learning modules, case studies, class assignments, and virtual simulations.

ACADEMIC INTEGRITY

It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of a student to present his or her own work which he or she has not honestly performed is regarded by the faculty and administration as a serious offense and renders the offender liable to serious consequences, including possible suspension.

Cheating - Dishonesty of any kind on examinations or on written assignments, illegal possession of examinations, the use of unauthorized notes during an examination, obtaining information during an examination from the textbook or from the examination paper of another student, assisting others to cheat, alteration of grade records, illegal entry or unauthorized presence in the office are examples of cheating. Complete honesty is required of the student in the presentation of all phases of coursework, including all quizzes, exams, and all assignments.

Plagiarism - Offering the work of another as one's own, without proper acknowledgment, is plagiarism. Any student who fails to give credit for quotations or essentially identical expression of material taken from books, encyclopedias, magazines, websites such as: blogs, journals, or articles, other referenced works, from themes, reports, and/or other writings of a fellow student, is guilty of plagiarism. If there is any suspicion of work completed by Artificial Intelligence (A.I.), the student and their work may be questioned, and if proven that A.I. was used for any assignment will be considered guilty of plagiarism.

Students are expected to adhere to the professional standards set forth in the Associate Degree Nursing Program School of Nursing Student Handbook. It is the responsibility of the School of Nursing to teach and model professional behaviors, and it is the responsibility of the student to demonstrate professional and academic integrity. The student is representing the School of Nursing and are expected to maintain the highest standards.

VERIFICATION OF WORKPLACE COMPETENCIES

No external learning experiences are provided in this course but learning experiences in the lab provides the setting in which the student applies workplace competencies. Successful completion of the designated RNSG 1327 course outcomes will allow the student to continue to advance within the program. Successful completion of RNSG 1327 meets the requirements as stated in the Differentiated Essential Competencies of Graduates of Texas Nursing Program.

BLACKBOARD

Blackboard is an e-Education platform designed to enable educational innovations everywhere by connecting people and technology. This educational tool will be used in this course throughout the semester.

FACEBOOK

The nursing program has a Facebook page at https://www.facebook.com/SPCNursing17/ In addition to the South Plains College website; this Facebook page will be used to keep students up-to-date on program activities, weather delays, South Plains College announcements and will help with program recruitment. "Liking" the South Plains College Nursing Facebook page is not mandatory, nor are personal Facebook accounts, to access this page.

SCANS and FOUNDATION SKILLS
Refer also to Course Objectives. Scans and Foundation Skills attached.

<mark>**SPECIFIC COURSE INFORMATION TEXT AND MATERIALS**
(If a newer edition is available, the newer is the book of choice)</mark>

You must have either the electronic text or physical textbook.

Taylor, C., Lynn, P., & Bartlett, J. (10th). *Fundamentals of Nursing , The Art and Science of Person-Centered Care (10th ed.)*. Wolters Kluwer. (Book or Ebook) **ISBN: 978-1-9751-6815-5**

Frandsen, G, & Pennington, S. (2021). *Abrams' Clinical Drug Therapy* (12th ed.). Wolters Kluwer. ISBN: 9781975136130

A, Lopez. (current). *Fundamentals for Arithmetic Nursing Workbook*. Math for Nurses Course.

Vallerand, AHA, Sanoski, C. A., & Quiring, C. (2023). *Davis drug Guide*. 18th ed. F.A. Davis, Company. ISBN: 9781719646406

ATI Online: Will receive codes and ebook information on first day of class.

RECOMMENDED TEXTS

Carpenito, L. (current edition). *Nursing diagnosis: Application to clinical practice*. (current edition). Wolters Kluwer.

Sullivan, N. & Hoffman, J. (2024). *Davis Advantage for Medical-Surgical Nursing: Making Connections to Practice*. 3rd ed. F. A. Davis, Company. ISBN-13:9781719647366

Ogden, S. & Fluharty, L. (12th ed). *Calculations of Drug Dosages*. Mosby. ISBN 9780323826228

ADDITIONAL CLASSROOM ITEMS

Students should come to class prepared. Power point lecture notes should be viewable during lecture. Students will be required to use a laptop computer or similar technology for exams and quizzes in the classroom. Students may use pen and paper or a laptop computer/tablet to take notes during lecture. Students are responsible to purchase a Blood Pressure Cuff, Stethoscope, Pen Light, and Pulse Oximeter. Students should be prepared to take notes over lecture material if they choose. Students may use personal laptops in the classroom to take notes if desired. An iPad will be checked out to each student for school use.

ATTENDANCE POLICY (*READ CAREFULLY)

Class Attendance

Students are expected to attend all classes to be successful in a course. The student may be administratively withdrawn from the course when absences become excessive as defined in the course syllabus.
When an unavoidable reason for class absence arises, such as illness, an official trip authorized by the college or an official activity, the instructor may permit the student to make up work missed. It is the student's responsibility to complete work missed within a reasonable period of time as determined by the instructor. Students are officially enrolled in all courses for which they pay tuition and fees at the time of registration. Should a student, for any reason, delay in reporting to a class after official enrollment, absences will be attributed to the student from the first-class meeting.
Students who enroll in a course but have "Never Attended" by the official census date, as reported by the faculty member, will be administratively dropped by the Office of Admissions and Records. A student who does not meet the attendance requirements of a class as stated in the course syllabus and does not officially withdraw from that course by the official census date of the semester, may be administratively withdrawn from that course and receive a grade of "X" or "F" as determined by the instructor. Instructors are responsible for clearly stating their administrative drop policy in the course syllabus, and it is the student's responsibility to be aware of that policy. It is the student's responsibility to verify administrative drops for excessive absences through MySPC using his or her student online account. If it is determined that a student is awarded financial aid for a class or classes in which the student never attended or participated, the financial aid award will be adjusted in accordance with the classes in which the student did attend/participate and the student will owe any balance resulting from the adjustment.
(http://catalog.southplainscollege.edu/content.php?catoid=47&navoid=1229#Class_Attendance)
The SPC ADNP policy must be followed. Refer to the SPC ADNP Nursing Student Handbook to review this policy. In addition, refer to the attendance policy found in the South Plains College Catalog.
Punctual and regular class attendance, as stated in the SPC handbook, is required of all students attending South Plains College. According to SPC Student Handbook, there are no excused absences. The Instructor/course leader has the prerogative of dropping the student from the course for any absences.
Students are expected to attend all lecture days. In the event of illness, it is the student's responsibility to notify his/her instructor via email. Students are expected to attend all scheduled lab days; including but not limited to, skills demonstrations, mass check off days, and scheduled recording sessions. **The student can miss no more than four (4) hours or half day of classroom lecture or lab hours for RNSG 1327. Review table below for occurrences and consequences of absences and tardies. The course leader may initiate the withdrawal of the student for any absences from RNSG 2360 and 1327.** Reinstatement is handled on an individual basis. Do not be tardy for lecture. Cellphones must be turned off during the lecture period or while in the NLRL (nursing learning resource lab).

Occurrence	Consequence

Absences	**The student can miss no more than four (4) hours or half day of classroom lecture or lab hours for RNSG 1327.** It is the student's responsibility any missed class content and in class assignments (quizzes) will not be made up.
Tardies	The class starts at the designated time, if the student enters the room after the doors had been closed, they are considered tardy. After 2 tardies it considered one absence. Each course instructor will determine their absences based on their course hours. It is the student's responsibility any missed class content and in class assignments (quizzes) will not be made up. If the instructor has been properly notified prior to class, exceptions may be made on a case by case basis of emergency and/or school sponsored event.
2nd Absence	May be dismissed from RNSG 1327 and 2360.
Exams	Once doors are closed and instructions are started in the designated testing environment (computer lab or classroom). The student will not be able to take test and will receive a zero. If the instructor has been properly notified prior to exams exceptions may be made on a case by case basis of emergency and/or school sponsored event.
1st Exam missed	Final Grade may substitute for the one zero Exam grade per course. There is no Final exemption.
2nd and subsequent Exam missed	May receive a Zero "0" for the grade and counted as a tardy.
Tardy after Announced start time	Class starts at 0900. A tardy is considered any time after 0900. Tardy x 3 will be the same as one Absence
Failure to sign in on arrival to class	May result in student being counted as absent for the day.
Use of cell phone without instructor approval	May result in student being counted as absent for the day.
Leaving Class more than 1 hour early without being dismissed	May result in student being counted as absent for the day.
Failure to follow dress code in class	May result in student being counted as absent for the day.

Dropping a Class

Dropping a class will be initiated by the instructor. If a student is not successful in one or more of the following courses: RNSG 1327 or RNSG 2360. The instructor will meet with the student to discuss which class(es) will be dropped and which class(es) a grade average will be assigned as a letter grade. (RNSG 1327 and/or RNSG 2360). If student chooses to drop, the last day to drop is , 2023.

Withdrawing from All Classes

If a student wishes to withdraw from all courses, they should initiate that process with the Advising Office. They can schedule an appointment with an advisor by visiting http://www.southplainscollege.edu/admissionaid/advising/spcadvisors.php or by calling 806-716-2366.

Schedule Change (after late registration and before census date)

To make a schedule change after late registration (September 3rd) and before the census date (September 20th), students should submit a **Schedule Change Form.** After late registration, adding a class requires instructor approval. If a student is requesting to be added to one of your courses and you approve, please email registrar@southplainscollege.edu with your approval. This can take the place of signature on the Schedule

Change Form that we have required in the past. For additional information regarding schedule changes, drops and withdrawals, click here.

COMPUTER AND IPAD USAGE

As computer technology in the field of health occupations continues to be a necessity, computers will be used in this course almost exclusively, except for a few assignments. All students have access to iPads, computers, and printers on the South Plains College campus. Students will be expected to utilize computers to access assignments and classroom resources. All registered students are supplied with a working email account from South Plains College, the student should check this email regularly. To take exams, students must have their username and password. All students are expected to know their SPC student username and password.

COMPUTER LAB USAGE

The computer lab(s) on any campus may be used by students during scheduled open hours or as assigned by an instructor. Printer paper will not be provided for students to print materials, but students may seek assistance from faculty or staff to request lab paper from the college if needed. Lack of computer lab paper is not an excuse for not having homework assignments, skills lab sheets, or any other required documents. Students should come prepared for class.

ASSIGNMENT POLICY

All assignments must be completed by the assigned due date. Failure to complete any assignment by due date will result in a 50-point deduction each day late up to 2 days, at which time the student will receive a zero. Assignments, quizzes, exams, and skills missed due to an unexcused absence may not be made up. Assignments are due by the assigned dates and by 2300 Central Standard Time (CST) on the course calendar. Students should contact faculty prior to the due date and time if they anticipate material will be late. Please note, contacting faculty will not guarantee the receipt of an extension for the assignment. Please allow enough time for preparation and submission of each assignment prior to the scheduled due date.
Students will be asked to scan and upload documents into Blackboard. Scanners are in several locations on campus. Students may also choose to use their cellphone using the notes section (iPhone/iPad) or an app of choice (I-scan, etc.). Assignments must be uploaded as a PDF.

CASE STUDY ASSIGNMENT

The Case Study will be included in the Course Assignment average worth 5% of your course average The case study assignment is a group project for students to work together and present case to class. All information needed by the student will be followed by a rubric. A rubric will be presented on Blackboard with case study and students must follow to receive full credit for case study. This assignment will be presented on a PowerPoint and presented to a discussion board and to class. The student will also be given a in class quiz that correlates to case study via ATI Platform for a grade. All assignments will need references and citations within PowerPoint. All students from each group must sign contract on what they are responsible for doing on presentation and students must communicate with each other throughout project. Failure to complete any assignment by due date will result in a **50-point deduction** each day late up to 2 days, at which time the student will receive a zero. Please see course calendar for due dates on Blackboard.

QUIZZES AND LECTURE MODULES

Quizzes and lecture modules maybe included in the Course Assignment average worth 5% of your course average. Students are required to complete scheduled quizzes, unscheduled quizzes (pop-quizzes), and lecture modules. If a student is late for a quiz or not in attendance in any way while a quiz is being conducted the student will not be able to take quiz and receive a zero. All quizzes and modules may be taken on ATI platform or Blackboard. If not able to take quiz on ATI only then will quiz be taken on Blackboard. Failure to complete any assignment by due date will result in a **50-point deduction** each day late up to 2 days, at which time the student will receive a zero. Please refer to your calendar and assignment due dates table for due dates.

DISCUSSION BOARD REFLECTION HOMEWORK

ATI reflection homework are included in the course assignment average worth 5% of course average. This homework assignment will consist of a reflection questions pertaining to topics presented as a discussion assignment on Blackboard. Students are allowed to only pick one topic and each topic can only be chosen by 2 students. Topics will reflect: Scope and Standards, Professionalism and Leadership, Health Policy, Health Care Delivery, Clinical Judgement Process, and Ethical and Legal Considerations. Student will need to follow rubric: complete questions from reflection with 5 more sentences, provide references, and reply to 2 students discussion during class discussion. Failure to complete any assignment by due date will result in a **50-point deduction** each day late up to 2 days, at which time the student will receive a zero. Please refer to your calendar and assignment due dates table for due dates.

VOICEOVERS

Voiceovers maybe included in the Course Assignment average of 5% of your course average. Students may be required to use voiceovers to help them for pre-lecture assignments, if assigned. If lecture has to be cancelled due to increment weather or any other reason voiceovers may be used as supplemental lecture and participation is mandatory. Students will be required to listen to voiceover before lecture by 0800 and provide a reply that the student understands material or the student can ask questions to discuss during class lecture. All voiceover may have a review with a classroom activity to encourage learning. Failure to complete any assignment by due date will result in a **50-point deduction** each day late up to 2 days, at which time the student will receive a zero. Please refer to your calendar for dates.

LECTURE AND CLASS PARTICIPATION

Lecture and class participation maybe included in the Course Assignment average of 5%. Students will be required to participate in recap lecture and class activities, such as posters, class discussion, case studies, and etc, to incorporate material learned in voiceover and lecture.

SKILLS AND HEALTH ASSESSMENT
Skills and Health Assessment will have lectures and graded exams in RNSG 1327 and skill check-offs will be graded in RNSG 2360. If students are not successful in skill checkoff in RNSG 2360, grades will reflect in RNSG 2360 and student will need to repeat RNSG 2360 and RNSG 1327 course, unless it is their 2nd admission to program. Please review calendar for lecture and exam schedule.

EXAMS

Unit exams will consist of 60% of the final course grade. If students make less than a 77% on any exam, the student must make an appointment with an instructor to remediate (See Exam Remediation). There will not be a review after the exam. Students will need to complete remediation requirements to review topics missed. Cell phones, smart watches, athletic Fitbits, student badges, personal calculators or any electronic

learning device of any kind are not allowed in the computer lab at any time during testing, unless specified by instructor. Ball caps and large heavy jackets are to be left in the classroom during testing. Backpacks, handbags, food or drink not allowed in the computer lab at any time. All Exams may be taken on Exam Soft testing platform and students are expected to be taken on iPads. Students are responsible for coming to Exams with iPads charged, if iPad is not charged or student forgets to bring iPad, **15 points will be deducted from exam grade.** Exam scores will not be rounded. Students are allowed to miss one test, if absent. **If the student misses a test the final will replace only one test grade. Only one test can be missed to have Final Exam replace grade. If a student misses more than one test each additional test will be counted as a zero and student may fail or be dismissed from RNSG 1327 and 2360 to repeat course, unless it is students 2nd admission.** Please refer to your calendar for dates

EXAM REMEDIATION

Remediation is an essential component to ensure student success. Therefore, any student scoring below 80% on any exam has mandatory remediation and those who score above a 80% remediation is optional. Remediation will be completed through the ATI focused review after ever exam. Students will be required to complete remediation packet if they did not make an 81% or above. If student made above an 81% they have the option to complete remediation and will need to contact instructor to receive a remediation packet. Student is required to complete a Review Questionnaire, Why Did I Miss This Question worksheet, and use remediation time to review own test. During this review student will be provided with a sheet of paper to write rationale for questions. All instructions will need to be completed and student must sign remediation sheet. Students will be expected to use ATI Focused Review write out correct rationale to each question(s) missed on paper provided per instructions. Review the lowest percentage from topics. Write 3 key points to the topic and the appropriate rationale **why the answer is correct,** IN YOUR OWN WORDS. **Do not** write what book says word for word. You need to provide a full explanation to include 2-3 sentences or more. Don't just list statements, write the explanation. Include page number where correct answer was found at the end of statement. If student chooses to not complete test remediation they will need to sign the "Students Remediation Refusal Statement". There will be scheduled due dates for when test remediation needs to be completed and uploaded to Blackboard. Please refer to your calendar and Blackboard Announcements for dates.

LETTER OF SUCCESS

Students who have less than an 83% course average may be given a letter of success during certain times of the semester to highlight students' needs and concerns. Students who are unsuccessful on exams and assignments will be at risk for failure of the course. To enhance student success in the program, students may self-refer or be referred to the retention counselor by faculty via letter of success for reasons other than exam success, such as time management, test-taking skills or test anxiety. Please refer to your calendar for dates

ATI PRACTICE ASSESSMENT AND FOCUSED REVIEW

ATI Fundamental Content Mastery Assessment, Focus Review, and ATI Homework Average will consist of 2% of the final course grade in RNSG 1327. The purpose of the exam is to evaluate the competency of the student's knowledge of fundamentals in preparation for NCLEX. **Students will be required to take Fundamental Content Mastery and Fundamental Retake Assessment to complete RNSG 1327 course**. Each ATI exam will be proctored and may include 60 questions and students will have 120 minutes to complete assessment. The first assessment will be taken at the 7th week of the semester and the second assessment will be taken at the 14th week. Students will receive the grade given from ATI Practice Assessment Individual Performance Profile. Review calendar for assessment date.

Practice ATI Assessment Focused Review

The student is required to complete Focus review (FR) and homework before starting second practice assessment or will receive a zero for Focused review grade. Late work will not be accepted and student will receive a zero. Both Focused review time and homework must be complete.

Focus Review: Students may locate the Focused Review tab by going to "My Results" and finding the test you want (under the "Practice Assessments" tab). To the right, you will see a button for Focused Review (FR). Once you click on that button, it will take you to the chapters in the online book to review for that particular missed question, as well as videos and other resources (test strategies, nursing process, etc.) that will help you. Print out your results pages, as the FR correlates with your results. It also facilitates doing your homework at the same time. You can leave the FR and return at any time. Your time spent is recorded for each sign-in and your total time.

Homework: Students will use Focused Review, to complete homework by review their weakest areas of their ATI Content Mastery Assessment. Students will write out in their own words and understanding the key points to each topic and subtopic, using the ATI Learning Templates, for each question missed. Submit homework in Blackboard under the Assignments Due – Content Mastery Focus Review link. Students can use ATI Practice Assessment A and B for practice and increase their knowledge and testing practice for Content Mastery Retake. Please see course schedule for due dates. ATI Practice Assessment and Focused review may subject to change at any time. Instructor will notify students before assignment is due and post directions on blackboard. Failure to complete any assignment by due date will result in a **50-point deduction** each day late up to 2 days, at which time the student will receive a zero.

ATI Content Mastery Focused Review

ATI Practice Exam Score	95-90	89-80	79-77	76 and below
ATI Focused Review Remediation	1 hour of focused review remediation	2 hours of focused review remediation	3 hours focused review remediation	4 hours focused review remediation
Homework Requirements	3 key points each 5 topics	3 key points each 10 topics	3 key points each 15 topics	3 key points each 20 topics

ATI CONTENT MASTERY EXAM

ATI Content Mastery Retake Assessment may consist of 8% of the final RNSG 1327 Couse Grade. Students are required to complete the Fundamentals ATI Content Mastery Assessment prior to taking their Final Exam. The ATI Content Mastery Retake Assessment will be graded by levels indicated on the ATI Content Mastery Table. Content Mastery Retake Assessment will be given per calendar, date may be subject to change.

ATI Content Mastery Table

	Level 3:	Level 2	Level 1	Below Level 1
ATI CUT SCORES	81.7 to 100%	65.0 to 81.6	50.0 to 64.9	64.8 and below
NCLEX-RN standards in the content area	Exceeds	Readily meets	Just meets	Does not meet

Knowledge demonstrated in this content area	High level	Adequate level	Minimum level	Does not demonstrate the minimum level
Performance in this area	**Exceeds most expectations.** Student should engage in continuous focused review to maintain and improve their knowledge of this content in their weakest areas until completion of NCLEX.	**Exceeds minimum expectations.** Student should engage in continuous focused review in order to improve their knowledge of this content in weakest areas until completion of NCLEX	**Meets the absolute minimum expectations.** Advise student to develop and complete a rigorous plan of focused review in order to achieve a firmer grasp of this content, until completion of NCLEX. May need to meet with instructor and/or Retention Specialist.	**Does not meet the absolute minimum expectations** Advise students to develop and complete a rigorous plan of focused review in order to achieve a firmer grasp of this content areas until completion of NCLEX. May need to meet with instructor and/or Retention Specialist.
Content Mastery Grade per Level	95	85	70	60

MIDTERM EXAM

Midterm will be included into the Exams average of 60%. Midterm exam is a comprehensive test from half of the semester's exams (Exam 1-3). Will be able to review what they missed with rationales, after they take it and students will have a chance to complete remediation. This is to help students to prepare for their Final. Failure to complete any assignment by due date will result in a **50-point deduction** each day late up to 2 days, at which time the student will receive a zero.

FINAL EXAM

Comprehensive (Entire semester) final will consist of 25% of the final grade. There will not be a final review prior to final exam. The student is advised to study all previous study material from previous exams, for the final will be over all material from entire semester. It is the student's responsibility to keep up with all study material from the start of the semester. The final will not have a review at the end of the exam. Student will come to Final Exam with only pencil and iPad. No cell phones, smart watches, athletic Fitbits, student badges, personal calculators or any electronic learning device of any kind are not allowed in the computer lab at any time during testing, unless specified by instructor. Ball caps and large heavy jackets are to be left in the classroom during testing. Backpacks, handbags, food or drink not allowed in the computer lab at any time. Final Exam scores will be posted within 24 hours and will not be rounded. If student has questions regarding the Final Exam they will have to wait till all student's complete exam before making an appointment to talk to instructor. Please refer to your calendar for dates.

GRADING POLICY

There is a total of 100% to obtain in this course. **There are no exemptions for the final exam.**   In this course there will not be any extra points, extra credit, or curves given on any grades. All exams will go through a SPC ADN Program policy driven item analysis and instructor review before all grades are finalized on blackboard. All grades uploaded to Blackboard will not rounded.

Grading Scale:

A = 90-100%
B = 80-89.99%
C = 77-79.99%
D = 70-76.99%
F = 69% or below

All Unit Exams Midterm Exam	60%
Final Exam	25%
ATI Content Mastery and ATI Focused Review	2%
ATI Content Mastery Retake	8%
<u>**Course Assignments:**</u> Lecture and Class Participation Quizzes Lecture Modules Case Study Project Voiceovers Reflection Discussion Homework	5%
Total	100%

<u>TO CALCULATE YOUR OVERALL AVERAGE: DO NOT ROUND</u>

A. Add all unit **All Exams** , take your a**verage** and multiply it by 0.6.
Example: 81 x 0.6 = **48.6**
B. Then take your **Final Grade** and multiply it by 0.25. Example: 84 x 0.25 = **21**
C. Then take your **ATI Content Mastery and Focus Review** and multiply it by 0.02. Example: 88 x 0.02 = **1.76**
D. Then take your ATI Content Mastery Retake and multiply it by 0.08. Example: 85 x 0.08 = 6.8
E. Them take your Course Assignments and multiply it by 0.05. Example: 95 x 0.05 = 4.75
ADD: A + B + C + D together to get your overall course average: **48.6 + 21 + 1.76 + 6.8 + 4.75 = 82.9 = B**

Failure of didactic or clinical in Transition semester may require only one repeat of RNSG 1327 & 2360 courses and ALL corresponding courses within the semester. When repeating any course, the student is required to retake all aspects of the semester including the required written work.

COMMUNICATION POLICY

Electronic communication between instructor and students in this course will utilize the South Plains College "My SPC" and email systems. The instructor will not initiate communication using private email accounts. **Students are encouraged to check SPC email and Blackboard Announcements on a regular basis** each week of class. Students will also have access to assignments, web-links, handouts, and other vital material which will be delivered via the classroom website. Any student having difficulty accessing the classroom website or their email should immediately contact their instructor or SPC IT for direction. The instructor will work with any student to ensure the student has access to a computer on campus and can obtain the needed class content that is located on the course website. Communication is imperative to your success in this course and is highly encouraged. **When emailing instructor, allow 24 hours during Monday through Thursday, and**

Fridays, during weekends and holidays, allow the next business day for the instructor to respond back to email.

STUDENT CONDUCT

Rules and regulations relating to the students at South Plains College are made with the view of protecting the best interests of the individual, the general welfare of the entire student body and the educational objectives of the college. As in any segment of society, a college community must be guided by standards that are stringent enough to prevent disorder, yet moderate enough to provide an atmosphere conducive to intellectual and personal development.

A high standard of conduct is expected of all students. When a student enrolls at South Plains College, it is assumed that the student accepts the obligations of performance and behavior imposed by the college relevant to its lawful missions, processes, and functions. Obedience to the law, respect for properly constituted authority, personal honor, integrity, and common sense guide the actions of each member of the college community both in and out of the classroom.

Students are subject to federal, state, and local laws, as well as South Plains College rules and regulations. A student is not entitled to greater immunities or privileges before the law than those enjoyed by other citizens. Students are subject to such reasonable disciplinary action as the administration of the college may consider appropriate, including suspension and expulsion in appropriate cases for breach of federal, state or local laws, or college rules and regulations. This principle extends to conduct off-campus which is likely to have adverse effects on the college or on the educational process which identifies the offender as an unfit associate for fellow students. Any student who fails to perform according to expected standards may be asked to withdraw. Rules and regulations regarding student conduct appear in the current Student Guide.

GENERAL ATTITUDE AND INSUBORDINATION

The conduct of the student reflects upon the individual, agency, school and the nursing profession as a whole. Students are required to conduct themselves in a professional, mature manner at all times. Students are required to adhere to the policies of the school and institution they are attending. Failure to comply with policies will result in disciplinary action up to and including dismissal from the program.

Students are expected to follow all directions closely and immediately, as given by instructors, preceptors, medical staff, and clinical site management. Failure to communicate, respond to or follow directions from such individuals can result in disciplinary action up to and including dismissal from the program. Any behavior viewed as unprofessional or detrimental to the reputation of the program and/or program faculty, may result disciplinary action up to and including dismissal from the program. Any concerns about the program or program faculty may be addressed with program faculty or administration through the proper chain of command. Discussion of any such concerns with clinical staff or other faculty not involved in the class will not be tolerated.

SPECIAL REQUIREMENTS (*Read Carefully)

SPECIAL INSTRUCTIONS FOR CLASSROOM, SKILLS CHECK OFFS, RECORDING OF SKILLS, SIMULATION AND CLINICAL SITES
1. Classroom uniform will be any regular medical scrubs and tennis shoes. Certain days students can wear a SPC nursing t-shirt with scrub bottoms.
2. Uniform Specifics:
   a. Students must arrive in **full SPC uniform for skills check off, recording of skills, Reese simulation, and clinical sites.**

b. **Classroom/Lab time** - Any color scrub top and bottom, Nursing SPC organization t-shirt and scrub bottom, SPC t-shirt and scrub bottom. If you are cold natured and wear a sweatshirt, it must be a SPC sweatshirt.   If you need a zip up jacket for warmth, it is not required to be SPC brand. Any color tennis shoe is acceptable for the classroom/lab time.

C. **Clinical full uniform** - Clinical, Sim Lab, and Lab taping time – Uniform and white/gray tennis shoes. If you are cool natured remember you can only wear a clinical uniform jacket.

3. Cell Phones: Cell Phones are permissible, kept on silent mode, and should not be used in patient areas, hallways, or nurses' stations. Cell phones may be used on you lunch break. Issued iPads will be used can be used during class and will be used during exams.

4. Students assumes responsibility for loss or damage to their property, such as iPads.

5. Failure to comply with the SPC Uniform Policy in classroom or clinical may result in a deduction for any assignments due that day (clinical daily attendance and evaluations) or student will be sent home.

6. The instructor will remove the student from the clinical setting if the student demonstrates unsafe clinical performance. Unsafe clinical performance may result in clinical failure and/or dismissal from the ADNP. Examples of unsafe clinical performance include, but are not limited to the following:

a.   Failure to complete assigned clinical paperwork

b.   Placing a patient in physical or emotional danger

c.   Assuming inappropriate independence

d.   Failure to accept moral and legal responsibility for his/her own actions

e.   Violation of professional integrity as expressed in the ANA Code of Ethics

f.   Performing invasive procedures or giving medications without an instructor.

7. All invasive procedures must be observed by the instructor. Students will comply with Health Insurance Portability and Accountability Act (HIPAA) in and out of the clinical/simulation setting. HIPAA violations are subject to grade deductions and/or the student's removal from the SPC nursing program

8. Students must complete the syllabus quiz for each course. This indicates that the student acknowledges they have read and understand the content of syllabus, program and clinical handbook, grievance policy, and appeals process.

COURSE DISCLAIMER

Working within the healthcare field can be stressful and requires a mentally tough individual to provide medical care in the hospital environment. To better prepare students for a career in the healthcare profession, there will be times during this course where students will be exposed to training scenarios and situations that will be unpleasant to the average college student. If the student does not feel they can tolerate this type of learning environment, they should discuss this with me immediately before continuing the course. Additionally, enrollment in this course does not guarantee a passing grade, successful completion of the nursing curriculum, or NCLEX- RN examination.

GRIEVANCE POLICY

The student is responsible for scheduling an appointment with the course leader to discuss the final grade or discipline action. If the student is not satisfied, he/she should schedule an appointment with the Director of the Associate Degree Nursing Program, following that would be the Health Sciences Dean. The procedure will follow the same guidelines that are found in the ADN student handbook.

Intellectual Exchange Statement

In South Plains College courses, the instructor will establish and support an environment that values and nurtures individual and group difference and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about

others, about the larger world and about ourselves. By promoting intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

Disabilities Statement

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2577, Lubbock Centers (located at the Lubbock Downtown Center) 806-716-4675, or Plainview Center (Main Office) 806-716-4302.

Non-Discrimination Statement

South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Affairs, South Plains College, 1401 College Avenue, Box 5, Levelland, TX 79336. Phone number 806-716-2360.

Title IX Pregnancy Accommodations Statement

If you are pregnant, or have given birth within six months, under Title IX you have a right to reasonable accommodations to help continue your education. To activate accommodations you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Health and Wellness Center. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact the Health and Wellness Center at 806-716-2529 or email dburleson@southplainscollege.edu for assistance.

CARE (Campus Assessment, Response, and Evaluation) Team

South Plains College is committed to ensuring the safety, health, and well-being of its students and community. To support its campus community SPC has a CARE Team. This is a dedicated group of campus professionals responsible for assessing and responding to students who could benefit from academic, emotional, or psychological support, as well as those presenting risk to the health or safety of the community. If you see someone experiencing challenges, appearing distressed, posing a threat to their safety or someone else's safety, or causing a significant disruption to the SPC community, please submit a CARE Team referral. You may also submit a referral for yourself if you would like additional support. NOTE: In cases where a person's behavior poses an imminent threat to you or another, contact 911.

Campus Concealed Carry Statement

Texas Government Code 411.2031, et al. authorizes the carrying of a concealed handgun in South Plains College buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations and Frequently Asked Questions, please refer to the Campus Carry page at: http://www.southplainscollege.edu/campuscarry.php

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains College campuses. Report violations to the College Police Department at 806-716-2396 or 9-1-1.

COVID-19

If you are experiencing any of the following symptoms, please do not attend class and either seek medical attention or get tested for COVID-19.

- Cough, shortness of breath, difficulty breathing
- Fever or chills
- Muscles or body aches
- Vomiting or diarrhea
- New loss of taste and smell

Please also notify DeEtte Edens, BSN, RN, Associate Director of Health & Wellness, at dedens@southplainscollege.edu or 806-716-2376

1. SPC will follow the recommended 5-day isolation period for individuals that test positive.
   a. **Please note that day 0 is the date of positive test. Day 1 begins the first full day after the date of positive result.**
2. COVID reporting
   a. Please have students and employees notify DeEtte Edens if they have tested positive to verify dates before returning to class or work.
   b. The home tests are sufficient but students need to submit a photo of the positive result. The date of test must be written on the test result and an ID included in the photo. If tested elsewhere (clinic, pharmacy, etc.), please submit a copy of the doctor's note or email notification. Results may be emailed to DeEtte Edens, BSN, RN at dedens@southplainscollege.edu.
   c. A student is clear to return to class without further assessment if they have completed:
      - The 5-day isolation period, symptoms have improved and
      - they are afebrile for 24 hours without the use of fever-reducing medication.

3. Please instruct students and employees to communicate with DeEtte Edens prior to their return date if still symptomatic at the end of the 5-day isolation.

4. Exposed individuals will not be required to quarantine. If exposed, SPC does request individuals closely monitor themselves. If an individual does become symptomatic, please do not attend class or work and be tested.

Artificial Intelligence Statement
· Purpose of Artificial Intelligence (AI) Applications:

AI applications such as ChatGPT, OpenAI, Bard, Grammarly, WordTune and others are advanced language models designed to aid and engage in meaningful conversations, as well as, generate and revise content. AI is intended to supplement learning, stimulate critical thinking, and enhance academic discourse. However, its use comes with certain responsibilities.

· Academic Integrity:

Using AI to generate academic work, including essays, reports, or assignments, without proper attribution is a violation of SPC academic integrity policies. Plagiarism undermines the learning process and is strictly prohibited. Students must ensure that their work reflects their own ideas, research, synthesis, and analysis and appropriately cites all sources, including AI.

· Collaboration and Consultation:

While AI can be a valuable resource, it is essential to strike a balance between seeking assistance and maintaining personal responsibility. Collaboration with peers, consulting instructors, and utilizing other approved learning resources should be prioritized. Overreliance on AI for solutions without actively engaging in the learning process is discouraged and can be grounds for academic integrity violations. Utilizing AI as a tool for brainstorming or research is allowed but the writing should be the student's own work and thoughts.

· **Critical Thinking and Originality:**

AI usage can provide suggestions and information, but it is essential to critically evaluate the responses and exercise independent thought. Relying solely on AI for answers deprives students of the opportunity to develop their analytical and problem-solving skills. In assignments where originality, creativity, and independent thinking are valued, AI would be detrimental to the student learning process. Critical thinking and originality emphasize the importance of independent thinking in all academic endeavors as part of the student's learning experience apart from outside influence and offers the student the opportunity to refine their unique, individual voice through academic discourse with other students and faculty.

· **Ethical Use and Bias Awareness:**

AI is trained on large amounts of data from the internet, which may include biased or inaccurate information. Be mindful of the potential for bias and critically evaluate the responses provided by AI. Therefore, when using AI, just like with using any other database, students must verify that the information is from reliable sources, question any potential biases, and ensure that the information and sources used in the paper are neutral, peer-reviewed sources.

· **Responsible Engagement:**

Students should engage with AI in a respectful and responsible manner and avoid using offensive language, discriminatory remarks, or engaging in any form of harassment or inappropriate behavior. Students should also uphold the standards of respectful communication in addressing both AI and fellow classmates.

· **Compliance with South Plains College Policies:**

Policies regarding the appropriate use of AI in South Plains College courses are set by instructional departments and individual instructors. Appropriate use of AI may range from strict prohibition to assignments they may require the use of AI. Misusing or violating the guidelines outlined in this syllabus warning may result in disciplinary action, including academic penalties. Students are expected to familiarize themselves with the specific course policies regarding the use of AI and adhere to them throughout the semester.

· Remember, AI can be a tool to support your learning in certain courses and assignments, but it cannot replace the critical thinking, creativity, and independent work that are integral to your overall academic growth.

FOUNDATION SKILLS

BASIC SKILLS–Reads, Writes, Performs Arithmetic and Mathematical Operations, Listens and Speaks
F-1 Reading–locates, understands, and interprets written information in prose and in documents such as manuals, graphs, and schedules.
F-2 Writing–communicates thoughts, ideas, information, and messages in writing and creates documents such as letters, directions, manuals, reports, graphs, and flow charts.
F-3 Arithmetic–performs basic computations; uses basic numerical concepts such as whole numbers, etc. F-4 Mathematics–approaches practical problems by choosing appropriately from a variety of mathematical techniques.
F-5 Listening–receives, attends to, interprets, and responds to verbal messages and other cues. F-6 Speaking–organizes ideas and communicates orally.

THINKING SKILLS–Thinks Creatively, Makes Decisions, Solves Problems, Visualizes and Knows How to Learn and Reason

F-7 Creative Thinking–generates new ideas.

F-8 Decision-Making–specifies goals and constraints, generates alternatives, considers risks, evaluates, and chooses best alternative.

F-9 Problem Solving–recognizes problems, devises, and implements plan of action.

F-10 Seeing Things in the Mind's Eye–organizes and processes symbols, pictures, graphs, objects, and other information.

F-11 Knowing How to Learn–uses efficient learning techniques to acquire and apply new knowledge and skills.

F-12 Reasoning–discovers a rule or principle underlying the relationship between two or more objects and applies it when solving a problem.

PERSONAL QUALITIES–Displays Responsibility, Self-Esteem, Sociability, Self-Management, Integrity and Honesty

F-13 Responsibility–exerts a high level of effort and perseveres towards goal attainment.

F-14 Self-Esteem–believes in own self-worth and maintains a positive view of self.

F-15 Sociability–demonstrates understanding, friendliness, adaptability, empathy, and politeness in group settings.

F-16 Self-Management–assesses self accurately, sets personal goals, monitors progress, and exhibits selfcontrol.

F-17 Integrity/Honesty–chooses ethical courses of action.

SCANS COMPETENCIES

C-1 **TIME** - Selects goal - relevant activities, ranks them, allocates time, prepares, and follows schedules.

C-2 **MONEY** - Uses or prepares budgets, makes forecasts, keeps records and adjusts meet objectives.

C-3 **MATERIALS AND FACILITIES** - Acquires, stores, allocates, and uses materials or space efficiently. C-4 **HUMAN RESOURCES** - Assesses skills and distributes work, accordingly, evaluates performances and provides feedback.

INFORMATION - Acquires and Uses Information C-5

Acquires and evaluates information.

C-6 Organizes and maintains information.

C-7 Interprets and communicates information.

C-8 Uses computers to process information.

INTERPERSONAL–Works with Others

C-9 Participates as a member of a team and contributes to group effort.

C-10 Teaches others new skills.

C-11 Serves Clients/Customers–works to satisfy customer's expectations.

C-12 Exercises Leadership–communicates ideas to justify position, persuades and convinces others, responsibly challenges existing procedures and policies.

C-13 Negotiates-works toward agreements involving exchanges of resources; resolves divergent interests. C-14 Works with Diversity–works well with men and women from diverse backgrounds.

SYSTEMS–Understands Complex Interrelationships

C-15 Understands Systems–knows how social, organizational, and technological systems work and operates effectively with them.

C-16 Monitors and Corrects Performance–distinguishes trends, predicts impacts on system operations, diagnoses systems performance and corrects malfunctions.

C-17 Improves or Designs Systems–suggests modifications to existing systems and develops new or alternative systems to improve performance.

TECHNOLOGY–Works with a Variety of Technologies

C-18 Selects Technology–chooses procedures, tools, or equipment, including computers and related technologies.

C-19 Applies Technology to Task–understands overall intent and proper procedures for setup and operation of equipment.

C-20 Maintains and Troubleshoots Equipment–prevents, identifies, or solves problems with equipment, including computers and other technologies.