

**Western Kentucky University
School of Nursing
RN to BSN Program
Spring 2017**

Course Name

Nursing Leadership & Management

Catalog Description

Theoretical foundation of nursing management and leadership emphasizing human resource management, decision-making, and motivational skills.

Course Number

NURS 400

Class Time

This is an on-line class. There are no face-to-face meetings.

Course Credit

3.0 Credit Hours

Corequisite or Prerequisite

None

Faculty contact information

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When communicating via email, please include the course number (NURS 400) in the subject line.

Office hours: Please contact me for an appointment. Meetings can be face-to-face, skype, and/or phone.

Course Objectives

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

1. Use knowledge from behavioral, physical, and social science and liberal arts to provide a holistic approach to leadership and management. (PO 1, 4)
2. Describe theories and models that can assist nurses in management positions to achieve effective performance. (PO 1, 3, 4, 7)
3. Explain the function of nursing management. (PO 2, 5)
4. Explore communication, motivation, decision-making, group dynamic and leadership skills necessary for effective leadership and management. (PO 1, 3, 4, 5)

5. Use research findings in the application of nursing leadership and management skills. (PO 7)
6. Analyze the concept of accountability in nursing management. (PO 4, 7, 9)

Numbers at the end of each objective correspond to the appropriate program outcome.

Table aligning objectives to activities and assessment.

Objective	Activities	Assessment
Use knowledge from behavioral, physical, and social science and liberal arts to provide a holistic approach to leadership and management.	Lectures and Assigned Readings	Leadership philosophy paper, meet and greet, resume
Describe theories and models that can assist nurses in management positions to achieve effective performance.	Lectures and Assigned Readings	Quiz and discussion Board
Explain the function of nursing management	Lectures and Assigned Readings	Quiz, discussion board, leadership philosophy paper,
Explore communication, motivation, decision-making, group dynamic and leadership skills necessary for effective leadership and management.	Lectures and Assigned Readings	Quiz, discussion board, leadership philosophy paper, poster presentation and discussion, Book report
Use research findings in the application of nursing leadership and management skills.	Lectures and Assigned Readings	Quiz, discussion board, leadership philosophy paper, poster presentation and discussion
Analyze the concept of accountability in nursing management.	Lectures and Assigned Readings	Quiz, discussion board, leadership philosophy paper, poster presentation and discussion

Instructional Methods

The course is taught on-line using Blackboard as the delivery format. Instructional methods will include a variety of teaching strategies to meet the needs of students with various learning styles. During the course you will be listening/viewing lectures delivered using Mediasite, engaging in discussion board assignments, reading various material, and viewing NBC clips, youtube, and other videos. All lectures will be enhanced with handouts which will be available on Blackboard.

To measure your knowledge in regards to course content, you will be completing assignments such as quizzes, discussion boards, papers, and a poster.

Required Textbook:

*Huber, D. L. (2014). *Leadership & nursing care management* (5th ed.). Iowa City, Iowa: Elsevier. (ISBN #978-1-4557-4071-0)

Additional Text:

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

American Nurses Association (2010). *Nursing's social policy statement: The essence of the profession*. Silver Springs, MD: Nursebooks.org. (ISBN: 9781558102705)

American Nurses Association (2015). *Nursing: Scope and standards of practice* (3rd ed.). Silver Springs, MD: Nursebooks.org. (ISBN: 9781558102828)

Fowler, M. (2015). *Code of ethics for nurses with interpretive statements: Development, interpretation, and application* (2nd ed.). Silver Springs, MD: Nursebooks.org. (ISBN: 9781558106031)

***This is the primary textbook for the course.**

****This is the APA manual containing requirements for papers. This is required in all RN to BSN nursing courses.**

Supplemental Book for Specific Assignment (Book report):

Sanborn, M. (2004). *The Fred Factor*. Doubleday: New York.

Journal Articles:

Journal articles may be assigned throughout the semester. These will be available through on-line library services at WKU.

Grading Scale:

90-100%	A (179-200 points)
80-89%	B (159-178 points)
70-79%	C (139-158 points)
60-69%	D (119-138 points)
Below 60%	F (Below 119 points)

Please refer to the RN to BSN handbook for information about progression in the program.

Evaluation Methods

Assignments will provide students the opportunity to apply knowledge and demonstrate meeting course objectives.

Below is a table with three columns. The first column indicates the assignment, the second column indicates due date (the time for the due date is 8:00 a.m. unless otherwise indicated), and the third column indicates points.

Assignment	Due Date	Points
Quizzes (Five-15 points each)	(#1) 2/13/17 (#2) 2/27/17 (#3) 3/13/17 (#4) 4/10/17 (#5) 4/24/17	75
Discussion Boards (3-10 points each) <ul style="list-style-type: none"> • Meet and Greet • Hats and characteristics of leaders • Interview-communication 	1/30/17 2/6/17 3/6/17	30
Book Report	2/20/17	30
Poster Presentation	5/1/17	20
Poster Presentation Discussion	5/5/17	10
Personal Philosophy of Leadership	4/17/17	35
Total Possible Points		200

Information about evaluation methods:

- I. **Discussion Board:** Discussion boards are valuable as a means for you to communicate with your peers in the course. Please refer to rubrics for discussion boards.
- II. **Personal Philosophy of Leadership:** Students will complete a personal philosophy of leadership. The grading rubric will be posted on Blackboard.
- III. **Book Report:** Students will complete a book report on the book *The Fred Factor*. The grading rubric will be posted on Blackboard.
- IV. **Poster Presentation:** Students will complete a poster presentation on an assigned topic from a list presented by the faculty member. The poster will be posted on the discussion board and then a discussion among all students regarding posters will occur. The grading rubric will be posted on Blackboard. If possible, you may form a group with one or two others in the class. Please see the rubric and watch the video for further information.
- V. **Quizzes:**
 - Will be on-line
 - Only one attempt will be available for quizzes.
 - All quizzes must be taken during scheduled time frame. There will be no make-up quizzes.
 - Quizzes will be on assigned chapters as well as other information presented or from assigned readings.

Statement of Student Commitment

We are pleased that you have made the commitment to continue your nursing education. The didactic (lecture) courses in the RN to BSN program are delivered using an on-line delivery method with limited face-to-face meetings on WKU's main campus. You can expect to have similar time commitments for an on-line course as you would in a more traditional course that meets weekly in a classroom environment.

For example, for each 3-hour face-to-face course, there would be a 3-hour time commitment per week for attendance at class. This same timeframe should be allotted for on-line classes. This is when you could watch lectures, take quizzes, submit assignments, etc. As with a face-to-face class, there is also an additional commitment for working on assignments, reading, and doing other class preparation. You should expect this to be approximately 6-9 hours per week for a 3-hour course.

We are excited to have the opportunity to be a part of your RN to BSN program.

Student Etiquette/Social Environment

You will be participating in on-line discussions in this course. It is expected that in addition to following guidelines on rubrics, you will be respectful of your peers. You may pose questions and/or challenge a view of a classmate, but this must be done in a courteous manner.

Confidentiality Policy

Material presented is to be used only for purposes of this class. You must not allow any other person access to the Blackboard site for this class or information presented on Blackboard. No audio taping of any class material presented on-line is allowed. When posting information on Blackboard, you are not to use names of any individual or facility.

Testing policy

If a student goes over the time frame allotted for an on-line test, the following penalty will be instituted based on number of questions on test/quiz.

Number of questions on test/quiz	Penalty
35-50	No penalty for the first 5 minutes over. For each additional 5 minutes over the student will be penalized 2 points.
16-34	No penalty for the first 3 minutes over. For each additional 3 minutes over, the student will be penalized 1 point.
15 or less	No penalty for the first 1 minute over. For each additional minute, the student will be penalized 0.5 point

Please note: This penalty would be in addition to the penalty for late submission.

If you go over the time limit due to encountering a problem during testing which results in you having to leave the test or quiz and return, please send you instructor an email at this time.

Time Frame for Assignments

All assignments must be completed in a timely manner. Assignments not submitted electronically via Blackboard will not be accepted. Papers submitted after the due date will lose 20%.

Assignments (papers, quizzes, discussion boards, etc.) will be able to be submitted during the week they are assigned **Monday at 8:00 a.m. through the following Monday at 8:00 a.m.** There may be times when faculty have different schedules for specific assignments. Lectures, outlines, and handouts will be posted **on Monday at 8:00 a.m.** of the week they are scheduled. They will remain available for the rest of the semester. Again, in specific cases this may vary.

Student Responsibilities

- Students are expected to follow all policies as printed in the *Western Kentucky University School of Nursing (SON) Student Handbook*, revised Summer 2015 and the *WKU Student Handbook* ([WKU Handbook](#)). You can find the SON handbook on the RN to BSN Blackboard site under the Information button.

Students are expected to be self-directed and responsible in their own learning. It is the student's responsibility to seek assistance, make up deficiencies, and check blackboard daily for announcements.

Academic Honesty

A score of zero will be applied to any quiz, examination, or any assignment for academic dishonesty.

Please refer to the departmental and university handbooks for specific policies regarding academic dishonesty, cheating, and plagiarism.

The faculty member reserves the right to turn any assignment into programs that help detect plagiarism.

Librarian

The library has a librarian for every department on campus. To schedule an appointment, call 745-6125 or e-mail web.reference@wku.edu, and you will be connected with the appropriate subject librarian.

Help desk

If you have technical problems with blackboard, please contact the help desk. The phone number and hours are noted on Blackboard. This does not include having a test reset. If you encounter a problem which results in the need for a test to be reset, you must contact faculty member.

Disability Statement (ADA Information)

In compliance with University policy, students with disabilities who require academic and/or auxiliary accommodations for this course must contact the Student Accessibility Resource Center located in Downing Student Union, 1074. SARC can be reached by phone number at 270-745-5004 [270-745-3030 TTY] or via email at sarc.connect@wku.edu. Please do not request accommodations directly from the professor or instructor without a Faculty Notification Letter (FNL) from The Student Accessibility Resource Center.

Affirmative Action Statement

Refer to student handbook.

Faculty reserve the right to make changes in the syllabus including adding or subtracting assignments or changing due date. An updated syllabus will be posted on Blackboard if this occurs.

Weekly Schedule

Below is a table that has three columns. The first indicates the weekly date, the second is the weekly topic, and the third contains weekly assignments.

Date	Topic	Assignment
Week 1 (Week of January 23)	Introduction to Course	Review Syllabus Discussion Board #1 (Meet and Greet)
Week 2 (Week of January 30)	Leadership and Management Principles	Chapter 1 <i>Scope and standards of practice.</i> (Standard 11: Leadership) Discussion Board #2 (Hats and Characteristics of Leaders)
Week 3 (Week of February 6)	Change and Innovation Organizational Climate and Culture Quiz #1 (Chapter 1, 2, and 3)	Chapter 2 and 3
Week 4 (Week of February 13)	Critical Thinking and Decision-Making Managing Time and Stress	Chapter 4, 5, and 6

	Legal and Ethical Issues (Focus will be ethical issues)	<i>Scope and Standards of Practice</i> (Standard 7: Ethics) <i>Code of Ethics for Nurses with Interpretive Statements</i> Book Report Due
Week 5 (Week of February 20)	Communication Leadership Team Building Delegation Quiz #2 (Chapter 4, 5, 6, 7, 8, and 9)	Chapter 7, 8, and 9 <i>Scope and Standards of Practice</i> (Standard 10: Collaboration)
Week 6 (Week of February 27)	Power and Conflict Workplace Diversity (focus on Generational Workforce Diversity)	Chapter 10 and 11 Discussion Board #3 (Communication Interview)
Week 7 (Week of March 6)	Organizational Structure Decentralization and Shared Governance Professional Practice Models Quiz #3 (Chapter 10, 11, 13, 14, and 15)	Chapter 13, 14, and 15
Week 8 (Week of March 13)	SPRING BREAK	
Week 9 (Week of March 20)	Quality and Safety Measuring and Managing Outcomes	Chapter 17 and 18 <i>Scope and Standards of Practice</i> (Standard 14: Quality of Practice)
Week 10 (Week of March 27)	Strategic Management	Chapter 19
Week 11 (Week of April 3)	Confronting the Nursing Shortage Staffing and Scheduling Quiz #4 (Chapter 17, 18, 19, 20, 21)	Chapter 20 and 21
Week 12 (Week April 10)	Budgeting, Productivity, and Costing out Nursing	Chapter 22

		<i>Scope and Standards of Practice</i> (Standard 16: Resource Utilization) Personal Philosophy of Leadership
Week 13 (Week of April 17)	Performance Appraisal Marketing Quiz #5 (Chapter 22, 23, and 27)	Chapter 23 and 27
Week 14 (Week of April 24)	Poster Presentations	
Week 15 (Week of May 1)	Poster Presentation Discussion (Monday May 1st at 8:00 a.m. through Friday, May 5th at 8:00 a.m.)	