Western Kentucky University
School of Nursing
RN to BSN Program
Fall 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) (#3) (#4) (#5)	75
Discussion Boards (3-10 points each) • Meet and Greet • Hats and characteristics of leaders • Interview-communication		30
Book Report		30
Poster Presentation		20
Poster Presentation Discussion		10
Personal Philosophy of Leadership		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.