

**The University of Texas at El Paso School of Nursing  
N4502 – Issues and Problems in Leadership and Management  
Fall 2014**

**COURSE DESCRIPTION:** This course focuses on the professional nurses role as coordinator of care in a complex healthcare environment. Interview process is required.

**COURSE PRE-REQUISITES:** Completion of core curriculum. Admission into the RN-BSN Completion Program

**CREDIT ALLOCATION:** Five (5) semester hours

**FACULTY INFORMATION:**

- Shalla Copeland MSN, RN
- School of Nursing Building Office: 322
- Phone: Work (915) 747-7255, Cell (915) 588-7770
- Email: Through the Blackboard course email or at smcopeland@utep.edu
- Office Hours: Tuesday and Thursday from 1130 to 1300 or Virtual Office Hours by appointment
- Contact me via email at any time, but please allow for at least a 24 hour response time.

**COURSE OBJECTIVES:**

- Apply theoretical foundations of leadership and management.
- Analyze the professional nurse's role in managing and coordinating care of the patient in multiple healthcare settings.
- Examine the impact of local, state, and national political environment on the delivery of healthcare.
- Describe the impact of change theory on the development and improvement of quality healthcare services.
- Use collaborative and negotiation skills to improve patient outcomes.
- Describe the concepts of fiscal responsibility and budgeting in a leadership role.
- Describe the legal responsibilities of the nurse leader/manager.

**REQUIRED MATERIALS:**

American Psychological Association (2009). *Publication manual of the American psychological association*. (6<sup>th</sup> ed.). Washington, D.C.: American Psychological Association. (ISBN 97814335592)

Porter-O'Grady, T and Malloch, K (2013). *Leadership in nursing practice: Changing the landscape of health care*. Burlington, MA; Jones and Bartlett Learning. (ISBN: 9781284051131 - *Bundle Package Textbook and Blackboard Access Code*).

Note: It is recommended that you consider purchasing the bundle that includes the required course access code and textbook through the UTEP University Bookstore. Jones and Bartlett have developed a "bundle" that will contain the textbook and the appropriate Blackboard access code. The bundle provides a 50% discount on the textbook; however it can only be purchased through the UTEP Bookstore. It will not be available through other sources such as Amazon or Barnes and Noble. Please see ISBN # above. If you only purchase the textbook, you will not have access to the required online lessons of the course. If you have already purchased the textbook, the other option is to contact Jones and Bartlett Learning directly to acquire the appropriate Blackboard access code.

Sullivan, E.J. (2013). *Becoming influential: A guide for nurses*. (2<sup>nd</sup> ed.). Boston, MA: Pearson Education. (ISBN 9780132706681)

### **GRADING POLICY:**

90 – 100	=	A
80 - 89	=	B
75 – 79	=	C
60 – 74	=	D
< 60	=	F

- **A cumulative score of seventy-five percent (75%) is required to pass the course.**
- **Upon tallying of the final grade all decimal points will be dropped. There will be no rounding up to the next higher grade.**
- **There will be no incomplete grade (I) offered for this course.**

End of Lesson Assessments - Quizzes (Average of 6)	25%
End of Course Assessment- Final Exam	20%
Discussion Board Postings (DB 1, 2, 3, & 4)	20%
Leadership Scholarly paper	35%
<b>TOTAL</b>	<b>100%</b>

**WHAT TO EXPECT FROM INSTRUCTOR:**

- Ready availability via email or phone consultation concerning course expectations
- Provision of clear expectations of course requirements and assignments
- Frequent monitoring of email correspondence (2 – 3 times daily at the beginning of the course and then daily) with a timely response to each person's inquiry. Emails are not monitored on weekends or holidays.
- Timely feedback on all graded assignments
- Established virtual office hours as indicated on class schedule

**Tips for Success**

This is a seven-week course and will require consistent commitment and scholarly attention. It is recommended that you enter Blackboard at least 5 times weekly in order to keep up with the demands of the course. While you may have many personal and professional demands on your time, it is important for you to manager your time well while completing this course. You should check announcements, discussion boards, and course material each time you enter the class for any posted updates. Self-discipline is vital for successful achievement in any online course.

Check your email frequently too! Please email me anytime during the workday and I will reply to you within 24 hours. However, unless the issue is personal, I encourage you to use the Discussion Board - "*I Have a Question*" forum. If you have a question about an assignment, it is likely that others may have the same question too.

Timely adherence to due dates is expected as are academic and professional behaviors. If you are unable to meet a deadline, due to an extenuating circumstance, you must notify me prior to the due date. After the fact extensions will not be considered.

**Late assignments are unacceptable**

**COURSE SCHEDULE:**

The faculty person reserves the right to adjust the course syllabus, modify the class schedule and/or assignments, and to adjust end of lesson assessment dates as might be indicated. Advance notification of modifications or changes will be sent to your UTEP email address.

No correspondence will be sent to a private email address. You will want to check your UTEP email on a regular basis.

**ACADEMIC DISHONESTY:**

UTEP sets forth standards relating to student conduct, describes the procedures for adjudication, and sets forth applicable sanctions. Students are responsible for adhering to University policies.

**1.3 Student Standards of Conduct** - Each student is responsible for notice of and compliance with the provisions of the Regents' Rules and Regulations, which are available for inspection electronically at <http://sa.utep.edu/osccr/student-conduct/>.

All students are expected and required to obey the law, to comply with the Regents' Rules and Regulations, with both the UT System and University rules, with directives issued by an administrative official in the course of his or her authorized duties, and to observe standards of conduct appropriate for the University. A student who enrolls at the University is charged with the obligation to conduct himself/herself in a manner compatible with the university's function as an educational institution. Any student who engages in conduct that is prohibited by Regents' Rules and Regulations, UT System or University rules, specific instructions issues by an administrative official or by federal, state, or local laws is subject to discipline, whether such conduct takes place on or off campus or whether civil or criminal penalties are also imposed for such conduct.

**1.3.1 Scholastic Dishonesty** - It is the official policy of the University that all suspected cases or acts of alleged scholastic dishonesty must be referred to the Dean of Students for investigation and appropriate disposition. It is contrary to University policy for a faculty member to assign a disciplinary grade such as an "F" or zero to an assignment, test, examination, or other course work as a sanction for admitted or suspected scholastic dishonesty in lieu of normally charging the student through the Dean of Students. Similarly, students are prohibited from proposing and/or entering into an arrangement with a faculty member to receive a grade of "F" or any reduced grade in lieu of being charged with scholastic dishonesty.

Any student who commits an act of scholastic dishonesty is subject to discipline. Scholastic dishonesty includes, but is 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. Disciplinary proceedings may be initiated against any student for any of the follow acts or omissions:

**"Cheating" includes:** copying from the test paper of another student, engaging in written, oral, or any other means of communication with another student during a test, or giving aid to or seeking aid from another student during a test; possession and/or use during a test of materials which are not authorized by the person giving the test, such as class notes, books, or specifically designed "crib notes"; using, obtaining, or attempting to obtain by any means the whole or any part of non-administered test, test key, homework solution, or computer program, or using a test that has been administered in prior classes or semesters, but which will be used again either in whole or in part without permission of the instructor; or accessing a test bank without instructor

permission; substituting for another person, or permitting another person to substitute for one's self, to take a test; and falsifying research data, laboratory reports, and/or other records or academic work offered for credit.

**1.3.1.2 "Plagiarism"** means the appropriation, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own academic work offered for credit, or using work in a paper or assignment for which the student had received credit in another course without direct permission of all involved instructors.

**1.3.1.3 "Collusion"** means the unauthorized collaboration with another person in preparing academic assignments offered for credit for collaboration with another person to commit a violation of any provision of the rules on scholastic dishonesty.

### **HIPAA COMPLIANCE:**

The course requires interview sessions with selected nurse leaders/managers. With this in mind, students must be in compliance with the HIPAA Standards at all times. Under no circumstances may a student photocopy or remove from the agency premises any pre-printed or identifiable components of institutional owned, copyrighted, or published materials.

Failure to comply with HIPAA requirements will initiate disciplinary action that may result in failure of the course and/or dismissal from the nursing program. In addition, legal action may be initiated against the individual.

### **THIRD PARTY SOFTWARE:**

The faculty member may utilize third party software that has the capacity to automatically detect plagiarism that has been submitted for grading.

### **COPYRIGHT NOTICE:**

Copyright laws protect many of the materials utilized in the course. The materials are only for the use of students actively enrolled in the course and only for the purpose of this course. This mainly applies to the learning lessons and assessments that accompany the assigned text.

### **DISABLED STUDENT STATEMENT:**

Students with special needs or accommodations need to contact The Center for Accommodations and Support Services (CASS) at 915-747-5148 or by email at [cass@utep.edu](mailto:cass@utep.edu). You may visit their office which is located in the East Student Union, Room 106. Additional information is available on their website at [www.sa.utep.edu/cass](http://www.sa.utep.edu/cass).

### **COMPUTER SPECIFICATIONS AND RELATED PROBLEMS:**

In order to complete the course, your computer must meet the minimum hardware and software requirements of the RN-BSN Distance Education program. If you have any technical questions or problems, please directly contact the "Help Desk" in the IT department

<http://admin.utep.edu/Default.aspx?tabid=63402>, by phone at 915-747-5257, or by email at [helpdesk@utep.edu](mailto:helpdesk@utep.edu).

If you are using Internet Explorer as your browser you may find that it is not fully compatible with the Blackboard Learn Management System. It is suggested that you use Firefox or Google Chrome when accessing the course.

### LEARNING ACTIVITIES AND ASSIGNMENTS

Quizzes	<ul style="list-style-type: none"> <li>• There will six (6) short quizzes (assessments) at the end of six lessons. Quizzes will be open during the week due and will close at the posted deadline for completion. Please plan accordingly in that the assessment will not be reopened once it has closed. It is crucial that your computer system is functional and that you are familiar with how to respond to the assessment items and how to save them.</li> <li>• You will have 30 minutes to complete each quiz.</li> <li>• Quiz items are of the multiple-choice format and are related to the assigned lesson.</li> <li>• Submitted quizzes are automatically scored and reported via the "My Grades" element of the course.</li> <li>• An item analysis is conducted after everyone has completed the quiz. If indicated, adjustments will be made and the score corrected in the "Grade Center".</li> </ul>
Discussion Board (DB) Postings	<ul style="list-style-type: none"> <li>• Discussion board forums related to course topics will be provided.</li> <li>• Initial postings should include a response to the topic supported by your own thoughts/ideas and other evidence-based sources (300 word minimum) with at least one in-text citation and reference in APA format.</li> <li>• Synthesis and application of assigned content is a critical element of each posting, as is grammar and spelling. The depth of each response is a key element in grading.</li> <li>• At least one substantive peer response is expected (100 word minimum).</li> <li>• Original postings are to be present on the DB by Wednesday and responses to peer postings by Friday at 5:00pm (Mountain Time).</li> <li>• Refer to course calendar for the specific dates and topics.</li> </ul>
End of Course Assessment	<ul style="list-style-type: none"> <li>• A comprehensive assessment of material will be given at the end of the course. The assessment is comprised of a variety of testing formats (i.e. true/false, multiple choice, short answers) and will contain approximately 75-100 items. The assessment will be time limited (1.5 hours) and may only be attempted one time. The assessment will be scored automatically and the grade released through "My Grades".</li> <li>• An item analysis will be conducted once everyone has completed the assessment and, if indicated, adjustments will be made for each person's score.</li> <li>• End of Course Assessment will be available for last week of class.</li> <li>• <i>You are expected to follow guidelines for academic integrity when completing all quizzes and assessments.</i></li> </ul>
Leadership/ Management Scholarly Project	<ul style="list-style-type: none"> <li>• Specific guidelines and grading rubric available under Assignments section of course</li> </ul>

*Refer to Course Calendar for Specific due dates*