Chapter 1: Course Logistics

Semester/Year: Spring 2016

Lecture Hours: 1  Lab Hours: 0  Credit Hours: 1

Class Time: online  Days: Online

Instructor’s Name: Lori A. Fichman, MSN, RN, CNE

Instructor's Contact Information: Both email (Moodle Class Communication) & voicemail will be checked (and answered) within 24 hours, with the exception of holidays and weekends. If I will be gone for any length of time I will let you know.

Office Phone: 268-2241

Email: Use the Moodle Class Communication (MCC) option in the course for all email communication. I will respond within 24 hours with the exception of weekends and holidays. If I will be gone for any length of time, I will let you know.

Office Hours: As posted

Chapter 2: Course Information

Course Description: This non-clinical course emphasizes the role of the A.D.N. graduate and the changes encountered in transition from student to graduate. Student will focus on transition/reality shock, employer-employee relationships, and professionalism.

Statement of Prerequisites: NRST 2635  Concurrent Enrollment: NRST 2645

Goal: To assist students in the transition from nursing student into professional nurse.

Casper College General Education Outcome Addressed:
1. Demonstrate effective oral and written communication

Course Outcomes: The student will:
1. Discuss multiple employment and mobility opportunities in nursing for ADN graduates as they relate to managing nursing care of clients in a variety of settings.
2. Identify internal and external stressors associated with the transition from nursing student to graduate nurse and various coping strategies to manage these stressors.
3. Discuss professional responsibility as it relates to pursuing continuing education to promote quality nursing care based on changes in the person’s physiological, psychological, socio-cultural, developmental and spiritual dimensions along the health-illness continuum.
4. Express an awareness of the need to read and use current nursing literature to provide safe nursing care using the nursing process.
5. Identify aspects that professional organization membership provides for enhancing nursing care, collaboration and communication skills in the management of client care.

Course Objectives: See Objective Outline

Methodology: Readings, Online Discussions, Guest Presentations Online, Handouts, Audiovisuals, Portfolio, Paper, Community Service Activities, and Activity Journal. Your feedback is valuable as the instructor uses course evaluations in determining course methodology. This course is designed to be self-directed and is delivered via the internet through Moodle. The material for this course will be accessed by text reading along with online or other text research. In order to participate in this course, the student must have access to the internet and to a compatible internet browser. It is recommended that you use Chrome for Moodle. You may also need to download a new version of Java. You can find a link to download that at http://www.caspercollege.edu/distance_ed/index.html and then click on technical requirements. It is also helpful for the student to have a basic working knowledge of computer operations and to be familiar with internet navigation and the use of e-mail. For more information regarding technical requirements, see the Casper College Digital Learning webpage at http://www.caspercollege.edu. Click on “Distance Education.” Completing the online Moodle tutorial is recommended.

Students need to work independently reading the assigned text chapters, researching, completing all assignments during the scheduled dates and time limits. This format requires the student to be self-motivated and disciplined to keep up with the assigned learning outcomes. Contrary to popular belief, internet courses are not “easier” than campus-based courses. Students are expected to exhibit a high level of responsibility, dedication, and self-discipline in order to succeed in the course. Students should expect to spend at least as much time studying and preparing for this course as they would for a traditional class presented in the classroom. In addition to Moodle e-mail (Moodle Class Communication—MCC), communication between students and the instructor is encouraged via telephone and/or personal contact.

Tips for student success include:

- check the course Moodle site, including the calendar, on a daily basis except weekends and holidays.
- adhere to the rules of common courtesy. Please reference the web site listed under the Course Resources for a discussion of “netiquette.”
- read each assigned chapter.
- call, email, or make an appointment with the instructor to seek additional assistance as needed.
- posting an original and reply to each threaded discussion/forum as directed.
- participate in all online course activities, including responding to threaded discussions and submitting all assignments on time.
- In the event of computer difficulties, the student is responsible for solving his/her own technical problems. Students may contact Digital Learning at Casper College for assistance if needed. For tech help call 307-268-2486. For login help call 307-268-3882. The Digital Learning contact link is located under the Course Resources within the course on Moodle. Heavy internet use occurs during the evening hours of 8-10 p.m. The student may wish to consider logging into the class during other times (if possible).
- take responsibility for problem-solving course issues: Computers DO crash. This is NOT a legitimate
excuse to miss an assignment or quiz. In the event of hardware/software problems, it is the student’s responsibility to access the course from another computer. This can be done from any of the computer labs on the Casper College campus, using the public library, or requesting to use a friend’s computer, etc. Please plan ahead, giving yourself additional time in case technical issues arise!

Available Computer Labs at Casper College:

- Casper College Goodstein Library
- Thorson Business Building
- Liesinger Hall
- Saunders Health Science Center, Multimedia Center
- Wold Physical Science Center

Chapter 3: Grading and Textbook

Evaluation Criteria: Students will complete a combination of assignments toward their final grade. There is a total of 330 points available to be earned in this course. Grades will be awarded according to the number of points achieved. The assignments are described in detail in later sections of the syllabus. The course grade will reflect these responsibilities in the following proportions:

1. Resume: 40 points
2. Cover Letter 20 points
3. Portfolio and Personal Nursing Philosophy 30 points
4. Participate in one of the following: an online job research assignment, a mock interview or career fair interviews 20 points
5. Exit Survey 10 points
6. Three Threaded Discussions (30 pts each) 90 points
7. Professional Roles Paper 100 points
8. Community Service & Log (5 hours) 20 points 330 points total

Note: Grading rubrics for the discussions, professional roles paper, resume, career fair or job search assignment, mock interview, community service log, cover letter and portfolio can be found on the course Moodle site under Course Rubrics.

Casper College may collect samples of student work demonstrating achievement of the above outcomes. Any personally identifying information will be removed from student work.

Course Grade Point Ranges

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<thead>
<tr>
<th>Grade</th>
<th>Points</th>
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<tbody>
<tr>
<td>A</td>
<td>301-330</td>
</tr>
<tr>
<td>B</td>
<td>274-300</td>
</tr>
<tr>
<td>C</td>
<td>248-273</td>
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<tr>
<td>D</td>
<td>231-247</td>
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<tr>
<td>F</td>
<td>≤ 230</td>
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The student must have reliable access to internet.
Chapter 4: Course Overview and Assignment Directions

Course Overview: This course has been divided into 3 topics of instruction. Each topic of instruction has assigned readings, a threaded discussion and related assignments. See the Moodle course calendar for dates discussions, assignments and activities open and are due. Please pay close attention to due dates as some assignments, discussions, and activities will not be accepted if they are late and others have a very stiff penalty for being late.

Resume: A resume will be submitted as an assignment file in this Moodle course. It should reflect integration of tips and elements acquired from your readings, online guest presentation and the “Resume Grading Rubric” located under Rubrics on the course Moodle site. The points earned for the resume will be determined according to the “Resume Grading Rubric”.

Cover Letter: A cover letter will be submitted as an assignment file in this Moodle course. It should reflect integration of tips and elements acquired from your readings, online guest presentation and “Cover Letter Grading Rubric” located under Rubrics on the course Moodle site. If you do not know where you want to apply for a job just choose a place or make up a place. The points earned for the cover letter will be determined according to the “Cover Letter Grading Rubric”.

Portfolio: A professional portfolio that uses the Code of Ethics for Nurses as a framework will be submitted in this class. This will be a continuation and updating of the portfolio begun in NRST 1605. The portfolio can be in paper form or electronic form if you have taken Heidi’s class and CMAP 1550. If you have an electronic form, you will submit the link as an assignment in this Moodle course. If you do the paper form, you will need to physically turn it into the instructor by the due date and time on the calendar. For a paper portfolio, I would suggest a 3-ring binder so that artifacts can be easily removed or added. Artifacts that must be included in the portfolio for this course are: resume that has been revised per instructor feedback, personal philosophy of nursing, and additional appropriate artifacts (certifications such as CPR and CNA, license, awards and kudos). See the “Portfolio Grading Rubric” located under Rubrics on the course Moodle site for specific portfolio elements. The points earned for the portfolio will be figured according to the “Portfolio Grading Rubric”.

Personal Nursing Philosophy: A personal nursing philosophy will be submitted as a part of the professional portfolio. It should share your personal vision, values and beliefs about the practice of nursing and the provision of patient care. This will be submitted as a part of your portfolio. See the “Portfolio Grading Rubric” located under Rubrics on the course Moodle site for specific criteria of your personal nursing philosophy. The points earned for the philosophy will be figured according to the “Portfolio Grading Rubric”.

Online Job Research/Mock Interview/Career Fair: Participate in one of the following:

1. Online Job Research: Research four nursing job opportunities in four different states that you are interested in. One of the states can be Wyoming. Visit each of the four agencies’ web pages and explore job opportunities they have available for RNs. Select a job that is available and that you are interested in and write a short description of what the job and organization have to offer that is and is not attractive to you. Think about job searching tips provided in your readings and by the online guest presentation. Examples would be to discuss salaries, benefits, philosophy, educational opportunities, staffing, geographic location, size of facility, etc. Include the web addresses for each of these four facilities. See the “Online Job Research Grading Rubric” located under Rubrics on the course Moodle site for grading criteria. Submit the four descriptions including web addresses as an assignment file in this Moodle course. Points earned for this assignment will be figured according to the “Online Job Research Grading Rubric”.


2. **Mock Interview**: Participate in a 30 minute mock interview where you will be asked questions that maybe encountered in a job interview. Think about interviewing tips, including physical presentation, provided in your readings and by the online guest presentation. See the “Mock Interview Grading Rubric” located under Rubrics on the course Moodle site for specific interviewing criteria. To schedule a mock interview, click on the course instructor’s appointment calendar link located under Course Resources on the course Moodle site. Be sure to put “INTERVIEW” after your NAME. The points earned for the mock interview will be figured according to the “Mock Interview Grading Rubric”.

3. **Casper College Health Professions Career Fair**: Attend the Health Professions Career Fair in the Gateway building, 2nd floor on Friday, February 5th, 2016 from 11:00 AM-1:00PM. You do not need to stay the entire 2 hours, but must be there long enough to interview potential employers and collect information needed to complete the assignment. For the assignment, select four nursing jobs that you researched at the career fair and that you are interested in and write a short description of what the job and organization have to offer that is and is not attractive to you. Think about job searching tips provided in your readings and by the online guest presentation. Examples would be to discuss salaries, benefits, philosophy, educational opportunities, staffing, geographic location, size of facility, etc. Include the name of the organization and individual interviewed for each of these four job opportunities. Submit the four descriptions as an assignment file in this Moodle course. See the “Health Professions Career Fair Grading Rubric” located under Rubrics on the course Moodle site for grading criteria as points earned for this assignment will be figured according to that rubric.

**Exit Survey**: You will complete the Exit Survey for accreditation data collection. A link will be provided to the survey via an email address you provide. The email address cannot be your Moodle email. Send the email address you choose to use to the course instructor via the Moodle Class Communication (MCC) in this course. See the Moodle course calendar for due date for submission of an email address and date that the Exit Survey will be available. Helping your facility maintain necessary accreditations is a part of a nurse’s professional role. This survey is required for the nursing program’s accreditation.

**Threaded Discussions**: There will be 3 threaded discussions. To earn maximum credit review the “Discussion Grading Rubric” located under Rubrics on the course Moodle site. You must post an original posting to one of three discussion topics in each unit as directed to earn points. You cannot just respond to peers. If you respond to peers without posting an original discussion, all points for the unit discussion are forfeited. You must also respond to a peer (peer feedback) in each of three different topic areas in each unit for a total of three peer responses within timelines specified. This means you will have at least one peer response in each topic area for each unit. Timing is important because it affords your peers time to read your posting and formulate a response. Original postings must reflect adequate reading and/or research. They must also demonstrate connection to course content (textbook and/or guest online presentations) and research. Just one or two sentences or saying “I agree with the author” is inadequate. Peer feedback responses need to show evidence of reflection and thought. Just saying, “Good, I really like/agree with what you said” is inadequate. You must at least say why you agree or disagree or add a new perspective to the discussion. Your responses need to be connected to course content (textbook and/or guest online presentations) and research. Posting to discussions is best done by first composing the response in a word processing system, and then cutting and pasting it into the discussion area. You have to use control C and control V to cut and paste in Moodle. By doing it this way, you will be able to edit, spell-check and revise your writing. Also, you won’t have to re-type everything if you lose your Internet connection. You will only have to cut and paste again. The points earned for the discussions will be determined according to the “Discussion Grading Rubric” located under Rubrics on the course Moodle site.
Professional Roles Paper:
1. A research paper will be submitted as an assignment file in this Moodle course. This paper can be done on a topic of your choice related to professional roles as a Registered Nurse. Select a topic and have it approved by the instructor. This is not a job description or about basic employment roles, i.e. ER nurse, OB nurse, patient advocate, etc. This is about your other professional role responsibilities, how these role responsibilities advance our practice/profession and provide for and advocate for our patients or communities. There are multiple suitable topics. I will give a couple examples here but these are not the limit. If you are interested in politics and feel it is very important for nurses to have a say you may want to research our professional responsibility to be involved with the legislative process and how that benefits our profession, patients and communities. You could even pick a current legislative issue and examine why it would be important to have a say as a nurse in this legislative issue. Again, including what that would do for nurses and our customers. Another example might be to research our professional responsibility to belong to a professional nursing organization and what that does for our profession and our customers. Again these are only a couple of topics. I am sure you can think of others that interest you. Just be sure to have it approved by the instructor.

2. Write the roles paper on the approved topic, with the body of the paper being 3 to 5 pages double-spaced. The page limit does not include the title page, abstract if you decide to use one (it is not necessary to use one), or reference page. Your professional references (at least 3) should be recent books or peer-reviewed journals. You can only use one website such as the American Nurses Association website. You must cite your sources in the body of your paper. The library has a wealth of reputable databases you can use.

3. APA format must be used with regards to font, title page, running head, page numbers, use of quoted material, citations and references. The Writing Center is available to assist you with grammar and spelling. They also have pamphlets on APA format. The Writing Center contact link is located under the Course Resources within the course on Moodle. Another source is Purdue OWL: APA Formatting and Style Guide. The link for Purdue OWL is also located under the Course Resources within the course on Moodle.

4. The paper must be written in your own words, using quotations only to support what you are trying to convey. The information you obtain from your sources and put into your own words needs to be cited, as do the quotations you use. Your paper should not consist of large sections of quoted material. You cannot submit a paper you or some else has used for another course as that is considered self-plagiarism. The paper will be submitted to a computer program that looks for plagiarism, so it behooves you to make sure it is not a paper you or some else has used before and that it is written in your own words and cited properly. The points earned for the paper will be determined according to the “Professional Roles Paper Grading Rubric”.

5. Be sure to follow the “Professional Roles Paper Grading Rubric” located under Rubrics on the course Moodle site to be sure all criteria are addressed. Submit the paper as an assignment file in this Moodle course.

Community Service: Choose a community oriented service area in which to participate and get approval for the activity from the instructor. To earn the maximum credit students must complete 5 hours of community service, download and complete all items on the Community Service Log. A link to the Community Service Log is provided in the assignment on Moodle. Submit the completed Community Service Log as an assignment file in this Moodle course. Note on item 4, application to nursing role, you need to describe the role you fulfilled as a nurse beyond the performance of tasks or skills in the community service you provided. To complete that section you may want to consider your fundamental roles as a nurse. The Community Service Log will be submitted as an assignment file in this Moodle course. Do not submit the log until all community service is completed. Participation does not all need to be done with only one agency. Examples are the Rescue Mission, Reach 4 A Star Riding Academy, Meals on Wheels, Blue Envelope Health Fair, Joshua’s Storehouse, etc.

Again, all final activity selections must be confirmed with instructor prior to participation. Points earned for this activity and assignment will be figured according to the “Community Service Grading Rubric” located
under Rubrics on the course Moodle site for grading criteria.

Chapter 5: Campus/Class Policies:

Last Day to Withdraw with a W Grade: Thursday, April 14th, 2016 by 5 PM. Please refer to the H.E. Stuckenhoff Department of Nursing, Nursing Student Handbook for complete information regarding withdrawal from nursing courses.

Conduct: There is an expectation that students will conduct themselves in a civil and respectful manner during internet interactions with their instructor and peers. In situations that would normally necessitate the instructor’s request that the student leave a campus-based classroom for disruptive behavior, the instructor reserves the right to deny the student’s access to the course. Direct contact between the student, instructor, and/or department administrator may be necessary in order for the student to regain access to the online class. Please reference the web site listed under the Course Resources for a discussion of “netiquette.”

Student Rights and Responsibilities: Please refer to the Casper College Student Conduct and Judicial Code for information concerning your rights and responsibilities as a Casper College Student.

Chain of Command: If you have any problems with this class, you should first contact the instructor in order to solve the problem. If you are not satisfied with the solution offered by the instructor, you should then take your problem through the appropriate chain of command starting with the Department Head/Program Director, then the Dean, and lastly the Interim Vice President for Academic Affairs.

Academic Dishonesty - Cheating & Plagiarism: Casper College demands intellectual honesty. Proven plagiarism or any form of dishonesty associated with the academic process can result in the offender failing the course in which the offense was committed or expulsion from school. See the Casper College Student Code of Conduct.

Official Means of Communication: Casper College faculty and staff will employ the student’s assigned Casper College email account as a primary method of communication. Students are responsible to check their account regularly. With regards to this course or anything associated with this course information will be shared via the course Moodle site either in the announcements section or via the Moodle Class Communication (MCC). Students are responsible for reading and keeping up with announcements and emails. Students should check the site for emails and announcements on a daily basis, except weekends and holidays, as this is a primary means of communicating information pertinent to the classroom learning environment. Again, students are accountable for information shared via the course website.

ADA Accommodations Policy: If you need academic accommodations because of a disability, please inform me as soon as possible. To request academic accommodations, students must first consult with the college’s Disability Services Counselor located in the Gateway Building, Room 344, (307) 268-2557, bheuer@caspercollege.edu. The Disability Services Counselor is responsible for reviewing documentation provided by students requesting accommodations, determining eligibility for accommodations, and helping students request and use appropriate accommodations.

Calendar or Schedule Indicating Course Content: Please refer to the “Calendar” on the course homepage of
Moodle for the course schedule for the semester. All deviations from the schedule will be posted in the news forum/course announcements on the course homepage.

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