

**Course Title: Leadership and Management in Nursing****NUR 416****3 credits Lecture/Recitation/Discussion Hours: 3 3(1-2)****On Line Learning Format –hours to be arranged; clinical hours with approved  
preceptor  
Spring 2009**

**Course Description:** NUR 416 is an on line course that examines roles and responsibilities related to leadership and management in nursing practice. Impact of management theories and processes on nursing practice and the delivery of health care within organizations.

**Course Objectives:**

1. Analyze leadership, management, and organizational behavior which influences coordination, consultative, and collaborative activities in health care systems and organizations.
2. Examine the past, present, and emerging roles of the professional nurse in developing effective relationships with others in the health care system.
3. Review research in terms of its applicability to leadership and management issues.
4. Demonstrate an understanding of personal accountability involved in the management of groups.

**Prerequisites:** open only to students admitted to the RN tracking major 4015. Successful completion of all previous NUR courses in the program

**Co-requisites:** NUR 413

**Standards Documents:** The curriculum is guided by the following documents:

American Association of Colleges of Nursing (2008). *The essentials of baccalaureate education for professional nursing practice*. Washington, DC: Author

American Nurses Association (2004). *Nursing: Scope and Standards of Practice*. Washington, DC.: nursesbooks.org ISBN 1-55810-215-9

American Nurses Association (2003). *Nursing's Social Policy Statement* (2<sup>nd</sup> ed.). Washington, D.C.: nursesbooks.org ISBN 1-55810-214-0

American Nurses Association (2001). *Code of Ethics for Nurses with interpretive statements*. Washington, D.C.: nursesbooks.org ISBN 1-55810-176-4

**Course Faculty:**

Susan Strouse, RN MSN

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[strouse2@msu.edu](mailto:strouse2@msu.edu) (please utilize the email system within ANGEL for all email contact during the semester).

517-353-8688

Fax: 517-353-4679 (cover sheet and email notification of fax required)

Office Hours: Tuesdays, 1:00 pm -2:00 pm, and arranged.

Email responses can be expected within 48 business hours of email being sent.

Other clinical faculty TBA.

## Textbook Information and Resources:

### a. Required Texts:

American Psychological Association. (2001). *APA Publication Manual*. Washington DC. 5<sup>th</sup> Edition.

Marquis, B. and Huston, C. (2009). *Leadership Roles and Management functions in Nursing: Theory and application*. 6<sup>th</sup> Edition. Publisher: Lippincott Williams and Wilkins: Location: Philadelphia, PA

Course Pack (available on NUR 416 ANGEL web site)

## Required Resources, References, Supplies:

ANGEL Help Line

1.800.500.1554 (24 hrs, 7 days/week)

517.355.2345. (24 hrs, 7 days/week)

[www.angel.msu.edu](http://www.angel.msu.edu) (ANGEL Help link in upper right corner)

Always check with the ANGEL Help Line first!

Computer with the minimum specifications as listed on the College of Nursing web page, under RN to BSN program , MSU College of Nursing Student ID badge, MSU net ID (emails will only be sent to MSU email addresses. Student are responsible for checking their MSU AND ANGEL email addresses regularly through out the week (a minimum of every other day), and are held accountable for all information sent via the MSU email system.

- a. Students should plan their time to allow for proper reading of the assignments, any web related assignments, posting to the discussion boards, and completion of assignments by the due dates. Note that all lessons will open at 0005 EST on Mondays, all lessons will close at 2355 on Sundays. Two lessons will be open concurrently to allow for students who need/want to work ahead. Even though two lessons will be open at a time, the due date does not extend past the date stated in the lesson. Asynchronous Clinical discussion forums will open at 0005 on Mondays. The first response by students is due no later than Thursdays at 1200. A substantive response to at least two postings by classmates is due by Sunday at 2355. The next discussion will open at 0005 on Monday, with a summary of the previous forum posted by course faculty by Monday evening. Less than substantive postings will reflect in a lowering of the student's clinical Course performance grade. Late submissions will not be accepted unless prior approval from faculty is arranged.
- b. Students may not begin clinical until proof of current immunization, BCLS, unrestricted licensure as a Registered Nurse in the state where clinical will be completed, and proof of personal health insurance are submitted. Proof of Health Insurance (in the form of a photo copy of both sides of insurance card, with student name, PID, and program (RN to BSN) should be submitted to Laurel Peto (fax: 517-432-4313 mailing address: A 116 Life Science Building MSU East Lansing MI 48824). All other information (copies only) with student name and PID should be submitted to the University Physician Office Olin Health Center Attention Paula Guss (see web page at

<http://uphys.msu.edu/forstudents/hcpimmunize/index.html> for submission information). All updates should be submitted no later than JANUARY 7, 2009. A signed affiliation agreement, and preceptor letter of intent must also be on file with the College of Nursing before a student may begin clinical. Delays in providing any of the above information will delay the student starting clinical, and will reflect in lowering of the student's overall clinical performance grade.

**Grading Scale**

- c. Course Grading Scale: the standard College of Nursing grading scale will be utilized.

%	GRADE
94-100 %	4.0
93-89%	3.5
88-84%	3.0
83-79%	2.5
78-75%	2.0 (Minimum passing grade)
74-70%	1.5
69-65%	1.0
<64%	0.9

“Final Course Grades will not be rounded”

**\*University & College Policies:**

The College of Nursing expects that students will demonstrate professional behavior in all situations. Specific expectations for clinical and other professional venues can be found in the appropriate handbook. You are responsible to review and act in accordance with the policies and procedures found in the following sources, including the following topics: Professionalism, Academic Integrity, Accommodations for Students with Disabilities, Disruptive Behavior, Attendance, Compliance, and Progression.

- CON Student handbook <http://nursing.msu.edu/handbooks.asp>
- MSU Spartan Life Student Handbook and Resource Guide <http://www.vps.msu.edu/SpLife/index.htm>
- Information for Current Students—including Rights, Responsibilities and Regulations for Students <http://www.msu.edu/current/index.html>

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### Additional Course Content

#### Instruction:

Methodology:

- a. Theoretical content will be taught using a variety of technology tools, including but not limited to voice over power points, assigned readings from text and journal articles, etc. (approximately 15 hours total) Students will also be expected to complete 75 hours of on site clinical activities, and 15 clinical asynchronous “discussion forums” facilitated by the faculty members.

Students may not participate in clinical hours during spring break, 0005 March 9 through 2355 March 13, 2009, unless prior written approval has been obtained from course coordinator and preceptor.

#### Evaluation:

- a. Learning Assessments and Grading:

Exams (three exams)	30% of grade
Class Portfolio	30% of grade
Clinical Course Performance	40% of grade
- b. Exams will be taken on line through ANGEL, and are not proctored. Exams may consist of multiple choice, short answer, or essay questions. Exams will not be accessible either prior to or after the stated time period unless previous arrangements have been made with the faculty. Exams will typically be open from 0005 Thursday AM (EST) to the close of the lesson, allowing four days, including one weekend, to complete the exam. Once an exam has been started, it must be finished in one setting. Please see section on Academic Honesty. Class portfolios will consist of various short papers, reflective journals, and other written evaluation methods related to clinical and course objectives. Please see the course pack for more details.

Clinical Course Performance will consist of the clinical Performance Evaluation, and a minimum of eight clinical journal entries. A clinical site project will also be required as part of the clinical course performance grade. Please see the course pack for more details. Asynchronous discussion forums will be considered part of the clinical course performance grade.

- c. Plagiarism or academic dishonesty will not be tolerated. Please see the section on academic dishonesty and the College Honor Code and Undergraduate handbook regarding these matters and possible consequences.

- d. **Writing Requirements:** NUR 416 is a tier II writing course. The quality of your work is expected to be of a quality consistent with a senior level college student (i.e. more scholarly and rigorous than a freshman or sophomore level paper). Expectations of the quality of work expected for the various written assignments are available in the course pack, and papers will be graded using the rubrics provided in the course pack. All papers, unless otherwise noted in the lesson, are expected to follow APA format including the use of a title page, running head and page numbers, formatting of the body of the paper and reference citation, and a reference page. It is also expected that students shall submit content and work that is their own, and not that of someone else. Please see University policies on Academic integrity.
- e. **Professionalism:** On Line discussions and exercises are confidential and should not be discussed with others who are not enrolled in the class. It is important for each course participant to express his or her ideas freely. All ideas need to be respected in discussions and exercise. Professional conduct and language in clinical settings, discussion boards and course communication is expected. Students who do not show respect and/or professional communication will receive one written warning (via email) informing them of the communication that did not meet course standards, suggestions for change, and that any further breaches in professional communication will result in disciplinary action, from the lowering of the student's grade up to dismissal from the course.
- f. **Technical problems:** Students who experience technical difficulties should notify the ANGEL help desk immediately in an attempt to resolve the problems. Please refer to the course pack and course information regarding helpful information on taking exams via ANGEL. If the difficulty impacts or may impact the timely submission of required course work, the faculty is also to be notified via email or phone to discuss options prior to the submission deadline. If the problem has not been reported to the ANGEL help desk, no extension will be granted. Students are expected to plan ahead, and have back-up technology plans in place should the need arise. Please see the "Evaluations" section for late submissions.
- g. A course calendar will be posted in the ANGEL NUR 416 site. Any updates or changes to the calendar will be sent via MSU email. Students are responsible for any changes to calendar (or syllabus) that are sent via MSU email.

### **University Policies:**

**Academic integrity:** Article 2.3.3 of the [Academic Freedom Report](#) states that "The student shares with the faculty the responsibility for maintaining the integrity of scholarship, grades, and professional standards." In addition, the College adheres to the policies on academic honesty as specified in General Student Regulations 1.0, Protection of Scholarship and Grades; the all-University Policy on Integrity of Scholarship and Grades; and Ordinance 17.00, Examinations. (See [Spartan Life: Student Handbook and Resource Guide](#) and/or the MSU Web site: [www.msu.edu](http://www.msu.edu)). Therefore, unless authorized by your instructor, you are expected to complete all course assignments, including homework, lab work, quizzes, tests and exams, without assistance from any source. You are expected to develop original work for this course; therefore, you may not submit course work you completed for another course to satisfy the requirements for this course. Also, you are not authorized to use the [www.allmsu.com](http://www.allmsu.com) Web site to complete any course work in NUR 416. Students who violate MSU rules may receive a penalty grade, including--but not limited to--a failing grade on

the assignment or in the course. Contact your instructor if you are unsure about the appropriateness of your course work. (See also <http://www.msu.edu/unit/ombud/honestylinks.html>).

**Accommodations for students with disabilities:** Students with disabilities should contact the Resource Center for Persons with Disabilities to establish reasonable accommodations. For an appointment with a disability specialist, call 353-9642 (voice), 355-1293 (TTY), or visit [MyProfile.rcpd.msu.edu](http://MyProfile.rcpd.msu.edu).

**Disruptive behavior:** Article 2.3.5 of the [Academic Freedom Report](#) (AFR) for students at Michigan State University states: "The student's behavior in the classroom shall be conducive to the teaching and learning process for all concerned." Article 2.3.10 of the AFR states that "The student has a right to scholarly relationships with faculty based on mutual trust and civility." [General Student Regulation 5.02](#) states: "No student shall . . . interfere with the functions and services of the University (for example, but not limited to, classes . . .) such that the function or service is obstructed or disrupted. Students whose conduct adversely affects the learning environment in this classroom may be subject to disciplinary action through the Student Faculty Judiciary process.

**Attendance:** Students whose names do not appear on the official class list for this course may not attend this class. Students who fail to attend (log in) the first four class sessions or class by the fifth day of the semester, whichever occurs first, may be dropped from the course. See the Ombudsman's web site for a discussion of student observance of major religious holidays, student-athlete participation in athletic competition, student participation in university-approved field trips, medical excuses and a dean's drop for students who fail to attend class sessions at the beginning of the semester. *Students who do not participate in the course discussion boards by the end of the second week may be administratively dropped for non attendance.*

College of Nursing policies regarding Professional Development Guidelines can be found in CON Student Handbooks at CON website. Students are responsible for the information found in the CON Student BSN Handbook.