Course Name: Entry Into Practice

Course number and section: PNC 170.H50 (Hybrid)

Number of Credits: 2 (Theory 1, Clinical 1)

Days Class Meets: Mondays

Meeting Times: 1:00-3:00pm

Location/Venue: Online and Face-to-Face in HLC 104

Instructor: Darlene J. LoPresto, MSN, RN, CNE

Contact Phone: Office 517-796-8515

Contact Email: loprestdarlenej@jccmi.edu

Online Office Hours: Posted on JetNet

Course Description

Students will review the ethical/legal responsibilities of the LPN along with the scope of practice of the LPN as defined by the Michigan Nurse Practice Act. Issues related to types of health care organizations, LPN organizations, continuing education, and licensure will be covered. NCLEX-PN and licensure forms will be received with instructions regarding completion of forms as well as the testing / licensure process. Information on the search for employment and job-seeking skills will be included.

Prerequisite(s)

PNC 130, PNC 1301 (Co-Requisite=PNC 140, PNC 1701)

Course Objectives/Outcomes

Program Learning Outcome	Level 3 Learning Outcome	Student Learning Outcome
Upon successful completion of the program, the graduate will:	Upon successful completion of the level, the student will:	Upon successful completion of the course, the student will:

Human Flourishing: The graduate will advocate for human dignity, integrity, and self-determination, and personal growth of culturally	Human Flourishing: Advocate for individualized care that enhances human dignity, integrity, self-determination and personal growth of	Human Flourishing: Utilizes knowledge and skills to advocate for culturally sensitive care that promotes human dignity, integrity, self-

diverse clients, oneself, and members of the health care team. Nursing Judgment: The graduate will function within their scope of practice, utilize the health care delivery system guidelines, and the predefined individualized plan of care to provide safe, quality, client centered care within a defined family unit. Professional Identity: The graduate will assess how one's personal strengths ad values affect one's identity as a nurse through reflective practice and lifelong learning to become a contributing member of the interdisciplinary health care team. Spirit of Inquiry: The graduate will question the basis for nursing actions and traditions, participate in Quality improvement initiatives, and consider research and evidencebased practice to improve client centered care.	culturally diverse clients, oneself, and members of the health care team. Nursing Judgment: Execute the role of the Practical Nurse in providing clientcentered care to multiple clients in varied healthcare settings using Maslow's Hierarchy of Needs and the nursing process to integrate the art and science of nursing into practice. Professional Identity: Demonstrate the accountability for own practice by following legal, ethical, and professional standards, and prepares a plan to evolve in the nursing profession through lifelong learning. Spirit of Inquiry: Uses evidence to make practice decisions when faced with new working trends.	determination, and personal growth towards one's highest potential. Nursing Judgment: Experience and embrace the many roles of the Practical Nurse in providing clientcentered care to multiple clients in varied healthcare settings utilizing Maslow's Hierarchy of Needs and the nursing process to integrate the art and science of nursing into practice. Professional Identity: Function according to scope of practice requirement, as an ethical licensed practical nurse collaborating and communicating successfully with clients, families, and members of the interprofessional team. Spirit of Inquiry: Interpret best practices, current standards of care and will implement evidence-based care pathways in collaboration with inter-professional teams to manage multiple clients.
Student Learning Outcomes		Behavioral Outcomes
Upon successful completion of the course, the student will:		

Human Flourishing:	Human Flourishing:
• Utilizes knowledge and skills to advocate for culturally sensitive care that promotes human dignity, integrity, selfdetermination, and personal growth towards one's highest potential.	a. Collaborate with client and health care team to develop a plan of care that is culturally sensitive. b. Assimilate client, healthcare team members, and one's own needs to enhance human dignity, integrity, selfdetermination and personal growth.
Nursing Judgment:	Nursing Judgment:
• Experience and embrace the many roles of the Practical Nurse in providing clientcentered care to multiple clients in varied	a. Implement client care, at the direction of the Registered Nurse and/or primary care provider, through performance of nursing

healthcare settings utilizing Maslow's Hierarchy of Needs and the nursing process to integrate the art and science of nursing into practice.	care or directing tasks to unlicensed personnel within their legal scope of practice. b. Collaborate with the healthcare team to organize and incorporate assessment data to modify client care based on the nursing process. c. Effectively communicate with clients, significant support persons, and members of the interdisciplinary healthcare team by incorporating interpersonal and therapeutic communication skills. d. Utilize electronic medical records to document health assessment data and client care rendered in accordance with legal and ethical practice guidelines.
<u>Professional Identity:</u> • Function according to scope of practice requirement, as an ethical licensed practical nurse collaborating and communicating successfully with clients, families, and members of the interprofessional team.	<u>Professional Identity:</u> a. Prepares a plan of action for entry into practice, including licensures, employment strategies, and continuing education. b. Incorporate management/leadership strategies in providing team-based care. c. Applies regulatory and legal factors to the practice of nursing
<u>Spirit of Inquiry:</u> • Interpret best practices, current standards of care and will implement evidence-based care pathways in collaboration with inter-professional teams to manage multiple clients.	<u>Spirit of Inquiry:</u> a. Work collaboratively within the health care system to promote client health, provide prevention management, and improve client outcomes. b. Question existing and traditional practices to improve safe, quality, cost effective care as a member of the health care team. c. Use best current evidence coupled with clinical expertise and patient preferences and values to make practice decisions. d. Recognize challenges in practicing to the full scope of licensed practical nursing practice.

Textbook (s)

- Dahlkemper, T.R. (2021). Nursing leadership, management, and professional practice for the LPN/LVN in nursing school and beyond. (7[th]ed.). Philadelphia: F.A. Davis. ISBN: 9781719641487
- Recommended: Silvestri, L.A. (2021). <u>Saunders Comprehensive Review for the NCLEX-PN</u>

<u>Examination</u>, (8th ed), Saunders: St. Louis.   ISBN# 978-0323-733052

Text Book Zero! All of these texts are available in a digital format from several sources, including: the publishers website, amazon.com (Kindle) audible.com (Audiobook) barnesandnoble.com (NOOKBook). You can also check with the JC bookstore or your local library regarding possible digital formats.

- Learn about the new textbook program at JC
- For account billing questions, please contact the Jackson College Cashier at jccashier@jccmi.edu

Instructional Methods

Instructional methods/teaching strategies include, but are not limited to, the following: Collaborative/group work, various community site observations, assigned readings, guest speakers, writing projects, discussions, lecture, audiovisual material, handouts, JetNet course resources.

Grading Procedure

Each course may contain one or more grading components. One component will consist of tests. Other components may consist of quizzes, group work, papers, clinical, or other activities. A student must earn a minimum of 78% in the test component **and** a minimum of 78% average in the course in order to pass the course. A student who earns less than 78% in the test component **or** less than a 78% average in the course will receive a maximum grade of 1.5 in the course, must step out of the program and will not be able to continue to PNC 150. *See Nursing Handbook for progression policies.*

Grading Scale
The grading components for this course include:

COMPONENT	PERCENT OF GRADE	EXPLANATION
I. COURSE WORK	80 %	An average of 78% on all exams must be earned to pass the course. The grade that the student earns will be based on satisfactory performance in the following areas: Mission Statement/Professional & Personal Goals 20% Legislative Letter 20% Paper & Presentation overview of Service Learning Project 20% Resume, Cover & Resignation Letter 20%

II. QUIZZES / GROUP WORK	20 %	Quizzes, including ATI Practice Assessments, may be given based on readings throughout the course. Group work may or may not be assigned weekly for points at the discretion of the instructor. Make-up for quizzes and group work is not allowed if not in attendance when they are administered. ***When alternate test questions are included on an exam, they will be counted as a quiz grade.*** This section also includes completion of the following ATI Online Practice Assessments: (Worth 10% of this category)
III. CLINICAL PERFORMANCE GUIDE	Pass/Fail	The clinical experience is evaluated based on the Clinical Performance Guide. A satisfactory or unsatisfactory grade will be given. The student must earn a satisfactory in order to pass the course.
IV. SIMULATION: SWIFT RIVER	Attendance	Simulation days are virtual clinical days, therefore **completion is mandatory.** All assigned virtual clinicals will be done with the Swift River product. All virtual clinical assignments must be completed to be included in required 45 clinical hours. Failure to complete virtual clinical assignments may lead to failure of this course. Faculty reserve the right to substitute other meaningful experiences for simulation deeming unforeseen circumstances.
V. ATI PROCTORED TESTING	Completion	The ATI proctored exams are to be completed at the predetermined times. If exams are not completed by the date final grades are due, an incomplete will be earned in the course.
VI. PROFESSIONAL CREDENTIALS	Satisfactory OR – 3% off final course grade	It is the student's professional responsibility to keep all records updated in the nursing office and in their personal portfolio. This include, but is not limited to, health assessment form, TB skin test, CPR, vaccinations, etc. Failure to update this information by the first clinical day of any clinical course will result in a 3% reduction of the final course grade and may mean missed clinical days and possible failure in the course (see JC Nursing Handbook).

GPA	GRADE RANGE
4.0	94-100%
3.5	89-93%
3.0	84-88%
2.5	78-83%
2.0	72-77%

GPA	GRADE RANGE
1.5	66-71%
1.0	60-65%
0.5	55-59%
0.0	0-54%

Failure

If a course or program failure occurs, please seek guidance from the Nursing Department Chair and/or Assistant Dean, and the Jackson College Nursing Handbook to follow the proper process.

Academic Honesty Policy

Academic Honesty and integrity is expected of all students. Any student found to be cheating on an exam, quiz, or other assignment will be subjected to corrective action in accordance with the level of infraction as outlined in the Jackson College Nursing Handbook and Jackson College Academic Honesty Policy. Corrective action may include receiving a maximum grade of 1.5 for the course in mention or possibly permanent removal from the program.

Academic Honesty is defined as ethical behavior that includes student production of their own work and not representing others' work as their own, by cheating or by helping others to do so.

Plagiarism is defined as the failure to give credit for the use of material from outside sources. Plagiarism includes but is not limited to:

- Submitting other's work as your own
- Using data, illustrations, pictures, quotations, or paraphrases from other sources without adequate documentation
- Reusing significant, identical or nearly identical portions of one's own prior work without acknowledging that one is doing so or without citing this original work (self-plagiarism) **Cheating is defined as obtaining answers/material from an outside source without authorization.**

Cheating includes, but is not limited to:

- Plagiarizing in any form
- Using notes/books/electronic material without authorization
- Copying
- Submitting others' work as your own or submitting your work for others
- Altering graded work
- Falsifying data
- Exhibiting other behaviors generally considered unethical
- Allowing your work to be submitted by others
- Taking cell phone pictures of test or course materials including PowerPoint presentations.

Plagiarism

Plagiarism is defined as the failure to give credit for the use of material from outside sources. Plagiarism includes but is not limited to:

- Submitting other's work as your own

- Using data, illustrations, pictures, quotations, or paraphrases from other sources without adequate documentation

- Reusing significant, identical or nearly identical portions of one's own prior work without acknowledging that one is doing so or without citing this original work (self-plagiarism)

Cheating

Cheating is defined as obtaining answers/material from an outside source without authorization. Cheating includes, but is not limited to:

- Plagiarizing in any form
- Using notes/books/electronic material without authorization
- Copying
- Submitting others' work as your own or submitting your work for others
- Altering graded work
- Falsifying data
- Exhibiting other behaviors generally considered unethical
- Allowing your work to be submitted by others

Accessibility

Jackson College understands that cultivating a broadly diverse community is crucial to our educational mission and to our foundational commitment to leadership and service. Jackson College is fully committed to ensuring our courses are accessible to everyone including those with disabilities. We are currently working to increase accessibility and usability of our course materials in order to meet or exceed the requirements of Section 508 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1991 and Web Content Accessibility Guidelines (WCAG) 2.0. For more information about Jackson College's efforts to ensure accessibility please visit the Jackson College accessibility web page.

If you have an accessibility need in any of our classes please e-mail the Center for Student Success at JCCSS@jccmi.edu or visit the Center for Student Success web page.

Support

At the Center for Student Success (CSS), we are committed to providing all students the opportunity to achieve academic success by providing a variety of support services free of charge to Jackson College students. This includes, but is not limited to, peer and faculty tutoring, mental health referral, temporary assistance with transportation, various workshops/seminars, and the TRIO program.

In addition, the CSS staff is committed to adapting the College's general services to meet the individual needs of otherwise qualified students with disabilities, for the purpose of providing equal access to all programs and facilities.

Course Management

PNC courses are offered in a progression model which your Student Success Navigator is familiar with. Please utilize them as your resource when registering for each semester. You may also refer to the Nursing Department Chair and/or Assistant Dean, as well as the Jackson College Nursing Handbook for specific program admission, re-admissions, withdrawals, etc.

Makeup Policy

Classroom attendance is not mandatory, but is HIGHLY recommended. The student is responsible for his or her own learning. In the event that the student must miss or be late to class, it is the student's responsibility to obtain lecture notes, messages, instructions, announcements, etc. from a fellow student. The student will be held responsible for ALL material and information regardless of whether the student was in class.

Students must be present in class to participate in and receive credit for group work or quizzes. Tardiness to class may mean missing group work or a quiz, or reduced time to take the quiz.

Assignments are due ON TIME according to the tentative class schedule, or as directed by the Instructor. Assignments submitted after the due date will be subject to a five percent (5%) grade reduction for every day the assignment is late.

Help

The Nursing Laboratory is staffed by faculty that can assist in your learning. The hours change each semester but are posted on rooms HLC 114. Tutors (plus additional services for academic success) can be accessed by calling 796-8415 or by stopping by the Center for Student Success.

Students requiring special assistance (including those affected by the Americans with Disabilities Act) should contact the Center for Student Success. This is the first step in acquiring the appropriate accommodations to facilitate your learning.

Writing assistance is provided by the Center for Student Success located inside the Walker Hall Learning Resources Center and is staffed with individuals that can assist you in your writing needs. Finally, the Computer Lab located in the William Atkinson building is staffed with individuals and computers to assist in preparing the formal presentation of your papers and resume.

If you feel the need to talk with the faculty, their office hours are available and posted on their office doors. Keeping communication open assists both student and faculty.

Lab Contacts:	114A -- Health Laboratories Center (HLC)

517-796-8629 Lab Office	
517-796-8487 Instructor Office	Lab 517-796-8423

It is important to contact a Center for Student Success professional prior to the start of the semester in order to receive accommodations in a timely manner. While we will make every effort to coordinate accommodations in a timely manner, failure to self-identify prior to the start of the semester may delay notification to instructors and timeliness of acquiring accommodations. Accommodations do not automatically carry over to the next semester.

https://www.jccmi.edu/center-for-student-success/accommodations-for-students-with-disabilities/

Available learning services or opportunities for students seeking help with their course work. May include information about tutors, learning centers, reserved library materials, counseling services.

Academic Advising

Student success navigators serve not only as academic advisors but as a student's academic, financial, and total resource advocate or coach.

Students will have an assigned navigator to meet with for advising and any questions they may have. Navigators will serve as the "go-to" person to help students throughout the college experience.

It is important to know your Student Success Navigator. You may find your Navigator by visiting this website https://www.jccmi.edu/academics/academic-advising/ and click on your pathway. You should also receive an email from your Navigator at the beginning of the semester.

Student Responsibilities

1. ***While attendance is not required, it is strongly recommended for success in this class***. The student is responsible for his or her own learning.   In the event that the student must miss or be late to class, it is the student's responsibility to obtain lecture notes, messages, instructions, announcements, etc. from a fellow student. The student will be held responsible for all material and information regardless of whether the student was in class.
2. **Students must be present in class to participate in and receive credit for group work and quizzes (if applicable). Tardiness to class may mean missing group work or quizzes.**
3. Reading assignments (text, assigned articles, handouts, etc.) should be read for understanding *before* coming to the class for which they are assigned. Students are encouraged to fill in outlines, and bring questions to class. Some questions, however, will be best answered following class because of limited class time.
4. Students are expected to be courteous of others in the classroom. Students who talk and disrupt the class inappropriately will be asked to leave the room. Faculty expects students to be kind to one another and to faculty at all times, and faculty will reciprocate.
5. Students will be expected to dress professionally and maintain professional conduct at all times in the classroom. ***Refer to Nursing Handbook.***

6.   Students are responsible for finding out the meaning of any unfamiliar words or terms encountered in the readings, classroom, or clinical area.

7.   All written work should be neatly done using proper grammar, spelling, punctuation, and sentence structure. Written work with three or more spelling errors or grammatical errors will be unsatisfactory. Utilize APA format, or as directed by the Instructor.

8.   Students are responsible for previously learned material.

9.   If a student does not understand content or instructions, he or she is expected to seek instructor guidance.

10.   Testing will be done from course objectives found in course syllabi outlines. Cell phones, smart watches (ie: Apple watches), or any other recording devices may not be out during testing. If a student is found to have a cell phone out during testing, the student will receive a zero on the test in question.

USE OF ELECTRONIC DEVICES IN CLASS: While the nursing faculty recognizes that communication with family and friends is important, the use of cell phones and beepers in class is very distracting to other students and to your instructor. Please keep all electronic devises on either vibrate or voice mail mode during class.   If you are experiencing a family emergency and must keep a cell phone on, please obtain instructor permission prior to class. We appreciate your cooperation in providing an environment conducive to learning for all students. **Students must have instructor permission to record class and/or lab, either using a voice recorder or video recorder.**

Clinical Requirements

1.   Attendance in clinical is required and very important. All Clinical Time and Work Must Be Made Up. If the clinical absence equals or exceeds (1) one hour (60 minutes), the student will be required to make-up all time missed. Missing clinical time can lead to failure in a nursing course. If a student misses (1) one hour or more of clinical the student must notify the course lead faculty to arrange a make-up assignment. Students will receive an (I) incomplete pending the successful completion of all clinical assignments and responsibilities, as well as the make-up clinical time before a course grade will be submitted. Students who have less than one hour of missed clinical time will be assigned learning experiences within the time frame designated by the instructor. Please refer to the attendance policy in the Nursing Handbook

   □ **The student must notify the course lead instructor to discuss and plan makeup arrangements.**

2.   The student is required to call the clinical instructor before assigned time if she/he will be absent or late. If the student will be absent from a scheduled outpatient observation clinical day,
the student will notify the agency at which the clinical observation was scheduled, and the lead course instructor so that alternative plans can be made. Excessive tardiness, defined as being late two times in clinical area & will result in a written performance notice as outlined in the Nursing

Handbook.

3. ***The use of cell phones, text messaging, instant messaging, and/or pagers is prohibited during clinical hours. If there is a family emergency, the student may be contacted through the facility operator.***

4. **Clinical Written Assignments:**

The majority of written assignments for this course consist of completion of objectives focused on each of the external clinical sites that the student is assigned to. These should be completed and turned into Darlene LoPresto no later than one (1) week after the assigned site engagement.

1. **Clinical Evaluation Tool:**

The Clinical Evaluation Tool presents all clinical objectives, in addition to skills and abilities that will assist the student to satisfactorily meet clinical objectives, actively engage in his/her own self-assessment, demonstrate accountability for leaning, and promote self-growth. Satisfactory (S), Unsatisfactory (U), and Not Applicable or Not Available (NA), will be used as grading criteria. If the clinical objectives are not met, the clinical grade will be unsatisfactory, and the course grade will be a failure (1.5).

The student's and instructor's daily recording in the Summary of Medication Pass Form provides a method for monitoring the student's experience and his/her progression toward meeting clinical objectives. The student and instructor will jointly review the student's Clinical Performance Guide/Evaluation Tool at the end of the clinical rotation. If at any time during the semester the student would like additional feedback, he/she is encouraged to contact the instructor.

6. **Simulations:**

Simulation days are virtual clinical days or performed on campus in the Simulation lab, therefore ***completion is mandatory.*** All assigned virtual clinicals will be done with the Swift River product (and ATI as needed). All virtual clinical assignments must be completed to be included in required 45 clinical hours. Failure to complete virtual or community location clinical assignments may lead to failure of this course. Faculty reserve the right to substitute other meaningful experiences for simulation deeming unforeseen circumstances.

7. **Revised Nursing Department COVID-19 Policy**

In courses that have scheduled live and/or synchronous clinical experiences, students who have been exposed to and/or develop COVID-19 and must undergo mandatory quarantine will need to notify lead faculty and report their status to Jackson College immediately. COVID-19 affected students who miss ≥ 50% of the required clinical time and are in good standing (course grade ≥78%) may be eligible for an incomplete grade as the live clinical component cannot be substituted with alternative assignments to exceed 50%.

An incomplete grade will allow students to complete the remaining course requirements after the semester or session has ended. Students with an incomplete grade will be unable to progress through the program until all remaining components are satisfactorily completed. The remaining work may not be available for completion until the course is offered at a future date.

In courses that have scheduled live and/or synchronous clinical experiences, students who miss ≥ 50% of the required clinical time and are in poor standing (course grade ≤ 77% or lower) will be dismissed with a grade of 1.5 in the course as the live clinical component cannot be substituted with alternative assignments to exceed 50%. Students can petition for re-admission according to the department policy. This occurrence will be counted as a one-course failure in the program.

Attendance- Participation Policy

Regular class participation and keeping up on the reading and assignments is strongly correlated with survival in college. It is my recommendation that you plan to do your assignments and take your exams BEFORE the last day they are due. If problems occur, there is time to fix them before the deadline.

In compliance with Federal Title IV funding requirements, as well as college initiatives, I will be monitoring student participation on a regular basis and officially reporting student activity throughout the term to assure compliance with college policy and federal regulations. It is imperative that you log in to the course and actively participate _within the first couple of days of the term_ to validate your enrollment in the course. After that, not actively participating in class may result in you being withdrawn from the course. Being withdrawn from a course can have an impact on financial aid, billing, athletic eligibility, and housing status. As a college student you are responsible for how your participation impacts your academic progress; the accountability lies with you.

Caveat

Please note: The format and timing of this course may need to change due to unforeseen circumstances. In particular: school closings, instructor illness, weather, or other situations that may arise.

If you are taking an in -person class, you will be required to complete a Reintegration Video Training course in JetNet prior to being admitted to campus.

All COVID safety protocols in place are based on current guidelines and will be enforced while students are on campus.

Standardized Testing

The use of ATI (Assessment Technologies Institute) resources will be incorporated into this course. Any proctored ATI assessments are mandatory and an incomplete for the course will be awarded until the exam(s) are completed*. (See Standardized Testing Policy in the Jackson College Nursing Handbook.)*

Jackson College Technology Support

Jackson College JetNet Course Technology Support For technical assistance, please contact the Jackson

College Solution Center. All technical work requests are initiated through the following venues: Home / Information Technology / Information Technology | Solution Center E-mail: jcsolutioncenter@jccmi.edu
Phone: 517.796.8639

Walk-in: Atkinson Hall, Room 203

Tutorials in the use of JetNet are located online by signing into JetNet and clicking on the Jet Ready icon. Students are required to use their JC email address for all college related communication and when registering for all course/program web-based educational tools and assessment programs.

Oasis Center

During a student's college experience, one might encounter situations that impact their learning environment. When these situations occur, support from the Oasis Center is available to provide short-term assistance. If the situation requires ongoing support, the Oasis Center staff can provide that level of support or will assist the individual in securing an outside agency to provide it.

For more information visit the Jackson College Oasis Center webpage https://www.jccmi.edu/the-oasiscenter/

Health Clinic

Jackson College has partnered with Henry Ford Allegiance Health to offer healthcare to Jackson College students and employees. The Jackson College Health Clinic (JCHC) is located on Central Campus in the Justin Whiting Hall, Room 111. The caring and professional staff at the JCHC provides quality healthcare, including annual exams (physicals, program physicals and sports physicals), acute and chronic illness care and preventative health care (It's Your Life).

For more information visit the Jackson College Health Clinic webpage https://www.jccmi.edu/health-clinic/

Dental Clinic

Community members may utilize Jackson College Dental Hygiene Clinic, which offers dental hygiene services while helping students gain experience. Students work under the supervision of license dental hygiene instructor and dentist as they offer preventative services.

For more information visit the Jackson College Dental Clinic webpage https://www.jccmi.edu/dentalhygiene/dental-hygiene-dental-clinic/

Calendar

Subject to change at the discretion of the course instructor. Students will be given as much advanced notice as possible pending the circumstances surrounding the change.

Week	Date & Location	Time	Topic	Reading
1	Monday January 10 Online	1300-1500	Review Syllabus Professional Boundaries; Crossing the Line Professionalism Setting Meaningful Priorities (Create Mission Statement) Workplace Violence **Quiz #1 on JetNet**	PowerPoints NCSBN video Chapter 14
2	January 17 Online	1300-1500	Entry Into Practice, Employment Process **Quiz #2 on JetNet**	Chapter 8,9
3	January 24 HLC 104	1300-1500	Leadership & Management as Professional Concepts Communication Skills in Leadership & Management ***Professional & Personal Goals DUE*** **Quiz #3 on JetNet**	Chapter 10, 11
4	January 31 Online	1300-1500	Benefits of Change Healthcare Environments ***Cover Letter, Resume & Resignation Letter DUE*** **Quiz #4 on JetNet**	Chapter 4, 13
5	February 7 HLC 104	1300-1500	Conflict Resolution & Delegation Motivating Employees Team Building **Quiz #5 on JetNet**	Chapter 15, 19, 20
6	February 14 Online	1300-1500	NCLEX-PN Information Making Assignments, Counseling & Analyzing Performance ***Legislative Letter w/ stamped envelope DUE*** **Quiz #6 on JetNet** Career Growth; Burnout; and Shift Work	JetNet Links & Resources Chapter 21
7	February 21 HLC 104	1300-1500	Finish any outstanding lecture topics Presentation of Service Learning Projects ***Written paper DUE after presenting***	

Course:

Professional Boundaries: Crossing the Line

Professionalism: Setting Meaningful Priorities

Violence in the Workplace

Entry Into Practice

Employment Process

Leadership and Management as Professional Concepts

Communication Skills in Leadership and Management

Benefits of Change

NCLEX

Healthcare Environments

Conflict Resolution and Delegation

Motivating Employees

Team Building

Making Assignments, Counseling, and Analyzing Performance

Career Growth, Burn out, and Shift Work

Service-Learning Project Presentations (Community Project)

Important Dates:

DATE	EVENT
JANUARY 10, 2022	DAY AND EVENING CLASSES BEGIN
MARCH 7-13, 2022	MID- SEMESTER BREAK- NO CLASSES
APRIL 30, 2022	END OF SPRING SEMESTER