

Course Syllabus

COURSE: RNSG 1301 Transition Pharmacology (3:2:2)
 SEMESTER: Fall 2025
 CLASS DAYS: Hybrid Class days may vary
 CLASS TIMES: Review Calendar.
 FACEBOOK: <https://www.facebook.com/SPCNursing17/>

Name	Phone Number	Email	Office	Hours
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“South Plains College improves each student’s life.”

GENERAL COURSE INFORMATION

It is the responsibility of each student to be familiar with the content and requirements listed in the course syllabus

COURSE DESCRIPTION

Transition to Professional Nursing 1327 (3:2:2). Pre-requisite: ENGL 1301, BIOL 2401, BIO 2420, PSYC 2314, with a grade of “C” or better. This course must be taken concurrently with RNSG 2260, RNSG 1301, RNSG 2213, RNSG 1205, and RNSG 1244. RNSG 1327 is a leveling course designed to meet the needs of advanced standing students. Selected concepts related to the role of the professional nurse as a provider of patient-centered care, patient safety advocate, member of health care team, and member of the profession. Review of trends and issues impacting nursing and health care today and in the future. Content includes knowledge, judgment, skills, and professional values within a legal/ethical framework. This course lends itself to a concept-based approach. Content also includes a review of nursing theory, nursing skills, problem solving, critical thinking, nursing process, fluid/electrolytes, acid-base balance, enteral/parenteral nutrition, medication administration, dosage calculations, and intravenous therapy. The course is designed to prepare the student to apply critical thinking and the nursing process to hospitalized clients/families and/or groups experiencing recurring common health problems and stress of illness. Curriculum concepts reflected throughout include growth & development, nutrition, pharmacology, safety, delegation, and safe patient assignment. Communication skills as well as ethical/legal implications are integrated throughout the course. The nurse as a professional is emphasized in the professional roles of nursing: provider of patient-centered care, patient safety advocate, member of health care team, and member of the profession. Emphasis is placed on the unifying concepts of basic human needs, roles of the nurse, and professional nursing practice. Emphasis is also placed in critical thinking and the nursing process is applied to the adult experiencing the bio-psycho-socio-spiritual stressors of illness. Through simulated and actual experiences, the student learns to apply the nursing process to the adult client and to function in the professional role of nursing practice.

STUDENT LEARNING OUTCOMES—based on the 2020 Differentiated Essential Competencies (DECs) by the Texas Board of Nursing

At the completion of the semester, students will demonstrate proficiency as a

I. Member of a Profession

A licensed nurse who exhibits behaviors that reflect commitment to the growth and development of the role and function of nursing consistent with state and national regulations and with ethical and professional standards; aspires to improve the discipline of nursing and its contribution to society; and values self-assessment, self-care, and the need for lifelong learning.

A. Function within the nurse's legal scope of practice and in accordance with the policies and procedures of the employing health care institution or practice setting.

B. Assume responsibility and accountability for the quality of nursing care provided to patients and their families

C. Participate in activities that promote the development and practice of professional nursing.

D. Demonstrate responsibility for continued competence in nursing practice, and develop insight through reflection, self-analysis, self-care, and lifelong learning

II. Provider of Patient-Centered Care

A licensed nurse who, based on educational preparation and scope of practice, accepts responsibility for the quality of nursing care and provides safe, compassionate nursing care using a systematic process of assessment, analysis, planning, intervention, and evaluation that focuses on the needs and preferences of patients and their families. The nurse incorporates professional values and ethical principles into nursing practice. The patients for ADN educated RNs include individual patients and their families.

A. Use clinical reasoning and knowledge based on the associate degree nursing program of study and established evidence-based practice as the basis for decision making in nursing practice.

B. Determine the physical and mental health status, needs, and preferences influenced by culture, spirituality, ethnicity, identity, and social diversity of patients and their families, and the interpretation of comprehensive health assessment findings compared with evidence-based health data derived from the associate degree nursing program of study.

C. Analyze comprehensive assessment data to identify problems, formulate goals/outcomes, and develop plans of care for patients and their families using information from evidence-based practice in collaboration with patients, their families, and the interdisciplinary health care team

D. Provide safe, compassionate, comprehensive nursing care to patients and their families through a broad array of health care services.

E. Implement the plan of care for patients and their families within legal, ethical, and regulatory parameters and in consideration of disease prevention, wellness, and promotion of healthy lifestyles.

F. Evaluate and report patient outcomes and responses to therapeutic interventions in comparison to benchmarks from evidence-based practice, and plan follow-up nursing care.

G. Develop, implement, and evaluate teaching plans for patients and their families to address health promotion, maintenance, and restoration.

H. Coordinate human, information, and physical resources in providing care for patients and their families

III. Patient Safety Advocate

A licensed nurse who promotes safety in the patient and family environment by: following scope and standards of nursing practice; practicing within the parameters of individual knowledge, skills, and abilities; identifying and reporting actual and potential unsafe practices; and implementing measures to prevent harm.

A. Demonstrate knowledge of the Texas Nursing Practice Act and the Texas Board of Nursing Rules that emphasize safety, as well as all federal, state, and local government and accreditation organization safety requirements and standards

B. Implement measures to promote quality and a safe environment for patients, self, and others.

C. Formulate goals and outcomes using evidence-based data to reduce patient risks.

D. Obtain instruction, supervision, or training as needed when implementing nursing procedures or practices.

E. Comply with mandatory reporting requirements of the Texas Nursing Practice Act

* F. Accept and make assignments and delegate tasks that take into consideration patient safety and organizational policy.

IV. Member of a Profession

A licensed nurse who provides patient-centered care by collaborating, coordinating, and/ or facilitating comprehensive care with an interdisciplinary/multidisciplinary health care team to determine and implement best practices for the patients and their families.

A. Coordinate, collaborate, and communicate in a timely manner with patients, their families, and the interdisciplinary health care team to plan, deliver, and evaluate patient-centered care.

B. Serve as a health care advocate in monitoring and promoting quality and access to health care for patients and their families

C. Refer patients and their families to resources that facilitate continuity of care; health promotion, maintenance, and restoration; and ensure confidentiality.

D. Communicate and manage information using technology to support decision-making to improve patient care.

**E. Assign and/ or delegate nursing activities to other members of the health care team based upon an analysis of patient or workplace need.*

**F. Supervise nursing care provided by others for whom the nurse is responsible by using evidence-based nursing practice.*

G. Participate with health care teams during local or global health emergencies or pandemics to promote health and safety and prevent disease.

COURSE OBJECTIVES - Based on the DEC's [noted in blue] and SCANS (C-1, C-5, C-6, C-7, C-8, C-9, C-12, C-13, C-14, C-18, C-20; F-1, F-2, F-5, F-7, F-8, F-9, F-11, F-12, F-13, F-16, F-17) The complete knowledge portion of the DEC's appears at the end of this syllabus

At the end of the course, the student will fulfill the student learning outcomes through meeting these objectives:

1. Integrate ethical and legal responsibility and accountability for one's nursing practice. I.A.1-4, B.1-2
2. Demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills. I.A.1-4, B.4,7
3. Evaluate one's own caring behavior when interacting with patients, families, and members of the health care profession. I.B 1-2, 3, 5; II.D, 1,3
4. Integrate the roles of the professional associate degree nurse in the provision of care for adult patients and families. I.C. 1-5; II B. 11
5. Evaluate the responsibility for professional and personal growth and development. I. D.1-5
6. Integrate theoretical concepts with nursing knowledge and skills to meet the basic needs of patients, families, and/or groups throughout the life span in a variety of settings. II. A. 1.a.b; 2.c; C. 5 a. considers cultural, religious, spiritual, and social justice concepts in the delivery of professional nursing care II.A.2.b; B.5; C.5
7. Utilize critical thinking and systematic problem-solving process (nursing process) as a framework for providing care for adult patients in structured health care setting with complex health care needs. II. B. 1-3, C.2
8. Utilize critical thinking and problem-solving skills in prioritizing the management and coordination of all aspects of care. II.B. 6-9; C.4

9. Incorporate effective skills of communication and collaboration with patients, families, and/or groups in a variety of settings. <i>II.C.1-2</i> a. integrates technology and its use in providing patient care appropriately. <i>II. B. 10</i>
10. Communicate in the appropriate language of the profession and the health care industry. <i>II.D. 3-5</i>
11. Maintain confidentiality of the patient, family, and health profession in accordance with federal statutes, BON rules and regulations, agency policies and SPC policies. <i>I.B. 7</i>
12. Integrate characteristics, concepts, and processes related to patients, including: anatomy and physiology; physical and psychosocial growth and development; pathophysiology and psychopathology; ethical reasoning; and cultural and spiritual beliefs and practices related to health, illness, birth, death and dying. <i>II. B. 4, 9, 11</i>
13. Integrate characteristics, concepts, and processes related to disease transmission, risk factors, preventive health practices and their implications for selected populations and community resources. <i>II. B. 6</i>
14. Demonstrate understanding of disease processes, pharmacotherapeutics, and other therapies and treatments. Safely administer medications and treatments within the plan of care. <i>II. B. 7; C.11</i> a. utilizes structured assessment tools and concept maps to direct patient care <i>II.B. 3</i>
13. Integrate principals of teaching-learning in providing information to patients, families, and/or groups regarding promotion, maintenance, and restoration of health or the process of death and dying. <i>II. G. 1-2</i>
14. Integrate principals of advocacy to provide quality health care for patients, families, and/or groups. <i>III.B. 1-3</i>
15. Integrate actions and act as a health care advocate to provide quality health care for patients, families, and/or groups <i>III. B. 3,4; C.2</i>
16. Coordinate appropriate referral sources to meet the needs of patients, families, and/or groups. Evaluate the effectiveness of community resources in the delivery of health care to patients, families and/or other groups. <i>II. G. 3</i>
17. Delegates appropriate assignments to members of the health care team. <i>IV. A.2-3</i>
19. Coordinate health care team in delivering care to patients, families, and/or groups. <i>IV. E. 1-4</i>
20. Formulate safe cost-effective nursing care in collaboration with members of health care team using critical thinking, problem- solving and the nursing process in a variety of settings through direct care, assignment, or delegation of care. <i>II.B. 12; C. 5</i>
21. Apply the theory, concepts, and skills involving specialized materials, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the nursing profession and health care industry. <i>II.D. 2</i>
22. Evaluate clinical data, current literature, responses, and outcomes to therapeutic interventions to make appropriate nursing practice decisions. <i>I.B.5, D.3, II.A. 3</i>

COURSE OBJECTIVES

DECs (Differentiated Essential Competencies) are attached in the student handbook.

EVALUATION METHODS

The evaluation methods in this course will include computer-based exams and ATI, classroom course assignments and participation, or Blackboard assignments.

TEACHING METHODS

Teaching methods: This is a hybrid course which provides student learning online and face to face lecture. This course may consist of online or face to face assignments, discussion boards, simulation scenarios, case studies, focus learning groups and possible online learning via: Zoom, Blackboard Collaborate and/or Microsoft Teams. This course may offer **face-to-face instruction with online** instruction provided to supplement and enhance learning. This course may take on a different format such as:

- I. Lecture: online with lab components face-to-face or simulation.

II. Web Based: online assignment submissions, blackboard, ATI testing and learning modules, case studies, class assignments, and virtual simulations.

ACADEMIC INTEGRITY

Refer to the SPC student handbook. Refer to the “Honesty Policy” located in the student handbook and appendix for examples of plagiarism. Violations of the honesty policy include cheating during testing, plagiarizing another’s work, and falsifying records will result in failure of the course. It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of a student to present his or her own work which he or she has not honestly performed is regarded by the faculty and administration as a serious offense and renders the offender liable to serious consequences, including possible suspension.

Cheating - Dishonesty of any kind on examinations or on written assignments, illegal possession of examinations, the use of unauthorized notes during an examination, obtaining information during an examination from the textbook or from the examination paper of another student, assisting others to cheat, alteration of grade records, illegal entry or unauthorized presence in the office are examples of cheating. Complete honesty is required of the student in the presentation of all phases of coursework, including all quizzes, exams, and all assignments.

Plagiarism - Offering the work of another as one's own, without proper acknowledgment, is plagiarism. Any student who fails to give credit for quotations or essentially identical expression of material taken from books, encyclopedias, magazines, websites such as: blogs, journals, or articles, other referenced works, from themes, reports, and/or other writings of a fellow student, is guilty of plagiarism. If there is any suspicion of work completed by Artificial Intelligence (A.I.), the student and their work may be questioned, and if proven that A.I. was used for any assignment will be considered guilty of plagiarism. If a student does not meet the Turn it in and AI usage percentage, or if they repeat a semester and reuse their assignment work from a previous semester; their work will be investigated. If the student’s work is positive for plagiarism the student may be counseled and placed under contract for the remainder of their time in the program. If the student is found guilty for plagiarism a 2nd time they may be dismissed from the course.

Turn it in Percentage: 25% or less
AI usage Percentage: 15% or less

If a student is found cheating or plagiarizing the instructor will fill out the Student Conduct Reporting Form on the SPC website.

https://cm.maxient.com/reportingform.php?SouthPlains&layout_id=20

VERIFICATION OF WORKPLACE COMPETENCIES

No external learning experiences are provided in this course but learning experiences in the lab provides the setting in which the student applies workplace competencies. Successful completion of the designated RNSG 1201 course outcomes will allow the student to continue to advance within the program. Successful completion of RNSG 1201 meets the requirements as stated in the Differentiated Essential Competencies of Graduates of Texas Nursing Program.

BLACKBOARD

Blackboard is an e-Education platform designed to enable educational innovations everywhere by connecting people and technology. This educational tool will be used in this course throughout the semester.

FACEBOOK

The nursing program has a Facebook page at <https://www.facebook.com/SPCNursing17/>. In addition to the South Plains College website; this Facebook page will be used to keep students up-to-date on program activities, weather delays, South Plains College announcements and will help with program recruitment. “Liking” the South Plains College Nursing Facebook page is not mandatory, nor are personal Facebook accounts, to access this page.

SCANS and FOUNDATION SKILLS

Refer also to Course Objectives. Scans and Foundation Skills attached.

SPECIFIC COURSE INFORMATION TEXT AND MATERIALS (If a newer edition is available, the newer is the book of choice)

Required Textbooks:

Ford, Susan M. (2021) *Introductory Clinical Pharmacology* eBook (12th Ed.) Wolters Kluwer.

ISBN: 9781975186883; May have ebook or hardcopy. Ebook includes online resources.

Optional physical book ISBN: 9781975163730

Ford, Susan M. (2021) *Introductory Clinical Pharmacology Study Guide* (12th Ed.) Wolters Kluwer. **ISBN: 9781975163761. Need a hard copy to complete assignments or activities.**

Hoffman, J. & Sullivan, N. (2023) *Davis Advantage for Medical-Surgical Nursing: Making Connections to Practice*. (3rd Ed.) F. A. Davis. Ebook preferred because it includes 3 years online access **ISBN-13: 9781719647366**

Ogden, S. & Fluharty, L. (2022). *Calculations of Drug Dosages* (12th ed). Elsevier. **ISBN: 978-0323826228. Must have a hard copy.**

Vallerand, A. & Sanoski, C. *Davis Drug Guide for Nurses*. F.A. Davis. (19th ed). **ISBN-13: 9781719650038. May have ebook or hardcopy.**

ADDITIONAL CLASSROOM ITEMS

Students should come to class prepared. Power point lecture notes should be viewable during lecture. Students will be required to use a laptop computer or similar technology for exams and quizzes in the classroom. Students may use pen and paper or a laptop computer/tablet to take notes during lecture. Students are responsible to purchase a Blood Pressure Cuff, Stethoscope, Pen Light, and Pulse Oximeter. Students should be prepared to take notes over lecture material if they choose. Students may use personal laptops in the classroom to take notes if desired. An iPad will be checked out to each student for school use. It is the students responsibility to make sure that the iPad is fully charged at all times.

ATTENDANCE POLICY (*READ CAREFULLY)

Class Attendance

Students are expected to attend all classes to be successful in a course. The student may be administratively withdrawn from the course when absences become excessive as defined in the course syllabus.

When an unavoidable reason for class absence arises, such as illness, an official trip authorized by the college or an official activity, the instructor may permit the student to make up work missed. It is the student's responsibility to complete work missed within a reasonable period of time as determined by the instructor. Students are officially enrolled in all courses for which they pay tuition and fees at the time of registration. Should a student, for any reason, delay in reporting to a class after official enrollment, absences will be attributed to the student from the first-class meeting.

Students who enroll in a course but have "Never Attended" by the official census date, as reported by the faculty member, will be administratively dropped by the Office of Admissions and Records. A student who does not meet the attendance requirements of a class as stated in the course syllabus and does not officially withdraw from that course by the official census date of the semester, may be administratively withdrawn from that course and receive a grade of "X" or "F" as determined by the instructor. Instructors are responsible for clearly stating their administrative drop policy in the course syllabus, and it is the student's responsibility to be aware of that policy. It is the student's responsibility to verify administrative drops for excessive absences through MySPC using his or her student online account. If it is determined that a student is awarded financial aid for a class or classes in which the student never attended or participated, the financial aid award will be adjusted in accordance with the classes in which the student did attend/participate and the student will owe any balance resulting from the adjustment.

(http://catalog.southplainscollege.edu/content.php?catoid=47&navoid=1229#Class_Attendance)

The SPC ADNP policy must be followed. Refer to the SPC ADNP Nursing Student Handbook to review this policy. In addition, refer to the attendance policy found in the South Plains College Catalog.

Punctual and regular class attendance, as stated in the SPC handbook, is required of all students attending South Plains College. According to SPC Student Handbook, there are no excused absences. The Instructor/course leader has the prerogative of dropping the student from the course for any absences.

Students are expected to attend all lecture days. In the event of illness, it is the student's responsibility to notify his/her instructor via email. Students are expected to attend all scheduled lab days; including but not limited to, skills demonstrations, mass check off days, and scheduled recording sessions. **The student can miss no more than four (4) hours or half day of classroom lecture or lab hours for RNSG 1301.** Review table below for occurrences and consequences of absences and tardies. The course leader may initiate the withdrawal of the student for any absences from RNSG 2260 and 1327 and all other concurrent courses within the semester. Reinstatement is handled on an individual basis. Do not be tardy for lecture. Cellphones must be turned off during the lecture period or while in the NLRL (nursing learning resource lab).

Occurrence	Consequence
Absences	<u>The student can miss no more than four (4) hours or half day of classroom lecture or lab hours for RNSG 1301.</u> It is the student's responsibility any missed class content and in class assignments (quizzes) will not be made up.
Tardies	The class starts at the designated time, if the student enters the room after the doors had been closed, they are considered tardy. After 3 tardies it considered one absence. Each course instructor will determine their absences based on their course hours. It is the student's responsibility any missed class content and in class assignments (quizzes) will not be made up. If the instructor has been properly notified prior to class, exceptions may be made on a case by case basis of emergency and/or school sponsored event.
2nd Absence	May be dismissed from RNSG 1301, as well as all congruent courses.
Exams	Once doors are closed and instructions are started in the designated testing environment (computer lab or classroom). The student will

	not be able to take test and will receive a zero. If the instructor has been properly notified prior to exams exceptions may be made on a case by case basis of emergency and/or school sponsored event.
1st Exam missed	Final Grade may substitute for the one zero Exam grade per course. There is no Final exemption.
2nd and subsequent Exam missed	May receive a Zero "0" for the grade and counted as a tardy.
Tardy after Announced start time	Class starts at 0900. A tardy is considered any time after 0900. Tardy x 3 will be the same as one Absence
Failure to sign in on arrival to class	May result in student being counted as absent for the day.
Use of cell phone without instructor approval	May result in student being counted as absent for the day.
Leaving Class more than 1 hour early without being dismissed	May result in student being counted as absent for the day.
Failure to follow dress code in class	May result in student being counted as absent for the day.

SPECIAL REQUIREMENTS (*Read Carefully)

SPECIAL INSTRUCTIONS FOR CLASSROOM, SKILLS CHECK OFFS, RECORDING OF SKILLS, SIMULATION AND CLINICAL SITES

1. Classroom uniform will be any regular medical scrubs and tennis shoes. Certain days students can wear a SPC nursing t-shirt with scrub bottoms.

2. Uniform Specifics:

- Students must arrive in **full SPC uniform for skills check off, recording of skills, Reese simulation, and clinical sites.**
- Classroom/Lab time** - Any color of scrub top and bottom, Nursing SPC organization t-shirt and scrub bottom, SPC t-shirt and scrub bottom. If you are cold natured and wear a sweatshirt, it must be a SPC sweatshirt. If you need a zip up jacket for warmth, it is not required to be SPC brand. Any color tennis shoe is acceptable for the classroom/lab time. All hair must be up in a bun or pulled back in a pony tail.
- Clinical full uniform** - Clinical, Reese Simulation Lab, and Lab taping time – Uniform and white/gray tennis shoes. If you are cool natured remember you can only wear a clinical uniform jacket. Hair must be neatly up in a bun or pulled back in pony tail.
- Failure to comply with the SPC Uniform Policy in classroom or clinical may result in a deduction for any assignments due that day (clinical daily attendance and evaluations) or student will be sent home.

3. Cell Phones:

- Classroom:** Cell Phones are permissible and kept on silent mode in the classroom. Cell phones are not allowed during tests. If student has an emergency that requires you to be on the phone, please let instructor know. Cell phones may be used on you lunch break. Issued iPads will be used can be used during class, clinicals, and may be used during exams.
- Clinical/Lab/Simulation:** Cell Phones are permissible, kept on silent mode, and should not be used in patient areas, hallways, or nurses' stations. Cell phones may be used on you lunch break. If student has an emergency that requires you to be on the phone, please let instructor know. Issued iPads will be used can be used during class, clinicals, and may be used during exams.

4. Students assumes responsibility or loss or damage to their property, such as iPads, cell phone, skills equipment, books, and etc.

5. The instructor will remove the student from the clinical setting if the student demonstrates unsafe clinical performance. Unsafe clinical performance may result in clinical failure and/or dismissal from the ADN. Examples of unsafe clinical performance include, but are not limited to the following:

- Failure to complete assigned clinical paperwork
- Placing a patient in physical or emotional danger
- Assuming inappropriate independence
- Failure to accept moral and legal responsibility for his/her own actions
- Violation of professional integrity as expressed in the ANA Code of Ethics

- f. Performing invasive procedures or giving medications without an instructor.
7. All invasive procedures must be observed by the instructor. Students will comply with Health Insurance Portability and Accountability Act (HIPAA) in and out of the clinical/simulation setting. HIPAA violations are subject to grade deductions and/or the student's removal from the SPC nursing program
- 8. Students must complete the syllabus quiz for each course.** This indicates that the student acknowledges they have read and understand the content of syllabus, program and clinical handbook, grievance policy, and appeals process.

Dropping a Class

Dropping a class will be initiated by the instructor. If a student is not successful in one or more of the following courses: RNSG 1301, 1327, 2213, 1205, 1244, and 2260. The instructor will meet with the student to discuss which class(es) will be dropped and which class(es) a grade average will be assigned as a letter grade.

Withdrawing from All Classes

If a student wishes to withdraw from all courses, they should initiate that process with the Advising Office. They can schedule an appointment with an advisor by visiting <http://www.southplainscollege.edu/admissionaid/advising/spcadvisors.php> or by calling 806-716-2366.

Schedule Change (after late registration and before census date)

To make a schedule change after late registration (September 3rd) and before the census date (September 20th), students should submit a [**Schedule Change Form**](#). After late registration, adding a class requires instructor approval. If a student is requesting to be added to one of your courses and you approve, please email registrar@southplainscollege.edu with your approval. This can take the place of signature on the Schedule Change Form that we have required in the past. For additional information regarding schedule changes, drops and withdrawals, [click here](#).

COMPUTER AND IPAD USAGE

As computer technology in the field of health occupations continues to be a necessity, computers will be used in this course almost exclusively, except for a few assignments. All students have access to iPads, computers, and printers on the South Plains College campus. Students will be expected to utilize computers to access assignments and classroom resources. All registered students are supplied with a working email account from South Plains College, the student should check this email regularly. To take exams, students must have their username and password. All students are expected to know their SPC student username and password.

COMPUTER LAB USAGE

The computer lab(s) on any campus may be used by students during scheduled open hours or as assigned by an instructor. Printer paper will not be provided for students to print materials, but students may seek assistance from faculty or staff to request lab paper from the college if needed. Lack of computer lab paper is not an excuse for not having homework assignments, skills lab sheets, or any other required documents. Students should come prepared for class.

ASSIGNMENT POLICY

All assignments in the course are related to course/lesson plan objectives. Students must complete and submit all assignments to be successful in the course. Failure to submit an assignment may result in failure of the course. **Students with missing assignments will be ineligible to take the final exam.** All assignments **must** be completed, and submission uploaded by the assigned due date/time (CST) as listed in Blackboard and course calendar. In an emergency, students should contact faculty prior to the due date/time if they expect submission will be late. Please note that contacting faculty does not guarantee the receipt of an extension for the submission. **Submissions received within 24 hours of due date/time will receive a 50% and after 24 hours will receive a 0 (zero).** Due to the time constraints within this course, there are no allowances for extra credit assignments or resubmissions of assignments. Please allow enough time for preparation and submission of each assignment before the due date. Make sure you have an alternate plan for Wi-Fi issues, we will not give extensions for Wi-Fi issues. Student must scan required documents before uploading into Blackboard, scans should be cropped, clear and the correct orientation for grading. Students may scan by using the notes section on iPad or by an app of choice (I-scan, etc.). All **Assignments must be uploaded as a PDF with correct orientation or will be considered late and you will receive a 50%.** A digital upload is considered your digital signature.

MATH COMPETENCY EXAM

Math competency exam is worth 5% of course average. Clinical math will be lectured online or during face to face class time. Students must pass the math competency exam by the scheduled due date. Students unsuccessful on any math exam attempt will be required to review test with Mrs. Williams and remediation homework will be given.

Math remediation homework will need to be completed, uploaded, and reviewed by instructor before taking the next attempt. It is the student's responsibility to complete all remediation, if student does not complete remediation they will need to sign remediation worksheet of their refusal before taking their next attempt.

In order to be successful and pass the math test the student can only miss 2 or less on each attempt. The student will have 3 attempts to pass math exam and each attempt will have a different grade:

- 1st attempt = 100
- 2nd attempt = 85
- 3rd attempt = 77

FIRST UNSUCCESSFUL SCORE - (EXAM SCORE < 90%)

- The student meets with the instructor in a formal performance conference on a letter of success to review written documentation and the criteria for meeting the requirements for proficiency as well as a plan for remediation.
- The student retests within a specified time period.

SECOND UNSUCCESSFUL SCORE - (EXAM SCORE < 90%)

- The student meets with the instructor for a formal probation conference/report on a letter of success to review documentation, criteria for meeting the requirements as well as a plan for remediation.
- The student retests within a specified time period.

THIRD UNSUCCESSFUL SCORE - (EXAM SCORE < 90%)

- The student meets with the team lead and the instructor to discuss educational options.
- The student must withdraw from the course. (If the occurrence is past the official college date for withdrawal from a course, the student will receive a performance grade of "D.") Failure to retake math exam counts as an unsuccessful attempt.

If unsuccessful on the 3rd attempt the student will be unsuccessful in their Pharmacology course (RNSG 1301) and student will be administratively dropped from concurrent courses. Review blackboard for instructions and see calendar for dates.

COURSE ASSIGNMENTS

All course assignments listed will be averaged together and be included in 15% of the course average.

MEDICATION NURSING PROCESS LEARNING SHEET

Medication nursing process learning sheets will be used to demonstrate the nursing process for medication classifications. Students will demonstrate knowledge on analyzing and recognizing cues, hypothesis, nursing considerations and implementation, and evaluation of all classifications of medications. A rubric will be attached to the upload for students to review and follow. All criteria must be met to achieve the points and grade. Uploads will be on blackboard and leaning sheets may be discussed in class. It is the student's responsibility to upload assignments on time.

MEDICATION POSTER ASSIGNMENT

Medication Poster is an individual assignment. Each student will get a client medication case with medications they will need to complete patient teaching and nursing considerations pertaining to their case. A rubric will be presented on Blackboard with poster criteria and students must follow to receive full credit. This assignment will be presented on a PowerPoint, presented to a discussion board, and to class. All assignments will need references and citations within PowerPoint. Failure to complete any assignment by due date will result in a **50-point deduction** each day late up to 2 days, at which time the student will receive a zero. Please see course calendar for due dates on Blackboard.

QUIZZES, CLASS ASSIGNMENTS, AND ONLINE LECTURE MODULES

Students are required to complete scheduled quizzes, unscheduled quizzes (pop-quizzes), and online lecture modules.

Blackboard Quizzes: Blackboard quizzes may be given to test online. Students will have 3 attempts to receive the highest grade. ****Blackboard Quizzes are due on Saturdays at 11:59PM***

Online Lecture Quizzes: All quizzes and modules may be taken on ATI platform. Students may have as many attempts as needed to get highest grade. ****Online Quizzes are due before section Exam by 0800 AM***

ATI CODE:

Classroom Quizzes: If a student is late for a quiz or not in attendance in any way while a quiz is being conducted the student will not be able to take quiz and receive a zero. **** Due before class is over.***

Class Assignments: Assignments are anything that may be completed in class and may consist of posters, case studies, etc. Students will need to complete and upload assignments completed in class by the end of class time to receive credit. **** Due before class is over.***

Please refer to your calendar and Lesson plan for due dates. Failure to complete any assignment by due date will result in a **50-point deduction** each day late up to 2 days, at which time the student will receive a zero. If student is past due the due date policy, they will still need to complete assignment to fulfill the course objective or they may be unsuccessful to the course. Please see course calendar for due dates on Blackboard

VOICEOVER

Students may be required to use voiceovers to help them for pre-lecture assignments, if assigned. If lecture has to be cancelled due to increment weather or any other reason voiceovers may be used as supplemental lecture and participation is mandatory. Students will be required to listen to voiceover before lecture by 0800 and provide a reply that the student understands material or the student can ask questions to discuss during class

lecture. All voiceover may have a quiz or a review with a classroom activity to encourage learning. Please refer to your calendar for dates.

EXAMS

Unit exams will consist of 50% of the final course grade. The student is responsible for, and may be tested on, all material presented in lectures and discussions, which may or may not appear in the course textbook. If students make less than a 77% on any exam, the student must make an appointment with an instructor to remediate (See Exam Remediation). There will not be a review after the exam. Students will need to complete remediation requirements to review topics missed. Cell phones, smart watches, athletic Fitbits, student badges, personal calculators or any electronic learning device of any kind are not allowed in the computer lab at any time during testing, unless specified by instructor. Ball caps and large heavy jackets are to be left in the classroom during testing. Backpacks, handbags, food or drink not allowed in the computer lab at any time. All Exams may be taken on Exam Soft testing platform and students are expected to be taken on iPads. Students are responsible for coming to Exams with iPads charged, if iPad is not charged or student forgets to bring iPad, **15 points will be deducted from exam grade.** Exam scores will not be rounded. Students are allowed to miss one test, if absent. **If the student misses a test the final will replace only one test grade. Only one test can be missed to have Final Exam replace grade. If a student misses more than one test each additional test will be counted as a zero and student may fail or be dismissed from RNSG 1327 and 2360 to repeat course, unless it is students 2nd admission.** Please refer to your calendar for dates

EXAM REMEDIATION

Remediation is an essential component to ensure student success. Therefore, any student scoring below 80% on any exam has mandatory remediation and those who score above a 80% remediation is optional. Remediation will be completed through the ATI focused review after every exam. Students will be required to complete remediation packet if they did not make an 80% or above. Students will be expected to use ATI Focused Review write out correct rationale to each question(s) missed on paper provided per instructions. Review the lowest percentage from topics. Write 3 key points to the topic and the appropriate rationale **why the answer is correct**, IN YOUR OWN WORDS. Using ATI learning worksheets or own paper. **Do not** write what book says word for word. You need to provide a full explanation to include 2-3 sentences or more. Don't just list statements, write the explanation. Include page number where correct answer was found at the end of statement. If student chooses to not complete test remediation they will need to sign the "Students Remediation Refusal Statement". There will be scheduled due dates for when test remediation needs to be completed and uploaded to Blackboard. **All exam remediation will need to be complete before reviewing any exam with instructor.** If student declines remediation they will need to sign their remediation at the bottom that they decline completing Test remediation. IF student declines to complete Topics to Review Remediation or does not complete remediation protocol they are not allowed to have a test review. Test review is a scheduled event. If a student chooses to complete a test review they will need to email instructor before Monday class and inform them that they would like to complete a test review. The instructor will print students test. At designated date and time, the student will have one hour to complete their test review. During test review the student will be given their test and Why Did I Miss This Question worksheet, and use remediation time to review own test. Please refer to your calendar and Blackboard Announcements for dates.

LETTER OF SUCCESS

Students who **have less than an 83% course average** may be given a letter of success during certain times of the semester to highlight students' needs and concerns. Students who are unsuccessful on exams and assignments will be at risk for failure of the course. To enhance student success in the program, students may

self-refer or be referred to the retention counselor by faculty via letter of success for reasons other than exam success, such as time management, test-taking skills or test anxiety. Please refer to your calendar for dates

ATI PRACTICE ASSESSMENT AND FOCUSED REVIEW

ATI Fundamental Content Mastery Assessment, Focus Review, and ATI Homework Average will consist of 2% of the final course grade in RNSG 1327. The purpose of the exam is to evaluate the competency of the student's knowledge of fundamentals in preparation for NCLEX. **Students will be required to take Fundamental Content Mastery and Fundamental Retake Assessment to complete RNSG 1327 course.**

Each ATI exam will be proctored and may include 60 questions and students will have 120 minutes to complete assessment. The first assessment will be taken at the 7th week of the semester and the second assessment will be taken at the 14th week. Students will receive the grade given from ATI Practice Assessment Individual Performance Profile. Review calendar for assessment date.

Practice ATI Assessment Focused Review

The student is required to complete Focus review (FR) and homework before starting second practice assessment or will receive a zero for Focused review grade. Late work will not be accepted and student will receive a zero. Both Focused review time and homework must be complete.

Focus Review: Students may locate the Focused Review tab by going to “My Results” and finding the test you want (under the “Practice Assessments” tab). To the right, you will see a button for Focused Review (FR). Once you click on that button, it will take you to the chapters in the online book to review for that particular missed question, as well as videos and other resources (test strategies, nursing process, etc.) that will help you. Print out your results pages, as the FR correlates with your results. It also facilitates doing your homework at the same time. You can leave the FR and return at any time. Your time spent is recorded for each sign-in and your total time.

Homework: Students will use Focused Review, to complete homework by review their weakest areas of their ATI Content Mastery Assessment. Students will write out in their own words and understanding the key points to each topic and subtopic, using the ATI Learning Templates, for each question missed. Submit homework in Blackboard under the Assignments Due – Content Mastery Focus Review link. **Students can use ATI Practice Assessment A and B for practice and increase their knowledge and testing practice for Content Mastery Retake.** Please see course schedule for due dates. ATI Practice Assessment and Focused review may subject to change at any time. Instructor will notify students before assignment is due and post directions on blackboard.

ATI Content Mastery Focused Review

ATI Practice Exam Score	95-90	89-80	79-77	76 and below
ATI Focused Review Remediation	1 hour of focused review remediation	2 hours of focused review remediation	3 hours focused review remediation	4 hours focused review remediation
Homework Requirements	3 key points each 5 topics	3 key points each 10 topics	3 key points each 15 topics	3 key points each 20 topics

ATI CONTENT MASTERY EXAM

ATI Content Mastery Retake Assessment may consist of 8% of the final RNSG 1327 Course Grade.

Students are required to complete the Fundamentals ATI Content Mastery Assessment prior to taking their Final Exam. The ATI Content Mastery Retake Assessment will be graded by levels indicated on the ATI Content Mastery Table. Content Mastery Retake Assessment will be given per calendar, date may be subject to change.

ATI Content Mastery Table

	Level 3:	Level 2	Level 1	Below Level 1
ATI CUT SCORES	81.7 to 100%	65.0 to 81.6	50.0 to 64.9	64.8 and below
NCLEX-RN standards in the content area	Exceeds	Readily meets	Just meets	Does not meet
Knowledge demonstrated in this content area	High level	Adequate level	Minimum level	Does not demonstrate the minimum level
Performance in this area	Exceeds most expectations. Student should engage in continuous focused review to maintain and improve their knowledge of this content in their weakest areas until completion of NCLEX.	Exceeds minimum expectations. Student should engage in continuous focused review in order to improve their knowledge of this content in weakest areas until completion of NCLEX	Meets the absolute minimum expectations. Advise student to develop and complete a rigorous plan of focused review in order to achieve a firmer grasp of this content, until completion of NCLEX. May need to meet with instructor and/or Retention Specialist.	Does not meet the absolute minimum expectations Advise students to develop and complete a rigorous plan of focused review in order to achieve a firmer grasp of this content areas until completion of NCLEX. May need to meet with instructor and/or Retention Specialist.
Content Mastery Grade per Level	97	87	77	67

FINAL EXAM

Comprehensive (Entire semester) final will consist of 25% of the final grade. There will not be a final review prior to final exam. The student is advised to study all previous study material from previous exams, for the final will be over all material from entire semester. It is the student's responsibility to keep up with all study material from the start of the semester. The final will not have a review at the end of the exam. Student will come to Final Exam with only pencil and iPad. No cell phones, smart watches, athletic Fitbits, student badges, personal calculators or any electronic learning device of any kind are not allowed in the computer lab at any time during testing, unless specified by instructor. Ball caps and large heavy jackets are to be left in the classroom during testing. Backpacks, handbags, food or drink not allowed in the computer lab at any time. Final Exam scores will be posted within 24 hours and will not be rounded. If student has questions regarding the Final Exam they will have to wait till all student's complete exam before making an appointment to talk to instructor. Please refer to your calendar for dates.

GRADING POLICY

There is a total of 100% to obtain in this course. **There are no exemptions for the final exam.** In this course there will not be any extra points, extra credit, or curves given on any grades. All exams will go through a SPC ADN Program policy driven item analysis and instructor review before all grades are finalized on blackboard. All grades uploaded to Blackboard will not rounded.

Grading Scale:

A = 90-100%

B = 80-89.99%

C = 77-79.99%

D = 70-76.99%

F = 69% or below

All Unit Exams	50%
Final Exam	25%
ATI Content Mastery and ATI Focused Review	2%
ATI Content Mastery Retake	8%
All Lecture Modules and Quizzes Case Studies and Discussion	15%
Total	100%

TO CALCULATE YOUR OVERALL AVERAGE: DO NOT ROUND

A. Add all unit **All Exams** , take your **average** and multiply it by 0.5.

Example: $81 \times 0.5 = 40.5$

B. Then take your **Final Grade** and multiply it by 0.25. Example: $84 \times 0.25 = 21$

C. Then take your **ATI Content Mastery and Focus Review** and multiply it by 0.02. Example: $88 \times 0.02 = 1.76$

D. Then take your ATI Content Mastery Retake and multiply it by 0.08. Example: $85 \times 0.08 = 6.8$

E. Then take your All Lecture Modules and Quizzes and multiply it by 0.15. Example: $95 \times 0.15 = 14.25$

ADD: $A + B + C + D + E$ together to get your overall course average: $48.6 + 21 + 1.76 + 6.8 + 14.25 = 92.41 = A$

*****In order to be successful in RNSG 2307 the student must have a 77% or greater on the didactic component and pass all skills. Failure of RNSG 2307 and/or 2360 will necessitate repeating all Transition courses. When repeating any course, the student is required to complete all aspects of the course including the required written work.**

COMMUNICATION POLICY

Electronic communication between instructor and students in this course will utilize the South Plains College “My SPC” and email systems. The instructor will not initiate communication using private email accounts.

Students are encouraged to check SPC email and Blackboard Announcements on a regular basis each week of class. Students will also have access to assignments, web-links, handouts, and other vital material which will be delivered via the classroom website. Any student having difficulty accessing the classroom website or their email should immediately contact their instructor or SPC IT for direction. The instructor will work with any student to ensure the student has access to a computer on campus and can obtain the needed class content that is located on the course website. Communication is imperative to your success in this course and is highly encouraged. **When emailing allow 24 hours during Monday through Friday, and during weekends and holidays, allow the next business day for the instructor to respond back to email.**

STUDENT CONDUCT

Rules and regulations relating to the students at South Plains College are made with the view of protecting the best interests of the individual, the general welfare of the entire student body and the educational objectives of the college. As in any segment of society, a college community must be guided by standards that are stringent enough to prevent disorder, yet moderate enough to provide an atmosphere conducive to intellectual and personal development.

A high standard of conduct is expected of all students. When a student enrolls at South Plains College, it is assumed that the student accepts the obligations of performance and behavior imposed by the college relevant to its lawful missions, processes, and functions. Obedience to the law, respect for properly constituted authority, personal honor, integrity, and common sense guide the actions of each member of the college community both in and out of the classroom.

Students are subject to federal, state, and local laws, as well as South Plains College rules and regulations. A student is not entitled to greater immunities or privileges before the law than those enjoyed by other citizens. Students are subject to such reasonable disciplinary action as the administration of the college may consider appropriate, including suspension and expulsion in appropriate cases for breach of federal, state or local laws, or college rules and regulations. This principle extends to conduct off-campus which is likely to have adverse effects on the college or on the educational process which identifies the offender as an unfit associate for fellow students. Any student who fails to perform according to expected standards may be asked to withdraw. Rules and regulations regarding student conduct appear in the current Student Guide.

GENERAL ATTITUDE AND INSUBORDINATION

The conduct of the student reflects upon the individual, agency, school and the nursing profession as a whole. Students are required to conduct themselves in a professional, mature manner at all times. Students are required to adhere to the policies of the school and institution they are attending. Failure to comply with policies will result in disciplinary action up to and including dismissal from the program.

Students are expected to follow all directions closely and immediately, as given by instructors, preceptors, medical staff, and clinical site management. Failure to communicate, respond to or follow directions from such individuals can result in disciplinary action up to and including dismissal from the program. Any behavior viewed as unprofessional or detrimental to the reputation of the program and/or program faculty, may result disciplinary action up to and including dismissal from the program. Any concerns about the program or program faculty may be addressed with program faculty or administration through the proper chain of command. Discussion of any such concerns with clinical staff or other faculty not involved in the class will not be tolerated.

COURSE DISCLAIMER

Working within the healthcare field can be stressful and requires a mentally tough individual to provide medical care in the hospital environment. To better prepare students for a career in the healthcare profession, there will be times during this course where students will be exposed to training scenarios and situations that will be unpleasant to the average college student. If the student does not feel they can tolerate this type of learning environment, they should discuss this with me immediately before continuing the course. Additionally, enrollment in this course does not guarantee a passing grade, successful completion of the nursing curriculum, or NCLEX- RN examination.

GRIEVANCE POLICY

The student is responsible for scheduling an appointment with the course leader to discuss the final grade or discipline action. If the student is not satisfied, he/she should schedule an appointment with the Director of the Associate Degree Nursing Program, following that would be the Health Sciences Dean. The procedure will follow the same guidelines that are found in the ADN student handbook.

Intellectual Exchange Statement

In South Plains College courses, the instructor will establish and support an environment that values and nurtures individual and group difference and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

Disabilities Statement

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2577, Lubbock Centers (located at the Lubbock Downtown Center) 806-716-4675, or Plainview Center (Main Office) 806-716-4302.

Non-Discrimination Statement

South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Affairs, South Plains College, 1401 College Avenue, Box 5, Levelland, TX 79336. Phone number 806-716-2360.

Title IX Pregnancy Accommodations Statement

If you are pregnant, or have given birth within six months, under Title IX you have a right to reasonable accommodations to help continue your education. To activate accommodations you must submit a [Title IX pregnancy accommodations request](#), along with specific medical documentation, to the Health and Wellness Center. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact the Health and Wellness Center at 806-716-2529 or email dburleson@southplainscollege.edu for assistance.

CARE (Campus Assessment, Response, and Evaluation) Team

South Plains College is committed to ensuring the safety, health, and well-being of its students and community. To support its campus community SPC has a CARE Team. This is a dedicated group of campus professionals responsible for assessing and responding to students who could benefit from academic, emotional, or psychological support, as well as those presenting risk to the health or safety of the community. If you see someone experiencing challenges, appearing distressed, posing a threat to their safety or someone else's safety, or causing a significant disruption to the SPC community, please submit a [CARE Team referral](#). You may also submit a referral for yourself if you would like additional support. NOTE: In cases where a person's behavior poses an imminent threat to you or another, contact 911.

Campus Concealed Carry Statement

Texas Government Code 411.2031, et al. authorizes the carrying of a concealed handgun in South Plains College buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations and Frequently Asked Questions, please refer to the Campus Carry page at: <http://www.southplainscollege.edu/campuscarry.php>

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains College campuses. Report violations to the College Police Department at 806-716-2396 or 9-1-1.

Course Syllabi

The syllabus for each course should be reviewed annually and revised as appropriate by the faculty. Instructors are encouraged to think and plan course and units of instruction, i.e., content, methods of presentation, teaching aids, student roles and tests in terms of student behavioral objectives. Student participation in planning, where practical, and their orientation about course plans tend to enhance course relevancy. Copies of syllabi should be filed with the department chairperson and the appropriate dean.

Syllabus Statements

Each syllabus should include the following Diversity Statement, Disabilities Statement, Non-Discrimination Statement and Title IX Pregnancy Accommodations Statement appropriate to the location of the course.

Diversity Statement

In this class, the teacher will establish and support an environment that values and nurtures individual and group difference and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

If you are experiencing any of the following symptoms, please do not attend class and either seek medical attention or get tested for COVID-19.

- Cough, shortness of breath, difficulty breathing
- Fever or chills
- Muscles or body aches
- Vomiting or diarrhea
- New loss of taste and smell

Please also notify DeEtte Edens, BSN, RN, Associate Director of Health & Wellness, at dedens@southplainscollege.edu or 806-716-2376.

1. SPC will follow the recommended 5-day isolation period for individuals that test positive.
 - a. **Please note that day 0 is the date of positive test. Day 1 begins the first full day after the date of positive result.**
2. COVID reporting
 - a. Please have students and employees notify DeEtte Edens if they have tested positive to verify dates before returning to class or work.

- b. The home tests are sufficient but students need to submit a photo of the positive result. The date of test must be written on the test result and an ID included in the photo. If tested elsewhere (clinic, pharmacy, etc.), please submit a copy of the doctor's note or email notification. Results may be emailed to DeEtte Edens, BSN, RN at dedens@southplainscollege.edu.
 - c. A student is clear to return to class without further assessment if they have completed:
The 5-day isolation period, symptoms have improved and they are afebrile for 24 hours without the use of fever-reducing medication.
- a) Please instruct students and employees to communicate with DeEtte Edens prior to their return date if still symptomatic at the end of the 5-day isolation.
- 4. Exposed individuals will not be required to quarantine. If exposed, SPC does request individuals closely monitor themselves. If an individual does become symptomatic, please do not attend class or work and be tested.

FOUNDATION SKILLS

BASIC SKILLS–Reads, Writes, Performs Arithmetic and Mathematical Operations, Listens and Speaks

F-1 Reading–locates, understands, and interprets written information in prose and in documents such as manuals, graphs, and schedules.

F-2 Writing–communicates thoughts, ideas, information, and messages in writing and creates documents such as letters, directions, manuals, reports, graphs, and flow charts.

F-3 Arithmetic–performs basic computations; uses basic numerical concepts such as whole numbers, etc. F-4 Mathematics–approaches practical problems by choosing appropriately from a variety of mathematical techniques.

F-5 Listening–receives, attends to, interprets, and responds to verbal messages and other cues. F-6 Speaking–organizes ideas and communicates orally.

THINKING SKILLS–Thinks Creatively, Makes Decisions, Solves Problems, Visualizes and Knows How to Learn and Reason

F-7 Creative Thinking–generates new ideas.

F-8 Decision-Making–specifies goals and constraints, generates alternatives, considers risks, evaluates, and chooses best alternative.

F-9 Problem Solving–recognizes problems, devises, and implements plan of action.

F-10 Seeing Things in the Mind's Eye–organizes and processes symbols, pictures, graphs, objects, and other information.

F-11 Knowing How to Learn–uses efficient learning techniques to acquire and apply new knowledge and skills.

F-12 Reasoning–discovers a rule or principle underlying the relationship between two or more objects and applies it when solving a problem.

PERSONAL QUALITIES–Displays Responsibility, Self-Esteem, Sociability, Self-Management, Integrity and Honesty

F-13 Responsibility–exerts a high level of effort and perseveres towards goal attainment.

F-14 Self-Esteem–believes in own self-worth and maintains a positive view of self.

F-15 Sociability–demonstrates understanding, friendliness, adaptability, empathy, and politeness in group settings.

F-16 Self-Management–assesses self accurately, sets personal goals, monitors progress, and exhibits selfcontrol.

F-17 Integrity/Honesty–chooses ethical courses of action.

SCANS COMPETENCIES

C-1 **TIME** - Selects goal - relevant activities, ranks them, allocates time, prepares, and follows schedules.

C-2 **MONEY** - Uses or prepares budgets, makes forecasts, keeps records and adjusts meet objectives.

C-3 **MATERIALS AND FACILITIES** - Acquires, stores, allocates, and uses materials or space efficiently. C-

4 **HUMAN RESOURCES** - Assesses skills and distributes work, accordingly, evaluates performances and provides feedback.

INFORMATION - Acquires and Uses Information C-5

Acquires and evaluates information.

C-6 Organizes and maintains information.

C-7 Interprets and communicates information.

C-8 Uses computers to process information.

INTERPERSONAL—Works with Others

C-9 Participates as a member of a team and contributes to group effort.

C-10 Teaches others new skills.

C-11 Serves Clients/Customers—works to satisfy customer's expectations.

C-12 Exercises Leadership—communicates ideas to justify position, persuades and convinces others, responsibly challenges existing procedures and policies.

C-13 Negotiates—works toward agreements involving exchanges of resources; resolves divergent interests. C-14

Works with Diversity—works well with men and women from diverse backgrounds.

SYSTEMS—Understands Complex Interrelationships

C-15 Understands Systems—knows how social, organizational, and technological systems work and operates effectively with them.

C-16 Monitors and Corrects Performance—distinguishes trends, predicts impacts on system operations, diagnoses systems performance and corrects malfunctions.

C-17 Improves or Designs Systems—suggests modifications to existing systems and develops new or alternative systems to improve performance.

TECHNOLOGY—Works with a Variety of Technologies

C-18 Selects Technology—chooses procedures, tools, or equipment, including computers and related technologies.

C-19 Applies Technology to Task—understands overall intent and proper procedures for setup and operation of equipment.

C-20 Maintains and Troubleshoots Equipment—prevents, identifies, or solves problems with equipment, including computers and other technologies.