Course Syllabus RNSG 2221

COURSE: RNSG 2221 Professional Development Transition (2:1:0)

SEMESTER: Spring 2026

CLASS DAYS: Hybrid and Most Tuesdays

CLASS TIMES: 1300-1600

Faculty: Faculty can be reached via EMAIL

Name	Email	Office	Office/Virtual Hours
Jessica Williams MSN, RN	jlwilliams@southplainscollege.edu	AH 112 A	Monday 0900-1600, Thursday 1300-1600, Friday 0900-1600, Or by Appointment

"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

This course includes the exploration of leadership and management principles applicable to the role of the nurse as a member of the profession, a provider of patient-centered care, a patient safety advocate, and a member of the health care team. Content also includes the application of knowledge, judgment, skills, and professional values within a legal / ethical framework. Utilization of the nursing and management processes through critical thinking and problem-solving activities will help emphasize accountability, collaboration, delegation, and advocacy and will help the student in making appropriate decisions. Nursing inquiry, synthesis of ideas, and completion of projects will inspire new directions for the nursing profession. The course introduces professional writing utilizing American Psychological Association (APA) format.

This course is a hybrid course. We will meet 1 hour in person each week and there will be assignments for home equaling one hour each week. Blackboard will be utilized predominantly for content and communication. The student is expected to check the Blackboard course frequently to check for new messages, access content, get assignment postings, take exams, and view changes to the calendar, schedule or content should this become necessary.

If you are having difficulty accessing or using any components of Blackboard please use the following contact information. If you need Instructional Technology support, please make sure you contact the South Plains College Help Desk. For an email address that reaches everyone in the Instructional Technology department, please use blackboard@southplainscollege.edu.

STUDENT LEARNING OUTCOMES

At the completion of the semester students will:
1. Differentiate between management and leadership. (EPSLO:2,4)
2. Explore the interrelationships between leadership, management, and change theories. (EPSLO:2,4
3. Discuss the organizational components of a complex healthcare system. (EPSLO:2,4)
4. Examine components of priority-setting skills and delegation as it applies to case management. (EPSLO:1,4)
5. Demonstrate leadership skills to develop a quality improvement initiative to enhance patient outcomes. (EPSLO:1,2)

At the completion of the semester students will:
6. Integrate principles of group processes and teamwork into the operation of the interprofessional healthcare team. (EPSLO: 1,4)
7. Analyze personal career goals and additional education or certification needed to achieve these goals. (EPSLO: 1,3)
8. Use healthcare information systems and client care technology to manage client care, support clinical judgments, mitigate errors, and communicate relevant client information with members of the healthcare team. (EPSLO: 1,3,4)

BLACKBOARD

Blackboard is a web 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.

COMPUTER USAGE
Students will be expected to utilize computers to access assignments and classroom resources. All students have access to computers and printers on the South Plains College campus. All registered students are supplied with a working Microsoft Office 365 with email account from South Plains College. All students are expected to know their SPC student username and password.

ELECTRONICS POLICY
    *During online lecture, isolate yourself in a quiet place to prevent interruptions.
    *Students, classmates, and instructors maintain the right to refuse to be audio and/or visually recorded.
    *Students must ask permission from the instructor before audio recording a lecture

CELL PHONE POLICY
*See Student Handbook.

PRINTING/COMPUTER LAB USAGE
Please check with the computer lab for printing options

ACADEMIC INTEGRITY
It is the aim of the faculty of South Plains College to foster a spirit of honesty and a high standard of integrity. Students represent the School of Nursing and are expected to maintain the highest standards. Students are expected to adhere to the professional standards set forth in the Associate Degree Nursing Program Student Handbook. It is the student's responsibility to demonstrate professional and academic integrity.
Any attempt to present work that the student has not done themselves is regarded by faculty and administration as a serious offense and renders the student liable to consequences, up to and including suspension or expulsion from the Nursing program and South Plains College.

Cheating - Dishonesty 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 or offering the work of another as one's own are examples of cheating or offering the work of another as one's own. Honesty is required in the presentation of any and all phases of coursework.

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 (AI), the student and their work may be questioned, and if proven that AI was used will be considered guilty of plagiarism.

- Copying material without quotes, in-text citations, and/or referencing
- Paraphrasing content without in-text citation and/or referencing.
- Copying ideas, words, answers, exams, or shared work from others when individual work is required.

Revised 12/29/2025

- Using another's paper in whole or in part.
- Allowing another student to use one's work.
- Claiming someone else's work is one's own
- Resubmitting one's own coursework when original work is required (self-plagiarism).
- Falsifying references or bibliographies.
- Getting help from another person without faculty knowledge or approval.
- Purchasing, borrowing, or selling content with the intent of meeting an academicrequirement for oneself or others

Violations of the honesty policy, including cheating during testing, plagiarizing another's work, and falsifying records will result in dismissal from the program. Smith, L. Conquering plagiarism in nursing education. *Nursing 2016*. 2016; 46(7):17-19.

VERIFICATION OF WORKPLACE COMPETENCIES

External learning experiences (clinicals) provide workplace settings where students apply content and strategies related to theory and management of workflow. Successful completion of Semester 3 course outcomes will allow the student to advance within the program. Successful completion of RNSG 2221 meets the requirements as stated in the Differentiated Essential Competencies of Graduates of Texas Nursing Program.

SPECIFIC COURSE INFORMATION

COURSE DISCLAIMER

Working within the healthcare field can be stressful and requires a mentally tough individual to provide medical care in the hospital environment. In order 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.

SPECIFIC COURSE INFORMATION TEXT AND MATERIALS
(If a newer edition is available, the newer is the book of choice)
You must have either the electronic text or physical textbook.

Taylor, C., Lynn, P., & Bartlett, J. (2022). *Fundamentals of Nursing: The art and science of person-centered nursing care* (10th ed.). Wolters Kluwer. **ISBN: 9781975168179.** May have ebook or hardcopy. (additional Course Point materials are optional)
Optional Physical Book ISBN: 9781975168155

Assessment Technologies Institute (2023). Engage Fundamentals 2.0. www.atitesting.com

COURSE ASSIGNMENTS
QUIZZES, CLASS ASSIGNMENTS, AND ONLINE LECTURE

Students are required to complete scheduled quizzes, unscheduled quizzes (pop-quizzes), and online lecture. All quizzes are worth 5% of the course average.
    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 Sundays at 11:59PM***
    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.***
    Blackboard Discussion: There will be 3 discussion board case study scenarios with classmate responses and replies to complete discussion board criteria. Each discussion board will have a rubric with assignment criteria and grading. ***See due dates on student lesson plan.***
    5 Year Plan Model: Worth 5% of course average. This is an assignment that will be turned in by due date. All information will be on Blackboard and will have a rubric with criteria and will be used for grading. ***See due dates on student lesson plan.***

Resume and Letter Cover: Worth 5% of course average This is an assignment that will be turned in by due date. All information will be on Blackboard and will have a rubric with criteria and will be used for grading. *See due dates on student lesson plan.

Transition Presentation: Worth 5% of course average.All students are required to give a presentation on," Professional Identity moving from LVN or Paramedic to RN role". All criteria needed for this presentation will be provided on a rubric and the rubric will be used to grade this assignment. *See due dates on student lesson plan.

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 60% 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 the first missed can be replaced by the Final Exam 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 2221 and all other concurrent course taken in the semester, 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 ever 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

FINAL EXAM

Comprehensive (Entire semester) final will consist of 20% of the final grade. The final will consist of 100 -150 questions from all subject matter within the semester. 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:
All Unit Exams	60%	A = 90-100%
Final Exam	20%	B = 80-89.99%
5 Year Plan	5%	C = 77-79.99%
Presentation	5%	D = 70-76.99%
Resume and Letter Cover	5%	F = 69% or below
All Lecture, Modules, and Quizzes **Case Studies and Discussion**	5%	
Total	100%	

TO CALCULATE YOUR OVERALL AVERAGE: DO NOT ROUND

A. Add all unit **All Exams** , take your a**verage** and multiply it by 0.6.
Example: 81 x 0.6 = **54.6**
B. Then take your **Final Grade** and multiply it by 0.2. Example: 84 x 0.2 = **16.8**
C. Then take your **5 year Plan assignment** and multiply it by 0.05. Example: 88 x 0.05= **4.4**
D. Then take your **Presentation** and multiply it by 0.05. Example: 85 x 0.05 = 4.25
E. Then take your **Resume and Letter Cover** it by 0.05. Example: 95 x 0.05 = 4.75
F. Then take your **All Lecture Modules and Quizzes** and multiply it by 0.05. Example: 95 x 0.05 = 4,75
ADD: A + B + C + D + E together to get your overall course average: **54.6 + 16.8 + 4.4 + 4.25 + 4.75 + 4.75 = 89.55 = B**

In order to be successful in RNSG 2221 the student must have a 77% or greater on the didactic component and pass all skills. Failure of RNSG 2221 will necessitate repeating all concurrent 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.

NURSING STUDENT CODE OF CONDUCT PURPOSE

South Plains College Nursing Programs expects that all students will conduct themselves responsibly and in a manner that reflects favorably upon themselves, the college as well as the nursing profession. When a student does not act responsibly and violates the college policies, rules, regulations, or standards of conduct, formal disciplinary action may result. The conduct process reflects the nursing department's desire that students maintain high standards and present themselves as professionals.

RATIONALE

The rationale for this Nursing Student Code of Conduct is to provide nursing students and nursing faculty with a centralized and unifying policy of conduct that will foster professional accountability and patient safety.

STUDENT CIVILITY – CIVILITY AND INCIVILITY DEFINED

1. Civility has to do with courtesy, politeness, and good manners. Civility is the awareness and recognition of others in all interactions and demonstration of a high level of respect and consideration. In civility, we recognize that no action of ours is without consequence to others or ourselves. We need to anticipate what these consequences will be and choose to act in a responsible and caring way. Sometimes we cannot anticipate how others will react, but we still
must remain civil and appreciate that we are all individuals that are unique and different.
2. Uncivil behaviors are acts of rudeness, disrespect, and other breaches of common rules of courtesy. These acts of incivility range from disrespectful verbal and non-verbal behaviors to physical threats to another's well-being. Incivility is a lack of awareness and recognition (intended or unintended) of others in our interactions when we fail to give them a high level of respect and consideration. Incivility usually results when one does not anticipate how actions will affect others.

Behaviors of Incivility (Below are examples and not a complete list.)
1. Inattentiveness in class
2. Absenteeism or arriving late, leaving early.
3. Yelling at professor in classroom or in clinical setting
4. Touching professor in objectionable physical contact
5. Dishonesty/lack of integrity
6. Disrespectful retorts
8. Threats to well-being
9. Intimidating behaviors such pointing finger in face of professor, staff or peers.
10. Monopolizing the interactions with faculty or other students (not permitting others to have a turn).
11. Persistent argumentation or refusal to comply with a direct request.
12. Nonverbal disrespectful behavior such as eye rolling, groaning, or using inappropriate gestures, etc.
13. Attire that may be perceived as offensive to other students or faculty.
14. Gross and/or inappropriate behavior such as foul and/or inappropriate language.
15. Using cell phones or pagers during class
16. Holding distracting conversations in class
17. Making sarcastic remarks
18. Demanding make-up exams, extensions, or other favors

19. Falsely accusing faculty of misplacing academic work (assignments or exams)
American Nurses Association. (2015). Code of ethics for nurses. Silver Springs, MD: American Nurses Publishing. (See Appendix A for Behaviors of Incivility).

CLASSROOM CONDUCT
1. Students in the nursing programs are engaged in preparation for professional practice. Nursing practice is guided by the ANA Code of Ethics and ANA Standards of Professional Practice, which emphasize respect for others. Students in a professional nursing education program are held to these standards. All communication with faculty and other students should always be respectful even when we disagree with one another or do not get along with the other person.
2. The following are expected behaviors that support the teaching/learning environment:
    a. Address the faculty member appropriately by title or Mr. or Mrs.
    b. Arrive at your class on time.
    c. Notify the faculty member and leave a voice message or email in the event of tardiness or absence prior to class.
    d. Students who are disruptive or uncivil may be asked to leave the classroom.
    e. Students are not permitted to bring a guest or children to class.
    f. Electronic equipment or devices shall not be used without the express permission and consent of faculty.
3. Behaviors considered disruptive, unruly, or that interfere with the ability of the professor to teach may include:
    a. Intimidating behavior.
    b. Persistent argumentation, refusal to comply with a direct request, or yelling in class.
    c. Gross, lewd, or offensive behavior or gestures.
4. Any threats made against faculty will be reported to the Dean of Health Sciences and the Dean of Students which may result in sanctions on the student.
5. Any student who violates expected behaviors or engages in disruptive behavior, as explained above, may be reported to the Nursing Director and may advance further to the Dean of Health Sciences and the Dean of Students, who may impose further sanctions.
6. Online conduct reflects the same requirements as classroom conduct. Courtesy, politeness, and good manners must be used when students and faculty are involved in online education and/or communication; the same as if the interaction were to take place in person. Behavior must be responsible and caring toward others and individuals should anticipate the consequences of such conduct.

ATTENDANCE POLICY (*READ CAREFULLY)

Class Attendance : **As a matter of courtesy and professional behavior, a student who is going to be absent should email or call the course instructor and inform the instructor of the pending absence.**

Research has proven that academic achievement for each student is enhanced when the student has regular and punctual attendance. Attendance is mandatory in the ADNP. Understanding that illnesses and unavoidable problems arise, the ADNP does allow for some absences. Faculty do not inquire as to why a student is absent because the student is an adult learner**.** Attendance is taken for each class and may be taken several times during a class. If the student is asked to leave the classroom for any reason (sleeping, talking or other inappropriate behavior), the student is given an absence for the day. Faculty will not do make up classes or repeat lectures for students who miss a class. **Students who exceed (2) absences in RNSG 2221, per the board of nursing, can no longer meet the course criteria. These students will be withdrawn from the program and receive a grade of "F", except in the case of COVID. (see handbook)** When an unavoidable reason for class absence arises, such as a covered illness, an official trip authorized by the college, or an official activity, the instructor may permit the student to make-up the work missed. It is the student's responsibility to complete work missed in the time given by the instructor.

2221 and ADNP-Specific Requirements:

1. 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.
2. **Punctual and regular class attendance, as stated in the SPC handbook, is required of all students attending South Plains College.** According to the 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 and get the lecture materials. The student can miss no more than [2 days] of classroom lectures. **A student missing more than [2 days] will be dropped from RNSG 2221 and any concurrent courses.** The course leader may initiate the withdrawal of the student for any absences. Reinstatement is handled on an individual basis.

Two tardies equal one (1) full absence; if a tardy places a student over the allowable absences (2), the student cannot meet the course objectives and cannot pass the course. (i.e. 2 Absences and 1 tardy)

3. **Students who leave more than 30 minutes before class is dismissed are counted as tardy** unless prior arrangements have been made with the lecturing instructor. **Students leaving more than an hour before class is dismissed are counted as absent** unless prior arrangements have been made with the lecturing instructor. **If this absence puts the student over the allowable absences (2), the student cannot meet the course objectives and cannot pass the course.**

4. **Cell phones must be OFF during class and should not be accessed unless instructed to do so for a class activity. Students with unauthorized cell phone use will be counted as absent unless prior arrangements have been made with the lecturing instructor. If this absence exceeds the allowable absences (2), the student does not meet the program objectives and cannot pass the course.**

5. **ZOOM classes/meetings: Zoom meetings/classes are considered formal class time; therefore, the student must be present, on time, dressed appropriately, and in a stationary location.** (Not working, driving, shopping or engaged in some other activity.) There should be no TV, cell phones, or other distractors during the meeting. The camera must be on for the entire class/meeting. The microphone should be muted unless answering a question, presenting information, or engaged in the course discussion.

Occurrence	Consequence
1st Absence	Will not be able to make up assignments or tests assigned that day.
2nd Absence	As Above.
3rd Absence or 2 Absences + any Tardy	Dismissal from RNSG 2221 and any concurrent courses.
1st Exam missed	Final Grade will substitute for the prelim grade.
2nd and subsequent exams missed	Will receive Zero "0" for the grade.
Up to 30 min late for class or leaving up to 30 mins before class dismissal without permission	Will receive a Tardy. Tardy x 2 will be the same as an Absence
Over 30 mins late or leaving more than 30 mins prior to class dismissal without permission	Will receive an absence
Use of cell phone without instructor approval	Will result in student being counted as absent for the day.
Failure to follow dress code in class	Will result in student being counted as absent for the day.

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. 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.

SCHEDULE CHANGES (after late registration and before census date)
To make a schedule change after late registration (January 19) and before the census date (January 31), 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.

DROPPING A CLASS
Dropping a class may be instructor-initiated. If a student is not successful in RNSG 1443 the instructor will meet with the student to discuss which class(es) will be dropped and which class(es) a grade will be assigned.

WITHDRAWING FROM A CLASS

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/admission-aid/advising/spcadvisors.php or by calling 806-716-2366.

GRIEVANCE POLICY
The student is responsible for scheduling an appointment with the instructor/course leader to discuss the final grade or discipline action. If the student is not satisfied, he/she should schedule an appointment with the specific instructor first, then the Level 3 Semester 3 Course Leader: Mrs. McClure. Then the Med Surg Team Lead Mrs. Gill. The next chain of command is to make an appointment with the Director of the Associate Degree Nursing Program, Dr. Strawn, following that would be the Health Occupations Dean. Dr. Findley. The procedure will follow the same as found in the student handbook.

EMERGENCY MESSAGES

The student should notify his/her family that in case of an emergency during normal class schedule, they should call the Nursing Office at (806)716-2391 or (806)716-2193. Class will not be interrupted unless it is an emergency, so they must identify themselves and say it is an emergency to get immediate action. The student should notify his/her family that in the case of an emergency during clinical rotations, they should call and leave a message or text (who they are and who they need to get in touch with for an emergency) to the number or numbers provided to them in the clinical course syllabus and/or on the clinical course schedule.

ACCOMMODATIONS: College Policy Statements This includes the covid policy as well.
For college policy statements related to Intellectual Exchange Statements, Disabilities Statements, Non-Discrimination Statements, Title IX Pregnancy Accommodations Statements, CARE, Campus Concealed Carry Statements, COVID-19, and Artificial Intelligence Statement. visit: https://www.southplainscollege.edu/syllabusstatements/

COURSE DISCLAIMER
Working within the healthcare field can be stressful and requires a mentally tough individual to provide medical care in the hospital environment. In order 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.

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 makes adjustments to 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. 14
C-20 Maintains and Troubleshoots Equipment–prevents, identifies, or solves problems with equipment, including computers and other technologies.

FOUNDATION COMPETENCIES

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. 13
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 self-control.
F-17 Integrity/Honesty–chooses ethical courses of action.

COURSE SCHEDULE *All assignments are due on Sunday at 2359.			
Date	**Topics**	**Required Readings and Activities**	**DUE Dates**
Week 1 January 13th, 2026	1. **Course Orientation** 2. **ATI Review Module** • Leading and Managing Client Care • Assigning, Delegating, and supervising • Staff development	• **ATI Modules (pp. 3-11)** • **Blackboard quiz** (SLO 1)(SLO 2) (SLO 4)	1/18/2026 at 2359
Week 2 January 21st, 2026	1. **ATI Review Module** • Quality improvement • Performance appraisal, peer review, and disciplinary • Conflict resolution • Resource management	• **ATI Module (pp.12-17)** • **Blackboard quiz** • **Blackboard Discussion 1** Patient Scenario Case Studies (SLO 3&8)	1/25/2026 at 2359
Week 3	**No Class** 1. **Resume Due**	• Create a Resume with Cover Letter. (SLO 2)	2/1/2026 at 2359
Week 4 February 4th , 2026	1. **Exam 1** 2. **ATI Review Module** • Coordinating Client Care • Patient Centered Care • Client Rights • Advocacy	• **ATI Module (pp. 23)** • **Blackboard quiz** **(SLO 1-8)**	2/8/2026 at 2359
Week 5 February 10th, 2026	1. **ATI Review Module** • Informed Consent • Advance Directives • Confidentiality and information security • Information Technology	• **ATI Module (pp.24-30)** • **Blackboard quiz** • **Blackboard Discussion 2** Technology and Innovation Case Studies (SLO 3&8)	2/15/2026 at 2359
Week 6 February 16th, 2026	1. **ATI Review Module** • Legal practice and professional liability • Disruptive behavior • Ethical practice • Inclusive and Evidence-Based Care Environment • Promoting equity in education	• **ATI Module (pp.41- 57)** • **Blackboard quiz (SLO 1-8)** • Create career plan goals for the next 5 years. (SLO 7 & SLO 3)	2/22/2026 at 2359
Week 7 February 23rd, 2026	1. **Exam 2** 2. **ATI Review Module** • Culture of Safety in Delivering Care • Culture of Safety	• **ATI Module (pp.63)** • **Blackboard quiz (SLO1-7)**	3/1/2026 at 2359
Week 9 March 10th, 2026	1. **ATI Review Module** • QSEN • Handling infectious and hazardous materials • Safe use of equipment • Specific risk areas • Environment safety	• **ATI Module (pp. 63-70)** (SLO 3&8) • **Blackboard quiz (SLO1-7)**	3/22/2026 at 2359
SPRING BREAK March 17, 2026	*Spring Break*		
Week 10 March 23, 2026	1. **ATI Review Module** • Ergonomic principles • Reporting incidents • Disaster planning and emergency response • Security Plan	• **ATI Modules (pp.70-77)** • **Blackboard quiz** • **Blackboard Discussion 3** Patient Safety Scenario Case Studies (SLO 3&8)	3/29/2026 at 2359

COURSE SCHEDULE			
*All assignments are due on Sunday at 2359.			
Date	Topics	Required Readings and Activities	DUE Dates
Week 11 March 31st, 2026	**Exam 3**		
Week 12 April 7, 2026	Presentation: Professional Identity moving from LVN or Paramedic to RN role	• **ATI Healthcare Delivery** • **Presentation: (SLO 7) (SLO 3)**	**4/7/2026 at 0800**
Week 12 April 9, 2026	Final		