

Course Syllabus

COURSE: VNSG 1219 Professional Development
SEMESTER: Spring 2026
CLASS TIMES: Thursday 1-4 pm
INSTRUCTOR: Brenda Knight, RN BSN
OFFICE: SPC Allied Health Building AH 103 E
OFFICE HOURS: Wednesday 0800-1600
OFFICE PHONE: 806-716-2202
E-MAIL: bknight@southplainscollege.edu

"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 will study the importance of professional growth. The topics will include the role of the licensed vocational nurse in the multi-disciplinary health care team, professional organizations, and continuing education.

STUDENT LEARNING OUTCOMES

"The expectation of your knowledge of nursing process and critical thinking also equalize the significance of the role and that practical/vocational nurse plays as part of the health care team". (S. Hill & H. Howlett, 2009, pg. xiv)
At the completion of the semester students will:
1. Describe the role of the licensed vocational nurse in multidisciplinary settings inclusive of basic principles of leadership and management
2. Discuss the role of professional organizations and regulatory agencies.
3. Identify criteria and appropriate resources for continuing education.

COURSE OBJECTIVES - Outline form (C-5, C-6, C-7, C-8, F-1, F-2, F-5, F-6, F-8, F-9, F-12, F-16)

• Describe the expanded role of the LVN as described in your state's Nurse Practice Act. Identify the charge nurse position as an LVN and their scope of practice.
• Identify ways to attain competency in in which knowledge and skills are needed to be an effective first line leader.
• Using nursing process as a guide, discuss the method for assigning and delegating.
• List the requirements for continuing education; professional organizations and define the duties of the LVN.
• Describe the shift to long term care and home health nursing and identify the role of the LVN home setting.
• Discuss and prepare resumes, job applications and prepare for job interviews. Discuss requirements of state board of nursing eligibility and purpose for NCLEX exam.
• Be present and punctual for all classes.

EVALUATION METHODS

Computer-based exams, written exams, written assignments, quizzes, and other projects as assigned. In addition, methods of instruction may include but are not limited to lecture, discussion, required reading assignments/nursing journals, charts/posters, power point and audio/video presentation.

ACADEMIC INTEGRITY

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 any student to present as his or her own any work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences, possibly 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 any and all phases of coursework. This applies to quizzes of whatever length, as well as final examinations, to daily reports and to term papers.

Plagiarism - Offering the work of another as one's own, without proper acknowledgment, is plagiarism; therefore, any student who fails to give credit for quotations or essentially identical expression of material taken from books, encyclopedias, magazines and other reference works, or from themes, reports or other writings of a fellow student, is guilty of plagiarism.

VERIFICATION OF WORKPLACE COMPETENCIES

Vocational Nurses are expected to know how to function within the boundaries of the Nurse Practice Act as well as know how to navigate legal and ethical responsibilities.

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.

SCANS and FOUNDATION SKILLS

Refer also to Course Objectives. Scans and Foundation Skills attached

SPECIFIC COURSE INFORMATION

TEXT AND MATERIALS

TEXTBOOK	Publisher	ISBN#
* <u>Success in Practical/Vocational Nursing, From Student to Leader</u> ; Carrol & Collier 10 th Edition	Elsevier	9780323810173

* ATI

ADDITIONAL CLASSROOM ITEMS

Students should come to class prepared for taking notes or completing quizzes or assignments in class. Students should be prepared to take notes over lecture material if they choose.

ATTENDANCE POLICY (*READ CAREFULLY)

Class Attendance

Students are expected to attend all classes in order to be successful in a course. Learning is fostered in the classroom environment. Missing even one lecture/class activity can negatively impact student performance; therefore, classroom attendance is mandatory, and students are accountable to attend and be on time for class. Students must be in their seat ready for class at the scheduled time.

Attendance is taken for each class by signature page or via a verbal roll call by the instructor; it may be taken several times during a class period. A student who is not present at any point when attendance is taken will be marked “absent.” A student is not allowed to disrupt the class due to tardiness. A student who is late and arrives after the door is closed may come into the classroom quietly to hear the lecture, BUT the student will still be marked as “absent”. Students who are late for an exam will not be allowed to take the exam and are counted as “absent”. Students who do not return to class after an exam are counted as “absent.” If the student is asked to leave the classroom for any reason (sleeping, talking or other inappropriate behavior), the student is given an absence. Students who “forget” to sign in are counted as absent.

A student who exceeds 1 absence in this course does not meet the course objectives and will be withdrawn from the Vocational Nursing Program*

*If the student has a documented emergency that leads to exceeding 1 absence, the student will be responsible for notifying the instructor. The student must present evidence to Mrs. Steffey and Ms. Knight regarding the reasons for all absences. Mrs. Steffey and Ms. Knight will review and determine if a true emergency existed for each of the absences. Failure to plan (childcare, transportation, traffic, tardiness) is not an eligible emergency. There are absences available for each course in case one of these needs arises. However, exceeding absences is grounds for dismissal. Should you use an absence, please be aware that if you encounter a true emergency later in the semester and you have already used your absence for a non-emergency, the attendance policy will be upheld, and you may be dismissed from the VNP.

As a matter of courtesy and professional behavior, a student who is going to be absent must email the course instructor and inform the instructor of the pending absence.

Breaks are given during the lecture time. Because we must closely monitor student movement in the building, you may only have a break when one is given. Coming in and out of the classroom during class/lab causes a distraction. If you leave the classroom or lab for any reason outside of the assigned break time, you may be counted absent per instructor discretion. Students should use break times wisely by going to the bathroom, getting refreshments, etc. rather than spending time on cell phones and then wanting to go to the bathroom when class starts. If you are not back at the designated time after a break, you are counted absent.

COVID policy: See VN Student Handbook

If you are experiencing any of the following symptoms, please do not attend class and either seek medical attention or test 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 for protocol. Proof of a positive test is required. A home test is sufficient, but students must submit a photo of the positive result. The date of the 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.

Should a student become ill (example of illness: fever; nausea/vomiting that is *not* due to pregnancy; diarrhea or any other communicable disease). A physician's release must be submitted when the student is treated by a physician. (per Handbook policy)

Tardiness is not accepted in the Vocational Nursing Program. Students are either present and on time or they are absent. Once the door to the classroom/lab is shut, that signals that class has started and the student will be counted absent. The student may still join the class to receive content but will still receive the absence. See Exam policy regarding expectations on tardiness for exams.

Attendance and timeliness are two characteristics of professionals.

ASSIGNMENT POLICY

It is the responsibility of the student to be informed of class progress and assignments and to be prepared to participate in discussion, to turn in any assignments due, and/or take the quiz or test scheduled for that day.

Assignments may include but are not limited to writing assignments, Vocabulary, Pop quizzes and projects/group projects, ATI assignments/modules/quizzes.

Reading any assigned material assists the student to listen to the lecture with a higher degree of acuity and to participate in class discussion more effectively. A student cannot expect to understand what is being said in class when she/he has had no previous contact with the ideas or terms related to the topic.

Much of the work for this course is projects and reading and/or writing work. Assignments will be turned in via BlackBoard, ATI, or a method of the instructor's choice.

Students should retain a photocopy or computer-accessible file of all assignments turned in. Always have a backup copy. Assignments are NOT accepted by email.

Due dates will be noted on the course schedule. ALL WORK IS DUE on Thursday at 1300 ON THE SCHEDULED DATE, unless otherwise noted on your schedule. Some projects/ assignments will be done in a face-to-face classroom format. NO LATE projects or incomplete work will be accepted for any reason—a grade of “0” is recorded for any project not turned in by the deadline. Please note, however, that ALL work must be complete and turned in to exit the course, even if the grade recorded is a “0.”

COMPUTER USAGE

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.

ALL STUDENTS ARE EXPECTED TO KNOW THEIR SPC USER NAME AND PASSWORD.

EXAMS

- See Lecture/Exam Schedule.
 - Presentation of material includes class lectures, textbooks, ATI resources, discussion, handouts, videos, and power point. Exams may be on paper with pencil or via computer by ATI.
 - Exams are administered in a campus computer lab using ATI and the lab must be reserved by the instructor in advance. Students are expected to arrive on time for exams and complete the exams within the time frame allowed as other classes may be booked behind our scheduled time and you will not be permitted to take your exam past the scheduled time unless arrangements are made in advance for extenuating circumstances. Due to the ever-changing COVID conditions, it is possible that you may take exams on ATI and have it proctored by Exam Monitor. It is your responsibility to make sure that you have working computers with a web cam and a microphone and reliable internet.
 - Grades will be recorded on Blackboard for the student to view.
 - Students will have the opportunity to review each exam taken as scheduled by the instructor. Exam review will focus on major content areas missed and not individual test questions. After viewing the exam, if the student has further questions, the student will need to email the instructor for an appointment to review the exam for further explanation. The student must discuss this with the instructor within 48 hours of viewing their grade. Once the 48 hours have passed without the student questioning the grade or question, the assigned grade is final and may not be challenged at the end of the course. Grades will not be emailed or given out by phone.
- If the student fails the first exam in the course, the student is required to meet with Student Success Coach and/or Nursing Success Coordinator at least 3 days prior to the next exam. A First Exam Alert form will be sent by the instructor to the Student Success Coach (Mrs. Berryhill) and she will contact the student via email to set up an appointment to meet.
- Medical Terminology: Abbreviations & Definitions may be included in the unit exams.
- Students must earn a “76” or better in this class and meet all course exit criteria as discussed above and listed in syllabus for progression.

REMEDIATION

If a student scores below 76% on any exam, remediation will be required. Remediation sessions are mandatory. See the VN Handbook for more information regarding remediation.

In order to pass and exit this course, the student must

- Have a 76 average or better for the final course grade
- Pass the Texas Board of Nursing Online Jurisprudence Examination
- Complete all assignments (even if a student does not meet the deadline and receives a “0” on an assignment, all assignments must be complete and turned in for the student to exit the class)
- Have no more than 1 absence.

* During the 2007 Legislative session, the Texas Legislature mandated that all candidates for licensure pass a jurisprudence examination prior to being licensed in Texas. Therefore, all students are required to pass the online Nursing Jurisprudence Examination (NJE) prior to completing this course. The student must answer 38 out of 50 questions correctly to pass. The student can re-take the examination.

AFTER YOU HAVE APPLIED FOR LICENSURE with the Texas Board of Nursing, please go to the BON website at www.bon.state.tx.us, scroll down to the online nursing jurisprudence examination, click on it and take the examination. Once you pass the examination, please print two copies. One copy will go to your permanent school record and one will be your copy for you to keep. You must pass the exam in order to pass the course and the program. Please allow time to retake the exam in case you do not pass on your first attempt.

Missed Exams:

There will be two (2) examinations for this course. There is not a comprehensive final in this course; both exams will cover the material presented in lectures that occur prior to the exam. There is **NOT** a make-up exam for either exam. A student who misses either exam, receives a “0” for that exam.

There will be No make-up exams. No exams will be given prior to the originally scheduled date.

GRADING POLICY

Students must earn a “C” (76) or better in this class to pass.

Grade Scale

90-100 = A

80-89.9 = B

76-79.9 = C

70-75.9 = D

69.9 & below = F

Grades are not rounded up or down. Example a 79.9 shows a 79 which would be a C. The FINAL COURSE GRADE is a letter grade only and is the grade that will appear on the SPC transcript. Numeric final course grades will not be listed on Blackboard.

Some assignments will be completed in class (as noted on the course schedule).

Grade Breakdown:

Exams	40%
Assignments	40%
Portfolio	10%
Vision Board	10%

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 on a daily basis. Students will also have access to assignments, web-links, handouts, and other vital material which will be delivered via Blackboard. Any student having difficulty accessing the Blackboard or their email should immediately contact their instructor for direction. The instructor will work with any student to ensure the student has access to a computer and can obtain the needed class content that is located on the course website.
- Students are expected to read and, if needed, respond in a timely manner to college emails. It is suggested that students check college email daily to avoid missing time-sensitive or important college messages. Students may forward college emails to alternate email addresses; however, SPC will not be held responsible for emails forwarded to alternate addresses. A student’s failure to receive or read official communications sent to the student’s assigned email address in a timely manner does not absolve the student from knowing and complying with the content of the official communication. The official college email address assigned to students can be revoked if it is determined the student is utilizing it inappropriately. College email must not be used to send offensive or disruptive messages nor to display messages that violate state or federal law.
- Ms. Knight will answer all emails in a timely manner. If a student emails the instructor prior to 4:00pm Monday- Friday, the student can expect to receive a response via email the same day. If email is sent after 4:00 pm, the student can expect to receive a response the next business day. Emails will not be checked or answered on the weekend. Any email sent after 4:00 pm on Friday will be answered the following Monday.

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.

ACCOMMODATIONS

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, or the use of AI-Artificial Intelligence, visit: <https://www.southplainscollege.edu/syllabusstatements/>.

Be aware you must still hold a LTC to carry on our campus. Also, there is a NO Carry Policy at all within ANY clinical facility.

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 self-control.

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 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.

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

Professional Development Syllabus Contract

Print Name: _____

I have read the syllabus for VNSG 1219 Professional Development.

I understand the course requirements, grading and student behavior. I understand that to exit the course, I must have/abide by the following:

- A 76% or better grade average
- Completion of all required work, even if I have missed the deadline and receive a grade of “0” for the late work
- Submission of my certificate that I have passed the Texas Board of Nursing Jurisprudence Exam
- Have no more than 1 absence

I understand that as a senior vocational nursing student, I am responsible and accountable for my own actions and decisions. I agree that if I attend class, I will be fully prepared and fully engaged in the course.

I have had the opportunity to have my questions answered and I agree to the terms of the course as found in the syllabus.

Signature_____

Date_____

