

## Course Syllabus

COURSE: VNSG 1204 Foundations of Nursing  
SEMESTER: Fall 2025  
CLASS TIMES: Tuesday 1-3 pm  
INSTRUCTOR: Audrey Trull, RN  
OFFICE: Reese Center, Building 8, Room 813  
OFFICE HOURS: Tues. 8-12, Wed. 10-12, Friday 9:00 -11:00 or by appointment verified by email  
OFFICE PHONE: 806-716-4680  
E-MAIL: [atrull@southplainscollege.edu](mailto:atrull@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 is an introduction to the nursing profession including history, standards of practice, responsibilities, legal and ethical issues, and the role of the vocational nurse in nursing practice. Topics include mental health, therapeutic communication, cultural and spiritual diversity, nursing process, and holistic awareness. This course will also deal with concepts related to the physical, emotional, and psychosocial self-care of the learner/professional.

This course is designed in a **Face to Face Format**, but may be converted to a **HYBRID FORMAT at any time dependent on the Covid Crisis, SPC guidelines, local or state mandates**, meaning there will be online portions of the course as well as face to face sections. Some Lectures will be posted online. Exams and discussions will be face to face. Please pay close attention to the class schedule and announcements to determine any change to the class format or assignments.

In order to complete this course, the student must have reliable internet and computer connections. If there is an internet problem, please contact your provider. If there is an SPC computer system issue, please contact the Help Desk at 806-716-2600. If there is a system error that is acknowledged by the SPC IT department, adjustments will be made to due dates.

### STUDENT LEARNING OUTCOMES

At the completion of the semester students will:
1. Discuss the personal adjustments essential to the development of the vocational nurse.
2. Identify the roles and legal, ethical, and professional responsibilities of a vocational nurse as a member of the health care team in a variety of health care settings.
3. Identify characteristics of a therapeutic nurse/patient relationship
4. Examine positive nurse/patient mental health practices emphasizing cultural and spiritual diversity
5. Relate the history of nursing to the present day
6. Describe the components of the nursing process

## **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)

1. Discuss the patient's Bill of Rights and explain the role of the nurse regarding the patient's rights; understands the role of the nurse advocate and advocates with the health care team.
2. Define confidentiality and the nurse's responsibility to protect the patient; providing safe and compassionate care.
3. Define ANA, LVNAT, NFLPN, NAPNES, HMO, MEDICAID, MEDICARE, DRG; understands national code of ethics for nurses.
4. Differentiate between "ethical" and "legal"
5. Explain the function of the State Board of Nursing; the difference in permissive and mandatory licensure and which applies in Texas; demonstrates knowledge of Nurse Practice Act and BON rules that emphasize safety; understands Safe Harbor, Peer Review and "Whistleblower" protection
6. Identify standards of vocational nurse practice and the LVN code of ethics; identify decision making processes; identify lines of authority and accountability, including aspects of professional character/values
7. Identify unique customs and practices of various religions, beliefs, and cultures. Discuss how they influence health care.
8. Discuss legal aspects of nursing care including liability insurance, libel vs. slander in nurse-patient relationship, invasion of privacy, Good Samaritan Law, informed consent, "reasonable and prudent nursing;" and child abuse and the nurse's role in risk management.
9. Discuss the nurse's role in cost containment; identify factors which affect the public image of nursing; discuss basic characteristics, trends, and issues of health care delivery
10. Explain the role of the family and/or significant others in providing support and decision making about your patient.
11. Describe various therapeutic communication techniques, including electronic information technologies. Principles of effective communication and collaboration with patients, families and the health care team.
12. Discuss the role of the SVN and define the protocols and policies from the student handbook; identify institutional policies and procedures.
13. Identify the roles, functions, and plans of care of other health care workers in relation to nursing care; communicates effectively with the HC team
14. Discuss the historical evolution of professional and vocational nursing practice, the roles of professional and vocational nursing and the impact on health care today.
15. Identifies behaviors which promote a positive image of vocational nursing, using self-evaluation of behaviors to improve nursing care.
16. Utilizes the nursing process and evidence-based practice to establish priorities, develop goals, and choose appropriate interventions. evaluate care, report, and document patient responses, share goal with patient and family; uses appropriate documentation tools such as flow sheets, nurse's notes, admissions and discharge sheets.
17. Uses appropriate communication techniques to maintain professional boundaries
18. Follows established evidence-based clinical practice guidelines

## **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, 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. 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 will be considered 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

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### SPECIFIC COURSE INFORMATION

#### TEXT AND MATERIALS

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

\*Blackboard

\*ATI

\* SPC issued iPad

#### ADDITIONAL CLASSROOM ITEMS

Students should come to class prepared with pens, pencils, and a spiral notebook for taking notes or completed quizzes or assignments in class. Students should be prepared to take notes over lecture material if they choose. You may use your computer for this course content only in the classroom. Follow student conduct guidelines for appropriate use of electronics in the classroom. Due to COVID we may have to meet virtually at some point. Please have a plan prepared as to how to meet via computer for this course. **You will need to have access to a computer and it will need to have a camera and a microphone.** When we meet virtually it will be Microsoft Teams, Blackboard Collaborate or Zoom. In the event that we must meet in the virtual setting please notify me if you do not have a computer to use.

## ATTENDANCE POLICY

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 the VESC regarding the reasons for all absences. The VESC 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 in 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. The decision of the VESC committee is final.

**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 SPC policy: [https://www.southplainscollege.edu/syllabusstatements/.](https://www.southplainscollege.edu/syllabusstatements/)

4.1-B Tardy: 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.

## DROPPING A CLASS

Students should submit a [Student Initiated Drop Form](#) online.

**Students will not be required to obtain an instructor signature to drop**, however, we do encourage students to communicate with instructors or advisors prior to dropping a course when they are able. **There will be no charge for drops for the fall or spring semesters.**

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

## ASSIGNMENT POLICY

All assignments must be completed by the assigned due date. Late work will receive a zero. Assignments are tied to course learning objectives and are required to be completed before the Final Exam is taken in order to exit the course, even if the assigned grade is a zero. The grade will not be changed upon submission of late work.

In class quizzes, exams, and skills that are missed due to an absence may not be made up. Not all quizzes are on the schedule. Pop quizzes may be throughout the course and given at any time. See the instructor for more specific information.

The student is responsible for being informed of class progress and assignments and coming to class prepared to participate in discussion, turning in assignments due, and/or taking the quiz or test scheduled for that day. 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 s/he has had no previous contact with the ideas or terms related to a given topic.

Virtual or hardcopy homework assignments are not accepted late or by email. You must submit the assignment in the appropriate location (BlackBoard, ATI, etc.) depending upon the assignment and it is your responsibility to make sure that you do not upload blank documents and that your document can be opened on a PC, because not all Mac files are able to convert. If you submit a blank document or a file that cannot be opened, it will not be accepted, unless informing instructor a minimum of two hours prior to deadline. If within this timeframe, instructor can clear the previous attempt and allow student to resubmit before the deadline. Again, it is your responsibility to make sure it is compatible, not blank and submitted correctly.

Students should retain a photocopy or computer-accessible file of all assignments turned in. Always have a backup copy.

***All assignments must be completed by the assigned due date. Late work will receive a zero. Assignments are tied to course learning objectives and are required to be completed before the Final Exam is taken in order to exit the course, even if the assigned grade is a zero. The grade will not be changed upon submission of late work. Assignments will not be accepted via email.***

**All assignments will be due on their scheduled due date before 8 am. NO late work will be accepted..**

## COMPUTER USAGE

Students will be expected to access assignments, classroom resources and exams. Although current educational research still confirms that the best learning/notetaking system is paper and pen (Mueller & Oppenheimer, 2014), in keeping with current technology trends, the faculty will allow usage of the SPC issued iPad in the classroom setting (cell phones and personal electronic devices remain prohibited). All registered students are supplied with a working email account from South Plains College. To take exams, students must have their username and password. Students must also have SPC issued iPads with them at all times. iPads may be used for testing. If students does not have SPC issued iPads when needed for an exam, a grade of a zero will be given. Since the final exam is comprehensive (meaning that it covers the entire course), the final exam grade will be substituted **FOR THE MISSED EXAM GRADE ONLY**. If any additional exams are missed, a grade of "0" will be recorded. There is no make-up exam for the Final Exam

## ALL STUDENTS ARE EXPECTED TO KNOW THEIR SPC STUDENT USERNAME AND PASSWORD.

The use of TikTok is prohibited on SPC devices and WiFi. TikTok may **not** be used for online assignments of any kind.

## COMPUTER LAB USAGE

The computer lab 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. Students may not ask any faculty or staff to make copies for them. 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.

## 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 to 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.**
  - **In the event of a computer outage, quizzing or testing will be completed via SPC issued iPads. Students are expected to bring their individual SPC issued iPad and charger every day to class. Failure to do so may result a missed exam. Exam policy will be followed even if missed due to not having iPad.**
- Grades will be recorded on Blackboard for the student to view.
  - **Exam review will focus on major content areas missed and not individual test questions.** 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 has 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.**
    - **First Exam Alert:**
      - **If the student fails the first exam in the course, the student is required to meet with Student Success Coach 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. This is MANDATORY.**

▪ **Remediation:**

- In addition, anyone that fails an exam will have **REQUIRED** remediation. This will be in-person on specific designated dates and specific times. The session date and time will be communicated via Blackboard. The remediation session is also open to any student who passed the exam and would like further detail on material that was missed on the exam. The student must turn in a completed Exam Wrapper upon entrance to the remediation session.
  - **Should a student fail to meet with the Student Success Coach and/or fail to attend and complete the required remediation the student will be placed on probation. On the second occurrence, the student will be required to meet with Program Coordinator (Mrs. Steffey) and may be dismissed from the Vocational Nursing Program.**
- If a student makes below a 76 on a unit exam, it is recommended the student complete an Exam Wrapper and schedule a time to meet with the course instructor. If the student would like to meet regarding the exam one on one, the student must meet with the instructor prior to the next exam. It is the student's responsibility to set up the appointment and show up for the appointment prepared with the exam wrapper completed. If the student fails to show up for their scheduled appointment, the instructor will notate that and place it in the student file.
- Medical Terminology: Abbreviations & Definitions may be included in the unit exams.
  - Students must earn a course average of 76 or better and meet all class exit criteria for progression to next course

**Missed Exams:**

**There will be No VNC make-up exams.** Since the final exam is comprehensive (meaning that it covers the entire course), the final exam will count **FOR THE FIRST MISSED EXAM ONLY**. Should any additional exams be missed, a grade of "0" will be recorded.

**A make-up Final Exam may only be done under documented extenuating circumstances, (examples: you are admitted to the hospital; death of husband, wife, or child).** A grade of "I" will be given to the student who cannot take the Final at the scheduled time. Students who receive an "I" for missing the Final will have to wait to start the next appropriate semester.

**No exams will be given prior to the originally scheduled exam.**

**Any action interpreted as cheating by facilitating instructor may result in immediate removal from the testing area, a zero recorded for the test grade and possible removal from SPC nursing program.**

**Final Exam:**

The Final Exam is a comprehensive exam over the entire course and meets all the course objectives. For review, the student is referred to the Course Objectives and course materials. A make-up Final Exam may only be done under documented extenuating circumstances and will follow the same format as all make-up exams.

Should the student be unable to take the Make-up Final Exam before the start of the next semester, then that student will receive a grade of "I"(incomplete). Students who receive an "I" for missing the Final Exam will have to wait to start the next appropriate semester.



## 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; i.e., 79.5 = 79. The final course grade will not be rounded up. The student must earn a “C” in the course to pass

**Unit Exams 50%    Vocabulary/ Project / Assignments 10%    Final Exam 40%**

*In order to pass this course the student must:*

- *Attend and complete all exam remediation as required*
- *Have a course average of 76 or better*
- *Have no more than 1 absences in this course*

## 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 on campus 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.
- Mrs. Trull 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. [atrull@southplainscollege.edu](mailto:atrull@southplainscollege.edu)



## **Additional Information: Expected Student Behavior**

The student is expected to abide by the policies in this syllabus and should conduct themselves in a manner that is not disruptive and allows others to have an environment to learn in.

1. Talking/giggling while the instructor/guest speaker/another student/or video is “talking”
2. Sleeping during class time
3. For Test Security, no hats, caps, backpacks or purses are permitted in the classroom during exams.
4. No drinks or food may be brought into the classroom during an exam.
5. Bottled drinks with a screw top lid only may be brought into the classroom during lecture only
6. Using cell phones or passing notes during class time

### **ATTENTION: CELL PHONES ARE NOT ALLOWED DURING CLASS.**

#### **CELL PHONES**

POLICY: Cell phones must be placed in their assigned cubby during class and prior to entering the skills lab.

1. Each student will have an assigned cubby to place their cell phone in. Prior to class starting, cell phones are required to be turned off and placed in the assigned cubby. This also applies to the computer lab during testing. Students who do not follow this policy and are found to be dishonest demonstrate unprofessional conduct and disciplinary action will be taken, which may include dismissal.

2. “Smart” watches/fit bits are prohibited.

Please note that new National Council of State Boards of Nursing guidelines (which directs the NCLEX) is now requiring that all electronic devices be sealed in a plastic bag during testing and that violations will cause the candidate to fail the exam!

#### **The following penalties apply to students who choose to sneak in their phones:**

(1) If a cell phone rings during an exam, that student’s exam will end immediately with a “50” recorded for the exam grade, even if the student was answering the last question. There is no makeup for this grade. (2) If a cell phone goes off during lecture, the cell phone will be taken up and left in the Director’s office till 4:00 p.m.

## **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.

## **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)716-4626 or (806)716-4623. 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

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.

**For Course Schedule, See BlackBoard.**

## VNSG 1204 Foundations of Nursing Syllabus Contract

Print Name: \_\_\_\_\_ Last 4 # of ID: \_\_\_\_\_

*I have read and understand the Foundations of Nursing Syllabus and schedule. I  
have had the opportunity to ask questions.*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_