Date: March 22, 2010

To: Douglas Townsend, Associate Vice Chancellor of Academic Affairs

From: Linda Finke, Dean of the College of Health and Human Services

Re: Pre-requisite Course listed for Nursing 44200, Leadership in Nursing

Doug,

The attached course has been approved by the College of Health and Human Services as a pre-requisite for Nursing 44200, Leadership in Nursing.

Thanks,

Linda

C: N. Reimer
PURDUE UNIVERSITY
REQUEST FOR ADDITION, EXPIRATION,
OR REVISION OF AN UNDERGRADUATE COURSE
(10000-40000 LEVEL)

DEPARTMENT Nursing Department  EFFECTIVE SESSION Fall 2010

INSTRUCTIONS: Please check the items below which describe the purpose of this request.

☐ 1. New course with supporting documents        ☐ 7. Change in course attributes (department head signature only)
☐ 2. Add existing course offered at another campus ☐ 8. Change in instructional hours
☐ 3. Expiration of a course                      ☐ 9. Change in course description
☐ 4. Change in course number                     ☐ 10. Change in course requisites
☐ 5. Change in course title                      ☐ 11. Change in semesters offered (department head signature only)
☐ 6. Change in course credit/type                ☐ 12. Transfer from one department to another

PROPOSED:

Subject Abbreviation NUR
Course Number 44200
Long Title Leadership in Nursing
Short Title Leadership in Nursing

Existing:

Subject Abbreviation NUR
Course Number 44200

Abbreviated title will be entered by the Office of the Registrar if omitted. (30 CHARACTERS ONLY)

CREDIT TYPE

1. Fixed Credit: Cr. Hrs. ____________________
2. Variable Credit Range: Minimum Cr. Hrs. ____________________
   (Check One) To ____________________ Or ____________________
   Maximum Cr. Hrs. ____________________
3. Equivalent Credit: Yes ______________ No ______________

COURSE ATTRIBUTES: Check All That Apply

☐ 1. Pass/Not Pass Only
☐ 2. Satisfactory/Unsatisfactory Only
☐ 3. Repeattable
☐ 4. Credit by Examination
☐ 5. Special Fees
☐ 6. Registration Approval Type
   Department ______________ Instructor ______________
☐ 7. Variable Title
☐ 8. Honors
☐ 9. Full Time Privilege
☐ 10. Off Campus Experience

Schedule Type
Lecture ____________________
Recitation ____________________
Presentation ____________________
Laboratory ____________________
Lab Prep ____________________
Studio ____________________
Distance ____________________
Clinic ____________________
Experiential ____________________
Research ____________________
Ind. Study ____________________
Pract/Observe ____________________

Minutes Per Week ____________________ Meetings Per Week ____________________ Weeks Offered ____________________ % of Credit Allocated ____________________

COURSE DESCRIPTION (INCLUDE REQUISITES/RESTRICTIONS):
NUR 44200. P: NUR 33400; P: NUR 33700 or undergraduate statistics; P: NUR 33900; P: NUR 34400; P: NUR 37700; P: NUR 37900; and P: NUR 34600.

*COURSE LEARNING OUTCOMES:

Cross-Listed Courses

Calumet Department Head ____________________ Date ____________________
Fort Wayne Department Head ____________________ Date ____________________
Indiana Department Head ____________________ Date ____________________
North Central School Dean ____________________ Date ____________________
West Lafayette Department Head ____________________ Date ____________________

OFFICE OF THE REGISTRAR
Indiana University-Purdue University Fort Wayne
College of Health and Human Sciences
Parkview Department of Nursing
Baccalaureate Nursing Program
Syllabus

Course Number and Title: NUR 442, Leadership in Nursing

Pre- or Co-requisites: P: NUR 334,337 or undergraduate statistics, 339, 344, 377, 346

Credits and Hours: Five (5) credits: 3 lecture hours, 6 lab hours

Day/Time/Location: Lecture Hybrid delivery – Elearning & live meetings (See class schedule)
Clinical Practicum Arranged 90 hour clinical with preceptor
Post Conference Weekly eLearning discussion board

Faculty: Sarah J. Beckman, MSN, BS, RN
Associate Professor
Student Contact: Blackboard elearning mail
Preceptor Contact: beckmans@ipfw.edu
IPFW Neff Hall, room B50c Office phone: 260.481.6274
Secretary & webmaster: Penny leverman@ipfw.edu or 481.6284

Required Texts:
Note: Finance chapter by Wendy Thomson can be accessed http://davisplus.fadavis.com/whitehead/bonus_chapter.cfm, print and read prior to week 10 for discussion related to Module 3.

Reference Texts (IPFW Helmke Library reserves):

Reference Agencies:
American Nurses Association www.nursingworld.org
Sigma Theta Tau International www.nursingsociety.org

Course Description: Concepts presented focus on leadership. Practicum with first-level leadership provides opportunities to explore and develop ability to effectively influence/motivate others in health-care
settings to achieve desired outcomes/results. Leadership is viewed as interpersonal action using the communication process to influence group members to set and attain goals/outcomes. The purpose of the course is to introduce/develop collaborative, first-level leadership skills that assist in practicing in a culture of safety to ensure optimal patient care outcomes.

**Course Objectives:**
1. Explain how leadership and management theories can be used to attain healthcare goals/outcomes.
2. Integrate research findings in decision-making relevant to the practice setting.
3. Collaborate with other healthcare providers to set, attain, and evaluate goal/outcome achievement.
4. Evaluate the healthcare delivery system with consideration to accessibility, safety, quality care, cultural sensitivity, and fiscal responsibility in providing a safe environment for patient care.
5. Demonstrate critical thinking in creating a culture of safety environment.
6. Summarize behaviors reflective of one’s professional growth in nursing leadership and management.

**Topical Outline:**
1. Leadership, Management, evidence-based teaching & practice
2. Communication: Oral, written, and electronic
3. Professionalism, policy, politics with trip to Statehouse
4. Change Theory, group dynamics, stages of group development
5. Organizational structure and communication
6. Finance and budget
7. Informatics and information literacy

**Methods of Instruction:**
This is a distance learning course allowing students access to the course information with flexibility of location and study schedule complimented by an active involvement in practicum with an RN preceptor currently in a leadership/management role. Evidence-based hybrid delivery incorporates staggered live meetings, strategically placed, to support the learning process. The World Wide Web and Elearning will be used to deliver the course providing conversations with the instructor and fellow students via threaded discussions and e-mail. Class discussion, literature, independent readings, electronic communication, written assignments, and projects will be included in the course in addition to the practicum and will be found on Elearning. A specific schedule found in the “Course Content” Section of the Elearning Home Page defines the time frame for the course content as well as due dates for assignments.

**Course Requirements & Assignments:**
1. **Technical Requirements:**
   Please review the distance learning orientation link at [http://www.ipfw.edu/dlearning/orientation](http://www.ipfw.edu/dlearning/orientation). This will provide answers to most of your questions about taking a distance learning course. Your Blackboard elearning course will be available the first day of classes, January 14. In order to access Blackboard, make sure your my.ipfw account is activated. You should be comfortable doing word processing, e-mail, management of e-mail attachments, downloading and uploading of files, and simple searches. For help using Blackboard elearning - On the left hand side of the Elearning LogIn screen is "Elearning Resources," including Student Tutorials. It also has a "Before you Begin" section and a "Troubleshooting" section. Students can also obtain help from our Help Desk at 260.481.6030.

2. **Class Discussion (Elearning and Live meetings):**
   The Discussion Boards (lecture and post conference) are intended for scholarly exchange. Substantive responses on the lecture discussion board, three times per week minimum, is expected to explore a nuance of the topic, validate with additional evidence, dispute claims with additional evidence and sources, and/or construct meaning. In addition, use post conference discussion board after each clinical to report experiences, challenges and resolutions, learning, accomplishments, growth, and ongoing progress on QI Project. In addition to your clinical post, read and absorb clinical posts within your small group. Contribute to peer posts with additional details, offer encouragement as appropriate, and challenge
thinking. Class discussion, individual assignments and group assignments are important components of this class and all contribute to enhanced learning outcomes. Students’ discussions resulting from analysis and synthesis of current literature, coupled with illustrations of real life experiences and observations in the practicum, will facilitate the achievement of several objectives. Questions for faculty: Send an email in Blackboard if you have a specific issue that requires my attention.

3. Course Assignments:
Course assignments are designed to foster stimulating learning experiences. Students are expected to read assigned chapters, library reserves, and additional professional literature related to the weekly content. Learning outcomes are dependent upon the degree of intellectual pursuit put forth by each individual. Students are accountable for information in the current IPFW Student Handbook and IPFW/Parkview Baccalaureate Student Information Manual.

The 5 credit option involves a 90 hour clinical with an assigned preceptor. Assignments are made with due consideration of student information supplied to faculty and availability of qualified preceptors. Final assignments will be announced week 2 during orientation. Hours are variable based on the preceptor’s work schedule. Post conference is conducted online with weekly participation an expectation. If you do not meet at clinical during a week, you are still expected to read and comment on peer postings. One outside continuing education offering (i.e. Trip to Statehouse) may be approved by the faculty if minimum practicum requirements are being met. Note: There are to be no clinical experiences during Spring Break starting 3/5/2010 through 3/14/2010.

Per Agency mandate and contracts, requirements for clinical must be current and on file in the nursing office. Orientations to agencies must be completed and forms submitted as directed. To continue in course after week 1, all records must be current and on file in the nursing department by Friday of the first week of class.

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<tr>
<th>QUIZ/EXAMS</th>
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<tr>
<td>PLEASE NOTE</td>
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<td>Question delivery: One at a time - no revisits</td>
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<tr>
<td>Note: questions must be answered in the order given. Questions can be skipped; but once a question has been answered or skipped, it cannot be revisited. (Delivery is similar to NCLEX)</td>
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<td>Quiz will be available in stated week starting Friday 8AM through Saturday 11:59PM.</td>
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<td>Final Exam: Minimum requirement of 75% average on quiz/exams is required. Final exam (cumulative) is required if minimum average not met. Score on final exam will replace an earlier earned quiz score. Final exam is optional for those who have earned the minimum requirement.</td>
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Course Evaluation and Assessment:
Module 1
(wk 1 1/15) Assignment 1 Self Introduction Online Discussion 1%
(wk 4 2/5) Assignment 2 Self Assessment - Leader paper 5%
(weekly) Assignment 3 Online Class & Post Conference Discussion 10%

Module 2
(wk 6 2/19) Assignment 4 Self Assessment – EQ paper 5%
(wk 7 2/23) Assignment 5 Group Project Classroom Presentation 20%
(wk 9 3/19) Quiz/Exam 1 10%
Module 3  
(wk 11 4/2) Assignment 6 Self Assessment – Finance paper 5%

Module 4  
(wk 14 4/23) Quiz/Exam 2 10%

Module 5  
(Fri 4/16 1:15-5:00pm) 2010 Spring Student Spectacular—Attendance Required 4%  
E-Portfolio BS Program Requirement  
(wk 14 Tues 4/20) Assignment 7: QI Project Paper (or 442-02M Research Paper) 20%  
(wk 15/16 Tues 4/27) Assignment 8 Interim E-portfolio Presentation 10%  
Submit E-Portfolio on CD for interim review in NUR 442

(wk 16 5/4 TBA) Final Exam (10%)  
Extra Credit (maximum 4 points – 2 projects @ 2 points possible on each) 4 points  
Added to final score after >75% earned on course and program requirements.

Department Announcements: (effective 1/1/2010)

Communication
The official university communication is by IPFW email using the university student email address. Email includes information sent to the nursing listserv. Students’ must maintain the mailbox, including sufficient space to receive emails. Students are responsible for information sent via email.

Services for Students with Disabilities
If you have a disability and need assistance, special arrangements can be made to accommodate most needs. Contact the Director of Services for Students with Disabilities (Walb, room 113, telephone number 481-6658), as soon as possible to work out the details. For more information, please visit the web site for SSD at http://www.ipfw.edu/ssd/

Classes in the nursing program will be canceled:
A. At all instructional sites if IPFW is officially closed by the administration of the university, or  
B. At the practicum or clinic site if it is closed by officials of that institution.
Decisions to close IPFW and practicum/clinic sites are left to the chief administrators of those respective facilities. In the event of inclement weather, listen to local radio or television announcements, go to www.ipfw.edu (a notice will appear at the top of the page), or call the campus weather emergency number, 481-6050 or 481-5770 for a recorded message.

Plagiarism
According to the American Psychiatric Association (2010), plagiarism is the representation of another authors work as your own. “The key element of this principle is that an author does not present the work of another author as if it were his or her own work” (p. 16).

The Plagiarism Policy of the nursing department indicates that any student who plagiarizes has committed academic dishonesty and misconduct which may lead to dismissal from the program or college. Any student, who has been identified to have plagiarized, will receive a zero for that assignment.
Undergraduate Grading Scale:
92 - 100 A
84 - 91 B
75 - 83 C
66 - 74 D
65 & Below F

Rounding
To pass a nursing course, the student must achieve 75% on exams without rounding. Example: a grade of 74.9% will be recorded as 74%.

Licensure Requirement
Students must have a 2.0 grade-point average to be eligible for graduation and to take the National Council Licensure Examination (NCLEX-RN). Purdue University is on a 4.0 scale.

Clinical Absence and Tardiness
In the case of illness or emergency that results in the student needing to miss clinical, it is the student’s responsibility to inform both the instructor and the clinical agency of absence. Attendance is required in all clinicals. Clinical absence must be made up. Repeated tardiness or not calling in for absence may result in clinical failure for unprofessional behavior. See the Absence Policy and Tardiness Policy in the Department of Nursing Student Information Manual Undergraduate Nursing Programs http://www.ipfw.edu/nursing/handbooks/undergrad-manual.pdf.

Grade Appeals Policy
Please refer to the College of Health and Human Services Grade Appeals Policy.

Student Conduct
Please refer to the College of Health and Human Services Grade Appeals Policy. Please refer to the Department of Nursing, Professional Misconduct Policy found in the Department of Nursing Student Information Manual Undergraduate Nursing Programs http://www.ipfw.edu/nursing/handbooks/undergrad-manual.pdf.

Professional Electronic (E) Portfolio
The Professional E-Portfolio has been adopted as a form of evaluation for the undergraduate nursing program. Students are encouraged to keep copies of all completed assignments (nursing and non-nursing), both electronically and hard copy.

Confidentiality
Maintenance of confidentiality is of primary importance in any method of patient data collection. Each student enrolled in a nursing course with an associated clinical must complete the Purdue HIPAA
PowerPoint self study, HIPAA Quiz earning 100%, and turn in the signed confidentiality agreements of Purdue University and IPFW College of Health and Human Services.

**Utilization of Patient Information**
No identifying patient information, including computer generated information, may be taken out of the agency. This includes such information as patient initials, date of admission, date of discharge, room number, and social security number.

**The Writing Center at IPFW**
You can improve your writing for any class by talking about your writing with a knowledgeable peer writing consultant in the Writing Center, Kettler G19. The staff will help you brainstorm, develop, and organize your ideas, work on issues of meaning and style, and learn to polish and edit your final draft. The Center is not a proofreading service; improving your writing takes time. To get the most from your visits: (a) sign up on the board outside KT G19 for 30 or 50 minute free appointments; (b) bring assignment, due dates, questions, ideas, and draft (if you have one); come early in the writing process, and (d) come regularly.

**Additional Resources for Writing**

**Computer skills**
To be successful in traditional or online courses, students should be able to:
- access Blackboard, the online course management system for IPFW, and maneuver within that environment
- access, send and receive e-mail
- send, receive, save and open an e-mail with an attachment
- locate an Internet web site given a URL
- use an Internet search engine (such as Google) to research information
- use a journal database to search for articles, i.e. EbscoHost, CINAHL, Medline
- create, save and print text documents in Microsoft Word
- save, locate, name and rename files on the computer hard drive or diskettes, jump drives (also called flash drives) or CD ROMS
- open pdf files, i.e. use Adobe Acrobat

If the student is unable to perform any of the skills listed, Information Technology Services offers free classes for students, called STEPS classes. The list of classes with dates, times, and places is available each semester on the ITS web page (http://www.ipfw.edu/casa/STEPS/). The STEPS class list is also available at all computer labs on campus.

*Updated 7/08, 1/09, 8/21/09, 1/2/2010 sjb  
12/21/07 Revisions for hybrid delivery S.Beckman  
12/21/06 Revisions for distance delivery A.Felteau and S.Beckman  
Acknowledgement of instructional design assistance during sp 2007: Anne L. Felteau, PhD, MBA, RN-BC, CNA-A, FACHE  
1990-2005 Annual revisions and updates*