Instructor Information

Dr. Meagan Rogers
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Course Information

Description of Course Content: Exploration of organizational strategies, leadership theories and societal trends with implications for decision making in health care. Provides introduction to management skills needed by professional nurses with clinical application in diverse settings. Prerequisites: NURS 4431, 4441, 4581. 3 Credit hours.

Student Learning Outcomes:
1. Apply leadership & management principles to nurse management roles/responsibilities in decision making, conflict resolution, communication, resource management, and advocacy.
2. Communicate and collaborate effectively in interpersonal, interdisciplinary groups & organizational contexts.
3. Demonstrate effective leadership skills in critical thinking, delegation, patient care management and conflict resolution.
4. Evaluate patient care delivery based on safety, clinical practice outcomes and by identification of potential risks and process improvement opportunities in patient care management.
5. Serves as role model of ethical conduct and professionalism consistent with the UTA College of Nursing and Health Innovation Code of Conduct and ANA Code of Ethics for Nurses.
6. Utilize healthcare and organizational resources efficiently and effectively to accomplish goals within a specified timeframe.
7. Utilize reflective evaluation of self and others regarding effective problem solving and decision making.

REQUIRED TEXTBOOK:
<table>
<thead>
<tr>
<th>Assignment/Exam</th>
<th>Description</th>
<th>Grade</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leadership and Management Analysis Paper</td>
<td>In a 3-5 page paper, students will synthesize all course learning and assessment results and analyze leadership and management principles such as roles, communication, power, and decision-making.</td>
<td>25%</td>
<td>Week 6</td>
</tr>
<tr>
<td>Interview Video and Reflection Journal</td>
<td>Students will complete a video-taped mock interview and complete a 3 paragraph reflection paper.</td>
<td>20%</td>
<td>Week 3</td>
</tr>
<tr>
<td>Situational Analysis (3)</td>
<td>Students will complete a total of 3 quizzes over course content: Week 1 Situational Analysis: Leadership, Delegation, and Decision Making Week 2 Situational Analysis: Communication, Conflict, and Advocacy Week 5 Situational Analysis: Fiscal Planning and Budgeting</td>
<td>15%</td>
<td>Weeks 1, 2, and 5</td>
</tr>
<tr>
<td>Discussion Boards (6)</td>
<td>Week 1: Leadership Style Discussion Week 2: Power and Conflict in Advocacy Discussion Week 3: Change on the Unit Discussion Week 4: Leadership and Employee Retention Discussion Week 5: Nurses as Resource Manager Discussion</td>
<td>15%</td>
<td>Weeks 1-5</td>
</tr>
<tr>
<td>Leadership Style Assessment</td>
<td>Students will complete a self-assessment of their leadership style then answer reflection questions.</td>
<td>15%</td>
<td>Week 1</td>
</tr>
<tr>
<td>Management Style Assessment</td>
<td>Students will complete a self-assessment of their management style then answer reflection questions.</td>
<td></td>
<td>Week 2</td>
</tr>
<tr>
<td>Civility Index Assignment</td>
<td>Students will complete the Clark Civility Index and reflect on their role in promoting civility and collaboration while creating an environment conducive to professional growth.</td>
<td></td>
<td>Week 4</td>
</tr>
<tr>
<td>CAPP Phase 1 (ATI)</td>
<td>Students will complete ATI Practice Assessment A or B and submit a Critical Points Worksheet</td>
<td>4%</td>
<td>Week 4</td>
</tr>
<tr>
<td>CAPP Phase 2 (ATI)</td>
<td>Students will complete the ATI Proctored Assessment and submit Active Learning Templates (if applicable)</td>
<td>6%</td>
<td>Week 5</td>
</tr>
</tbody>
</table>

### Grading Information

Students are expected to keep track of their performance throughout the semester and seek guidance from available sources (including the instructor) if their performance drops below satisfactory levels; see “Student Support Services," below.

#### Minimum Passing Criteria:
In order to successfully complete an undergraduate nursing course at UTA, the following minimum criteria must be met:

- 70% weighted average on major proctored exams
- 70% weighted average on major written assignments
- Completion of ATI CAPP (Comprehensive Assessment and Preparation Program) requirements

There are no major proctored exams or major written assignments in this course. For the final course grade there will be no rounding (i.e., 89.67=B, 69.99=D). Students must have a grade of C (70.00) or better to pass this course. ALL assignments count toward the required minimum course grade of 70.00. Late assignment submissions are not accepted and there are no opportunities for “make-up” assignments or to earn extra credit in this course.

#### Exam Policy:
Exam scheduling and administration procedures are standardized among all pre-nursing and upper-division courses in the pre-licensure nursing program. The full policy, located in the CONHI Policy and Handbook Library, includes details related to exam development, exam...
scheduling and accommodations, exam administration, testing environment, and post-exam procedures.

1. Excused Absences: legal obligation, military obligations, pre-approved university-sponsored events, emergency situations, religious holy days, death of family member, or illness
   - Requirements: To be considered for a re-scheduled exam, the student must notify faculty prior to exam start date and time; documentation of incident is required and must be provided within 48 hours following exam due date and time. Documentation for illness requires proof of a visit to a healthcare provider. There are no exceptions to this rule.
   - The make-up exam may include alternative questions and/or test format. There will be no point deductions for an excused exam absence.

2. Unexcused Absences: oversleeping, exam date oversight, computer / technical issues, or other reasons not listed under excused absences
   - Requirements: To be considered for a re-scheduled exam, the student must notify faculty with their request within 48 hours of the exam due date and time. The exam must be scheduled within 7 days of the original exam due date and time.
   - The make-up exam may include alternative questions and/or test format and will have a point penalty of 20 points.
   - A student may only have one unexcused absence per course. Subsequent unexcused absences will result in a ‘0’ on the exam.
   - Students will not be allowed to take exam in another section without penalty due to an unexcused absence.

3. Exam Tardy:
   - Proctored Exams: If a student arrives late to a proctored exam, they are only allowed the remaining time to complete the exam. For example, for a 60-minute exam, if a student arrives and has only 13 minutes left, that is all the time they will be given to complete their exam.

Comprehensive Assessment and Preparation Program (CAPP): All students enrolled in this course must participate in the Course Content Mastery Assessment, which is a component of the program’s Comprehensive Assessment and Preparation Program. The Course Content Mastery Assessment is worth 10% of the total course grade and consists of practice assessments, proctored assessments, focused reviews, and active learning exercises. After each proctored assessment, students are categorized into one of four proficiency levels:

LEVEL <1: Scores in the <1 category do not meet minimum expectations for performance in this content area.
LEVEL 1: Scores meeting the Proficiency Level 1 standard can be considered to meet the absolute minimum expectations for performance in this content area.
LEVEL 2: Scores meeting the Proficiency Level 2 standard can be considered to exceed minimum expectations for performance in this content area.
LEVEL 3: Scores meeting the Proficiency Level 3 standard can be considered to exceed most expectations for performance in this content area.

Phase 1 of the Course Content Mastery Assessment is worth 4% of the course grade. All students complete a Practice Assessment and submit three critical points for 5 Major Content Areas based on Topics to Review (for a total of 15 critical points). Critical Points must be handwritten, legible and accessible to receive credit. Students must complete all components of Phase 1 in accordance with the grading rubric by the due date to receive credit for Phase 1. Late assignment submissions will not be accepted.

Phase 2 of the Course Content Mastery Assessment is worth 6% of the course grade and is based on the score received for the proficiency level achieved. All eligible students must
complete the Proctored Assessment. Students scoring <1 will receive an Incomplete for the
course and will complete the Focused Review and hand-written Active Learning Templates for all
Topics to Review listed on the Individual Performance Profile. Active Learning Templates must
be handwritten, legible and accessible to receive credit. A learning contract from course faculty
will include a due date for completion of the Focused Review and Active Learning Templates
during the Incomplete period. Students who complete Focused Review and Active Learning
Templates by the assigned deadline in the Incomplete period will receive full credit for Phase 2
based on the score received for the Level achieved and progress in the program. Students
scoring <1 who do not satisfactorily complete Focused Review and Active Learning Templates by
the assigned deadline will not receive a passing grade in the course regardless of course grade
and will not progress to their next clinical course. The complete Comprehensive Assessment and
Preparation Procedure can be found here:
http://www.uta.edu/conhi/_doc/unurs/capp_procedure.pdf

**Late Assignment Submission:** Late assignments are not accepted in this course. It is the
student’s responsibility to contact their academic coach PRIOR TO an assignment deadline if
there is an extenuating circumstance preventing on-time assignment submission. Requests for
extensions will only be considered prior to assignment due dates.

**Grade Grievances:**
Any appeal of a grade in this course must follow the procedures as published in the College of
Nursing and Health Innovation Undergraduate Student Handbook
(https://www.uta.edu/conhi/students/policy/index.php).
In an attempt to resolve a complaint, the student must first make a serious effort to resolve the
matter with the individual with whom the grievance originated. Faculty of the course has the
primary responsibility for assigning grades. Appeals of the official grade assigned to a student
for a course will not, therefore, be considered at levels above the faculty unless a student offers
evidence of:

- Differential treatment – examples might be providing benefits such as extra time for
  assignments to some but not all students in the class; excluding some students
  from attendance or other course requirements, OR
- Procedural irregularities – examples might be adding a new requirement that was
  not listed in the class syllabus; using criteria for grades not made available to the
  student ahead of time.

More information about the university’s grade grievance policies can be found in the
Undergraduate Grading Policies section of the catalog
(https://catalog.uta.edu/academicregulations/grades/#undergraduatetext). Information regarding
grievances for matters other than grades is available in the Student Rights section of the catalog
(https://catalog.uta.edu/academicregulations/security/).

**Institution Information**

UTA students are encouraged to review the below institutional policies and informational sections
and reach out to the specific office with any questions. To view this institutional information,
please visit the Institutional Information page (http://www.uta.edu/provost/administrative-
forms/course-syllabus/index.php) which includes the following policies among others:

- Drop Policy
- Disability Accommodations
- Title IX Policy
- Academic Integrity
- Student Feedback Survey
Additional Information

Attendance:
At The University of Texas at Arlington, taking attendance is not required but attendance is a critical indicator of student success. Each faculty member is free to develop his or her own methods of evaluating students' academic performance, which includes establishing course-specific policies on attendance. As the instructor of this section, I require attendance at proctored exams. I do not track course participation for grading purposes but may review course resource utilization as an objective measure of student engagement. However, while UT Arlington does not require instructors to take attendance in their courses, the U.S. Department of Education requires that the University have a mechanism in place to mark when Federal Student Aid recipients “begin attendance in a course.” UT Arlington instructors will report when students begin attendance in a course as part of the final grading process. Specifically, when assigning a student a grade of F, faculty report must the last date a student attended their class based on evidence such as a test, participation in a class project or presentation, or an engagement online via Canvas. This date is reported to the Department of Education for federal financial aid recipients.

Student Support Services: UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include tutoring, major-based learning centers, developmental education, advising and mentoring, personal counseling, and federally funded programs. For individualized referrals, students may visit the reception desk at University College (Ransom Hall), call the Maverick Resource Hotline at 817-272-6107, send a message to resources@uta.edu, or view the information at http://www.uta.edu/studentsuccess/success-programs/programs/resource-hotline.php

The IDEAS Center (2nd Floor of Central Library) offers FREE tutoring to all students with a focus on transfer students, sophomores, veterans and others undergoing a transition to UT Arlington. Students can drop in, or check the schedule of available peer tutors at www.uta.edu/IDEAS, or call (817) 272-6593.

The English Writing Center (411LIBR): The Writing Center offers FREE tutoring in 15-, 30-, 45-, and 60-minute face-to-face and online sessions to all UTA students on any phase of their UTA coursework. Register and make appointments online at https://uta.mywconline.com. Classroom visits, workshops, and specialized services for graduate students and faculty are also available. Please see www.uta.edu/owl for detailed information on all our programs and services. The Library’s 2nd floor Academic Plaza offers students a central hub of support services, including IDEAS Center, University Advising Services, Transfer UTA and various college/school advising hours. Services are available during the library’s hours of operation. http://library.uta.edu/academic-plaza

Librarian Contact Information:
UTA Library: http://www.uta.edu/library/help/subject-librarians.php
Nursing Librarians: nursinglibrarians@uta.edu

CONHI Student Handbook: The Undergraduate BSN Student Handbook can be found by going to the following link: https://www.uta.edu/conhi/students/policy/index.php
Emergency Phone Numbers

In case of an on-campus emergency, call the UT Arlington Police Department at 817-272-3003 (non-campus phone), 2-3003 (campus phone). You may also dial 911. Non-emergency number 817-272-3381. Enter the UTA Police Department's emergency phone number into your own mobile phone.