

Reese Campus

Course Syllabus

COURSE: VNSG 1204 Foundations of Nursing
SEMESTER: Spring 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 9-12 or by appointment verified by email
OFFICE PHONE: 806-716-4680
E-MAIL: 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. 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

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| 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)

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| 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

SPECIFIC COURSE INFORMATION

TEXT AND MATERIALS

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

*Blackboard

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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. IF by chance we 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 course instructor and the program coordinator regarding the reasons for all absences. The course instructor and the program coordinator 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 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 by the 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. SPC will follow the recommended 5-day isolation period for individuals that test positive. Please note that day 0 is the date of positive test. Day 1 begins the first full day after the date of positive result. 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.

A student is clear to return to class without further assessment from DeEtte Edens, BSN, RN if they have completed the 5-day isolation period, symptoms have improved, and they are without fever for 24 hours without the use of fever-reducing medication.

Students must communicate with DeEtte Edens, BSN, RN prior to your return date if still symptomatic at the end of the 5-day isolation.

Exposed individuals will not be required to quarantine. If exposed, SPC does request individuals closely monitor themselves. If an individual does become symptomatic, please do not attend class and get tested.

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)

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

It is the responsibility of the student to be informed of class progress and assignments and to come to class 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 discussion boards, Vocabulary, Pop quizzes ATI Assignments/modules/quizzes and projects or group projects.

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.

All assignments must be completed by the assigned due date. Late and/or incomplete work will not be accepted and a grade of **zero** will be recorded. Assignments, quizzes, exams, and skills that are missed due to an unexcused absence may not be made up.

Students should retain a photocopy or computer-accessible file of all assignments turned in. Always have a backup copy. Some work is submitted via the Blackboard classroom.

Assignments are **not** accepted by email. You must submit via ATI course or via Blackboard 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, **otherwise, it will be recorded as a zero.** Again, it is your responsibility to make sure it is compatible and not blank.

All assignments will be due on their scheduled due date before 8 am NO late work will be accepted. See course schedule or grading rubric to determine if assignment should be submitted via blackboard or in box located in Ms. Saucedo's office.

COMPUTER USAGE

Students will be expected to utilize computers to access assignments, classroom resources and to take exams. All registered students are supplied with a working email account from South Plains College. To take exams, students must have their username and password.

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 in building 8 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. 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.**

- Grades will be posted to Blackboard for student to view.
- No exams will be given prior to originally scheduled exam.
- 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 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.**
- **Students who make below a 76 on a unit exam will need to complete an Exam Wrapper and schedule a time to meet with the course instructor. The student must meet with the instructor prior to the next exam. The instructor will send one email notification, but 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 make an appointment or show up for their scheduled appointment, the instructor will notate that and place it in the student file.**
- **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 course average of 76 or better and meet all class exit criteria for progression to next course

REMEDATION

- **Students who make below a 76 on a unit exam will need to complete an Exam Wrapper and schedule a time to meet with the course instructor. The student must meet with the instructor prior to the next exam. The instructor will send one email notification, but 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 make an appointment or show up for their scheduled appointment, the instructor will notate that and place it in the student file.**

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.

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:

- *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

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. Please refrain from:

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. No food is allowed in the classroom during lecture.
6. Using cell phones or passing notes during class time

ATTENTION: CELL PHONES ARE NOT ALLOWED DURING CLASS.

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.

The student is allowed to use the cell phone only during breaks, please keep cell phones in your car.

Should the above behavior disrupt the class, the student(s) can expect to be asked to leave the classroom.

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/.](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: _____