

**Nursing 310 Professional Essentials  
Summer 2017**

NOTE: Syllabus subject to change per instructor discretion

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**Office Hours:** online only  
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**Course Meeting Time/Location:** May 31, June 7, June 28 from 1300-1430  
Northcentral Technical College, Wausau Campus. Room 2003 in Center for Health Sciences

**Attendance is mandatory.**

**Course Description:**

Orientation to nursing major including skill building in writing, navigating the online environment, and components of professional nursing practice. (1 credit)

**Prerequisites:**

Major in Nursing

**Textbook Rental:** None.

**Recommended Reference Texts:**

American Psychological Association. (2010). *Concise rules of APA style* (6th ed.). Washington, DC: American Psychological Association.

Hacker, D., & Sommers, N. (2010). *Bedford handbook* (4<sup>th</sup> ed.). Boston: Bedford/St. Martin's. (later editions also available)

Additional readings are listed in each lesson.

**Course Learning Outcomes:**

Following completion of Nursing 310 Professional Essentials, students will:

1. Explain components of professional nursing practice
2. Demonstrate professional communication skills in an online environment
3. Demonstrate mastery of online nursing education technology
4. Utilize principles of evidence based practice
5. Demonstrate components of entry level scholarly writing in nursing while effectively using resources from various sources.

**Course Format:**

The class will meet face-to-face (F2F) on the dates specified earlier. The remainder of the course will be delivered online and may use modes including, but not limited to phone,

Skype, voiceover slides, or other means. All course-related materials are located on Desire 2 Learn (D2L). Students must have computer and internet access. Only campus email addresses will be used.

**Course Calendar:** Please refer to separate Course Calendar for assignment deadlines and other weekly activities.

**To assure success in this course, several strategies are recommended:**

1. Complete all assigned readings prior to the class in which they are covered. These will be outlined in the class schedule and/or given in class.
2. Print the Course Calendar to stay organized.
3. Use the resources provided in D2L for guidance and to ensure the quality of work.
4. Read assignment guidelines and rubrics before beginning work on learning activities. Review criteria frequently to ensure completeness and understanding of assignment expectations.
5. Read all e-mails and the announcements in D2L. Students are responsible for any information in either of these formats.
6. Contact instructor whenever necessary for clarification of student expectations.

**Statement of Student Time Commitment:**

For each week of a typical 8 week course, students are expected to spend a minimum three hours/week outside of class on coursework per credit. Therefore, for a one-credit course, approximately 48 hours is pro-rated over the given timeframe of the class, whether it is four, six, eight weeks, etc. This is a general guideline; course workload may vary each week depending on the assignments.

**Course Grade:**

Assignment	Percentage
Orientation/activities	15%
Draft of Scholarly Paper	10%
Scholarly Paper	25%
Presentation	20%
Discussion/participation	30%
Total	100%

**Grading Scale: Grades are NOT rounded.**

A	94-100
A-	90-93
B+	87-89
B	84-86
B-	80-83
C+	77-79
C	74-76
C-	70-73
D+	67-69

D            64-66  
F            <64

**Late assignments:** Late assignments will be docked 5% each overdue day, including weekends.

**Grade:**

Orientation: Three of the classes meet F2F. *Mandatory attendance is required to pass the course.* Materials for Orientation Day are listed in D2L ‘Content’ tab under ‘Orientation’.

Scholarly Paper: Students will complete a phased, scholarly paper founded on evidence/research and that requires correct application of writing principles and APA format. Submit draft and final paper to respective D2L dropboxes by the posted deadline. Refer to separate guideline in D2L under ‘Assignments’ tab.

**Turnitin:**

Instructors at UWSP use a software program called Turnitin® to check student work for plagiarism. The program is an instructional tool for students as well as they learn how to properly use research in their written work, from correct citation to creating accurate reference lists. Student assignments will be automatically submitted and an originality report will be produced. Papers with an originality report over 18% need revisions and citation corrections to bring the count below this number. Reports can take several hours to generate, therefore time must be built in to make necessary revisions before the paper due date.

Presentation: Students will design an electronic presentation based on the results of their research using a selected software program. Submit Presentation to D2L by the posted deadline. Refer to separate guideline in D2L under ‘Assignments’ tab.

Discussion/participation: Discussions will take place asynchronously in D2L under the ‘Discussions’ tab. This is a platform to discuss readings, reflect on experiences, pose questions for further exploration and challenge thinking in the effort to facilitate mutual learning. Small assignments may be part of this weekly activity. Grade is based on attendance and meeting criteria outlined in the Discussion and Participation Guideline found in D2L under ‘Assignments’ tab.

**POLICIES**

**Academic Integrity**

The board of regents, administrators, faculty, academic staff and students of the University of Wisconsin system believe that academic honesty and integrity are fundamental to the mission of higher education and of the University of Wisconsin system. The university has a responsibility to promote academic honesty and integrity and to develop procedures to deal effectively with instances of academic dishonesty. Students are responsible for the honest completion and representation of their work, for

the appropriate citation of sources, and for respect of others' academic endeavors. Students who violate these standards must be confronted and must accept the consequences of their actions. (Excerpt from UWSP 14.01 STATEMENT OF PRINCIPLES). Refer to the following website for the entire policy, including information on consequences of violating academic integrity:  
[http://www.uwsp.edu/accreditation/docs/SA\\_PU\\_250.04.pdf](http://www.uwsp.edu/accreditation/docs/SA_PU_250.04.pdf)

### **Academic Accommodations**

Support services are available for students with disabilities. Any student who has a disability and is in need of classroom and/or exam accommodations, please discuss with the instructor and contact the campus Office of Disability Services, 103 Student Services Center, 1108 Fremont Street.

### **Confidentiality**

When communicating information online or face to face based on personal or work-related experiences, keep in mind rules and policies of Family Educational Rights and Privacy Act (FERPA) and Health Insurance Portability and Accountability Act of 1996 (HIPAA). It is expected that students will judiciously protect the privacy of patients, peers, family, or agency/institution by not disclosing confidential information outside of the course. To maintain anonymity methods such as alias or initials should be used. For more information on these laws, please refer to the following Web sites:

FERPA <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/students.html>

HIPAA <http://www.hhs.gov/ocr/privacy/hipaa/understanding/summary/index.html>

### **Netiquette**

All members of the class are expected to follow the rules of common courtesy with all online correspondence. Be careful of the tone and content of online communication. Without facial expressions and voice inflections, misunderstandings can occur and the comments can be deemed as inappropriate or offensive. Unacceptable online conduct includes, but is not limited to, postings that are racist, derogatory, inflammatory, condescending, rude or in any way offensive. Persistent abuse of online etiquette may result in disciplinary action.

[The Core Rules of Netiquette \(http://www.albion.com/netiquette/corerules.html\)](http://www.albion.com/netiquette/corerules.html).

### **Social Media Policy**

Consistent with American Nurses Association (ANA) principles for social media, whatever is posted on a social media site (Facebook, Twitter, YouTube, LinkedIn, etc.) instantly becomes available to the public, so keep content appropriate and confidential matters private. Regardless of the privacy settings, content can easily be made available to those outside of the user's preference settings. Be aware that all University and legal guidelines, such as Family Educational Rights and Privacy Act (FERPA) and Health Insurance Portability and Accountability Act of 1996 (HIPAA), also apply in social media sites.

The following is adapted from the American Nurses Association (ANA) Principles for Social Networking:

1. Nurses must not transmit or place online individually identifiable patient information.
2. Nurses must observe ethically prescribed professional patient — nurse boundaries.
3. Nurses should understand that patients, colleagues, institutions, and employers may view postings.
4. Nurses should take advantage of privacy settings and seek to separate personal and professional information online.
5. Nurses should bring content that could harm a patient’s privacy, rights, or welfare to the attention of appropriate authorities.

For more information:

<http://www.nursingworld.org/FunctionalMenuCategories/MediaResources/PressReleases/2011-PR/ANA-NCSBN-Guidelines-Social-Media-Networking-for-Nurses.pdf>