Administration Practicum II
MSNA-5232
Spring 2020  Section 1N  2 Credits  01/21/2020 to 03/13/2020  Modified 01/17/2020

Meeting Times
This is an online course. Students are expected to log in at least three times per week.

Contact Information
Dr Greg Friesz
Email: gdfriesz@lamar.edu
Phone: 559.471.6888
Office Hours: By appointment

Catalog Description
Apply quality improvement models to work with human resources in a healthcare organization through a preceptored experience.
Prerequisite: MSNA 5221 Prerequisite or Concurrent: MSNA 5331
Offered: Spring

Outcomes

Student Learning Outcomes

1. Examine staffing, fiscal management, and quality improvement programs in a selected healthcare organization by applying management concepts.
2. Evaluate the nurse administrator’s roles and responsibilities in relation to organizational planning, fiscal and personnel management, and quality improvement.
3. Implement selected aspects of the administrative process under the guidance of an administrative preceptor.
4. Demonstrate skill in the advanced nursing practice role, such as, leader, manager, collaborator, researcher, or teacher, from professional, organizational and personal perspectives within an ethical and legal framework.
5. Integrate research findings in nursing administration processes.

*Please see the Lamar University JoAnne Gay Dishman School of Nursing Student Handbook for your program/track for more information.

Course Materials

Course Content Outline

1. Discuss advanced nursing practice role experiences
2. Discuss issues/problems, staffing, fiscal, quality and patient health and safety improvement programs.
3. Discuss implementation of selected aspects of the preceptor’s role and discuss further the issues / problems, change theory, staffing, fiscal, quality and patient health and safety improvement programs.
4. Share research findings in the nursing administrator’s role.
5. Discuss overall progress in meeting course objectives

Texts
Use of texts from previous Nursing Administration courses will be used in this course along with current, relevant journal articles.

Course Policies

Course Management Policies
The policies of the School of Nursing are published in the Lamar University Dishman School of Nursing Graduate Nursing Studies Student Handbook. The policies are designed to provide guidance through the many processes that accompany the learning experiences in the nursing programs. Students are expected to be aware of and adhere to the policies as published.

Participation Requirements
Students should log into the course each day and check for updates and announcements. Students must be actively participating in their online course 3 out of 7 days a week. Participation is required in the discussion threads by posting your own original post and then posting engaging comments or questions (at least two) with other peers per week. etc.

Course Evaluation
Lamar University encourages students to evaluate online the courses they take and the instruction they receive via a contract with a national company, OnlineCourseEvaluations.com. The evaluation instruments themselves were developed by LU faculty and administrators. Evaluation windows for fall and spring courses open two weeks before the final examination period and close at the end of the last class day. The student is notified of the specific dates at his/her LU Connect e-mail address. If course evaluations are given during summers, mini semesters, and other compressed terms, evaluation windows are extended past the last class meeting. Evaluations are completely anonymous, and neither LU faculty nor LU administrators have the ability to determine the name of the student who completed a specific evaluation form. The primary purpose of course evaluation is the improvement of instruction. That is, after the semester has ended and grades have been awarded, faculty are able to access the results of student course evaluations, to include all student comments. Faculty analyze the data and read the comments, and often use student observations and suggestions to make changes in course content and delivery. The results of course evaluations are also used by chairs and deans as one factor in decisions involving merit pay, tenure, and promotion. Both the administration and faculty take student input via course evaluations very seriously, and faculty encourage students to participate in this process. Any questions or comments students have about the process should be addressed to the University Assessment Coordinator, at 409-880-2385.

Response Times
Feedback on all assignments will provided within 7 days. Questions posed via email or discussion board will receive a response within 48 hours.

Accreditation Standards

ACEN-Accreditation Commission for Education in Nursing: www.acenursing.org

Credit Hour Allotment
3

Teaching Strategies
Formal and informal discussions, multimedia presentations, reading, and written assignments.

Teaching Learning Theories
Adult
Evaluation

Evaluation Methods and Grading

Grade Scale
A = 100 - 90
B = 89 - 80
C = 79 - 75
D = 74 - 60
F = 59 - 0

1. Four Module Discussions at 5% each 20%
2. Part One of Course Paper 5%
3. Part Two of Course Paper 5%
4. Final Paper (Includes parts 1-3) 25%
5. Mid-term evaluation completed by student and preceptor 10%
6. Final evaluation completed by student, preceptor, and faculty 20%
7. Three Journal Entries at 5% each 15%

Total 100%

Late Assignment Policy for Online Students

Late work in online courses is not acceptable. The structure of web-based courses provides due dates for assignments. Use of the assignment drop-box adequately informs students when course assignments are due. Penalty for late work is at the discretion of the faculty member. The penalty will not exceed 10% of the assignment grade per day. If the online delivery system is not available for submission, then email can be used as a backup submission system. Faculty may make exceptions after individual consultation. An incomplete must be completed in one long semester. Requests for incomPLEtes are granted only if they fall within the Lamar University Policy for IncomPLEtes. Extensions of IncomPLEtes may be granted for extenuating circumstances only. (Fall 2007, Graduate Faculty)

Institutional Policies

Academic Honesty Policy

Lamar University expects all students to engage in academic pursuits in a manner that is above reproach. Students are expected to maintain complete honesty and integrity in their academic experiences both in and out of the classroom. Any student found guilty of dishonesty in any phase of academic work will be subject to disciplinary action.

The University and its official representatives may initiate disciplinary proceedings against a student accused of any form of academic dishonesty including, but not limited to, cheating on an examination or other academic work which is to be submitted, plagiarism, collusion, and the abuse of resource materials.
All persons involved in academic dishonesty will be disciplined in accordance with University regulations and procedures. Discipline may include failure of the assignment and/or course up to suspension or expulsion from the university. The penalty may vary by instructor.

Additional information is available on the Academic Policy website (https://students.lamar.edu/academic-support/academic-policies.html).

Course Drop Policy
Students may drop a course and receive a grade of “Q” during the penalty-free period of the semester or session. For drops after this penalty-free period, grades are recorded as "Q" or "F," indicating the student was passing or failing at the time of the drop. A grade of “Q” may not be assigned unless an official drop has been processed through the Records Office. Students may drop a course online up to the census day by logging into Self-Service Banner. After the census day, courses must be dropped through the Records Office. For additional help, contact the academic advisor or the Records Office at registration@lamar.edu. Students may not drop a course during the last 20 percent of the term. Students should check the academic calendar at https://www.lamar.edu/academic-calendar (https://www.lamar.edu/academic-calendar) for specific dates.

Students with Disability Policy
Lamar University is committed to providing equitable access to learning opportunities for all students. The Disability Resource Center (DRC) is located in the Communication building, room 105. Office staff collaborate with students who have disabilities to provide and/or arrange reasonable accommodations.

If you have, or think you may have, a disability (e.g. mental health, attentional, learning, chronic health, sensory, or physical), please contact the DRC at 409-880-8347 or drc@lamar.edu to arrange a confidential appointment with the Director of the DRC to explore possible options regarding equitable access and reasonable accommodations.

If you are registered with the DRC and have a current letter requesting reasonable accommodations, we encourage you to contact your instructor early in the semester to review how the accommodations will be applied in the course.

Additional information is available at the DRC website (http://www.lamar.edu/disability-resource-center/).

Academic Support
Academic Support can be located at http://students.lamar.edu/academic-support/index.html.

There are many areas (i.e. Advising, Writing Center, etc.) of academic support. Each area provides their own specific contact information and days and hours of operation.

Student Services
Lamar University recognizes that students may experience challenges that hinder success in their academics and/or college experience. We believe in giving all students access to resources that allow them to overcome these challenges. If you are struggling with stress, procrastination, anger management, depression, anxiety, substance abuse and/or eating disorders, please reach out to our counseling professionals at the Student Health Center at 880-8466 to call for an appointment or visit our website https://www.lamar.edu/students/student-engagement/student-health-center/index.html for more information about our services.

Students who face challenges securing food or housing, tuition and/or books and believes this may affect their performance in the course is urged to contact the LU Strong program. The program is located in the Setzer Student Center, Room 230 at 409-880-8458 or at lustrong@lamar.edu. Furthermore, please notify your professor if you are comfortable in doing so. This will enable them to provide any additional resources they may possess.

Your information and situation will be treated with the utmost privacy and is protected by Texas law. These services are available to all currently enrolled students at Lamar University and Lamar Institute of Technology.

Information on Student Services can be located at http://students.lamar.edu/index.html. There are many resources (i.e. Course schedules, important phone numbers, etc.) available. Each area provides their own specific contact information and days and hours of operation.
Academic Continuity Policy

In the event of an announced campus closure in excess of four days due to hurricane or other disaster, students are expected to check Lamar University’s website and login to LU Connect for instructions about continuing courses remotely.

Emergency Procedures

Many types of emergencies can occur on campus; instructions for severe weather or violence/active shooter, fire, or chemical release can be found at the Office of Environmental Health/Safety and Risk Management (https://www.lamar.edu/about-lu/administration/risk-management/index.html) webpage.

Severe Weather

Follow the directions of the instructor or emergency personnel.

Seek shelter in an interior room or hallway on the lowest floor, putting as many walls as possible between you and the outside.

If you are in a multi-story building and you cannot get to the ground floor, pick a hallway in the center of the building.

Stay in the center of the room, away from exterior walls, windows, and doors.

Violence/Active Shooter

CALL - 7777 from a campus phone (Text 409-241-8002 from a cell phone). Note: Calling 911 from either a campus or cell phone will contact the City of Beaumont dispatch rather than the LU police.

AVOID - If possible, self-evacuate to a safe area outside the building. Follow directions of police officers.

DENY - Barricade the door with desks, chairs, bookcases or any other items. Move to a place inside the room where you are not visible. Turn off the lights and remain quiet. Remain there until told by police it is safe.

DEFEND - Use chairs, desks, cell phones or whatever is immediately available to distract and/or defend yourself and others from attack.

Copyright Policy Statement

Copyright is defined as the ownership and control of the intellectual property in original works of authorship which are subject to copyright law. As an institution of higher learning that values intellectual integrity, Lamar University prohibits the distribution of published materials (print or electronic) in violation of copyright law.

LU Connect Portal

Students are asked to obtain a Lamar Electronic Account username and password so they can log onto the LU CONNECT website. Students may get information on how to get into the LU CONNECT website from the University's homepage (http://www.lamar.edu) by clicking on the LU CONNECT link on the left top corner of the screen. Follow the steps to secure your LU CONNECT username and password.

LU Learn/Blackboard Learning Management System (LMS)

Students will utilize the Lamar University’s Learning Management System (LMS), Blackboard, for online courses.

For Blackboard technical support go to https://blackboardsupport.lamar.edu.

Phone: 866-585-1738

Phone and chat are available 24/7/365

Exams and quizzes taken within LULearn (Blackboard) may require online proctoring. Lamar University uses Proctorio for online proctoring. For additional information about online proctoring click here (https://www.lamar.edu/lu-online/student-support-services-quick-links/index.html#proctoring-services) and view details under proctoring services.

Network Use
ACCEPTABLE USE

Students must respect the integrity and security of Lamar University computer systems and network, and the privacy and preferences of other users. Responsibility for learning about and complying with Lamar University Acceptable Use Policy ultimately rests with the individual. The network may be used to download, copy, or store any software, shareware, digital media files or freeware, as long as the use complies with copyright law licensing agreements, and campus policies, such as storage space limitations and network bandwidth restrictions. The network may not be used for any activity, or to transmit any material, that violates United States or local laws.

UNACCEPTABLE USE

The network may not be used for commercial purposes. Advertising and sponsorships on Lamar University websites is restricted. In addition, students may not permit other persons to use their usernames, passwords, accounts or disk space, or disclose their usernames, passwords or account information to any third party. Students may not log on to someone else's account, internet address, or other network codes, or attempt to access another user's files. Students may not create false or dummy accounts to impersonate someone else. Students may not try to gain unauthorized access ("hacking") to the files or computer systems of any other person or organization. Students may not impersonate another person by forging e-mail, web pages or other electronic media. Students who maliciously access, alter, delete, damage or destroy any computer system, computer network, computer program, or data will be subject to disciplinary action by Lamar University, and criminal prosecution as well. Students may not disrupt or attempt to disrupt network traffic, and they may not attempt to monitor or capture network traffic in any way. Finally, students may not intentionally create, store, display, print or transmit information that violates the university’s Sexual Harassment Policy.

Netiquette (Online Etiquette) Statement

Please adhere to the same standards of behavior and professional respect online that you would follow in face-to-face communication with others, but most particularly when writing email and when taking part in collaborative and discussion board activities. Lamar provides access to network resources, including the Internet, in order to support learning and to prepare students for the 21st century world. Students, however, are expected to adhere to the Lamar University Acceptable Use Policies when Using Networks. More comprehensive student code of conduct can be found at https://students.lamar.edu/academic-support/code-of-conduct.html.

GENERAL GUIDELINES TO RESPECT ALL PARTICIPANTS

- Respect the right of each person to disagree with others.
- Treat people the same as you would face-to-face.
- Respect the time of others.

GUIDELINES WHEN COMMUNICATING WITH OTHERS (EMAIL, DISCUSSIONS, BLOGGING, AND ETC.)

- Always sign your name to any contribution you choose to make.
- Be constructive in your responses to others in the class.
- Do not use all caps (Doing so may be interpreted as shouting).
- Re-read your postings before sending them.
- Always think before you write.
- Respond respectfully.
- Use appropriate grammar and structure.
- Spell-check your postings.
- Use short paragraphs focused on one idea.
- Use appropriate business language at all times.

Technical Support

Technical Support can be located at http://students.lamar.edu/it-services-and-support/index.html.

Phone: 409-880-2222
Email: servicedesk@lamar.edu

Hours of Operation (CST):
Monday - Thursday 7:30 a.m.-12:00 a.m.
Friday 7:30 a.m. - 7:30 p.m.
Attendance Verification

Students must complete an Attendance Verification Quiz for ALL COURSES - both on-campus and online - in which they are enrolled each term by the third class day to comply with U.S. Department of Education attendance requirements. Failure to complete this quiz by the deadline may result in loss of course enrollment and/or financial aid. The quiz is located in EVERY COURSE through LULearn (Blackboard) even if the course meets on campus.

Course Subject Outline

<table>
<thead>
<tr>
<th>Date</th>
<th>Content</th>
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<tbody>
<tr>
<td>January 21</td>
<td>First Class Day</td>
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<td></td>
<td>Practicum Experiences may not begin until all necessary forms have</td>
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<td>been completed and you have received the &quot;all clear&quot;. Students without</td>
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<td>proper document completion on the first class day must drop and re-</td>
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<td>enroll in the next semester offered.</td>
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<tr>
<td>Module I</td>
<td>Introduction is due by Friday, January 24th</td>
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<td>Weeks 1-2</td>
<td>Submit topic for Administrative Innovation Paper by Monday, January</td>
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<td>January 21 -</td>
<td>27th. You must have approval for this topic before you begin. Please</td>
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<td>February 2nd</td>
<td>submit in submission area.</td>
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<td>Your initial response to the Module I Discussion Question is due by</td>
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<td>Friday, Monday, January 27th. At least two responses to peers' initial</td>
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<td>posts are due by Sunday, February 2nd.</td>
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<td>Part One of the Administration Innovation Paper is due by Sunday,</td>
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<td>February 2nd.</td>
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<td>First journal reflection is due by Sunday, February 2nd.</td>
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<td>Module II</td>
<td>Your initial response to the Module II Discussion Question is due by</td>
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<td>Weeks 3-4</td>
<td>Saturday, February 8th. At least two responses to peers’ initial posts</td>
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<td>February 3 -</td>
<td>are due by Sunday, February 16th.</td>
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<td>February 16</td>
<td>Part Two of the Administration Innovation Paper is due by Sunday,</td>
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<td>February 16th.</td>
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<td>Your second journal reflection is due by February 16th.</td>
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<td>You should have at least 30 practicum hours documented by Sunday,</td>
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<td>February 16th.</td>
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<td>Module III</td>
<td>Your initial response to the Module III Discussion Question is due by</td>
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<td>Weeks 5-6</td>
<td>Saturday, February 22nd. At least two responses to peers’ initial posts</td>
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<td>February 22 -</td>
<td>are due by Sunday, March 1st.</td>
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<td>March 1</td>
<td>Your third journal reflection is due by Sunday, March 1st.</td>
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<td>64 practicum hours must be complete by Sunday, March 1st.</td>
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<td>Module IV</td>
<td>Your final Administration Innovation Paper is due by Monday, March 2nd.</td>
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<td>Weeks 7-8</td>
<td>You must schedule your final evaluation with your preceptor and myself</td>
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<td>March 2 - March</td>
<td>via telephone by Monday March 9th. I am available March 2nd, 6th, and</td>
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<td>13</td>
<td>9th after 12 noon. Please plan ahead with your preceptor.</td>
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<td>Your initial response to the Module IV Discussion Question is due by</td>
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<td>March 10th. At least two responses to peers’ initial posts are due by</td>
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<td>March 12th.</td>
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<td>Please complete the final online course evaluation by March 13th.</td>
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<tr>
<td>March 13</td>
<td>Final Class day</td>
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Other Course Requirements