Administration Practicum I
MSNA-5221

Meeting Times

Online course. Students are expected to log in at least three times per week.

Contact Information

Dr. Greg Friesz
gdfriesz@lamar.edu

Virtual Office hours Monday through Thursday from 7p to 8p

phone: 559.471.6888

Catalog Description

Apply midlevel change and systems theory for planning and organizing healthcare delivery through a preceptored experience.
Prerequisite or Concurrent: MSNA 5321 Offered: Fall

Objectives

See Outcomes

Outcomes

Student Learning Outcomes

Through participation in a practicum experience with a skilled nursing administrator, the student will participate in the administrative process and will:

1. Analyze a healthcare organization in relation to mission, vision, and philosophy.
2. Collaborate with healthcare administrators in resolving selected organizational problems and issues.
3. Analyze the nurse administrator’s role, functions, and relationships with other members of the organization.
4. Analyze resources utilized in achieving the organization’s patient care and financial goals.
5. Utilize theories to plan and organize an innovative approach to a system issue or problem.

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

Course Materials

Required Texts
None. You will be using texts from previous courses and current, relevant journal articles.

**Course Content Outline**

I. Discuss practicum setting; organizational structure and processes.

II. Analyze nurse administrator’s relationships with other members of the organization, the nurse administrator’s power, and responsibilities within the organization.

III. Discuss resources used in meeting the organizational patient care and financial goals.

IV. Collaborate with administrators in responding to an organizational issue or problem through integration of nursing research, theories, and appraisal of innovative strategies.

V. Ongoing reflection on administrative experiences in the practicum setting through journaling.

**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.

**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](http://www.acenursing.org)

**Credit Hour Allotment**

2

**Teaching Strategies**
Observation and participation at practicum site with preceptor

Journaling

Written assignment

Teaching Learning Theories

Adult

✔ Evaluation

**Evaluation Methods and Grading**

**EVALUATION METHODS & GRADING**

Grading Scale

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>100-90</td>
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<tr>
<td>B</td>
<td>89-80</td>
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<tr>
<td>C</td>
<td>79-75</td>
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<tr>
<td>D</td>
<td>74-60</td>
</tr>
<tr>
<td>F</td>
<td>59-0</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Activity</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Practicum experience / evaluation meeting practicum objectives with input by preceptor (course objectives 1-5)</td>
<td>(Mid-term = 10%/Final = 25%) 35%</td>
</tr>
<tr>
<td>Reflective / evaluative journal of practicum meeting clinical objectives (course objectives 1-5)</td>
<td>(14 weeks) 15%</td>
</tr>
<tr>
<td>Discussions (X 5)</td>
<td>25%</td>
</tr>
<tr>
<td>Nurse Executive Summary (NES) Project (course objective 2)</td>
<td>25%</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
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</tbody>
</table>

**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**

**COVID-19 Statement**

Lamar University returns to the 2021-2022 academic year after a pandemic that lasted more than 15 months. We will open for
business without requirements for masks, vaccination requirements, or social distancing, as announced by Governor Abbott on July 29. However, for the health and safety of all concerned we encourage all faculty, staff, and students to take advantage of the free vaccines (available throughout the region and at the Student Health Center) as soon as possible. We strongly recommend that everyone continue to practice good personal hygiene practices including regular handwashing and/or use of hand sanitizing products when soap and water are not readily available. Please show respect to those who choose to practice social distancing measures and wear face coverings.

Everyone is asked to continue to self-screen for any signs or symptoms of COVID-19. Please seek medical attention if you begin to feel ill. Members of the Lamar community share significant and unrelenting responsibilities. As members of the larger world community, we have not only the opportunity but the duty to develop and to exhibit a sense of social responsibility. We are responsible for each other and each of us must do what we can to protect our Lamar family and to remember that we have especially vulnerable populations among us (i.e., Lamar community members with chronic illnesses or disabilities, children, and factors that predispose many to respiratory ailments). As we look out for one another, our choices are of the utmost importance.

Should state or federal guidelines change, we will provide updates as soon as practicable.

**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.

**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).

**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 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 https://www.lamar.edu/students/#acad-supp.

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](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](https://www.lamar.edu/students/student-engagement/student-health-center/index.html). 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](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.*

**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 form 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.
Saturday 9:00 a.m. - 6:00 p.m.
Sunday 3:00 p.m. - 12:00 a.m.

Course Subject Outline

<table>
<thead>
<tr>
<th>Date</th>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/23/21</td>
<td>Course start date</td>
</tr>
<tr>
<td>Weeks 1-5</td>
<td>Review Module I content</td>
</tr>
<tr>
<td>8/23/21-9/26/21</td>
<td>Practicum Experience is initiated (Students must receive clearance to begin from course faculty before beginning practicum). ANA COVID resources quiz must be completed prior to practicum hours. Concurrent Reflective Journals for all weeks. Please include the course outcome(s) that you met that week. Even if you accrued no practicum hours in the current week, post that. Please use the journal template provided in the Course Resources section. (These are due by Sunday of each week. Failure to post within a week will results in a zero for that week). First discussion due Sunday, August 29. Second discussion due Sunday, September 12.</td>
</tr>
</tbody>
</table>
Weeks 6-10  
9/27/21-10/30/21  

**Review Module II content**  
Practicum Experience continues-40+ hours accumulated  
Concurrent Reflective Journals for all practicum weeks (due by Sunday of each week)  

Third discussion due Sunday, October 3. This is also worth 3 practicum hours. Be sure and reflect this on your weekly log to receive credit.  
Fourth discussion due Sunday, October 17.  
Fifth discussion due Sunday, October 31. This is also worth 3 practicum hours. Be sure and reflect this on your weekly log to receive credit.  
Midterm Evaluations completed. Please meet with your preceptor and have them complete the midterm evaluation with you. Both parties will sign. Please upload this into the appropriate assignment section. Failure to complete the midterm evaluation will keep you from progressing in the course. This is due by Friday, October 15.  
NES topic selected

Weeks 11-15  
10/31/21-12/14/21  

**Review Module III content**  
NES Assignment due Sunday, November 7.  
Conclude Practicum Experience-96 hours. These MUST be completed by Friday, December 3 at the very latest.  
Concurrent Reflective Journals for all practicum weeks (due by Sunday of each week).  

Final Evaluations completed. Your final practicum evaluation must be completed by Friday, December 10, 2021 at the very latest. No exceptions. Please schedule a phone meeting with you, your preceptor, and myself.  
Course evaluations due 12/14/21  
Final Class Day 12/14/21

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**Additional Items**

**Other Course Requirements**

See Course Packet for Practicum Requirements.