Oklahoma State University Institute of Technology
Online Common Syllabus
Spring 2018

NURS1143: PROFESSIONALISM IN HEALTHCARE

This Course provides an understanding of the importance of professionalism and the need to perform in a professional, ethical, legal, and competent manner. This course will describe professional standards that apply to all health care workers- the "common ground" that everyone shares in providing the highest quality of health care and service excellence for patients, visitors, and guests.

Course Purpose:
The purpose of this course is for the student to learn the importance of professionalism. This course will describe the professional, ethical, legal, and competent expectations for the healthcare profession.

Type of course: Theory
Credit Hours: 3 credit hours = Total contact hours = 48 hours
Class length – Full Semester
Class format – Fully Online
Required synchronous meetings: N/A
Prerequisites: N/A

Instructor Name: Shawnna Wilhite, MSN, RN   **Instructor Phone:** (918)293-5149
Office: Nursing and Health Sciences Center/Suite #120
Instructor email: Shawnna.wilhite@okstate.edu
Contact: Feel free to call my office or stop by if you need "face to face" time, otherwise I prefer email and will answer it promptly. Please include the course number or title in the subject line of your email for the most efficient response time; ex. NURS 1143 or Professionalism in Health Care. All communication will be returned within 24-48 business hours of receipt.

Instructor's Office Hours: Tuesday/Wednesday/Friday 0830-1200 (CST) and By Appointment
Division Name: School of Nursing and Health Sciences
Division's Main Phone: 918-293-5337

REQUIRED TEXT, REFERENCES, AND MATERIALS

Texts:	Job Readiness for Health Professionals: Soft Skills Strategies for Success (2nd ed), Elsevier. (2017). Elsevier Saunders. ISBN-978-1455726974
Materials:	Note-taking materials, email, Internet access, enrollment in Online Classroom
Uniform/Tools:	None
Estimated Cost for Materials:	$ 59.95
Estimated Cost for Uniform/Tools:	$ None

Optional Resources: None

Upon completion of the course, students should:

COURSE OBJECTIVES	ASSESSMENT OF OBJECTIVES
Describe professional performance expectations	Competency will be demonstrated through completion of online quizzes, assignments, and discussion forum with a total class average of 70% or greater.
Emphasize customer service and standards of care behaviors	
Reinforce corporate mission, values, teamwork, and quality improvement initiatives	
Outline corporate compliance, HIPAA, and policy/procedure training	
Support performance, skills enhancement, and career planning activities	

Aspects of the course objective assessments may be used in the university's assessment of student learning. If applicable, an asterisk (*) above indicates this assignment is used in the university assessment program.

COURSE ACTIVITIES
In this course students will:

- Complete reading assignments
- View PowerPoint presentations for each lesson
- Participate in Discussion Forums
- Complete Quizzes
- Complete a Professional

EVALUATION - GRADES WILL BE BASED ON THE QUALITY AND COMPLETION OF THESE TASKS:

*Quizzes………………………..40%
Introduction……………………10%
Discussion Questions………….. 30%
Assignments…………………….20%

Total…………………100%

OSUIT Grading Scale
A = 90-100
B = 80-89
C = 70-79
D = 60-69
F = 59 & below

* The student's grade for the quizzes will be used in the university's assessment of student learning. A 70% competency or higher receives a Pass rating. This Pass/Fail rating is independent of the student's course grade.

Daily and/or weekly quizzes, small weekly assignments and similar type projects: Normal return time to student by next class meeting or no later than one (1) week.

Extensive assignments, large lab projects, extensive quizzes, exams and similar type projects: Normal return time to students in one (1) to two (2) weeks.

RECOMMENDED STUDENT COMPENTENCIES/SKILLS
Reading competencies as defined by OSUIT
Ability to use Microsoft office
Ability to navigate the Online Classroom to complete quizzes, discussion posts and assignments
Ability to complete a professional resume

AUTHORIZED TOOLS
Students may use any/all course materials, including books and notes, while taking quizzes. All quizzes and written assignments are to be completed independently; no collaboration with classmates is permitted and any instance of such will be considered academic dishonesty.

LATE WORK
Although discussion forum and quizzes must be completed on time, you may work ahead if desired. **Again, all work is expected to be complete by the due date posted in the course schedule. Late work is not accepted.** Please contact me in a timely manner via email or phone if you have any questions or problems. If you have issues such as technical problems or an emergency that will not allow you to complete your assignments on time please contact me prior to the due date. It is at the instructor's discretion to allow extra time to complete assignments due to unforeseen circumstances.

TESTING
Students may use any/all course materials, including books and notes, while taking quizzes. All quizzes are to be completed independently; no collaboration with classmates is permitted and any instance of such will be considered academic dishonesty.

ON-LINE COURSE INTERACTION
OSUIT requires all online courses to include interaction between students, peers and instructors. Our online courses use a variety of tools to build a community of learners and strengthen engagement between students and their peers, as well as between students and the instructor. Communication tools used in courses may include Discussion, News, and Email. Read the syllabus completely to determine which of these methods you, your classmates and your instructor will use for interaction.
General guidelines for student conduct while interacting within an online course include: (1) Use proper language in all communications; (2) Harassment of any type will not be tolerated; (3) No jokes, insults or threats of an offensive nature.
For more information, go to: http://osuit.edu/center/netiquette

COURSE MODULES

This course is organized into 12 modules, each covering one chapter of the required textbook. Modules can be accessed in the "content" area in online classroom course. Each module follows a similar format including chapter objectives, readings, PowerPoint presentations, activities and/or discussion questions, assignments and each ends with a chapter quiz.

COURSE ACTIVITIES

Assignment schedule, details and due dates will be posted in the "content" tab of the online classroom and located in the course schedule. It is the responsibility of the student to make sure that all assignments are submitted correctly and on time, according to the assignment instructions. Any assignments not submitted correctly or on time will be considered late.

1. Course Discussion
   a) Assigned Discussion: There are 11 discussion forums for this course: one per module (except module 12). For each of these assignments you will be asked to respond to a question posted by the instructor. You will provide an original post answering the question and will also be asked to respond to/comment on the postings of at least 2 other students. A grading rubric is listed below. There is also a discussion forum for introductions. Your introduction post is worth 10% of the grade.
   b) Additional Discussion: You will also find discussion forums in which you can post general questions, comments, etc. This forum is viewed by the course instructor and visible to all students, but is not graded.
   c) Instructor Role: Instructor will review discussion posts and comment as necessary and appropriate to facilitate discussion, answer questions and correlate discussion to course objectives. Do not expect an instructor comment for every student post.
2. Quizzes:
   Quizzes should be completed in order and within the week they are assigned. If for some reason you are unable to complete a quiz by the posted due date, please communicate with the instructor as soon as possible. While quizzes have set end dates, they are all open from the first day of class—feel free to work ahead if you are able.
3. Assignments:
   There are two assignments in this course in module 6 and 12. Please see instructions in the content tab of online classroom.
4. Additional Material:
   Any other resources provided by textbook company, whether online or in the textbook, are optional learning opportunities meant for the student's own edification.

RUBRIC FOR WEEKLY DISCUSSION FORUMS

Weekly instructions can be found under the "Discussion" tab on the tool bar at the top of your screen in online classroom.

Weekly Discussion Participation: Your web discussion postings will be examined for scholarly contributions weekly.

A total of 10 points per discussion assignment is possible and distributed according to the following criteria: Late submissions will not be accepted

6 points: Appropriately answered the question(s) as assigned **by the due date**.
4 points: Read other students post and responded to at least 2 other students **by the due date**.
NOTE: Comments such as "I agree" or "I don't agree" without substantial rationale as to WHY you agree or disagree will not be considered as a graded response to a peer's comments.

<u>SYLLABUS ATTACHMENT</u>
View the Syllabus Attachment, which contains other important information, by visiting
http://osuit.edu/center/student_syllabus_information

Course Schedule NURS1143 Professionalism in Healthcare Spring 2018			
Course Outline Schedule	**Topic**	**Assignment**	**Due Date**
Week 1 1/4/18-1/7/18	Welcome!	Please review the course syllabi and course schedule and make yourself a calendar of due dates. <u>Note different due dates for Original post versus responses</u>! Late work is not accepted!	1/7/18
Week 2 1/8/17-1/14/18	Introduction	Introduction Post	1/14/18
Week 3 1/15/18-1/21/18 1/15/18 MLK	Module 1: Who Are You?	Discussion Question (DQ) # 1 Original post	1/17/18
		DQ # 1 Responses	1/21/18
		Quiz # 1	1/21/18
Week 4 1/22/18-1/28/18	Module 2: Chapter 4 Ready for Work	DQ # 2 Original post	1/24/18
		DQ # 2 Responses	1/28/18
		Quiz # 2	1/28/18
Week 5 1/29/18-2/4/17	Module 3: Chapter 5 Gaining Energy and Reducing Stress	DQ # 3 Original Post	1/31/18
		DQ # 3 Responses	2/4/18
		Quiz # 3	2/4/18

Week 6 2/5/18-2/11/18	Module 4: Chapter 6 Being Easy to Deal With	DQ # 4 Original Post	2/7/18
		DQ # 4 Responses	2/11/18
		Quiz # 4	2/11/18
Week 7 2/12/18-2/18/18	Module 5: Dealing With Others	DQ # 5 Original Post	2/14/18
		DQ # 5 Responses	2/18/18
		Quiz # 5	2/18/18
Week 8 2/19/18-2/25/18	Module 6: Speaking and Writing Professionally	DQ # 6 Original Post	2/21/18
		DQ # 6 Responses	2/25/18
		Quiz # 6	2/25/18
		Assignment 1-Resume Step1-6	2/25/18
Week 9 2/26/18-3/4/18	Module 7: Interacting Successfully	DQ # 7 Original Post	2/28/18
		DQ # 7 Responses	3/4/18
		Quiz #7	3/4/18
Week 10 3/5/18-3/11/18	Module 8: Planning for Career Success	DQ # 8 Original Post	3/7/18
		DQ # 8 Responses	3/11/18
		Quiz # 8	3/11/18
Week 11 3/12/18-3/18/18	Module 9: Enhancing Your Promotability	DQ # 9	3/14/18
		DQ # 9 Responses	3/18/18
		Quiz # 9	3/18/18
Week 12 3/19/18-3/25/18	Spring Break	No assignments!	
Week 13 3/26/18-4/1/18	Module 10: Building Personal Emotional Strengths	DQ # 10	3/28/18
		DQ # 10 Responses	4/1/18
		Quiz # 10	4/1/18

Week 14 4/2/18-4/8/18	Module 11: Managing Your Emotions	DQ # 11	4/4/18
		DQ # 11 Responses	4/8/18
		Quiz # 11	4/8/18
Week 15 4/9/18-4/15/18	Module 12: Go Forth and Prosper	Quiz # 12	4/15/18
		Assignment 2- Resume Complete	4/15/18
Week 16 4/16/18-4/20/18	Closing out the semester!!	Complete online evaluation. Graduation!	4/20/18

*Schedule subject to change at instructor discretion.