

**Oklahoma State University Institute of Technology**  
**Online Common Syllabus**  
*Fall 2017*  
*Online*

**NURS 1132 Pre-Nursing Preparation**

The Pre-Nursing Preparation course has been designed to promote success in the nursing program. Students will be assisted in evaluating their own learning styles and discovering their most effective study methods. An explanation of cognitive levels of test questions is included, with emphasis on application-style questions found in nursing course exams, as well as in the national licensure exam. Exercises in critical thinking will be integrated throughout the course. Exposure to the use of nursing informatics and time management skills will further enhance the student's probability of success in the nursing program.

**Course Purpose:**

Promote success in the nursing program.

**Type of course:** *Theory.*

**Credit Hours:** 2;

**Class length -** *Full Semester*

**Class format -** *Online*

**Required synchronous meetings:** *None*

**Prerequisites:** *Student must be in good academic standing and have completed all remedial coursework prior to enrolling in this course*

**Instructor Name:** *Robin Motley*

**Instructor Phone:** *(918) 293-5469*

**Office:** *Allied Health Sciences Center, Room 121*

**Instructor email:** [robin.motley@okstate.edu](mailto:robin.motley@okstate.edu)

**Contact:** My preferred method of contact is *email*. Please allow 24-48 hours to return your correspondence during the normal work week.

**Instructor's Office Hours:** *Monday-Thursday, 8:30-4:00 CST*

**School Name:** *School of Nursing and Health Sciences*    **School's Main Phone:** *918-293-5337*

**REQUIRED TEXT, REFERENCES, AND MATERIALS**

**Texts:**

*Haroun, L. (2016). Career development for health professionals: Success in school & on the job, (4th ed.). Sunriver, Oregon.: Elsevier*

**Materials:** *Materials needed including text book, notebooks, writing utensils, etc.*

**Tools:** *Email, Internet access, enrollment in the online classroom (Brightspace).*

**Estimated Cost for Materials:**                      \$ 40

## **RESOURCES**

There are several resources available through the OSUIT website if needed. These resources include technical support, policies, academic calendar, and computer requirements along with access to the bookstore and bursar. The website is [http://go.osuit.edu/computer\\_information\\_services/myosuit](http://go.osuit.edu/computer_information_services/myosuit) If you are having difficulty accessing the OSUIT website you can call 918-293-4700.

**Upon completion of the course, students should:**

<b>COURSE COMPETENCIES (CC)</b>	<b>ASSESSMENT OF COMPETENCY</b>
1. <i>Identify what it takes to be a competent and caring health care professional.</i>	<i>Assessment of course competencies and module objectives will be measured using discussion questions and module quizzes.</i>
2. <i>Develop effective personal organizational skills</i>	
3. <i>Develop time-management and organizational strategies to improve personal efficiency.</i>	
4. <i>Identify personal learning strategies</i>	
5. <i>Apply problem-solving techniques</i>	

## **COURSE ACTIVITIES**

In this course students will:

- *Read assigned chapters*
- *Review power point presentations*
- *Participation in online group discussions for each module*
- *Complete assigned quizzes for each module*

## **EVALUATION - GRADES WILL BE BASED ON THE QUALITY AND COMPLETION OF THESE TASKS:** (NOTE- Please indicate the course-specific evaluations)

*Discussion questions:*  
*2 discussion questions for each module.*  
*8 possible points for each question*  
*(14 questions x 8 points)..... 112 points possible*  
*7 Quizzes worth 50 points each*  
*(7 quizzes x 50 points)..... 350 points possible*

***Point Total***                      ***462 points available***

<b>OSUIT Grading Scale</b>
A = 90%-100% (416-462 points)
B = 80%-89% (370-415 points)
C = 70%-79% (323-369 points)
D = 60%-69% (277-322 points)
F = 59% & below (276 or less points)

Bi-weekly quizzes are graded immediately upon completion and are reviewable once submitted. There is a time limit for each quiz. Each quiz allows you only 1 attempt. Please read the assignments and review the study guide prior to attempting the quiz. Discussion questions will be evaluated no later than one (1) week after assigned due date for the response.

### **INSTRUCTIONS FOR DISCUSSION QUESTIONS**

For the assignments specified, the student will complete the assignments as directed below in an ONLINE format. No hard-copies will be accepted.

#### **Discussion Questions:**

- 1) There will be seven modules each with separate discussion questions posted to the online classroom (Brightspace) under the discussion forum. The student is required to post a ***substantial answer*** to each question. The answer should be ***complete and reflective***. The initial post is due 3 days prior to the response due date.
- 2) Also, the student will be responsible to give a response/comment about another student's answer/comment regarding the same question. For each question, both the student's answer and comment should be included in the same post/Brightspace for tracking and grading purposes. All answers need to be presented in sentence format for this assignment. The assignment will be submitted ONLINE to Brightspace as directed by instructor.

A total of 8 points per question is possible and distributed according to the following criteria:

3 points: Appropriately answered the question(s) as assigned.

3 points: Responded to one of the questions posed by peers.

2 points: Met the expectations by answering and/or responding to two or more questions/peers comments.

**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.**

### **RECOMMENDED STUDENT COMPETENCIES/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 discussion questions are to be completed independently; no collaboration with classmates is permitted and any instance of such will be considered academic dishonesty.

### **LATE WORK**

All assignments are due by 11:59pm on the date provided. **Late work is not accepted and will be counted as a zero.** All assignments and quizzes are scheduled in the course syllabus. It is not reasonable to expect that quizzes/discussion posts will be rescheduled except in the case of an **EMERGENCY**, e.g. death in the immediate family or significant illness of the student. In case of an **EMERGENCY**, the student must notify the instructor prior to the time quiz or post is due. Failure to make arrangements (within 24 hours) to complete the assignment will result in a grade of “zero” recorded. Appropriate documentation (e.g., doctor’s statement, obituary) must be provided.

### **ONLINE 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>

### **SYLLABUS ATTACHMENT**

View the Syllabus Attachment, which contains other important information, by visiting [http://osuit.edu/center/student\\_syllabus\\_information](http://osuit.edu/center/student_syllabus_information)

<b>Topic</b>	<b>Module Objective</b>	<b>Assignment</b>	<b>Due Date</b>
Orientation		<ul style="list-style-type: none"> <li>Review Syllabus</li> </ul>	
		<ul style="list-style-type: none"> <li>Post an introduction in the discussion section of the online classroom</li> </ul>	<b>9/13/17</b>
Module 1: Your Career Starts Here	<ul style="list-style-type: none"> <li>Give five examples of study skills that can help you succeed in school, obtain the job you want, and increase your worth as a health care professional.</li> <li>List three ways you can maximize your school experience.</li> <li>Describe what employers and patients expect from health care professionals.</li> <li>Identify skills and attitudes you need to develop more fully.</li> </ul>	<ul style="list-style-type: none"> <li>Reading: Haroun, Chapter 1</li> <li>Review Module #1 PowerPoint</li> </ul>	<b>9/18/17</b>
		<b>Discussion Question #1 Initial post</b>	
		<b>Discussion Question #1 Response</b>	<b>9/21/17</b>
Module 2: Your Resume Starts Now	<ul style="list-style-type: none"> <li>Describe a professional appearance that is appropriate for the health care field.</li> <li>Discuss how the contents of your future resume can be used as a planning tool for managing personal and professional development.</li> <li>Identify what items you can start collecting to add to your professional portfolio.</li> <li>Start identifying potential references.</li> </ul>	<ul style="list-style-type: none"> <li>Reading: Haroun, Chapter 2</li> <li>Review Module #2 PowerPoint</li> </ul>	<b>10/2/17</b>
		<b>Discussion Question #2- Initial post</b>	
		<b>Discussion Question #2- Response</b>	<b>10/5/17</b>
Module 3: Developing Your Personal Skills	<ul style="list-style-type: none"> <li>Develop time-management and organizational strategies to improve your personal efficiency.</li> <li>Identify stress-reducing habits to incorporate into your life.</li> <li>Identify personalized learning strategies.</li> <li>Discuss ways to improve your ability to retain information.</li> </ul>	<ul style="list-style-type: none"> <li>Reading: Haroun, Chapter 3</li> <li>Review Module #3 PowerPoint</li> </ul>	<b>10/16/17</b>
		<b>Discussion Question #3- Initial post</b>	
		<b>Discussion Question #3- Response</b>	<b>10/19/17</b>
Module 4: Strategies For Students With Special Situations	<ul style="list-style-type: none"> <li>Discuss how experiences as an adult can help you succeed as a student.</li> <li>Develop advanced time-management skills.</li> </ul>	<ul style="list-style-type: none"> <li>Reading: Haroun, <b><u>Chapters 4, 5, and 6</u></b></li> <li>Review Module #4 PowerPoint</li> </ul>	
		<b>Quiz#1</b>	<b>9/25/17</b>

	<ul style="list-style-type: none"> <li>Identify learning strategies to improve English for a student with English as a second language</li> <li>Discuss the nature of learning disabilities and common challenges associated with them</li> <li>Identify strategies that can help compensate for learning disabilities</li> </ul>	<b>Discussion Question #4-Initial post</b> <b>Discussion Question #4-Response</b> <b>Quiz#4</b>	<b>10/30/17</b> <b>11/2/17</b> <b>11/6/17</b>
Module 5: Developing Your Paper Skills	<ul style="list-style-type: none"> <li>Discuss the importance of developing good note-taking skills.</li> <li>Identify effective listening techniques to take advantage of learning opportunities.</li> <li>Explain why it is important for health care professionals to have good writing skills.</li> <li>Describe how tests are part of the daily life of a health care professional.</li> <li>Identify effective techniques to maximize your performance on classroom tests.</li> </ul>	<ul style="list-style-type: none"> <li>Reading: Haroun, <b><u>Chapter 7 and Chapter 8</u></b></li> <li>Review Module #5 PowerPoint</li> </ul> <b>Discussion Question #5-Initial post</b> <b>Discussion Question #5-Response</b> <b>Quiz#5</b>	 <b>11/13/17</b> <b>11/16/17</b> <b>11/20/17</b>
<b>Fall Break!!!</b>			<b>11/22/17-11/24/17</b>
Module 6: Developing Your Practical Skills	<ul style="list-style-type: none"> <li>Identify strategies to help succeed in online courses</li> <li>List the purpose and benefits of an externship</li> <li>Explain the importance of knowing how to apply math skills in health care.</li> <li>Describe how to maximize learning and gain the most benefits from clinical experience.</li> </ul>	<ul style="list-style-type: none"> <li>Reading: Haroun, Chapter 9</li> <li>Review Module #6 PowerPoint</li> </ul> <b>Discussion Question #6-Initial post</b> <b>Discussion Question #6-Response</b> <b>Quiz#6</b>	 <b>11/27/17</b> <b>11/30/17</b> <b>12/4/17</b>
Module 7: Developing Your People Skills	<ul style="list-style-type: none"> <li>Explain the importance of good people skills.</li> <li>Describe ways to better understand people whose backgrounds and beliefs are different from yours.</li> <li>Identify how you and others communicate nonverbally.</li> <li>Discuss good teamwork skills.</li> <li>Apply effective strategies when dealing with difficult people.</li> </ul>	<ul style="list-style-type: none"> <li>Reading: Haroun, Chapter 10</li> <li>Review Module #7 PowerPoint</li> </ul> <b>Discussion Question #7-Initial post</b> <b>Discussion Question #7-Response</b> <b>Quiz #7</b>	 <b>12/7/17</b> <b>12/11/17</b> <b>12/14/17</b>

Schedule is subject to change at instructor discretion.