Palm Beach State College
Course Syllabus – Classroom – Internet Component Class

General Class and Course Information

<table>
<thead>
<tr>
<th>Course Number: NUR2943L</th>
<th>Course Title: Clinical Preceptorship</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term/Dates: 2017-1</td>
<td>Reference Number: Multiple</td>
</tr>
<tr>
<td></td>
<td>Credit Hours: 4 Credits</td>
</tr>
<tr>
<td></td>
<td>Clock Hours: 12 Lab Hours</td>
</tr>
<tr>
<td>Days: To be determined by the assigned preceptor</td>
<td>Time: To be determined by the assigned preceptor</td>
</tr>
<tr>
<td></td>
<td>Room: Palm Beach County Clinical Sites</td>
</tr>
</tbody>
</table>

Course Description: This course builds on the knowledge and skills obtained in the nursing curriculum and integrate the curriculum concepts in varied/diverse practice settings. Synthesis of management, organizational culture and interpersonal relationship principles are applied with developing independence in the practice of nursing. This course facilitates the students' evaluation of principles and practices of the profession of nursing while assisting in the role transition to a practicing registered nurse. Clinical environments could be, but are not limited to: medical/surgical, mental health, pediatric, maternity, critical care, home, nursing home and extended or ambulatory care units. Special fees required.

Component Class Information

This course is supported by an Internet course website. Some of the course material is available online and requires you to have Internet access. Before you decide to take the course, it is recommended that you:

Visit – www.palmbeachstate.edu/elearning/online to obtain Detailed Facts & Information about

Blackboard Access
✓ Access to your Online Course is AVAILABLE each term on the FIRST DAY OF CLASSES
✓ Access to your Online Course will NOT BE AVAILABLE unless the course tuition is FULLY PAID

Blackboard Orientations
✓ How to Register for the Free Online Orientation Course: ELO1000
✓ Where/When to Attend On-Campus Orientation

Blackboard Tips & Tutorials
✓ How to Ensure your Computer is Compatible
✓ Ensure you Understand Examination and Assignment Rules
✓ Learn the Functions of Blackboard

Then Proceed To – https://palmbeachstate.blackboard.com
to Login to your Course (not available before the first day of class) using the same USERNAME and PASSWORD you used to register for classes.

For Additional Information and Notices Visit – http://www.palmbeachstate.edu/elearning

Professor’s Information

<table>
<thead>
<tr>
<th>Name: Nursing Office</th>
<th>Office Location: AH 110</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone: (561) 868-3412</td>
<td>Email: @palmbeachstate.edu</td>
</tr>
<tr>
<td>Faculty Web Page: <a href="http://www.palmbeachstate.edu/program/nursing/">www.palmbeachstate.edu/program/nursing/</a></td>
<td>Office Hours: Monday-Thursday (8:00am-4:30pm), Friday (8:00am-4:00pm)</td>
</tr>
</tbody>
</table>

Information on REQUIRED Textbooks:
Template Date - July 2013
Palm Beach State College
Course Syllabus – Classroom – Internet Component Class

<table>
<thead>
<tr>
<th>Title</th>
<th>Edition</th>
<th>Author</th>
<th>Publisher</th>
<th>ISBN</th>
</tr>
</thead>
</table>

**Supplementary Books/Materials**

<table>
<thead>
<tr>
<th>Title</th>
<th>Edition</th>
<th>Author</th>
<th>Publisher</th>
<th>ISBN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Success: A Course Review Applying</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Critical Thinking to Test Taking</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Davis’s NCLEX-RN Success</td>
<td>3rd Ed.</td>
<td>Lagerquist, S.</td>
<td>F.A. Davis</td>
<td>13: 978-0803621640</td>
</tr>
</tbody>
</table>

**Other Information on Textbooks and Materials needed for class:**

- Palm Beach State College Syllabus for NUR 2712C is posted online.
- Palm Beach State College Nursing Student Handbook is posted online.

The Electronic Nursing Resources is recommended & available at [http://palmbeachstate.libguides.com/nursing](http://palmbeachstate.libguides.com/nursing).

All students enrolled in a Nursing course are required to obtain and read the current Nursing Student Handbook and the Palm Beach State College Student Handbook. All Nursing students are responsible for the information contained in these publications. Both of these publications are published on the Palm Beach State College web site.

**Course Learning Outcomes:** As a result of taking this course, the student will be able to:

1. Complete nursing assessments and initiate the nursing process while providing holistic care to clients with complex health challenges.
2. Apply the nursing process in selected populations across the lifespan.
3. Integrate the principles of growth and development in the personal, interpersonal and social needs for a given population of clients.
4. Apply the principles of nutrition and diet therapy upon identification of complex nutritional health challenges.
5. Integrate ethical, legal and economical concepts in relevance to professional nursing practice and the delivery of care based on American Nurses Association (ANA) Standards of Practice.
6. Evaluate cultural diversity affecting client responses to health care and interrelationships between and among personal, interpersonal, and social systems transactions based on knowledge of cultural diversity.
7. Synthesize principles of management, leadership and critical thinking toward client’s restoration of wellness in acute care and ambulatory setting while incorporating the theories of holism and goal attainment.
8. Synthesize principles of management, leadership and critical thinking toward client’s restoration of wellness in acute care and ambulatory setting while incorporating the theories of holism and goal attainment.
9. Demonstrate accountability in the administration of care using sound ethical principles.
10. Demonstrate effective communication/counseling with clients, families/significant others and health care team members based on the principles of therapeutic communication.
11. Initiate interventions to assist clients and families/significant others to attain and maintain wellness while applying the theories of holism and goal attainment.
12. Demonstrate safe and accurate technical skills when providing care to select client populations.
13. Incorporate principles of teaching/learning to assist clients, families/significant other and groups to attain wellness based on sound educational theories.
14. Synthesize the various roles of the nurse as a member of the healthcare team while promoting interdisciplinary collaboration.

15. Demonstrate responsibility for person/professional growth related to issues of professional nursing practice according to the standards set forth in the Nurse Practice Act (NPA) by the Florida Board of Nursing (BON).

Full Course Outline - Click on the following link: Course Outlines and enter the course number (no space between the prefix and the number).

Class Information
Professor’s Expectations: Students are required to access the course component web site at least two times per week to check the discussion board and course e-mail for updated information. The student will participate in discussions; will observe “Netiquette”; will read the assigned chapters; will make an appointment with the faculty member at the first indication of a test grade below 75%, for faculty mentoring and remediation plans.

Faculty Mentoring:
You must schedule a mandatory face-to-face appointment with your Semester 4 Advisor if your HESI Exit Exam is below the score of 800. You must bring your Portfolio which should include all specialty exams results and remediation plans taken throughout the nursing program.

“At risk” students, those students who do not meet the recommended HESI Composite Score of 850 for the Specialty Exam will be required to make an appointment with their assigned faculty mentor before the Course’s 2nd week. Assigned faculty mentor will review the remediation plan with the student and complete a Performance Improvement Plan (PIP) to include a timeline for completion and a follow up.

Methods of Instruction: These are best defined by an outline of the Course Components as outlined below.

1. Methods of Instruction:
   a. Clinical Practice with ongoing feedback
   b. Assigned readings
   c. Critical thinking exercises
   d. Journaling
   e. Personal Goal Attainment Plans
   f. Interactive Educational Activities

2. Overview of Course:
   a. The Preceptor Model
      i. Role Transition from student to graduate
      ii. Novice to Expert
      iii. Reality Shock
   b. Course Structure
      i. Nurse Preceptor and student roles
      ii. Health Care Environment
         1. Orientation to facility, unit and members of health care team
         2. Socialization within the health care environment
      iii. Plan for clinical progression
   c. Assignment
      i. Preceptor/Preceptee Roles
      ii. Weekly assignments
         1. Journals, critical thinking exercises and personal goal attainment plans
   d. Evaluation Methods
3. Role of Provider of Care
   a. Holistic Delivery of Patient Care
      i. Use of facility clinical skills checklist, when applicable
      ii. Critical thinking and prioritization
   b. Organizational strategies and time management
   c. Application of the Nursing Process
      i. Documentation (written and computerized)
      ii. Verbal Skills
      iii. Patient Education
4. Role as Manager of Care
   a. Collaborative delivery of patient care
   b. Delegation Strategies
   c. Effective Communication
   d. Conflict management
   e. Prioritization of care
5. Role as Member within the Discipline of Nursing
   a. Personal Wellness
      i. Reflection – Was your personal wellness plan effective?
      ii. Stress management and burnout prevention
   b. Commitment to the Profession
      i. Becoming a role model
      ii. Becoming a colleague
      iii. Joining your Professional Organization, The American Nurses Association and Florida Nurse’s Association
      iv. Being Politically Active
   c. NCLEX Success
      i. Standardized program outcome test
      ii. Review for NCLEX with textbooks and computer adaptive materials
      iii. Licensure Process
         1. NCLEX Review Course
   d. Commitment to Education
      i. Continuing Education
      ii. Pathways to Career Goals
         1. Baccalaureate Degree
         2. Advanced Practice
         3. Certification
      iii. Professional Literature
6. Evaluation Methods
   a. Satisfactory Written clinical evaluations at mid-term and final from Nurse Preceptor/Faculty Facilitator
   b. Satisfactory Written and/or verbal feedback on all assignments (critical thinking exercises, learning guides, journals).
   c. Complete the required clinical, class, and NCLEX Review as identified on the Clinical Log sheet distributed during the Preceptorship orientation class.
   d. Successful achievement of the minimum HESI Outcome Exam score.

Unique Requirements of the Class: This course has a Clinical component with specific Faculty expectations and Student Objectives as follows:

Clinical Hours and Attendance:
Template Date – July 2013
Preceptor Schedule: To be determined by the assigned preceptor. The only half clinical preceptor days permitted are Tuesdays.

All Nursing students are required to obtain and read the current Nursing Student Handbook, the Palm Beach State College Student Handbook and the Palm Beach State College Catalogue and are responsible for the information contained therein. Nursing students are required to review the current Nursing Student Handbook with focused attention on the following policies:

1. Student Preparedness
2. Examination
3. Make-up examinations
4. Medical/CPR Requirements
5. Computer Competency
6. Written assignments
7. Organization of Nursing Curriculum at Palm Beach State College
8. Clinical Dress Code
10. Work Schedule
11. Behavior/Professional Conduct

Each student is required to read, print, and sign the Ethics Agreement and Health Science Disciplinary Procedure and submit it to the instructor on the first day of class.

Academic Dishonesty Policy and Penalty for Violation:
The Nursing Program adheres to the college’s student disciplinary and academic dishonesty and appeals procedures as set forth in the Palm Beach State College Student Handbook.

Academic dishonesty includes but is not necessarily limited to:

1. Unauthorized assistance, communication to another through written, visual, technological, or oral means. The presentation of material, which has not been studied/learned, but obtained through someone else’s efforts and used as part of an examination, course assignment or project constitutes cheating. Nursing Student Handbook 16 Revised Nov, 2012
2. When another’s work is deliberately used or appropriated without any indication of the source, thereby attempting to convey the impression that such work is the student’s own. Any student failing to properly credit ideas or material taken from another is plagiarizing.
3. Presenting work done in one course to fulfill requirements in another course against the stated policy of an instructor.
4. Having knowledge of another student’s violation of this policy also constitutes a violation.
5. Removal of test material from the classroom.
6. Talking during an exam is forbidden.
7. Any student who knowingly helps or is present when another student violates academic behavior standards is also in violation of this policy.
8. Unauthorized technology, including cell phones are prohibited in the Testing Lab. Possession of a cell phone constitutes cheating, so any student not in compliance with this rule will be awarded a failing grade of zero.

Initial/General Academic Dishonesty Procedures

1. Students accused of an academic honesty infraction will be subject to the following procedure:
Palm Beach State College  
Course Syllabus – Classroom – Internet Component Class

a. The instructor has the obligation to make sure that there is clear evidence of academic dishonesty before any sanction is imposed against any student. If there is suspicion of wrongdoing without corroborating evidence, the instructor should discuss the matter with the student and issue a verbal warning where such is warranted.

b. Academic departments have established policies on academic dishonesty. Students should contact their instructor, department chair or dean of student services if there are questions about this policy beyond what is established within this Student Handbook.

c. A student shall not be permitted to avoid a failing grade because of academic dishonesty by withdrawing from the course.

Health Science Appeal Process
Health Science students are subject to the following procedure whenever an appeal is warranted (except for issues involving tuition/refunds). This entire process must be completed in no more than fifteen (15) business days. Depending on appeal issue, the student may or may not be allowed to attend class/clinical during appeal process. In addition, absences incurred during the appeal process may or may not be excused by the manager/director or the program/designee.

Receipt of Gifts
Students are not permitted to accept gifts, including monetary gifts, from patients or families. Non-adherence to this policy may result in consequences such as a referral to Academic Standards for unprofessional behavior.

Assignments, Tests, Quizzes and Final Exam Schedule, with percentage/points of grade:
All students are required to obtain and read the current Nursing Student Handbook, the Palm Beach State College Student Handbook and the Palm Beach State College Catalogue and are responsible for the information contained therein. Furthermore, each student is required to READ, PRINT, and SIGN the Ethics Agreement and Health Science Disciplinary Policy and submit it to the instructor at the first class.

Recommended weekly activities: Read the textbook chapters first; then review the online power points, note and handout pages; read and post responses to the discussion questions; review NCLEX resources covering content. Utilize the “Discussion” questions and the “Ask a Classmate” for clarification.

This course utilizes the satisfactory/unsatisfactory grading system. In order to pass NUR 2943L the student must:
- Complete the required clinical, class, and NCLEX Review as identified on the Clinical Log sheet distributed during the Preceptorship orientation class.
- Receive a satisfactory final Evaluation of Clinical Performance
- Complete all assignments in a satisfactory manner
- Successfully complete a standardized program outcome test during the preceptor course.
- Meet the requirements identified by the Palm Beach State College faculty facilitator.

Any student who is not performing at a satisfactory level in the clinical setting will be given a Performance Improvement Plan (PIP). This record must be completed by the Faculty Facilitator in collaboration with the Nurse Preceptor. The purpose of this record is to inform the student of the specific objectives that need improvement and to provide the student with a strategy for success. The student is responsible for completion of the clinical performance recommendations as outlined and completes the stated progress plan on required dates. *See: Evaluation of Clinical Performance.

The HESI Outcome Exam will be administered the first week of Preceptorship. The minimum passing score is 800. If the student does not achieve an 800 score they will remediate during the course and retake the exam the final week of...
Preceptorship. The student must pay the current cost of the exam to retake the exam. If the student does not score the minimum of 800 on the 2nd attempt they will receive an incomplete for 2943L Clinical Preceptorship and must remediate and retake the exam. The student must again pay the current cost of the exam to retake the exam. (All students will attend Pinning and Graduation providing successful completion of clinical requirements but will receive an Incomplete for 2943L.)

The student must achieve a minimum score of 750 on the 3rd attempt or have scored at least 750 on a previous attempt in order to change the grade of Incomplete to Satisfactory. At that time the student’s name will be sent to the Board of Nursing for candidacy for the NCLEX.

If the student never achieved a score of greater than 750 on all 3 attempts, then the grade of Incomplete will be changed to Unsatisfactory and the student will have to repeat all of 2943L Clinical Preceptorship. A personalized remediation plan will be developed for the student to remediate while waiting for the next 2943L course to begin.

Exams will be administered in the designated Testing Center at the home campus for each course.

Grading:
Grading Scale & Policy: All students must receive a passing grade in each of the Semester 4 Nursing Courses in order to proceed to graduation. The following courses are considered Semester 4 courses:
- NUR 2712C
- NUR2943L

Clinical grades are determined as following:
Clinical grades will either be a “S” (satisfactory - pass) or “U” (unsatisfactory – fail). Students must receive an “S” in clinical in order to successfully complete NUR 2943L. In order to receive an “S” the student must successfully meet the clinical objectives as stated on the clinical evaluation tool, submit satisfactory clinical papers, and attend all assigned clinical and classroom experiences. Classroom experiences include mandatory face-to-face classes, online discussion boards and evolve practice tests as assigned (Comprehensive Exam 2 & Comprehensive Exam 3, with a minimum score of 85%).

Any student who is not performing at a satisfactory level will receive a Performance Improvement Plan (PIP). The purpose of this record is to inform the student of any deficiencies and also to provide the student with a strategy for success.

All clinical papers are graded as:
Satisfactory – Specified criteria are met.
Unsatisfactory – Specified criteria are not met.

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Points</th>
<th>Percentage (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>B</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>C</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>D</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>F</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>P</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>N</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory</td>
<td>--</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory</td>
<td>--</td>
</tr>
</tbody>
</table>
Class Policies

Attendance: Professors are required to take attendance.
Students are required to sign into each lecture, on the record provided, as they enter the classroom to verify their attendance. If the student does not sign the record they are considered absent for that class. Online students are expected to sign on to the course website daily, Monday through Friday, as this is easily tracked by the instructor(s).

All students are expected to attend all classes and clinicals/labs. In the event of an absence due to extenuating circumstances, the student is expected to notify the appropriate faculty member.

Attendance on all clinical days is required. Attendance will be taken on all clinical days and college wide policies related to attendance will be followed. Failure to meet the clinical requirements of the course (even if related to absence) will result in a clinical failure for the course.

Students who are ill are required to notify their clinical instructor. Calls should be placed directly to the clinical instructor ASAP before the clinical experience. It is the student’s responsibility to discuss with the clinical instructor the reason for the absence. The instructor will then notify the student of the possibility and requirements necessary to complete the course objectives. Please see the Nursing Student Handbook.

Electronic Device Use and Email Policy:
Laptops and Hand-held devices are allowed in class for note-taking purposes, only. The use of Hand-held devices that are iPod capable are encouraged to facilitate downloadable information as learning strategies and study tools. Cell phones must be turned off in class and are prohibited in the campus Testing Centers.

Email Policy: All students have access to a college email account. It is the responsibility of the student to activate this account in order to be kept current with college, program and course information. College email must be checked weekly, at least. This course has a web component that has email within the course. Course email should be used for all course-related communications with faculty. Faculty will contact students via college and course email, so be certain to check these email accounts twice weekly for any updates or changes to coursework.

Late Assignment Policy:
Late assignments are not accepted unless prior arrangements have been approved by the instructor.

Clinical Tardiness: If a preceptor reports a student is late for clinical start time, a Performance Improvement Plan will be generated by the faculty instructor.

Make-up Exam Policy:
Please refer to the current Nursing Student Handbook for standard policies related to Essay & Clinical Make-up possibilities.

Withdrawal Policy:
Students are asked to notify the instructor and the team leader for their semester when attempting to withdraw from a course. Withdrawal or lack of participation in any particular nursing course will result in the student being removed from all nursing courses for the term, as these courses need to be taken concurrently.

Other:

Equipment & Supplies: Required text books; access to a computer with active Internet service; word processing and
Printing capabilities are essential to be successful in this class.

**Required Equipment for Clinical:**
1. Stethoscope with bell and diaphragm
2. Black pen and notebook
3. Palm Beach State College nursing uniform
4. Hemostats
5. Bandage scissors
6. Safety goggles
7. Pen light
8. Tape Measure

---

**College Policies and Web Information**

**Academic Dishonesty**
Academic dishonesty includes the following actions, as well as other similar conduct aimed at making false representation with respect to the student's academic performance:
(1) Cheating on an exam,
(2) Collaborating with others on work to be presented, if contrary to the stated rules of the course,
(3) Submitting, if contrary to the rules of the course, work previously submitted in another course,
(4) Knowingly and intentionally assisting another student in any of the above actions, including assistance in an arrangement whereby work, classroom performance, examination, or other activity is submitted or performed by a person other that the student under whose name the work is submitted or performed,
(5) Plagiarism.

Please refer to the Palm Beach State College Student Handbook for link to the student handbook.

**Classroom Etiquette and Student Behavior Guidelines**
Students will demonstrate respect for professors and fellow students. Behavior that is disruptive to a positive learning environment reported by the professor will result in a warning on the first instance; the second instance might result in expulsion from the course or campus.

**Computer Competency Component**
Each student will, to the satisfaction of the professor, demonstrate a fundamental understanding of basic computer operations through various professor-determined exercises and/or assignments.

**Disability Support Services**
Students with disabilities are advised, in compliance with federal and state laws, that accommodations and services are available through the office of Disability Support Services (DSS). It is the student's responsibility to contact Disabled Student Services Advisors and to submit appropriate documentation prior to receiving services. Please see the website at www.palmbeachstate.edu/current for web address for Disability Support Services.

**Eating, Drinking and Smoking**
Eating and drinking are confined to areas designated on the campus. Smoking is not permitted in any College building and only in areas designated at each campus.

**Final Course Grade Appeal**
The evaluation of academic work is the responsibility of the faculty member/instructor. The method for assigning the final course grade is established by the faculty member/instructor. Per Board Rule 6Hx-18-3.191, faculty/instructors shall communicate the grading policy of the course to their students in writing. If this policy changes during the term, students should be notified of any changes in writing. The method to determine final course grades must be given to students in a course syllabus at the beginning of the class. Should a student have a question about a final course grade, please follow the procedures as outlined in the student handbook: www.palmbeachstate.edu/current.

**Mid-Term Grade Reporting**
Within one week after the close of the mid-term grading period, mid-term grades will be made available to all students for each class by either written notification or individual conference.

**Student Responsibility Policy**
Template Date – July 2013
When a student attends the College, s/he becomes subject to its jurisdiction. Students are expected to conduct themselves in a responsible manner, in all areas of campus life. By enrolling, they pledge to obey the rules and regulations of the College and are responsible for observing all College policies and procedures as published in the student handbook, the College catalog and other College publications. The student will be responsible for preparing for class, participating in class, and completing assignments on time.

**Palm Beach State Websites of Interest**
Please see this web page ([www.palmbeachstate.edu/current](http://www.palmbeachstate.edu/current)) for a list of web addresses for students.

**Withdrawal Policy for Individual Courses**
The last day to withdraw from a College course with a "W" grade in this course is November 4, 2016. It is the responsibility of the student to use the PantherWeb system or visit a campus Registrar’s office to withdraw. An official withdrawal entitles the student to a grade of "W" in the class.

**Other Information from your Professor:**

<table>
<thead>
<tr>
<th>Disclaimer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Changes may be made to the syllabus at any time during the term by announcement of the professor. It is the responsibility of the student to make any adjustments as announced.</td>
</tr>
</tbody>
</table>

**Department Contact Information**

<table>
<thead>
<tr>
<th>Name: Lawrence (Buddy) Herrington</th>
<th>Office Location: AH 114</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone: (561) 868-3437</td>
<td>Email: <a href="mailto:herrinbd@palmbeachstate.edu">herrinbd@palmbeachstate.edu</a></td>
</tr>
<tr>
<td>Job Title: Director of Nursing</td>
<td></td>
</tr>
</tbody>
</table>