



**Nursing Leadership and the Transition into Practice**  
**NURS 427**

<b>PLACEMENT</b>	Senior Year, Fourth Semester
<b>CREDIT HOURS</b>	Theory 3 credits Clinical 1 credit

<b>NURS 427 Nursing Leadership &amp; Transition into Practice</b>	<p><u>Description:</u> Apply leadership concepts, skills, and decision making in implementing high quality nursing care, healthcare team coordination, and the oversight and accountability for care delivery in a variety of settings. Explore the pathway to licensure, job preparation and succeeding in practice settings. Theory = 3 credits, clinical = 1 credit. Prerequisites: NURS 401, 405, 406, 420. Concurrent enrollment in NURS 425. 4 credits.</p>			
<b>PROGRAM &amp; Level 4 OUTCOMES</b>	<b>QSEN Competencies</b>	<b>Course OBJECTIVES</b>	<b>Learning Activities</b>	<b>Evaluation</b>
1. Use emerging patient care technologies and information systems to support safe and effective nursing practice.	Evidenced Based Practice  Informatics  Safety	1. Demonstrate an understanding of the role of technology in data collection, analysis, and distribution to enhance safety and quality in healthcare settings.	Lecture Group activities Clinical activities	Capstone Project
2. Integrate leadership concepts, skills and decision making in the provision of high quality nursing care delivery in a variety of settings.	Quality Improvement  Safety  Teamwork and Collaboration	2. Apply knowledge of leadership theory, complex systems, power, politics, policy and regulatory guidelines in the delivery of safe quality care.	Lecture Group activities Clinical activities	Exams Capstone Project
3. Apply knowledge of healthcare policy, finance and regulatory environments, including local, state, national and global healthcare trends in nursing practice.	Patient Centered Care  Safety	3. Integrate knowledge of policies, procedures, regulatory standards and evidenced based practice on individual nursing practice and professional nursing practice.	Lecture Group activities Clinical activities	Exams Capstone Project

<p>4. Integrate professional values, attitudes, knowledge, and behaviors into nursing practice.</p>	<p>Patient Centered Care</p> <p>Teamwork and Collaboration</p>	<p>4. Plan strategies for the successful transition into nursing practice that include NCLEX preparation and licensure.</p> <p>5. Prepare a resume and develop interviewing techniques.</p> <p>6. Develop personal skills to cope with stressors related to the transition into professional practice.</p>	<p>Lecture</p> <p>Professional Portfolio</p> <p>NCLEX Live Review</p> <p>Group activities</p>	<p>Professional Portfolio-Pass/fail</p> <p>Completion of 3 day NCLEX Live Review</p> <p>Completion of answers for interview questions and questions to ask employer during an interview</p>
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5. Demonstrate sound clinical judgment in the planning, provision, and evaluation of evidence-based nursing care at the individual, group, and community levels.	Evidenced-Based Practice  Patient Centered Care	7. Examine the impact of an organizations structure, culture and climate on the delivery of patient centered care.	Lecture Clinical activities	Capstone Project Exams
6. Apply principles that enhance safety for patients and health care providers through both individual performance and system effectiveness.	Patient Centered Care  Quality Improvement  Safety	8. Use improvement methods, based on data from outcomes of care processes, to design and test changes to continuously improve the quality and safety of healthcare	Lecture Group activities Clinical activities	Capstone Project Exams
7. Demonstrate effective inter- and intra-professional communication and collaboration for improving patient outcomes.	Patient Centered Care  Quality Improvement  Safety	9. Demonstrate leadership and communication skills to effectively implement patient safety and quality improvement initiatives within the context of the interprofessional team.  10. Utilize appropriate communication strategies to resolve clinical and professional situations commonly encountered by new nurse graduates.	Lecture Group activities Clinical activities	Capstone Project Exams
8. Use clinical prevention strategies to promote health and prevent disease across the life span at the individual and population levels.	Evidenced-Based Practice  Patient Centered Care	11. Utilize proactive quality improvement models to anticipate problems and intervene to promote quality and safety in clinical settings.	Lecture	Capstone Project



Oct 18 BHS 133	1-4	<b>Dr Purney – NSBN Licensure applications NCLEX</b>  <b>Module 3 Organizational planning &amp; planned Change</b>  <b>Theory of group dynamics</b>	Marquis and Huston Chap 7 &8	<b>DUE:</b> <b>Resume Cover Letter</b>
Nov 8	1-4pm	<b>Module 4 Fiscal planning</b>	Marquis & Huston Chap 10	<b>Exam 1</b>  Activity budget Activity staffing

Nov 15 BHS 133	1-4p	<b>Module 5 Delegation</b>  Problem employees rule breakers, impaired nurses		<b>Quiz conflict</b>
NOV 22 BHS 133	1-4p	<b>Module 7 Effective Conflict Resolution and Negotiation</b>	Marquis and Huston Chapter 20 21	Exam 2
Dec 2	5pm	<b>Capstone paper and poster Template due</b>		
Dec 9,10,11	9-5 pm	<b>Mandatory HESI live review</b>		
Dec 16	9-10:30	<b>Poster fair - every student must attend</b>		

Dec 18	4 pm	<b>Recognition Ceremony</b> <b>Congratulations</b>		
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REQUIRED Textbook : **Marquis, B. L., Huston, C.J. ( 2017) Leadership Roles and management Functions in Nursing ninth edition Wolters Kluwer ISBN9781496349798**

**TEACHING STRATEGIES:**

This course is based on the premise that the student will complete any reading, review Power Points and or web links prior to class. Classroom learning will be a combination of lecture, group discussions, and group activities.

**Technology in class:** During class, cell phones must be changed to the silent mode to minimize distraction. **Computers may only be used for class work but not for unrelated searches.** Lecture may be recorded with permission of the instructor.

CLASS EVALUATION	point	CLINICAL EVALUATION	point	CLASS ASSIGNMENTS	point
Exam 1	50	Capstone Paper and Poster, Presentation	60	Resume and letter of interest	25
Exam 2	50				
Test prep EAQ 4 leadership quizzes must be done by Completion item for points Deduction for tests not completed	20	Leadership hours 25 leadership hours	25	Class quizzes & activities	60
<b>Total</b>	<b>120</b>	<b>Total</b>	<b>85</b>		<b>85</b>
<b>Grand total</b>				<b>290 points</b>	

**Grading Scale:**

93-100 = A  
90-92 = A-

83-87 =B  
80-82 = B-

75-77 =C  
70-74 =C-

63-67 =D  
60-62 =D-

88-89 = B+

78-79 = C+

68-69 = D+

< 59 = F

### **EXAMS:**

**Average of 75% on course examinations is required to pass each nursing course:**

#### **Requirement if less than 75%**

Any student who receives less than a 75% on a quiz/exam will be required to meet with the course faculty to review content. In addition, the student will be required to meet with the Student Success Facilitator for a test analysis process. Failure to meet with the course faculty or Student Success Facilitator will be noted in e-value.

Require : **Lockdown Respondus Browser** on exams.

During exams you will be required to place all belongings to the side of the classroom and phones at the front of the class. You are allowed to have pencils and exam materials on your desk. It is at the discretion of the instructor to allow food or beverages. Note taking and copying of exam questions are NOT allowed at any time. No electronic device is allowed to be used during an examination or exam review. Any student who is found to have a phone or any electronic device on them will have their exam confiscated and will receive a 0 for the exam. Anyone found, observed or suspected of taking images or obtaining external assistance during an examination will receive a 0 for the exam.

Exams may be reviewed for a two week period from the date of the test. Exam reviews may be done in class, during office hours or by appointment with the instructor.

If a student is late for an exam, they will be allowed to take the exam as long as the first exam has not been turned in. Additional time will not be given.

### **MANDATORY HESI LIVE REVIEW COURSE**

Seminars focus on integrated nursing content, nursing process, pharmacology and client needs aspect of the examination. MS PowerPoint® presentations and hundreds of practice questions reinforce the content and aid in memorization. Important “test taking” strategies and stress reduction are also taught.

This 3 day course is a mandatory part of the program. If for any reason a student is going to be late or absent it is the student’s responsibility to provide prior notification to the instructor. It is expected that all students arrive on time and attend all days. If a student is late, 10 points will be deducted from their paper grade for each late episode. If a student is absent, 15 points will be deducted from their paper grade for the first missed day, 15 for the second and 20 points for the third.

### **PROFESSIONAL PORTFOLIO**

Students will develop their own professional portfolio including health records, certifications, resume, cover letter, list of references, skills checklist, continuing education and academic work. This should be neat and organized showing the student’s experience.

**A student's portfolio includes:**

**Health Records and Immunization  
Certifications (BLS, CNA etc)  
Resume references Letter of intent  
CEU / special project**

**Resume and Cover letter ( only Item to turn in)**

Resources: Backpack to Briefcases, samples posted and any other resources you wish to use

**Continuing Education/Academic Work**

Any education/in-services that you've attended

Academic work: Title of project, course it was completed in

Brief paragraph explaining the project

**Lateness of Assignments:**

Written work and course assignments are expected to be handed in on the date indicated on the course syllabus. It is the student's responsibility to notify the instructor if an emergency has occurred.

**Rounding:**

Numerical value on assignments will be carried out to two decimal places. The point value will not be increased to the next highest number, for example 79.99 will not be rounded off to become 80%

**SCHOOL OF NURSING POLICIES**

**Civility** -- The University of Nevada, Las Vegas School of Nursing defines civility by respecting others and honoring differences to provide a safe and supportive learning and work environment. Civility encompasses behaviors expected by the profession of nursing, which includes students, faculty, and staff members. The UNLV SON expects students to demonstrate civil behavior at all times.

**Teaching Evaluations** – In order to evaluate the effectiveness of teaching at UNLV, it requires course evaluations to be administered at the end of each course. Teaching evaluations are a very important piece of assessment data and it is important that the reliability, validity, and legitimacy of these instruments be maintained.

Your evaluation of instruction is a vital part of maintaining and improving the nursing program's quality and a professional responsibility as well. Your instructors give great

weight to your assessments and suggestions for course improvement. Each semester, we modify the courses based on these evaluations so that the courses are improved for the incoming class of students, a type of continuous quality improvement. Finally, the Commission on Collegiate Nursing Education bases part of its accreditation of our program on whether we make course improvements responsive to student evaluations. We appreciate your assistance with this important part of your student career.

UNLV School of Nursing  
Evaluation of Instruction Questions  
Delivered on-line by the UNLV Evaluation & Assessment Center

1. *This course increased my knowledge.*
2. *The course provided sufficient opportunity for me to learn.*
3. *The course challenged me intellectually.*
4. *The instructor made a significant impact on my understanding of course content.*
5. THE COURSE OBJECTIVES WERE CLEAR.
6. MY GRADES ADEQUATELY REFLECTED THE QUALITY OF MY PERFORMANCE IN THIS COURSE.
7. THE INSTRUCTOR'S EXPECTATIONS FOR ASSIGNMENTS WERE CLEAR.
8. THE INSTRUCTOR'S ASSESSMENTS REFLECTED WHAT WAS COVERED IN THE COURSE.
9. The instructor was well prepared for each session.
10. The instructor's explanations were clear.
11. The instructor was concerned with whether or not the students learned the material.
12. The instructor was available for consultation with students.

Key-- color or font: *Learning Ratings* ASSESSMENT RATINGS Instruction Ratings  
**BSN Student Handbook:** You are responsible for reviewing the current student handbook for the School of Nursing and the UNLV Undergraduate Catalog. Throughout the BSN program, you must follow all policies within these publications.

**Confidentiality:** An important part of nursing ethics is maintaining the client's confidentiality. Therefore, written work submitted to the instructor must never contain his/her full name. Clients' problems must not be discussed with family or friends. If the School ascertains that a client's confidentiality has been violated, the student violating the confidence will be subject to disciplinary action.

**Children in Class:** Neither students, nor faculty, shall bring babies or small children into the classroom or clinical practice area. Having babies and children in the classroom is disruptive, even when the visitors are quiet. Faculty do not wish to be placed in a position in which they must deny individual students the opportunity to attend class if they bring babies or children. Thus, students should make prior alternative arrangements for appropriate child care.

**Instructor Response Time:** For e-mails sent Monday through Friday (8 a.m. to 4 p.m.), instructors will respond within 24 hours. For e-mails sent on weekends and holidays,

expect a response within 48 hours.

## **POLICIES AND PROCEDURES:**

### **Policies and procedures**

Students are responsible for reviewing the School of Nursing Student Handbook and the UNLV Undergraduate Catalog. All policies within these publications will be adhered to in this course and clinical experience.

**Basic cardiac life support:** ALL students who enroll in clinical courses at UNLV, School of Nursing, will be required to show proof of certification in Basic Cardiac Life Support each semester. If at this time you have not obtained certification, you will not be allowed to remain in this clinical area.

**Professional liability insurance:** Although not required by the School of Nursing, the faculty strongly recommends students purchase Professional Liability Insurance.

## **UNLV POLICIES**

### **Academic Misconduct**

Academic integrity is a legitimate concern for every member of the Campus community: we all share in upholding the fundamental values of honesty, trust, respect, fairness, responsibility, and professionalism. By choosing to join the UNLV community, students accept the expectations of the Student Academic Misconduct Policy, and are encouraged to always take the ethical path whenever faced with choices. Students enrolling at UNLV assume the obligation to conduct themselves in a manner compatible with UNLV's educational mission. An example of academic misconduct is plagiarism. Plagiarism is using the words or ideas of another person, from the Internet or any other source without proper citation of the sources. See the [Student Conduct Code](https://www.unlv.edu/studentconduct/student-conduct), <https://www.unlv.edu/studentconduct/student-conduct>.

### **Auditing Classes**

Auditing a course allows a student to continue attending the lectures and/or laboratories and discussion sessions associated with the course, but the student will not earn a grade for any component of the course. Students who audit a course receive the same educational experience as students taking the course for a grade, but will be excused from exams, assessments, and other evaluative measures that serve the primary purpose of assigning a grade.

### **Classroom Conduct**

Students have a responsibility to conduct themselves in class and in the libraries in ways that do not interfere with the rights of other students to learn or of instructors to teach. Use of electronic devices such as pagers, cellular phones, or recording devices, or potentially disruptive devices or activities,

are only permitted with the prior explicit consent of the instructor. The instructor may rescind permission at any time during the class. If a student does not comply with established requirements or obstructs the functioning of the class, the instructor may initiate an administrative drop of the student from the course.

### **Copyright**

The University requires all members of the University Community to familiarize themselves with, and to follow copyright and fair use requirements. You are individually and solely responsible for violations of copyright and fair use laws. The University will neither protect nor defend you, nor assume any responsibility for employee or student violations of fair use laws. Violations of copyright laws could subject you to federal and state civil penalties and criminal liability, as well as disciplinary action under University policies. Additional [copyright policy information](#) is available at <http://www.unlv.edu/provost/copyright>.

### **Disability Resource Center (DRC)**

The [UNLV Disability Resources Center](#) (SSC-A, Room 143, <https://www.unlv.edu/drc>, 702-895-0866) provides resources for students with disabilities. Students who believe that they may need academic accommodations due to injury, disability, or due to pregnancy should contact the DRC as early as possible in the academic term. A Disabilities Specialist will discuss what options may be available to you. If you are registered with the UNLV Disability Resource Center, bring your Academic Accommodation Plan from the DRC to the instructor during office hours, so that you may work together to develop strategies for implementing the accommodations to meet both your needs and the requirements of the course. Any information you provide is private and will be treated as such. To maintain the confidentiality of your request, please do not approach the instructor in front of others to discuss your accommodation needs.

### **Final Examinations**

The University requires that final exams given at the end of a course occur on the date and at the time specified in the Final Exam schedule. The general schedule is typically available at the start of the semester and the classroom locations are available approximately one month before the end of the semester. See the [Final Exam Schedule](#), <https://www.unlv.edu/registrar/calendars>.

### **Identity Verification in Online Courses**

All UNLV students must use their Campus-issued ACE ID and password to log in to WebCampus.

UNLV students enrolled in online or hybrid courses are expected to read and adhere to the [Student Academic Misconduct Policy](#), <https://www.unlv.edu/studentconduct/misconduct/policy>. Which defines, “acting or attempting to act as a substitute for another, or using or attempting to use a substitute, in any academic evaluation or assignment” as a form of academic misconduct. Intentionally sharing ACE login credentials with another person may be considered an attempt to use a substitute and could result in investigation and sanctions, as outlined in the Student Academic Misconduct Policy.

UNLV students enrolled in online courses are also expected to read and adhere to the Acceptable Use of Computing and Information Technology Resources Policy,

<https://www.it.unlv.edu/policies/acceptable-use-computing-and-information-technology-resources-policy>, which prohibits sharing university accounts with other persons without authorization.

To the greatest extent possible, all graded assignments and assessments in UNLV online courses should be hosted in WebCampus or another UNLV-managed platform that requires ACE login credentials for access.

### **Incomplete Grades**

The grade of “I” (Incomplete) may be granted when a student has satisfactorily completed three-fourths of course work for that semester/session, but cannot complete the last part of the course for reason(s) beyond the student’s control and acceptable to the instructor, and the instructor believes that the student can finish the course without repeating it. For undergraduate courses, the incomplete work must be made up before the end of the following regular semester. Graduate students receiving “I” grades in 500-, 600-, or 700-level courses have up to one calendar year to complete the work, at the discretion of the instructor. If course requirements are not completed within the period indicated, a grade of “F” will be recorded, and the student’s GPA will be adjusted accordingly. Students who are fulfilling an Incomplete grade do not register for the course, but make individual arrangements with the instructor who assigned the “I” grade.

### **Library Resources**

Librarians are available to consult with students on research needs, including developing research topics, finding information, and evaluating sources. To make an appointment with a subject expert for this class, please visit the [Libraries’ Research Consultation](#) website:

<http://guides.library.unlv.edu/appointments/librarian>. You can also [ask the library staff](#) questions via chat and text message at: <http://ask.library.unlv.edu/>.

### **Missed Classwork**

Any student missing class, quizzes, examinations, or any other class or laboratory work because of observance of religious holidays will be given an opportunity during that semester to make up the missed work. The make-up opportunity will apply to the religious holiday absence only. It is the responsibility of the student to notify the instructor within the first 14 calendar days of the course for Fall and Spring courses (except modular courses), or within the first 7 calendar days of the course for Summer and modular courses, of their intention to participate in religious holidays which do not fall on state holidays or periods of class recess. For additional information, please visit the Policy for Missed Work, under Registration Policies, on the [Academic Policies](#) webpage, <https://catalog.unlv.edu/content.php?catoid=6&navoid=531>.

In accordance with the policy approved by the Faculty Senate regarding missed class time and assignments, students who represent UNLV in any official extracurricular activity will also have the opportunity to make up assignments, provided that the student provides official written notification to the instructor no less than one week prior to the missed class(es).

The spirit and intent of the policy for missed classwork is to offer fair and equitable assessment opportunities to all students, including those representing the University in extracurricular activities. Instructors should consider, for example, that in courses which offer a “Drop one” option for the lowest assignment, quiz, or exam, assigning the student a grade of zero for an excused absence for extracurricular activity is both contrary to the intent of the Faculty Senate’s policy, and an infringement on the student’s right to complete all course work for the course.

The policy will not apply in the event that completing the assignment or administering the examination at an alternate time would impose an undue hardship on the instructor or the University that could reasonably have been avoided. There should be a good faith effort by both the instructor and the student to agree to a reasonable resolution. When disagreements regarding this policy arise, decisions can be appealed the Department Chair/Unit Director, College/School Dean, and/or the Faculty Senate Academic Standards Committee.

For purposes of definition, extracurricular activities may include, but are not limited to: fine arts activities, competitive intercollegiate athletics, science and engineering competitions, liberal arts competition. Academic recruitment activities, and any other event or activity sanctioned by a College/School Dean, and/or by the Executive Vice President and Provost.

### **Rebelmail**

Rebelmail is UNLV's official email system for students, and by University policy, instructors and staff should only send emails to students' Rebelmail accounts. Rebelmail is one of the primary ways students receive official University communications, information about deadlines, major Campus events, and announcements. All UNLV students receive a Rebelmail account after they have been admitted to the University. Emailing within WebCampus is also acceptable.

### **Tutoring and Coaching**

The Academic Success Center (ASC) provides tutoring, academic success coaching, and other academic assistance for all UNLV undergraduate students. For information regarding tutoring subjects, tutoring times, and other ASC programs and services, please visit the [ASC website](https://www.unlv.edu/asc), <https://www.unlv.edu/asc>, or call 702-895-3177. The ASC building is located across from the Student Services Complex (SSC). Academic success coaching is located on the second floor of SSC A, Room 254. Drop-in tutoring is located on the second floor of the Lied Library and on the second floor of the College of Engineering building (TBE A 207).

### **UNLV Writing Center**

One-on-one or small group assistance with writing is available free of charge to UNLV students at the Writing Center, <https://writingcenter.unlv.edu/>, located in the Central Desert Complex, Building 3, Room 301 (CDC 3-301). Walk-in consultations are sometimes available, but students with appointments in person or by calling the Center, 702-895-3908. Students are requested to bring to their appointments their Rebel ID Card, a copy of the instructions for their assignment, and two copies of any writing they have completed on their assignment.

## **CLINICAL EXPERIENCE**

### **Preceptor Leadership Experience**

The purpose of the precepted experience is to provide students in the final semester of the BSN program the opportunity to further develop critical thinking via observations, dialogue related to both clinical situations and leadership/management while working in a consistent one-on-one relationship with an experienced nurse manager or leader. During this experience, the student can observe and participate in leadership roles and functions in

decision making, planning, organizing, staffing, directing and controlling. Students will be introduced to nursing leadership and management as it applies to complex systems.

### **Criteria for Selection of Preceptor**

The managerial preceptor may be on the same unit as the clinical preceptorship in NURS 425. Your 425 faculty member will make some suggestion but you are responsible to make arrangements. Selection of the managerial preceptor would ideally be a director, unit manager, charge nurse or nurse educator. The student will spend a minimum of 5 and maximum of 10 hours with the managerial preceptor. These hours will occur weekly once the clinical preceptorship begins and be accounted for using a time log. The student should seek out a variety of other experiences for completion of hours can be professional meetings, time with infection control /wound care, an NP practice excetra. Just email 427 instructor for permission.

### **Clinical Objectives: depending on experience**

The student will:

1. Describe the nurse leader's role within the organization.
2. Describe the nurse leader's management style.
3. Identify leadership strategies used in communicating within the organization.
4. Identify barriers and strategies for effective communication and teamwork.
5. Observe the nurse leader's one on one and group interactions with staff related to patient care or unit issues.
6. Describe how the nurse leader evaluates the care of patients.
7. Observe how the unit, under the direction of the nurse leader, is organized including staffing model, mix and scheduling.
8. Observe how the unit is staffed and how patient assignments are made.
9. Examine the facilities organizational chart, mission, vision, philosophy, policies and procedures, job descriptions, performance appraisals and quality improvement models.
10. Describe the organization's process for reporting errors and near misses.
11. Observe how the nursing staff adheres to The Joint Commission's National Patient Safety Goals.
12. Describe 5 outcome measures that are being examined within the organization.
13. Examine how the safety, quality, and cost effectiveness of care can be improved through active participation by patients and their families.
14. Describe the recruitment, hiring, orientation and training of employees.
15. Describe the types of committees that a nurse leader would be involved in.
16. Describe how the facility identifies the need for change.
17. Describe how the facility implements change.

18. Determine what the organization uses to measure patient satisfaction.
19. Observe the nurse leader's role in patient satisfaction and improving patient care.
20. Participate in leadership activities under the direction of the managerial preceptor.

### **Responsibility of the Clinical Faculty**

- n Provide the student with a syllabus and guidelines for the project to be completed during the clinical rotation.
- n Ensure that students are connected with the proper preceptor.
- n Provide information on roles and functions of preceptor, student and faculty.
- n Communicate with the preceptor and student as appropriate.
- n Provide guidance and consultation for the clinical project.
  - Provide the preceptor with an evaluation to help aid in the student's evaluation and course evaluation.
- n Grade the clinical project utilizing the grading rubric provided for the course.
- n Guide students in the resolution/investigation of concerns/problems.

### **Responsibility of the Managerial Preceptor**

- n Maintain an agreed upon schedule with the student. If unforeseen events occur, notify the student of absence and reschedule precepted experience.
- n Serve as mentor and resource person, providing opportunities for participation in managerial activities.
  - Propose hypothetical situations and provide feedback to increase student's critical thinking and decision making.
- n Provide feedback to the clinical faculty member through the evaluation provided.

### **Responsibility of the Student**

- n Discuss course objectives and expectations for the clinical assignment.
- n Provide the clinical faculty with contact information for the managerial preceptor.
- n Provide your managerial preceptor with contact information for the clinical faculty.
- n Identify and reach an agreement with the managerial preceptor and clinical faculty on the project to be completed.
- n Attend a meeting with clinical faculty to review project after topic submitted.
- n Discuss with the clinical faculty the plan for the clinical project before implemented.
- n Fulfill required clinical hours, **maintaining a time log, signed by student and preceptor.**  
Time sheet will be given to the clinical instructor by the date indicated on the syllabus.
- n Participate in identified experiences, if unforeseen events occur, notify preceptor and faculty member of absence and in collaboration with preceptor reschedule the make-up time.
- n Maintain ongoing communication with preceptor and faculty member.
- n Dress in black polo and black pants.**

Assessment of student performance in the clinical setting is based upon achievement of the published course objectives. If questions related to the completion of the course objectives in a satisfactory manner arise, judgment to whether the objectives have been achieved or not will be a collaborative experience between the clinical faculty member, the managerial

preceptor and the student. Failure to meet objectives will result in failure of the clinical and subsequently, the course. A grade of F will be recorded for the class if the student does not pass the clinical portion of the course.

**Clinical Hours:**

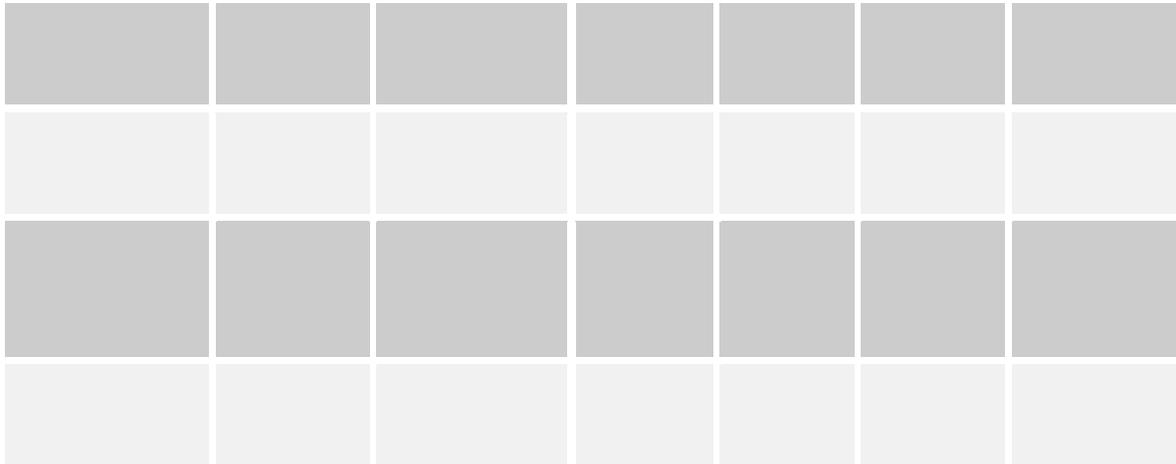
- 20 hours spent in managerial or leadership experiences
- 5 Hours -2 page reflection on leadership experiences (reflecting on at least 4 of the objectives)
- 20 additional hours may be utilized to work on capstone = 45 clock hours equal one credit hour in the clinical setting.

**Capstone Paper:**

See Capstone Paper Rubric and Capstone Project Outline and Writing Tips

**Capstone Poster:**

- Must be a professional poster
- Should include a synopsis of the project including all sections of the paper
- Must include data displayed in graphs or tables
- Must include references 5 professional references in last 5 years.



**\*\*\*\*\*Remember, you must:**

**Supply the clinical faculty with your preceptor's contact info**  
**Inform the clinical faculty when you agree upon a project**  
**Discuss your ideas or plans for the project**  
**before implementation**

**If a student fails to turn in their completed time log an incomplete will be given for the course until that documentation is provided.**