

NURS 4410-110: Leadership & Management

Spring 2023

Texas A&M University-Central Texas

Mode of Instruction and Course Access:

This is a 100% online course and uses the A&M-Central Texas [Canvas Learning Management System](https://tamuct.instructure.com) [https://tamuct.instructure.com].

This course runs from January 17-2023 – May 12, 2023.

INSTRUCTOR AND CONTACT INFORMATION

Instructor: Dawn Riess, PhD, RN

Office: Heritage Hall 302B

Phone: 254-519-5718

MS Teams: Text via TEAMS chat, email, call, or facetime

Email: dawnriess@tamuct.edu

Office Hours:

Office Hours: Monday 0800-1600 home office, Tuesday-Thursday @TAMUCT, 0730-1530. Drop-in is welcome.

Additional hours are available by appointment, in-person or virtual. Virtual office hours will be available via TEAMS. I am available for virtual office hours Monday-Friday and by appointment on weekends. I know you work different shifts, so I can accommodate your needs.

Student-instructor interaction

Messages within Canvas Inbox are checked daily. Emails to secondary email are checked Monday through Friday during business hours. Students may expect a response within 24 to 48 hours. It is expected that all Canvas message communication from faculty receive a response within 48 hours.

The Canvas announcements page is used to send information that pertains to all students. It is strongly suggested that you adjust your Canvas settings to receive announcements in your email account or check announcements frequently.

Emergency Warning System for Texas A&M University-Central Texas

SAFEZONE. SafeZone provides a public safety application that gives you the ability to call for help with the push of a button. It also provides Texas A&M University-Central Texas the ability to communicate emergency information quickly via push notifications, email, and text messages. All students automatically receive email and text messages via their myCT accounts.

Downloading SafeZone allows access to push notifications and enables you to connect directly for help through the app.

You can download SafeZone from the app store and use your myCT credentials to log in. If you would like more information, you can visit the [SafeZone](http://www.safezoneapp.com) [www.safezoneapp.com].

To register SafeZone on your phone, please follow these 3 easy steps:

1. Download the SafeZone App from your phone store using the link below:
 - [iPhone/iPad](https://apps.apple.com/app/safezone/id533054756): [https://apps.apple.com/app/safezone/id533054756]
 - [Android Phone / Tablet](https://play.google.com/store/apps/details?id=com.criticalarc.safezoneapp) [https://play.google.com/store/apps/details?id=com.criticalarc.safezoneapp]
2. Launch the app and enter your myCT email address (e.g. {name}@tamuct.edu)
3. Complete your profile and accept the terms of service

COURSE INFORMATION

Course Overview and Description:

In this course, theories, and principles of human behavior in organizations are examined, including an exploration of leadership roles in professional nursing practice. Students analyze concepts that reflect the progressive development of the nurse leader who applies critical thinking and information technology skills to evidence-based practice. The role of the nurse leader as an interprofessional team member is also examined. The importance of the nurse leader as a role model for continued professional growth through lifelong learning is emphasized. Issues related to political action, socio-legal concerns, cultural diversity, and ethics in professional nursing practice are explored with an emphasis on the advocacy role of the nurse. Practicum experiences are individualized.

Course Objective:

By the end of the course the student will be able to: Relate practical application of leading and management styles to provide the best possible outcomes for patients.

Student Learning Outcomes:

- Apply theories of leadership and management to practice through the application of critical thinking to coordinate ethical evidence-based nursing care.
- Demonstrate an awareness of complex organizational systems, including the professional nurse's role in influencing these systems.
- Analyze the impact of selected historical, political, ethical, cultural, legal and professional issues on the health care delivery.
- Demonstrate valuing of lifelong learning and professional growth.
- Apply the role of the professional nurse as a leader, manager, and facilitator of holistic, interprofessional care.

Professional Standards and Guidelines:

The curriculum is guided by: American Association of Colleges of Nursing. (2021). [The Essentials: Core Competencies for Professional Education](https://www.aacnnursing.org/Portals/42/AcademicNursing/pdf/Essentials-2021.pdf). Washington, DC. [https://www.aacnnursing.org/Portals/42/AcademicNursing/pdf/Essentials-2021.pdf]

- Essential 1.1: Demonstrate an understanding of the discipline of nursing's distinct perspective and where shared perspectives exist with other disciplines
- Essential 1.2: Apply theory and research-based knowledge from nursing, the arts, humanities, and other sciences.
- Essential 2.2: Communicate effectively with individuals.
- Essential 2.6: Demonstrate accountability for care delivery.
- Essential 2.9: Provide care coordination.
- Essential 4.2: Integrate best evidence into nursing practice.
- Essential 5.1: Apply quality improvement principles in care delivery.
- Essential 5.2: Contribute to a culture of patient safety.
- Essential 5.3: Contribute to a culture of provider and work environment safety.
- Essential 6.1: Communicate in a manner that facilitates a partnership approach to quality care delivery.

- Essential 6.2: Perform in different team roles, using principles and values of team dynamics.
- Essential 6.4: Work with other professionals to maintain a climate of mutual learning, respect, and shared values.
- Essential 7.1: Apply knowledge of systems to work effectively across the continuum of care.
- Essential 8.1: Describe the various information and communication technology tools used in the care of patients, communities, and populations.
- Essential 8.3: Use information and communication technologies and informatics processes to deliver safe nursing care to diverse populations in a variety of settings.
- Essential 9.2: Employ participatory approach to nursing care.
- Essential 9.3: Demonstrate accountability to the individual, society, and the profession.
- Essential 9.4: Comply with relevant laws, policies, and regulations.
- Essential 9.5: Demonstrate the professional identity of nursing.
- Essential 9.6: Integrate diversity, equity, and inclusion as core to one's professional identity.
- Essential 10.1: Demonstrate a commitment to personal health and well-being.
- Essential 10.2: Demonstrate a spirit of inquiry that fosters flexibility and professional maturity.
- Essential 10.3: Develop capacity for leadership.

Required Reading and Textbook(s):

American Psychological Association. (2020). *Publication of the American Psychological Association* (7th ed.). Washington D.C: American Psychological Association. ISBN-13: 978-1433832178 ISBN-10: 1433832178
 Yoder-Wise P. (2019). *Leading and Managing in Nursing* (7th ed.). Maryland Heights, Missouri: Elsevier. ISBN-9780323449137

COURSE REQUIREMENTS

**** Note that assignments may require additional research and data collection in addition to textbook reading assignments****

Course Requirements:

- Apply theories of leadership and management to practice through the application of critical thinking to coordinate ethical evidence-based nursing care.
- Demonstrate an awareness of complex organizational systems, including the professional nurse's role in influencing these systems.
- Analyze the impact of selected historical, political, ethical, cultural, legal, and professional issues on the health care delivery.
- Demonstrate valuing of lifelong learning and professional growth.
- Apply the role of the professional nurse as a leader, manager, and facilitator of holistic, interprofessional care.

Assignments X 6	120 Points	60%
Change Project	80 Points	30%
Discussion X 2	20	10%
Total:	220 Points	100%

Percent A=90-100

B=80-89

C=70-79

D=60-69

F=59 or below

*Note, grade of 70 or higher required to pass all nursing courses.

You must submit your completed Service-Learning Project field work log of hours to receive your final grade.

Please see the Service-Learning Project section of this syllabus for an explanation of this log. The log is located in the rubric section of this syllabus.

Due dates and times:

Assignments are due on the date and time outlined in the course schedule and syllabus.

A 10% deduction will be taken for each day an assignment is past the due date if approved by faculty. After three days, a grade of 0 will be entered into the gradebook for that assignment. This includes all quizzes, discussion boards, project components and any other written work in the course. Exceptions will be granted at faculty discretion and only if arrangements were made prior to the due date.

Posting of Grades:

All student grades will be posted on the Canvas Grade book. Students should monitor their grading status often and report to the instructor any discrepancies. Quiz and exam grades taken through Canvas are posted upon successful submission. Faculty graded assignments and discussion posts will usually be posted within 7 days after the due date and time.

Grading Policies

The Operation of the Online Course and Being an Online Student

Online learning requires students to be very self-disciplined. For this course, Monday will be considered the first-class day. **Initial discussion board postings are due on Thursday at 2359 of the appropriate weeks with responses due by the following Sunday at 2359.** All other assignments such as quizzes and written work will be due as posted in Canvas.

Ten percent will be taken off for each day for late submissions and will not be accepted after three days

Statement on Late Assignments

Assignments are due on the date and time outlined in the course schedule and syllabus. A 10% deduction will be taken for each day an assignment is past the due date. After three days (72 hours), a grade of 0 will be entered into the gradebook for that assignment. This includes all quizzes, discussion boards, and any other written work in the course. Exceptions will be granted at faculty discretion and only if arrangements were made prior to the due date.

COURSE OUTLINE AND CALENDAR

Complete Course Calendar

Texas A&M University -Central Texas		NURS 4410-110: Leadership and Management		Spring 2023
Week	Reading Chapter/Topics	Assessments	Notes	
Module 1 1/17/23- 2/5/23	<ul style="list-style-type: none">Leading, Managing and Following: Chapter 1Clinical Safety: Chapter 2Legal and Ethical Issues: Chapter 3Cultural Diversity: Chapter 4	<ol style="list-style-type: none">Read and acknowledge syllabus, due 1/22/23Introduce yourself and reply to two peers Original post due: 1/19/23 at 1159 TWO peer responses due 1/22/23	<ul style="list-style-type: none">I highly recommend you use Studio via Canvas for your audio and video presentations. Canvas is made to support Studio which minimizes frustrations when uploading.	

		<ol style="list-style-type: none"> Respond in the assignment for choice of MS Teams use, due 1/22/23. Complete your Audio presentation: Leading and Managing, due 1/22/23 by 11:59pm Discussion Board: Employment Law. DB #1 Due: Original post: 1/26/23 at 11:59PM TWO peer Responses: 1/29/23 at 11:59 PM Complete your audio presentation for Cultural Diversity in Health Care by 2/5/23 at 11:59pm 	<ul style="list-style-type: none"> IF you choose to audio record directly into your presentation slides, you MUST save as an MP4 file.
<p>Module 2 2/6/23- 2/26/23</p>	<ul style="list-style-type: none"> Gaining Personal Insight, Chapter 5 Being an Effective Follower, Chapter 6 Stress and Time, Chapter 7 Communication and Conflict, Chapter 8 Power, Politics, and Influence, Chapter 9 	<ol style="list-style-type: none"> Discussion Board: Stress and Politics. Original Post due, Thursday, 2/9/23 by 11:59pm TWO peer replies due, Sunday, 2/12/23 by 11:59pm Health Pamphlet due on 2/19/23 by 11:59pm Outline for Power, Politics, and Influence is due, Sunday 2/26/23 by 11:59pm *Just fill in your answers directly on the outline posted in Canvas. Submit completed outline as directed. 	<p>** Next Module: You will be implementing concepts from chapters 5, 6, 8.</p> <p><u>IMPORTANT: You will need to schedule an appointment with a Nurse Leader to Complete this paper!</u></p> <p>Set up your appointment ASAP, if you are having any issues, reach out to me and we will discuss. You will also be discussing your Change Proposal with your nurse leader. They may be able to provide you some insights. You will be sending a follow-up email thanking them for their time, you MUST CC me in the email, the paper and interview are due on Sunday, 10/23/22! You need to start planning for your Change Proposal early.</p>
<p>Module 3 2/27/23- (Spring Break 3/13-3/17) 3/26/23</p>	<ul style="list-style-type: none"> Healthcare Organizations, Chapter 10 Organizational Structures, Chapter 11 Care Delivery Strategies, Chapter 12 Staffing and Scheduling, Chapter 13 Workforce Engagement Through Collective Action and Governance, Chapter 14 The Impact of Technology, Chapter 16 Delegating: Authority, Accountability and Responsibility in Delegation Decisions, Chapter 17 Person-Centered Care, Chapter 22 	<ol style="list-style-type: none"> DB: Healthcare Organization and person-centered care. Original post due 3/2/23 by 11:59pm. TWO peer replies due 3/5/23 by 11:59pm DB: Delegation and Technology. Original post due 3/9/23 by 11:59pm. TWO peer replies due 3/12/23 by 11:59pm Personal Insights, Talents, and Communication paper due on Sunday, 3/26/23 by 11:59pm. You need to CC faculty in the thank you email you sent to your nurse manager for talking to you. You may have conducted the entire interview via email, phone, or in-person. 	<ul style="list-style-type: none"> There is a Q&A Discussion Post regarding the change proposal. It is not required, but if you have a question, your peers probably do as well, so use this to chat or clarify. You should be working on your Change proposal. There are two parts: the first is about the Healthcare Organization and the second is about the specific change you are proposing. Review the RUBRIC that accompanies the paper this week.
<p>Module 4</p>	<ul style="list-style-type: none"> Making Decisions and Solving Problems, Chapter 15 The impact of Technology, Chapter 16 	<ol style="list-style-type: none"> Following instructions for submission on Leading Change and Building Teams. Due on 	<p>Review the requirements for BOTH PPT submissions. You will be submitting TWO different</p>

3/27/23-4/9/23	<ul style="list-style-type: none"> Delegating: Authority, Accountability, and Responsibility in Delegation Decisions, Chapter 17 Leading Change, Chapter 18 Building Effective Teams, Chapter 19 	<p>4/2/23 by 11:59pm</p> <ol style="list-style-type: none"> DB: Decision-Making process is due, 4/6/23 by 11:59 pm, two peer replies are due, 4/9/23 by 11:59pm. Review both parts of your change proposal. You should be finishing up PPT #1 and starting PPT #2. 	PPTs for your change proposal. If you have any questions, please ask!
Module 5 4/10/23-5/7/23	<ul style="list-style-type: none"> Communication and Conflict, Chapter 8 Workforce Engagement Through Collective Action and Governance, Chapter 14 Making Decisions and Solving Problems, Chapter 15 Leading Change, Chapter 18 Managing Costs and Budgets, Chapter 20 Managing Quality and Risk, Chapter 23 Translating Research into Practice, Chapter 24 <p>Website: https://www.jointcommission.org/standards/national-patient-safety-goals/</p>	<ol style="list-style-type: none"> Part one Change Proposal Presentation: Organizational Structure is due in both Audio and Video recording due, 4/16/23 by 11:59pm. DB: Post your completed Part 2 change recording to the DB due, 4/27/23 by 11:59. Reply to ONE peer with constructive feedback due, 4/30/23 by 22:59pm. Part 2: Change proposal presentation with audio and video is due 4/7/23 by 11:59pm. 	Thank you for all your hard work. Let me know if you have any questions.

***See Rubrics in Canvas course**

Important University Dates:

<https://www.tamuct.edu/registrar/academic-calendar.html>

*****TECHNOLOGY REQUIREMENTS AND SUPPORT for LIPPINCOTT COURSEPOINT*****

CoursePoint Student User Guide is provided in the Course. To use Lippincott CoursePoint, students must have access to the internet and an up-to-date browser. See the link https://download.lww.com/thepoint/help/thepoint_systemrequirement.pdf for the current system requirements for the product.

Technology Requirements

This course will use the A&M-Central Texas Instructure Canvas learning management system. **We strongly recommend the latest versions of Chrome or Firefox browsers. Canvas no longer supports any version of Internet Explorer.**

Logon to A&M-Central Texas Canvas [<https://tamuct.instructure.com/>] or access Canvas through the TAMUCT Online link in myCT [<https://tamuct.onecampus.com/>]. You will log in through our Microsoft portal.

Username: Your MyCT email address. Password: Your MyCT password

Canvas Support

Use the Canvas Help link, located at the bottom of the left-hand menu, for issues with Canvas. You can select “Chat with Canvas Support,” submit a support request through “Report a Problem,” or call the Canvas support line: 1-844-757-0953.

For issues related to course content and requirements, contact your instructor.

Online Proctored Testing

A&M-Central Texas uses Proctorio for online identity verification and proctored testing. This service is provided at no direct cost to students. If the course requires identity verification or proctored testing, the technology requirements are: Any computer meeting the minimum computing requirements, plus web camera, speaker, and microphone (or headset). Proctorio also requires the Chrome web browser with their custom plug in.

Other Technology Support

For log-in problems, students should contact Help Desk Central, 24 hours a day, 7 days a week

Email: helpdesk@tamu.edu

Phone: (254) 519-5466

[Web Chat](http://hdc.tamu.edu): [http://hdc.tamu.edu]

Please let the support technician know you are an A&M-Central Texas student.

UNIVERSITY RESOURCES, PROCEDURES, AND GUIDELINES

Academic Accommodations

At Texas A&M University-Central Texas, we value an inclusive learning environment where every student has an equal chance to succeed and has the right to a barrier-free education. The Warrior Center for Student Success, Equity and Inclusion is responsible for ensuring that students with a disability receive equal access to the university's programs, services and activities. If you believe you have a disability requiring reasonable accommodations, please contact the Office of Access and Inclusion, WH-212; or call (254) 501-5836. Any information you provide is private and confidential and will be treated as such.

For more information, please visit our [Access & Inclusion](#) Canvas page (log-in required)
[https://tamuct.instructure.com/courses/717]

Academic Integrity

Texas A&M University-Central Texas values the integrity of the academic enterprise and strives for the highest standards of academic conduct. A&M-Central Texas expects its students, faculty, and staff to support the adherence to high standards of personal and scholarly conduct to preserve the honor and integrity of the creative community. Any deviation by students from this expectation may result in a failing grade for the assignment and potentially a failing grade for the course. All academic misconduct concerns will be referred to the Office of Student Conduct. When in doubt on collaboration, citation, or any issue, please contact your instructor before taking a course of action.

For more [information regarding the student conduct process](#), [https://www.tamuct.edu/student-affairs/student-conduct.html].

If you know of potential honor violations by other students, you may [submit a referral](#),
[https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=0].

Drop Policy

If you discover that you need to drop this class, you must complete the [Drop Request](#) Dynamic Form through Warrior Web.

[https://federation.ngwebsolutions.com/sp/startSSO.ping?PartnerIdId=https://eis-prod.ec.tamuct.edu:443/samlss0&SpSessionAuthnAdapterId=tamuctDF&TargetResource=https%3a%2f%2fdynamicform.s.ngwebsolutions.com%2fSubmit%2fStart%2f53b8369e-0502-4f36-be43-f02a4202f612].

Faculty cannot drop students; this is always the responsibility of the student. The Registrar's Office will provide a deadline on the Academic Calendar for which the form must be completed. Once you submit the completed form to the Registrar's Office, you must go into Warrior Web and confirm that you are no longer enrolled. If you still show as

enrolled, FOLLOW-UP with the Registrar's Office immediately. You are to attend class until the procedure is complete to avoid penalty for absence. Should you miss the drop deadline or fail to follow the procedure, you will receive an F in the course, which may affect your financial aid and/or VA educational benefits.

Important information for Pregnant and/or Parenting Students

Texas A&M University-Central Texas supports students who are pregnant, experiencing pregnancy-related conditions, and/or parenting. In accordance with requirements of Title IX and related guidance from US Department of Education's Office of Civil Rights, the Dean of Student Affairs' Office can assist students who are pregnant and/or parenting in seeking accommodations related to pregnancy and/or parenting. Students should seek out assistance as early in the pregnancy as possible. For more information, please visit [Student Affairs](https://www.tamuct.edu/student-affairs/pregnant-and-parenting-students.html) [https://www.tamuct.edu/student-affairs/pregnant-and-parenting-students.html]. Students may also contact the institution's Title IX Coordinator. If you would like to read more about these [requirements and guidelines](http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf) online, please visit the website [http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf].

Title IX of the Education Amendments Act of 1972 prohibits discrimination on the basis of sex and gender—including pregnancy, parenting, and all related conditions. A&M-Central Texas is able to provide flexible and individualized reasonable accommodation to pregnant and parenting students. All pregnant and parenting students should contact the Associate Dean in the Division of Student Affairs at (254) 501-5909 to seek out assistance. Students may also contact the University's Title IX Coordinator.

Tutoring

Tutoring is available to all A&M-Central Texas students, both virtually and in-person. Student success coaching is available online upon request.

If you have a question, are interested in becoming a tutor, or in need of success coaching contact the Warrior Center for Student Success, Equity and Inclusion at (254) 501-5836, visit the Warrior Center at 212 Warrior Hall, or by emailing WarriorCenter@tamuct.edu.

To schedule tutoring sessions and view tutor availability, please visit [Tutor Matching Services](https://tutormatchingservice.com/TAMUCT) [https://tutormatchingservice.com/TAMUCT] or visit the Tutoring Center in 111 Warrior Hall.

Chat live with a remote tutor 24/7 for almost any subject from on your computer! Tutor.com is an online tutoring platform that enables A&M-Central Texas students to log in and receive online tutoring support at no additional cost. This tool provides tutoring in over 40 subject areas except writing support. Access Tutor.com through Canvas.

University Library & Archives

The University Library & Archives provides many services in support of research across campus and at a distance. We offer over 200 electronic databases containing approximately 400,000 eBooks and 82,000 journals, in addition to the 96,000 items in our print collection, which can be mailed to students who live more than 50 miles from campus. Research guides for each subject taught at A&M-Central Texas are available through our website to help students navigate these resources. On campus, the library offers technology including cameras, laptops, microphones, webcams, and digital sound recorders.

Research assistance from a librarian is also available 24 hours a day through our online chat service, and at the reference desk when the library is open. Research sessions can be scheduled for more comprehensive assistance, and may take place virtually through WebEx, Microsoft Teams or in-person at the library. [Schedule an appointment here](https://tamuct.libcal.com/appointments/?g=6956) [https://tamuct.libcal.com/appointments/?g=6956]. Assistance may cover many topics, including how to find articles in peer-reviewed journals, how to cite resources, and how to piece together research for written assignments.

Our 27,000-square-foot facility on the A&M-Central Texas main campus includes student lounges, private study rooms, group work spaces, computer labs, family areas suitable for all ages, and many other features. Services such as interlibrary loan, TexShare, binding, and laminating are available. The library frequently offers workshops, tours, readings, and other events. For more information, please visit our [Library website](http://tamuct.libguides.com/index) [http://tamuct.libguides.com/index]

University Writing Center

University Writing Center: Located in Warrior Hall 416, the University Writing Center (UWC) at Texas A&M University–Central Texas (A&M–Central Texas) is a free service open to all A&M–Central Texas students. The hours of operation are from 10:00 a.m.-5:00 p.m. Monday thru Thursday in Warrior Hall 416 (with online tutoring available every hour as well) with satellite hours available online only Monday thru Thursday from 6:00-9:00 p.m. and Saturday 12:00-3:00 p.m.

Tutors are prepared to help writers of all levels and abilities at any stage of the writing process. While tutors will not write, edit, or grade papers, they will assist students in developing more effective composing practices. By providing a practice audience for students' ideas and writing, our tutors highlight the ways in which they read and interpret students' texts, offering guidance and support throughout the various stages of the writing process. In addition, students may work independently in the UWC by checking out a laptop that runs the Microsoft Office suite and connects to WIFI, or by consulting our resources on writing, including all of the relevant style guides. Whether you need help brainstorming ideas, organizing an essay, proofreading, understanding proper citation practices, or just want a quiet place to work, the UWC is here to help!

Students may arrange a one-to-one session with a trained and experienced writing tutor by making an appointment via [WOnline](https://tamuct.mywconline.com/) [https://tamuct.mywconline.com/]. In addition, you can email Dr. Bruce Bowles Jr. at bruce.bowles@tamuct.edu if you have any questions about the UWC, need any assistance with scheduling, or would like to schedule a recurring appointment with your favorite tutor.

OPTIONAL POLICY STATEMENTS

A Note about Sexual Violence at A&M-Central Texas

Sexual violence is a serious safety, social justice, and public health issue. The university offers support for anyone struggling with these issues. University faculty are mandated reporters, so if someone discloses that they were sexually assaulted (or a victim of Domestic/Dating Violence or Stalking) while a student at TAMUCT, faculty members are required to inform the Title IX Office. If you want to discuss any of these issues confidentially, you can do so through Student Wellness and Counseling (254-501-5955) located on the second floor of Warrior Hall (207L).

Sexual violence can occur on our campus because predators often feel emboldened, and victims often feel silenced or shamed. It is incumbent on ALL of us to find ways to actively create environments that tell predators we don't agree with their behaviors and tell survivors we will support them. Your actions matter. Don't be a bystander; be an agent of change. For additional information on campus policy and resources visit the [Title IX webpage](https://www.tamuct.edu/compliance/titleix.html) [https://www.tamuct.edu/compliance/titleix.html].

Behavioral Intervention

Texas A&M University-Central Texas cares about the safety, health, and well-being of its students, faculty, staff, and community. If you are aware of individuals for whom you have a concern, please make a referral to the Behavioral Intervention Team. Referring your concern shows you care. You can complete the [referral](https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=2) online [https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=2].

Anonymous referrals are accepted. Please see the [Behavioral Intervention Team](https://www.tamuct.edu/bit) website for more information [https://www.tamuct.edu/bit]. If a person's behavior poses an imminent threat to you or another, contact 911 or A&M-Central Texas University Police at 254-501-5805.

**Dress Code with Community Service-Learning Point of Contacts and Agencies
Policy as stated in the BSN Student Handbook:**

Dress Code for Community Agencies and delivering Service Learning Project
There may be times when you interact with members of the community in order to complete class projects. During these times, business casual professional dress is required. Examples include:

- blouses/shirts without messages (no T-shirts or tank tops)
- dresses or long pants/slacks (no shorts, short skirts)
- closed toed shoes (no flip flops)
- Scrubs are acceptable only the work place badge/ID card is removed (for your privacy and to avoid representing your individual work place)

INSTRUCTOR POLICIES.

MS Teams Presentations

Students are required to have access to MS Teams for group work or requested meetings throughout the course with both audio and visual participation for each MS Teams meeting.

Additional Research

Self-guided research and material search will be required throughout the course. Several assignments will require additional research for supportive material through the use of outside resources. Students are required to follow APA citing/referencing and copyright guidelines.

Power Point Presentations

All student presentations require audio narration. Presentations without audio will not be accepted.

SYLLABUS DISCLAIMER:

While the provisions of this syllabus are as accurate and complete as possible, the faculty reserve the right to change any provisions herein without actual notice if circumstances so warrant. Every effort will be made to keep students advised of such changes and information about such changes will be available at all times from the faculty. It is the responsibility of each student to know what changes, if any, have been made to the provisions of this syllabus and to successfully complete the requirements of the course.

Copyright Notice.

Students should assume that all course material is copyrighted by the respective author(s). Reproduction of course material is prohibited without consent by the author and/or course instructor. Violation of copyright is against the law and Texas A&M University-Central Texas' Code of Academic Honesty. All alleged violations will be reported to the Office of Student Conduct.

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