Moberly Area Community College
COMMON SYLLABUS

PNC 114: Personal and Vocational Concepts II
Current Term:

Instructor:
Office number:
Office hours:
Contact information:
Classroom number:
Class days and time:

Catalog description: PNC 114: Personal and Vocational Concepts II
Credit hours--Didactic: 2, Clinical: 0, Total: 2
Clock hours--32 hours total

This course introduces the practical nursing student to the role of the graduate practical nurse. Concepts include life-long learning, securing and maintaining employment, nursing organizations, the NCLEX-PN exam, cultural considerations, leadership and management skills, and the scope of practice for the practical nurse according to the Missouri Nurse Practice Act, Section 335.066, RSMo. Integrated concepts include leadership and management skills for the practical nurse.

Text: Success in Practical/Vocational Nursing: From Student to Leader, 9th Edition.
Author: Knecht
Publisher: Elsevier

Purpose of course:
The purpose of Personal Vocational Concepts II is to develop workforce readiness including licensure, job search, resume' writing, legal and ethical concepts in the workplace, lifelong continuing education, and leadership and delegation within nursing practice.

Course Objectives:
After completion of this course the student is prepared to:
1. List the steps in applying and testing for licensure as a practical nurse.
2. Identify nursing organizations available to the practical nurse.
3. Give examples of various health care settings in which a practical nurse may secure employment.
4. Discuss leadership and management for the practical nurse.
5. Describe cultural considerations in the workplace.
6. Identify appropriate techniques of delegation.
7. Discuss attributes of becoming a life-long learner.
Course Content:
- Education for Nursing
- The NCLEX-PN
- The Health Care System
- Ethical Issues in Health Care
- Legally Responsible Nursing Practice
- Leadership Skills
- Management Skills
- Beginning Your Nursing Career
- Current Issues and Future Concerns

Connection with the Division of Health Sciences (DHS) Outcome Statement:
In compliance with MACC’s DHS outcomes, the student who successfully completes this course will be able to:

Outcome I:
- Students will demonstrate effective written and oral communication skills.
  - Students will learn and apply basic communication skills in understanding the job application and interview process and will develop a personal resume for use in the workforce at the conclusion of the program of study.

Outcome III:
- Students will think critically while systematically assessing problems, identifying issues and implementing solutions.
  - Students will be able to identify common issues within the healthcare setting and nursing profession and be able to apply plausible solutions to problems. Issues may include contracts, reimbursement, and legal and ethical dilemmas. Students will also be able to appropriately delegate care of patients to those under their leadership.

Outcome IV:
- Students will apply principles of professionalism and safety standards when entering the workforce.
  - Students will participate in instructor-moderated debates and other discussions, while remaining tactful and respectful of students with different views. Students will learn the basics of personal and professional health and working as a member of the healthcare team.

ASSESSMENT OF STUDENT LEARNING:
Grade Scale:
- 90-100%: A
- 83-89%: B
- 78-82%: C
- 66-77%: D
- > 65%: F

Grading in this course will be determined as follows:
- Exams and Major Assignments: 65% of total grade
- Homework: 10% of total grade
- Comprehensive Final Exam: 25% of total grade
Students must achieve a final percentage grade of 78% to successfully complete the course.

**Assessment:** Students will attend lecture, participate in discussion, complete student-led presentations and submit projects for grades. The exams may be provided through MACC’s online “Canvas Instructure” in a quiet environment, or via pencil and paper delivery. Exams will be timed and questions will be in a variety of formats. Homework and quizzes will be provided. There will be student-written papers to be completed as assigned, and the semester will conclude with a cumulative final exam.

**Program Outcomes and Assessment:** The practical nursing faculty continually strives to meet the needs of the practical nursing student through program improvements. This is a cooperative effort that includes input from the faculty, students, the Practical Nursing Advisory Board and other appropriate agencies or entities. Students are assessed on mastery of the course concepts and essential skills throughout the courses of the Practical Nursing program. Other program assessments are part of the Comprehensive Nursing Assessment Plan that includes clinical performance criteria, essential skills mastery, the clinical process evaluation, NCLEX-PN testing, successful licensure, placement rates, follow-up surveys, and approval by the Missouri State Board of Nursing.

**Expected Study Time Commitments:**

Students should expect to spend approximately 2 to 4 hours per week studying, reading, and working on assignments for each registered credit hour. For example, 6 to 12 study hours per week may be expected for a 3-credit hour class.

**Description of Assignments/Projects:** Available on calendar and in Canvas. These may be subject to changes and additions.

**Instructor policies:**

**Tardiness, make-up and late work:**

**Extra-credit work:**

**Schedule of Student Assignments/Activities:**

There will be a calendar provided with chapters to be covered in the lessons. Reading ahead is strongly encouraged. All other assignments are provided on the enclosed calendar for the course and are subject to change. Notice will be provided to students for any changes. This notice will be in the form of Canvas messaging/announcements and verbally within the classroom setting.

**COLLEGE POLICIES**

**Attendance:**

Students are expected to attend all class sessions for which they are enrolled. The College reserves the right to drop or withdraw students from courses due to lack of attendance.
Students need to be aware that dropping/being dropped from a course and their last date of attendance in the course may impact their financial aid.

MACC faculty are required to track attendance and report lack of attendance. An instructor must complete the appropriate steps to drop a student within one week following the student’s violation of the attendance policy. Additionally, a student’s attendance rate will be calculated based upon the first day the academic session begins (not the student’s date of enrollment in the course). If a student does not attend a course as defined below, the student will be dropped as “Never Attended.”

**Term Length Drop Calculations**

- **16-week:** Any student who misses two (2) consecutive weeks of class will be dropped from the course by the instructor unless acceptable justification is provided by the student and the student still has the opportunity to be successful in the course.

- **8-week:** Any student who misses one (1) consecutive week of class will be dropped from the course by the instructor unless acceptable justification is provided by the student and the student still has the opportunity to be successful in the course.

- **4-week:** Any student who misses two (2) consecutive days of class will be dropped from the course by the instructor unless acceptable justification is provided by the student and the student still has the opportunity to be successful in the course.

- **Intersession:** Any student who misses one (1) day of class will be dropped from the course by the instructor unless acceptable justification is provided by the student and the student still has the opportunity to be successful in the course.

Acceptable justification may include, but is not limited to, family emergencies, illness or injury, college-approved co-curricular and extra-curricular activities, and religious holidays.

**Definition of Course Attendance**

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<th>In Seat Course</th>
<th>Physically attending scheduled, face-to-face, class meetings</th>
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<td>Virtual Course</td>
<td>Being present, via appropriate platform, for scheduled class meetings/activities</td>
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Hybrid Course | Physically attending scheduled, face-to-face, class meetings and active participation in the online portion of the course which may include any or all of the following:
- Completion of quizzes or exams during class meetings and online
- Submission of assignments during class meetings and online
- Participation in discussions during class meetings and online

Online Course | Active participation in an online course includes the following:
- Completion of quizzes or exams
- Submission of assignments
- Participation in threaded discussions

Simply logging into the Learning Management System (Canvas) and/or accessing the course and course related material does not constitute active participation for the online component of hybrid courses or for online courses. (*Policy Handbook*, I.090 & M.095)

Academic Dishonesty:

MACC board policy is as follows: “Academic dishonesty by students damages institutional credibility and unfairly jeopardizes honest students; therefore, it will not be tolerated in any form.” Forms of academic dishonesty include but are not limited to the following: violations of copyright law, plagiarism, fabrication, cheating, collusion, and other academic misconduct. Incidents of dishonesty regarding assignments, examinations, classroom/laboratory activities, and/or the submission of misleading or false information to the College will be treated seriously. The procedure for handling academic dishonesty is outlined in the Student Handbook (*Policy Handbook M.010*). In cases of alleged academic dishonesty, the burden of proof is on the student, not on the instructor.

Student Email:

MACC Mail is the official student email system at MACC. Official college communication is sent via this email system. Students are responsible for checking their MACC Mail account regularly. Students may also receive notifications and reminders from MACC through the online learning platform. However, students should remain aware that the online learning platform messaging system and MACC Mail (student email) system are two separate systems.

ADA Statement

Students who have disabilities that qualify under the Americans with Disabilities Act may register for assistance through the Office of Access and ADA Services. Students are invited to contact the Access Office to confidentially discuss disability information, academic accommodations, appropriate documentation and procedures. For more information, please call either the Moberly office at (660) 263-4100 x 11240 or the Columbia office at (573) 234-1067 x 12120, or visit our web page at [http://www.macc.edu/services/access-office](http://www.macc.edu/services/access-office).
Title IX Statement

MACC maintains a strict policy prohibiting sexual misconduct in any form, including sexual harassment, sexual discrimination, and sexual violence. All MACC employees, including faculty members, are considered mandated reporters of sexual misconduct and as such are expected to contact the Title IX Coordinator when they become aware, in conversation or in writing, of an incident of sexual misconduct. For more information on this policy or to learn about support resources, please see http://www.macc.edu/sexual-misconduct-policy or contact Cheryl Lybarger, MACC’s Title IX Coordinator, at 660-263-4110, ext. 11369 or cheryll@macc.edu.