

# McLennan C O M M U N I T Y C O L L E G E

WACO, TEXAS

---

## **COURSE SYLLABUS**

**AND**

## **INSTRUCTOR PLAN**

### **VOCATIONAL NURSING CONCEPTS**

**VNSG 1122.F1**

**ANGELA TROTTER**

**NOTE: This is an 8-week course.**

**NOTE: This is a Blended/Hybrid course.**

#### **COVID 19 Notice:**

McLennan Community College is committed to providing you with every resource you need to reach your academic goals. We are also concerned for your safety. We are working through COVID-19 guidelines to make sure we offer a safe environment for you and our faculty. This will include smaller class sizes to manage social distancing and proper cleaning techniques. You will have the advantage of a physical classroom experience but may also need to work part of the time online as we adjust to limited classroom capacity. This will also allow us the flexibility to move online if so directed by federal, state and/or local COVID 19 guidelines. Faculty and staff are preparing now to ensure that you have the best experience in the midst of these uncertain times.

# VOCATIONAL NURSING CONCEPTS

VNSG 1122.F1

---

## **Course Description:**

**VNSG 1122 Vocational Nursing Concepts** Introduces the nursing profession and its responsibilities and the legal and ethical issues in nursing practice. Concepts related to the physical, emotional, and psychosocial self-care of the learner/professional.

## **Prerequisites and/or Corequisites:**

Prerequisite: Admission to program and concurrent enrollment in VNSG 1327, VNSG 1360 and VNSG 1423. Semester Hours 1 (1 lec)

## **Course Notes and Instructor Recommendations:**

*None.*

## **Instructor Information:**

Instructor Name:	Angela Trotter
MCC E-mail:	<a href="mailto:atrotter@mclennan.edu">atrotter@mclennan.edu</a>
Office Phone Number:	254-299-8368
Office Location:	HPN 235
Office/Teacher Conference Hours:	Posted outside of office
Other Instruction Information:	None

## **Required Text & Materials:**

- HESI Comprehensive Review for the NCLEX-PN Examination, 5th Edition
- M. Doenges, M. Moorhouse, A. Murr. *Nurses Pocket Guide: Diagnoses, Prioritized Interventions, and Rationales*. 14th ed., F.A. Davis Company, 2016.
- Silvestri, L. and Silvestri, A. (n.d.). *Saunders comprehensive review for the NCLEX-PN examination*. 7th ed.

**MCC Bookstore Website:** <http://www.mclennan.edu/bookstore/>

## **Methods of Teaching and Learning:**

Lecture, lab exercises, student performances/presentations, exams, quizzes, simulator.

## **Course Objectives and/or Competencies:**

- Identify factors that enhance a student nurse's personal health. C1, C6, C7, C9, C14, F1, F5, F6
- Summarize personal values and beliefs related to health. C5, C7, C9, F1, F5, F6
- Explain the association among responsibility, accountability and legal liability. C4, C5, C7, C9, C11, C12, C15, F1, F2, F5
- Explain the importance of legal issues and nursing practice. C5, C9, C12, F1-2, F5-6
- Explain the influence of ethics in nursing practice. C7, C15, F1-2, F5-6

## VOCATIONAL NURSING CONCEPTS

### VNSG 1122.F1

- 
- Apply the nursing process to ethical decision-making. **C10, C12, F1-2, F5-6**

**Learning Outcomes:** The student will discuss the personal adjustments essential to the development of the vocational nurse; identify the role of the licensed vocational nurse and discuss the legal and ethical responsibilities in vocational nursing practice.

**Course Outline or Schedule:**

1. Nursing Foundations / Legal & Ethical Issues in Nursing
2. Nursing Process
3. Patient Teaching
4. Communication
5. Stress & Coping
6. Management Care
7. A schedule will be provided on the first class day.

**Course Grading Information:**

VNSG 1122	
HESI practice exam 1	5%
HESI practice exam 2	5%
Individual Care Plan	20%
Individual Teaching Plan	20%
Group Care Plan	20%
Case Study	30%

**PROGRESSION REQUIREMENTS**

**In order for the student to progress in the nursing program, the following requirements must be met:**

1. Achievement of a grade of "C" or better in all nursing and identified prerequisite courses in the curriculum.
  - The Vocational Nursing Program requires a 78% as the minimum passing grade.
2. Prerequisites to each nursing course have been successfully completed with a grade of C or higher.
3. Achievement of the grade of "Credit" in the clinical area.
4. Current CPR course for Healthcare Providers certification.
5. Documentation of TB skin test and/or chest x-ray must be current throughout program of study.

## VOCATIONAL NURSING CONCEPTS

VNSG 1122.F1

---

### **Grading Policy:**

#### **Grade Determination**

A grade of "C" (78) or better in theory is required to pass all nursing courses. Clinical laboratory grades are on a credit/non-credit basis.

The student must pass both theory and clinical to progress in the Vocational Nursing Program.

#### **College Grading System Scale**

The following shall be the system used for reporting and evaluating student grades at McLennan Community College.

COURSE GRADE		GRADE POINTS PER SEMESTER HOUR
A	EXCELLENT	4
B	GOOD	3
C	FAIR	2
D	POOR	1
F	FAILURE	0

#### **Grade Determination – Effective with classes entering nursing school starting Fall 2012 to present.**

A grade of "C" (78) or better in theory and a grade of SATISFACTORY in clinical is required to pass the course. The grade values are as follows:

A	=	90 – 100
B	=	80 – 89
C	=	78 – 79
D	=	65 – 77
F	=	Below 65

#### **Grade Calculations:**

All unit exams are calculated by a percentage computed to two decimal places. Exam grades will be figured to two decimal places. The final exam for the course will be computed to two decimal places. **No grades will be rounded.**

#### **Major Tests:**

## VOCATIONAL NURSING CONCEPTS

VNSG 1122.F1

---

- Major test dates will be included in the tentative class schedule, if changes are necessary, an announcement will be made in class.
- All students are expected to take major tests at the scheduled time.
- In case of absence on a scheduled major test day, an alternate test will be given as a “make up” and may include essay, short answers, or multiple choices.
- Major tests are usually written as multiple choice questions, but alternative formats will be utilized.
- Each major test may include material covered in all previous chapters.
- Late arrivals distract those who are already concentrating on the test. Student arriving after another student has completed the test and left the room will take the “make up” test.

### **Late Work, Attendance, and Make Up Work Policies:**

Attendance & Participation are essential for success in this course. Class roll will be taken each day. **REMEMBER:** The student is only allowed **one (1)** class absence (results in a 20%-point deduction for each day missed). It is the student's responsibility to sign the class roll. Punctuality is imperative as tardiness distracts and hinders student concentration. If the student is late 15 minutes or more, he/she will be counted absent for the day. If a student leaves 15 minutes or more early or stays out of the room more than 15 minutes when not on break, the student will be counted absent. Refer to general catalog for MCC policy. **NO MAKEUP WORK.**

### **CONTINUATION POLICY**

Credits for the certificate include a minimum grade of “C” or better in each pre-requisite and a minimum grade of 78 within the vocational nursing curriculum. A minimum grade of “C” (78) will be required for courses transferred or substituted to satisfy certificate requirements.

A student has three (3) years to complete the Vocational Nursing Program after official enrollment in the first program course.

### **Withdrawal & Failures in the Vocational Nursing Program**

- ✓ Failure of two (2) program courses during anytime within the VN program will cause the student to be ineligible to re-enroll in the VN program for 3 years. The 3 years will be measured by the date/year the student exited the program.
- ✓ Withdrawal of two (2) program courses during anytime within the VN program will cause the student to be ineligible to re-enroll in the VN program for 3 years. The 3 years will be measured by the date/year the student exited the program.
- ✓ One (1) course failure and one (1) course withdrawal of two program courses during anytime within the VN program will cause the student to be ineligible to re-enroll in the VN program for 3 years. The 3 years will be measured by the date/year the student exited the program.

### **Re-Entry or Re-Admission into the VN Program**

## VOCATIONAL NURSING CONCEPTS

### VNSG 1122.F1

---

- ✓ Only one (1) course failure or one (1) course withdrawal may be repeated while in the VN Program. This course can only be repeated once.
- ✓ One (1) course failure or one (1) course withdrawal can be repeated once while in the VN program during a three (3) year period.
- ✓ A student who is unsuccessful due to one (1) course withdrawal or one (1) course failure may re-enter or re-apply to the VN program only one (1) additional time
- ✓ During a second re-admission/re-entry into the VN program; if the student is unsuccessful due to a withdrawal or failure (theory/clinical); the student must wait three (3) years from the exit date/year from the program before applying to the VN program as a new student.

(Please see Unsuccessful Completion)

The student may complete a new application after the initial three-year period ends and repeat the application process as a new student. Three (3) years will be measured from the date/year the student left the program the second time.

#### **Student Behavioral Expectations or Conduct Policy:**

“Students are expected to maintain classroom decorum that includes respect for other students and the instructor, prompt and regular attendance, and an attitude that seeks to take full advantage of the education opportunity.”

#### **Electronic Communication**

This policy applies to all students enrolled at McLennan Community College (MCC) and to all MCC employees. All students, staff, and faculty will use their official college e-mail addresses when conducting college business.

It is MCC’s policy to assign all students, upon registration, an official e-mail address, which may remain in effect up to twelve months after students are no longer enrolled at MCC. MCC student e-mail addresses will be the only e-mail authorized to communicate official college information or business. Students are expected to read and, if needed, respond in a timely manner to college e-mails. It is suggested that students check college e-mail daily to avoid missing time-sensitive or important college messages. Students may forward college e-mails to alternate e-mail addresses; however, MCC will not be held responsible for e-mails forwarded to alternate addresses. A student’s failure to receive or read official communications sent to the student’s assigned e-mail address in a timely manner does not absolve the student from knowing and complying with the content of the official communication.

#### **Privacy and Confidentiality**

Official college communications sent by e-mail are subject to public information, privacy, and records-retention requirements and to other policies and procedures.

## VOCATIONAL NURSING CONCEPTS

VNSG 1122.F1

---

### **Instructional Uses of E-mail**

Faculty members will determine classroom use of e-mail or electronic communications. Faculty will expect students to check college e-mail on regular bases unless another communication method is indicated in the course syllabus. Faculty should inform students in the course syllabus of any special or unusual expectations for electronic communications. If a faculty member prefers not to communicate by e-mail with her/his students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

### **Appropriate Use of Electronic Communication**

The official college e-mail address assigned to students can be revoked if it is determined the student is utilizing it inappropriately. College e-mail must not be used to send offensive or disruptive messages nor to display messages that violate state or federal law.

### **“SUBJECT TO CHANGE” DISCLAIMER:**

The policies, regulations, procedures and fees associated with the Vocational Nursing Program are subject to change without prior notice, if necessary, to keep College and Program policies in compliance with State and Federal laws and/or with rules related to the program’s accrediting agency.

### **LIABILITY STATEMENT:**

McLennan Community College, its staff and/or clinical facility and staff are not financially liable for illness, injury or medical expense that may occur in the Vocational Nursing Program. It is the student's responsibility to provide adequate health care by medical insurance or other means.

### **\* [Click Here for the MCC Academic Integrity Statement](http://www.mclennan.edu/academic-integrity)**

([www.mclennan.edu/academic-integrity](http://www.mclennan.edu/academic-integrity))

The link above will provide you with information about academic integrity, dishonesty, and cheating.

### **\* [Click Here for the MCC Attendance/Absences Policy](https://www.mclennan.edu/highlander-guide/policies.html)**

(<https://www.mclennan.edu/highlander-guide/policies.html>)

Click on the link above for the college policies on attendance and absences. Your instructor may have additional guidelines specific to this course.

*\* You will need to access each link separately through your Web browser (for example: Mozilla Firefox, Chrome, Microsoft Edge or Safari) to print each link’s information.*

# McLennan

C O M M U N I T Y

# COLLEGE

---

## ACADEMIC RESOURCES/POLICIES

### **Student Support/Resources:**

MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at <http://www.mclennan.edu/campus-resource-guide/>

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources or want to explore strategies for balancing life and school, we encourage you to contact a success coach by calling (254) 299-8226. Students can visit the Completion Center Monday-Friday from 8 a.m.-5 p.m. to schedule a meeting with a success coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff based on household size. Text (254) 870-7573 to schedule a pantry appointment. The Completion Center and pantry are located on the Second Floor of the Student Services Center (SSC).

### **MCC Foundation Emergency Grant Fund:**

Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to <https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html> to find out more about the emergency grant. The application can be found at [https://www.mclennan.edu/foundation/docs/Emergency\\_Grant\\_Application.pdf](https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf).

### **Minimum Technical Skills:**

Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

### **Backup Plan for Technology:**

In the event MCC's technology systems are down, you will be contacted/notified through your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

\* [Click Here for the Minimum System Requirements to Utilize MCC's D2L|Brightspace](https://www.mclennan.edu/center-for-teaching-and-learning/Faculty%20and%20Staff%20Commons/requirements.html)  
(<https://www.mclennan.edu/center-for-teaching-and-learning/Faculty%20and%20Staff%20Commons/requirements.html>)

Click on the link above for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.



**Email Policy:**

McLennan Community College would like to remind you of the policy (<http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf>) regarding college email. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are expected to read and, if needed, respond in a timely manner to college emails.

**Instructional Uses of Email:**

Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication method is to be used and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with her/his students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

**Email on Mobile Devices:**

The College recommends that you set up your mobile device to receive McLennan emails.

**Forwarding Emails:**

You may forward the emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may become lost or placed in junk or spam filters.

**Accommodations/ADA Statement**

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. Instructors should not provide accommodations unless approved by the Accommodations Coordinator. For additional information, please visit [mclennan.edu/disability](http://mclennan.edu/disability).

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

[disabilities@mclennan.edu](mailto:disabilities@mclennan.edu)

254-299-8122

Room 319, Student Services Center

\* [Click Here for more information about Title IX](http://www.mclennan.edu/titleix)  
([www.mclennan.edu/titleix](http://www.mclennan.edu/titleix))

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the Title IX Coordinator at

---

[titleix@mclennan.edu](mailto:titleix@mclennan.edu) or by calling Dr. Drew Canham (Chief of Staff for Equity & Inclusion/Title IX) at 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC by calling 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting the following website: <http://www.lighthouse-services.com/mclennan/>.

McLennan's Title IX webpage (<http://www.mclennan.edu/titleix/>) contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence.

*\* You will need to access each link separately through your web browser (for example Mozilla Firefox, Chrome, Microsoft Edge, or Safari) to print each link's information.*