

LAREDO COMMUNITY COLLEGE VNSG 1260 COURSE SYLLABUS

INSTRUCTOR:	Manuel Gonzalez
DEPARTMENT:	Nursing
PHONE NUMBER/EXTENSION and EMAIL ADDRESS:	721-5255 mgonzalez@laredo.edu
OFFICE HOURS:	See Instructor's Door Schedule
COURSE TITLE:	Clinical Introduction
COURSE NUMBER:	VNSG 1260
COURSE LEVEL:	Introductory
CONTACT HOURS (RANGE FOR STATE INFORMATION):	Lecture 0, Clinical 7, Cr. 2 128 Contact Hours
LAB:	N/A
TEXTBOOKS:	Nurse Squared
CORE or NON-CORE Course	NON-CORE
COURSE DESCRIPTION:	<p>A health- related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.</p> <p>Prerequisite: Admission into the program; successful completion of VNSG 1304. Current enrollment in VNSG 1500 and VNSG 1331.</p>
END-OF-COURSE OUTCOMES:	<ol style="list-style-type: none"> 1. Apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry. 2. Demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.
COURSE OBJECTIVES OR EXEMPLARY OBJECTIVES	<p>Upon completion of this course, the student should be able to:</p> <ol style="list-style-type: none"> I. MEMBER OF THE PROFESSION: <ol style="list-style-type: none"> a. Function as a beginning practitioner within a legal scope of practice. b. Assume responsibility and accountability for the quality of nursing care provided to

- patients and their families.
- c. Contribute to activities that promote the development and practice of vocational nursing.
- d. Demonstrate responsibility for continued competence in nursing practice, and develop insight through reflection, self-analysis, self-care, and lifelong learning.

II. PROVIDER OF PATIENT-CENTERED CARE:

- a. Develops clinical reasoning and established evidence-based policies as the basis for decision making in nursing practice.
- b. Assist in determining the physical and mental health status, needs, and preferences of culturally, ethnically, and socially diverse patients and their families based on interpretation of health-related data.
- c. Assists to report data to assist in the identification of problems and formulation of goals/ outcomes and patient-centered plans of care in collaboration with patients, their families, and the interdisciplinary health care team.
- d. Provide safe, compassionate, basic nursing care to assigned patients with predictable health care needs through a supervised, directed scope of practice.
- e. Assists to implement aspects of the plan of care within legal, ethical, and regulatory parameters and in consideration of patient factors.
- f. Identify and report alterations in patient responses to therapeutic interventions in comparison to expected outcomes.
- g. Assists to implement teaching plans for patients and their families with common health problems and well defined health learning needs.
- h. Assist in the coordination of human, information, and materiel resources in providing care for assigned patients and their families.

III. PATIENT SAFETY ADVOCATE:

- a. Begins to demonstrate knowledge of the Texas Nursing Practice Act and the Texas

	<p>Board of Nursing Rules that emphasize safety, as well as all federal, state, and local government and accreditation organization safety requirements and standards.</p> <ul style="list-style-type: none"> b. Assists to implement measures to promote quality and a safe environment for patients, self, and others, and assist in the formulation of goals and outcomes to reduce patient risks. c. Participates in instruction, supervision, or training as needed when implementing nursing procedures or practices. d. Assists in the making of assignments that take into consideration patient safety and organizational policy. <p>IV. MEMBER OF THE HEALTH CARE TEAM:</p> <ul style="list-style-type: none"> a. Communicate and collaborate with patients, their families, and the interdisciplinary health care team to assist in the planning, delivery, and coordination of patient-centered care to assigned patients. b. Participate as an advocate in activities that focus on improving the health care of patients and their families. c. Participate in the identification of patient needs for referral to resources that facilitate continuity of care, and ensure confidentiality. d. Communicate and collaborate in a timely manner with members of the interdisciplinary health care team to promote and maintain optimal health status of patients and their families. e. Assist in communicating patient data using technology to support decision making to improve patient care. f. Assists to assign nursing care to LVNs or unlicensed personnel based upon an analysis of patient or unit need.
SCANS COMPETENCIES	Refer to attachment
SCANS ASSESSMENT	C1, C5, C7, C9, C10, C11, C12, C13, C14,
TEACHING STRATEGIES METHODS OF INSTRUCTION:	Demonstrations, independent assignments, audiovisual media, pre and post conferences, group discussions, computer-assisted instructional programs, client care conferences, and individual client assignments.

<p>OUTCOMES ASSESSMENT:</p>	<p>The students' achievement of the learning outcomes stated for the course will be measured by the clinical evaluation tool criteria and nursing care plans.</p>												
<p>METHODS AND CRITERIA FOR EVALUATION:</p>	<p>Math Competency: Prior to medication administration, the student must earn 100% on a math competency test. The student will be allowed to take the exam three times including the original test. If after three attempts the student is unable to pass the exam, the student will be disenrolled from the clinical and theory courses. A 100% math competency must be demonstrated in direct clinical practice.</p> <p>A passing clinical grade is determined by achieving the defined level of competency for each critical element and a final course grade of 75% or greater.</p> <table data-bbox="699 821 1372 1039"> <tr> <td colspan="2">Clinical Performance</td> </tr> <tr> <td>Clinical Evaluation Tool</td> <td>75%</td> </tr> <tr> <td>Nursing Concept Map</td> <td>10%</td> </tr> <tr> <td>Math Exam</td> <td>10%</td> </tr> <tr> <td>Assignments/Teaching Presentation</td> <td><u>5%</u></td> </tr> <tr> <td></td> <td>100%</td> </tr> </table> <p>Grades accumulated in the course will be recorded to the tenth decimal point. For example: 74.5 = 74.5. The final course grade will be rounded off to the tenth decimal point and recorded as a whole number. For example, 75.5 = 76.</p> <p>A minimum course grade of 75% must be achieved to successfully pass the course.</p> <p>A critical element is a performance standard or clinical behavior (skill) deemed essential to competent nursing practice. Competency is achieved when a grade evaluation of 75% is attained. Failure to achieve a 75% in each critical element represents a course failure. The additional course work (i.e. Nursing Concept Map) will be counted toward the final course grade only if 75% is attained in each critical element and a cumulative score of 75% is attained.</p> <p>Clinical performance and written assignments are evaluated daily using a scale of 0-100 points. Totaling the daily points and dividing by the number of clinical days evaluated derives the final course grade. At the</p>	Clinical Performance		Clinical Evaluation Tool	75%	Nursing Concept Map	10%	Math Exam	10%	Assignments/Teaching Presentation	<u>5%</u>		100%
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	100%												

end of the clinical course, the student must earn a minimum of 75% in each critical element and greater than 75% cumulative score on the evaluation tool. Failure to achieve a minimum score of 75% in each critical element and/or a 75% cumulative score on the clinical evaluation tool will represent a course failure.

Totaling the daily ratings at the end of the semester, if $\geq 75\%$, plus the nursing care plans derives the final course grade. The range of scores with the corresponding grade is determined for each semester. The first semester's point range for earning a 75% (C) is different from the second semester and so on. Progression is noted from Level I to Level III course.

The student will be evaluated on a weekly basis. It is the student's responsibility to meet with the clinical instructor to discuss the student's clinical performance utilizing the following performance standards. *Refer to the Clinical Evaluation Tool.

Regarding absences in the clinical area refer to the Attendance Regulations section of the Student Handbook.

The Clinical Evaluation Tool reflects the Differentiated Essential Competencies of Graduates of Texas Vocational Nursing Programs

Clinical Evaluation Tool: essential elements noted by an * (refer to Clinical Evaluation Tool) must be 75% on each critical element to progress in the nursing program.

Nursing Concept Map

A major concept map will be completed during the course. The concept map should include a minimum of three nursing diagnosis addressing psychosocial and physiological needs with short and long-term goals. (Refer to Concept Map Grading Criteria).

Computer Assignments

In order to receive credit for the computer assignments, the student must submit the computer printout by the designated time. The scores for the computer assignments will be averaged and count as **5%** of the final class grade.

Clinical Objectives

	<p>Clinical objectives must be completed on the designated clinical day and turned in to the instructor.</p> <p><u>Math Competency</u> The student must earn 100% on a math competency exam before the student will be allowed to administer medications in the clinical setting. The student will be allowed to take the exam twice after the initial test. If the student is unable to pass the math competency test after the third attempt he/she will not be allowed to attend clinical.</p> <p>All required work assignments must be submitted on time. Regardless of the circumstances, late work will be assessed penalty points by the instructor. The assignment will be docked five points for each late day including holidays and weekends.</p>
<p>CLINICAL RESPONSIBILITIES:</p>	<p>Prior to the end of the course, each student should be able to:</p> <ul style="list-style-type: none"> • Provide total client care for one or two clients • Consistently administer medications safely under the supervision of the instructor or preceptor. • Develop an in-depth concept map for a client. <p>If a student exhibits unprofessional conduct or appearance, the instructor will counsel the student and a conference form will be completed, signed by the student, and placed in the student's file. Subsequently, if the student exhibits unprofessional conduct or appearance, the student will be dismissed from the course and awarded a grade of F for the course.</p> <p>The clinical instructor may immediately remove the student from the clinical setting if the student demonstrates unsafe clinical performance at any time during clinical. Being dismissed from the clinical setting equates to a zero and will be recorded as an absence.</p> <p>Students will be referred to the Nursing Learning Resource Center when the need for additional practice is identified for a specific motor skill. Remediation must be successfully completed prior to the next clinical day. The student must present written proof of remediation to the clinical instructor.</p> <p>Please refer to the Vocational Nursing Student Handbook</p>

	<p>concerning the following:</p> <ul style="list-style-type: none"> • Student Policies • Guidelines for Professional Appearance • Student Conduct/Behavior • Tests and Assignments • Counseling • Disenrollment from the Program
<p>GRADING SCALE:</p>	<p>A = 100-90% B = 89-80% C = 79-75% D = 74-60%</p> <p>The Semester Progress Report will be available on Passport (http://passport.laredo.edu) The instructor will notify you when the grade will be available and for how long.</p> <p>Students must access the Semester Progress Report and Final grades through Passport http://passport.laredo.edu</p>
<p>ATTENDANCE REGULATIONS</p>	<p>ATTENDANCE REGULATIONS</p> <p>Attendance: Students are required to attend classes to remain enrolled. Students will be withdrawn from the class roster by the instructor., a student may be reinstated by the Division Dean upon the recommendation of the instructor(s) and the Department Chair. An agreement from the student to make up all of the missed assignments, lab times and/or tests is required.</p> <p>Students have the right to initiate a drop request from any or all classes by informing the instructor and submitting an electronic form through PasPort at www.laredo.edu. Financial Aid may be affected if students' drop courses therefore please contact the Financial Aid Center at (956) 721-5361 prior to dropping a course.</p> <p><u>Regular Semester</u></p> <p>During a regular semester, students will be dropped after being absent:</p> <ol style="list-style-type: none"> 1. For six consecutive lecture hours in a course that meets one hour three times a week. 2. Twice in a three-hour class that meets once a week; or 3. For four consecutive lecture hours in a course that meets twice a week for 1 ½ hours each time. 4. For 20 percent of the total class time. <p>A grade of "W" will be given through the Friday of the twelfth week of the semester for all drops initiated by the instructor or by the student (www.laredo.edu via</p>

PasPort). After the Friday of the twelfth week of the semester, a grade of "F" will be given. Exceptions require the approval of the Vice-President of Instruction.

Summer Courses:

During a summer session, students will be dropped after being absent for the following consecutive days:

1. For four consecutive lecture hours in a course that meets five times a week.
2. For three consecutive lecture hours in a course that meets three times a week or
3. For two consecutive lecture hours in a course that meets two times a week or
4. For 20 percent of the total class time.

A grade of "W" will be given through the Friday of the fourth week of the summer session for all drops initiated by the instructor or by the student. After the Friday of the fourth week of the summer session, a grade of "F" will be given. Exceptions require the approval of the Vice President of Instruction.

Responsibility for class attendance rests with the student. Regular and punctual attendance is expected.

Instructors must drop students according to the College's attendance policy in a timely manner in order to comply with the requirements of external funding agencies. The last day that the student attended the class must be included in the drop slip. It is the student's responsibility to ensure that drop slips be completed and processed whether it is student-requested or faculty-initiated.

Online Student Attendance Guidelines

Attendance: Students are required to attend classes or log into online classes to remain enrolled. Students will be dropped from the class roster by the instructor according to College Attendance Regulations; however, a student may be reinstated by the Division Dean upon the recommendation of the instructor(s) and the Department Chair. An agreement from the student to make up all of the missed assignments, lab times and/or tests is required.

Students have the right to initiate a drop request from any or all classes by informing the instructor and submitting a withdraw form through PasPort at www.laredo.edu Online students must complete and submit the electronic drop form available within their course shell.

During a regular semester, students will be withdrawn after being absent for any of the following reasons:

1. For six consecutive lecture hours which meets one hour three times a week.
2. Twice in a three-hour class that meets once a week; or
3. For four consecutive lecture hours that meets twice a week for 1 ½ hours each time.
4. For 20 percent of the total class time.
- 5- If the student never logs into their online class prior to certifying the rolls on the twelfth class day during a regular semester
- 6- If the student never logs into their online class prior to certifying the rolls on the sixth class day during an eight week flex entry course.
- 7- If the student fails to log-in fourteen consecutive days during a regular semester.

A grade of "W" will be given through the Friday of the twelfth week of the semester for all drops initiated by the instructor or by the student. After the Friday of the twelfth week of the semester, a grade of "F" will be given to students that exceed the allowed number of absences even if they continue to attend or login to the course.

During a summer session, students will be dropped after being absent for any of the following reasons:

1. For four consecutive lecture hours which meets five times a week.
2. For three consecutive lecture hours which meets three times a week or
3. For two consecutive lecture hours which meets two times a week or
4. For 20 percent of the total class time.
- 5.- For 20 percent of the total class time.
- 6- If the student never logs into their online class prior to certifying the rolls on the seventh class day during a summer session.
- 7- If the student never logs into their online class prior to certifying the rolls on the sixth class day during an eight week flex entry course.
- 8- If the student fails to log-in seven consecutive days during a summer session.

	<p>Absence From Final Examinations: A student who is absent from a final examination receives a grade of "0" for the examination and a grade of "F" for the course. Students authorized to be absent from a final examination receive a grade of F* on their transcript until they take the final examination. Such students must take the final exam within four months. Final exams cannot be re-taken</p> <p>Other Policies (LCC and State-Wide) A. 3-peat—The State of Texas will not fund a student who takes a class for the third time. This means that if a student signs up for a class for a third time, even if he/she dropped or failed it before, the State will not provide funding for that student and the student may be required to pay extra. B. 6 W’s—Beginning Fall 2007, students cannot drop more than 6 classes throughout their whole college career. Any drops after that will become F’s. This includes all the years in college, not just LCC. So, for example, if a student drops 4 classes at LCC and then goes on to a 4-year university, such as TAMIU, and he/she drops more than 2, the extra ones will be F’s and not W’s. D. Finishing on time—The State expects students to graduate on time (2 years for a 2-year degree, 4 years for a 4-year degree). Students who take longer to finish may be required to pay out-of-state tuition.</p>
<p>SPECIAL SERVICES CENTER</p>	<p>The student with disabilities, including learning disabilities, that wishes to request special accommodations in this class should notify the Special Services Center. The request should be made early in the semester so that the appropriate arrangements may be made. In accordance with Federal Law, a student requesting accommodations must provide documentation of his/her disability to the Special Services Counselor. For additional information, visit the Special Services Center at:</p> <ul style="list-style-type: none"> • Fort Macintosh Campus - KCC room 213 or call 721-5137. • South Campus – Billy Hall Building A Room 121 or call 794-4137 <p>The student who needs note-taking and/or test-taking accommodations must notify the faculty member prior to</p>

	<p>the first exam.</p> <p>A pregnant student is required to meet all course/ program outcomes including attendance. As a point of information, the pregnant student is reminded of the many contaminants present in the clinical area(s) that could adversely affect the fetus. It is advisable for the student to contact her obstetrician, once the pregnancy has been confirmed, to ensure that there are no medical concerns/limitations.</p>
<p>GRADE APPEAL</p>	<p>A student who wishes to question the final grade earned in a course or a grade earned in a class activity should first discuss the situation with the instructor of record who issued the grade. If the issue is not resolved, the student should contact the appropriate Department Chairperson to request a review of the grade. If the student is not satisfied with the Department Chairperson’s decision, the student may contact the appropriate Dean of Instruction for assistance related to the grade appeal. Established departmental procedures will be utilized to resolve student grade questions. If necessary, the student may request a review by the Vice-President for Instruction after all other avenues have been exhausted for the review of the grade. Student grades are an academic matter; therefore, there is no further appeal beyond the Office of the Vice-President for Instruction.</p> <p>Students, who think that the final course grade is unfair, have two weeks (10 working days) after the grade is issued to appeal the grade. Students who think that a grade earned in a class activity is unfair have one week (five working days) after the grades are issued to appeal the grade. Exceptions require the approval of the Vice-President for Instruction.</p>
<p>CLASSROOM ETIQUETTE:</p>	<p>Code of Student Conduct & Discipline</p> <p>Each student is expected to be fully acquainted with all published policies, rules, and regulations of the college, copies of which shall be available to each student for review at the Office of Dean of Student Affairs. Laredo Community College will hold each student responsible for compliance with these policies, rules, and regulations. The student is responsible for obtaining published materials to update the items in this Code. Students are also expected to comply with all federal, state, and local laws. This principle extends to conduct off campus which is likely to have an adverse effect on Laredo Community College or on the educational</p>

process.

Student Misconduct

Each student is expected to conduct him/herself in a manner consistent with the college's functions as an educational institution. Specific examples of misconduct and the disciplinary process is located at www.laredo.edu (go to Student Information, then Student Handbook).

Use of Personal Electronic Devices

The use of an electronic device shall not interfere with the instructional, administrative, student activities, public service, and other authorized activities on College District premises. Unless prior authorization is obtained from the instructor or respective College District official, the use of an electronic device is expressly prohibited in classrooms, laboratories, clinical settings, and designated quiet areas on College District premises. Certain violations of this policy may be excused in the case of emergencies or other extenuating circumstances provided that prior approval is obtained from the instructor or respective College District official.

The use of electronic equipment capable of capturing still or moving images in any location where individuals may reasonably expect a right to privacy is not authorized on College District premises. Noncompliance with these provisions shall be considered a violation of Board adopted policy and shall warrant appropriate disciplinary action.

Academic Dishonesty:

The college expects all students to engage in all academic pursuits in a manner that is beyond reproach. Students will be expected to maintain complete honesty and integrity in their experiences in the classroom. Any student found guilty of dishonesty in their academic work is subject to disciplinary action.

(1) The college and its official representatives may initiate disciplinary proceedings against a student accused of any form of academic dishonesty including, but not limited to, the following:

A. Scholastic dishonesty includes, but is not limited to, cheating on academic work, plagiarism, and collusion.

B. Cheating on academic work includes:

a. Copying from another student's test paper or other academic work.

	<p>b. Using, during a test, materials not authorized by the person giving the test.</p> <p>c. Collaborating, without authority, with another student during an examination or in preparing academic work.</p> <p>d. Knowingly using, buying, selling, stealing, transporting, or soliciting, in whole or part, the contents of an unadministered test.</p> <p>e. Substitution for another student, or permitting another student to substitute for oneself, to take a test or prepare other academic work.</p> <p>f. Bribing another person to obtain an unadministered test or information about an unadministered test.</p> <p>C. Plagiarism means the appropriation of another's work and the unacknowledged incorporation of that work in one's own written work offered for credit.</p> <p>D. Collusion means the unauthorized collaboration with another person in preparing written work offered for credit.</p> <p>(2) Procedures for discipline due to academic dishonesty shall be the same as in student disciplinary actions, except that all academic dishonesty actions shall be first considered and reviewed by the faculty member. If the student does not accept the decision of the faculty member, he/she may appeal the decision to the appropriate Department Chairperson, Dean of Instruction, or the Vice President for Instruction and Student Development. If the student does not accept the decision of the appropriate Department Chairperson, Dean of Instruction, or the Vice President for Instruction and Student Development, the student may then follow the normal disciplinary appeal procedures for a review of the decision.</p> <p>For additional information please refer to the: Student Policies - LCC Policy Manual The LCC Policy Manual is available online and includes all Federal, State, and Local Policies applicable to the college. Students may access the LCC Policy Manual through LCC's Web Page (www.laredo.edu) - Homepage, select-Campus Information, select - Manual of Policy.</p>
<p>EMERGENCY PROCEDURES</p>	<p><u>LCC Alert System</u>: Safety and security for LCC is paramount. When an emergency arises, LCC wants to provide students with information as rapidly and as efficiently as possible. Students must register for the LCC Alert system at www.laredo.edu/lccalert</p>

Fire: Upon activation of the alarm, you will quietly and calmly exit the building from the nearest exit. Once everyone has gathered, at a predetermined or arranged site, a roll call shall be taken to ensure everyone is out of the building. If the building is on fire, no one should be near it to allow firefighting equipment and emergency vehicles to access the building. Additionally, building that may have chemicals, paints, or aerosol cans may have explosions that could be dangerous to anyone near the building.

No one should re-enter the building until an “All Clear” has been given. The “All Clear” shall be determined by a senior campus official in cooperation with the incident commander from the responding agency.

PLEASE NOTE: The Science buildings do contain several types of biological and chemical agents. Some of these agents are in large quantities, while some are considered dangerous to human health through contact to skin, if fumes are inhaled, etc. The buildings should be placed to warn responding emergency personnel if they should put on SCBA or wear “HAZ-MAT” mat suits in lieu of or over turnout gear.

Injury, Person Down, Illness, Stalking or Theft:
Call the Campus Police (Main 721-5303; South 794-4303 or 111 Emergency) and/or the campus nurse (Main 721-5189; South 794-4189) to alert emergency personnel. Give the location of the person and briefly describe the person’s condition. If the person is not breathing or does not have a pulse, call 9-911 to alert the City of Laredo emergency services.

For serious injury, illness, heart attack etc., call to 111 from any Campus phone or 911 from your personal cell phone. A back up call should be made to the Campus Police and the Campus Nurse. They may be able to arrive on the scene quicker than the EMT’s and City police. Reminder to give instructions to the nearest entrance to your campus building, thus saving time for emergency personnel.

Assault: Call the Campus Police (Main 721-5303; South 794-4303 or 111 Emergency) and 9-911 to alert the City of Laredo emergency services. For any possible threats to life or property from criminal acts call Campus Police. Please remember that after hours they operate on a

	limited staff basis.
DISCLAIMER:	Every attempt has been made to make the contents of this syllabus informative and accurate. Content of the syllabus is subject to revision and change in the event of extenuating circumstances. Changes will be distributed to you in writing.

The updated official version of the LCC Catalog will be the on-line catalog and can be found at www.laredo.edu.

VNSG 1260 - COURSE SCHEDULE
2011

DATE WEEK	BRIEF DESCRIPTION OF TOPIC	ASSIGNMENTS/EXAMINATIONS/ACTIVITIES WITH BRIEF DESCRIPTION	CHAPTERS/READING
Week # 1		NURSE SQUARED # 1	
Week # 2		NURSE SQUARED # 2 Teaching Project	
Week # 3		NURSE SQUARED # 3	
Week # 4		NURSE SQUARED # 4	
Week # 5		THANKSGIVING HOLIDAY	
Week # 6		NURSE SQUARED # 5	
Week # 7		NURSE SQUARED # 6	
Week # 8		NURSE SQUARED # 7	

LAREDO COMMUNITY COLLEGE

COURSE SYLLABUS

STUDENT SIGNATURE

I have read and understand the information and requirements of the syllabus for

VNSG 1260
Course & Number

Student Name

Palomino ID

Date

Admission into and/or graduation from the program does not guarantee employment, any particular salary level, and/or passage on any licensure examinations.

Student Signature _____

Faculty Name _____

SCANS COMPETENCIES

ENCLOSURE

The Secretary's Commission on Achieving Necessary Skills (SCANS) has identified foundation skills and workplace competencies for students. Foundation Skills are defined in three areas: basic skills, thinking skills, and personal qualities. Basic Skills includes Reading, Writing, Arithmetic and Mathematical Operations, Listening, and Speaking effectively. Thinking Skills include a worker must think creatively, make decisions, solve problems, visualize, know how to learn, and reason effectively. Personal Qualities include a worker must display responsibility, self esteem, sociability, self management, integrity, and honest. Work Place Competencies include resources, interpersonal skills, information, systems, and technology.

Resources.

- C1. **Allocates Time:** Selects relevant, goal-related activities, ranks them in order of importance, allocates time to activities, and understands, prepares, and follows schedules.
- C2. **Allocates Money:** Uses or prepares budgets, including making cost and revenue forecasts, keeps detailed records to track budget performance, and makes appropriate adjustments.
- C3. **Allocates Material and Facility Resources:** Acquires, stores, and distributes materials, supplies, parts, equipment, space, or final products in order to make the best use of them.
- C4. **Allocates Human Resources:** Assesses knowledge and skills and distributes work accordingly, evaluates performance, and provides feedback.

Interpersonal

- C5. **Participates as a member of a team:** Works cooperatively with others and contributes to group with ideas, suggestions, and effort.
- C6. **Teach Others New Skills:** Helps others to learn.
- C7. **Serves Clients/Customers:** Works and communicates with clients and customers to satisfy their expectations.
- C8. **Exercises Leadership:** Communicates thoughts, feelings, and ideas to justify a position, encourages, persuades, convinces, or otherwise motivates an individual or groups: including responsibly challenging existing procedures, policies, or authority.
- C9. **Negotiates to Arrive at a Decision:** Works toward an agreement that may involve exchanging specific resources or resolving divergent interests.
- C10. **Works with Cultural Diversity:** Works well with men and women and with a variety of ethnic, social, or educational backgrounds.

Information

- C11. **Acquires and Evaluates Information:** Identifies need for data, obtains it from existing sources or creates it, and evaluates its relevance and accuracy.
- C12. **Organizes and Maintains Information:** Organizes, processes, and maintains written or computerized reports and other forms of information in a systematic fashion.
- C13. **Interprets and Communicates Information:** Selects and analyzes information and communicates the results to others using oral, written, graphic, pictorial, or multi-media methods.
- C14. **Uses Computers to Process Information:** Employs computers to acquire, organize, analyze, and communicate information.

Systems

- C15. **Understands Systems:** Knows how social, organizational, and technological systems work and operates effectively within them.
- C16. **Monitors and Corrects Performance:** Distinguishes trends, predicts impact of actions on system operations, diagnoses deviations in the function of a system/organization, and takes necessary action to correct performance.
- C17. **Improves and Designs Systems:** Makes suggestions to modify existing systems to improve products or services, and develops new or alternative systems.

Technology

- C18. **Selects Technology:** Judges which set of procedures, tools, or machines, including computers and their programs will produce the desired results.
- C19. **Applies Technology to Task:** Understands the overall intent and the proper procedures for setting up and operating machines, including computers and their programming systems.
- C20. **Maintains and Troubleshoots Technology:** Prevents, identifies, or solves problems in machines, computers, and other technologies.