

**COURSE SYLLABUS**

**RNSG 1441 (4:3:4)**

**COMMON CONCEPTS OF ADULT HEALTH**

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**ASSOCIATE DEGREE NURSING PROGRAM**

**DEPARTMENT OF NURSING**

**ALLIED HEALTH DIVISION**

**LEVELLAND CAMPUS**

**SOUTH PLAINS COLLEGE**

**SPRING 2019**

Campus:  
Levelland

**COURSE SYLLABUS**

COURSE TITLE: RNSG 1441 Common Concepts of Adult Health

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OFFICE HOURS: Posted on each instructor’s door.

SOUTH PLAINS COLLEGE IMPROVES EACH STUDENT’S LIFE

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**I. GENERAL COURSE INFORMATION:**

**A. COURSE DESCRIPTION**

RNSG 1441 builds on the knowledge and skills acquired in RNSG courses 1513, 1105, 1144, 1160, and 1115. It focuses on common health problems requiring physical and emotional support to patients and their families experiencing stressors. A person is viewed as a holistic individual who interacts constantly with the environment. Increased emphasis is placed on critical thinking/problem solving and the effects of stressors on patients and their families. Pharmacology, nutrition, gerontology, growth and development and cultural perspectives are integrated throughout the course. The student will continue to develop skills necessary to make appropriate nursing practice decisions by using clinical data and current literature including evidence-based practice information in conjunction with the nursing process.

RNSG 1441 presents the theory of clinical nursing as applied to the adult patient seeking to “...maintain or regain balance as the individual moves along a continuum towards positive outcomes” (SPC ADN Philosophy). The course is designed to prepare the student to assess, analyze, plan, intervene and evaluate the nursing care of adult patients and their families emphasizing knowledge, judgment, skills, and professional values within a legal/ethical framework.

Through laboratory and selected clinical experiences (offered in the concurrent course of RNSG 2460) the student will learn to function effectively as a member of the health care team by applying the nursing process and principles of teaching/learning appropriate to nursing care of individual patients and their families. Continuing emphasis is placed on the role of the nurse as Member of the Profession, Provider of Patient Centered Care, Patient Safety Advocate and Member of the Health Care Team. The student will access appropriate referral sources in order to utilize resources within the community to meet the various needs of individual patients and their families. Students will evaluate their own strengths and needs related to personal and professional growth and development. This will enhance their ability to make required behavioral modifications and apply appropriate ethical and legal principles of practice in order to serve as a health care advocate for patients and their families. This course lends itself to a blocked approach.

This course is a “blended” course meaning that we utilize Blackboard a great deal for content and communication. The course is not all classroom, or all online. You are expected to check into your Blackboard course frequently (as in every day) to check for new messages, access content, get assignment postings, take quizzes as posted and, view changes to the calendar, schedule or content should this become necessary. If you are having difficulty accessing or using any components of Blackboard please use the following contact information. For specific help email **Brooke Walker** at [bawalker@southplainscollege.edu](mailto:bawalker@southplainscollege.edu) or call 716-2180. For an email address that reaches everyone in the Instructional Technology department, please use [blackboard@southplainscollege.edu](mailto:blackboard@southplainscollege.edu).

## B. RNSG 1441 SEMESTER STUDENT LEARNING OUTCOMES

Upon satisfactory completion of RNSG 1441, the student will meet the Student Learning Outcomes (SLO) for semester 2 and progress toward meeting the SPC ADN Program Graduate Outcomes (GO), Texas BON “Differentiated Essential Competencies” 2010 (DECS) and the “Secretary’s Commission on Attaining Necessary Skills” (SCANS) Competencies. The SCANS Competencies (C) and foundation (F) skills; SLO; and GO outcomes are designated by letters and/or numbers under the title of each unit. The DECS are listed by letters and numbers in the corresponding role column on the right side of the page. Roles are designated by the following numbers:

**1**= Member of the Profession; **2**= Provider of Patient-Centered Care; **3**= Patient Safety Advocate; and **4**= Member of the Health Care Team.

Workforce skills requiring responsibility and accountability will be enhanced as the student develops increased self-esteem and confidence through successful completion of collaborative projects assigned throughout the course. In addition, the student will become better able to utilize critical thinking skills and a systematic problem-solving process in providing care for adult patients and families with common health needs.

**CLINICAL DECISION MAKING**

1. Integrate theoretical concepts with nursing knowledge and skills to meet the basic needs of adult patients in a variety of settings.
2. Analyze evidence-based practice and research supporting clinical reasoning regarding characteristics, concepts, and processes related to patients, including anatomy and physiology; pathophysiology; disease processes; pharmacotherapeutics and other therapies and treatments.
3. Apply steps of the nursing process, which includes comprehensive nursing assessment of patients, analysis, planning, implementation and evaluation.

**COMMUNICATION AND INFORMATION MANAGEMENT**

4. Apply technological skills including word-processing, emailing, accessing search engine databases, bibliographic retrieval and accessing multiple online resources.
5. Identify regulatory and ethical guidelines necessary to protect confidentiality when using technology.
6. Demonstrate effective communication with adult patients, families, and members of the health care team to achieve positive outcomes.

**LEADERSHIP**

7. Collaborate/delegate effectively with members of the health care team in planning and decision making to achieve desired outcomes for the adult patient.
8. Identify the role of the nurse as advocate for patients and their families.

**SAFETY**

9. Demonstrate clinical decision making that result in finding solutions, individualizing care, and assuring the delivery of accurate, safe care that facilitates advancing the patient and their families toward positive outcomes.
10. Analyze the process for safe medication administration.
11. Identify current National and State standards and guidelines and local procedures to reduce patient risk.
12. Apply current National and State standards and guidelines and carry out procedures in a manner that will reduce the patient's risk of unfavorable outcomes.

**PROFESSIONALISM**

13. Analyze one's own caring behavior when interacting with patients, families and members of the health care profession.
14. Apply ethical and legal responsibility for one's nursing practice.
15. Assume responsibility for professional and personal growth and development.

**C. COURSE COMPETENCIES**

Successful completion of this course requires a grade of "C" or better (77.00% and above); satisfactory total grade point average on examinations; satisfactory achievement of unit and clinical objectives (RNSG 2460); satisfactory completion of math competency exams with a grade reflective of **no more than 2 incorrect answers**; completion of standardized tests as applicable to the curriculum; and regular classroom/clinical attendance. Upon successful completion of this course, each student will have demonstrated accomplishment of the level outcomes for the course, through a variety of modes (prelims & quizzes). Each student will be able to explain the roles of the professional nurse in caring for adult patients and families. Each student will have demonstrated utilization of critical thinking skills and use of a systematic problem-solving process in providing care for adult patients and families with common health needs.

The current program grading scale is as follows:

90% – 100% = A

80.00% - 89.99% = B

77.00% - 79.99% = C \*

70% - 76.99% = D (which constitutes a failure for RNSG 1441)

## D. ACADEMIC INTEGRITY

Refer to the SPC College Catalog. Refer to the SPC ADNP Nursing Student Handbook “Honesty Policy.” Please Note: Cheating or plagiarism will not be tolerated and will result in dismissal from the program.

### 1. PLAGIARISM POLICY

Listed below are examples of plagiarism. Please be sure you are aware of each of these and do not use any of them in any of your assignments.

Examples of student plagiarism<sup>1</sup>

- Copying material without quotes, in-text citations, and/or referencing
- Paraphrasing content without in-text citation and/or referencing
- Copying ideas, words, answers, exams, or shared work from others when individual work is required
- Using another’s paper in whole or in part
- Allowing another student to use one’s work
- Claiming someone else’s work is one’s own
- Resubmitting one’s own coursework, when original work is required (self-plagiarism)
- Falsifying references or bibliographies
- Getting help from another person without faculty knowledge or approval
- Purchasing, borrowing, or selling content with the intent of meeting an academic requirement for oneself or others
- Violations of the honesty policy including cheating during testing, plagiarizing another’s work, and falsifying records will result in dismissal from the program. See Student Handbook.

1. Smith, L. Conquering plagiarism in nursing education. *Nursing 2016*. 2016; 46(7):17-19.

## E. SCANS AND FOUNDATION SKILLS:

Required college competency skills (SCANS and Foundation), and semester 2 Student Learning Outcomes can be found in the SPC ADNP Nursing Student Handbook. Competency and foundation skills of SCANS are also listed on the reverse side of the title page of the syllabus or at the end of this section if online. Please refer to Roman numeral I. General Course Information Section B RNSG 1441 Semester Student Learning Outcomes, for specific information on location of competencies throughout the unit content of the syllabus.

## F. VERIFICATION OF WORKPLACE COMPETENCIES:

External learning experiences (Clinicals) provide workplace settings in which students apply content and strategies related to program theory and management of the work flow. Successful completion of the semester 2 Student Learning Outcomes specified under Section B RNSG 1441 Semester Student Learning Outcomes and within the unit content outlines, will allow the student to continue to advance within the program. Upon successful completion of the program, students will be eligible to apply to take the state board exam (NCLEX) for registered nurse licensure.

## G. CAMPUS CONCEALED CARRY STATEMENT

Campus Concealed Carry - Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in South Plains College buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations, please refer to the SPC policy at:  
[http://www.southplainscollege.edu/human\\_resources/policy\\_procedure/hhc.php](http://www.southplainscollege.edu/human_resources/policy_procedure/hhc.php)

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains College campuses. Report violations to the College Police Department at 806-716-2396 or 9-1-1.

If you are licensed to concealed carry, your weapon **CANNOT BE VISIBLE** at **ANY** time. If your weapon is seen, campus police will be called immediately. Your weapon must be within reach at all times as well. However, on testing days, you cannot bring a backpack into the testing lab, therefore your weapon needs to stay in your car until after the test, unless you can completely conceal it on your person.

**II. SPECIFIC COURSE/INSTRUCTOR REQUIREMENTS:****REQUIRED TEXTBOOKS AND OTHER MATERIALS:**

Ackley, B. (11<sup>th</sup> Edition). Nursing Diagnosis Handbook. St Louis MO: Elsevier

Frandsen, G and Pennington S. (11<sup>th</sup> edition). Abram's Clinical Drug Therapy. Lippincott-Raven: Publishers: Lippincott Williams & Wilkins.

Frandsen & Pennington: (11<sup>th</sup> Edition) **COURSE POINT + Access:** Abrams' Clinical Drug Therapy Lippincott Williams & Wilkins.

Gahart, B. (34<sup>th</sup> Edition). Intravenous Medications. A handbook for Nurses and Health Professionals. St. Louis, MO: Elsevier

Hinkle, J and Cheever, K. (14th edition). Brunner & Suddarth's Textbook of Medical Surgical Nursing. Lippincott-Raven Publishers: Lippincott Williams & Wilkins.

Hinkle & Cheever: **COURSE POINT + Access:** Brunner & Suddarth's Textbook of Medical-Surgical Nursing, (14<sup>th</sup> edition). Lippincott Williams & Wilkins

Kee, Joyce LeFever (newest edition). Laboratory and Diagnostic Tests with Nursing Implications. Upper Saddle River, New Jersey: Pearson Prentice Hall.

Kee, J.L. (8<sup>th</sup> Edition). Fluids and Electrolytes with Clinical Applications. Clifton Park, NY. Delmar Cengage Learning

**Recommended Texts:**

**\*\*Houghton, P (newest edition) APA The Easy Way**

\*\* Pocket Nurse Guide to Physical Assessment of Choice

\*\* Medical Dictionary of Choice

\*\*Drug Handbook of Choice: Preferably one that includes interactions with complementary medications such as ginkgo biloba or vitamin E. The Springhouse book, PDR for Nurses Drug Book and the Mosby Drug Reference books are good choices.

\*\*\*Macklin D., Chernecky C., Infortuna M H. (newest edition). Math for Clinical Practice St. Louis, Missouri: Mosby, Inc.

**Additional Required Materials:**

**ATI books**

**TPN Packet / Lab kit**



## B. PRINTING

Students will be allowed to use the computer lab C for printing.

You must log in before printing. If you exceed your allotted weekly page count, you will have to pay per page after that. **You may not interrupt a class that is testing to print.**

## C. ATTENDANCE POLICY

The **SPC ADNP policy must be followed.** Refer to the SPC ADNP Nursing Student Handbook to review this policy. Also, review the attendance policy found in the South Plains College Catalog. Attendance is expected and absences may require additional assignments. In addition to the ADNP policy please note: You cannot miss more than **eight (8) hours** of theory and remain in this course.

**After 8 hours an instructor initiated drop will be completed.** Also, **refer to clinical requirements specific for this course in the clinical syllabus for RNSG 2460.** Allowed number of clinical absences differs from general clinical policy because there are fewer clinical days.

## D. ASSIGNMENT POLICY:

1. All required work must be in on time. Assigned outside work is due on the dates/times specified by the instructor (Refer to the course calendar, discussion board, STAT folder or announcements on Blackboard for due dates for required video summaries, Med Maps, Virtual IV Debriefing results, etc).

**Assignments turned in later than the due date/time will not be accepted and the student will receive a grade of “0” for that assignment.**

## E. ELECTRONICS POLICY

**You will NOT be allowed to use your laptop, iPad, Notebook, Galaxy Note, Kindle Fire or Tablet etc. of any kind to class for lecture in RNSG 1441. Leave those electronic devices at home.**

**During lecture, phone devices are to be silenced or turned off to prevent interruptions.**

**Students must ask permission from the instructor before audio recording a lecture.**

**Students, classmates and the instructors maintain the right to refuse to be audio and/or visually recorded.**

## F. GRADING POLICY

Refer to SPC ADNP Nursing Student Handbook Grading System.

1. The student will not retain exams. Exams may be reviewed by students as requested, within the confines of the computer lab or classroom, under supervision.  
**Exams/Quizzes may be in the computer lab or online thru Blackboard or CoursePoint +.**  
Prelim exams are timed and limited to 2 hours maximum and the midterm and final exams are timed and limited to 3 hours. You must complete a prelim within the time limit of when we begin the exam, regardless when you actually arrive to take the test. This also applies for the midterm and final exams.
2. A student **must communicate with one of the course instructors** if unable to take an exam on a scheduled day. If there is no communication by one week from the date of exam, a "0" will be given.  
 Alternate exams may be given as makeup exams.
3. **The following scale will be used for your semester grade:**
  - Quizzes: 15%**
  - Prelims: 40%**
  - Pharm: 5%**
  - Midterm: 20%**
  - Final: 20%**

4. A student may be exempt from the final exam only if their **testing** average (including the midterm grade) is **90.00%** or higher. If exempt from taking the final exam, the student's **testing average** will become the student's final exam score which is worth 20% of the overall grade. Eligible students may take the final if they wish, **but** the grade obtained on the final exam will be recorded as the final exam grade, even if it's a failing grade. Students eligible for exemption will be notified before the final exam.

\* Note: Students **MUST** obtain at least a 77.00% (No Rounding) in order to pass RNSG 1441.

## 5. COACHING

If you fail a prelim, you will be notified by Blackboard email and **required** to attend coaching with Jan Buxkemper (Office AH107D: Phone 806-716-2387). You must schedule and attend a coaching session **before the next prelim**. If you do not attend a coaching session with Jan before the next scheduled prelim, **your next prelim grade will be deducted 10 points**.

## 7. TO FIGURE YOUR OVERALL AVERAGE: DO NOT ROUND

- A. Take your **Prelim Average** and multiply it by .40
- B. Then take your **Quiz Average** and multiply it by .15
- C. Then take your **Pharm grade** and multiply it by .05
- D. Then take your **Mid-Term grade** and multiply it by .20
- E. Then take your **Final Exam grade** and multiply it by .20

ADD: A + B + C + D + E + together to get your overall course average

## F. SPECIAL REQUIREMENTS

1. Clinical Component: Specific guidelines for the clinical component can be found in the RNSG 2460 Syllabus. These guidelines should be reviewed carefully.
2. Skills Laboratory Component: The skills laboratory component serves the following functions:
  - a. Provides the opportunity for students to practice their skills prior to clinical practice of those skills. The nursing faculty expects the nursing student to develop safety and a beginning level of proficiency with procedures by utilizing the college laboratory. This will minimize student anxieties in the clinical setting and maximize positive production outcomes for both the patient and the nursing student.
  - b. Provides the opportunities for the student to be evaluated according to the criteria of adequacy identified in the clinical evaluation tool (simulation).
  - c. Required skills will be available for review in the Videos section in Blackboard.
  - d. Students will be expected to practice all demonstrated skills, and complete solo and partner documented practice time, and video skills as assigned.
  - e. Additional Information Related to required skills. Please review carefully.

## Skills Checkoff Guidelines

**Each student is required to view the online skill demonstration videos in Blackboard. You must have documentation of time spent in the computer lab viewing the videos.**

**You may not tape your skills until you have provided your documented viewing times, no exceptions.**

Videotaping for Suctioning/Trach Care, IV Therapy, and CVC Care Scenarios:

Each student will be responsible for getting his or her practice time completed in the lab prior to filming. Practice time will be a **MINIMUM** of 4 hours to be documented by lab staff.

This practice time must be done individually or in pairs only. One hour individual practice time is MANDATORY. The other minimum 3 hours may be with one partner only. Any additional practice time over the minimum required 4 hours must be performed individually or with a partner (one additional person) only.

The filming times will be assigned and **MUST** be kept. This will enable the instructor to grade the films. There are limited sessions per taping day. You are **REQUIRED** to sign up and adhere to your assigned time.

**If an assigned time is not kept, this will count as your first taping failure and there will only be one additional opportunity to tape and pass your skills for this semester.**

**You must have your re-tape completed by the assigned deadline or that taping will be counted as a failure.**

**If you fail the 2<sup>nd</sup> taping, this will signify a failure for the entire course and you will be withdrawn from the course.**

**If you do not complete the skills within the allotted time frame, this will also constitute a failure.**

The total time allowed for taping will be one hour. You will receive a scenario 30 minutes prior to your timed taping so that you may prioritize the care you are going to give and calculate an IV drip rate in gtt/min (this time is not included in the actual 1 hour taping time).

You are required to prioritize the care and demonstrate all skills – trach care and suctioning, CVC care, and IV therapy. (IV therapy will consist of spiking and priming a primary set, spike and prime a secondary set, calculate a drip rate in gtts/min, and flushing a central line)

You are required to demonstrate all of the skills regardless of what your scenario indicates.

After you finish taping, if there is time **within** your hour, you may re-demonstrate a skill or two that you feel need to be redone.

**REMEMBER**, this must be done within the hour time limit!!!!!!!!!!!!!! At the end of your 1 hour time period, you must turn in your tape. You must also turn in the calculations for IV flow rates and priorities and return the scenario to the instructors.

You will be allowed one re-taping and the time will be assigned in the event your first film is unsatisfactory. **You will only be allowed 1 hour total for a re-tape.**

### **Perioperative Skills Check-Off**

The surgical scrub, setting up a sterile field in the OR, and closed gowning and gloving are the skills associated with your OR experience.

The skills demonstration is available online via Blackboard. You will be responsible for viewing the videos and practicing prior to the OR Scrub check-off day.

OR Scrub check-off is set on the course calendar.

These skills must be passed in order to attend and participate in the OR experience in the clinical setting.

### III. COURSE OUTLINE

Unit I	Nursing Roles in the Management of IV Therapy, Pharmacology and Lab Studies
Unit II	Nursing Roles in the Management of Eye and Ear Alterations
Unit III	Nursing Roles in the Management of the Perioperative Client
Unit IV	Nursing Roles in the Management of Fluid and Electrolyte & Acid Base Balance
Unit V	Nursing Roles in the Management of Musculoskeletal Alterations
Unit VI	Nursing Roles in the Management of Neurological Alterations
Unit VII	Nursing Roles in the Management of Gastrointestinal Alterations
Unit VIII	Nursing Roles in the Management of Metabolic and Endocrine Alterations
Unit IX	Nursing Roles in the Management of Patients with Cancer

### IV. ACCOMMODATIONS

South Plains College strives to accommodate the individual needs of all students in order to enhance their opportunities for success in the context of a comprehensive community college setting. It is the policy of South Plains College to offer all educational and employment opportunities without regard to race, color, national origin, religion, gender, disability or age (SPC Equal Opportunity Policy – General Catalog).

#### **Levelland Campus –**

#### **Reese Center and the Byron Martin Advanced Technology Center (ATC)**

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2577, Reese Center (Building 8) 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.

For more information about SPC Disability Services, please click on the following link: <https://myspc.southplainscollege.edu/ICS/Students/FYI/>

## SCANS COMPETENCIES

### **RESOURCES--Identifies, organizes, plans and allocates resources.**

- C-1 **TIME**--Selects goal--relevant activities, ranks them, allocates time, and prepares and follows schedules.
- C-2 **MONEY**--Uses or prepares budgets, makes forecasts, keeps records, and makes adjustments to meet objectives
- C-3 **MATERIALS & FACILITIES**--Acquires, stores, allocates, and uses materials or space efficiently.
- C-4 **HUMAN RESOURCES**--Assesses skills and distributes work accordingly, evaluates performances and provides feedback.

### **INFORMATION--Acquires and Uses Information**

- C-5 Acquires and evaluates information.
- C-6 Organizes and maintains information.
- C-7 Interprets and communicates information.
- C-8 Uses computers to Process information.

### **INTERPERSONAL--Works With Others**

- C-9 Participates as members of a team and contributes to group effort.
- C-10 Teaches others new skills.
- C-11 Serves patients/customers--works to satisfy customer's expectations.
- C-12 Exercises leadership--communicates ideas to justify position, persuades and convinces others, responsibly challenges existing procedures and policies.
- C-13 Negotiates-Works toward agreements involving exchanges of resources resolves divergent interests.
- C-14 Works with Diversity-Works well with men and women from diverse backgrounds.

### **SYSTEMS--Understands Complex Interrelationships**

- C-15 Understands Systems--Knows how social, organizational, and technological systems work and operates effectively with them
- C-16 Monitors and Correct Performance-Distinguishes trends, predicts impacts on system operations, diagnoses systems' performance and corrects malfunctions.
- C-17 Improves or Designs Systems-Suggests modifications to existing systems and develops new or alternative systems to improve performance.

### **TECHNOLOGY--Works with a variety of technologies**

- C-18 Selects Technology--Chooses procedures, tools, or equipment including computers and related technologies.
- C-19 Applies Technology to Task-Understands overall intent and proper procedures for setup and operation of equipment.
- C-20 Maintains and Troubleshoots Equipment-Prevents, identifies, or solves problems with equipment, including computers and other technologies.

## FOUNDATION SKILLS

### **BASIC SKILLS--Reads, writes, performs arithmetic and mathematical operations, listens and speaks**

- F-1 Reading--locates, understands, and interprets written information in prose and in documents such as manuals, graphs, and schedules.
- F-2 Writing--Communicates thoughts, ideas, information and messages in writing, and creates documents such as letters, directions, manuals, reports, graphs, and flow charts.
- F-3 Arithmetic--Performs basic computations; uses basic numerical concepts such as whole numbers, etc.
- F-4 Mathematics--Approaches practical problems by choosing appropriately from a variety of mathematical techniques.
- F-5 Listening--Receives, attends to, interprets, and responds to verbal messages and other cues.
- F-6 Speaking--Organizes ideas and communicates orally.

### **THINKING SKILLS--Thinks creatively, makes decisions, solves problems, visualizes, and knows how to learn and reason**

- F-7 Creative Thinking--Generates new ideas.
- F-8 Decision-Making--Specifies goals and constraints, generates alternatives, considers risks, and evaluates and chooses best alternative.
- F-9 Problem Solving--Recognizes problems and devises and implements plan of action.
- F-10 Seeing Things in the Mind's Eye--Organizes and processes symbols, pictures, graphs, objects, and other information.
- F-11 Knowing How to Learn--Uses efficient learning techniques to acquire and apply new knowledge and skills.
- F-12 Reasoning--Discovers a rule or principle underlying the relationship between two or more objects and applies it when solving a problem.

### **PERSONAL QUALITIES--Displays responsibility, self-esteem, sociability, self-management, integrity and honesty**

- F-13 Responsibility--Exerts a high level of effort and preservers towards goal attainment.
- F-14 Self-Esteem--Believes in own self-worth and maintains a positive view of self.
- F-15 Sociability--Demonstrates understanding, friendliness, adaptability, empathy, and politeness in group settings.
- F-16 Self-Management--Assesses self accurately, sets personal goals, monitors progress, and exhibits self-control
- F-17 Integrity/Honesty--Chooses ethical courses of action.