



## NUR 4827 Leadership & Management Syllabus Summer 2024

### Course Information

Course Title: Leadership & Management

CRN: 30058

Course number with Section: NUR 4827

Course Description: This course is taken in the final semester of the program and focuses on the critical reasoning and communication skills necessary for providing quality care across diverse healthcare settings. This course provides a foundational understanding of how nurse leaders apply the principles of management, leadership and administrative processes in both private and public organizations. Topics will include organizational change, quality improvement, effective communication, advocacy, and collaboration. Students apply the principles and skills introduced in previous coursework to complete an evidence-based project. Students also foster an appreciation for lifelong learning through reflection on personal and professional growth and consideration of career advancement opportunities. This course is 5 credits and includes a clinical component which is completed as experiential learning activities within the student's workplace and community of residence.

Course Location: Online

Course Day and Time: Online

Prerequisites: Admission into the ADN-RN to BSN Program. Students must have an Associate in Science-Registered Nurse degree which included theoretical instruction and clinical application in medical, surgical, obstetrical, pediatric, geriatric, and psychiatric nursing; personal, family, and community health concepts; pharmacology and administration of medications; legal aspects of practice; interpersonal relationships and leadership skills; professional role and function; health teaching and counseling skills; and clinical experience in acute care, long-term care, and community settings.

Corequisites: N/A

## Instructor Information

Name: Dr. Darlene Ridley, EdD, MSN, RN, CNE

Instructor, Nursing and Allied Health

Office Location: Online

Office Hours: Online and by appointment

Phone Number: N/A

Email: [ridleyd@nfc.edu](mailto:ridleyd@nfc.edu)

Instructor Response Time for Phone/Email: Email is the preferred method of communication. Students can expect a response within 24 hours during the week Monday-Thursday 7:30am-5pm and within 48 hours Friday-Sunday.

Response Time for Posting Grades on D2L: All assignments for this course are due at 1159pm on Sundays. Grades for discussions will be posted within 72 hours of the due date. Other assignments may take up to five (5) days before grades are posted. This is not a self-paced course and there may be times you will be expected to work with other students.

The course is set up in modules and each module will be available at least 1 week before it begins. If you have an issue accessing the course content, please let me know. Planning and communication are the keys to success in this course.

Department Chair: Dr. Anna Hall Kelley DNP, WPRN, WHNP-BC

Department Chair Email: [kelleya@nfc.edu](mailto:kelleya@nfc.edu)

Cell phone: (352) 494-8053 for immediate response Monday-Thursday. If text is used, please identify yourself in the text.

## Required Curriculum/Textbook and Course Materials

Required Textbook: Catalano, J. T. (2020). *Nursing now. Today's issues, tomorrow's trends* (8<sup>th</sup> ed.). F A Davis. ISBN9780803674882

Nunnery, R. K. (2020). *Advancing your career: Concepts of professional nursing* (7<sup>th</sup> ed.). F A Davis. ISBN9780803690141

For textbook questions, please visit:

<https://customersupportcenter.highered.follett.com/hc/en-us>

Minimum Technological Requirements and Skills:

You will need access to a PC or Mac with the following requirements to be successful in this program:

**Processor:** A processor of 2GHz or faster.

**Memory/RAM:** 4GB or greater.

**Hard Drive:** 10GB or greater for applications and course work.

**CD/DVD Drive:** Some software may require a CD drive for installation.

**Audio:** Speakers and Microphone may be required for course content and will be required for exams.

**Webcam:** A webcam is required during exams.

**Internet Connection:** A connection speed of 1.5MB/s or greater, consult your ISP (Internet Service Provider) on what your options are. You may do a speed test at [speedsmart.net](http://speedsmart.net) to view your current speeds.

**Browsers:** Internet Explorer 11 or the latest version of any of the following browsers: Microsoft Edge, Firefox, Chrome, and Safari.

**Operating Systems:** Windows 7, 8, or 10 for PC. Apple OS X 10.10 or higher for Mac.

**Microsoft Office:** Office 2013 or later for PC, Office 2011 or later for Mac. You can obtain this software through your included Office 365 Subscription with NFCC.

**Other Software:** Adobe Reader, Adobe Flash Player, and Oracle java may be required.

For course content. All are free to download and install content. All are free to download and install.

## Grading Policy and Assessment Methods

Course Grading/Student Performance Evaluation:

The following grading scale is used in the BSN program:

A:	90-100
B:	80-89
C:	70-79
D:	60-69
F:	Below 60

**Evaluations:**

**Reflections (15%)** Students will complete four (4) reflections throughout the semester. Please see the D2L Dropbox for more details.

**Reflection 1:** An 8-hour day with a Nurse Leader: Manager, Administrator, Entrepreneur, Educator, ARNP, etc. This assignment is not due until the end of the course but included early to allow time to make arrangements to spend a day (8 hours) with a nurse leader.

**Reflection 2:** Communication and Conflict resolution in your workplace

**Reflection 3:** Incivility and difficult people in your workplace

**Reflection 4:** RN-BSN Program reflection

**Stakeholders, Timeline, & Product (10%)** Students will provide information about these key aspects of their EBP Project proposal. Please see the D2L Dropbox for more details.

**Political Exercise (20%)** Students may work in pairs on questions 1-9 for this exercise. The complete document must be submitted by each student with question #10 answered independently.

**Policy Paper (25%)** Students will complete the policy paper for one of the policies identified in question 10 of the political exercise. Please see the D2L Dropbox for more details.

**EBP Project Proposal (30%)** Students will complete and EBP project proposal to be implemented in the workplace or community. This scholarly paper will require the use of Turnitin for submission and grading. It is highly suggested the student obtain assistance from the NFC Library and Academic Success Center for completion of this paper. Please see the D2L Dropbox for more details.

**All assignments should be submitted via D2L by the due dates listed in the syllabus and on D2L. Students are expected to submit all assignments to successfully complete the courses in the BSN program.**

**Response time for posting of grades on D2L:**

All assignments for this course are due at **1159pm on Sundays**.

In general, grades for assignments will be posted within 72 hours of the due date. Assignments are not graded before the due date.

This is not a self-paced course and there may be times you will be expected to work with other students.

The course is set up in modules and each module will be available at least 1 week before it begins. If you have any issues accessing content, please let me know.

I understand that you may face many challenges during the semester. Please communicate with me by email or phone so that we can work together to accommodate your schedule.

If at any time you need to have access to future modules before they are open, please let me know so I can give you access. I will only open one module ahead of the current module. This helps everyone focus on the content and not get distracted or feel behind.

Turnitin [www.turnitin.com](http://www.turnitin.com) is a web-based writing assessment toolkit which allows instructors to provide feedback to students through markup tools, rubrics, proofing tools - grammar check, and online plagiarism detection. Turnitin is utilized for all scholarly written assignments. Turnitin Similarity Report percent (%) should be less than 20. Refer to the student handbook and college catalog for issues related to academic dishonesty and penalties for plagiarism.

Mid Term and/or Final Exam Information: There is no midterm or final exam in this course.

## Outcomes/Objectives

### Program Outcomes:

**The RN to BSN program prepares the graduate to:**

1. Demonstrate an understanding of nursing's distinct and shared perspectives through the application of theory and research-based knowledge from nursing, the arts, humanities, and other sciences (Essential Domain 1; QSEN 3).
2. Investigate strategies to advance equitable, safe, effective, and efficient patient-/community-focused care, including partnerships and advocacy (Essential Domains 2, 3).

3. Demonstrate an understanding of scholarly nursing practice by integrating best evidence into practice and promoting ethical conduct in scholarly activities to advance the scholarship of nursing (Essential Domain 4; QSEN 3).
4. Analyze standardized, evidence-based processes for care delivery and apply quality improvement principles to care delivery to contribute to a culture of patient safety (Essential Domain 5; QSEN 4, 5).
5. Use knowledge of nursing and other professions to address healthcare needs by communicating in a manner that facilitates a partnership approach to quality care delivery (Essential Domain 6; QSEN 2).
6. Effectively and proactively coordinate resources to provide safe, quality, and equitable care to diverse populations through the application of innovation and evidence-based practice (Essential Domains 2,7).
7. Use information and communication technology to gather data, create information, and generate knowledge to support the delivery of safe person-centered care to diverse populations in a variety of settings (Essential Domains 2, 8; QSEN 1,6).
8. Contribute to the professional identity of nursing by demonstrating accountability to individuals, society, and the profession through ethical practice and compliance with laws, policies, and regulations (Essential Domain 9).
9. Develop leadership proficiency to enhance advocacy for patients and the nursing profession (Essential Domain 10).

## **Course Level Student Learning Outcomes/Goals**

### **COURSE LEVEL STUDENT LEARNING OUTCOMES**

Upon completion of the course, the student will:

1. Apply or employ knowledge from nursing science as well as the natural, physical, and social sciences to build an understanding of the human experience and nursing practice.
2. Identify best evidence to support policy development or modification processes and their impact on population outcomes, including social justice and health equity.
3. Articulate the need for and purpose of change.
4. Prioritize patient-focused and/or community action plans that are safe, effective, and efficient in the context of available resources.
5. Evaluate clinical practice, including benchmark and unit outcome data to generate questions to inform and improve individual and microsystem nursing care.
6. Participate in the implementation of a practice change to improve nursing care.
7. Compare quality improvement methods in the delivery of patient care.
8. Identify strategies to improve outcomes of patient care in practice based on national safety and quality standards.
9. Apply principles of team leadership and management to improve quality and assure safety.

10. Recognize internal and external system processes that impact care coordination and transition of care.
11. Describe organizational structure, mission, vision, philosophy, and values.
12. Describe how financial and payment models of health care, policy, regulatory requirements, and economics impact on the delivery, access, and quality of care.
13. Identify the importance of reporting system processes and functional issues (error messages, mis-directions, device malfunctions, etc.) according to organizational policies and procedures.
14. Engage in advocacy that promotes health and prevents harm of the individual, community, and profession.
15. Formulate a personal leadership style based on leadership principles and theories, as well as guided self-reflection.

Course Level SLO #	Program Outcomes #	Required Common Summative Assessments
1	1	Reflections 1-3
2	2	Political Exercise and Policy Paper
3	2	Stakeholders, Timeline & Product Assignment, Evidence-Based Practice Project Proposal and Policy Paper
4	3	Reflection 1, Stakeholders, Timeline & Product Assignment, Evidence-Based Practice Project Proposal
5	5	Reflection 1 and 4
6	6	Stakeholders, Timeline & Product Assignment, Evidence-Based Practice Project Proposal
7	8	Evidence-Based Practice Project Proposal
8	8	Evidence-Based Practice Project Proposal
9	8	Reflection 1 and 2, Evidence-Based Practice Project Proposal
10	9	Reflection 1, Stakeholders, Timeline & Product Assignment, Evidence-Based Practice Project Proposal
11	5,7	Reflection 1, Evidence-Based Practice Project Proposal
12	7,8	Policy Paper
13	6,7	Reflection 2
14	2,6	Reflection 2, 3, and 4, Evidence-Based Practice Project Proposal
15	9	Reflection 1

## Course Content and Schedule

Week	Topic	Assignments
Week 1 Class Begins 5/13/24	Course Introduction	Complete Getting Started in D2L including review of the Course Syllabus Complete Attendance Quiz. Send instructor email with Project Details
Week 2 5/19/24	Leadership and Management	Catalano Chapter 10 Kearney Nunnery Chapter 10 Work on Reflection 1 Details Work on Stakeholders, Timeline and Product Assignment

<b>Week 3</b> <b>5/26/24</b>	<b>Safety and Quality</b>	<b>Catalano Chapter 14</b> <b>Kearney Nunnery Chapter 13</b> <b>Stakeholders, Timeline and</b> <b>Product Assignment Due</b>
<b>Week 4</b> <b>6/2/24</b>	<b>The Politically Active Nurse</b>	<b>Catalano Chapter 18</b> <b>Kearney Nunnery Chapter 17</b> <b>Work on Political Exercise</b> <b>Work on Project Proposal</b>
<b>Week 5</b> <b>6/9/24</b>	<b>The Politically Active Nurse</b>	<b>Political Exercise Due</b> <b>Work on Project Proposal</b> <b>Work on Policy Paper</b>
<b>Week 6</b> <b>6/16/24</b>	<b>Health Policy</b>	<b>Kearney Nunnery Chapter 16</b> <b>Policy Paper Due</b> <b>Work on Project Proposal</b>
<b>Week 7</b> <b>6/23/24</b>	<b>Communication and Conflict</b> <b>Resolution</b>	<b>Catalano Chapter 11</b> <b>Kearney Nunnery Chapter 6</b> <b>Work on Project Proposal</b> <b>Reflection 2 Due</b>
<b>Week 8</b> <b>6/30/24</b>	<b>Groups Incivility</b> <b>Working with Difficult People</b> <b>Project Proposal</b>	<b>Catalano Chapters 12 and 16</b> <b>Kearney Nunnery Chapter 8</b> <b>Work on Project Proposal</b>
<b>Week 9</b> <b>7/7/24</b>	<b>Groups</b> <b>Incivility</b> <b>Working with Difficult People</b> <b>Project Proposal</b> <b>Reflection</b>	<b>Work on Project Proposal</b> <b>Work on Reflection 3</b>
<b>Week 10</b> <b>7/14/24</b>	<b>Project</b> <b>Reflection</b>	<b>Work on Project Proposal</b> <b>Reflection 3 Due</b>
<b>Week 11</b> <b>7/21/24</b>	<b>Project Proposal</b> <b>Reflection</b>	<b>Work on Project Proposal</b> <b>Work on Reflection 1</b>
<b>Week 12</b> <b>7/28/24</b>	<b>Project Proposal</b> <b>Reflection</b>	<b>Work on Project Proposal</b> <b>Reflection 1 Due</b> <b>Project Proposal Due</b>
<b>Week 13</b> <b>8/1/24</b>	<b>BSN Program Evaluation and</b> <b>Reflection</b>	<b>Reflection 4 due</b>

**Early Alerts: Full**

**Term June 11<sup>th</sup> – 12<sup>th</sup>**

## **NFC Course Policy Statements**

At the beginning of the semester, the instructor must report “no show” students for this course. “No show” indicates the student will be removed from the course. To be considered as attending the online course, the student must log in to D2L and complete “Getting Started,” step #1. Students will be

prompted to complete the Mandatory Attendance quiz by the deadline as given on the course schedule; this quiz will verify students' attendance in the course.

## NFC Information and Policy Statements

### Academic Honesty

NFC is committed to providing a high-quality educational experience to all students, and students are expected to follow appropriate and honest academic practices. This information is available in the Academic Regulations section of the college catalog at [www.nfc.edu](http://www.nfc.edu). All cases of academic dishonesty will be reported to the Office of Academic Affairs.

Instructors use [www.turnitin.com](http://www.turnitin.com) to review papers and projects for improper citation and/or plagiarism by comparing each student's report against billions of internet pages, a repository of works submitted to Turnitin in the past, and thousands of academic sources. A comparison document called the *Similarity Report* details the areas of a student paper that may have been documented incorrectly or used improperly. **Refer to instructor's course policy statements for usage details.**

### Attendance Policy

Regular and consistent attendance facilitates student success. Absences beyond the equivalent of two weeks of class are considered to be excessive and thus may impact a student's course grade. Typically, two weeks of class would be described as follows:

- For a three-credit hour class that meets MW or TR: 4 class meetings (2 weeks).
- For a three-credit hour class that meets once a week for three hours: 2 class meetings (2 weeks).

Students are responsible for material covered during their absence. Refer to instructor makeup policy.

**If there is no verifiable participation within the first week of the term, a student will be dropped from the class for non-attendance.** This includes classes delivered in face-to-face, online, or hybrid format. See instructor policy.

### Textbook Purchases

All required course materials are listed in the Virtual Bookstore tab on NFC's homepage. Course materials purchased through Follett, NFC's only contracted vendor, can be charged against a student's financial aid account. Course materials may also be purchased from any other source with the understanding that these non-Follett purchases cannot be charged against a student's financial aid account.

### Used Book Purchases

Students should check the Follett book list found in the Virtual Bookstore tab on NFC's homepage for correct titles and editions. Note: The ISBN listed in Follett may include both the required text and a required access code. When considering purchasing used books, students should be sure the purchase includes the ACCESS CODE in courses where required. If not, the access code must be purchased separately at an additional cost.

### Students/Visitors: Where to Park on Campus

If you have any questions about parking on campus, contact Campus Security at (850) 973-0280. Park in designated parking spaces only. Do not park on the grass or in undesignated areas. Faculty/Staff parking areas are to be used only by full- and part-time employees of the college. Faculty and staff parking spaces are lined in yellow and are clearly marked "STAFF". Students and visitors can park in any spaces that are



lined in white. **NOTE: Some visitor parking spaces are lined in yellow with the word “Visitor” in the center. These are for visitors only. Students are not allowed to park in these spaces. Vehicles cannot be parked by backing into the space. Any vehicle that is illegally parked will be towed at the owner’s expense. Refer to the college catalog or student handbook for all other parking regulations.**

**Enforcement:** If a vehicle is parked illegally anywhere on campus, it is subject to be towed at the owner’s expense (\$85.00+). An illegally parked vehicle will be given a **WARNING on the FIRST OFFENSE. There will be no second warning.** Illegally parked vehicles will be **TOWED ON THE SECOND OFFENSE.** Signs will be displayed near parking areas with the name and address of the company to contact if the vehicle is towed.

The company that tows the vehicle is an independent company contracted by North Florida College. The College has no authority to negotiate towing fees and is not in any way responsible for damage or liability to the vehicle or its contents. The company that provides the towing service is:

Jimmie’s Firestone  
6025 South SR 53  
Madison, FL 32340  
(850) 973-8546

### **Campus Security**

The administration of NFC works diligently to make the campus as safe as possible. A few of the procedures in place include the use of security officers, the placement of security lights at strategic locations, and the locking of buildings when not in use. Students should always be alert and use normal precautionary measures. Campus crime statistics are documented annually and are available in the college catalog. Campus security can be contacted at 850-973-0280 from 7:30 a.m. until 11:30 p.m. for assistance while on campus with non-emergency security concerns. All emergency incidents should be reported directly to 911.

### **Library Services**

The Marshall Hamilton Library, located in Building 4 at NFC, is open during the following hours (hours are subject to change):

Fall/Spring Term

Monday – Thursday 8:00 a.m. – 7:00 p.m.

Fridays 8:00 a.m. – 4:30 p.m.

Summer Term

Monday – Thursday 8:00 a.m. – 4:30 p.m.

Resources and staff are available in the library to support student learning in the classroom. Students are encouraged to visit our website and use the online resources. Librarians are on duty to help with questions and research strategies. To gain access to the library’s extensive collection of electronic resources such as eBooks and academic databases with full-text articles, students will use the Single Sign-on through the MyNFC portal or Library Website. Students should contact the library at [library@nfc.edu](mailto:library@nfc.edu) or call (850) 973-1624 if they are having login issues. Online library resources are available to students 24 hours a day through the library’s website, <https://www.nfc.edu/learning-resources/>. Wireless Internet is also accessible in the library and on the patio after hours. Specific policies and regulations applicable to the library are available in the Library or by visiting the Library’s website.

## Academic Success Center

The Academic Success Center (ASC) exists to provide all NFC students, regardless of academic proficiency, the help and support necessary to ensure successful completion of studies and programs. Services include one-on-one peer and professional tutoring assistance, online tutoring, organized group study sessions, workshops, study skills training, academic coaching, web resources, and more. The ASC takes pride in working closely with faculty and staff to develop resources and to support the various academic programs offered at NFC.

**Walk-in and by appointment services:** Students may visit the ASC (Bldg. 4) for in-person services or make an appointment to receive in-person or virtual academic support services during the posted hours:

Fall/Spring Term

Monday – Thursday 8:00 a.m. – 5:30 p.m.

Fridays 8:00 a.m. – 4:30 p.m.

Summer Term

Monday – Thursday 8:00 a.m. – 4:30 p.m.

- **Workshops, organized group study sessions, and professional tutoring:** See the ASC calendars and schedules on NFC's website for specific dates, times, and delivery methods. For additional information visit <https://guides.nfc.edu/asc>.

### Tutor.com Online Tutoring

Online tutoring is available to NFC students 24 hours a day, 7 days a week, through Tutor.com. Tutor.com offers 1-to-1 tutoring available on demand in 250+ subjects, 24/7 Anytime, anywhere.

**For more information about accessing the Tutor.com online tutoring service, see the ASC webpage or contact Elizabeth Gonzales at [gonzalese@nfc.edu](mailto:gonzalese@nfc.edu) or (850) 973-1719 and/or Brianna Kinsey at [kinseyb@nfc.edu](mailto:kinseyb@nfc.edu) or (850) 973-9458.**

For **any** additional information regarding services provided by the **Academic Success Center**, please contact any of the following:

- Elizabeth Gonzales, Academic Success Center Coordinator (850) 973-1719 / [gonzalese@nfc.edu](mailto:gonzalese@nfc.edu)
- Brianna Kinsey, Tutor Lab Manager (850) 973-9458 / [kinseyb@nfc.edu](mailto:kinseyb@nfc.edu)

## Americans with Disabilities Act

NFC is dedicated to the concept of equal opportunity. Students desiring modifications in class or on campus due to a disability may choose to inform the instructor at the beginning of the semester or contact the Disability Resource Center directly. Accommodation and modifications will be made after the student registers with the Disability Resource Center and provides appropriate documentation of disability. After the documentation is evaluated, the instructor may be involved in providing accommodations to equalize the student's educational experience. Students may call (850) 973-1683 (V) or (850) 973-1611 (TTY) for an appointment or additional information.

## Technology Access

All NFC online learning tools are available on the MyNFC portal. To access the portal, students should click the MyNFC link at the top of the NFC website (<http://www.nfc.edu>) or type the following URL into the

Internet address bar: <https://my.nfc.edu>. **When accessing the portal for the first time, students should click the "First Time User" link and follow the instructions to set up the account.**

Each NFC student is provided an email account through GoMail. The student's GoMail account is the official email address used by faculty and staff for communication with the student. A student can access his/her GoMail account via the MyNFC portal. Students are expected to check their GoMail accounts regularly.

Desire2Learn (D2L) is the learning management system that houses all online and supplemented face-2-face courses. Students can log in to an online or supplemented course by accessing the MyNFC portal. Students will then see their course(s) listed under the "My Courses" widget on the D2L homepage. Click the name of the course to begin.

### **Student Ombudsman**

The Student Ombudsman provides confidential, informal, and neutral assistance to students seeking to resolve disputes or address issues of importance. The Student Ombudsman does **not** serve as a student *advocate*, but rather serves as a guide to assist students in the navigation of college organizational structure and in understanding of policies and procedures. David Paulk is the current Student Ombudsman. He can be reached at (850) 973-9418 or [paulkd@nfc.edu](mailto:paulkd@nfc.edu).

### **Equal Opportunity Statement**

North Florida College is dedicated to the concept of equal opportunity and access to all programs and activities. In accordance with federal and state laws, and College policy, NFC does not discriminate in any of its policies, procedures, or practices based on race, ethnicity, color, religion, sex, national origin, gender, age, disability, pregnancy, marital status, genetic information or any other characteristic protected by law. Inquiries or complaints regarding equity issues of any nature may be directed to Denise Bell, Equity Coordinator, 325 NW Turner Davis Drive, Madison, FL 32340, Telephone (850) 973-9481 or email [equity@nfc.edu](mailto:equity@nfc.edu).

### **Student Rights**

As members of the College community, students have certain rights that include the following.

Students have the

- Right to a quality education.
- Right to freedom of expression.
- Right to hold public forums.
- Right to peacefully assemble.
- Right to a fair and impartial hearing.
- Right to participate in Student Government.
- Right to be a member in authorized student organizations.
- Right to appeal College decisions through established grievance procedures.
- Right of personal respect and freedom from humiliation and control.
- Right to make the best use of the student's time and talents and to work toward the goal which brought the student to the College; and
- Right to ask about and recommend improvements in policies that affect the welfare of students.

### **Student Responsibilities**

As members of the College community, students have certain responsibilities that include the following.

Students are:

- Expected to assume responsibility for knowing the rules, regulations, and policies of the College.
- Expected to meet the course and graduation requirements of the students' program of study.
- Expected to keep college records current with up-to-date addresses and other information.
- Expected to meet with an academic advisor at least once each term.
- Expected to comply with the College rules, regulations, and policies; and
- Expected to behave in a manner which demonstrates respect for others and self.

### **Student Rights Under the Family Educational Rights and Privacy Act (FERPA)**

FERPA affords students certain rights with respect to their educational records.

1. The right to inspect and review the student's educational records.
2. The right to request the amendment of the student's educational records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
3. The right to consent to disclosure of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosures without consent.
4. The right to file with the U.S. Department of Education a complaint concerning alleged failures by North Florida College to comply with the requirements of FERPA. Please write to U.S. Department of Education, 600 Independence Ave. S.W., Washington, D.C. 20203.
5. The right to obtain a copy of North Florida College's student record policy from the Office of the Registrar, North Florida College, 325 NW Turner Davis Drive, Madison, Florida 32340.

### **Vulnerable Persons Act**

All faculty and staff of North Florida College are required by law to report any type of abuse of minors that they witness or become aware of through written or verbal communication, regardless of the time that has passed since the abuse occurred. Students are advised that any information, written or verbal, communicated in this class, or to the instructor in any way, in regards to any willful act or threatened act that results in any physical, mental, or sexual abuse, injury, or harm that causes or is likely to cause harm to the physical, mental, or emotional health of another to be significantly impaired is subject to disclosure as required per Florida State Statutes.