Catalog Course Description: How disrupting normal structures and functions of the human body leads to disease processes from the cellular to the multi-system level. Critical examination of the mechanisms underlying signs and symptoms.

Prerequisites: (ANTR 350) and (PSL 310 or PSL 250) Co-requisites: None

COURSE FACULTY
Anne Clayton, MS
Email: anne.clayton@hc.msu.edu
Office Location: none
My cell: 517.281.2822 (text only, please)

Office Hours: Available by appointment (see Communication on page 6). Meeting options available are: online with D2L Chat and Whiteboard, via phone or face-to-face. If scheduling an appointment, please plan ahead and email 3 times you are available to meet, how much time you anticipate needing, and how you would like to meet so we can coordinate our schedules. The Course Content Discussion Boards are another source for interaction with faculty. Please see Communication section in the syllabus.

COURSE OBJECTIVES: At the end of this course, students will:
1. Based on prerequisite knowledge of normal structure and functioning of the human body, identify and describe abnormal physiological disorders in the human population.
2. Explain how disease affects and is manifested in the interrelated systems of the human organism.
3. Explain the physiological basis for signs, symptoms, and diagnostic test results associated with disorders affecting the human organism.
4. Explain operative compensatory mechanisms in selected disorders.
5. Describe current biological theories regarding the causes, mechanisms, and signs and symptoms of selected disorders.
6. Recognize societal implications of and ethical issues involved with prevention, diagnosis, and treatment of given disorders.
7. Explain how a given preventive strategy or treatment might block, alter, or reverse the course of selected disorders affecting the human organism.
8. Describe the interactions between genetic and environmental factors in the development of a given disorder.

Additional Course Objectives: Think critically about the human body. Practice skills (such as analyzing cases, solving problems, using text-based resources, learning independently, negotiating successful group work, assessing peers, communicating professionally in F2F and online environments) that are used by health care professionals.

My NUR300 Course Goals:

My grade goal for NUR300 is __________

In addition to earning a grade, working on developing a professional skill set, and obsessively asking “How?” and “Why?” I plan to:
Standards Documents: The curriculum is guided by the following documents:


**INSTRUCTION:**

**Methodology**

NUR 300-734 uses an online format. The classroom includes many important areas including PowerPoint presentations, readings, exams, quizzes, case study, exercise, and other activities. Discussion boards are available in D2L for students to post questions. No points will be awarded for participation but students are encouraged to participate. For details, please see grading system described later.

When working in an online course, it is critical to create a regular schedule for your preparation work. Lectures are usually posted before the dates noted on the course calendar and you can work through the content ahead of schedule. However, quizzes, exams and learning community discussion forums will only be open at specified times. Spacing out your work while not falling behind is particularly important for independent preparation. Listening to hours of lectures in one learning session will make your eyes, ears, and brain too tired to learn effectively. Making your own master calendar, with specific times and dates scheduled to work on this course, will help you stay on track. Reminders are not sent when an assessment is scheduled. It is expected that each student takes responsibility and stays organized.

**Written Requirements**

In D2L, please see:

- Learning Community Folder ➔ ‘About Learning Communities’ for detail on written responses to cases in Learning Community Discussions
- Course Info Folder ➔ About Plagiarism page for additional strategies to authentic writing that avoids plagiarism
- Syllabus section below ➔ Academic Integrity

**Use of laptops, iPads, and other online devices:** Students will no longer have the option of using laptops, IPADs, tablets, smart phones or other electronic online devices during theory classes unless instructed by the faculty member for a specific assignment. Students are encouraged to refrain from printing out the PPT slides. To facilitate note-taking faculty will number each slide enabling students to readily link slides with written notes. No Taping of lectures or presentations without instructor consent. You will be allowed to use your laptop to take the quizzes and exams only.

**Required Text**


**Books that may be helpful:**


**American Nurses Association Electronic Books (E-books)**

Other Required Resources, References, Supplies

**Frequently Called Telephone Numbers**

Always make the D2L Help Site at MSU’s Distance Learning Center your first stop with any D2L-related questions!

- D2L Help at MSU’s Distance Learning Center  
  800.500.1554 (24 hrs, 7 days/week)  
  517.355.2345 (24 hrs, 7 days/week)  
  [http://help.d2l.msu.edu/learner](http://help.d2l.msu.edu/learner) (D2L Help Site for Learners)
- Media Lab (Andy Greger) Life Sciences: 517.353.9020
- College of Nursing Student Support Services, A117 Life Sciences: 517.353.4827

This online course uses the D2L course management system. [www.d2l.msu.edu](http://www.d2l.msu.edu) Mini lectures unique to NUR300 are only available online through D2L. See the Tech Tips folder under the Lessons Tab on D2L for extra help. D2L is also used for lecture outlines, quizzes, handouts, announcements, student-student communication, and student-professor communication. Quizzes and exams are scheduled as specified in the Course Calendar. If you have problems accessing any files on D2L, call the D2L Help Line.

Students need reliable, high-speed access to the D2L course management system. See D2L Help for compatible browsers. Students also need a recent version of Adobe Reader to download and access PDF documents. If you are unsure about your computer's capabilities, try to open a PDF file from D2L when you first get access. If you do not have the right program, you will usually be prompted to install it when you try to open a file. If you have problems accessing any files on D2L, call the D2L Help Line. They can answer any D2L-related questions including walking you through the appropriate installations.

Because of the technical language of pathophysiology, students need to use a [medical dictionary](http://er.lib.msu.edu). You are expected to look up words that you do not know, and the glossary of the textbook is insufficient. You can access a medical dictionary for no fee via the MSU Libraries. [http://er.lib.msu.edu](http://er.lib.msu.edu) See: E-resources for Nursing ➔ STAT!REF ➔ Taber’s Cyclopedic Medical Dictionary which also has an audio feature that lets you hear the pronunciation of terms. This dictionary is endorsed by the CON BSN curriculum and is also available for purchase at many bookstores.

Finally, note cards, colored pencils and a highlighter are helpful. They will help you develop study tools and your written responses to learning community discussions and unit objectives. Use your highlighter any time you have a question; highlight the relevant material and write down your question. Then, when searching for it later, the question is easy to locate. When reviewing for an Exam or the Final, this strategy will also help you remember where you had questions earlier in the semester. Alternative strategies to the highlighter question color include: using colored sticky tabs; writing a question page for each unit; keeping a question notebook or file where you write all your questions (each question should have a reference to the text or lecture note page and unit); building a question note card stack (each card should have a reference to the text or lecture note page and unit).
NUR 300 Materials Check List

- D2L access (add the URL to your browser favorites) with reliable, high-speed connection
- D2L Help Site at MSU's Distance Learning Center Line (add the phone # to your contact list)
- Porth's Essentials of Pathophysiology 4th ed
- Medical Dictionary [http://catalog.lib.msu.edu/record=b10226393~S39a]
- Adobe Reader
- Note cards, colored pencils and a highlighter
- CON Technology Requirements - see D2L Tech Tips folder. All NUR300 students need to be in compliance. If you have Office 2003, you need to download the Compatibility Pack:

EVALUATION

Feedback
NUR300-734 is an asynchronous, online course that requires students to interact with the professor and other students online, to work as groups/teams online, to access course materials online, to complete online quizzes and exams, and to set up and take a proctored final exam. When taking an online course, it is critical to stick to a regular schedule. Lectures are usually posted before the dates noted on the course calendar and you can work through the content ahead of schedule. However, the Learning Community Discussions, quizzes, exams will only be open at specified times. Spacing out your work while not falling behind will be particularly important for online courses. Listening to two lectures back-to-back will make your eyes, ears, and brain too tired to learn effectively. Making your own master calendar, with specific times and dates scheduled to work on this course, will help you stay on track. I expect that each student take responsibility to stay organized.

Learners in NUR300 can take advantage of many feedback opportunities. In addition to formal feedback provided by quiz and exam scores, the Learning Community environment is feedback-rich. In discussion developing a case analysis, learners are engaging their peers, which is one form of feedback. Another form would be requesting clarification on the discussion boards. You can answer questions discussion questions for him/herself and measure those internal responses to those offered by others in the section. As the learner evaluates his/her current understanding relative to the information returned by peers and professors, those conversations provide feedback to the learner.

EXAMS:
There are five online exams. Students are expected to take all exams online as scheduled. They can be found during their open times under the Assessments Tab (Assessments > Quizzes). (Please see Course Calendar and for open dates and times.) Students have one login and a preset amount of time to take each assessment. You may not backtrack to questions; when you click to the next question you will not be able to go back and view a previous question. Details on time to complete each exam and on the number of questions will be posted in the Exam before you click to begin the assessment. If a student is unable to take an online exam for an undocumentable reason (including but not limited to technology problems/errors, travel) the weight of the missed exam will be added to the weight of the final (e.g. if exam 1 is missed, student’s final exam will be weighted at 50%). Exam absences are only excused for University-approved reasons (eg. varsity athletic competition) or for emergent, extreme, extenuating circumstances as interpreted by the course instructor (including but not limited to family emergency or illness). The student must provide supporting documentation for the reason of absence and contact the course instructor before the start of the exam. Students are strongly urged to plan ahead and to take all online assessments regardless of current circumstances. Students should take all online assessments on a secure, high-speed web connection not in the student's residence to avoid technology problems and to have an independent 3rd party present. If an assessment is disrupted due to campus-wide D2L or server problems, the open time will be extended.

You are permitted to use your notes and text during online exams. In particular, you will want to have Appendix A from the text readily available for normal lab values. However, time is restricted requiring you to prepare as thoroughly as you would for any proctored exam. Students are expected to take exams individually. Unlike quizzes, it is inappropriate to work in groups or utilize resources other than Appendix A of the text and your notes. Plagiarized responses will receive a grade of 0. Please be sure to thoroughly read through the section below on Academic Integrity and Plagiarism. Additionally, you will not be able to backtrack to questions, to emulate circumstances of future exams. You will not get your score until the exam closes and I have graded them. Please keep in mind that the Final Exam is cumulative. Heavy reliance on external resources for quizzes and exams will not give you an accurate assessment of your knowledge.
Each exam covers all discussion units listed on the course calendar since the previous exam.

**Assessments will not be reopened for student view after they have been submitted. For online assessments, restricting time and post-assessment access are security features.**

*Please arrange to talk with me directly to review your exam or quiz results.*

**QUizzes:**

There are 13 quizzes. They are administered through D2L. Students are expected to take all quizzes online as scheduled. They can be found during their open times under the Assessments Tab (**Assessments > Quizzes**). (Please see Course Calendar and for open dates and times.) Students have one login and a preset amount of time to take each quiz. You may not backtrack to questions; when you click to the next question you will not be able to go back and view a previous question. Details on time to complete each and on the number of questions will be posted in the Quiz before you click to begin the assessment. Students may NOT make up quizzes for any reason. If a student is unable to take an online quiz for any reason (including but not limited to technology problems/errors, family emergency, illness, travel) the missed quiz or exam will count as the dropped score. If more than one quiz is missed, a student will be given a score of zero for each additional missed quiz or exam. Students are strongly urged to plan ahead and to take all online assessments regardless of current circumstances. Students should take all online assessments on a secure, high-speed web connection not in the student’s residence to avoid technology problems and to have an independent 3rd party present. If an assessment is disrupted due to campus-wide D2L or server problems, the open time will be extended. Please see Communications above for what to do in the event of D2L problems during an online quiz.

Think of quizzes as learning tools, not just as assessment tools. Quizzes help you gauge your understanding of content. Time is limited and you need to be individually prepared before opening a quiz. However, you may work with others and use external resources when taking quizzes. Be aware: do not cut-and-paste answers from websites. All responses must be in your own words. Responses that are directly copied will receive a grade of 0. They also allow you to reflect on whether you are adequately preparing for the Learning Community Discussions.

No exceptions made for the open quiz and exam times or for other due dates to accommodate individual student schedules. Though online courses offer increased flexibility, there are still calendar requirements.

**Assessments will not be reopened for student view after they have been submitted.**

**LEARNING COMMUNITY DISCUSSIONS:**

Learning Communities are smaller groups of approximately 10 students each within NUR300. Discussions can be found during their open times under the Communication Tab (**Communication > Discussions**). Most weeks, students will have particular learning community discussion responsibilities – either writing a lead post for an assigned prompt or responding within a discussion thread that has already been started. For policies and grading criteria, please see About Learning Communities document in D2L. Please bring concerns about group dynamics to the course instructor early in the semester.

**FINAL EXAM:**

Each student is required to take the Final Exam as scheduled to pass the course; not taking the final will result in a course grade of 0.0. The Final Exam is cumulative, and the best way to prepare for a cumulative final is to stay focused and on-task throughout the semester. Look for connections among body systems and put full effort into group exercises. Prepare diligently for each quiz and exam with the mindset of taking each without using any references. As you create your study tools, you may want to label them with the corresponding unit and objective number (e.g. RBCs review Obj. 3). The Final Exam is administered online. You should take it closed book and closed notes. You may have a copy of normal lab values as shown in the current edition of the course text available.

**Grades:**

Students are responsible for checking the accuracy of grades posted in D2L Grades and for keeping **printed records** of each grade. An Excel spreadsheet is provided on D2L as a template for you to keep track of your grades. As with all CON undergraduate courses, NUR 300 uses the **Standard College of Nursing grading scale.**
Grade Breakdown

<table>
<thead>
<tr>
<th>ITEMS GRADED</th>
<th>FORMAT</th>
<th>WEIGHT (% OF COURSE GRADE)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Self Introduction Online</td>
<td>Online</td>
<td>2 points added to your Exam 1 raw score, if completed on time.</td>
</tr>
<tr>
<td>Quizzes (12 of 13) Online</td>
<td>Online</td>
<td>15 points per quiz (15% of final grade)</td>
</tr>
<tr>
<td>5 Exams</td>
<td>Online</td>
<td>50 points each (40% of final grade)</td>
</tr>
<tr>
<td>Learning Community Discussion (12 of 13)</td>
<td>Due according to the course calendar.</td>
<td>4 points per discussion board (10% of final grade)</td>
</tr>
<tr>
<td>Final Exam</td>
<td>Face to face</td>
<td>100 points. 35% of final grade &amp; required</td>
</tr>
</tbody>
</table>

For specific information regarding grading and student progression through the curriculum, please reference the “Progression through the Major Policies” section of the Baccalaureate Student Handbook.

If you have a question about your grade at any time in the course, please meet with the instructor and bring your written out calculation to the meeting. There is a MS-Excel spreadsheet posted on D2L to allow you to keep track of your grades.

Professionalism
Please keep in mind that you are preparing for your future as a health care professional, and treat our virtual classroom space as you would any other professional setting. This includes being mindful of your communication style, both verbal and written. If you have a question, chances are many other students have the same question and will be grateful if you ask it! Please use the discussion boards regularly for questions and be mindful of “netiquette”—basically, a set of social guidelines for cyber-interaction, the most important of which emphasize respecting the people behind the computers. If you are feeling angry/frustrated/emotional while typing a communication, save the message and proof it later before sending/posting. Please remember to follow the Discussion Board Guidelines (see syllabus: Communication).

Any online communication that is interpreted as being disrespectful, inappropriate, or inflammatory may be deleted from the course. The individual student will be asked to reword and repost the communication, and may lose the privilege of access to those online environments.

Honors Option
There are no Honors options available for NUR300.

<table>
<thead>
<tr>
<th>%</th>
<th>GRADE</th>
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<tbody>
<tr>
<td>94-100 %</td>
<td>4.0</td>
</tr>
<tr>
<td>89-93.99%</td>
<td>3.5</td>
</tr>
<tr>
<td>84-88.99%</td>
<td>3.0</td>
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<tr>
<td>79-83.99%</td>
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<td>75-78.99%</td>
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<td>70-74.99%</td>
<td>1.5</td>
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<tr>
<td>65-69.99%</td>
<td>1.0</td>
</tr>
<tr>
<td>&lt;65%</td>
<td>0.0</td>
</tr>
</tbody>
</table>

CON does not round Course Grades. (eg. 93.9% = 93% = 3.5)

Students are responsible for checking the accuracy of grades posted in D2L (under Reports Tab) and for keeping printed records of each grade.
**COURSE, COLLEGE, AND UNIVERSITY POLICIES**

**Communication**
If you have questions about using D2L or experience any D2L-related problems including technology problems during a quiz call the D2L Help Line immediately: 800.500.1544 or 517.355.2345 (24/7!). You can also access D2L Help Site at MSU’s Distance Learning Center online from [http://help.d2l.msu.edu/learner](http://help.d2l.msu.edu/learner). If you have problems during a quiz, please email the course instructor in addition to calling the D2L Help Line immediately and reviewing the quiz policies.

Questions about content and course details and course assignments should be posted on the appropriate D2L discussion board, NOT emailed to the instructor. This helps extend our classroom to the virtual space and enhances group learning. It also minimizes the number of times we have to respond to the same question. Questions will be answered within about 24-48 hours, excluding weekends and holidays. I encourage student responses to student questions. Please use the discussion boards as a dialogue space! Do not post questions about specific quiz or exam questions.

Please post general questions in the Course Logistics Discussion Board after checking the syllabus for relevant information. Examples of appropriate Course Logistics Discussion Board questions are: “Our team is confused about the requirements for this week’s assignment. We’re wondering if we need to…” or “I took the first quiz but don’t see my grade recorded. Is anybody else having the same problem? I called the Help Line and they weren’t sure why this was happening.” or “The answers for the DM worksheet should be posted, but I don’t see them in the Endocrine folder. Can somebody please tell me where they are?” Questions will be answered within about 24-48 hours, excluding weekends and holidays. I encourage student responses to student questions.

Please post questions about content (ie. what you’re learning) in the Content Discussion Board. Examples of appropriate Content Discussion Board questions are: “I understand that patients in diabetic ketoacidosis have a low pH due to…, but why do they have an increased respiratory rate? Does it have something to do with compensation? On page …of Porth, it states…” I encourage student responses to student questions. Please use the discussion board as a dialogue space! Do not post questions about specific quiz or exam questions.

**Guidelines for Content Discussion Board Posting:** First, read the course text because you will most often be able to answer your own question – an essential skill for lifelong learning! Students need to become comfortable using dense scientific resources in order to develop habits as lifelong learners. This should be reflected in your posted question. If the posting guidelines are not followed, the student will be asked to re-word the post.

To get the most targeted, focused response to your content discussion board questions and to make it easy to go back and review old posts, please include:

1. The unit and objective # in the subject, if the question is based on an objective (e.g. CV obj #6)
2. Your understanding (e.g. I understand that an atherosclerotic plaque can break open and cause a thrombus to form which blocks blood flow.)
3. Your question and what you found in the text that helps you think about your question (e.g. How does this relate to the sequelae? I'm confused by...in Porth on page...I'm thinking that if...)
4. A new post for each question; don’t ask multiple questions in one post so others can quickly search subjects
5. Please post on the appropriate board (e.g. Content Discussion Board, not Course Logistics)

Examples of inappropriate posts for the Content Discussion Boards are: “I don’t get how sickle cell disease causes hemolysis and I can’t find it in the book.” and “What does objective 5 mean?” and “Does anybody know what the professor is looking for in objective 23?” and “I can’t figure out SIADH – help!” and “Where do we find out information about the final exam?”

Students are most often asked to re-word their posts because either they fail to provide their current understanding and/or they fail to discuss the section in the course text that they are using to try to answer their question (and/or they post Logistics questions on the Content boards). Providing current your understanding and referencing the text are essential because they demonstrate the student’s thought process and “brain work”. Knowing where a student is at with understanding helps professors create a unique response best suited to that learner. Our role as instructors is not to demonstrate how much we know but, rather, use what we know to help students develop their own thinking and learning skills to carry into clinical practice. After all, when a course ends, you take your brain with you, not the professors!”
Please contact the **course instructor via email** with questions about other course issues that are personal. Examples of **appropriate email questions** are: “I have a family tragedy and I just don’t know if I can finish the course. How do I get an incomplete and finish the course later?” or “I added the course late and am wondering how I get assigned to a Learning Group,” or “I’m not achieving my course goal of … Here’s what I’ve been doing to study and prepare: … Here are the 3 times I’m available to meet.” or “I’m really confused about negative feedback loops and I can’t come to your office hours because…” If **scheduling an appointment**, please include 3 times you are available to meet, how much time you anticipate needing, and how you would like to meet (F2F, phone) so we do not bounce 5 emails to schedule one appointment.

Please note that email responses will be returned within 48 hours of receipt, **excluding weekends and holidays**. If the instructor does not respond within 24-48 hours, please resend your message! Voice mail is NOT a reliable source of communication.

**Course Announcements** will be posted on D2L as “News” throughout the semester, NOT sent via email. It is the students’ responsibility to regularly check D2L for announcements and updates. This eliminates communication problems with different email systems and ensures that all communications are posted in one location that is available to and verifiable by everyone.

**Writing:**
A couple of things need to be discussed here: First, each student in the group is accountable for the quality of the written case analyses and students are expected to read the information on D2L in the Course Info folder related to plagiarism and academic dishonesty. The response of “I didn’t know that what I was doing was plagiarism” is unacceptable. Additional information is also found in the syllabus under CON Handbook and MSU Resources, and under Academic Integrity.

Second, when writing, especially in the Learning Communities and exams, it is important that your meanings and intentions are clear. **Please try to avoid using acronyms.** An acronym that you feel is the ‘standard’ for some term may be completely meaningless to someone else. You may be marked down on Learning Community posts and exam questions for the use of acronyms.

I understand that writing takes time, and many of you have very busy lives. Please read exam questions thoroughly and answer them completely. If an exam question asks for an explanation of osmosis (for example) simply stating that ‘water moves across a membrane’ is not sufficient. You would need to identify the driving force that is causing water to move.

**Final Exam**
According to University policy, the only students able to schedule an alternative final are those who have 3 finals scheduled on the same day (NUR300 and two others), or 2 finals with overlapping times—both very rare circumstances. Students must supply documentation by the date indicated on the course calendar. Documentation includes: syllabus from the conflicting course, course schedule from StuInfo, and dates/times of all other final exams. Students with documented, University approved conflicts will take the NUR300 final on an alternative date and time determined by the Course Instructor.

Link to MSU’s Academic Calendar through Office of the Registrar:
[http://www.reg.msu.edu/ROInfo/Calendar/Academic20142015.asp](http://www.reg.msu.edu/ROInfo/Calendar/Academic20142015.asp)

The Final Exam is cumulative, and the best way to prepare for a cumulative final is to stay focused and on-task throughout the semester. Look for connections among body systems and put full effort into Learning Community Discussion. Prepare diligently for each quiz, LC, and exam. **At you create your study tools, you may want to label them with the corresponding unit and objective number (eg. Neoplasia review Obj 3).** Also, as you work through each unit, use a “question color” highlighter to emphasize the places you have questions or need more work. The Final Exam is closed book, closed notes.

**Academic integrity**
Whenever the academic environment includes written work, students and professors (yes, professors, too!) are at risk of plagiarizing. Students are expected to read the information on D2L in the Course Info folder related to plagiarism and academic dishonesty. The response of “I didn’t know that what I was doing was plagiarism” will not be accepted.

Article 2.3.3 of the **Academic Freedom Report** states that "The student shares with the faculty the responsibility for maintaining the integrity of scholarship, grades, and professional standards." In addition, the College adheres to the policies on academic honesty as specified in General Student Regulations 1.0, Protection of Scholarship and Grades; the all-University Policy on Integrity of Scholarship and Grades; and Ordinance 17.00, Examinations. (See Spartan Life: Student Handbook and
Resource Guide [http://splife.studentlife.msu.edu/](http://splife.studentlife.msu.edu/) and/or the MSU Web site: [www.msu.edu](http://www.msu.edu). You are expected to develop original work for this course. Also, you are not authorized to use the [www.allmsu.com](http://www.allmsu.com) to complete any course work in the College of Nursing. Students who violate MSU rules may receive a penalty grade, including—but not limited to—a failing grade on the assignment or in the course. Contact your course instructor if you are unsure about the appropriateness of your course work. (See also [https://www.msu.edu/unit/ombud/academic-integrity/index.html#regulations](https://www.msu.edu/unit/ombud/academic-integrity/index.html#regulations))

**Plagiarism:**

Students are expected to read the information on D2L in the Course Info folder related to plagiarism and academic dishonesty. The excuse of “I didn’t know that what I was doing was plagiarism” will not be accepted and any student who plagiarizes, intentionally or unintentionally, will be penalized. Penalties for plagiarism range from a 0.0 on the plagiarized assignment to a 0.0 in the course. Additional information is also found on page 2 of the syllabus for University and College Policies related to Plagiarism and Academic Dishonesty.

**Disruptive behavior**

Please keep in mind your future as health care professionals, and treat our virtual classroom space as you would any other professional setting. This includes being mindful of your communication style, both verbal and written. If you have a question, chances are many other students have the same question and will be grateful if you ask it! Please use the discussion boards regularly for questions and be mindful of “netiquette”—basically, a set of social guidelines for cyber-interaction, the most important of which emphasize respecting the people behind the computers. If you are feeling angry/frustrated/emotional while typing a communication, save the message and proof it later before sending/posting. Please remember to follow the Discussion Board Guidelines discussed under the syllabus section on Communication.

Any online communication that is interpreted as being disrespectful, inappropriate, or inflammatory may be deleted from the course. The individual student will be asked to reword and repost the communication and may be disciplined with a grade infraction.

Article 2.3.5 of the Academic Freedom Report (AFR) for students at Michigan State University states: "The student's behavior in the classroom shall be conducive to the teaching and learning process for all concerned." Article 2.3.10 of the AFR states that "The student has a right to scholarly relationships with faculty based on mutual trust and civility." General Student Regulation 5.02 states: "No student shall . . . interfere with the functions and services of the University (for example, but not limited to, classes . . .) such that the function or service is obstructed or disrupted." Students whose conduct adversely affects the learning environment in this classroom may be subject to disciplinary action through the Student Faculty Judiciary process.

**Accommodations for students with disabilities**

Students with disabilities should contact the Resource Center for Persons with Disabilities to establish reasonable accommodations well in advance of needing those accommodations. For an appointment with a disability specialist, call 353-9642 (voice), 355-1293 (TTY), or visit MyProfile.rcpd.msu.edu. Exam accommodations need to be made at least 2 weeks in advance of the scheduled exam.

**Attendance**

NUR300 in the summer is an asynchronous, online course. Completing course assessments and discussion exercises as specified in the course calendar is required. Students are also expected to make their group work transparent and post their communications in D2L rather than use individual email or list serves.

There will be no exceptions made for the open quiz and exam times or for other due dates to accommodate individual student schedules. Though online courses offer increased flexibility, there are still calendar requirements.

A student who fails to log in to the course and participate in class activities by the fifth day of the semester, may be dropped from the course. See the Ombudsman’s web site for a discussion of student observance of major religious holidays, student-athlete participation in athletic competition, student participation in university-approved field trips, medical excuses and a dean’s drop for students who fail to attend class sessions at the beginning of the semester.

[https://www.msu.edu/~ombud/classroom-policies/index.html#attendance](https://www.msu.edu/~ombud/classroom-policies/index.html#attendance)
CON Handbook and MSU Resources
The College of Nursing expects that students will demonstrate professional behavior in all situations. Specific expectations for clinical and other professional venues can be found in the appropriate handbook. You are responsible for reviewing and acting in accordance with the policies and procedures found in the following sources, including the following topics: Professionalism, Academic Integrity, Accommodations for Students with Disabilities, Disruptive Behavior, Attendance, Compliance, and Progression.

- CON BSN Student Handbook:  
  http://nursing.msu.edu/BSN%20Programs/Handbooks/default.htm
- MSU Spartan Life Online:  
- Information for MSU Students:  
  http://www.msu.edu/current/index.html
- Academic Programs:  
  http://www.reg.msu.edu/AcademicPrograms
- Code of Teaching Responsibility and Student Assessments and Final Grades:  
  http://www.reg.msu.edu/AcademicPrograms/Print.asp?Section=514
- Integrity of Scholarship and Grades:  
  http://www.reg.msu.edu/AcademicPrograms/Print.asp?Section=534

FOR ADDITIONAL HELP
Students who are either failing (i.e. <2.0) or who are not performing at his/her personal expectations at any time during the semester should seek immediate help from one or more of the following sources, and should continue to access help until the student is achieving a passing grade and performing at his/her expectations:

- Prof Clayton (see Faculty Info and office hours)
- Fellow classmates
- Jessica DeForest, MSU Learning Resources Center 202 E. Bessey 517.355.2363. Jessica is particularly good at helping students with study strategies and with test taking skills. MSU’s Learning Resource Center may have other options available as well. Please let Prof Clayton know if you are meeting with Jessica DeForest or using other help from the LRC.
- CON Office of Student Support Services. 800.605.6424 or 517.353.4827
- Pathophysiology Tutor: There are no course- or College-sponsored tutors for NUR300, but there is a tutor list on D2L to use at your discretion. You negotiate with the tutor for dates/times/compensation. Group sessions may be an option as well. Please let Prof Clayton know if you are meeting with a tutor.
Most lectures are posted before the scheduled date and you can work through much of the content ahead of schedule. However, the quizzes, exams, and learning community discussions are open only at specified times. Spacing out your work while not falling behind will be particularly important for this online course. Listening to 2 lectures back-to-back will make your eyes, ears, and brain too tired to learn effectively. Making your own master calendar, with specific times and dates scheduled to work on this course (following the 3:1 rule for credit hours means about 16 hours/week for NUR300), will help you stay on track.

**Preparing for discussion includes working through the online lectures and developing your study tools**

<table>
<thead>
<tr>
<th>Events</th>
<th>Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quizzes open</td>
<td>6:00am Saturday and close at 7:00pm Monday</td>
</tr>
<tr>
<td>Discussion Boards open</td>
<td>6:00am Tuesday and close at 7:00pm Saturday.</td>
</tr>
<tr>
<td>Discussion Leaders must post their responses by</td>
<td>7:00 pm Wednesday.</td>
</tr>
<tr>
<td>Exams open</td>
<td>6:00am on Friday and close at 7:00pm on Sunday</td>
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</tbody>
</table>

based on the unit objectives

**Orientation**

- Carefully read the syllabus & post questions on the Course Logistics Discussion Board
- Assess differences among the discussion boards & open each to preview
- Become adept at navigating D2L & accessing files
- Work through the plagiarism info in the Course Info folder
- Self-Introduction
- Take the orientation quiz
- Put all your semester activities/class schedules on one master calendar, and ensure you have no conflicts with course requirements
- See Syllabus: Course Policies: Quizzes

Learning Communities are smaller groups of students within NUR300. Each week, students will have particular learning community discussion responsibilities. Often, students find Learning Communities so helpful that they use them to continue to discuss a particular topic beyond the course requirements.

*Please see the Learning Communities folder for specifics. Your Learning Community Groups will be posted by Friday evening.*

Since it takes everybody about a week to adjust to an online course and for enrollment to stabilize, the learning community discussion this week won’t be graded.
<table>
<thead>
<tr>
<th>WEEK #</th>
<th>DATES</th>
<th>PREPARATION UNITS</th>
<th>DISCUSSION UNITS &amp; LEARNING COMMUNITY RESPONSIBILITIES</th>
<th>ASSESSMENT DATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>WEEK 1</td>
<td>August 30th</td>
<td><strong>STUDY FOCUS 1</strong>&lt;br&gt;• Cellular Response to Stress, Injury &amp; Aging&lt;br&gt;• Inflammation, the Inflammatory Response &amp; Fever</td>
<td><em>Please interact with your classmates and consider finding a local study partner.</em>&lt;br&gt;LC DISCUSSION 1&lt;br&gt;Even=Leader, Odd=Responder&lt;br&gt;• Cellular Response to Stress, Injury &amp; Aging&lt;br&gt;• Inflammation, the Inflammatory Response &amp; Fever</td>
<td>Quiz 1 opens 6am, September 5th; Introductions &amp; Orientation Quiz due 7pm, September 5th.</td>
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<tr>
<td>WEEK 2</td>
<td>September 6th</td>
<td><strong>STUDY FOCUS 2</strong>&lt;br&gt;• Cell Proliferation, Tissue Regeneration &amp; Repair&lt;br&gt;• Neoplasia</td>
<td>LC DISCUSSION 2&lt;br&gt;Odd=Leader, Even=Responder&lt;br&gt;• Cell Proliferation, Tissue Regeneration &amp; Repair&lt;br&gt;• Neoplasia</td>
<td>Quiz 1 closes 7pm, September 7th; Quiz 2 opens 6am, September 11th.</td>
</tr>
<tr>
<td>WEEK 3</td>
<td>September 13th</td>
<td><strong>STUDY FOCUS 3</strong>&lt;br&gt;• Fluid &amp; Electrolyte Dysfunction&lt;br&gt;• Acid/Base Dysfunction</td>
<td>LC DISCUSSION 3&lt;br&gt;Even=Leader, Odd=Responder&lt;br&gt;• Fluid &amp; Electrolyte Dysfunction&lt;br&gt;• Acid/Base Dysfunction</td>
<td>Quiz 2 closes 7pm, September 12th; Quiz 3 opens 6am, September 18th.</td>
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<tr>
<td>WEEK 4</td>
<td>September 20th</td>
<td><strong>STUDY FOCUS 4</strong>&lt;br&gt;• Hematopoietic Dysfunction I&lt;br&gt;• Hematopoietic Dysfunction II</td>
<td>LC DISCUSSION 4&lt;br&gt;Odd=Leader, Even=Responder&lt;br&gt;• Hematopoietic Dysfunction I&lt;br&gt;• Hematopoietic Dysfunction II</td>
<td>Quiz 3 closes 7pm, September 19th; Quiz 4 opens 6am, September 25th.</td>
</tr>
<tr>
<td>WEEK 5</td>
<td>September 27th</td>
<td><strong>STUDY FOCUS 5</strong>&lt;br&gt;• Infection &amp; Immune Dysfunction</td>
<td>LC DISCUSSION 5&lt;br&gt;Even=Leader, Odd=Responder&lt;br&gt;• Infection &amp; Immune Dysfunction</td>
<td>Quiz 4 closes 7pm, September 26th; Exam 1 opens 6am, October 2nd.</td>
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<tr>
<td>WEEK 6</td>
<td>October 4th</td>
<td><strong>STUDY FOCUS 6</strong>&lt;br&gt;• Cardiovascular Dysfunction I&lt;br&gt;• Cardiovascular Dysfunction II</td>
<td>LC DISCUSSION 6&lt;br&gt;Odd=Leader, Even=Responder&lt;br&gt;• Cardiovascular Dysfunction I&lt;br&gt;• Cardiovascular Dysfunction II</td>
<td>Quiz 5 closes 7pm, October 3rd; Exam 1 closes 7pm, October 4th.</td>
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<tr>
<td>WEEK 7</td>
<td>October 11th</td>
<td><strong>STUDY FOCUS 7</strong>&lt;br&gt;• Respiratory Dysfunction I&lt;br&gt;• Respiratory Dysfunction II</td>
<td>LC DISCUSSIONS 7&lt;br&gt;Even=Leader, Odd=Responder&lt;br&gt;• Respiratory Dysfunction I&lt;br&gt;• Respiratory Dysfunction II</td>
<td>Quiz 6 closes 7pm, October 12th; Quiz 7 closes 7pm, October 17th.</td>
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<tr>
<td>WEEK 8</td>
<td>October 18th</td>
<td><strong>STUDY FOCUS 8</strong>&lt;br&gt;• Urinary Tract &amp; Renal Dysfunction</td>
<td>LC DISCUSSIONS 8&lt;br&gt;Odd=Leader, Even=Responder&lt;br&gt;• Urinary Tract &amp; Renal Dysfunction</td>
<td>Exam 2 closes 7pm, October 24th.</td>
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<tr>
<td>WEEK 9</td>
<td>October 25th</td>
<td><strong>STUDY FOCUS 9</strong>&lt;br&gt;• Gastrointestinal &amp; Accessory Organ Dysfunction I&lt;br&gt;• Gastrointestinal &amp; Accessory Organ Dysfunction II</td>
<td>LC DISCUSSIONS 9&lt;br&gt;Even=Leader, Odd=Responder&lt;br&gt;• Gastrointestinal &amp; Accessory Organ Dysfunction I&lt;br&gt;• Gastrointestinal &amp; Accessory Organ Dysfunction II</td>
<td>Exam 2 opens 6am, October 25th; Quiz 8 closes 7pm, October 26th.</td>
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<tr>
<td>WEEK 10</td>
<td>November 1st</td>
<td><strong>STUDY FOCUS 10</strong>&lt;br&gt;• Endocrine Dysfunction I&lt;br&gt;• Endocrine Dysfunction II</td>
<td>LC DISCUSSIONS 10&lt;br&gt;Odd=Leader, Even=Responder&lt;br&gt;• Endocrine Dysfunction I&lt;br&gt;• Endocrine Dysfunction II</td>
<td>Exam 3 opens 6am, November 6th; Quiz 9 opens 6am, November 7th.</td>
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<tr>
<td>WEEK # DATES</td>
<td>PREPARATION UNITS</td>
<td>DISCUSSION UNITS &amp; LEARNING COMMUNITY RESPONSIBILITIES</td>
<td>ASSESSMENT DATES</td>
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<tr>
<td>WEEK 11</td>
<td>STUDY FOCUS 11</td>
<td>LC DISCUSSION 10</td>
<td>Exam 3 closes 7pm, November 8th</td>
<td></td>
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</tbody>
</table>
| November 8th | • Genitourinary & Reproductive Dysfunction I  
               • Genitourinary & Reproductive Dysfunction II | Odd=Leader, Even=Responder  
               • Endocrine Dysfunction I  
               • Endocrine Dysfunction II | Quiz 10 closes 7pm, November 9th |
|              |                   |                                                        | Quiz 11 opens 6am, November 14th |
| WEEK 12      | STUDY FOCUS 12    | LC DISCUSSION 11                                       | Exam 4 closes 7pm, November 22nd |
| November 15th| • Neurologic Dysfunction I  
               • Neurologic Dysfunction II | Even=Leader, Odd=Responder  
               • Genitourinary & Reproductive Dysfunction I  
               • Genitourinary & Reproductive Dysfunction II | Quiz 11 closes 7pm, November 23rd |
|              |                   |                                                        | Quiz 12 closes 7pm, November 23rd |
| WEEK 13      | Thanksgiving Week |                                                        | Exam 4 closes 7pm, November 22nd |
| November 22nd|                   |                                                        | Quiz 12 closes 7pm, November 23rd |
| WEEK 14      | STUDY FOCUS 13    | LC DISCUSSION 12                                       | Quiz 13 closes 7pm, December 7th |
| November 29th| • Musculoskeletal Dysfunction  
               • Integumentary Dysfunction | Odd=Leader, Even=Responder  
               • Neurologic Dysfunction I  
               • Neurologic Dysfunction II | Exam 5 closes 7pm, December 13th |
|              |                   |                                                        | 14-16 December Online |
| WEEK 15      |                   |                                                        | Exam 5 closes 7pm, December 13th |
| December 6th |                   |                                                        | 14-16 December Online |
| WEEK 16      |                   |                                                        | See Syllabus: Course Policies |
| December 13th| FINAL EXAM        |                                                        | 14-16 December Online |