Primary Care Management of the Adult and Aged: Part I  
NUR 836  
Hybrid Course: 5 Credit Hours (3 Didactic & 2 Clinical)  
Summer 2012

Course Description: Principles and issues of health care management for adult and gerontological advanced practice nurse students. Health promotion, risk identification, disease prevention, and acute problems for the adult and aged from culturally diverse backgrounds. The role of risk factors and normal aging changes on health are studied. Analysis of adult and aging health topics using appropriate models, frameworks, and evidence-based research.

Course Objectives: At the end of this course, students will be able to:

1. Utilize health promotion and behavior change frameworks that guide interventions in primary care practice.

2. Implement appropriate health promotion and disease prevention interventions for adults and aging individuals.

3. Develop outcome-based management plans for acute problems commonly seen in primary care practice based on age appropriate evidence-based practice guidelines.

4. Advocate for patient access to primary care with emphasis on health disparities and vulnerable populations using a global health perspective.

5. Demonstrate culturally congruent care for an individual’s ethnicity, culture, spirituality, and lifestyle when considering health promotion, disease prevention strategies, and management plans.

Prerequisites: NUR 802, 805, 806, 807, 809, 815, 835

Professional Standards & Guidelines: The curriculum is guided by the following documents:

Course Faculty:  Linda Keilman, DNP, GNP-BC  
Assistant Professor, HP & Gerontological Nurse Practitioner  
1355 Bogue Street  
Life Sciences Building, Room A 126  
517/355-3365 or Toll Free #: 1/800/605-6424  
keilman@msu.edu  
Office hours or contact times are flexible & can be arranged!

Kathy Dontje, PhD, FNP-BC  
Assistant Professor, HP & Family Nurse Practitioner  
1355 Bogue Street  
Life Sciences Building, A207  
517/432-0023 or Toll Free #: 1/800/605-6424  
kathy.dontje@hc.msu.edu  
Office hours by appointment

Required Texts:

Order online at https://fulfillment.frycomm.com/ags/gayf/order_form.asp


Required Texts from Previous Courses:


**Optional Texts:**


**Required Resources, References, Supplies:**

- **ANGEL Help Line**  
  1/800/500-1554 (24 hrs, 7 days/week)  
  517/355-2345 (24 hrs, 7 days/week)  
  www.angel.msu.edu  
  *Always check the ANGEL Help Line 1st!*


**Learning Methodologies:**

This course is a combined theory/didactic (3 credits) and clinical experience (2 credits; lab and 80 hour precepted) course that is taught in a **Hybrid format**, with the majority of the content presented on-line. As adult learners, it is expected students will do relevant reading and study prior to class on the topic areas identified and be prepared to participate in on-line/on-campus activities each week.

The theory/didactic component of this on-line ANGEL course is built on a modular framework of material including: a lesson plan with objectives, textbook readings, other required readings, key concepts, and enrichment activities. This course is not based on a self-paced learning model.

Although assignments may be completed at any time during the week they are due, *most* materials need to be posted by 2355 (11:55 pm Eastern Standard Daylight Savings Time [ESDST]) on the assigned due date unless otherwise instructed by the faculty. Instructions will be found in the Lesson Plan, Course Calendar and in Course Announcements.

Students will need to determine what pages to read in required textbooks based on the weekly content. Additional faculty directed readings and web links may be provided for specific content areas. It is expected that students will search the literature and suggest/share relevant findings with faculty and classmates.

Students will need to be involved in reading and learning much of the NUR 821 (family) content related to adolescents and young adults. The age range for the ANP/GNP certification is from 15 years through 100+ (end-of-life).
On-line activities include: discussion board participation, quizzes and/or case studies that cover the content area for each week. The Learning Assessment Center (LAC) is also used as an evaluation tool in which students need to apply course concepts to a standardized patient (SP). It is expected that students will be *active participants* in the classroom and ANGEL.

As adult learners, it is also important that you read the rubrics in order to determine how your work will be evaluated.

**Access to NUR 836 through ANGEL:**

- You can access the class by going to http://angel.msu.edu
- You will see *2012 Summer NUR 821 & NUR 836: Primary Care Management I* in your list of course options
- The course will not open until the 1st day of the full summer semester: **May 14, 2012 @ 0800 (ESDST)**
- Technical problems with the use of ANGEL should be referred to the ANGEL Help Desk & not emailed to course faculty
  - The toll free ANGEL help line number is 1/800/500-1554 (North America and Hawaii), and the local campus area number is 1/517/355-2345
- If you have difficulty during a timed assignment, you need to contact the ANGEL Help Desk so a communication log is created
  - If you do not do this, faculty have no way to determine that you actually experienced problems and you may not be allowed to resubmit your work
- **The course will close August 5, 2012 @ 1700 (5:00 pm, ESDST)**

**Evaluation Methods, Parameters & Activities:**

- Active, relevant, professional, and ethical participation (via e-mail, on-line, by telephone, or in person) is expected. Each student will be evaluated ongoing during the semester.
- Communication that is deemed unprofessional, negative, unacceptable or detrimental to student learning may be deleted from the course by the faculty. Any communication that is deleted will not count towards earning course points.
- Late assignments will not be accepted and 0 points may be assigned to the activity, unless prior authorization has been given by the lead faculty.
- Students must complete *every* assignment, in a timely manner, in order to pass NUR 836. It is not an option to not complete an assignment. *Any assignment not completed may result in a failure in the course.*
- If a student has an emergency situation, the expectation is Dr. Keilman will be contacted prior to the assignment due date and time to make alternative arrangements.
- Directions for submission of all written work must be followed for formatting accuracy.
  - Documents not submitted utilizing the course format will either not be accepted or ½ the total possible points will be subtracted from the submission per faculty discretion.
- If the student has any technology difficulties or difficulty accessing ANGEL, please contact the ANGEL HELP DESK and have them assist.
  - ANGEL staff will not only help with the situation, a logged report is completed and submitted to faculty
    - In this way, faculties have received communication about your difficulty.
Do not think faculty will solve technology, program or computer issues with/for you!
Students are encouraged to send an e-mail message to the lead faculty regarding any technical difficulties – after speaking with ANGEL staff.

- Course activities/assignments will be throughout the entire semester.
  - For each activity, a brief explanation is provided below.
  - Additional and more specific information can be found in the ANGEL course, the Course Calendar, and the Lesson Plans.
  - Activities include: case studies, quizzes, simulated patient experience, clinical documentation (in SOAP format), behavior change, Scholarly Project (SP), clinical precepted experience, and final examination.
    - Further information related to these assignments can be found in ANGEL.
  - Progress in the course will be discussed individually with each student as needed
    - Progress reports/evaluations and strategies for achievement will be completed for those students not earning 80% at mid-semester.

**On-Campus Lectures:** Class attendance is mandatory. The final grade may be affected if individuals do not attend or are late for class on a repeated basis (pattern). Prior preparation and active participation/engagement in course discussion is expected.

**On-Campus Simulated Patient Experience (SPE):** Participation in this experience is mandatory in order to pass the course. Further information regarding the experience and grading criteria can be found in ANGEL.

**On-Campus Suturing Lab:** This is a mandatory experience and participation is required in order to pass the course. Students will be taught the basic principles related to suturing, local anesthesia, and biopsy techniques.

**Scholarly Project (SP):** The SP is a graduation requirement and requires students to successfully complete the project with a satisfactory grade in order to pass this course and progress in the program. The SP began in NUR 807 and continues in development in this course. Two (2) components of the SP will be due during the semester to assure appropriate progression. There is additional information in ANGEL.

**Quizzes:**
- Individual on-line activity
- 10 questions, each worth 1 point, multiple choice
- 4 over the semester; see the Calendar for specific dates
- 15 minutes to complete on-line
- Students are expected to complete the quizzes independently and are held to the highest standards of academic honesty
  - No books, notes, other people are allowed when taking the quiz
- Students are expected to arrange time to be available, locate a quiet secure setting, and have computer access to complete and submit the timed quizzes
- Securing alternative times to take a quiz is not an option

**Behavior Change Discussion Forum:**
- Individual on-line activity with expected responses to classmate/faculty posts
- 10 points each for a semester total of 30 points
• 3 over the semester; see the Calendar for specific dates
• A rubric will be provided under Course Documents in ANGEL

Final Examination:
• Questions will reflect knowledge, application, and evidence-based information that require analysis/synthesis/application of previously learned material
• A combination of multiple choice and short essay questions (in the form of case studies) worth 100 points that reflect content presented in the course modules and readings
• Students are held to the highest standards of academic honesty
  o No books, notes, other people are allowed when taking the exam
• Securing alternative times to take the exam is not an option
• The exam is timed
• More information will be available in ANGEL, closer to the exam time
  o The date/time for the exam is also on the Course Calendar
• Proctored
  o The student can elect to come to campus or have proctored at a contracted site near their community
  o All proctor agreements will need to be to the faculty no later than mid-semester
  o Any agreements received after mid-semester will not be honored and the student will need to come to campus to take the exam
  o The proctor agreement form can be found in the course ANGEL site

Grading:

Grades will be determined by adding all of the course activities together and arriving at a specific number. A grade of 3.0 must be achieved in order to pass NUR 836 and progress in the nursing program. The MSU 4.0 grading system will be utilized to report final course grades.

Points will be rounded to whole numbers using the 0.5 rule. Points at $\geq 0.5$ will be rounded up while those $< 0.5$ will be rounded down to the nearest whole number.

• There is no opportunity for “extra credit” or “make up work”
• Late work will not be accepted

The following point scale will be used for final grade determination:

<table>
<thead>
<tr>
<th>LOW</th>
<th>HIGH</th>
<th>%</th>
<th>GRADE</th>
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<tbody>
<tr>
<td>197</td>
<td>210</td>
<td>94 – 100</td>
<td>4.0</td>
</tr>
<tr>
<td>183</td>
<td>196</td>
<td>87 – 93</td>
<td>3.5</td>
</tr>
<tr>
<td>168</td>
<td>182</td>
<td>80 – 86</td>
<td>3.0</td>
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<tr>
<td></td>
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<td></td>
<td><strong>Passing</strong></td>
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<tr>
<td>158</td>
<td>167</td>
<td>75 – 79</td>
<td>2.5</td>
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<tr>
<td>147</td>
<td>157</td>
<td>70 – 74</td>
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<td>137</td>
<td>146</td>
<td>65 – 69</td>
<td>1.5</td>
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<td>126</td>
<td>136</td>
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<td>125</td>
<td>Below 60</td>
<td>0.0</td>
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**Point Determination Will Be As Follows:**

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<tr>
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<th>POINTS</th>
<th>#</th>
<th>TOTALS</th>
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</thead>
<tbody>
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<td>40</td>
</tr>
<tr>
<td>Simulated Patient Experience</td>
<td>40</td>
<td>1</td>
<td>40</td>
</tr>
<tr>
<td>Behavior Change Discussion</td>
<td>10</td>
<td>3</td>
<td>30</td>
</tr>
<tr>
<td>Final Examination</td>
<td>100</td>
<td>1</td>
<td>100</td>
</tr>
<tr>
<td>Scholarly Project</td>
<td>P/F</td>
<td></td>
<td>P/F</td>
</tr>
<tr>
<td>Clinical Precepted Experiences</td>
<td>P/F</td>
<td></td>
<td>P/F</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
<td><strong>210</strong></td>
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**Precepted Clinical Experience:**

- All students participate in **80 hours of clinical over 11 weeks** at designated agencies
- The clinical practicum is a precepted, supervised, faculty guided and graded experience
  - Clinical documentation will be evaluated by faculty and contribute to the overall final course grade
- The overall clinical experience will be evaluated on a Pass/Fail grading system related to essential individual characteristics and clinical comportment
  - *If a student does not pass clinical, they will receive a 0.0 in NUR 836.*
- Further details about clinical hours can be found on the ANGEL site
- A clinical preceptor guides the agency experience
  - Preceptors are not responsible for grading students
- If at any time, a student is deemed clinically, ethically unsafe or acting in an unprofessional manner by the preceptor or faculty, the student will be reported to their MSU clinical faculty
  - This can be grounds for failure in the course
- Receiving a Pass in the clinical component is required to pass the course
- Students are assigned a clinical preceptor and must follow through with this assignment
  - If the student wants to change days or preceptors for any reason, the clinical faculty must be communicated with immediately
    - If the clinical faculty feel the change may be appropriate, they must discuss the situation with Dr. Keilman
    - A change in preceptors, without discussion with faculty, can lead to failure in the course (*these individuals volunteer their time and expertise and much effort is made in placing students with qualified preceptors who need to be respected and communicated with professionally and appropriately*)
- Students should dress according to agency guidelines and are required to wear the MSU ID name tag

*Absence:* if the student becomes ill during the semester, it is her/his responsibility to notify the clinical preceptor, the clinical agency, and the clinical faculty on the day of the missed clinical – as early as possible
- All missed clinical days must be made up prior to the final week of classes
- Arrangements for make-up days are to be made with the clinical preceptor and clinical faculty
• **Calendar of Clinic Days:** a calendar with specific days/times in each preceptor site must be provided to the clinical faculty by the 2nd week of class
  
  o Any changes that occur must be discussed with the clinical faculty prior to the change occurring
    • Clinical experiences are the responsibility of the faculty and any changes need to be discussed and communicated to provide the best educational experience

• **HIPAA and Federal Compliance Guidelines:**
  
  o Are to be followed at all times!
  o All patient identifying information must be blocked out in black prior to copying or distributing to faculty or classmates
  o All information copied from the clinical site must be shredded by the student after use and prior to completion of the program
  o Instead of copying patient information from the chart, it is expected that the student will transcribe pertinent information from the medical records and include it in the SOAP documentation
  o No information about patients should be shared outside of the educational experience

• **Preceptor Assessment and Faculty Evaluation:**
  
  o Preceptor assessments must be completed and submitted by the clinical faculty due dates in order to complete the final evaluation process necessary to complete the course
  o It is the student’s responsibility to provide the evaluation to the preceptor at the beginning of the semester
    • In this way, the preceptor understands what competencies they need to provide and monitor during the experience
  o It is the student’s responsibility to remind the preceptor of the need to complete the process

**Clinical Activity Log & Caseload Data:**

- The TYPHON tracking system is used to track all clinical activity (skills, tasks, experiences)
- Students are expected to access the database and update clinical activity on a weekly basis
- A clinical activities log and time log is provided to track information via the system
- TYPHON is accessed via the internet
  - A mobile device version is available to students for an additional fee
- Faculty will view data logs periodically including at mid-semester and during the final evaluation meetings
- To access TYPHON Group Student Tracking System; go to http://www.typhongroup.net/np/data/login.asp?facility=7151
  - Students will also receive an invitation to login via the MSU e-mail account

**Class Attendance:**

Class attendance, both on-campus and on-line, is considered the responsibility of the student and is an essential and intrinsic element of the academic process. A student’s absence from class does not relieve him/her from responsibility for punctual fulfillment of any course requirement such as a
quiz, examination or written assignment, nor are faculty under any obligation to repeat a test, teaching, or information given which was missed because of discretionary absence.

Points are earned for active and in-depth participation. Lack of participation is not acceptable. Communication that is not scholarly or academic in nature is not acceptable. Minimal work will earn minimal points.

**Communication Devices:**

All communication devices, including cell phones, laptops, etc., are to be turned off during the entire on-campus course time. If you need to be reached for an emergency, you may give the College of Nursing main office number (800) 605-6424 and emergency messages will be delivered to you.

**University & College of Nursing Policies:**

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 Student handbook  [http://nursing.msu.edu/handbooks.asp](http://nursing.msu.edu/handbooks.asp)
- Information for Current Students—including Rights, Responsibilities and Regulations for Students [http://www.msu.edu/current/index.html](http://www.msu.edu/current/index.html)
- Academic Programs [http://www.reg.msu.edu/UCC/AcademicPrograms.asp](http://www.reg.msu.edu/UCC/AcademicPrograms.asp)

**Academic Integrity**

Academic integrity is a minimal expectation of this course. *Academic dishonesty in any form will not be tolerated.* Any student involved in “suspected” academic dishonesty will be reported to the Office of Student Support Services and the Office of Academic and Clinical Affairs in the College of Nursing. A grade of 0.0 may be issued for the course.

All course materials and activities must remain the property of the College of Nursing and must not be copied from the Internet. According to university policy, consequences for academic dishonesty may include failure of the course, expulsion from the major, or expulsion from the university.

All faculty generated materials are the intellectual property of faculty. You may copy for personal, study only purposes. Faculty materials may not be shared with others without first asking permission of the faculty author.

Cases at the LAC are property of the LAC and content related to these cases should not be shared with other individuals. Breaches in this expectation can result in failure of the course, expulsion from the major, or expulsion from the university.
On-line discussions and exercises are confidential and should not be discussed with others who are not enrolled in the class. It is important for each course participant to express his/her ideas. All ideas need to be respected in discussions and exercises. Any “group projects” that are required, still require individual work as a minimal expectation. Any submission that is deemed unprofessional, negative or inflammatory may be deleted by faculty.

Quizzes or the examination should not be entered before you are ready to take them and submit your answers. Other windows should not be open on your computer during the quiz or exam time. It is imperative that when you open the quiz or exam window, you are prepared to answer the questions in the allotted time frame and submit for evaluation. Always clear your cache and cookies prior to entering ANGEL.

No books, notes, individuals, or web surfing can be allowed during quizzes/exams; it will not be tolerated. The ANGEL program is able to track access and opening of additional windows. Please do not be tempted to engage in unethical behavior as it will potentially result in no points being awarded for the work and a potential failure for the course.

For further information you can access any of the following sites:
- Academic Integrity resource at MSU
  http://www.msu.edu/unit/ombud/RegsOrdsPolicies.html
- MSU Spartan Life Student Handbook and Resource Guide
  http://www.vps.msu.edu/SpLife/index.htm
- International Studies and Programs
  http://www.msu.edu/international/index.html

Students are expected to complete all course assignments, including homework, lab work, quizzes, tests and exams, without assistance from any source. You are expected to develop original work for this course; therefore, you may not submit course work you completed for another course to satisfy the requirements for this course. You may not utilize a previous students work or faculty materials and submit as your own.

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 the lead faculty for this course if you are unsure about the appropriateness of your course work.

See also http://www.msu.edu/unit/ombud/honestylinks.html.

**MSU Academic Integrity Policy**: 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 of Nursing 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 and/or the MSU Web site: www.msu.edu.) Therefore, unless authorized by your instructor, you are expected to complete all course assignments, including homework, lab work, quizzes, tests and exams, without assistance from any source. You are expected to develop original work for this course; therefore, you may not submit course work you completed for another course to satisfy the requirements for this course.
Plagiarism

“Plagiarism (from the Latin plagiarus, an abductor, and plagiare, to steal) is defined by the White House Office of Science and Technology Policy on Misconduct in Research as “. . . the appropriation of another person’s ideas, processes, results or words without giving appropriate credit” (Michigan State University, Office of the Ombudsman – What Are MSU’s Policies on Plagiarism? Retrieved from http://www.msu.edu/unit/ombud/plagiarism.html).

Academically dishonest behavior presents an ethical and moral dilemma in online learning. With easy access to expanded technology and abundant resources online, the magnitude of academic dishonesty has increased. In this course, it is expected that you will complete your own work and recognize the work of others through appropriate citations including quotation marks, page or paragraph numbers and references.

Paraphrasing means taking someone else’s ideas and words and correlating them to your own ideas - in your own words. Paraphrasing does NOT mean changing a word or two in someone else's sentence, changing the sentence structure while maintaining the original words, or changing a few words to synonyms. If you are tempted to rearrange a sentence in any of these ways, you are writing too close to the original. That's plagiarizing, not paraphrasing.

Paraphrasing is an acceptable way to use another person's ideas to support your argument as long as you attribute the material to the author and cite the source in the text at the end of the sentence. In order to make sure you are paraphrasing in the first place, take notes from your reading with the book closed. Doing so will make it easier to put the ideas in your own words.

In your individual work you should be able to demonstrate:
• A clear understanding of the material you've read
• Knowledge of scholarly, evidence-based resources that support the ideas you have developed
• Thorough analysis of the material from the textbook or acceptable resources that reflect your understanding and unique individualism

When you cite a source, you are using an expert's ideas as proof or evidence of a new idea that you are trying to communicate to the reader.

You need to cite a resource when:
• You put all direct quotes in quotation marks (requires a name, date & page number as well)
• You changed the words used by the author into synonyms
• You completely paraphrased the ideas to which you referred
• Your sentence is mostly made up of your own thoughts, but contains a reference to the author's ideas
• You mention the author's name in the sentence
• Generally, all statistics, numbers and facts require a citation

The moral: When in doubt, provide a citation

Here are two reliable web resources that you may want to investigate:
• Michigan State University, Office of the Ombudsman – What Are MSU’s Policies on Plagiarism? http://www.msu.edu/unit/ombud/plagiarism.html
• Avoiding Plagiarism – the OWL at Purdue
  http://owl.english.purdue.edu/owl/resource/589/01/

**MSU Attendance Policy:** Students whose names do not appear on the official class list for this course may not attend this class. Students who fail to attend the first four class sessions or class by the fifth day of the semester, whichever occurs first, may be dropped from the course.

**MSU Disruptive Behavior Policy:** 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.

Disruption for an on-line course environment includes submissions in the discussion board or weekly chat that are inflammatory, disrespectful or negative. If faculty deem a student’s words to be unacceptable, the submission will be deleted and the student contacted by faculty.

**Professional Development Guidelines:**

Preparation for the professional role of advanced practice nurse (APN) requires more than the acquisition and application of knowledge. Therefore, in addition to the academic standards listed, the student must demonstrate:

- Appropriate interpersonal relations and communication with peers, faculty, preceptors and their staff, and MSU College of Nursing staff
- Respect for faculty and classmates
- Responsible fulfillment of all class obligations
- Provision of safe nursing care in the practicum setting
- Honesty and integrity in all academic and professional matters
- The ability to interact with course faculty when there are questions and/or concerns regarding evaluation
- The lead faculty should always be contacted first!
  - Failure to meet any of the above criteria may result in the student earning a grade of 0.0 for the course.

These competencies/expectations are reflected in the MSN Clinical Performance Criteria/Evaluation for each clinical nursing course. Failure to meet each professional development competency/objective will result in the student earning a grade of 0.0 for the course.

College of Nursing policies regarding Professional Development Guidelines are found in CON Student Handbooks at the CON website. Students are responsible for the information found in the MSN CON Graduate Student Handbook.

The American Nurses Association (ANA) Code of Ethics must be followed at all times, The Code, with Interpretive Statements, may be found (for viewing only) at
Faculty reserve the right to dismiss a student from clinical areas if the student is too ill, unprepared, or deemed to be a risk to patient safety. Dismissal from clinical for any reasons, excluding student illness, is deemed unexcused, thus carrying the requisite grade consequence as described in the course syllabus.

Writing Requirements:

It is expected that students will engage in academic, scholarly dialogue at all times, in all venues. *The minimum expectation for writing is at a graduate level consistent with the College of Nursing Graduate Handbook.* APA format is essential for citations of work and a reference list is required. Accurate APA formatting must be utilized in the course. Formatting is evaluated based on the 6th edition, 2nd printing (2010) of the APA Manual – which is a required textbook for the course.

Web sources such as Wikipedia, Epodunk, WebMD, and wikis are not considered scholarly or evidence-based and will not be accepted as sources within the course. Sources older than five years (unless considered by the discipline, a classic) will not be accepted. Community nursing and medical-surgical textbooks are not appropriate resources to cite for this graduate, advanced course.

Library Information:

- Library Services: http://www.lib.msu.edu/services
- MSU Library: http://www.lib.msu.edu
- Proxy Server: to access MSU library resources from an off-campus site, you must set up a proxy server. Directions to set up a proxy server are at: http://msu.edu/viewpathfinder.asp?id=2507

Access to Faculty:

In a regular classroom setting, faculty are generally available to meet with students before or after class, during scheduled office hours, or if an appointment is made. In an online course setting, faculties are available to answer questions in a different manner. It may take up to 72 hours for faculty to respond to your questions – especially after 5:00 pm (1700), excluding weekends and holidays.

Faculties are not online 24 hours a day, 7 days a week. Expect a reasonable response time for your questions. Do not wait until the last minute to ask an important question – plan ahead!

Generally, faculty will not respond to Discussion Forums after 1700 (5:00 pm ESDST) on Friday. Please write e-mail in complete sentences; your emails are considered professional communication. Remember, you are not internet messaging to a friend. If you would like to make an appointment to meet face to face, please contact Dr. Keilman.

Faculty reserves the right to revise the course calendar as deemed appropriate and necessary. Students will receive notice of any changes in Course Announcements and via e-mail. A revised and dated calendar will be posted in ANGEL.

Course Calendar & Content: (on next page)
<table>
<thead>
<tr>
<th>DATES</th>
<th>CONTENT</th>
<th>DIDACTIC ACTIVITIES</th>
<th>CLINICAL ASSIGNMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Module 1:</td>
<td>• Overview (healthy older adults)</td>
<td>• On-campus May 24th</td>
<td>• Begin clinical as scheduled with preceptor</td>
</tr>
<tr>
<td>May 14&lt;sup&gt;th&lt;/sup&gt; – May 27&lt;sup&gt;th&lt;/sup&gt;</td>
<td>• Health Promotion &amp; Disease Prevention</td>
<td>• Quiz</td>
<td>• Meet with clinical faculty on May 24&lt;sup&gt;th&lt;/sup&gt;; Calendar of Clinic Days due</td>
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<td>• Behavior Change Discussion Forum #1: May 24&lt;sup&gt;th&lt;/sup&gt; – June 3&lt;sup&gt;rd&lt;/sup&gt;</td>
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<td>• On-campus May 24th</td>
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<td>• Quiz</td>
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<td>• Behavior Change Discussion Forum #1: May 24&lt;sup&gt;th&lt;/sup&gt; – June 3&lt;sup&gt;rd&lt;/sup&gt;</td>
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<td>Module 2:</td>
<td>• Women’s Health</td>
<td>• Quiz</td>
<td>• Clinical Documentation #1: due by June 10&lt;sup&gt;th&lt;/sup&gt; to clinical faculty Drop Box</td>
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<td>May 28&lt;sup&gt;th&lt;/sup&gt; – June 10&lt;sup&gt;th&lt;/sup&gt;</td>
<td></td>
<td>• Quiz</td>
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<td>• Scholarly Project Part I: due to clinical faculty by May 27&lt;sup&gt;th&lt;/sup&gt;</td>
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<td>• On-campus June 28&lt;sup&gt;th&lt;/sup&gt; (workshop)</td>
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<td>• Quiz</td>
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<td>• Developmental Issues: adolescents, adults &amp; older adults</td>
<td>• On-campus June 28&lt;sup&gt;th&lt;/sup&gt; (workshop)</td>
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<td>* Module 3:</td>
<td>• Developmental Issues: adolescents, adults &amp; older adults</td>
<td>• Behavior Change Discussion Forum #2: June 17&lt;sup&gt;th&lt;/sup&gt; – 24&lt;sup&gt;th&lt;/sup&gt;</td>
<td>• Clinical Conference #1: June 21&lt;sup&gt;st&lt;/sup&gt; with clinical faculty (2 hours); times TBD</td>
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<td>June 11&lt;sup&gt;th&lt;/sup&gt; – June 24&lt;sup&gt;th&lt;/sup&gt;</td>
<td>• Developmental Issues: adolescents, adults &amp; older adults</td>
<td>• On-campus June 28&lt;sup&gt;th&lt;/sup&gt; (workshop)</td>
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<td>• Women’s Health</td>
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<td>• On-campus June 14th</td>
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<td>• Behavior Change Discussion Forum #1: May 24&lt;sup&gt;th&lt;/sup&gt; – June 3&lt;sup&gt;rd&lt;/sup&gt;</td>
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<td>Module 4:</td>
<td>• Dermatological Conditions</td>
<td>• On-campus – June 28&lt;sup&gt;th&lt;/sup&gt; (workshop)</td>
<td>• Clinical Documentation #2: due by June 24&lt;sup&gt;th&lt;/sup&gt; to clinical faculty Drop Box</td>
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<td>June 25&lt;sup&gt;th&lt;/sup&gt; – July 8&lt;sup&gt;th&lt;/sup&gt;</td>
<td>• Musculoskeletal Conditions</td>
<td>• Quiz</td>
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<td>• On-campus – June 28&lt;sup&gt;th&lt;/sup&gt; (workshop)</td>
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<td>• Infectious Disease</td>
<td>• Quiz</td>
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<td>Module 5:</td>
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<td>• On-campus July 12&lt;sup&gt;th&lt;/sup&gt; (LAC)</td>
<td>• Clinical Documentation #3: due by July 15&lt;sup&gt;th&lt;/sup&gt; to clinical faculty Drop Box</td>
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<td>July 9&lt;sup&gt;th&lt;/sup&gt; – July 22&lt;sup&gt;nd&lt;/sup&gt;</td>
<td>• Infectious Disease</td>
<td>• Quiz</td>
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<td>• Scholarly Project Part II: due to clinical faculty by July 22&lt;sup&gt;nd&lt;/sup&gt;</td>
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<td>Module 6:</td>
<td>• Men’s Health</td>
<td>• Behavior Change Discussion Forum #3: July 22&lt;sup&gt;nd&lt;/sup&gt; – July 29&lt;sup&gt;th&lt;/sup&gt;</td>
<td>• Clinical Conference #2: July 26&lt;sup&gt;th&lt;/sup&gt; with clinical faculty (2 hours); times TBD</td>
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<td>July 23&lt;sup&gt;rd&lt;/sup&gt; – July 29&lt;sup&gt;th&lt;/sup&gt;</td>
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<td>• Final Exam: August 2&lt;sup&gt;nd&lt;/sup&gt; Between 0800 - 1200</td>
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<td>Finals Week:</td>
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<td>• Activity Log &amp; Caseload Data in TYPHON by July 30&lt;sup&gt;th&lt;/sup&gt;</td>
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<td>July 30&lt;sup&gt;th&lt;/sup&gt; – August 3&lt;sup&gt;rd&lt;/sup&gt;</td>
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<td>• Final Exam: August 2&lt;sup&gt;nd&lt;/sup&gt; Between 0800 - 1200</td>
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*Modules that are heavy in content – need to count for three weeks of study time*