

Midwestern State University

Robert D. & Carol Gunn College of Health Sciences & Human Services
Department of Radiologic Sciences

Revised May 2019

Course Syllabus: Advanced Clinical Practice Skills

Course Information

Name: RADS 3213 X30

Credit: 3 hours

Term: Summer 2019

Prerequisite: None

Professor

Mandy Sedden MSRS, RT(R) Assistant Professor

Email: mandy.sedden@msutexas.edu

Use this information in the subject line: 3213_your last name_topic of the message.

Email is the best way to reach me. If I have not responded within 72 hours, please email me again.

Office Location: Midwestern State University

3410 Taft Blvd.

Bridwell Hall 226

Wichita Falls, TX 76308

Phone:(940) 397-4664

Office Hours: Please make an appointment.

Course Description

This course focuses on the current healthcare delivery environment including patient assessment, monitoring, and management. It includes working with multicultural patients, managing problem patients, infection control, and patient education. Additional topics include an overview of considerations when working in an increasingly digital imaging environment.

Course Objectives

Upon completion of this course, the student will:

- Evaluate vital signs and EKG strips
- Identify normal and abnormal diagnostic laboratory values

- Properly chart actions and observations pertaining to a patient.
- Demonstrate familiarity with Pharmacology to include drugs, contrast media, and applicable regulations.
- Apply learned communication skills and techniques.
- Identify factors influencing communication.
- Demonstrate familiarity with concepts and methods of infection control

Teaching Strategies

Independent reading assignments, Desire2Learn (D2L) open book module quizzes, Clinical assignments, Internet searches, and proctored D2L closed book Final Exam are used in this course.

Course Location and Login Information

This is an online course delivered in Desire2Learn. Instructions on how to log in can be found at <http://www.mwsu.edu/distance/online-courses>. If you have problems accessing D2L, contact the Distance Education Department at <http://www.mwsu.edu/distance/online-courses>. When you log in to D2L look for a link to RADS 3213 (SP16) from your course selection drop-down menu.

Course Materials

Textbooks

Required:

Perry, A. G., Potter, P.A. & Elkin, M. K. (2012). Nursing interventions & clinical skills (6th ed.). St Louis: Mosby. ISBN 978-0-323-1879-7.

Jensen, S.C. & Peppers, M.P. (2006). Pharmacology & drug administration for imaging technologists(2nd ed.). St. Louis: Mosby. ISBN 978-0-323-03075-5 (or newest edition)

Recommended:

American Psychological Association (2012). Publication Manual of the American Psychological Association (6th ed). Washington, DC: American Psychological Association. ISBN 13:978-1-4338-0561-5

ProctorU Specifications:

- PC Users: A well-working computer running Windows XP or higher with 1024 MB of RAM or higher.
- Mac Users: A well-working computer running Mac OS X or higher.
- A web cam with 640x480 video pixel resolution (web cams built into laptops or monitors are acceptable).
- Headphones or working speakers connected to the computer.
- A microphone connected to the computer (your web cam or laptop may already have one built in)
- A reliable high speed internet connection (minimum 768 Kbps/384 Kbps Download/Upload).
- A web browser with Adobe Flash Player installed.

Course Communication

Contact information for the instructor is listed at the beginning of this syllabus. Email is the preferred mode of communication. Students must use their standardized MSU Student email for correspondence about this course. When emailing the instructor, you must use the following subject header:

3213_your last name_topic of message

Example: 3213_Smith_Quiz 4

When there is a need to contact students, the instructor will use the student's MWSU email account, students.mwsu.edu. The instructor is not responsible for sending emails to any other email account. Faculty members will not be responsible for keeping up with other email addresses for students. If you have not established this account, do so as soon as possible by going to: <http://infosys.mwsu.edu/email.asp>

The instructor will respond or at least acknowledge email messages from students within a maximum of five (5) business days when MSU is in session. **MSU is open only 4 days a week in the summer, so be mindful that if you email the instructor on a Friday you might not get a response until Monday.** Beyond standard university holidays and breaks, the instructor will notify students of any extended periods of time when email contact is not practical (professional meetings, etc.). I will meet face-to-face with any interested students by appointment only. This meeting is optional and must be confirmed by email ahead of time with me.

Feedback

Feedback varies throughout the course. The News section of the course is where I will send messages to the entire class. It is best to set up your D2L account to receive an email notification (to the email of your choice) when News items are posted.

1. Click the down arrow in the News section on the 3213 course home page
2. Select Notifications
3. Check the box next to "News- new item available" and then check any other boxes you wish to receive an email notification from.
4. Check the email address you wish to send email notifications. If you need to change this, select "change your email settings" and enter the new email address. This email address should be an email address you frequently check.

Attendance

This is an online course, and as such, there are no mandatory sessions. However, the students should be vigilant in checking their email and logging onto D2L. Regular checks will ensure messages from the instructor and fellow students are received in a timely manner. This course is on a schedule that will be strictly adhered to (see table below). The instructor will be available to

meet face-to-face with any student who is interested. Please email the instructor to schedule an appointment.

Requesting a Withdrawal

The last day to drop this course with a grade of “W” is 4:00 pm on Thursday, July 11.

Refer to the Undergraduate Bulletin for details about receiving a grade of “Incomplete” in a course. In an emergency or extenuating circumstance, a student may request a grade of “Incomplete” in a course before grades are submitted. If the instructor grants the “Incomplete,” the student has until thirty (30) days after the beginning of the next long semester to complete the course requirements. If the student does not complete the course requirements within the deadline, the grade of “Incomplete” will automatically convert into a grade of “F.”

Grading/Evaluation

Students are required to submit all assignments in the appropriate assignment dropbox within D2L. Do not email or fax assignments unless told specifically to do so by your instructor. Do not wait until the last minute to submit in case you have technical difficulties. If you have difficulties submitting any assignments, contact your instructor immediately so that problems can be resolved by the deadline. Technical difficulties need to be addressed through the D2L help link. Assignments must be submitted on time; **each late submission will result in a grade of 0.**

Grade Distribution

- 15% Unit Quizzes
- 15% Patient Assessment
- 15% ECG Learning Activity
- 15% Charting and Pharmacology Exercise
- 15% Cultural Communication
- 25% Comprehensive Final Exam (Proctored)

Grade Scale

- A = 100-90
- B = 89-80
- C = 79-70
- D = 69-60
- F = 59 and below

Grading Cycle

All assignments are graded together as a group to maintain a higher level of consistency. Grading begins on the first business day after a due date, outside of university holidays and professional meetings, and is typically completed before the next due date. You may track your progress through the Gradebook in D2L.

Late Work

Due Dates: Assignments must be submitted by 23:59 (11:59 pm) Central time on scheduled due dates in the course schedule.

Emergency Extension: If you have a major event such as a death in the family, illness, hospitalization, or other extenuating circumstances, e-mail the instructor at mandy.sedden@msutexas.edu as soon as possible and on or before the scheduled due date. I will grant extensions on an individual basis. **If** an extension is granted, typically the following guidelines will be followed.

1. The assignment may be up to one week late and still qualify for full credit. After the one week extension has passed ten points per day can be deducted until the assignment is no longer worth any credit.
2. When the assignment is completed you must send a follow-up email to let the instructor know it is ready to grade. Failure to notify the instructor could lead to a grade of zero.
3. **Avoid End of Course Late Work:** Please note there are University deadlines for submitting grades at the end of the semester. All work must be turned in at least a week before grades must be posted.

Technical Difficulties

On occasion, you may experience problems with accessing D2L, accessing class files located within D2L, connecting with your internet service, or you may encounter other computer related problems. Make the professor aware of a technical problem as soon as possible. If a problem occurs on our end, such as D2L failure, then a due date extension will typically be granted.

However, keep in mind it is your responsibility to have (or have access to) a working computer in this class. Assignments and tests are due by the due date, and personal computer technical difficulties will not be considered reason for the instructor to allow students extra time to submit assignments, tests, or discussion postings.

Dropbox assignments that can be attached in an email should be emailed to the professor as soon as a problem is encountered. Failure to do so may result in points being lost, regardless of connection issues.

For help options:

- For D2L issues go online go to the Distance Education Helpdesk
- By phone call the Distance Education office at 940-397-4868 between 8am and 5pm.
- Use the D2L help link in D2L.
- Contact your professor.
- For other computer access issues, go online to the MSU Information Technology Website: <http://www.mwsu.edu/it/>

Special Needs

In accordance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Midwestern State University endeavors to make reasonable adjustments in its policies, practices, services, and facilities to ensure equal opportunity for qualified persons with disabilities to participate in all educational programs and activities.

The Office of Disability Support Services (DSS) provides information and assistance, arranges accommodations, and serves as a liaison for students, instructors, and staff. The DSS has assistance devices such as books on tape, recorders, and adaptive software which can be loaned to qualified individuals. A student/employee who seeks accommodations on the basis of disability must register with the Office of Disability Support Services in the Clark Student Center Room 168 or call (940) 397.4140 for further information. Documentation of disability from a competent professional is required.

Individuals with grievances related to discrimination or lack of accommodation on the basis of a disability are encouraged to resolve the problem directly with the area involved. If the matter remains unresolved, advice and/or assistance will be provided by the Office of Disability Services for resolution. The grievance procedure may be found in the Student Handbook and Activities Calendar.

The Director of the Counseling Center serves as the ADA Coordinator and may be contacted at (940) 397.4618, TDD (940) 397.4515, or 3410 Taft Blvd., Clark Student Center Room 108.

Administrative Process

Unresolved issues related to this course should be first addressed between the student and the course instructor. If there is no resolution, students must follow this sequence:

1. Interim Department Chair: Debra Wynne (940) 397.4679
2. Dean: Dr. Jeff Killion (940) 397.4594
3. Dean of Students: Matthew Parks (940) 397.6273

Academic Conduct

RADS 3213 adheres to the MSU Code of Conduct. In particular, academic dishonesty, however small, creates a breach in academic integrity. A student's participation in this course comes with the expectation that his or her work will be completed in full observance of the MSU Code of Student Conduct. A student should consult the current Student Handbook for answers to any questions about the code.

All components of RADS 3773 are designed to represent the efforts of each student individually and are NOT to be shared, copied, or plagiarized from other sources. When students submit their efforts for grading, they are attesting they abide by this rule. An online plagiarism service may be used in this course. Student assignments may be uploaded to the service for identification of similarities to other student papers and published works.

Cheating includes, but is not limited to

- Use of any unauthorized assistance in taking quizzes, tests, or examinations
- Dependence upon the aid of sources beyond those authorized by the professor in writing papers, preparing reports, solving problems, or completing other assignments
- The acquisition of tests or other academic materials belonging to the university faculty or staff without permission.

Plagiarism includes, but is not limited to

- The use of, by paraphrase or direct quotation without correct citation in the text and in the reference list
- The published or unpublished works of another person.
- Students may NOT submit papers and assignments that they have previously submitted for this or other courses.
- The use of materials generated by agencies engaged in "selling" term papers is also plagiarism.

Academic dishonesty (cheating, plagiarism, etc.) will not be tolerated in this class. Whenever a student is unsure of whether a particular situation will be interpreted as academic dishonesty, he/she should ask the professor for clarification. If students are guilty of academic dishonesty, a grade of zero (0) will be given for the quiz, assignment, etc. Cases may also be referred to the Dean of Students for possible dismissal from the university.

Students are encouraged to review the tutorials and suggested websites for more information about plagiarism. If you have any questions about what constitutes plagiarism, please consult:

- The University Academic Dishonesty Policy: [http://mwsu.edu/Assets/documents/student>life/2013>14%20Student%20Handbook.pdf](http://mwsu.edu/Assets/documents/student%20life/2013%2014%20Student%20Handbook.pdf)
- The website Plagiarism.Org
- The professor

Please Note

By enrolling in this course, the student expressly grants MSU a "limited right" in all intellectual property created by the student for the purpose of this course. The "limited right" shall include, but shall not be limited to the right to reproduce the student's work/ project in order to verify originality and authenticity, and for educational purposes. Specifically, faculty may submit student papers and assignments to an external agency to verify originality and authenticity, and to detect for plagiarism.

All assignments will be submitted to TurnItIn.com, a computerized service which checks for plagiarism. Any suspicious results will be investigated. Instances of plagiarism will result in a lower grade on the assignment; a grade of "F" on the assignment, and/or a grade of "F" on the

course. Repeated or severe instances may result in academic probation, or dismissal from the program. Instances can also be referred to the Dean of Students for further action.

Senate Bill 11

Senate Bill 11 passed by the 84th Texas Legislature allows licensed handgun holders to carry concealed handguns on campus, effective August 1, 2016. Areas excluded from concealed carry are appropriately marked, in accordance with state law. For more information regarding campus carry, please refer to the University's campus carry webpage. If you have questions or concerns, please contact MSU Chief of Police Patrick Coggins by email at mpatrick.coggins@mwsu.edu.

Class Activities and Assignments

Student Responsibilities:

Students can proceed through the course content at their own pace within the boundaries set by the Course Schedule and the MSU Academic Calendar. As a student enrolled in this course, you will be responsible for adhering to and meeting posted deadlines and due dates. Posted closing dates along with assignment due dates and deadlines found in the Course Calendar within D2L will be **strictly** enforced. If an assignment does not meet the posted deadline, a grade of zero (0) will be recorded for that assignment. Extenuating circumstances do occur and will be addressed on an individual basis. **NOTE:** waiting until the last minute to submit an assignment does not constitute an extenuating circumstance.

If **extenuating** circumstances occur that may cause a delay in completing an assignment or quiz by the deadline the student should contact the instructor before the assignment is due (see the section on late work above); such cases will be dealt with on an individual basis.

HIPAA requirement: Do not place ANY patient name on your assignments. Any proper name that appears on an assignment, other than yours will be considered a HIPAA violation and the assignment will automatically drop one letter grade.

Introductions

Introduce yourselves in the introduction discussion board by the due date in the course schedule. After your introductions, you may use the discussion as an area to talk with your classmates. Introductions are required.

Unit Quizzes -15%

When a student has reviewed a module and is ready for the quiz, he or she will log on to D2L and receive a customized timed module quiz consisting of randomized multiple choice questions. See the course schedule for the open and close dates for the quizzes.

It is important to know the module content before attempting the module quizzes because they are **timed**. Quiz scores will be available immediately after a student submits his or her quiz for grading.

All quizzes are open the day that classes begin, so you can work ahead. A target date for each quiz is provided so you can keep abreast of your progress. These are not due dates and the quizzes do not close until the due date in the course schedule. Quizzes not completed by the due date, will receive a zero (0).

If students have technical difficulties during a quiz, they should use the Help link at the top toolbar in D2L, contact the MSU Information Systems Support Staff (<http://www.mwsu.edu/it/>), and send an email to the course instructor explaining what happened.

If a student finds a faulty quiz test item or believes that a quiz question has been scored incorrectly, he or she should send an email to the course instructor that includes the following:

- Module Quiz Number (I -VI)
- Answer the Student Thinks Should be Correct
- Rationale Supporting Why the Student's Answer is Correct
- Page numbers must be included when referencing the textbook in a rationale

After reviewing the case, if the course instructor thinks a revision is justified, the student's quiz score will be revised to reflect the additional points and the test bank will be updated. It may take several weeks for the student to receive a response because the instructor works on batches of questions for a particular quiz at a time.

Patient Assessment -15%

On a volunteer or patient, using information found in Chapter 6 and 7 of Nursing Interventions and Clinical Skills and any other sources needed, perform the portions of a patient assessment.

- The requirements and instructions are found in the unit notes. You are to address every item listed in the list of required items, recording your observations and the clinical implications and significance of each.
- The assignment is to be typed as a single WORD document with a standard MSU cover page (see the example cover page in the course). Submit the assignment to the dropbox area in the Unit 1 module as one attachment.
- The assignment is due by the deadline listed in the course schedule.

ECG and Lab Values Learning Activity-15%

The student will watch the ECGs made easy video found in the Unit 2 learning module and review the course notes on ECG and lab values. The students will perform the ECG and Lab values learning activity also found in the Unit 2 learning module. The student should put their full name and email in the opening page. After completion of the ECG and Lab values learning activity a popup screen will come up with the student score and opportunity to review the quiz. This can take up to five minutes (**do not close your screen until it comes up**). When the pop-up screen comes up the score should automatically be sent to the instructor's email address. Print the screen (screenshot) and/or take a photo of the screen for your records. If the instructor does not receive the score the student will have the printed screen for verification and might be asked to send the screenshot to the instructor. The activity will be complete by the date in the course

schedule or a score of "0" will be recorded. Although multiple attempts may be done for additional practice, the **first attempt** will be recorded for a score.

Charting and Pharmacology Exercise-15%

There are two parts to the assignment for this unit.

Part 1 (Hand-written Assignment):

Using the instructions in the course notes you will be charting four different patient related procedures YOU perform at your workplace. You must follow the instructions in the course notes.

Note: This is a hand-written assignment, regardless of your facilities protocol; you must follow the criteria as specified by the instructor for this assignment found in the course notes. The assignment must be written legibly (illegible is assumed incorrect). If not hand written, this portion of the assignment will be dropped one letter grade.

HIPAA requirement: Do not place ANY patient name or other identifying information on your assignment. Any information that appears on an assignment, other than yours, will be considered a HIPAA violation and the assignment will receive a grade reduction equivalent to one letter grade.

Part 2 (Medication Information):

Following the instructions in the course notes you will find **one** medication listed in any patient chart and you will provide the 10 items listed below. Locate a Physician's Desk Reference (PDR), or the link <http://www.pdr.net/>, or any suitable reference and provide the following information in the **clearly labeled** sections seen below.

Note: If you are using a source other than the PDR for the medication portion of this assignment, please state the package insert or the URL of the website where you got your information. The medication information section of the assignment can be typed or handwritten.

1. Trade/Brand Name (If more than one type, injection liquid, tablet, specify which one you are using).
2. Drug Manufacturer
3. Generic Name
4. Designated Chemical Name (chemically known as) or Empirical Formula
5. Drug Usage
6. Indications (what is it used for)
7. Contraindications
8. Adverse reaction (summarize if needed)
9. Dosages
10. Methods of drug administered

Submitting the assignment:

There are several ways to submit this assignment

1. The student can scan the work and submit it as ONE file to the assignment drop box in Unit 3 (preferred).
2. The student can mail the assignment to your professor for grading. The mailed assignment must be post marked by the date in the course schedule. If an assignment is not postmarked by the date in the course schedule, it will not be graded and a "0" will be recorded.
3. The student can fax it to the instructor. This is the least preferred method as some fax machines do not print quality copies. The fax number is: 940-397-4845

Note: Assignments turned in are considered completed assignments and will be graded accordingly. Review your work to that of the assignment criteria prior to handing in the assignment

Cultural Communication Exercise-15%

This is a two (2) to three (3) page research paper. The goal of this assignment is to research a culture that is unfamiliar to you. You are to describe how you would communicate and interact with a patient of that culture when performing a diagnostic examination.

Choosing a Culture

- Although many different cultures speak English, for the purpose of this assignment try to choose a culture that speaks a different language or dialect in which you are unfamiliar with.
- Review the report requirements below that you will be addressing in your report before making your choice. If you cannot easily find the information, it would be wise to choose another culture.
- **Please note:** Do not choose a culture that you may be a part of or know a great deal about. This defeats the purpose of the assignment.
- To avoid replication of this assignment, I am limiting research of any culture to five (5) reports. "First come first served."
- All cultural topics must be approved before you begin your research. **Students must get the topic of their cultural report approved by the instructor prior to beginning this assignment.**
- Post the topic on the Discussion Board under the correct category. Place the culture you have chosen in the subject area following the example provided, so that all students can easily view your choice. The instructor will respond with approval or disapproval. The topic **must** be turned in by the due date in the course schedule. The discussion will close at 23:59. Failure to turn in a topic may result in a zero "0" for the entire assignment as NO assignment will be accepted without topic approval.

Report Requirements

With the information you find, and information from your textbook, and **scholarly** internet websites (not Wikipedia), address the following in your report:

All Sections Must Be Addressed:

- Background:** Give a brief introduction of your culture and demonstrate awareness of cultural norms that may affect patient interactions and communication during a diagnostic exam with a patient of the culture you choose. Describe as many of the bullet items below as possible that describe your culture.
 - Language and dialects
 - Family roles, relationships, and extended family
 - Conversational style-direct, indirect, succinct, elaborate, gestural, etc.
 - Personal space
 - Eye contact
 - Touch
 - Time orientation
 - Cultural taboos
 - Any beliefs that may impact acceptance or refusal of healthcare
- Communication techniques:** Describe verbal, non-verbal, and written communication that will aid you in developing trust between you and a patient of your chosen culture. Describe the considerations you should be mindful of during a radiologic examination in your specialty (Diagnostic, CT, MRI, Specials, Nuclear Medicine, etc.). You must include how you would perform an examination on a patient if you have NO form of an interpreter or translator. Address **all** of the bullet points below.
 - Address how you would you speak to your patient. Describe your tone, space, body position, obstacles you may encounter if the patient was of the opposite sex as you, family presence, and any other specific considerations for the culture you chose.
 - Describe how you would obtain important medical information for your patient's exam (history, allergy history, prior exams, contrast material reactions, kidney function, diabetes, etc.).
 - How would you go over important consent forms?
 - How would you handle a situation in which your patient does not speak any English (if your culture speaks English address this as if they do not).
 - Describe possible interpreters. Who is the best interpreter? Who would not be a good choice to be an interpreter and why?
 - What methods would you use if you did not have the luxury of using any form of a translator?
 - How would you give important instructions during and after a procedure?
 - Most facilities have their own protocols and procedures. Here are some examples:
http://medicine.osu.edu/sitetool/sites/pdfs/ahecpublic/Writing_for_other_cultures.pdf
<http://depts.washington.edu/pfes/PDFs/CommunicationGuideAllCultures.pdf>
http://www.tbiwashington.org/professionals/providers_diversity.shtml
- Conclusion: General Submission Format** The paper should follow guidelines of the American Psychological Association. It is recommended that you obtain a copy of the APA publication manual. You can also find helpful tips in the APA & Research tutorial folder on the course homepage. All assignments must be submitted electronically as one Word document attachment and must follow these guidelines:

- APA format for the entire document.
- Must have a standard MSU cover page (See the example in the course)
- Times New Roman (12 point)
- Double spaced
- 1” margins on all sides
- 2-3 full pages in length (not counting the cover page or references)
- References appropriately cited in the text of the paper according to APA guidelines see APA 6 th ed chapter 6.
- A minimum of two scholarly references submitted on a separate references page
- Word 2003 or newer version (No Pages, Microsoft WORKS, nor WordPerfect)
- The document Must be saved as a Word file (If using a MAC the document can be saved as a Word file using these instructions:
<http://www.noproblemmac.com/blog/2014/04/24/how-to-save-a-pages-document-as-amicrosoft-word-file/>)
- Students must use the following format as the title of the assignment when saving the document: **Lastname_topic.**
 - **Example: Jones_Hispanic Cultural Communication Exercise**
- All assignments must reflect baccalaureate level effort. This means that assignments must be written using standard technical writing skills. This includes appropriate spelling, grammar, sentence structure, transitions, text flow, currency of knowledge, and scope of research.

This assignment must be submitted as a single Word document attachment to the dropbox in the Unit Four Dropbox area of the Unit 4 Module. Assignments **must** be submitted by the due date indicated in the course schedule.

Note: Assignments turned in are considered completed assignments and will be graded accordingly. Review your work to that of the assignment criteria prior to handing in the assignment.

Proctored Final Exam- 25%

Your final exam uses a system called Proctor U. This gives you the convenience of taking your final anywhere you choose. You do not have to go to MSU's testing center, or if you live outside Wichita Falls, you do not have to find a testing center and have it approved. There is a small fee of \$30 for using Proctor U. This fee will increase the later the exam is scheduled. Students must schedule the final exam through Proctor U.

Your test is still on D2L. Proctor U is just a way of having someone verify you are following the rules for the final from the comfort of your home or dorm room. The final examination is closed book and notes. You may not have any browser windows or tabs open except for the examination. You may not use your cell phone or any tablet during the examination. You may have a blank piece of paper and either a non-programmable calculator or Windows calculator. If there is any question about this please let me know. If Proctor U reports a violation, it results in a zero on the final and possible disciplinary action with the university.

Exam Format

- The final examination is a proctored, "closed-book", comprehensive examination of multiple-choice questions. The final exam is a timed, ninety minute (90 min) test.
- The unit objectives, study guides, and examinations can be utilized to review for the final.
- The comprehensive proctored final exam will be administered using Desire2Learn (D2L) and ProctorU online proctoring.

What to Bring

- You may bring scratch paper with **only** ProctorU's phone number on it.
- No smart watches or any other electronic devices will be allowed.
- Students are not allowed to print the final exam

ProctorU Scheduling

- You may schedule your exam for any time within the testing dates in the course schedule. You must have ALL of your course work complete when you take your final or the final will not be accessible in D2L.
- For ProctorU instructions please read the ProctorU student instruction guide at <http://www.proctoru.com/portal/mwsu/index.php>
- Be aware certain equipment is required. Review the ProctorU instructions as soon as possible.
- Contact a ProctorU representative to check your equipment and bandwidth real time before your test date. If anything changes after this check (new computer, updates, ISP changes, etc.), REPEAT the check.
- ProctorU allows you to take an exam on demand or by appointment. All appointments should be made at least three days in advance. To make an appointment, simply create an account at <http://www.proctoru.com/portal/mwsu/index.php>. Once logged in, click on the "new exam" link and select the exam, date, and time you desire. **You must submit payment (based on the length of the exam) at that time - usually about \$30.00.** You will receive an email confirming your reservation at the email address you provided to ProctorU. **Reservations made within 72 hours of an exam are subject to a \$5 late registration fee.** Students without an appointment can take their exam on demand within 15, 30 or 45 minutes by using ProctorU's convenient *Take it Now* feature. **This premier feature is designed to give students added convenience and costs \$8.75.** Late registrations and Take it Now features are subject to availability.
- Be mindful of when you schedule your final exam. If you schedule the exam outside of the 5 day work week (M-F), (**summer 4 day work week**) there may be no one at MSU available to help if you have technical problems. Late submissions will NOT be accepted.

Proctor U Specifications:

- PC Users: A well-working computer running Windows XP or higher with 1024 MB of RAM or higher.
- Mac Users: A well-working computer running Mac OS X or higher.

- A web cam with 640x480 video pixel resolution (web cams built into laptops or monitors are acceptable).
- Headphones or working speakers connected to the computer.
- A microphone connected to the computer (your web cam or laptop may already have one built into it).
- A reliable high speed internet connection (minimum 768 Kbps/384 Kbps Download/Upload).
- A web browser with Adobe Flash Player installed.

Technical problems

- If you are disconnected during your exam, you must immediately send an email to your professor, and immediately contact ProctorU by phone. All exams are monitored and a log is created by ProctorU.
- *All times will be documented!*
- The exam **MUST** be taken within the scheduled test dates, regardless of any technical issues that may arise. This is the student's responsibility!
- Late submissions will NOT be accepted.
- My suggestion is to take the exam during the first days it is available (listed below) to avoid receiving a zero due to technical issues. If you have to reschedule, it must be within the scheduled dates and times.

All course requirements must be completed before a grade is awarded. Students must complete the final and all course work by the dates published in the course schedule.

Note: All assignments received are considered complete and will be graded as such. Any decision by the instructor is final and there will be no further changes made.

Scroll down to view the Course Schedule.

RADS 3213 - Summer 2019 - Course Schedule

Requirements for each activity can be found in the appropriate module instructions;all activities due by 23:59 (11:59 p.m.), CST

Course Schedule is Central Standard Time

Date	Assignment
June 3	Course opens
Friday, June 7	Introduction in Discussion board due by 23:59

Course Schedule is Central Standard Time

Date	Assignment
Thursday, June 13	Cultural Communication Topic due to Discussion Board by 23:59
Sunday, June 16	Module 1 Patient Assessment due by 23:59 Unit 1 Quiz <u>target</u> date for completion
Sunday, June 23	Module 2 ECG and Lab Values Learning Activity due by 23:59 Unit 2 Quiz <u>target</u> date for completion
Sunday, June 30	Module 3 Charting and Pharmacology due by 23:59 Unit 3 Quiz <u>target</u> date for completion
Sunday, July 7	Unit 4 Quiz <u>target</u> date for completion
July 11	Last day to drop with "W" by 16:00
Sunday, July 14	Unit 5 Quiz <u>target</u> date for completion
Thursday, July 18	Make sure all questions about the Cultural Communication Paper have been asked - papers are due Sunday July 21
Sunday, July 21	Module 4 Cultural Communication Paper due by 23:59
Thursday, July 25	ALL QUIZZES CLOSE AT 23:59
July 26 - Aug 5	Proctored Final Exam. Final exams must be completed by 23:59 CST on Aug. 5, 2019

**All times are Central Standard Time (CST).