



Course Syllabus: Advanced Clinical Practice Skills

Gunn College of Health & Human Services

RADS 3213 X13

Fall 2026

Contact Information

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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.

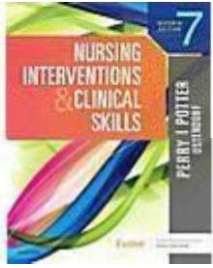
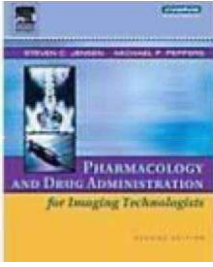
Course Objectives

Upon completion of this course, the student should be able to:

- Evaluate vital signs and EKG strips.
- Identify diagnostic laboratory values that are either within acceptable limits or not within acceptable limits.
- 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.

Textbook & Instructional Materials

Required textbooks

	Perry, A. G., Potter, P.A. & Ostendorf, W. R. (2016). Nursing interventions & clinical skills (7th ed.). St Louis: Elsevier. ISBN 978-0-32354701-7. List Price: 106.99 (textbook and e-book prices may vary depending on the vendor.)
	Jensen, S.C. & Peppers, M.P. (2006). Pharmacology & drug administration for imaging technologists (2nd. Ed.). St. Louis: Mosby. ISBN 978-0-323-03075-5 List price: paperback \$30.32+ or available to rent or on Kindle (textbook and e-book prices may vary depending on the vendor.)

Recommended

MedOne Radiology (Free to MSU students)

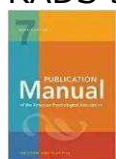


This online resource is free to MSU students. Access MedOne Radiology through the Moffett Library online databases. Log in to the MSU portal and access the Library Resources. Then, under the Research Databases tab, click on Health Sciences and scroll down to MedOne.

MedOne Radiology is a comprehensive online reference for all medical imaging specialists. It provides extensive case libraries, diagnostic guidance for those in training, and essential references and procedural guidelines for the qualified specialist in clinical practice.

Recommended

American Psychological Association. (2019). Publication manual of the American Psychological Association (7th ed.). Washington, DC: Author. [ISBN 978-1433832161]. (\$14.00+)
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Communicating with the Professor

I prefer e-mail, so there is a record of the communication, and often I am away from my desk. Phone calls may be answered by e-mail when appropriate. I typically respond to e-mails within 72 hours or sooner. If you do not hear from me within 72 hours, please e-mail me again to be sure I received your e-mail. If this time period is longer because I am out of town or for another reason, a news item will be posted online in D2L for the class. Please always give me the time asked to respond before repeating your request.

Include the format below for your e-mail subject line so I can quickly search for particular course questions and answers.

3213X10_your last name_topic of message

Example: 3213X10_Smith_Final Exam question

When a student needs to be contacted, the professor will use the student's MSU e-mail account. The professor is not responsible for sending e-mails to any other e-mail account (set up your e-mail to forward messages to an email you often check to avoid potentially missing any correspondence). Likewise, faculty members will not be responsible for keeping up with other e-mail addresses for students. If you have not established this account or you need help forwarding messages, do so as soon as possible by contacting information systems.

Student Handbook

Refer to: [Student Handbook](#)

Academic Misconduct Policy & Procedures

Academic Dishonesty: Cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of work not the individual's to whom credit is given). Additional guidelines on procedures in these matters may be found in the Office of Student Conduct. [Office of Student Conduct](#)

Moffett Library

Moffett Library provides resources and services to support student's studies and assignments, including books, peer-reviewed journals, databases, and multimedia materials accessible both on campus and remotely. The library offers media equipment checkout, reservable study rooms, and research assistance from librarians to help students effectively find, evaluate, and use information. Get started on this [Moffett Library webpage](#) to explore these resources and learn how to best utilize the library.

Grading

Assignments	Percentage
D2L open book unit quizzes with lockdown browser	15%
Patient Assessment Assignment	15%
ECG & Lab Values Learning Activity	15%
Infographic & EHR Assignment	15%
Cultural Communication Assignment	15%
Comprehensive Final Exam (Proctored with Respondus Lockdown Browser)	25%

Letter Grade	Percentage Score
A	100-90
B	89-80
C	79-70
D	69-60
F	59 and below

Course Requirements

The student must:

- Complete reading assignments and watch instructional videos.
- Successfully complete the required online examinations, including a proctored final exam.
- Complete the following assignments/projects:
 - Patient Assessment Assignment
 - ECG & Lab Values Learning Activity
 - Infographic & EHR Assignment
 - Cultural Communication Assignment
- Meet all submission deadlines
- Complete all assignments

Teaching Methodology

Independent reading assignments, Desire2Learn (D2L) modules, open-book unit quizzes, and a closed-book proctored final exam are used in this course.

Order of Content

Students can proceed through the course content at their own pace within the boundaries set by the Course Schedule and the MSU Academic Calendar. See the Course Schedule for specific information about activities and due dates. Not all of the modules are taught in the order presented in the textbook.

Unit Reading

Unit 1: Nursing Interventions and Clinical Skills - Chapters 7, 8

Unit 2: Nursing Interventions and Clinical Skills - Chapter 10

Unit 3: Pharmacology and Drug Administration for Imaging Technologists
Chapters 1,2,6,7,11; Nursing Interventions and Clinical Skills - Chapter 3

Unit 4: Nursing Interventions and Clinical Skills - Chapter 2

Unit 5: Pharmacology and Drug Administration for Imaging Technologists -
Chapter 9

Nursing Interventions and Clinical Skills - Chapter 5

Unit Quizzes

When a student has reviewed a module and is ready for the quiz, they will log on to D2L and receive a customized timed unit quiz consisting of randomized multiple-choice questions. The quizzes use Respondus Lock down Browser. See the course schedule for the open and close dates for the quizzes.

Knowing the module content before attempting the unit quizzes is essential because they are timed. Quiz scores will be available immediately after students submit their quizzes for grading.

The quizzes are open on the day that classes begin (review the course schedule for dates).

Quizzes not completed by the due dates may receive a zero (0). Students who know they will miss a due date because of extenuating circumstances should contact the professor as soon as it is known.

Each circumstance will be considered on an individual basis.

If students have technical difficulties during a quiz, they should use the 'Help' link on the top toolbar within D2L to contact the MSU Information Systems Support Staff and email the course professor explaining what happened.

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

Module Quiz Number (1-5)

Question Stem

Rationale Supporting Why the Student's Answer is Correct

Include Page Numbers When Referencing the Textbook

For example, a student cannot send the message: "I think question number ten is wrong on quiz four" because each student gets a quiz of randomly generated

test items. The professor has to know the question stem to find the question in the database. After reviewing the situation, if the course professor 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.

Assignments

It is expected that all required assignments are completed and submitted by their specified due dates.

As a general rule, late assignments will not be accepted. Unplanned circumstances do happen. Please communicate with your instructor about such circumstances by email *prior to the assignment due date*. On some occasions, following acceptable documentation to authenticate your circumstance, your instructor will issue an extension prior to a due date.

A common rationale for late work is “computer issues”. Be proactive and create a contingency plan that will allow you to complete your work in the event of a computer meltdown, internet outage, or unplanned travel. “Problems with D2L” is not an acceptable excuse when turning in written assignments.

All assignment submissions made by students in D2L are considered final submissions. It is the student’s responsibility to ensure that the correct and complete file has been uploaded. If a student submits an incorrect document, an incomplete draft, or any unintended version, the assignment will be graded as submitted. Students are strongly encouraged to double-check their upload before finalizing the submission.

Additionally, Apple file formats such as .pages or Keynote files will not be accepted. All submissions must be uploaded in Microsoft Office formats—such as .doc, .docx, .ppt, or .xlsx—or as otherwise specified in the assignment instructions.

There can be no email submissions of graded course work, since the MSU administrative team or any external reviewer cannot see any email communication from students.

Artificial Intelligence (AI) Usage Policy

In this course, the use of Generative AI tools (such as ChatGPT, Claude, Gemini, etc.) is permitted with specific limitations to ensure academic integrity and the development of critical research skills.

Research & Sourcing: You may use AI tools for preliminary research and topic exploration. However, to ensure the validity and scholarly weight of your work.

Writing & Content: The use of AI in the writing process is strictly limited to spelling and grammar correction. AI tools are not permitted to generate text, arguments, analysis, or the bulk content of any assignment, including research papers, posters, and discussion board posts.

Verification: To maintain the integrity in your work, you must be prepared to provide all sources used upon request.

Consequences: Failure to adhere to these guidelines will be treated as a violation of academic integrity. A violation will result in a grade of zero for the assignment. Egregious cases of academic dishonesty involving AI may result in a failing grade (F) for the course.

Academic Integrity & Plagiarism

All work submitted in this course must uphold the standards of academic integrity. Plagiarism includes, but is not limited to:

Submitting work (in whole or in part) that was written by someone else.

Reusing text generated by another student or a group without proper attribution.

Copying or lightly rewording content from published or online sources.

Using AI-generated text without instructor permission or citation (if relevant to your course).

Any instance of plagiarism—intentional or unintentional—may result in a failing grade on the assignment and may be reported according to university policy.

Violations

Submitting group work with matching or very similar text will be treated as a form of plagiarism. All students involved may receive academic penalties, regardless of intent. A violation will result in a grade of zero for the assignment.

Patient Assessment Assignment

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.

Instructions

On a volunteer or patient, using information found in Chapters 7 and 8 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/significance of each.

Please note that "normal" is an impression (the examiner's diagnosis or assessment of a problem, disease, or condition) and NOT an implication (what may be causing what it is you are observing). DO NOT use "Normal" or "Within Normal Limits". Within acceptable limits is more appropriate. Normal is an impression, not an observation or an implication. Be sure to look at the example in your unit notes. DESCRIBE the implications/significance of what you observe for the "implications/significance" section. Be thorough and complete.

Submitting the assignment

The assignment is to be typed as a single WORD document only with a 7th edition APA cover page. Before downloading the assignment to the drop box. Please double check that the file says .doc or .docx. DO NOT submit anything with suffixes other than what is mentioned. This includes PDF files. If this occurs, a grade zero will be assigned. Submit the assignment to the area in the Unit 1 module as one attachment. The assignment is due by the deadline listed in the syllabus.

ECG Learning Exercise

The student will watch the ECG Learning Exercise found in the Unit 2 learning module. The student will perform the ECG Learning Exercise found at the end of the tutorial. After completion of the ECG Learning Exercise, the score should automatically be sent to the grade book. NOTE: take a screenshot of your grade in case there is a discrepancy with the grade that has been recorded. Grade changes will not be corrected in the grade book without this verification.

The activity will be completed before the date in the course syllabus or a score of "0" will be recorded. The ECG Learning Exercise is due by the deadline listed in the syllabus. You will have two (2) attempts to achieve a high grade. Any attempt after two will not be considered or graded.

Infographic & EHR Assignment

Please provide a standard cover/title. (APA 7th ed.) The assignment must be a single Word document. Do not send any files other than this, including a PDF.

There are two parts to the assignment for this unit.

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. (You may put Patient A or Patient X to differentiate between patients).

Part 1 (Infographic): Students will design a visual infographic that explains how specific types of Electronic Health Record (EHR) data impact imaging decisions and patient care. This activity promotes critical thinking, visual communication, and understanding of clinical decision-making.

Instructions

1. Choose at least three EHR data elements that are commonly reviewed before imaging procedures.

Examples:

- Renal Function (Labs)
 - Allergies (especially to contrast media)
 - Prior Imaging History
 - Current Indication/Symptoms
 - Medication List
 - Pregnancy Status
2. For each element:
 - Explain why it matters for patient safety, quality, or appropriateness.
 - Show the connection between the data and imaging decisions (e.g., contrast use, protocol selection, need for premedication).
 3. Design an infographic that:
 - Is visually appealing and easy to read.
 - Uses icons, color coding, and short text.
 - Includes a title and your name.
 4. Tools you can use: Canva, PowerPoint, Piktochart, or any graphic design tool.

Part 2 (Mock EHR): Demonstrate your ability to interpret patient information from an Electronic Health Record (EHR) and make evidence-based imaging decisions that prioritize patient safety and appropriateness.

Instructions

You will be provided with four mock EHR records that include:

- Patient demographics
- Medical history
- Clinical notes
- Current symptoms
- Previous imaging reports
- Laboratory results

Your task:

1. Identify Key Details

Review the EHR and highlight information relevant to imaging decisions (e.g., renal function, allergies, prior imaging, pregnancy status).

2. Recommend an Appropriate Imaging Exam

Based on the clinical indication and patient-specific factors, select the most appropriate imaging study.

3. Justify Your Decision

Explain why this exam is the best choice, referencing the ACR Appropriateness Criteria and addressing the following:

- Clinical indication
- Safety considerations
- Guidelines or best practices

4. Address Modifications

Identify any adjustments needed due to patient-specific factors (e.g., contrast allergy, renal impairment, mobility limitations). Suggest alternatives if necessary.

Cultural Communication Assignment

The goal of this assignment is to research a culture that is unfamiliar to you. You are to describe how you would communicate to someone of that culture when performing a diagnostic examination.

NOTE: You received a request to perform an exam on a patient. The exam can be any of your choosing. The only drawback is the patient is totally hearing impaired and they are not accompanied by anyone who can communicate with them. They DO NOT speak English. You are on your own. Although the Hispanic culture is an interesting culture to research, this culture constitutes the majority minority of this area and region of Texas and perhaps other areas of the country. To avoid replication of this assignment, I am limiting research on the Hispanic culture, or any other culture, to five (5) reports.

Approach this assignment as if the patient and you, as the technologist, are speaking different languages and you have to communicate.

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.

All cultural topics must be approved before you begin to start your research. Students must get the topic of their cultural report approved by the instructor prior to beginning this assignment. Post your topic in the discussion board by the due date. When your topic is approved, it will appear in the course content. Check the listing often. Once a culture has 5 names associated, that culture will

be closed. The instructor will respond with approval or disapproval. Please check the calendar and the course schedule for the due dates for posting the culture and assignment.

With the information you find and information from your textbook, supplemental notes, and internet websites (not Wikipedia), address the following: All bullet points must be addressed in clearly labeled sections.

- Give a brief introduction to your culture and demonstrate awareness of cultural taboos and norms, health beliefs and practices, and the nature of relationships within the family.
- Describe verbal, non-verbal, and culturally competent communication skills that will aid you in developing trust between you and your patient. Discuss signs of demonstrating respect or disrespect. Include the use of speech, body language, touch, and space that could be used to communicate with your patient.
- Describe how you would obtain an allergic history (or other types of history). Include obstacles you may encounter if the patient was of the opposite sex. With the information you researched, especially the cultural taboos, what methods would you use if you did not have the luxury of using any form of a translator (human or otherwise). This also includes patient charts. Critically think about your solution to this problem. Do not mention it, or points will be deducted.
- Select a diagnostic procedure of your choosing and explain the procedure to a patient of this culture using the information you have just researched. With the information you researched, especially the cultural taboos, what methods would you use if you did not have the luxury of using any form of a translator (human or otherwise). This also includes patient charts. This includes patient charts, etc. Critically think about your solution to this problem. Do not mention it, or points will be deducted.

Format

The paper should follow the guidelines of the American Psychological Association. It is recommended that you obtain a copy of the 7th edition APA publication manual. You can also find helpful tips in the APA Help folder on the course homepage, or you can go to the OWL at Purdue for helpful information.

The paper:

- Must have a 7th edition APA formatted MSU cover page and submitted as a single document only
- 2-4 pages, NOT including the title and reference page double spaced, 1" margins, Times New Roman, Arial, or Calibri 12-point font
- References appropriately cited in the text of the paper according to APA guidelines see APA 7th ed chapter 8.
- A minimum of two APA-formatted references submitted on a separate references page.
- The paper MUST have clearly labeled sections.

Submitting the assignment

Submit the assignment in the Unit 4 Dropbox area of the Unit 4 Module by attaching the assignment as a single document. The assignment is due by the deadline listed in the syllabus. Before downloading the assignment to the drop box. Please double-check that the file says .doc or .docx. DO NOT submit anything with the suffix .pages.

The paper will be graded on correct APA 7th Edition usage, content (make sure to complete the four instructions above), grammar, tone (informal or formal), and format (including the cover page).

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 Comprehensive Final Exam

Exam Format

The final examination is a proctored, "closed-book", comprehensive examination of multiple-choice questions. The final exam is timed for 2 hours (120 min) and consists of 50 questions.

To prepare for this exam: The final has been derived from the entire content of this course. Therefore, review all of your quizzes and your textbook chapters.

The comprehensive proctored final exam will be administered using Desire2Learn (D2L) and Respondus Lockdown Browser online proctoring with Webcam built into D2L.

What to Bring

No textbooks or notes may be used.

No smart watches or any other electronic devices will be allowed.

Students are not allowed to print the final exam.

All course requirements must be completed before a grade is awarded.

Therefore, students must complete the final and all coursework by the course schedule date.

Technical problems

If you are disconnected during your exam, you must immediately send an email to your professor.

All times will be documented

The exam must be taken within the scheduled test dates, regardless of any technical issues that may arise.

Late submissions will not be accepted.

A 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. If this occurs, I will have to reset your attempt. Resetting will delete any questions and answers that you have already completed. In essence, you will be getting a new exam and starting over.

Note:

All assignments received are considered complete and will be graded as such.

Any instructor decision is final, and no further changes will be made. Scroll down to view the Course Schedule.

Important Dates

Last Day to drop with a grade of "W": November 23, 2026 by 4:00 pm.

Check date on [Academic Calendar](#).

Refer to: [Drops, Withdrawals & Void](#)

Desire-to-Learn (D2L)

Extensive use of the MSU D2L program is a part of this course. Each student is expected to be familiar with this program as it provides a primary source of communication regarding assignments, examination materials, and general course information. You can log into [D2L](#) through the MSU Homepage. If you experience difficulties, please contact the technicians listed for the program or contact your instructor.

Online Computer Requirements

Taking an online class requires you to have access to a computer (with Internet access) to complete and upload your assignments. 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.*** Computers are available on campus in various areas of the buildings as well as the Academic Success Center. ****Your computer being down is not an excuse for missing a deadline!!*** There are many places to access your class! Our online classes can be accessed from any computer in the world which is connected to the internet. Contact your instructor immediately upon having computer trouble. If you have technical difficulties in the course, there is also a student helpdesk available to you. The college cannot work directly on student computers due to both liability and resource limitations; however, they are able to help you get connected to our online services. For help, log into [D2L](#).

Change of Schedule

A student dropping a course (but not withdrawing from the University) within the first 12 class days of a regular semester or the first four class days of a summer semester is eligible for a 100% refund of applicable tuition and fees. Dates are published in the Schedule of Classes each semester.

Refund and Repayment Policy

A student who withdraws or is administratively withdrawn from Midwestern State University (MSU) may be eligible to receive a refund for all or a portion of the tuition, fees, and room/board charges that were paid to MSU for the semester. HOWEVER, if the student received financial aid (federal/state/institutional grants, loans, and/or scholarships), all or a portion of the refund may be returned to the financial aid programs. As described below, two formulas (federal and state) exist in determining the amount of the refund. (Examples of each refund calculation will be made available upon request).

Services for Students with Disabilities

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 accommodations to ensure equal opportunity for qualified persons with disabilities to participate in all educational, social, and recreational programs and activities. After notification of acceptance, students requiring accommodations should make application for such assistance through Disability Support Services, located in the Student Wellness Center, (940) 397-4140. Current documentation of a disability will be required in order to provide appropriate services, and each request will be individually reviewed. For more details, please go to [Disability Support Services](#).

Emergency Aid Resources for Basic Needs

Unexpected life circumstances can affect anyone. If you are experiencing challenges meeting basic needs—such as housing, utilities, food, transportation, healthcare, technology, textbooks or other life necessities, resources may be available to help. Visit the [Student Emergency Support and Resources webpage](#) to learn more, and explore emergency support opportunities through MSU and how to access them. For additional information, please contact the Office of Student Affairs: Clark Student Center #108, (940) 397-7500, student.affairs@mstuexas.edu.

College Policies

Campus Carry Rules/Policies

Refer to: [Campus Carry Rules and Policies](#)

Smoking/Tobacco Policy

College policy strictly prohibits the use of tobacco products in any building owned or operated by WATC. Adult students may smoke only in the outside designated-smoking areas at each location.

Alcohol and Drug Policy

To comply with the Drug Free Schools and Communities Act of 1989 and subsequent amendments, students and employees of Midwestern State are informed that strictly enforced policies are in place which prohibits the unlawful possession, use or distribution of any illicit drugs, including alcohol, on university property or as part of any university-sponsored activity. Students and employees are also subject to all applicable legal sanctions under local, state and federal law for any offenses involving illicit drugs on University property or at University-sponsored activities.

Campus Carry

Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes has prohibited. The new Constitutional Carry law does not change this process. Concealed carry still requires a License to Carry permit, and openly carrying handguns is not allowed on college campuses. For more information, visit [Campus Carry](#).

Active Shooter

The safety and security of our campus is the responsibility of everyone in our community. Each of us has an obligation to be prepared to appropriately respond to threats to our campus, such as an active aggressor. Please review the information provided by MSU Police Department regarding the options and strategies we can all use to stay safe during difficult situations. For more

information, visit [MSUReady – Active Shooter](#). Students are encouraged to watch the video entitled “*Run. Hide. Fight.*” which may be electronically accessed via the University police department’s webpage: [“Run. Hide. Fight.”](#)

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. Department Chair: Dr. Lynette Watts (940) 397.4833
2. College Dean: Dr. Jeff Killion (940) 397.4594
3. Dean of Students: Matthew Park (940) 397.7500

Grade Appeal Process

Update as needed. Students who wish to appeal a grade should consult the Midwestern State University [MSU Catalog](#)

***Notice:** Changes in the course syllabus, procedure, assignments, and schedule may be made at the discretion of the instructor.

Course Schedule:

Date	Activities/Assignments/Exams
8/24	Class opens Review course syllabus Modules 1-5 are available Quizzes 1-5 are available until December 2 at 11:59 pm
9/8	Patient Assessment Assignment due by 11:59 pm
9/8	Cultural Communication Topic (found in module 4) due by 11:59 pm to discussion board
9/28	ECG Learning Exercise (found in module 2) Due by 11:59 pm NOTE: take screen shots of your score. SCORM does not always accurately record it in the grade book. This will be your verification. Assignments that fail to meet the deadline or incorrect file submission will result in a grade of 0.
10/6	Infographic & EHR Assignment (found in module 3) Due by 11:59 pm
11/17	Cultural Communication Exercise due by 11:59 pm
11/23	The last day to withdraw with a "W" grade by 4:00 pm campus time
12/2	All quizzes close at 11:59 pm
11/23-12/4	Closed Book Proctored Final Exam The exam must be completed by 11:59 pm on December 4 (2 hours, multiple-choice format and short answer, Respondus lockdown Browser, all quizzes and projects must be complete before taking the final)