Midwestern State University
Robert D. & Carol Gunn College of Health Sciences & Human Services
The Shimadzu School of Radiologic Sciences
Revised 5/2025

Advance Clinical Practice Skills Syllabus

RADS 3213 X30
Summer 2025
3 Credit Hours

Professor

Mandy Sedden MSRS, RT(R) Assistant Professor

Email: mandy.sedden@msutexas.edu
- Email is the best way to reach me. If I have not responded within 72 hours, please email me again.
- Use this information in the subject line: 3203_your last name_topic of the message.
- Example: 3213_Sedden_Quiz 1

Office Location: Midwestern State University
3410 Taft Blvd., Centennial Hall 430M
Wichita Falls, TX 76308
Phone:(940) 397-4664
Office Hours: Please make an appointment.

Course Overview

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 including 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.

Methodology/Teaching Strategies

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

Textbook
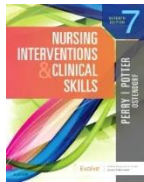
Perry, A. G., Potter, P.A. & Ostendorf, W. R. (2016). *Nursing interventions & clinical skills (7th ed.).* St Louis: Elsevier. ISBN 978-0-323-54701-7.
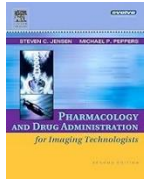
Jensen, S.C. & Peppers, M.P. (2006). Pharmacology & drug administration for imaging technologists(2nd ed.). St. Louis: Mosby. ISBN 978-0-323-03075-5 (or newest edition)

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

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_Sedden_Quiz 4

When there is a need to contact students, the instructor will use the student's MWSU email account, students@msutexas.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. 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.

Setting Up Notifications

Steps to forward D2L email to another email address:
1. Click on the **Envelope Icon** in the top menu bar.
2. Click **Email**.
3. Click **Settings** in the top right corner of the inbox.
4. Scroll down to **Forwarding Options** and type in the new email or uncheck the box to turn forwarding off.
5. Click **Save**.
6. Remember to go to the new email and click to verify the email address.

Steps to forward News item notifications to email or SMS:
1. Select your name in the upper right-hand corner to open the menu.
2. Select the "Notifications" link.
3. In the Instant Notifications heading for News, select the box next to the items for which you would like to receive notifications. (There should be a blue check mark when selected.)
4. Click the Save button on the bottom of the screen to save any changes made.

NOTE: If there are boxes already selected with blue check marks, this indicates that you are currently subscribed to that item.

Attendance

Since this is an online course, there are no mandatory face-to-face sessions. However, the student should be vigilant in logging into D2L. Regular checks will ensure messages from the instructor are received in a timely manner. This course is on a schedule that will be strictly adhered to. See the Course Schedule at the end of this syllabus for specific information about activities and due dates. The instructor will be available to meet face-to-face with any interested students. This meeting is optional and must be confirmed by email ahead of time with the instructor.

Requesting a Withdrawal

Last Day for "W", July. 23 by 4:00 p.m. – Drops after this date will receive grades of "F." 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

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)

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

Midterm Grades
In order to help students keep track of their progress toward course objectives, the instructor for this class will provide a Midterm Progress Report through each student's WebWorld account. **[only at-risk students will be reported**]. Midterm grades will not be reported on the students' transcript; nor will they be calculated in the cumulative GPA. They simply give students an idea of where they stand at the midpoint of the semester. Students earning below a C at the midway point should schedule a meeting with the professor.

Emergency Extensions
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.

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 3203 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.

Viewing Feedback in Tests
1. Go to the place where you took the quiz,
2. Click on the down arrow next to the exam,
3. Select submissions,
4. Click on the attempt,
5. The feedback for the entire exam is displayed under Attempt Feedback
6. The feedback for each question is under the View Feedback button under each question

Viewing feedback in Assignment dropbox
Tip: You can also view assignment feedback from User Progress and Grades.
1. On the navbar, click Assignments.
2. From the Assignments page, locate your assignment, and click Unread in the Evaluation Status
column.
3. From the View Feedback page, you can view your submission feedback, rubric assessment, and
grade.
4. If your instructor added annotated feedback to the assignment, click View Inline Feedback. The
annotation view opens in a new tab, displaying annotated feedback using highlighting, freehand
drawing, shapes, and associated commenting.
5. To download the annotated assignment as a PDF, click Download.

6. When you are finished viewing feedback, navigate back to the View Feedback page and click Done.

If you are having technical difficulties accessing the course or any other technical issues please contact distance.learning@msutexas.edu .

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.

Student Responsibilities

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.
All activities for this course are listed at the end of this syllabus.

Students must use baccalaureate level writing skills including complete sentences, correct grammar, and proper punctuation. All assignments will be graded for accuracy, completeness, quality, spelling, grammar, and integrity.

All assignments will be submitted in a dropbox within D2L. All assignments will be completed in Times New Roman or Arial, 12 point font.

Use of Artificial Writing Generators

The use of any artificial writing generator (ex: Chat GPT) is strictly prohibited. The use of artificial writing generators can and will be deemed a violation of the university's honor system. Any or all parts of a written assignment identified as having elements of writing attributed to an artificial writing source will automatically receive a zero (0) for a grade. **Students will not be allowed to make up those assignments.** This program uses software that detects AI generators. For more policy information regarding cheating and plagiarism, see the Honor System section in this syllabus.

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 students work product in order to verify originality and authenticity, and for educational purposes.

See the course calendar for the specific due date.

Concealed Handgun Carry

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 webpage at https://msutexas.edu/campus-carry/index.php .

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 Safety / Emergency Procedures. 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."*

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 Services (ODS) provides information and assistance, arranges accommodations, and serves as a liaison for students, instructors, and staff. The ODS has assistive 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 Services in the Counseling Center, Clark Student Center Room 168 (940)397-4140, https://mwsu.edu/student-life/disability/ . 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 ADA Coordinator may be contacted at (940)397-4140, or 3410 Taft Blvd., Clark Student Center Room 168.

Honor System

RADS 3203 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/her work will be completed in full observance of the MSU Code of Student Conduct. A student should consult the Student Handbook for answers to any questions about the code.

Students are encouraged to take full advantage of many resources available including Internet sites, handouts, other textbooks & journals, faculty, and peers. This interactive collegial learning environment is conducive to life-long learning.

Specific components of RADS 3203 are designed to represent the efforts of each student individually and are NOT to be shared. These components include the written assignment submitted for a grade. Submitting someone else's work as your own or improperly cited work constitutes plagiarism. Please see the Midwestern State University Catalog for further discussion of plagiarism. Plagiarism will constitute in an F for the course and the student will be referred to administration for further action. When students submit their efforts for grading, they are attesting they abided by this rule. ***Quizzes and exams are not to be copied in any form or shared in any form. Students caught engaging in such activity will receive an F for the course and be referred to University administration for dismissal.***

Cheating includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the

instructor in writing papers, preparing reports, solving problems, or completing other assignments; or (3) 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 on 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. Students are encouraged to review the tutorials and suggested websites for more information about plagiarism.

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 students work product in order to verify originality and authenticity, and for educational purposes.

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: Dr. Lynette Watts (940) 397.4611
2. College Dean: Dr. Jeff Killion (940) 397.4594
3. Dean of Students: Matthew Park (940) 397.7500

Advance Clinical Practice Skills Assignment Details

Welcome (Students should start here!)

Students should begin the course by viewing the documents found in the Welcome module. There is an overview of the course and the textbook, as well as a document about discussion board etiquette.

Syllabus Agreement

The first step in starting this course is to read the syllabus in its entirety and complete the Syllabus Agreement quiz. By taking the Syllabus Agreement quiz you are stating that you have completely read, understand, and agree to the syllabus and its content. The unit 1 exam will <u>not</u> open until you have completed this step

Assignments/Quizzes

Students may 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 calendar within D2L and the course schedule at the end of this syllabus for specific information about activities and due dates.

If students have technical difficulties, they should use the 'Help' link within D2L, contact the MSU Information Systems Support Staff, and send an email to the professor explaining what happened **at the time of the incident.**

All assignments, exams, etc. must be completed and submitted by the due date indicated on the course schedule at the end of this syllabus. If a student cannot complete a course activity by the indicated due date, the student must contact the course instructor *immediately*. Please note that late submissions will not be graded; students must contact the instructor for approval for late submissions. If a student has emergency issues, then the student must contact the instructor as soon as possible (within a day or two). Any activity not completed and submitted by the due date will be addressed on an individual basis.

Independent Module Readings
- Unit 1: Nursing Interventions and Clinical Skills - Chapters 7 & 8
- Unit 2: Nursing Interventions and Clinical Skills - Chapter 10
- Unit 3: Nursing Interventions and Clinical Skills – Chapter 3
    Pharmacology and Drug Administration for Imaging Technologists-
    Chapters 1,2,6,7,11
- Unit 4: Nursing Interventions and Clinical Skills – Chapter w
- Unit 5: Nursing Interventions and Clinical Skills – Chapter 5
    Pharmacology and Drug Administration for Imaging Technologists- Chapter 9

Unit Quizzes (15%)

Students should complete the reading assignments and be familiar with the chapter objectives before attempting the module quizzes.

When a student has reviewed a module and is ready for the quiz, they will log into D2L and receive a customized timed module quiz consisting of randomized multiple choice questions. Quizzes are open book and contain random multiple-choice questions and students will have 60 minutes to complete. See the course schedule at the end of this syllabus for the open and close dates for the quizzes.

It is important to know the module content before attempting the module quizzes since the quizzes are timed. Quiz scores will be available immediately after a student submits for grading. Quizzes must be completed by the due dates or a zero (0) will be recorded. Students who know they will miss a due date because of extenuating circumstances should contact the instructor so their situations can be dealt with on an individual basis. Acceptance of an extenuating circumstance is at the discretion of the instructor.

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

If a student finds a faulty quiz test item or believes a quiz question has been scored incorrectly, he/she should send an email to the course instructor 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 instructor has to know the question stem to find the question in the database. After reviewing the situation, if the course instructor thinks a revision is justified, the students' quiz score will be revised to reflect the additional points and the test bank will be updated.

Patient Assessment (15%)
On a volunteer or patient, using the 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 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 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 on the opening page. After completion of the ECG and Lab values learning activity a popup screen will come up with the student's score and the 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 completed 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 Assignment (15%)

Please provide a standard cover page.

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: (Patient Charting): Using one of the formats found in Box 3.1, pages 39-41 (6th ed.) use the SBAR, APIE, PIE, SOAP, SOAPE, DAR, basic narrative or CBE to chart *ANY FOUR PATIENT* procedures *YOU* perform at your workplace (EX: CT chest w/contrast, ankle x-ray, IVU, US abdomen, radiation therapy brain, etc.). Do not forget to add a date, time, signature, and credentials to each of the four patient procedures you chart. To "sign" your chart entry, change the font to a cursive or script for the signature.
Ex. *Jane Doe, R.T.(R)*.

Part 2 (Medication Information): Find one medication listed in any patient chart, you may even use the package insert from a medication. Locate a Physician's Desk Reference (PDR), or any

suitable reference and provide the following information in the clearly labeled sections seen below.

- Trade/Brand Name (If more than one type, injection liquid, tablet, specify which one you are using).
- Drug Manufacturer
- Generic Name
- Designated Chemical Name (chemically known as) or Empirical Formula
- Drug Classification
- Indications (what is it used for)
- Contraindications (when should the drug absolutely not be used)
- Adverse reactions (summarize if needed)
- Dosages
- Methods of drug administration

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.

Submitting the assignment:
The student can upload the work and submit it as ONE file to the assignment dropbox.

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

Cultural Communication Assignment (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 with which you are unfamiliar.
- 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:

1. 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
2. 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 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?

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- 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_culture s.pdf http://depts.washington.edu/pfes/PDFs/CommunicationGuideAllCultures.pdf http://www.tbiwashington.org/professionals/providers_diversity.shtml

3. Conclusion: General Submission Format The paper should follow the 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 a 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, the 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.

Comprehensive Final Exam in Lockdown Browser (25%)

The final exam will be administered through the LockDown browser in D2L. The LockDown browser is a way to verify the students are following the rules for the final exam in the comfort of their homes. The program will record the student taking the exam, just as a proctor would, and, thus, requires a camera and microphone.

The final examination is **closed** book and notes. Students may not have any browser windows or tabs open except for the examination. Students may not use their cell phone or any tablet during the examination. Students may have a blank piece of paper and either a non-programmable calculator or a Windows calculator. If there are any questions about this, please let me know. If a violation is reported, it will result in a zero on the final and possible disciplinary action with the university.

Exam Format

- The final examination is a 90-minute proctored, closed book, comprehensive exam of 50 multiple-choice questions.
- The unit objectives, study guides, and examinations can be utilized to review for the final.
- *The Lockdown Browser will have the student scan the room (environment) before they can take the exam. If the student's scan of the room is not thorough, and only shows the floor, a letter grade (11pts) will be deducted from your final test score.*

What to Bring
- Scratch paper.
- No smart watches or any other electronic devices will be allowed.
- Students are not allowed to print the final exam.

Technical problems
- If a student is disconnected during their exam, they must immediately send an email to their professor. All exams are monitored, and a log is created by the Lockdown Browser.
- *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.

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.

Course Schedule

(All assignments are due at 11:59 PM central standard time (CST)

Course Schedule is Central Standard Time

Date	Assignment
June 3	Course opens
Wednesday, June 4	Syllabus Quiz
Sunday, June 8	Cultural Communication Topic due to Discussion Board by 23:59
Sunday, June 15	Module 1 Patient Assessment due by 23:59 Unit 1 Quiz target date for completion
Sunday, June 22	Module 2 ECG and Lab Values Learning Activity due by 23:59 Unit 2 Quiz target date for completion
Sunday, June 29	Module 3 Charting and Pharmacology due by 23:59 Unit 3 Quiz target date for completion
Sunday, July 6	Unit 4 Quiz target date for completion
Sunday, July 13	Unit 5 Quiz target date for completion
Sunday, July 20	Module 4 Cultural Communication Paper due by 23:59
Sunday, July 27	**ALL QUIZZES CLOSE AT 23:59**
July 28 - Aug. 6	**Proctored Final Exam.** Final exams must be completed by 23:59 CST