



**Course Syllabus: RADS 3213 Advanced Clinical Practice Skills**  
**Robert D. & Carol Gunn College of Health Sciences & Human Services**  
**Department of Radiologic Sciences**

### **Course Information**

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Information	Description
Name	RADS 3213X10-Advanced Clinical Practice Skills (online or hybrid)
Credit	3 hours
Term	Fall 2025
Dates	January 20, 2026-May 6, 2026
Time Commitment	Students should expect to spend at least 9 hours per week on course material (15-week term)
Prerequisites	Acceptance into the BSRT, BSRS, or Modality Certification Program

### **Professor**

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**Kelsey Wilt Assistant Professor, Radiologic Sciences**

**Email:** [kelsey.wilt@msutexas.edu](mailto:kelsey.wilt@msutexas.edu)

Use this format in the subject line: 3213\_your last name\_topic of the message

Email is the best way to reach me. If I haven't responded within 72 hours, please email me again.

**Phone:** (940) 397-3256

**Office location:** Midwestern State University

3410 Taft Blvd

Centennial Hall 430L

Wichita Falls, TX 76309

**Office hours:** Monday 01:00-03:00PM, Tuesday 10:00-12:00PM, and Wednesday 01:00-02:00PM

## Communicating with the Professor

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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 e-mail 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](#).

## Course Description

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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

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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 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.

## Teaching Methodology

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

## Course Materials

### Textbooks

#### Required

##### Required textbooks

	<p>Perry, A. G., Potter, P.A. &amp; Ostendorf, W. R. (2016). <i>Nursing interventions &amp; clinical skills (7<sup>th</sup> ed.)</i>. St Louis: Elsevier. ISBN 978-0-323-54701-7.</p> <p>List Price: 106.99 (textbook and e-book prices may vary depending on the vendor.)</p>
	<p>Jensen, S.C. &amp; Peppers, M.P. (2006). <i>Pharmacology &amp; drug administration for imaging technologists (2<sup>nd</sup>. Ed.)</i>. St. Louis: Mosby. ISBN 978-0-323-03075-5</p> <p>List price: paperback \$30.32+ or available to rent or on Kindle (textbook and e-book prices may vary depending on the vendor.)</p>

### 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 (7<sup>th</sup> ed.)*. Washington, DC: Author. [ISBN 978-1433832161]. (\$14.00+)



### Computer Requirements

You need access to an up-to-date computer with an internet connection in this course. D2L does not work well with Internet Explorer. Use a different browser when working in D2L. Also, Chromebooks will not work. Only Word documents will be submitted in this course. If using a MAC, documents can be saved as Word files.

Video: [How to save Apple Pages document as Microsoft Word file \(.doc & .docx\)](#)

## Course Requirements

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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
  - Cultural communication assignment,
  - Patient Assessment assignment,
  - ECG & Lab values learning activity,
  - Charting and Pharmacology assignment
- Meet all submission deadlines.
- Complete all assignments

## Assignments

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See more detailed descriptions of each at the end of this syllabus.

## Important Dates (all times are campus time CST)

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Date	Assignment
<b>January 21</b>	Class opens Review the course syllabus Modules 1-5 are available Quizzes 1-5 are available until May 6 at 23:59
<b>January 28</b>	Patient Assessment Assignment due by 23:59
<b>January 28</b>	Cultural Communication Topic ( <b>found in module 4</b> ) Due by 23:59 to the discussion board
<b>February 18</b>	ECG Learning Exercise ( <b>found in module 2</b> ) Due by 23:59 NOTE: Take screenshots 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 are submitted incorrectly will result in a grade of 0.
<b>February 25</b>	Charting Exercise Part 1 and 2 ( <b>found in module 3</b> ) Due by 23:59
<b>March 25</b>	Cultural Communication Exercise due by 23:59

<b>April 9</b>	The last day to withdraw with a "W" grade by 4:00 pm campus time
<b>April 22</b>	All quizzes close at 23:59
<b>April 10-May 6</b>	Closed Book Proctored Final Exam  The exam must be completed by 23:59 on May 6 (2 hours, multiple-choice format and short answer, Respondus lockdown Browser, all quizzes and projects must be completed before taking the final)

## Course Modules

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Unit reading	
Unit	Chapters
<b>Unit 1:</b>	Nursing Interventions and Clinical Skills- Chapters <b>7, 8</b>
<b>Unit 2:</b>	Nursing Interventions and Clinical Skills- Chapter <b>10</b>
<b>Unit 3:</b>	Pharmacology and Drug Administration for Imaging Technologists- Chapters <b>1,2,6,7,11</b> Nursing Interventions and Clinical Skills- Chapter <b>3</b>
<b>Unit 4:</b>	Nursing Interventions and Clinical Skills- Chapters <b>2</b>
<b>Unit 5:</b>	Pharmacology and Drug Administration for Imaging Technologists Chapter <b>9</b> Nursing Interventions and Clinical Skills- Chapter <b>5</b>

## Evaluation

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### Grade Distribution

- 15% D2L open-book unit quizzes with lockdown browser
- 15% Patient Assessment Assignment
- 15% ECG & Lab values learning activity
- 15% Charting and Pharmacology Assignment
- 15% Cultural Communication Assignment
- 25% Proctored Comprehensive Final Exam (Proctored with Respondus Lockdown Browser)

### 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.

### **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, so you do not miss critical updates.

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 e-mail notification.
4. Check the e-mail address you wish to send e-mail notifications to. Select "change your e-mail settings" and enter the new e-mail address if you need to change this. This e-mail address should be an e-mail address you check frequently.

You are welcome to email questions to clarify concepts or look for further explanations. If I encounter repeated questions, I will provide feedback or supplementary resources in the News section of the course so that everyone can benefit from it. You might look there first, because your question may be located there.

### **Late Work**

#### **Due Dates**

Most assignments are due on Tuesdays (see Important Course Dates above). Assignments must be submitted by 23:59 (11:59 pm) Central Standard Time on scheduled due dates in the course schedule. If a student fails to meet a deadline, the student will receive no credit for the assignment not submitted on time.

#### **Progression**

The student may progress through this course at their leisure within the time constraints set forth by the end dates and due dates in the course schedule. However, the student must consult with the professor if an assignment due date has been missed.

#### **Emergency Extension**

If you have a significant event such as a death in the family, illness, hospitalization, or other extenuating circumstances, email the professor at [kelsey.wilt@msutexas.edu](mailto:kelsey.wilt@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, the following guidelines will typically 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 professor know it is ready to grade. Failure to notify the professor could lead to a grade of zero.

3. Avoid End-of-Course Late Work: Please note that there are University deadlines for submitting grades at the end of the semester. Therefore, all work must be turned in at least a week before grades must be posted.
4. If a course includes interaction between students in the discussion board, and if extenuating circumstances will prevent you from participating, an alternate assignment may be considered at the discretion of the professor.

### 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 grade may be dropped to as low as a zero, depending on the severity of the violation.

### Final Course Grade

A final course score of 70% is required to pass this course. Letter grades of "D" or "F" cannot be used for graduation and will require the course to be repeated according to the current radiology program policies.

### Technical Difficulties

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Occasionally, you may experience problems accessing D2L, accessing class files located within D2L, connecting with your internet service, or other computer-related issues. Make me aware of a technical problem as soon as possible. A due date extension will typically be granted if a problem occurs on our end, such as D2L failure. **However, remember that 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 a reason for me to allow you extra time to submit assignments, tests, or discussion postings.**

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

For help options:

- For D2L issues, go online, go to the [Distance Education Helpdesk](#)
- Call the Distance Education office at 940-397-4868 between 8 am and 5 pm.
- Use the D2L help link in D2L.
- Contact me.
- For other computer access issues, go online to the MSU [Information Technology Website](#).

### Attendance

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This course is fully online. You should be vigilant in logging in to D2L. You should expect to log in at least three times per week. Regular checks will ensure that messages from me are received promptly. This course is on a schedule that will be strictly adhered to. See the Important Dates section above for specific due dates.

### Requesting a Withdrawal

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The last opportunity to drop this course with a grade of "W" is 4:00 pm on November 25, 2025. You must initiate all withdrawals. After this date, dropping the course results in a grade of "F."

In an emergency or extenuating circumstance, you may request an "Incomplete" grade before grades are submitted. If I grant the "Incomplete," you have until thirty (30) days after the beginning of the next long

semester to complete the course requirements. If you do not meet the course requirements within the deadline, the "Incomplete" grade will automatically convert into a failing grade, "F".

## Special Needs

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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, professors, and staff. In addition, 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 based on disability must register with the Office of Disability Services in the Counseling Center, Clark Student Center, Room 108. Documentation of disability from a competent professional is required.

Individuals with grievances related to discrimination or lack of accommodation based on a disability are encouraged to resolve the problem directly with the area involved. If the matter remains unresolved, the Office of Disability Services will provide advice and/or assistance 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

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The student and the course professor should first address unresolved issues related to this course. 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)

## Honor System

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RADS 3213 adheres to the [MSU Code of Conduct](#).

In particular, however small, academic dishonesty breaches academic integrity. Your participation in this course comes with the expectation that your work will be completed in full observance of the MSU Code of Student Conduct. You should consult the current Student Handbook for answers to any questions about the code.

All components of RADS 3213 are designed to represent the efforts of each student individually and are NOT to be shared, copied, or plagiarized from other sources. Therefore, when you submit your efforts for grading, you are attesting you have abided by this rule.

An online plagiarism and artificial intelligence screening service may be used in this course. Student assignments may be uploaded to the service to identify similarities to other student papers and published works and to detect AI-generated work.



**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 paraphrasing or direct quotation without correct citation in the text and the reference list,
- The published or unpublished works of another person
- You may NOT submit papers and assignments you have previously submitted for this or any other course.
- Using materials generated by agencies engaged in "selling" term papers is also plagiarism.

### **Artificial Intelligence (AI)-Declaration of Generative AI in Academic Writing**

For all writing assignments, the student will not use generative artificial intelligence (AI) to construct the content of the assignment. Doing so is similar to plagiarism, and the assignment may be subject to a grade of zero or failure of the course, depending on the severity of the incident. AI-assisted technologies should only be used to improve readability and language. If used, it is the responsibility of the student to carefully review and edit this content, as AI can generate incorrect, incomplete, or biased information. Using these technologies requires human oversight and control. Additionally, AI and AI-assisted technologies should not be listed as an author or co-author or cited as an author. If the student uses AI-assisted technologies, a disclosure must appear at the end of the document in a separate section before the references, using the following format.

#### **Declaration of Generative AI and AI-Assisted Technologies in the Writing Process**

*Statement: During the preparation of this work, the author(s) used [NAME TOOL / SERVICE] in order to [REASON]. After using this tool/service, the author(s) reviewed and edited the content as needed and take(s) full responsibility for the content of the publication.*

Academic dishonesty will not be tolerated in this class. When unsure whether a situation will be interpreted as academic dishonesty, you should ask your professor for clarification. If you 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.

You 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](#)
- The website [Plagiarism.Org](#), or
- The professor

### **Please Note**

By enrolling in this course, you expressly grant MSU a "limited right" in all intellectual property created by you for this course. The "limited right" shall include, but not be limited to, the right to reproduce your work/project 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 detect plagiarism.

## Senate Bill 11

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### 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 as 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 are 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 the 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 "Run. Hide. Fight" video, which may be electronically accessed via the University police department's webpage: ["Run. Hide. Fight."](#)

If you have questions or concerns, please get in touch with MSU Chief of Police Chief Steven Callarman by e-mail at [Steven.callarman@msutexas.edu](mailto:Steven.callarman@msutexas.edu).

Scroll down for Assignment details

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## Advanced Clinical Practice Skills Assignment Details

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- 15% D2L open-book unit quizzes with lockdown browser
- 15% Patient Assessment Assignment
- 15% ECG & Lab values learning activity
- 15% Charting and Pharmacology Assignment
- 15% Cultural Communication Assignment
- 25% Comprehensive Final Exam (Proctored with Respondus Lockdown Browser)

## Order of Content

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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 Quizzes

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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 LockDown 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. See the late policy above.

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 needs to know the question stem to locate it 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.

## **Patient Assessment Assignment**

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### **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

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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 at 5:00 pm on the date listed in the syllabus and calendar. You will have two (2) attempts to achieve a high grade. Any attempt after two will not be considered or graded.*

## Charting & Pharmacology Assignment

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*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)

Use the ISBAR (page 25, 7th edition), PIE, SOAP, or basic narrative (see examples in learning module) 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 (page 25, 7th ed.). To "sign" your chart entry change the font to a cursive or script for the signature. Suggested fonts are **Lucida Calligraphy** or **Freestyle Script**. See following examples

Lucida Calligraphy Ex. *Jane Doe, R.T.(R).*

Freestyle Script Ex. *Jane Doe, R.T.(R).*

### Very Important

***Please take a screenshot of your signature font. Sometimes formatting errors occur and your signature turns to regular type. Points will be deducted if you do not have a signature font. This will verify your signature to prevent losing valuable points.***

### 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 (narcotic, analgesic, etc.)
- 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 in Unit 3. This assignment requires a 7th edition APA title page.

**PLEASE NOTE:** If you are using a template that can be possibly used by other organizations, please let me know that more than one institution uses that template. It could come back as the assignment being plagiarized. This will save you a great deal of trouble.

## Cultural Communication Assignment

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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 the 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. If the culture you choose speaks English, use the culture's secondary language as the language in which the patient communicates. 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 of 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 included 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
- is to be a single Word 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 7<sup>th</sup> 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 WORD 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 7<sup>th</sup> Edition usage, content (ensure completion of 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 against the assignment criteria prior to handing in the assignment.*

## Proctored Comprehensive Final Exam- 30%

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### 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 a 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. This is the student's responsibility.
- 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.**