

COURSE APPROVAL/CHANGE DOCUMENT

(See back of form for instructions)

1. ADDITION ___ REVISION ___ TERMINATION ___

2. IF REVISION: denote changes (i.e. Title only; Title, CIP and Description; etc.):

3. COURSE NUMBER ___

4. COURSE TITLE _____

5. IF REVISION: Previous Course No. _____ Previous Title _____

6. FOR ADDITIONS AND REVISIONS -
FIRST TERM/YEAR TO BE OFFERED:

Fall___ Spring___ Summer___ Term_____

7. FOR TERMINATIONS ONLY -
LAST TERM/YEAR TO BE OFFERED:

Fall___ Spring___ Summer___ Term_____

8. COLLEGE:

9. DEPARTMENT NAME:

10. CIP CODE (Classification of Instructional Program / US Bureau of Labor Statistics): _____

11. FIXED CREDIT HOURS: YES___ NO___

___ Total Credit Hours

___ Lec Contact Hours

___ Lab Contact Hours

___ Other Contact Hours

12. VARIABLE CREDIT HOURS: YES___ NO___

___ Min Total Credit Hours ___ Max Total Credit Hours

___ Min Lec Contact Hours ___ Max Lec Contact Hours

___ Min Lab Contact Hours ___ Max Lab Contact Hours

___ Min Other Contact Hours ___ Max Other Contact Hours

13. CAN THIS COURSE BE TAKEN FOR ADDITIONAL CREDIT: YES___ NO___ If YES, total number of times course can be taken _____

14. MAXIMUM ENROLLMENT ALLOWED FOR COURSE: _____ Justification of maximum enrollment:

15. CLASS SCHEDULE TYPE/ FACULTY WORKLOAD: Choose appropriate schedule type:

Faculty Workload: _____

Class schedule type justification:

16. COURSE LEVEL:

17. GRADE TYPE:

18. DEVELOPMENTAL COURSE: YES___ NO___

19. CROSS-LISTED COURSE:

YES___ WITH _____ NO___

20. SPECIAL COURSE FEE? (Must be Board approved)

YES___ Amount \$ _____ NO___

21. Required faculty qualifications to teach this course:

22. GENERAL EDUCATION COURSE: YES _____ NO _____

If yes, please select one general education category:

If yes, please select up to three general education learning goals that reflect the priorities for student learning in the course. Please rank these in priority order, i.e. 1,2,3 by inserting the numbers/rankings into the boxes:

- ___ General Education Learning Goal 1: Ethical Reasoning
- ___ General Education Learning Goal 2: Global Learning
- ___ General Education Learning Goal 3: Information Literacy
- ___ General Education Learning Goal 4: Written Communication
- ___ General Education Learning Goal 5: Oral Communication
- ___ General Education Learning Goal 6: Critical Thinking
- ___ General Education Learning Goal 7: Quantitative Literacy

If the proposed new or revised course is a General Education course, please provide a short rationale why this course should be considered as a general education course.

Attach the following:

- a) Class syllabus using the syllabus template.
- b) Memo from Library Dean assessing available and needed library resources and services.
- c) If applicable, memos from Department Chair(s) in affected department(s) stating support or that issues/conflicts are resolved.

COURSE APPROVAL SIGNATURES

Department Chairperson

Dean of Kent Library

College Council

Educator Preparation Committee

General Education Council

Graduate Council

To obtain the next signature, save the pdf to your desktop and then email the form as an attachment to the next individual for signing. When submitting the form, the **email must come from your Southeast email account.**

Registrar's Office Use Only

SCACRSE _____ Degree Audit _____ Bulletin _____ Degree Map _____ SHATATR _____

Instructions for Completing Course Approval/Change Document

1. Is the course an Addition, Revision or Termination?
2. If Revision: Please list changes being made to course such as title change; or title, CIP, and description change, etc.
3. Course Number: Two letters (choose discipline from drop down menu) and three numbers (i.e., EN 140). For course additions, ask for a list of available course numbers from the Registrar's Office.
4. Course Title: Full title of course.
5. If Revision: Indicate previous course number and/or title if change has been made. A new course number must be used if the revised course is not equivalent to the previous course offered.
6. For Additions and Revisions-First Semester/Year To Be Offered: Indicate first semester/year course is to be offered or when changes to the revised course will be put into place.
7. For Terminations Only-Last Semester/Year To Be Offered: Indicate last semester/year course is to be offered. For course terminations skip questions 10-22.
8. College Name: Choose the College Name from drop down menu. UI/IU courses belong to the Provost.
9. Department Name: Choose the Department Name from drop down menu. UI/IU courses belong to the Provost.
10. CIP Code: Enter six digit code number. Contact Institutional Research for information.
11. Fixed Credit Hours: Enter the total credit hours student will earn for course. Lecture, Lab, and/or Other Contact Hours should be completed as appropriate. Lecture contact hours should equal the student credit hours earned for the lecture component of the class. Lab contact hours will in most cases be entered as a 2 to 1 ratio (2 contact hours equals 1 student credit hour) for the lab component of the class. Other Contact hours will be entered for field experience courses, internships, practicums, etc.
12. Variable Credit Hours: If course is variable credit hour, indicate total minimum hours and total maximum hours for which credit can be received. Indicate minimum and maximum lecture, lab, and/or other contact hours as appropriate. See 10 for more detailed instructions.
13. Can This Course be Taken for Additional Credit: Indicate if students will be allowed to enroll in this course more than once for additional credit. NOTE: If the course allows for multiple repeats, it is outside the normal repeat procedure. If a student making a grade of 'D' or 'F' wants to repeat the course for a better grade, special handling is required.
14. Maximum enrollment allowed for course: Indicate the total number of students allowed to enroll in this course and the justification for that maximum.
15. Class Schedule Type/Faculty Workload: See Class Schedule Types sheet on Document Share for appropriate type of course and faculty workload.
16. Course Level: Choose appropriate course level from drop down menu. 500 level courses are mixed undergraduate/graduate.
17. Grade Type: Indicate if course is standard grade (A, B, C, etc.) or Credit/No Credit
18. Developmental Course: Indicate if course is to be offered for degree credit or developmental credit.
19. Cross-listed Course: List course that is cross-listed across disciplines (e.g., PY120/CF120)
20. Special Course Fee: Indicate course fee amount as approved by Board of Regents
21. Required faculty qualifications: What are the degrees, areas of specialty, and/or other characteristics of a faculty member that would qualify them to teach this course.
22. General Education Course: Choose NO, or the category in which the course falls and the general learning goals.

NS637 COURSE SYLLABUS

SOUTHEAST MISSOURI STATE UNIVERSITY

DEPARTMENT OF NURSING

Course Number: NS637

Course Title: Primary Care I Practicum

Catalog Description: Preparation for providing primary health throughout the lifespan. Integration of theory and practice is guided by experienced practitioners.

Prerequisites: NS628 exam average \geq 80% and NS627 grade of \geq B.

Credit Hours: 4 credit hours (360 clock hours)

Semester: Fall 2020

Class Meeting Times and Locations: Varied by clinical sites. Students are required to post clinical schedule and hours.

1. All clinical hours, for the upcoming week, must be posted to the Clinical Calendar Forum on Moodle by 8:00pm on the Sunday immediately preceding the upcoming week. Clinical hours completed without prior posting will not be accepted/considered for clinical hour completion requirements.
2. Additionally, for each preceptor, you need to upload the following information to the Clinical Calendar Forum: PRECEPTOR NAME, ADDRESS, PHONE #, email, and number of hours you plan to complete with them.

INSTRUCTOR INFORMATION

Instructor: Michele Tanz, DNP, APRN, FNP-BC

Contact Info: Email: mtanz@semo.edu

Office Phone: (573) 651-2939

Cell Phone: (573) 576-1194

Office Location: CH217B

Office Hours: Tuesdays 10:00- 12:00 PM and 4:00-5:00 PM

Instructor: Corrie Dudley DNP, APRN, FNP-BC

Contact Info: Email: cdudley@semo.edu

Office Phone: 651-2870

Cell Phone: (573)576-2742

Office Location: Crisp 310

Office Hours: Office Hours: Tuesday 9:30-12:00, Thursday 10-11, and as needed by appointment

When sending emails- please make sure to send to both instructors and put NS637 in the subject line. When leaving voice message include NS637.

WHOM TO CONTACT WITH CONCERNS

Questions, comments or requests regarding this course or program should be taken to your instructor. Unanswered questions or unresolved issues involving this class may be directed to Dr. Gloria Green, Chairperson, Department of Nursing.

OBJECTIVES OF THE COURSE

At the end of this course, the student should be able to:

1. Establish therapeutic, culturally sensitive clinical relationships with individuals, families, and healthcare team members.
2. Provide individual, family, and/or group health education, health promotion and disease prevention activities.
3. Diagnose acute and chronic illnesses.
4. Develop evidence-based management plans for identified acute and chronic illnesses.
5. Implement evidence-based management plans for acute and chronic illnesses.
6. Evaluate the effectiveness of the evidence-based management plan.
7. Demonstrate an understanding of the responsibilities of the advanced practice nurse.
8. Describe and/or implement inter-professional collaboration strategies.

COURSE-SPECIFIC REQUIRED MATERIALS

UpToDate Online. Wolters Kluwer. Please subscribe by going to <http://www.uptodate.com/home/uptodate-subscription-options-trainees>

*Must show proof of student status to receive rate of \$199/year.

Papadakis, M., McPhee, S., & Rabow, M.W. (2016). Current: Medical diagnosis and treatment (55th ed.). New York: McGraw Hill.

Lab Coats at Clinical Settings (as needed)

MSN Student ID Badge must be worn in clinical settings.

Internet access that supports streaming video. Moodle works best when utilizing the internet browser Firefox. If you are having difficulty accessing the course content or website, switch to Firefox.

COURSE CONTENT (Clinical Hour Requirements)

Over the semester you will complete 360 clock hours of clinical practice. You will spend 90 hours in Obstetrics/Women's Health, Pediatrics, Adult, and Geriatrics settings. This can be accomplished by spending 24 hours per week in clinical settings. However, you are free to schedule your clinical hours in a way that works best for you. You will be required to submit your clinical logs every 45 hours.

This clinical course requires you to have a minimum of 600 patient encounters (150 each: Obstetrics/Women’s Health, Pediatrics, Adult, and Geriatrics).

GRADING SCALE AND POLICIES

Grading (Southeast Missouri State University is on a 4.0 grade point system. Graduate courses are graded A, B, C, and F. There is no D at the graduate level). The following grading scale for the MSN Program is:

- 90%-100%A
- 80%-89%B
- 70%-79%C
- 69% and below.....F

Please refer to Graduate Bulletin or the for any questions or concerns
<http://www.semo.edu/grad/bulletin.html> <http://www.semo.edu/pdf/nursing-MSN-handbook.pdf>

BASIS FOR STUDENT EVALUATION

Item	Points	% of total grade
Clinical Case Documentation (4)	(100 each)- 400 points	57.14%
Clinical Case Peer Review (4)	(25 each)- 100 points	14.29%
Preceptor Evaluations of Student	200 points	28.57%

A minimum grade of “B” or better is required to successfully complete NS637 Primary Care I Practicum.

Clinical Case Documentation

Four Clinical Case Documentations (one OB-Gyn, one pediatric, one adult, and one geriatric) will be required throughout the course. In each case you will provide a History & Physical Exam of the patient as well as the assessment and plan (both your preceptor and yours). You will also be required to identify, cite, and summarize the appropriate evidence-based guidelines that support your plan of care.

*Clinical Case Documentation should be a case from which you learned new information or integrated information in a new way. Simple, straight-forward cases, or follow-up visits that require no new diagnoses to be identified are inappropriate for this assignment. Please seek clarification from clinical faculty prior to the due date if you have questions or concerns.

The score for each Clinical Case Documentation (one OB-Gyn, one pediatric, one adult and one geriatric) must be 80% or greater in order to pass this course.

Should a student receive a score of less than 80% on a Clinical Case Documentation, the student will be given one opportunity to improve the Clinical Case Documentation and re-submit to faculty by the specified date. The highest score a student can receive on a repeated assignment is

80% and only one additional opportunity will be allowed. If a second Clinical Case Documentation scores below 80%, the student will fail this course.

Clinical Case Peer Review

Each Clinical Case will be submitted for peer review prior to final submission. The peer review will be graded based on the amount, quality, and type of feedback provided. Feedback is required for History of Present Illness (HPI), Past Medical, Family, and Social History, Physical Exam, Differential Diagnoses (DDx), Assessment, and Plan.

Preceptor Evaluation of the Student

Preceptors will evaluate students using a 1-4 Likert Scale.

1=one of the worst, consistent with a failing grade

2=below average/average, consistent with a C

3=average/above average, consistent with a B

4=above average/one of the best, consistent with an A

- The student must receive individual evaluative scores of at least "2" or greater with an average evaluative score of "3".
- An individual evaluative score of "1" or an individual average evaluative score of less than "3" will result in additional clinical hours to receive a passing grade for the course.
- Points are determined by averaging the evaluative scores, with consideration of the amount of time spent with each individual preceptor (i.e. Average of total points is 3.0; Percentage of time spent with preceptor - 40 hours / 135 hours = 29.6%; Score - 3 X 0.296 = 0.89=89%)
- One (1) failing evaluation will result in repeating a minimum of 1.5 X the number of clinical hours failed. The failing evaluation scores will contribute to the course grade. Evaluation scores for repeated clinical hours will not contribute to the course grade.
- Two (2) failing evaluations from two (2) individual preceptors will result in a failing grade for this course.

EXPECTATIONS OF STUDENTS

1. Compliance with all expectations as identified in the [MSN Student Handbook](#)
2. Prior to the beginning of any clinical experience, the appropriate documentation should be current and uploaded to your individual database in the Moodle course "MSN Clinical Requirement". This database is part of your student file for the Department of Nursing. Failure to do so will prevent students from participating in clinical experiences until documentation is completed. See the [MSN Student Handbook](#) for a complete list of required documents.
3. Active participation in clinical

4. Determination of the necessity of the absence is at the discretion of the faculty. It is impossible for faculty to be empathetic to unknown causes.
5. Students are expected to behave in a professional manner. This means no crossword puzzles, newspapers, continuous talking or other disruptive/disrespectful activities. Cell phones and other electronic devices must be SILENCED during clinical. Electronic devices, including cell phones, may be used for educational purposes only. (Texts or personal calls may only be made during approved break times, as determined by your clinical preceptor). Unprofessional conduct will result in a reduction of the final course grade. Unprofessional behavior may result in the student being asked to leave the clinical setting. If a student is asked to leave clinical for any reason, the student is to contact the course instructors immediately.
6. Complete all assignments
7. Clinical site and preceptor must be approved by faculty.
 - i. Approved clinical sites may include: OB/GYN offices, Pediatric Practice, Internal Medicine office, Family Practice offices. Limited hours may be approved at Urgent Care Clinics or Immediate/Convenient Care Clinics that deliver primary healthcare, but these approvals are at the discretion of the faculty.
 - ii. Unapproved clinical sites may include: Emergent Care Clinics, Emergency Departments, or other acute care facilities.
 - iii. Preceptors may be nurse practitioners (NP's), physicians, or physician assistants; however, a combination of hours between NP's and physicians is preferred. Not more than 25% of hours can be spent with a physician assistant.
 - iv. Students are limited to no more than 5 clinical sites. When less than 45 hours is spent with a single preceptor, then it is up to the discretion of the instructors to determine if the clinical time will be counted toward the required amount. (For instance: If you were at a clinical site where you had a "main" preceptor and a "back-up" preceptor, you may have spent 80 hours with the "main" preceptor and 12 hours with the "back-up" preceptor. These 12 hours would typically be acceptable to count toward your total needed clinical hours. However, if you went to a site and spent only 35 hours with a preceptor and failed to discuss the need to change with one or both instructors, this time would typically not be counted).
 - v. The Clinical Preceptor Letter (see Moodle website) should be given to the preceptor on or before the first clinical experience.
 - vi. If a clinical site requires any type of forms, letters, or signatures from FNP faculty or director, notify instructors or director via email at least one week ahead of due date and provide details of what specifically is needed.
8. Schedule/coordinate clinical hours with an approved preceptor/clinical agency

i. During the first week of class the student will be responsible for submitting Preceptor Information (including a copy of the Missouri Board of Registration Verification of License). This must be done prior to attending clinicals in that setting.

ii. All clinical hours, for the upcoming week, must be posted to the “Clinical Calendar Forum” on Moodle by 8:00pm on the Sunday immediately preceding the upcoming week. Clinical hours completed without prior posting will not be accepted/considered for clinical hour completion requirements. To use the Clinical Calendar Forum:

- Click on “**Clinical Calendar Forum**” on Moodle Page
- Click “**Add a new discussion topic**”
- **Follow instructions to post Title:** YOUR NAME
- **Description:** PRECEPTOR NAME, ADDRESS, PHONE #
- Choose appropriate date and times then **SAVE** or **SAVE and ADD ANOTHER**

iii. Additionally, for each preceptor, you need to upload the following information to the “Clinical Calendar Forum”: PRECEPTOR NAME, ADDRESS, PHONE #, email, and number of hours you plan to complete with them.

9. Required Forms

i. Clinical log for each clinical day. Clinical logs must be submitted (on the clinical log form provided) after the completion of the 45-hours of clinical.

ii. Students are responsible for submitting a Student Evaluation of Preceptor for each preceptor they have clinical time with.

iii. It is the Students responsibility that a Preceptor Evaluation of Student from is completed and submitted to the faculty for each preceptor the student has logged time with. When turning in paper copies, the Preceptor Evaluation of Student should be sealed in an envelope with the preceptor signature over the seal. Alternative methods for the preceptor to return an evaluation form include:

- Scan and email the evaluation form to: mtanz@semo.edu;
- Fax to: (573) 651-2142; or
- Mail to: One University Plaza, MS 8300, Cape Girardeau, MO 63701.

DEPARTMENTAL REQUIREMENTS

Incomplete MSN Coursework Time Limit Policy

Should a student receive an incomplete grade in this course, the course instructor will be responsible for determining the time period allotted for completion of course requirements. A written contract between the course instructor and student will indicate the reason for the incomplete, the work that must be completed, the deadline for completing the work, and signatures of both parties. A copy of the contract will be maintained by the instructor and the

student and placed in the student's file. A grade of 'Incomplete' must be removed during the next academic year, exclusive of the summer semester, or a grade of 'F' will be recorded, and the student will be placed on academic probation.

RECORDING AND SOCIAL MEDIA

Class Session Recording Restrictions: Recording of any class or clinical sessions is prohibited except with the express consent of the course instructor/presenter at the time of the recording. Should consent be granted, the posting of class session recording(s) to ANY social media site (Facebook, Twitter, YouTube, Instagram, Snap Chat, etc.) is strictly prohibited.

ACCESIBILITY STATEMENT

Southeast Missouri State University and Disability Services are committed to making every reasonable educational accommodation for students who identify as people with disabilities. Many services and accommodations which aid a student's educational experience are available for students with various disabilities. Students are responsible for contacting Disability Services to register and access accommodations. Accommodations are implemented on a case by case basis. For more information, visit <http://www.semo.edu/ds/> or contact Disability Services at 573-651-5927.

ACADEMIC HONESTY

Southeast Missouri State University expects all students, faculty and staff to operate in an honest and ethical manner. Academic dishonesty is a very serious offense because it undermines the value of your education and the education of others. Students who engage in academic dishonesty face significant penalties. Forms of academic dishonesty include, but are not limited to, plagiarism, cheating, contract cheating, misrepresentation, and other actions you take. Some of these are defined below:

- Plagiarism means passing off someone else's work as your own, whether it is intentional or unintentional.
- Cheating includes copying from another person or source of information to meet the requirements of a task.
- Contract cheating is paying someone else or a company to do your work.
- Misrepresentation means you are posing as someone else or someone else is posing as you to complete a task.
- Collusion means working with one or more people to cheat. If you help someone cheat or plagiarize you will face the same penalties.

For more information, visit the Responsible Redhawks Code of Conduct <http://www.semo.edu/responsibleredhawks/code-of-conduct.html> or the Faculty Handbook Section (D) on Academic Honesty <http://www.semo.edu/facultysenate/handbook/5d.html>

CIVILITY AND HARASSMENT

Your university experience is purposely designed to introduce you to new ideas, help you think effectively, develop good communication skills, evaluate information successfully, distinguish among values and make sound judgements. Doing this well requires respectful and courteous discussion among and between students and the instructor. Together, we must create a space where we acknowledge and respect others have different experiences, perspectives and points of view. Disagreements are likely. Mutual respect for one another and a willingness to listen are important. Remember, you are responsible for your behavior and actions. There is a no tolerance policy on bullying or harassment of any kind. Additional information on student conduct may be found at: <http://www.semo.edu/pdf/stuconduct-code-conduct.pdf?ver=1.0> and http://www.semo.edu/pdf/Conduct_Faculty_Resource_Guide.pdf

MANDATORY REPORTING

I will keep information you share with me confidential to the best of my ability, but as a professor I am legally required to share information about sexual misconduct and crimes I learn about to make our campus and community safe for everyone.

STUDENT SUCCESS

This course uses SupportNET, Southeast's student success network, to improve communication between students, faculty and staff on campus. You'll get emails through SupportNET with information about resources or concerns. Please read these emails—they are sent to help you succeed! You can access SupportNET through your portal, Moodle or directly at supportnet.semo.edu to see any academic alerts, ask for help and to access resources to support your success at Southeast.