



Dear Nursing: Fundamentals Student:

Welcome to **Nursing: Fundamentals (543-101)**. I'm Ann Ruesch and I will be your instructor for this course. This letter should provide you with some basic information to get started.

Please read this letter and keep it for future reference. You can find the syllabus introduction pages and Unit One information under "Courses" on my faculty webpage on the Mid-State Technical College website. The address is <http://instructor.mstc.edu/instructor/aruesch/>. When the course opens on the first day of the semester, you will find the entire syllabus on the Blackboard course site. You will not be able to enter the course until the first day of class. **Be sure to log on to class the first day or you may be considered absent.**

### **Instructor Information**

- Instructor: Ann Ruesch
- Office: A 129
- Office Hours: Mondays from 1000 - 1200 and Tuesdays from 1400 - 1500
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- Fax Number: (715) 422-5313
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### **Course Description**

Nursing Fundamentals is a 2 credit, 17-week, first semester nursing course. This course focuses on basic nursing concepts that the beginning nurse will need to know to provide care to diverse patient populations. Current and historical issues impacting nursing will be explored within the scope of nursing practice. The nursing process will be introduced as a framework for organizing the care of patients with alterations in cognition, elimination, comfort, grief/loss, mobility, rest, integument, and fluid/electrolyte balance.

### **Prerequisites**

Pre: Admission to nursing program

Pre/Co: General Anatomy and Physiology or Anatomy and Physiology 1

## Required Course Materials

If you have not already done so, please obtain the required course materials and supplies. Be sure you have them on hand before the official start date of this course. This course requires the following:

Ackley, B.J. & Ladwig, G. B. (2011). *Nursing diagnosis handbook: An Evidence-based guide to planning care*. (9<sup>th</sup> ed.). St. Louis, MO: Elsevier.

Required: Yes

Berman, A., Snyder, S., Kozier, B., & Erb, G. (2008). *Kozier & Erb's Fundamentals of nursing: Concepts, process, and practice*. (8<sup>th</sup> ed.). Upper Saddle River, NJ: Pearson Education.

Required: Yes

O'Toole, M. (2003). *Miller-Keane encyclopedia & dictionary of medicine, nursing, & allied health*. (7<sup>th</sup> ed.). Philadelphia: Elsevier Science.

Required: No – Any medical dictionary will be sufficient

You will **not** need a hard copy of the course syllabus from the MSTC bookstore. This is for the face-to-face course and there are some differences between the online and face-to-face courses. Your syllabus will be online when the course opens and you can print a copy if you wish.

If you are in Wisconsin Rapids, you may purchase texts and materials from the MSTC Bookstore. Be sure you have your registration form with you when you purchase materials. Or you may use MSTC's virtual bookstore by using this link: <http://www.ecampus.com/mstc>.

- MSTC-Wisconsin Rapids, 500 32<sup>nd</sup> Street North, Wisconsin Rapids, WI 54494
- Phone: 715.422.5434  
Toll Free: 1-888.575.MSTC (6782)
- Hotlink at <http://www.mstc.edu/students/bookstore.htm>

**You may find it more convenient to purchase your textbooks from an online textbook company. One example is Amazon.com ([www.amazon.com](http://www.amazon.com)).**

**The first unit involves quite a bit of reading. You may want to begin early so you don't feel overwhelmed in the first few weeks of the course. You can check out my web page to see the course syllabus and first unit before the course opens. There you will find the readings that are required for the first unit and get a head start if you wish.**

In order to complete this course online and/or to work through Blackboard, Internet-based activities, assignments, projects, and discussions you will need the following:

- Pentium computer with a processing speed of **at least** 200 MHz; a high-speed broadband connection to the Internet is preferred (versus a dial-up, lower-speed connection).
- Internet/Web Browser: Internet Explorer or Mozilla Firefox 2 (Firefox 3 is not compatible with Blackboard)
- Experience word processing your documents using a program such as Word. If you use a Mac, please let me know right away, as we may have to make adjustments for documents created using that platform. **Microsoft Word is the preferred word processing package for this class. THE DOCUMENTS IN THE COURSE ARE IN WORD. I require the assignments you submit to me to be in Word. You can use either 2003 or 2007 version of Word.** Each unit consists of a PowerPoint presentation which will require you to have availability of PowerPoint. If you do not own Word at this time, it can be purchased at a discounted price from Wisconsin Integrated Software Catalog at <http://wiscsoftware.wisc.edu/wisc/>. You can also purchase PowerPoint. If you prefer, PowerPoint viewer can be downloaded for free from the Microsoft website. The easiest way to find the site is to type "PowerPoint viewer" into a search engine such as Google.
- Experience using a Web browser such as Internet Explorer.
- Experience using e-mail to send, receive, attach, and download documents. Please note: Hotmail and Yahoo mail accounts are often blocked by MSTC's firewall. I **strongly recommend that you activate and use your MSTC e-mail account** for all e-mail communications in online classes. All official communication will be through MSTC e-mail. I will not be typing in personal e-mail addresses into my computer.
- I would recommend you have a backup plan in mind in the event of a computer failure. Research a library, work, or friend's computer you may find it necessary to use in an emergency. Nothing would be more frustrating than to be prepared to take an exam and find out your computer has crashed. If you are planning on using your work computer, but sure to check with your employer's computer security system to assure the course will be available with worksite computers.
- You will not be able to enter the course until the first day of class. On the first day you can log in using these instructions:
  1. Go to <http://mstc.blackboard.com>
  2. Click on User Login
  3. Username: Your person ID number (formerly student ID)
  4. Password: Same person ID

## Testing Information

In Blackboard, MSTC's online learning management system, tests are scheduled and set for a specific number of times they can be taken. In this course, you will have **only one opportunity** to take a quiz or an exam. Each unit has practice exams where you can test your knowledge and become more familiar with the online testing environment.

Academic honesty is important to the college and to the nursing profession. I do think it is important to remember that when you take state boards, you will not be using resources. Therefore it is best to take multiple choice tests without the use of your textbook. It will best prepare you for the future. It will be difficult to look up answers in your book when taking a quiz. You have approximately 1 minute per question. So you do need to know the material. I have decided to build in a couple of minutes cushion into the time allowed for the completion of the quiz or exam. That time will allow you to read the directions and to actually submit the quiz or exam. You will be able to submit the item after the time limit expires, but your grade will be lowered. I would also ask you **not** to make copies of any of the quizzes or exams. Be sure you are prepared for the quiz or exam **before** you open it online; once you open it, you will be expected to finish it. There is a time limit for each quiz or exam, typically one minute per question. If you do not finish the test and close it for some reason, you will be locked out of it from that point on. You **MUST** obtain my permission to have the test reset. I will reset **one test one time** during the semester for you. There will be more information on testing in the course syllabus. The midterm and final exams are proctored exams. You will not be allowed to use any resources when taking the midterm or final. It will be closed book.

If you are a Mid-State student you will be required to take all proctored exams in person on the Wisconsin Rapids campus. Dates and times for taking the exams will be provided to you once the course opens. Students who are not Mid-State students will need to identify a proctor (someone who can monitor you while you are taking the exam) within the first few weeks of the course.

The proctor must be one of the following:

1. A working professional, such as a nursing supervisor/manager, accountant, lawyer, etc.
2. A professional in education (present or former) such as: counselor, teacher, librarian, administrator, or administrative assistant.
3. A public librarian.
4. A person working at a testing center such as Sylvan Learning Centers

The proctor **CANNOT** be one of the following to the student even if they fall under one of the above categories (for example you cannot use your mother who is a teacher):

1. Relative
2. Co-worker
3. Personal friend

Be sure to check your proctor is available to you during the dates the midterm and final exams are open. It would be a disappointment if you were prepared and could not take the exam because your proctor was on vacation! The exam must not be taken in your home or personal work space. The testing site does need computer access. The designated proctor should also have email, so I can send that person the password needed to get into the test.

You must EMAIL me information about your proctor. Include their name, position or relationship to you, phone number, postal mailing address, and email address. I will contact the proctor and provide him or her with the information they will need to proctor you during the exams.

Please provide this information to me within the first two weeks of the course.

If you require testing accommodations I need to know immediately.

You will find this course challenging and, I hope, fun to do in this format. I'm looking forward to having you in class and working with you this semester. Never hesitate to contact me if you have questions, concerns, feel lost or confused—it may happen to any of us taking online courses, and I'm here to help.

Sincerely,

Ann Ruesch, R.N., M.P.H., M.S.N.

Please read the following enclosures:

- Internet Student Profile
- What Can I Do to Be Successful in My Online Course?
- SQ3R

## WHAT'S YOUR "INTERNET STUDENT" PROFILE?



*Do you have what it takes to be a successful Internet course student?*



**Directions:** Check the statement that best describes you and your study habits.

- |   |  |
|---|--|
| <p>1. I regularly have 7-9 hours per week to spend on this course. _____ OR _____</p> <p>2. I am a good reader and I enjoy learning by reading. _____ OR _____</p> <p>3. I enjoy working independently and seldom need reassurance that I am doing this correctly. _____ OR _____</p> <p>4. I have specific days/times available to work on my Internet course. _____ OR _____</p> <p>5. I can budget my time well and prioritize activities efficiently. _____ OR _____</p> <p>6. I realize that the class work of an Internet course is equal to or greater than that of a regular on-campus course. _____ OR _____</p> <p>7. I am willing to take responsibility for getting whatever help I may need with this course by contacting the instructor or my teammates. _____ OR _____</p> <p>8. I realize that my instructor may not be available when I want and that I may have to leave an e-mail (or other type of) message. _____ OR _____</p> <p>9. I realize that course requirements and due dates are there for good reasons, and I feel I can structure my time effectively to meet them. _____ OR _____</p> <p>10. I have met the prerequisites for this course. _____ OR _____</p> | <p>1. I sometimes have 7-9 hours per week to spend, but many times I do not.</p> <p>2. I'm an "OK" reader, but I prefer to have an instructor present the materials.</p> <p>3. I can work independently in some situations, but I prefer having someone to check with regularly.</p> <p>4. I plan to schedule my Internet course work around my other activities.</p> <p>5. I work better when someone tells me what to do and gives me due dates.</p> <p>6. I want to take this Internet course because I believe that there is probably less work to do than in a regular course.</p> <p>7. I would not feel comfortable contacting the instructor or other classmates for help.</p> <p>8. I prefer getting an immediate answer to my question rather than waiting.</p> <p>9. I know that course requirements and due dates are there for good reasons, but I feel that exceptions should be made if I allow myself to get behind on my work.</p> <p>10. I have not met the prerequisites for this course but feel I can be successful anyway.</p> |
|---|--|

➤ A greater number of check marks in the left-hand column indicate that you may be a successful Internet student.

➤ A greater number of check marks in the right-hand column indicate that Internet courses may not be the most effective way for you to learn. You may want to enroll in a traditional on-campus class.

## WHAT CAN I DO TO BE SUCCESSFUL IN MY ONLINE COURSE?



**Here are just a few suggestions; you'll probably be able to add several more to this list.**

- ☺ **Obtain** all materials required for the course before the course begins.
- ☺ **Plan** and write down 2-3 specific goals for yourself for this class. Put them somewhere you'll see them as a reminder.
- ☺ **Unless you hear differently from your instructor, your online course will not become available to you until the first official start day of the class. Be sure** you know when your course begins and how to get into it. The letter you receive from your instructor should give you this information. If it does not, contact your instructor for this information.
- ☺ **Purchase** all required supporting materials, including textbook, manuals, and/or other required course materials before the class begins.
- ☺ **Update and/or activate** your MSTC e-mail address. Be sure the instructor has your current e-mail address.
- ☺ **Set up** a regular, daily, or weekly schedule of study and communication time. Build in break times if you schedule more than an hour at a time for study. Build in 5-minute quick review times at the beginning and end of each session. Time management is a critical factor in an online learning course.
- ☺ **Prioritize** assignments, discussions, and exams. Know due dates and prepare work so that it is ready to be submitted on time (or early).
- ☺ **Check in** often and ask questions whenever they come up so you maintain a good comfort level in the course.
- ☺ **Complete** and submit all required assignments, discussions, projects, and/or tests and exams by scheduled deadlines.
- ☺ **Contact** your instructor when an emergency arises. Make arrangements to complete the work on an adjusted schedule if possible.
- ☺ **Let** the instructor know immediately when/if you elect to drop the course. If you are entitled to a refund (within the first month of the course start date), please be sure to contact Registration to be sure all steps in the process are followed correctly. Remember, you must initiate the drop for the course; your instructor cannot do that for you.

### **SQ3R: A Proven Method of Studying Print Materials**

<b>S</b>	<b>SURVEY:</b>	Skim the reading assignment, noting all section headings, bold-faced type, and summaries.
<b>Q</b>	<b>QUESTION:</b>	Formulate questions: “What will I be expected to know from reading this information?” Your learning plan (competencies, performance standards, and learning objectives) provide a good guide for this step.
<b>R1</b>	<b>READ:</b>	Read to find the information that relates to the competencies, performance standards, and learning objectives. Attempt to answer the questions you have identified.
<b>R2</b>	<b>REVIEW:</b>	Skim the reading assignment again. Ask yourself: Do I have the information I need to be able to do the assigned project, work, or exam?
<b>R3</b>	<b>RECITE:</b>	Take brief notes. Highlight the reading material, making notes in margins or on a separate sheet that you can keep with the original reading (if you make notes on a separate sheet, write down which page(s) the notes come from in the assignment).