

Orientation to NUR 106 D

My name is Sheryl Colle. I am the course coordinator for NUR 106 D – Maternal Nursing. I'd like to welcome you to the course and hope you really enjoy this semester. I'll let you in on a little secret – this is the best, most fun course you'll have all the time you're in school! I mean, who doesn't love playing with newborn babies??! I've been teaching maternity nursing for over 30 years, so I really loooove those moms and babies!

I tend to be a rather detail-oriented person, so I try to give you as much in writing as possible for you to refer back to as necessary. Be sure to read this document clear through because there are some important things you need to do before class on Monday when we hit the road running with the first lecture. It would be a good idea for you to print the course overview before you go any further with this document because I'll be referring to it many times in this document. I would suggest that you print this orientation document because as you read it, you could then look at the various icons and pages of the website as I talk about them. **Actually you'll have many occasions when you will need to review this document throughout the semester, so keep it in a safe, but readily available, place after you print it.** Many questions will come up throughout the semester that will most likely be answered right here.

I'm really looking forward to seeing everyone! What I would like for each of you to do when you finish reading this orientation is to let me know that you did read this by sending me an email via Blackboard as soon as you are able to access the Blackboard site. Also tell me a little bit about yourself, so I can get a jump on getting acquainted with you. This will also let me know that you were able to get into Blackboard OK.

Let's look at the overview first. Got it printed? You may want to get a pen, pencil, or highlighter to make some notes on it as we go along. Same with the calendar.

I. NUR 106 D – Maternal Nursing

You can see there the name of the course and the hours of credit you'll receive when you successfully complete the semester.

II. Class Meeting Dates/Times/Location

You'll also want to print the calendar. We will likely go over the calendar briefly on Monday, just to see if there are any questions. You will notice, however, that you are in class nearly every day for the first two weeks either for 201 or 106 D. I know, you will get a bit tired of those chairs, but just hang in there and absorb all you can. Those first two units are reeeaaaly important because they are over the care of the mom and the newborn. That will prepare you to take care of the mom and baby when you go for your clinical experience. So strap on your seatbelts, because these first two weeks are a bit of a wild ride!

III. Clinical Dates/Times/Location

For the OB portion of this course, will be spending a Thursday and Friday (6:30 a.m. – 12:00 noon) morning on the mother/baby unit at Brookwood Medical Center. You will take care of a mother and her baby for those two days. You will also spend one day (Thursday or Friday) on a labor and delivery unit and one day (Thursday or Friday) in the NICU. L&D and NICU will be observational. Unfortunately, the first few of you to go to

L&D will not have had that material in class, so you will need to do a little reading ahead and view some videos, especially to familiarize yourself with the terminology, so the entire experience will not be totally foreign to you. After you have the L&D lectures, you can look back and make a little more sense of what you saw. From the Home Page in Blackboard, click on Tegrity/Videos, then NUR 106 D – Maternal-Infant Nursing Tegrity/Video. There you will find the “Labor and Delivery” video. For the “Fetal Assessment” video, click on Web Links on the left side of the screen.

IV. Instructor, Contact Information, Office Hours/Location

On the Home Page of Blackboard, you'll find information about your instructor – phone numbers and email addresses. My office is in the Shelby HSB building, room 333. The best way to get in touch with me is by email. Please email me through Blackboard. I make folders there for every student and keep emails from and to students in those folders. I check my email several times each day. I will answer every email you send to me in a timely manner. I MAY check my email in the evenings and on the weekends, but don't count on getting answers from me after 5:00 weekdays or on Saturdays or Sundays. If for some reason Blackboard happens to be down, and you need to get in touch with me, you may email scolle@jeffstateonline.com

V. Course Description

Go ahead and take a minute to read the course description for yourself. If you have any questions about any of that, feel free to email me. If you think of any questions about anything as we go along here, take time to write down that question so you don't lose that thought. Then you can email me about all the questions at once. Go ahead.....take a moment to get that pad and pencil so you will have it to write down those questions.

VI. Prerequisite(s)/Corequisite(s)/Prerequisite Courses

You'll see the prerequisites and the corequisites listed there. Hopefully not too many of you are having to take BIO 220, Micro along with this course. If you're doing this, would you just include that information in your email to me so I'll know how many this affects? Jot that down so you don't forget it. I need to know this information when I make out the clinical schedule. This is not an easy semester taking 106 D and 201. Both of these courses are *quite* demanding and will require a lot of prioritizing and organizing your time to give them both your best. Sometimes students get the idea that 106 D is easier than 201 because the med-surg courses are the “hard courses.” Don't be fooled into thinking that, and determine to do your best for both.

VII. Evaluation and Assessment

Just read this first paragraph. In the second paragraph, make sure you underline about turning cell phones off in class and not bringing them at all to clinical. This school policy is strictly enforced. When you are at Brookwood where you have your clinicals, you may want to give your family or anyone that might need to contact you in an emergency the Brookwood number. It is 877-5250. That is the phone on 2nd Women's – the mother/baby unit. Also give them the Jeff State phone number as printed there in the Course Overview. When you are in the classroom, anyone needing to contact you on an

emergency basis needs to call Lisa Stewart 983-5243. She will relay the necessary information to you.

Grading Scale

Look over the grading scale. This should look familiar to you since this is how the A's, B's, etc. were determined last semester. Notice that theory grades will be calculated by dividing the total points achieved by the total points possible. There is no magical weighting of tests or difficult formulas to figure. You should be able to keep up with your current grade throughout the semester. Grades will also be posted on Blackboard. The points will include maternal-newborn tests, a comprehensive final exam, assignments, pop quizzes, and any classroom activities for which points might be assigned. The four OB tests are somewhere in the neighborhood of 55-65 questions each. **Note, however, that grades for pop quizzes, assignments, and classroom activities will not be calculated in the student's grade unless a minimum 75% average is achieved on all content exams and the comprehensive final exam.** Therefore, grades for those quizzes and assignments will not be posted on the Blackboard grade book, but will be kept in a pencil-paper grade book until the end. Near the end of the semester, I'll remind you know how many of those points you have for a total, but in the mean time, you can keep track for yourself how many points you have received for those items. Keep in mind that if you are a borderline 75% at the end of the unit tests and final exam, and have not done well on the pop quizzes and assignments, when those are added in, it could potentially put you below a 75% average for the semester. So do your very best on the pop quizzes and assignments. Those "extra points" are figured into the total points – they are *not* bonus points.

Be sure to read carefully about the math calculation test that will be administered the first week of school. You must pass the test with at least a 90% before you can administer medications in the clinical area. If you must take a 2nd or 3rd exam, it will be totally different from the others. There are 20 questions on each exam. As stated in the overview, you will not be allowed to give meds in the clinical area until you have passed the math test. Therefore, each math test failure will be reflected on your clinical evaluation form as an F in the appropriate section. **Three (3) failures on the clinical evaluation form within one objective will result in course failure.**

Now read carefully the information about the final grade in the laboratory portion of NUR 106 D is determined. Note that you will be doing 3 concept/care maps – one for a mother, one for a baby, and one for the L&D patient. All of them must be satisfactory, and grading of those will be reflected in the Clinical Evaluation Form. We will talk more specifically about those during our lab set aside for that. Concept/care maps will be done in place of care plans or flow sheets. Don't worry if this is a new concept for you. They will be explained, and we will practice doing them during CM lab. Students have found them to be a very valuable learning tool, and, yes, some have even found them *fun*! It is a chance to let your "creative juices" flow.

VIII. Attendance

Now read the section on attendance. Attendance in class is really very important. Students who do not have consistent class attendance typically do not do well in this course. There will most likely be a pop quiz every day, and pop quizzes may be given at any time during the class period. Those points do add up in the end. So do make being in every class, **on time**, a priority for yourself. I do start class on time. If the class begins at 9:00, and I'm giving the pop quiz at the beginning of the class, it will be given right at 9:00. If you arrive after the last quiz has been distributed, you will not be allowed to take that quiz and will receive zero points.

Course Test Policies

Be sure to read each of the 9 sections carefully. Your unit tests and final exam are paper/pencil tests taken on campus. If you miss a test, your make up may be a completely different exam, and it may be essay. Make-up tests are scheduled at the end of the semester prior to the final exam. One make-up test session is scheduled for all nursing classes. You must take your exam at that time. **Test reviews are scheduled immediately after the tests and *only* at that time. Once you have reviewed the test and had opportunity to get your questions answered, the test will not be available for further review.** Notice #7. Missed pop quizzes cannot be made up. If you arrive in class after the last pop quiz paper is handed out, you cannot take the quiz. You must be on time to take the quiz. Also note #12 and 13. **All cell phones must be OFF and out of your possession during the test. Any ringing phone that belongs to you will result in the loss of 5 points on that test.**

Clinical/Lab Policies

The 6 items listed there are no different from those required last semester. The bulleted clinical policies just give a little more explanation about the clinical requirements. We will be going over these again during the hospital orientation. Take your vitamin C, practice good hand-washing skills, and think positive, so you do not become ill! The schedule is extremely tight, making any make-up clinicals next to impossible to schedule. All the clinical paperwork will be turned into me. It will always be due the Monday following the clinical experience at 9:00 a.m. There will be a box just outside my office where you may place all your paperwork. Late paperwork will result in a grade of "F" on the Clinical Evaluation Form (CEF). Students who do not submit late paperwork within 24 hours of the deadline will receive an automatic "F" in all areas of the CEF that are related to paperwork. Remember that 3 "F"s in a clinical objective constitute a clinical failure.

Blackboard Policies

Just read through these guidelines. Everyone needs to log onto Blackboard **daily**. **Many many** announcements are made there. **Some may appear under the Discussions portion of the site, but most will appear in the Announcements section.** Some may be mailed to students directly. Always remember when you want to reply to a posting on the Discussions, it will go out to **everyone** if you just click, "Reply". If you want it to go only to the person who made the posting, your best plan would be to email them privately. Feel free to use the Discussions or Email to communicate with your classmates. Just remember the "netiquette" listed there in the Overview.

Email

Keep in mind this is generally the fastest way to get in touch with your instructor.

IX. Statement on Discrimination/Harassment

Just read this statement. It is the same for each course.

X. Americans with Disabilities

This, too, is the same for all courses in the nursing program.

XI. Course Calendar

We will briefly go over this on Tuesday for any clarifications that are needed, or email me with questions that you may have. NUR106 D meets Tuesday mornings in HSB 307. One thing you'll find is that the material is not presented in chronological order. We begin with the postpartum unit – taking care of the mother after she has had the baby. We follow that with the newborn unit. This way, by the time the clinicals start, you will have had all the postpartum and some newborn material and be ready to care for the mom and the baby. Then the units on labor and delivery (intrapartum) and pregnancy (antepartum) follow. Reading assignments for each of the units will be posted on the Discussions.

XII. Student Acknowledgement Form

This is available online. Go to the Home Page, click on Orientation/Course Information, then click on Student Acknowledgements . Click on it and answer “yes” as evidence that you are aware of this and agree to it.

XIII. Textbook(s) and Other Learning Resources

The course packet is online through Blackboard. It is not contained in one big document, so you may want to download and print it a little at a time. On the left side of the screen, don't forget to click on the two down arrows next to Course Content. This opens up the tree for you to see all that is available. You can then access any part of the site from there. When you click on Content Modules, you'll see Unit Objectives and Note-taking Guides. These will be what you will want to print before you come to class for that particular topic. For most units, you will find some detailed objectives that go with that unit. Students have found those quite helpful for the tests. If you will take the time to write those out, you'll find it helps to focus your studying for that unit. The objectives are not something you will use in the classroom, but for your own use. I use PowerPoint slides for all my lectures. Under Note-taking Guides, you'll find structured guides for taking notes for all my units that correspond to those PPT slides. Print those out (**OFF campus**) and bring to class. It will save you a ton of writing, and it will help you be able to listen more rather than trying to write down every word that is said during the lectures. Be sure to print enough ahead so you don't get to class and find you don't have the ones you need for that day. The library and computer labs are NOT to be used to print out course materials for this class, so come to class prepared. No sneaking upstairs to run off your notes because you forgot yours! If you forget yours, you will just need to take notes on regular note paper for that day. We invariably get complaints from staff who monitor

those campus computer labs that nursing students are printing lot of copies of “something”, and this quickly depletes their very expensive toner supply.

You’ll note at the top of that list “Handouts – not covered in class”. When you click on that, you’ll see “Introduction to Maternity Nursing” and “A&P of the Reproductive System.” These are units you will need to be responsible for on your own **prior** to the first day of class. You’ve had the reproductive unit in A&P now, so this should be a review for you. Read those sections in your text before class Tuesday. It will be especially important for you to review the reproductive system very carefully. Everything in this course is based on knowing that system well. Chapter 11 in your text covers this. When you come to class the first day, we will hit the road running with that next unit – “Introduction to Postpartum Nursing.” If you haven’t reviewed the A&P, you’ll be behind and find this unit hard to understand. There is a Tegrity link which covers A&P of the reproductive system, so be sure you view that prior to the first day of class. The “Introduction to Maternity Nursing” is to be read in your text before the first class day.

On the Orientation/Course Information Page is a FAQ icon – take a look at that. It will be especially helpful when it comes to computer questions and Blackboard questions. Specific Blackboard information can be found by clicking on JSCC Resources on the Home Page. About halfway down that screen you’ll see Blackboard 8.0 CE (for Students).

On the Content Modules page, there is an icon “Vocabulary List.” Print this and define each of those words. Make a copy of it and hand it in (or email preferably) to me by Thursday, June 3, at the beginning of class. That will be treated as an assignment, and you’ll receive 2 points for completing the assignment if handed in at that time, on time. It will go a long way toward helping you understand what we are talking about in class. Mark that on your calendar now. You may email the assignment to me if you like.

Another assignment required throughout the semester is a weekly online journal. It will be due before midnight every Friday. It may be written a day or two ahead of that if you choose to do so. Some students choose to keep a daily journal, but you are required to write only once a week. It can be about anything – school, home, whatever. It just needs to be submitted each week throughout the **entire** semester – whether you are having OB clinicals, med-surg clinicals, or no clinicals. This is a valuable communication tool, keeping the instructor in touch with everyone of you weekly. With classes the size they are, there is no way we can communicate with everyone face to face on a consistent basis. No, you don’t get any points for this. There are some things in life that you just *do* – because you are supposed to do so. This is one of those. ☺

Next, let’s look at the Family Portrait paper. Find this icon on the Content Modules page and print the one page guide for the paper. It will be due Tuesday, June 8, at 9:00 or you may hand it in any time prior to that. It may be hand-written, but typed is preferred. You may hand in a hard copy or email it to me (email preferred). Be sure to read the beginning paragraph. The easiest way to write this paper is to just say: 1. Family structure. Yada yada yada 2. Education of parents and how it influences the children.

Yada yada yada, etc. **Do NOT** just write one big paragraph and lump all the information in there. You'll leave something out, and then points will be deducted. This is an easy 5 points. There is really no subjectivity to this paper – if you speak to all areas, you get the points. There are no right or wrong answers. It is as simple as that. As you write the paper consider your immediate family and your parents. If you have children, it would include you, your children and your parents. If you are single or have no children, it would include you, your siblings, and your parents. For some of the questions, you may need to talk with your parents (if they are living) to find out their ideas. You might discover some interesting things about your family that you never knew about! I think each of the sections are pretty self-explanatory, but if you have questions, email me. Don't expect to get these back immediately. It will take a while to get them graded and recorded. Keep in mind this is one of those assignments for which you will be given the points if you attain the 75% from the unit and final tests.

I think this is all I need to tell you at this time. Come to class Tuesday, June 1, having reviewed the Introduction of Maternity Nursing unit and the A&P of the Reproductive System. Bring the lecture notes for the topics in the postpartum unit, and you'll be all set to get off on the right foot! I would strongly suggest that you make it a goal to have at *least* read the material from your text prior to each class where we'll be lecturing on that subject. It will make SO much more sense to you, and it will make studying for the tests easier, too.

In the mean time, remember to email me that you have reviewed all this information and introduce yourself to me – just tell me a bit about yourself. Also, don't forget to tell me if you are taking BIO 220.

Please print this orientation, keep it in a safe place and read through it often, so that you don't forget important instructions and deadlines. And remember.....as someone wise once said, ***“Failure to plan ahead on your part does not constitute an emergency on my part!”***

Again, welcome to the class. Your attitude (**which is a choice**) will make all the difference in the world. Let's together make this a GREAT semester!!