Nursing Education Curriculum Design  
NUR 861 (3 credits)  
Sections 732, 736  
On Line  
Fall 2013

Catalog Course Description: Analysis and application of theories, principles, and concepts associated with curriculum development, design, and evaluation.

Course Objectives: Upon completion of this course, students will be able to:
1. Evaluate elements of a nursing program, including curriculum development and design.
2. Synthesize teaching-learning theories in a nursing curriculum design.
3. Integrate the components of student-centered instruction in nursing curriculum.
4. Develop a personal philosophy of education.

Prerequisites: NUR 802

Co-requisites: None

Professional Standards & Guidelines: The curriculum is guided by the following documents:

Course Faculty & Contact Information:
Jan Brady, PhD, MS, RN  
Office: W-135 Owen Hall  
Phone: 517-884-1391  
E-mail: Janice.Brady@hc.msu.edu or bradyjan@msu.edu  
Office Hours: Contact faculty to schedule dates/times. Note: Meeting times and/or phone conference times can be arranged to accommodate student schedules.

Communication with Course Faculty: Course faculty will respond to questions from students via ANGEL e-mail, phone, or in the “general” discussion forum in the ANGEL NUR 861 course within 48-72 hours of the request (excluding holidays and weekends). Note: The ANGEL course email system should be used when emailing faculty.

Required/Recommended Textbooks and Resources:

a. Required Textbooks:


b. **Recommended Textbooks (optional resources):**


c. **Required Resources, References, Supplies:**

ANGEL Help Line
1-800-500-1554 (24 hrs, 7 days/week)
517-355-2345 (24 hrs, 7 days/week)
http://help.angel.msu.edu

For technical problems and system issues, always check with the ANGEL Help Line first!

**Technology Requirements**

1. Computer
2. High-speed Internet access
3. Microsoft Office
4. AntiVirus Software & Spyware Protection

*Also refer to the “Computer Technology Requirements” section in the online MSN Handbook at: http://nursing.msu.edu/MSN%20Programs/Handbooks/default.htm. **Note:** The MSU Computer Store offers special computer hardware and software pricing for students: http://cstore.msu.edu.

**Evaluation:**

a. **Learning Assessments and Grading:**

<table>
<thead>
<tr>
<th>Course Component</th>
<th>Activity Type</th>
<th>Points/Percent of Overall Grade</th>
<th>Due Date/Quiz Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quiz 1</td>
<td>Individual</td>
<td>15</td>
<td>Sep 12</td>
</tr>
<tr>
<td>Quiz 2</td>
<td>Individual</td>
<td>15</td>
<td>Oct 24</td>
</tr>
<tr>
<td>Quiz 3</td>
<td>Individual</td>
<td>15</td>
<td>Dec 5</td>
</tr>
<tr>
<td>Philosophy of Education Paper</td>
<td>Individual</td>
<td>15</td>
<td>Oct 2</td>
</tr>
<tr>
<td>Curriculum and Program Evaluation</td>
<td>Team***</td>
<td>12.5</td>
<td>Oct 30</td>
</tr>
<tr>
<td>Course and Lesson Development</td>
<td>Team***</td>
<td>12.5</td>
<td>Nov 27</td>
</tr>
<tr>
<td>Team Discussion Forum Activities (3)</td>
<td>Team**</td>
<td>15 (5 points each)</td>
<td>Ongoing (Refer to course calendar dates.)</td>
</tr>
</tbody>
</table>
At the beginning of the semester, students will be randomly assigned to teams for the purpose of discussing their educational philosophy/theory and for working on specific team activity assignments. For the two assignments designated as a “Team” activity type on the preceding table, all student members of a team will receive the same grade for the specific team assignment, except in situations when a student demonstrates minimal or no meaningful participation and/or contribution in the development of the specific team assignment.

Substantive participation in the three team discussion forum activities is an expectation and is required for all students in this course. One of the team discussion forum activities will be related to the “Philosophy of Education Paper” and two discussion forum activities will be related to the two “Team” activity assignments indicated on the table above. Note: Students will receive a separate, individual grade reflecting their degree of participation in each of the specified team discussion forum activities.

- **Participation by each member of the team is a course expectation.** All students are expected to contribute to each of the team discussion forum activities by providing meaningful content and postings that are supported by professional literature (preferably literature that focuses on evidence-based practice in teaching and education).

- **Self- and peer-evaluation of participation in team forum discussion activities will be the basis for grading this course component.** All team members are required to complete a self-evaluation and an evaluation of their team members’ participation in each of the team discussion forum activities. A team (group) evaluation form will be posted in the NUR 861 course in ANGEL. This team (group) evaluation form must be completed by each student and submitted to course faculty in the relevant assignment drop box by the specified due date at the conclusion of the team discussion forum activities and completion of the team assignment.

b. **Course Grading Scale:**

Assignment grades will be posted electronically in the NUR 861 online course within two (2) weeks of the assignment due date/time.

The NUR 861 final course grade will be determined by adding points/percent for the course components/activities together and arriving at a specific number (total points/percent). The MSU 4.0 grading system will be utilized to report final course grades. The total points/percent will be rounded to a whole number using the 0.5 rules. Total points/percent at ≥ 0.5 will be rounded up, while those < 0.5 will be rounded down to the nearest whole number. There is no opportunity for “extra credit” in this course.

The following grading scale will be used in the NUR 861 course:

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<thead>
<tr>
<th>%</th>
<th>GRADE</th>
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<tbody>
<tr>
<td>100 – 94</td>
<td>4.0</td>
</tr>
<tr>
<td>93 – 87</td>
<td>3.5</td>
</tr>
<tr>
<td>86 – 80</td>
<td>3.0</td>
</tr>
<tr>
<td>79 – 75</td>
<td>2.5</td>
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<tr>
<td>74 – 70</td>
<td>2.0</td>
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<tr>
<td>69 – 65</td>
<td>1.5</td>
</tr>
<tr>
<td>64 – 60</td>
<td>1.0</td>
</tr>
<tr>
<td>Below 60</td>
<td>0.0</td>
</tr>
</tbody>
</table>

(Minimum passing grade)
University & College Policies:

The College of Nursing (CON) expects that students will demonstrate professional behavior in all situations. Specific expectations for clinical and other professional venues can be found in the appropriate handbook.

Students are responsible for reviewing and acting in accordance with the policies and procedures found in the following sources, including topics related to: Professionalism, Academic Integrity, Accommodations for Students with Disabilities, Disruptive Behavior, Attendance, Compliance, and Progression.

- CON MSN Student Handbook: [http://nursing.msu.edu/MSN%20Programs/Handbooks/default.htm](http://nursing.msu.edu/MSN%20Programs/Handbooks/default.htm)
- MSU Spartan Life Online: [http://www.vps.msu.edu/SpLife](http://www.vps.msu.edu/SpLife)
- Information for MSU Students: [http://www.msu.edu/current/index.html](http://www.msu.edu/current/index.html)
- Academic Programs: [http://www.reg.msu.edu/AcademicPrograms](http://www.reg.msu.edu/AcademicPrograms)

Instructional Methodology

The NUR 861 course is completely online and asynchronous. The course operates on the system, *A New Global Environment for Learning* (ANGEL), and is available at: [https://angel.msu.edu/default.asp](https://angel.msu.edu/default.asp). For direct access to the NUR 861 course, students are required to use their MSU Net ID and password.

The online NUR 861 course will open in ANGEL and become available to students on the first official day of MSU classes. A course calendar identifying topical areas for weekly lessons, required textbook readings, assignment due dates, and exam dates/times is included with this syllabus and also will be posted in the NUR 861 course in ANGEL.

NUR 861 consists of weekly lessons with specialized content, required/recommended readings, and learning activities. Students are required to be self-directed learners and demonstrate initiative through their active participation in course activities, including all team discussion forum activities and assignments.

**Weekly online lessons will open in the NUR 861 course at 10:00 pm (EDT/EST) on Wednesdays during the semester.** Course assignments, including completion of team discussion forum activities, will be due by 10:00 pm on the indicated due dates, unless alternative directions are provided by faculty. (For information about important semester dates, refer to the online MSU Academic Calendar at: [http://www.reg.msu.edu/ROInfo/Calendar/academic.asp](http://www.reg.msu.edu/ROInfo/Calendar/academic.asp).)

NUR 861 is highly interactive and requires that students access the course in ANGEL several times during the week to interact with course faculty, engage in team activity assignments, and check for important course announcements, updates, and/or email messages. NUR 861 is not based on a self-paced learning model. All assignments must be completed and submitted by the designated due dates/times in order to receive a grade and credit for the assignment. **Important Note:** Points may be deducted from the overall score of course assignments that are submitted after the designated due dates/times.

In addition to individual and team activity assignments, three online quizzes are scheduled for NUR 861. Students are required to take the online quizzes on the scheduled dates during the designated times. Quizzes will be online, closed-book, and approximately one hour in length. The quizzes may include multiple-choice, true/false, matching, and/or short-answer items/questions. Students are expected to work independently and maintain academic honesty and integrity when taking the online quizzes.

The NUR 861 course requires that students remain up-to-date with course content and assigned readings to facilitate meaningful learning and productive contributions to discussion forum activities and course/team assignments. Graduate students enrolled in the NUR 861 course are expected to be self-directed and self-motivated professionals with a high degree of academic commitment.
For “technology-related” problems or issues with the ANGEL course, students should refer to the ANGEL Help Line at: 1-800-500-1554 (toll free) or 517-355-2345 (MSU local area). The ANGEL Help Line staff members are very available, helpful, and skilled with "troubleshooting" computer and system problems.

**Expectations for NUR 861 Discussion Forum Activities and Team Activity Assignments**

When participating in discussion forum activities and team assignments, it is expected that students will:

- Provide meaningful, professional, substantive, and timely contributions.
- Respect one another’s ideas, feelings, and experiences.
- Manage conflicts and disagreements in a professional manner.
- Demonstrate courtesy and consideration to all participants.

All team (group) activities and assignments in this course require individual student contributions and team (group) participation. Evaluation of students’ participation (both self- and peer-evaluation) in the team discussion forum activities and assignments is a required and graded course component.

**Important Note:** At the discretion of the NUR 861 course faculty, points may be deducted from a student’s assignment grade and/or overall team (group) participation score for any team assignment if the student demonstrates minimal or no meaningful participation and/or contribution in the development of the specific team assignment.

**Library Resources**

Students are expected to access and utilize the MSU Libraries System for obtaining online journal articles that are identified as additional required and/or recommended readings in the weekly lessons for this course. In compliance with copyright laws, no online posting of full-text journal articles is allowed in the NUR 861 course, unless appropriate permission has been obtained. Relevant website resources are provided below.

- MSU Libraries: [http://www2.lib.msu.edu](http://www2.lib.msu.edu).
- MSU Libraries Electronic Resources (E-Resources): [http://er.lib.msu.edu](http://er.lib.msu.edu)
- MSU Libraries Graduate Resources: [http://www2.lib.msu.edu/graduate/index.jsp](http://www2.lib.msu.edu/graduate/index.jsp).

**Writing Expectations and Resources**

Students in this course are expected to demonstrate graduate-level writing ability in their written assignments and discussion forum postings. **APA format is required for written assignments in the College of Nursing courses.** Students should refer to the 6th edition (second printing) of the APA Publication Manual (2010) for guidelines and examples. Several helpful writing resources are listed below.

- Information about the MSU Writing Center is available at: [http://writing.msu.edu](http://writing.msu.edu).
- APA formatting/style information and general helpful writing resources are available from the Purdue Online Writing Lab (OWL), sponsored by Purdue University, at: [http://owl.english.purdue.edu](http://owl.english.purdue.edu).
- A useful guide for preventing plagiarism is available from Indiana University at: [http://www.indiana.edu/~wts/pamphlets/plagiarism.shtml](http://www.indiana.edu/~wts/pamphlets/plagiarism.shtml).
**Academic Progress**

Any student who has a concern about his/her grade is responsible for contacting the NUR 861 faculty to discuss the concern. Students who are experiencing academic difficulty should request NUR 861 faculty guidance early in the course. Students who have less than a 3.0 grade performance at mid-semester will be identified, and both the student and the Office of Student Support Services will be notified.

For specific policies regarding monitoring of student progress and resources for academic assistance, students should refer to the MSU CON Master of Science in Nursing Student Handbook that is available online at: http://nursing.msu.edu/MSN%20Programs/Handbooks/default.htm.

**Academic Integrity**

Principles of honesty and truth are considered foundational values for academic integrity at MSU. Students should review the MSU Policies, Regulations and Ordinances Regarding Academic Honesty and Integrity that are available at: https://www.msu.edu/~ombud/academic-integrity/index.html. Article 2, III. B. 2. in *Academic Freedom for Students at Michigan State University (AFR)* states: “The student shares with the faculty the responsibility for maintaining the integrity of scholarship, grades, and professional standards” (http://splife.studentlife.msu.edu/academic-freedom-for-students-at-michigan-state-university/article-2-academic-rights-and-responsibilities).

**Academic integrity is an essential expectation for this course.** *Academic dishonesty in any form will not be tolerated in the College of Nursing.* Any student involved in academic dishonesty will be reported to the Office of Academic and Clinical Affairs and the Office of Student Support Services in the College of Nursing, and a grade of 0.0 may be issued for the course.

Plagiarism violates the foundational principles associated with academic integrity and will not be tolerated in this course. For important information about what constitutes plagiarism and specific MSU policies on plagiarism, students should refer to: https://www.msu.edu/~ombud/academic-integrity/plagiarism-policy.html.

Students are expected to develop original work for this course; therefore, work that was completed for another course may not be used to satisfy the requirements for NUR 861. In addition, students are not authorized to use the http://www.allmsu.com/home website to complete any course work for Nursing 861. Students who violate MSU rules may receive a penalty grade, including—but not limited to—a failing grade on the assignment or in the course. Students should contact course faculty if they are unsure about the appropriateness of their course work.

Course content (including lectures, images, discussion forum material, quizzes, etc.) must remain the property of the College of Nursing and must not be copied, printed, and/or photographed from the ANGEL course site for distribution on the Internet or for purposes other than that intended for NUR 861 student learning. According to university policy, consequences for academic dishonesty may include failure in the course, expulsion from the major, and/or expulsion from the university.

Online discussions and exercises are confidential and should not be discussed with others who are not enrolled in the NUR 861 course. It is important for each course participant to express her/his ideas. All ideas need to be respected in course discussions and activities. Team activities (group work assignments) that are required in the course still require individual work. Peer evaluations of team members’ participation and contributions in team activities are required in this course.


Additional Information Resources for Students

- Academic Honesty and Integrity at MSU: https://www.msu.edu/~ombud/academic-integrity/index.html.
- Graduate Students Rights and Responsibilities: http://grad.msu.edu/gsrr.
- Information and Resources for MSU Students: http://www.msu.edu/students.
- Research & Scholarly Integrity: http://grad.msu.edu/researchintegrity/.

Accommodations for Students with Disabilities
Students with disabilities should contact the Resource Center for Persons with Disabilities (RCPD) to establish reasonable accommodations. For an appointment with a disability specialist, students should call 517-884-7273 (voice), 517-355-1293 (TTY), or access the following websites: http://www.rcpd.msu.edu/currentstudents/home and/or https://ntweb11.ais.msu.edu/rcpdprofile. Information about the full range of disability resources and services for MSU students is provided at: http://www.rcpd.msu.edu/Services/Home.

Attendance
Students whose names do not appear on the official class list for NUR 861 may not take this course. Students who fail to attend the first four class sessions or class by the fifth day of the semester, whichever occurs first, may be dropped from the course. Regular and consistent attendance with meaningful participation in the online NUR 861 course is an expectation and is considered the responsibility of the student in order to successfully complete and pass the course. For additional information about MSU attendance policies, students should refer to: http://www.reg.msu.edu/ROInfo/Notices/Attendance.asp.

Important Note
All course assignments must be submitted and all course quizzes must be completed as scheduled in order to receive credit and a grade for the NUR 861 course. If an emergency situation occurs that might interfere with a student’s ability to submit a course assignment and/or take a designated/scheduled quiz, the student is required to contact the NUR 861 faculty to explain the situation prior to the assignment due date/time or the quiz designated date/time. At the discretion of the course faculty, assignment due dates/times or quiz dates/times may be adjusted and re-scheduled.

Students are responsible for accessing the NUR 861 course in ANGEL and checking their course e-mail at frequent intervals throughout the semester. Any changes/announcements regarding the NUR 861 course will be posted by faculty in the ANGEL course and/or sent to students through course email.

Additional Note
MSU College of Nursing policies and information regarding “Professionalism Guidelines” are provided in the Master of Science in Nursing Student Handbook. Students are responsible for the information included in the Master of Science in Nursing Student Handbook that is accessible online at: http://nursing.msu.edu/MSN%20Programs/Handbooks/default.htm.
### NUR 861 ONLINE COURSE CALENDAR

**Fall 2013**

Online weekly course lessons will open at 10:00 pm on the dates indicated. Course assignments are due by 10:00 pm on the dates identified. **This calendar is subject to change if circumstances necessitate adjustments. Students will be notified about any necessary changes.**

<table>
<thead>
<tr>
<th>DATE</th>
<th>LESSON</th>
<th>TOPIC</th>
<th>REQUIRED READINGS &amp; GENERAL GUIDE FOR ACTIVITIES/ASSIGNMENTS</th>
</tr>
</thead>
</table>
| Aug 28| 1      | Course, Orientation, Introductions, and Educational Theory and Philosophy | • **Required Readings:** “NUR 861 Course Overview” and “Introductions” folder content posted in ANGEL; Billings & Halstead (chapters 7, 13, & pages 82-83); Iwasiw et al. (chapter 8); National League for Nursing (become familiar with content in *The scope of practice for academic nurse educators*).  
• Navigate through course.  
• Post personal introduction on “Introductions Discussion Forum.”  
• Read lesson content and complete assigned readings/activities.  
• Identify specific NUR 861 team and communicate with team members (e.g., by email or team discussion forum). |
| Sep 4 | 2      | Educational Theory and Philosophy (cont.)  | • **Required Readings:** Billings & Halstead (review chapters 7, 13, & pages 82-83); Iwasiw et al. (review chapter 8).  
• Read lesson content and complete assigned readings/activities.  
• Begin development of personal **Philosophy of Education Paper Assignment**. *(Refer to posted assignment guidelines in Lesson 2.)*  
• Begin discussion of personal philosophy of education on team discussion forum. |
| Sep 11| 3      | Nursing Education                          | • **Required Readings:** Billings & Halstead (chapters 1, 2, & 17).  
• Read lesson content and complete assigned readings/activities.  
• Continue discussion of philosophy of education on team discussion forum. |

**September 12 (Thursday) — NUR 861 Quiz 1 (Individual Activity)**

Available time period for the online Quiz 1 will be from 6:00 am until 10:00 pm on Sep 12 (Thursday). A one-time access and “approximately” 1 hour will be allowed for taking the online quiz. **Quiz 1 will cover all course content and assigned readings from Lessons 1 through 2.**
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</tr>
</thead>
</table>
| Sep 18 | 4 | Nursing Education (cont.)                  | - Required Readings: Billings & Halstead (chapters 3, 4, & 14); Oermann & Gaberson (pages 317-325).  
  - Read lesson content and complete assigned readings/activities.  
  - Continue discussion of philosophy of education on team discussion forum. |
| Sep 25 | 5 | Program and Curriculum Development         | - Required Readings: Billings & Halstead (chapters 5, 6, 8, & 29); Iwasiw et al. (chapters 1, 2, 4, 6, & 14);  
  Oermann & Gaberson (chapter 1).  
  - Read lesson content and complete assigned readings/activities.  
  - Continue discussion of philosophy of education on team discussion forum. |
| Oct 2  | 6 | Curriculum Design                          | - Required Readings: Billings & Halstead (chapters 9 & 11; review chapter 8); Iwasiw et al. (chapters 7, 9, & 11).  
  - Read lesson content and complete assigned readings/activities.  
  - Begin planning and discussion of Curriculum & Program Evaluation Team Activity Assignment on team discussion forum. (Refer to posted assignment guidelines in Lesson 6.)  
  - Submit Assignment due on Oct 2: Philosophy of Education Paper Assignment  
  - Submit: Completed group (team) evaluation form. |
| Oct 9  | 7 | Program Evaluation                         | - Required Readings: Billings & Halstead (chapters 24 & 28); Iwasiw et al. (chapter 12); Oermann & Gaberson (chapter 18).  
  - Read lesson content and complete assigned readings/activities.  
  - Continue discussion of Curriculum & Program Evaluation Team Activity Assignment on team discussion forum. |
| Oct 16 | 8 | Curriculum Evaluation                      | - Required Readings: Billings & Halstead (review chapters 24 & 28); Iwasiw et al. (review chapter 12);  
  Oermann & Gaberson (review chapter 18).  
  - Read lesson content and complete assigned readings/activities.  
  - Continue discussion of Curriculum & Program Evaluation Team Activity Assignment on team discussion forum. |
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<thead>
<tr>
<th>DATE</th>
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</table>
| Oct 23 | 9      | Teaching and Learning       | - **Required Readings:** Billings & Halstead (chapters 15 & 18; review chapters 11 & 13); Iwasiw et al. (pages 234-237).  
- Read lesson content and complete assigned readings/activities.  
- Continue discussion of [Curriculum & Program Evaluation Team Activity Assignment](#) on team discussion forum. |
|          |        |                              | **Note:** Weekly lessons will include additional readings and more specific directions for activities & assignments. |
| Oct 30 | 10     | Course and Lesson Development | - **Required Readings:** Billings & Halstead (chapters 10, 16 & 25; review chapters 11 & 15); Iwasiw et al. (chapter 10).  
- Read lesson content and complete assigned readings/activities.  
- Begin planning and discussion of [Course & Lesson Development Team Activity Assignment](#) on team discussion forum. (Refer to posted assignment guidelines in Lesson 10.)  
- [Submit Assignment due on Oct 30: Curriculum & Program Evaluation Team Activity Assignment](#)  
- [Submit: Completed group (team) evaluation form](#). |
| Nov 6  | 11     | Course and Lesson Development (cont.) | - **Required Readings:** Billings & Halstead (review chapters 11, 15, 16, & 25); Iwasiw et al. (review chapter 10).  
- Read lesson content and complete assigned readings/activities.  
- Continue discussion of [Course & Lesson Development Team Activity Assignment](#) on team discussion forum. |
| Nov 13 | 12     | Course and Student Evaluation | - **Required Readings:** Billings & Halstead (chapters 26 & 27; review chapters 24, 25, & pages 514-521); Iwasiw et al. (review pages 297-299); Oermann & Gaberson (chapters 2, 3, 10, 12, 15, & 16; review chapter 1).  
- Read lesson content and complete assigned readings/activities.  
- Continue discussion of [Course & Lesson Development Team Activity Assignment](#) on team discussion forum. |

**October 24 (Thursday) — NUR 861 Quiz 2 (Individual Activity)**  
Available time period for the online Quiz 2 will be from 6:00 am until 10:00 pm on Oct 24 (Thursday).  
A one-time access and "approximately" 1 hour will be allowed for taking the online quiz.  
Quiz 2 will cover all course content and assigned readings from Lessons 3 through 8.
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<th>REQUIRED READINGS &amp; GENERAL GUIDE FOR ACTIVITIES/ASSIGNMENTS</th>
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| Nov 20 | 13     | Information Resources, Copyright Law, and Intellectual Property | **Required Readings**: Billings & Halstead (chapters 19, 20, 21, & 22); Iwasiw et al. (review pages 197-200).  
|        |        |                                   | Read lesson content and complete assigned readings/activities.  
|        |        |                                   | Continue discussion of **Course & Lesson Development Team Activity Assignment** on team discussion forum.  |
| Nov 27 | 14     | Online Learning                   | **Required Readings**: Billings & Halstead (chapter 23); Iwasiw et al. (chapter 13).  
|        |        |                                   | Read lesson content and complete assigned readings/activities.  
|        |        |                                   | **Submit Assignment due on Nov 27**: Course & Lesson Development Team Activity Assignment  
|        |        |                                   | **Submit**: Completed group (team) evaluation form.  
|        |        |                                   | **Have a Happy Thanksgiving on Nov 28! 😊**  |
| Dec 4  | 15     | Sharing of Team Activity Assignments | Read lesson content and complete assigned readings/activities.  
|        |        |                                   | Complete NUR 861 course evaluation.  |
| Dec 11 | 16     | MSU Final Exams Week              | Read and complete posting of feedback and comments related to Sharing of Team Activity Assignments on Class Discussion Forum. (Refer to Lesson 15 in ANGEL.)  |

**December 5 (Thursday) — NUR 861 Quiz 3 (Individual Activity)**

*Available time period for the online Quiz 3 will be from 6:00 am until 10:00 pm on Dec 5 (Thursday).  
A one-time access and "approximately" 1 hour will be allowed for taking the online quiz.  
Quiz 3 will cover all course content and assigned readings from Lessons 9 through 14.*

**Textbooks for Required Readings:**

*The syllabus/calendar may be subject to change if circumstances necessitate adjustments. Students will be notified about any necessary changes.*