

New Course Proposal Form

Submitted on 01/16/2018 by Sylvia Feeney (MonikaFeeney@MissouriState.edu).

*All fields require input

- New COURSE
- New REGULAR PERMANENT SECTION of an existing variable content course. If a new regular section of an existing variable topics course, enter the existing course number below

Course Code:

ANE

Course Number: ([Check Availability](#))

620

Course Title:

RNFA Introductory Principles

Will this course become part of a program? No Yes (A corresponding program change form must be submitted)

Will this proposal need to be reviewed by CGEIP? No Yes

Will this proposal need to be reviewed by EPPC? No Yes

Prerequisite/Co-requisite or enter 'None':

Acceptance into the Registered Nurse First Assist Program

Catalog Course Description: (Include any Pass/Not Pass grading restrictions, repeatable limits, limitation on course applicability, UG/GR parallel course, etc.)

Beginning RNFA course will cover RNFA's collaborating with other health care providers during the peri-operative period focusing on safe effective patient care. Multiple techniques will be covered, instruments, medical devices, providing surgical site exposure, handling and or cutting tissue, providing homeostasis, wound care management, and suturing. Post operative patient management

Credit Hours:

1

Lecture Contact Hours:

1

Lab Contact Hours:

0

Note: If variable credit, enter the highest number and add to end of course description. (e.g. "Variable credit, may be taken 1-3 hours.")

Periodicity. Check all that apply.

- Fall
 Fall (even-numbered years only)
 Fall (odd-numbered years only)
- Spring
 Spring (even-numbered years only)
 Spring (odd-numbered years only)
- Summer
 On Demand only

Complete Catalog Description:

ANE 620 RNFA Introductory Principles

Prerequisite: Acceptance into the Registered Nurse First Assist Program

Beginning RNFA course will cover RNFA's collaborating with other health care providers during the peri-operative period focusing on safe effective patient care. Multiple techniques will be covered, instruments, medical devices, providing surgical site exposure, handling and or cutting tissue, providing homeostasis, wound care management, and suturing. Peri-operative patient management

Credit hours: 1 Lecture contact hours: 1 Lab contact hours: 0

Typically offered: Fall, Spring, Summer

Include sample syllabus (list topics, course goals.) Use text box OR upload only file types of PDF, DOC or DOCX.

Attached

Purpose of Course

Initial class for the RNFA certificate program.

To prepare baccalaureate registered nurses to qualify to sit for the RNFA exam.

Relationship to Other Departments

None

Is there a graduate/undergraduate parallel course to this one? No Yes

New Course Resource Information

Anticipated Average Enrollment per section:

10

Maximum Enrollment Limit per section:

10

Anticipated Average Enrollment per semester:

10

Maximum Enrollment Limit per semester:

10

Anticipated Average Enrollment per year:

10

Maximum Enrollment Limit per year:

10

Faculty Load Assignment (equated hours):

9

Is another course being deleted? No Yes**What will this course require in the way of:**

Additional library Holdings

none

Additional computer resources

none

Additional or remodeled facilities

none

Additional equipment or supplies

none

Additional travel funds

none

Additional faculty; general vs specialized

multidisciplinary faculty including a perioperative nurse, current RNFA credentialed nurse and a board certified surgeon

Additional faculty; regular vs per-course

Clinical practicum time will be assigned to current anesthesia faculty, with per course added 3 hours fall and spring. (RNFA)

Other additional expenses

Paid Medical Director

If additional faculty are not required, how will faculty be made available to teach this course?

Dr. Ro Meystrick, MD plastic surgeon has volunteered to provide Medical Direction

List names of current faculty qualified and available to teach this course

Jill Laymen, CRNA; Dr. Monika Feeney, CRNA

What is the anticipated source of students for this course?

Surgical Operating Room Nurses

If from within the department, will students be taking this course in addition to or in place of other courses?

N/A

If from outside the department, which courses in other departments would most likely be affected?)

N/A

Other comments:

This course is one of 5 courses required for the RNFA certificate program. The program consists of 9 credits taken over a one year period to allow work OR nurses the option to sit for the RNFA exam.

What is the date that this new course was approved by departmental or program faculty? (MM/DD/YYYY)

12/01/2017

Current Status:

Grad Council Review

Proposal Progress:

01/16/2018 - Submitted by Department Head (Colette Witkowski)

01/16/2018 - Reviewed by Dean (Helen Reid)

Review Comments:

No comments have been added to this proposal.

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**Missouri State School of Anesthesia
Registered Nurse First Assist Certificate**

tbd

Course Description/Syllabus

Number: ANE 620

Total Credits: 1

Name: RNFA Introductory Principles

Saturday 8 am to 5 pm

Sunday 8 am to 5 pm

Placement of Course: Graduate Level

Prerequisite Courses: Admission to the RNFA Certificate Program

Faculty responsible for this course: RNFA coordinator, Medical Director

Coordinator: Dr. Monika Feeney, DNAP, MS, CRNA

Course Catalog Description:

Beginning RNFA course will cover RNFA's collaborating with other health care providers during the peri-operative period focusing on safe effective patient care. Multiple techniques will be covered, instruments, medical devices, providing surgical site exposure, handling and or cutting tissue, providing hemostasis, wound care management, and suturing. Post operative patient management

Techniques such as using instruments, medical devices, providing surgical site exposure, handling an or cutting tissue, providing hemostasis, wound care management, suturing along with postoperative patient management including participating in postoperative rounds and assisting with discharge planning and identifying appropriate community resources.

Course Objectives:

By the end of the semester, the student will be able to:

1. Perform detailed preop assesment
2. Identify specific surgical instruments pertaining to specific surgical cases
3. Demonstrate multiple suturing techniques according to the surgical case
4. Discuss patient focused care and surgical team collaboration

The didactic component will include content emphasizing the expanded functions unique to the RNFA during the perioperative period including focused preoperative assessments, collaborating with other health care providers about the patients plan of care.

Intra operative performance of surgical first-assisting techniques and postoperative management of patients in collaboration with other health care providers in the immediate postoperative period and beyond including assisting with arranging discharge planning and identifying appropriate community resources.

Teaching Methods:

Handouts, lecture, class discussion, chart reviews, seminar papers and case studies. Instructional methods may include lecture, interactive discussion, independent study, instructional media, demonstration/return demonstration, and laboratory practicums. Suturing practicum will be in the Anatomy lab.

References:

Current edition of the Core Curriculum for the RN First Assistant

Grading Policy:

Grading for this course will be based on attendance and completion of both days onsite. Completion of practical and written exam on second day

Attendance: 100

Practical Exam: 100

Written Exam: 100

Course Evaluation:

An evaluation of this course will be given to each student at the end of each semester. Evaluation methods may include written examinations, laboratory practicums, and independent critical thinking assignments.

Attendance:

The grade for this course is based on attendance of both days.

University Attendance Policy will be followed. Excused absences include participation in University sanctioned activities and programs; personal illness; and family or other compelling circumstances that must be relayed to the instructor within a timely manner.

Additional information:

At the end of the first semester of Case Conference, students are required to present a case conference to their respective clinical sites on a monthly to 6 week basis according to their individual site coordinators. Objectives are to be written, and a sign in sheet obtained by the students. A sample is available on Blackboard ANE 911. The sign in sheets are to be turned in to the school in a timely fashion. All class time is completed in the first semester, with additional opportunities throughout the remainder of the educational time. A schedule of opportunities is available on the class Blackboard site.

Academic Dishonesty Policy:

Missouri State University is a community of scholars committed to developing educated persons who accept the responsibility to practice personal and academic integrity. You are responsible for knowing and following the university's student honor code, Student Academic Integrity Policies and Procedures, available at www.missouristate.edu/policy/academicintegritystudents.htm and also available at the Reserves Desk in Meyer Library. Any student participating in any form of academic

dishonesty will be subject to sanctions as described in this policy. The School of Anesthesia policy can be found in the school handbook.

Disability:

If you are a student with a disability and anticipate barriers related to this course, it is important to request accommodations and establish an accommodation plan with the University. Please contact the Disability Resource Center (DRC) (<https://www.missouristate.edu/disability/>), Meyer Library, Suite 111, 417-836-4192, to initiate the process to establish your accommodation plan. The DRC will work with you to establish your accommodation plan, or it may refer you to other appropriate resources based on the nature of your disability. In order to prepare an accommodation plan, the University usually requires that students provide documentation relating to their disability. Please be prepared to provide such documentation if requested. Once a University accommodation plan is established, you may notify the class instructor of approved accommodations. If you wish to utilize your accommodation plan, it is suggested that you do so in a timely manner, preferably within the first two weeks of class. Early notification to the instructor allows for full benefit of the accommodations identified in the plan. Instructors will not receive the accommodation plan until you provide that plan, and are not required to apply accommodations retroactively.

Emergency Response:

Students who require assistance during an emergency evacuation must discuss their needs with their professors and the Disability Resource Center. If you have emergency medical information to share with me, or if you need special arrangements in case the building must be evacuated, please make an appointment with me as soon as possible. For more information go to <http://www.missouristate.edu/safetran/51597.htm> and <http://www.missouristate.edu/safetran/erp.htm>.

Nondiscrimination Policy:

Missouri State University is an equal opportunity/affirmative action institution, and maintains a grievance procedure available to any person who believes he or she has been discriminated against. At all times, it is your right to address inquiries or concerns about possible discrimination to the Office for Institutional Equity and Compliance, Park Central Office Building, 117 Park Central Square, Suite 111, 417-836-4252. Other types of concerns (i.e., concerns of an academic nature) should be discussed directly with your instructor and can also be brought to the attention of your instructor's Program Director. Please visit the OED website at www.missouristate.edu/equity/.

Cell Phone Policy

As a member of the learning community, each student has a responsibility to other students who are members of the community. When cell phones or pagers ring and students respond in class or leave class to respond, it disrupts the class. Therefore, the Office of the Provost prohibits the use by students of cell phones, pagers, PDAs, or similar communication devices during scheduled classes. All such devices must be turned off or put in a silent (vibrate) mode and ordinarily should not be taken out during class. Given the fact that these same communication devices are an integral part of the University's emergency notification system, an exception to this policy would occur when

numerous devices activate simultaneously. When this occurs, students may consult their devices to determine if a university emergency exists. If that is not the case, the devices should be immediately returned to silent mode and put away. Other exceptions to this policy may be granted at the discretion of the instructor.

Dropping a Class Policy

It is your responsibility to understand the University's procedure for dropping a class. If you stop attending this class but do not follow proper procedure for dropping the class, you will receive a failing grade and will also be financially obligated to pay for the class. For information about dropping a class or withdrawing from the university, contact the Office of the Registrar at 836-5520.

Faculty may also wish to include relevant drop deadlines. See Academic Calendars (www.missouristate.edu/registrar/acad_cal.html) for deadlines.

16 Week Class schedule

Week	Chapter	Title
		Otolaryngology
1	1, 2	Tonsillectomy , Radical Neck Dissection
2	3, 4	Laryngectomy, Vocal cord polyp removal
3	5	Uvulopalataopharyngoplasty
		General Surgery
4	6	Exploratory Lap
5	7	Laparoscopic Gastric Bypass
6	8	Open and Lap Appy
7	9	Choly, Open and Lap approach
8	10	Liver Failure and Nonalcoholic Steatohepatitis
9	11	Hepatic Resection
		Endocrine Surgery
10	12	Pheochromocytoma
11	13	Thyroidectomy
		Trauma Surgery
12	14	Emergency airway management
13	15	Crani for acute head injury
14	16	Penetrating traumatic injuries
		Thoracic Surgery
15	18,19	Mediastinoscopy, Pneumonectomy

Missouri State.**Curricular Action Workflow**

Missouri State > Computer Services - MIS > Curric
Workflow > CAW - New Course Prop

New Course Proposal Form

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- New COURSE
- New REGULAR PERMANENT SECTION of an existing variable content course. If a new regular section of an existing variable topics course, enter the existing course r below

Course Code:

ANE

Course Number: ([Check Availability](#))

621

Course Title:

RNFA Perioperative Management I

Will this course become part of a program? No Yes (A corresponding program change form must be submitted)

Will this proposal need to be reviewed by CGEIP? No Yes

Will this proposal need to be reviewed by EPPC? No Yes

Prerequisite/Co-requisite or enter 'None':

Acceptance into the Registered Nurse First Assist Program

Catalog Course Description: (Include any Pass/Not Pass grading restrictions, repeatable limits, limitation on course applicability, UG/GR parallel course, etc.)

This course includes a distance didactic component emphasizing the expanded functions unique to the RNFA. Classes will have both synchronous and asynchronous components. Management I will cover surgical patient pre-op assessments, anatomy and physiology review and health care provider communication along with surgical instrument recognition.

Credit Hours:

2

Lecture Contact Hours:

2

Lab Contact Hours:

0

Note: If variable credit, enter the highest number and add to end of course description. (e.g. "Variable credit, may be taken 1-3 hours.")

Periodicity. Check all that apply.

- Fall
 Fall (even-numbered years only)
 Fall (odd-numbered years only)
- Spring
 Spring (even-numbered years only)
 Spring (odd-numbered years only)
- Summer
 On Demand only

Complete Catalog Description:

ANE 621 RNFA Perioperative Management I

Prerequisite: Acceptance into the Registered Nurse First Assist Program

This course includes a distance didactic component emphasizing the expanded functions unique to the RNFA. Classes will have both synchronous and asynchronous component. Management I will cover surgical patient pre-op assessments, anatomy and physiology review and health care provider communication along with surgical instrument recognition.

Credit hours: 2 Lecture contact hours: 2 Lab contact hours: 0

Typically offered: Fall, Spring, Summer

Include sample syllabus (list topics, course goals.) Use text box OR upload only file types of PDF, DOC or DOCX.

Attached

Purpose of Course

Class requirement for the RNFA certificate program.
To prepare baccalaureate registered nurses to qualify to sit for the RNFA exam.

Relationship to Other Departments

None

Is there a graduate/undergraduate parallel course to this one? No Yes

New Course Resource Information

Anticipated Average Enrollment per section:	10	Maximum Enrollment Limit per section:	10
Anticipated Average Enrollment per semester:	10	Maximum Enrollment Limit per semester:	10
Anticipated Average Enrollment per year:	10	Maximum Enrollment Limit per year:	10

Faculty Load Assignment (equated hours):

9

Is another course being deleted? No Yes**What will this course require in the way of:**

Additional library Holdings

none

Additional computer resources

none

Additional or remodeled facilities

none

Additional equipment or supplies

none

Additional travel funds

none

Additional faculty; general vs specialized

multidisciplinary faculty including a perioperative nurse, current RNFA credentialed nurse and a board certified surgeon

Additional faculty; regular vs per-course

Clinical practicum time will be assigned to current anesthesia faculty, with per course added 3 hours fall and spring. (RNFA)

Other additional expenses

Paid Medical Director

If additional faculty are not required, how will faculty be made available to teach this course?

Dr. Ro Meystrick, MD plastic surgeon has volunteered to provide Medical Direction

List names of current faculty qualified and available to teach this course

Jill Laymen, CRNA; Dr. Monika Feeney, CRNA

What is the anticipated source of students for this course?

Surgical Operating Room Nurses

If from within the department, will students be taking this course in addition to or in place of other courses?

N/A

If from outside the department, which courses in other departments would most likely be affected?)

N/A

Other comments:

This course is one of 5 courses required for the RNFA certificate program. The program consists of 9 credits taken over a one year period to allow work OR nurses the option to sit for the RNFA exam.

What is the date that this new course was approved by departmental or program faculty? (MM/DD/YYYY)

12/01/2017

Current Status:

Grad Council Review

Proposal Progress:

01/16/2018 - Submitted by Department Head (Colette Witkowski)

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**Missouri State School of Anesthesia
Registered Nurse First Assist Certificate**

tbd

Course Description/Syllabus

Number: ANE 621

Name: Peri-Operative Patient Management

I

Total Credits: 2

Distance Class

Placement of Course: Graduate Level

Prerequisite Courses: Admission to the RNFA Certificate Program

Faculty responsible for this course: RNFA coordinator

Coordinator: Dr. Monika Feeney, DNAP, MS, CRNA

Course Catalog Description:

This course includes a distance didactic component emphasizing the expanded functions unique to the RNFA. Classes will have both synchronous and asynchronous components. Management I will cover surgical patient pre-op assessments, anatomy and physiology review and health care provider communication along with surgical instrument recognition.

Course Objectives:

By the end of the semester, the student will be able to:

1. Perform detailed preop assesment
2. Identify specific surgical instruments pertaining to specific surgical cases
3. Demonstrate multiple suturing techniques according to the surgical case
4. Discuss patient focused care and surgical team collaboration

Intra operative performance of surgical first-assisting techniques and postoperative management of patients in collaboration with other health care providers in the immediate postoperative period and beyond including assisting with arranging discharge planning and identifying appropriate community resources.

Teaching Methods:

Asynchronous distance learning, with lectures using ZOOM technology. Discussion boards, lectures. Student will complete assignments via Blackboard.

References:

Current edition of the Core Curriculum for the RN First Assistant

Grading Policy:

Assignments 100

Written Exams (3 total) 300

Course Evaluation:

An evaluation of this course will be given to each student at the end of each semester.

Attendance:

The grade for this course is based on attendance of both days.

University Attendance Policy will be followed. Excused absences include participation in University sanctioned activities and programs; personal illness; and family or other compelling circumstances that must be relayed to the instructor within a timely manner.

Additional information:

At the end of the first semester of Case Conference, students are required to present a case conference to their respective clinical sites on a monthly to 6 week basis according to their individual site coordinators. Objectives are to be written, and a sign in sheet obtained by the students. A sample is available on Blackboard ANE 911. The sign in sheets are to be turned in to the school in a timely fashion. All class time is completed in the first semester, with additional opportunities throughout the remained of the educational time. A schedule of opportunities is available on the class Blackboard site.

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Disability:

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Emergency Response:

Students who require assistance during an emergency evacuation must discuss their needs with their professors and the Disability Resource Center. If you have emergency medical information to share with me, or if you need special arrangements in case the building must be evacuated, please make an appointment with me as soon as possible. For more information go to <http://www.missouristate.edu/safetran/51597.htm> and <http://www.missouristate.edu/safetran/erp.htm>.

Nondiscrimination Policy:

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Cell Phone Policy

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Dropping a Class Policy

It is your responsibility to understand the University's procedure for dropping a class. If you stop attending this class but do not follow proper procedure for dropping the class, you will receive a failing grade and will also be financially obligated to pay for the class. For information about dropping a class or withdrawing from the university, contact the Office of the Registrar at 836-5520.

Faculty may also wish to include relevant drop deadlines. See Academic Calendars (www.missouristate.edu/registrar/acad_cal.html) for deadlines.

16 Week Class schedule

Week	Chapter	Title
		Otolaryngology
1	1, 2	Tonsillectomy , Radical Neck Dissection
2	3, 4	Laryngectomy, Vocal cord polyp removal
3	5	Uvulopalataopharyngoplasty
		General Surgery
4	6	Exploratory Lap
5	7	Laparoscopic Gastric Bypass
6	8	Open and Lap Appy
7	9	Choly, Open and Lap approach
8	10	Liver Failure and Nonalcoholic Steatohepatitis
9	11	Hepatic Resection
		Endocrine Surgery
10	12	Pheochromocytoma
11	13	Thyroidectomy
		Trauma Surgery
12	14	Emergency airway management
13	15	Crani for acute head injury
14	16	Penetrating traumatic injuries
		Thoracic Surgery
15	18,19	Mediastinoscopy, Pneumonectomy
16	20,21	VATS, Thymectomy

New Course Proposal Form

Submitted on 01/16/2018 by Sylvia Feeney (MonikaFeeney@MissouriState.edu).

*All fields require input

- New COURSE
- New REGULAR PERMANENT SECTION of an existing variable content course. If a new regular section of an existing variable topics course, enter the existing course number below

Course Code:

ANE

Course Number: ([Check Availability](#))

622

Course Title:

RNFA Clinical Practicum

Will this course become part of a program? No Yes (A corresponding program change form must be submitted)

Will this proposal need to be reviewed by CGEIP? No Yes

Will this proposal need to be reviewed by EPPC? No Yes

Prerequisite/Co-requisite or enter 'None':

Acceptance into the Registered Nurse First Assist Program

Catalog Course Description: (Include any Pass/Not Pass grading restrictions, repeatable limits, limitation on course applicability, UG/GR parallel course, etc.)

Course will cover the clinical component of the RNFA curricula. Board Certified Surgeon will supervise in the area of the RNFA's primary area of practice. Students are required to obtain collaboration with a surgeon of their choice to supervise in their area of practice. Final practicum review will occur during onsite time.

Credit Hours:

3

Lecture Contact Hours:

0

Lab Contact Hours:

3

Note: If variable credit, enter the highest number and add to end of course description. (e.g. "Variable credit, may be taken 1-3 hours.")

Periodicity. Check all that apply.

- Fall
 Fall (even-numbered years only)
 Fall (odd-numbered years only)
- Spring
 Spring (even-numbered years only)
 Spring (odd-numbered years only)
- Summer
 On Demand only

Complete Catalog Description:

ANE 622 RNFA Clinical Practicum

Prerequisite: Acceptance into the Registered Nurse First Assist Program

Course will cover the clinical component of the RNFA curricula. Board Certified Surgeon will supervise in the area of the RNFA's primary area of practice. Students are required to obtain collaboration with a surgeon of their choice to supervise in their area of practice. Final practicum review will occur during the onsite time.

Credit hours: 3 Lecture contact hours: 0 Lab contact hours: 3

Typically offered: Fall, Spring, Summer

Include sample syllabus (list topics, course goals.) Use text box OR upload only file types of PDF, DOC or DOCX.

Attached

Purpose of Course

Class requirement for the RNFA certificate program.
To prepare baccalaureate registered nurses to qualify to sit for the RNFA exam.

Relationship to Other Departments

None

Is there a graduate/undergraduate parallel course to this one? No Yes

New Course Resource Information

Anticipated Average Enrollment per section:	10	Maximum Enrollment Limit per section:	10
Anticipated Average Enrollment per semester:	10	Maximum Enrollment Limit per semester:	10
Anticipated Average Enrollment per year:	10	Maximum Enrollment Limit per year:	10

Faculty Load Assignment (equated hours):

9

Is another course being deleted? No Yes**What will this course require in the way of:**

Additional library Holdings

none

Additional computer resources

none

Additional or remodeled facilities

none

Additional equipment or supplies

none

Additional travel funds

none

Additional faculty; general vs specialized

multidisciplinary faculty including a perioperative nurse, current RNFA credentialed nurse and a board certified surgeon

Additional faculty; regular vs per-course

Clinical practicum time will be assigned to current anesthesia faculty, with per course added 3 hours fall and spring. (RNFA)

Other additional expenses

Paid Medical Director

If additional faculty are not required, how will faculty be made available to teach this course?

Dr. Ro Meystrick, MD plastic surgeon has volunteered to provide Medical Direction

List names of current faculty qualified and available to teach this course

Jill Laymen, CRNA; Dr. Monika Feeney, CRNA

What is the anticipated source of students for this course?

Surgical Operating Room Nurses

If from within the department, will students be taking this course in addition to or in place of other courses?

N/A

If from outside the department, which courses in other departments would most likely be affected?)

N/A

Other comments:

This course is one of 5 courses required for the RNFA certificate program. The program consists of 9 credits taken over a one year period to allow work OR nurses the option to sit for the RNFA exam.

What is the date that this new course was approved by departmental or program faculty? (MM/DD/YYYY)

12/01/2017

Current Status:

Grad Council Review

Proposal Progress:

01/16/2018 - Submitted by Department Head (Colette Witkowski)

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Review Comments:

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**Missouri State School of Anesthesia
Registered Nurse First Assist Certificate**

tbd

Course Description/Syllabus

Number: ANE 622

Name: RNFA Clinical Practicum

Total Credits: 3

Student driven

Placement of Course: Graduate Level

Prerequisite Courses: Admission to the RNFA Certificate Program

Faculty responsible for this course: RNFA coordinator

Coordinator: Dr. Monika Feeney, DNAP, MS, CRNA

Course Catalog Description:

Course will cover the clinical component of the RNFA curricula. Board Certified Surgeon will supervise in the area of the RNFA's primary area of practice. Students are required to obtain collaboration with a surgeon of their choice to supervise in their area of practice. Final practicum review will occur during the onsite time.

Course Objectives:

By the end of the semester, the student will be able to:

1. Perform detailed preop assesment
2. Identify specific surgical instruments pertaining to specific surgical cases
3. Demonstrate multiple suturing techniques according to the surgical case
4. Discuss patient focused care and surgical team collaboration

Intra operative performance of surgical first-assisting techniques and postoperative management of patients in collaboration with other health care providers in the immediate postoperative period and beyond including assisting with arranging discharge planning and identifying appropriate community resources.

All students are required to complete a minimum of 200 total clinical hours with a qualified preceptor. A qualified preceptor is a board-certified surgeon in the RNFA's primary area of practice, a RNFA or CRNFA mentor if available and desired by the student.

Teaching Methods:

Physician supervised clinical activities assigned independent learning activities and a self evaluative learning diary, a case study project and a surgical intervention participation log using Typhon.

References:

Current edition of the Core Curriculum for the RN First Assistant

Grading Policy:

Pass/not pass

Grading for this course will be based on completion of the following:

200 hours of documented clinical participation

Self-evaluation diary
Completed surgical case study
Daily preceptor evaluations

Once the hours are completed the preceptor will provide a summative evaluation of achievement of competence and a letter of recommendation based on learning activities.

Course Evaluation:

An evaluation of this course will be given to each student at the end of each semester.

Attendance:

The grade for this course is based on attendance of both days. University Attendance Policy will be followed. Excused absences include participation in University sanctioned activities and programs; personal illness; and family or other compelling circumstances that must be relayed to the instructor within a timely manner.

Additional information:

At the end of the first semester of Case Conference, students are required to present a case conference to their respective clinical sites on a monthly to 6 week basis according to their individual site coordinators. Objectives are to be written, and a sign in sheet obtained by the students. A sample is available on Blackboard ANE 911. The sign in sheets are to be turned in to the school in a timely fashion. All class time is completed in the first semester, with additional opportunities throughout the remainder of the educational time. A schedule of opportunities is available on the class Blackboard site.

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Disability:

If you are a student with a disability and anticipate barriers related to this course, it is important to request accommodations and establish an accommodation plan with the University. Please contact the Disability Resource Center (DRC) (<https://www.missouristate.edu/disability/>), Meyer Library, Suite 111, 417-836-4192, to initiate the process to establish your accommodation plan. The DRC will work with you to establish your accommodation plan, or it may refer you to other appropriate resources

based on the nature of your disability. In order to prepare an accommodation plan, the University usually requires that students provide documentation relating to their disability. Please be prepared to provide such documentation if requested. Once a University accommodation plan is established, you may notify the class instructor of approved accommodations. If you wish to utilize your accommodation plan, it is suggested that you do so in a timely manner, preferably within the first two weeks of class. Early notification to the instructor allows for full benefit of the accommodations identified in the plan. Instructors will not receive the accommodation plan until you provide that plan, and are not required to apply accommodations retroactively.

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Faculty may also wish to include relevant drop deadlines. See Academic Calendars (www.missouristate.edu/registrar/acad_cal.html) for deadlines.

16 Week Class schedule

Week	Chapter	Title
		Otolaryngology
1	1, 2	Tonsillectomy , Radical Neck Dissection
2	3, 4	Laryngectomy, Vocal cord polyp removal
3	5	Uvulopalataopharyngoplasty
		General Surgery
4	6	Exploratory Lap
5	7	Laparoscopic Gastric Bypass
6	8	Open and Lap Appy
7	9	Choly, Open and Lap approach
8	10	Liver Failure and Nonalcoholic Steatohepatitis
9	11	Hepatic Resection
		Endocrine Surgery
10	12	Pheochromocytoma
11	13	Thyroidectomy
		Trauma Surgery
12	14	Emergency airway management
13	15	Crani for acute head injury
14	16	Penetrating traumatic injuries
		Thoracic Surgery
15	18,19	Mediastinoscopy, Pneumonectomy
16	20,21	VATS, Thymectomy

Missouri State.

Curricular Action Workflow

Missouri State > Computer Services - MIS > Curric
Workflow > CAW - New Course Proj

New Course Proposal Form

Submitted on 01/16/2018 by Sylvia Feeney (MonikaFeeney@MissouriState.edu).***All fields require input**

- New COURSE
- New REGULAR PERMANENT SECTION of an existing variable content course. If a new regular section of an existing variable topics course, enter the existing course number below

Course Code:

ANE

Course Number: ([Check Availability](#))

623

Course Title:

RNFA Perioperative Management II

Will this course become part of a program? No Yes (A corresponding program change form must be submitted)Will this proposal need to be reviewed by CGEIP? No YesWill this proposal need to be reviewed by EPPC? No Yes

Prerequisite/Co-requisite or enter 'None':

Acceptance into the Registered Nurse First Assist Program

Catalog Course Description: (Include any Pass/Not Pass grading restrictions, repeatable limits, limitation on course applicability, UG/GR parallel course, etc.)

This course includes distance didactic components emphasizing the expanded functions unique to the RNFA. Classes will have both synchronous and asynchronous components. Management II will include demonstration of expanded skills and cover surgical site exposure, handling tissue, providing homeostasis along with suturing and wound management. Patient discharge planning and community collaboration is included

Credit Hours:	<input type="text" value="2"/>	Lecture Contact Hours:	<input type="text" value="2"/>	Lab Contact Hours:	<input type="text" value="0"/>
---------------	--------------------------------	------------------------	--------------------------------	--------------------	--------------------------------

Note: If variable credit, enter the highest number and add to end of course description. (e.g. "Variable credit, may be taken 1-3 hours.")

Periodicity. Check all that apply.

- | | | |
|--|--|---|
| <input checked="" type="checkbox"/> Fall | <input type="checkbox"/> Fall (even-numbered years only) | <input type="checkbox"/> Fall (odd-numbered years only) |
| <input checked="" type="checkbox"/> Spring | <input type="checkbox"/> Spring (even-numbered years only) | <input type="checkbox"/> Spring (odd-numbered years only) |
| <input checked="" type="checkbox"/> Summer | <input type="checkbox"/> On Demand only | |

Complete Catalog Description:

ANE 623 RNFA Perioperative Management II

Prerequisite: Acceptance into the Registered Nurse First Assist Program

This course includes distance didactic components emphasizing the expanded functions unique to the RNFA. Classes will have both synchronous and asynchronous components. Management II will include demonstration of expanded skills and cover surgical site exposure, handling tissue, providing homeostasis along with suturing and wound management. Patient discharge planning and community collaboration is included.

Credit hours: 2 Lecture contact hours: 2 Lab contact hours: 0

Typically offered: Fall, Spring, Summer

Include sample syllabus (list topics, course goals.) Use text box OR upload only file types of PDF, DOC or DOCX.

Attached

Purpose of Course

Class requirement for the RNFA certificate program.

To prepare baccalaureate registered nurses to qualify to sit for the RNFA exam.

Relationship to Other Departments

None

Is there a graduate/undergraduate parallel course to this one? No Yes

New Course Resource Information

Anticipated Average Enrollment per section:	<input type="text" value="10"/>	Maximum Enrollment Limit per section:	<input type="text" value="10"/>
---	---------------------------------	---------------------------------------	---------------------------------

Anticipated Average Enrollment per semester:	<input type="text" value="10"/>	Maximum Enrollment Limit per semester:	<input type="text" value="10"/>
--	---------------------------------	--	---------------------------------

Anticipated Average Enrollment per year:

10

Maximum Enrollment Limit per year:

10

Faculty Load Assignment (equated hours):

9

Is another course being deleted? No Yes**What will this course require in the way of:**

Additional library Holdings

none

Additional computer resources

none

Additional or remodeled facilities

none

Additional equipment or supplies

none

Additional travel funds

none

Additional faculty; general vs specialized

multidisciplinary faculty including a perioperative nurse, current RNFA credentialed nurse and a board certified surgeon

Additional faculty; regular vs per-course

Clinical practicum time will be assigned to current anesthesia faculty, with per course added 3 hours fall and spring. (RNFA)

Other additional expenses

Paid Medical Director

If additional faculty are not required, how will faculty be made available to teach this course?

Dr. Ro Meystrick, MD plastic surgeon has volunteered to provide Medical Direction

List names of current faculty qualified and available to teach this course

Jill Laymen, CRNA; Dr. Monika Feeney, CRNA

What is the anticipated source of students for this course?

Surgical Operating Room Nurses

If from within the department, will students be taking this course in addition to or in place of other courses?

N/A

If from outside the department, which courses in other departments would most likely be affected?)

N/A

Other comments:

This course is one of 5 courses required for the RNFA certificate program. The program consists of 9 credits taken over a one year period to allow work OR nurses the option to sit for the RNFA exam.

What is the date that this new course was approved by departmental or program faculty? (MM/DD/YYYY)

12/01/2017

Current Status:

Grad Council Review

Proposal Progress:

01/16/2018 - Submitted by Department Head (Colette Witkowski)

01/16/2018 - Reviewed by Dean (Helen Reid)

Review Comments:

No comments have been added to this proposal.

Copy As New Proposal

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**Missouri State School of Anesthesia
Registered Nurse First Assist Certificate**

tbd

Course Description/Syllabus

Number: ANE 623

Name: Peri-Operative Patient Management

II

Total Credits: 2

Distance Class

Placement of Course: Graduate Level

Prerequisite Courses: Admission to the RNFA Certificate Program

Faculty responsible for this course: RNFA coordinator

Coordinator: Dr. Monika Feeney, DNAP, MS, CRNA

Course Catalog Description:

This course includes distance didactic components emphasizing the expanded functions unique to the RNFA. Classes will have both synchronous and asynchronous components. Management II will include demonstration of expanded skills and cover surgical site exposure, handling tissue, providing hemostasis along with suturing and wound management. Patient discharge planning and community collaboration is included.

Course Objectives:

By the end of the semester, the student will be able to:

1. Perform detailed preop assesment
2. Identify specific surgical instruments pertaining to specific surgical cases
3. Demonstrate multiple suturing techniques according to the surgical case
4. Discuss patient focused care and surgical team collaboration

Intra operative performance of surgical first-assisting techniques and postoperative management of patients in collaboration with other health care providers in the immediate postoperative period and beyond including assisting with arranging discharge planning and identifying appropriate community resources.

Teaching Methods:

Asynchronous distance learning, with lectures using ZOOM technology. Discussion boards, lectures. Student will complete assignments via Blackboard.

References:

Current edition of the Core Curriculum for the RN First Assistant

Grading Policy:

Assignments 100

Written Exams (3 total) 300

Course Evaluation:

An evaluation of this course will be given to each student at the end of each semester.

Attendance:

The grade for this course is based on attendance of both days.

University Attendance Policy will be followed. Excused absences include participation in University sanctioned activities and programs; personal illness; and family or other compelling circumstances that must be relayed to the instructor within a timely manner.

Additional information:

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Faculty may also wish to include relevant drop deadlines. See Academic Calendars (www.missouristate.edu/registrar/acad_cal.html) for deadlines.

16 Week Class schedule

Week	Chapter	Title
		Otolaryngology
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5	7	Laparoscopic Gastric Bypass
6	8	Open and Lap Appy
7	9	Choly, Open and Lap approach
8	10	Liver Failure and Nonalcoholic Steatohepatitis
9	11	Hepatic Resection
		Endocrine Surgery
10	12	Pheochromocytoma
11	13	Thyroidectomy
		Trauma Surgery
12	14	Emergency airway management
13	15	Crani for acute head injury
14	16	Penetrating traumatic injuries
		Thoracic Surgery
15	18,19	Mediastinoscopy, Pneumonectomy
16	20,21	VATS, Thymectomy

Missouri State.**Curricular Action Workflow**

Missouri State > Computer Services - MIS > Curric
Workflow > CAW - New Course Prop

New Course Proposal Form

Submitted on 01/23/2018 by Sylvia Feeney (MonikaFeeney@MissouriState.edu).

***All fields require input**

- New COURSE
- New REGULAR PERMANENT SECTION of an existing variable content course. If a new regular section of an existing variable topics course, enter the existing course number below

Course Code:

ANE

Course Number: ([Check Availability](#))

624

Course Title:

RNFA Cumulative Review

Will this course become part of a program? No Yes (A corresponding program change form must be submitted)

Will this proposal need to be reviewed by CGEIP? No Yes

Will this proposal need to be reviewed by EPPC? No Yes

Prerequisite/Co-requisite or enter 'None':

Acceptance into the Registered Nurse First Assist Program

Catalog Course Description: (Include any Pass/Not Pass grading restrictions, repeatable limits, limitation on course applicability, UG/GR parallel course, etc.)

Course will cover RNFA's collaborating with other health care providers during the peri-operative period focusing on safe effective patient care, and preparation for the RNFA certification exam.

Credit Hours:

1

Lecture Contact Hours:

1

Lab Contact Hours:

0

Note: If variable credit, enter the highest number and add to end of course description. (e.g. "Variable credit, may be taken 1-3 hours.")

Periodicity. Check all that apply.

- Fall
 Fall (even-numbered years only)
 Fall (odd-numbered years only)
- Spring
 Spring (even-numbered years only)
 Spring (odd-numbered years only)
- Summer
 On Demand only

Complete Catalog Description:

ANE 624 RNFA Cumulative Review

Prerequisite: Acceptance into the Registered Nurse First Assist Program

Course will cover RNFA's collaborating with other health care providers during the peri-operative period focusing on safe effective patient care, and preparation for the RNFA certification exam.

Credit hours: 1 Lecture contact hours: 1 Lab contact hours: 0

Typically offered: Fall, Spring, Summer

Include sample syllabus (list topics, course goals.) Use text box OR upload only file types of PDF, DOC or DOCX.

Attached

Purpose of Course

Class requirement for the RNFA certificate program.
To prepare baccalaureate registered nurses to qualify to sit for the RNFA exam.

Relationship to Other Departments

None

Is there a graduate/undergraduate parallel course to this one? No Yes

New Course Resource Information

Anticipated Average Enrollment per section:	10	Maximum Enrollment Limit per section:	10
Anticipated Average Enrollment per semester:	10	Maximum Enrollment Limit per semester:	10
Anticipated Average Enrollment per year:	10	Maximum Enrollment Limit per year:	10

Faculty Load Assignment (equated hours):

9

Is another course being deleted? No Yes**What will this course require in the way of:**

Additional library Holdings

none

Additional computer resources

none

Additional or remodeled facilities

none

Additional equipment or supplies

none

Additional travel funds

none

Additional faculty; general vs specialized

multidisciplinary faculty including a perioperative nurse, current RNFA credentialed nurse and a board certified surgeon

Additional faculty; regular vs per-course

Clinical practicum time will be assigned to current anesthesia faculty, with per course added 3 hours fall and spring. (RNFA)

Other additional expenses

Paid Medical Director

If additional faculty are not required, how will faculty be made available to teach this course?

Dr. Ro Meystrick, MD plastic surgeon has volunteered to provide Medical Direction

List names of current faculty qualified and available to teach this course

Jill Laymen, CRNA; Dr. Monika Feeney, CRNA

What is the anticipated source of students for this course?

Surgical Operating Room Nurses

If from within the department, will students be taking this course in addition to or in place of other courses?

N/A

If from outside the department, which courses in other departments would most likely be affected?)

N/A

Other comments:

This course is one of 5 courses required for the RNFA certificate program. The program consists of 9 credits taken over a one year period to allow work OR nurses the option to sit for the RNFA exam.

What is the date that this new course was approved by departmental or program faculty? (MM/DD/YYYY)

12/01/2017

Current Status:

Grad Council Review

Proposal Progress:

01/23/2018 - Submitted by Department Head (Colette Witkowski)

01/23/2018 - Reviewed by Dean (Helen Reid)

Review Comments:

No comments have been added to this proposal.

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**Missouri State School of Anesthesia
Registered Nurse First Assist Certificate**

tbd

Course Description/Syllabus

Number: ANE 624

Name: RNFA Cumulative review and Assessment

Total Credits: 1

Saturday 8 am to 5 pm

Sunday 8 am to 5 pm

Placement of Course: Graduate Level

Prerequisite Courses: Admission to the RNFA Certificate Program

Faculty responsible for this course: RNFA coordinator, Medical Director

Coordinator: Dr. Monika Feeney, DNAP, MS, CRNA

Course Catalog Description:

Course will cover RNFA's collaborating with other health care providers during the peri-operative period focusing on safe effective patient care, and preparation for the RNFA certification exam.

Techniques such as using instruments, medical devices, providing surgical site exposure, handling an or cutting tissue, providing hemostasis, wound care management, suturing along with postoperative patient management including participating in postoperative rounds and assisting with discharge planning and identifying appropriate community resources. Preparing for certificate exam.

Course Objectives:

By the end of the semester, the student will be able to:

1. Perform detailed preop assesment
2. Identify specific surgical instruments pertaining to specific surgical cases
3. Demonstrate multiple suturing techniques according to the surgical case
4. Discuss patient focused care and surgical team collaboration

The didactic component will include content emphasizing the expanded functions unique to the RNFA during the perioperative period including focused preoperative assessments, collaborating with other health care providers about the patients plan of care.

Intra operative performance of surgical first-assisting techniques and postoperative management of patients in collaboration with other health care providers in the immediate postoperative period and beyond including assisting with arranging discharge planning and identifying appropriate community resources.

Teaching Methods:

Handouts, lecture, class discussion, chart reviews, seminar papers and case studies. Instructional methods may include lecture, interactive discussion, independent study, instructional media, demonstration/return demonstration, and laboratory practicums. Suturing practicum will be in the Anatomy lab.

References:

Current edition of the Core Curriculum for the RN First Assistant

Grading Policy:

Grading for this course will be based on attendance and completion of both days onsite. Completion of practical and written exam on second day

Attendance: 100
Practical Exam: 100
Written Exam: 100

Course Evaluation:

An evaluation of this course will be given to each student at the end of each semester. Evaluation methods may include written examinations, laboratory practicums, and independent critical thinking assignments.

Attendance:

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Faculty may also wish to include relevant drop deadlines. See Academic Calendars (www.missouristate.edu/registrar/acad_cal.html) for deadlines.

16 Week Class schedule

Week	Chapter	Title
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3	5	Uvulopalatopharyngoplasty
		General Surgery
4	6	Exploratory Lap
5	7	Laparoscopic Gastric Bypass
6	8	Open and Lap Appy
7	9	Choly, Open and Lap approach
8	10	Liver Failure and Nonalcoholic Steatohepatitis
9	11	Hepatic Resection
		Endocrine Surgery
10	12	Pheochromocytoma
11	13	Thyroidectomy
		Trauma Surgery
12	14	Emergency airway management
13	15	Crani for acute head injury
14	16	Penetrating traumatic injuries
		Thoracic Surgery
15	18,19	Mediastinoscopy, Pneumonectomy
16	20,21	VATS, Thymectomy

Change Course Proposal Form

Submitted on 01/16/2018 by Joshua Smith (JoshuaJSmith@MissouriState.edu).

*All fields require input

This proposal applies to:

- An existing COURSE
- An existing REGULAR (e.g. permanent) SECTION of a variable content course.

Existing Course:

BMS558 Recombinant DNA Techniques

Will this proposal need to be reviewed by CGEIP? No Yes

Will this proposal need to be reviewed by EPPC? No Yes

Current online catalog description:

BMS 558 Recombinant DNA Techniques

Prerequisite: C grade or better in BMS 525. A laboratory intensive course designed to extend the molecular biology principles and current techniques used in gene cloning, site-directed mutagenesis, transformation of eukaryotic cells, designing gene expression vectors, performing molecular hybridization techniques, confirming gene expression through reverse transcriptase PCR, and DNA sequencing. Supplemental course fee. May be taught concurrently with BMS 658. Cannot receive credit for both BMS 558 and BMS 658. 3(1-4) F,S

Revise the current online catalog description as needed: (Strikethrough all deletions and insert/bold new information. Any content that is copied and pasted will lose existing formatting; please revise to submission.)

← → **B** *I* ~~S~~

BMS 558 Recombinant DNA Techniques

Prerequisite: C grade or better in ~~BMS 525~~ **BMS 521**. A laboratory intensive course designed to extend the molecular biology principles and current techniques used in gene cloning, site-directed mutagenesis, transformation of eukaryotic cells, designing gene expression vectors, performing molecular hybridization techniques, confirming gene expression through reverse transcriptase PCR, and DNA sequencing. Supplemental course fee. May be taught concurrently with 658. Cannot receive credit for both BMS 558 and BMS 658. 3(1-4) F,S

What is changing? Check all boxes that apply.

- | | | | |
|---|---|--------------------------------------|--|
| <input type="checkbox"/> Course Code | <input type="checkbox"/> Course Number (Check Availability) | <input type="checkbox"/> Title | <input checked="" type="checkbox"/> Prerequisite |
| <input type="checkbox"/> Credit Hours/Contact Hours | <input checked="" type="checkbox"/> Periodicity | <input type="checkbox"/> Description | |

Reason for proposed change

Cell biology and molecular cell biology techniques are all that are required for entrance into BMS 558.

Does this change affect course assessment (e.g. student learning evidence/outcomes)? No Yes

How did you determine the need for this change? Check all boxes that apply or specify other.

- | | | |
|--|---|---|
| <input type="checkbox"/> Routine or annual review/assessment of curriculum | <input checked="" type="checkbox"/> Faculty Input | <input checked="" type="checkbox"/> Student Input |
| <input type="checkbox"/> Accreditation/certification compliance | <input checked="" type="checkbox"/> Review of catalog information | |
| <input type="checkbox"/> Other (be specific): | | |

- Check if this is a non-substantive change.

What is the date that this course change was approved by departmental or program faculty? (MM/DD/YYYY)

01/11/2018

Current Status:

College Council Review

Proposal Progress:

01/16/2018 - Submitted by Department Head (Colette Witkowski)

Review Comments:

No comments have been added to this proposal.

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Change Course Proposal Form

Submitted on 01/11/2018 by Joshua Smith (JoshuaJSmith@MissouriState.edu).

*All fields require input

This proposal applies to:

- An existing COURSE
- An existing REGULAR (e.g. permanent) SECTION of a variable content course.

Existing Course:

BMS658 Recombinant DNA Techniques

Will this proposal need to be reviewed by CGEIP? No Yes

Will this proposal need to be reviewed by EPPC? No Yes

Current online catalog description:

BMS 658 Recombinant DNA Techniques

Prerequisite: C grade or better in BMS 625. A laboratory intensive course designed to extend the molecular biology principles and current techniques used in gene cloning, site-directed mutagenesis, transformation of eukaryotic cells, designing gene expression vectors, performing molecular hybridization techniques, confirming gene expression through reverse transcriptase PCR, and DNA sequencing. Supplemental course fee. May be taught concurrently with BMS 558. Cannot receive credit for both BMS 558 and BMS 658. 3(1-4) F,S

Revise the current online catalog description as needed: (Strikethrough all deletions and insert/bold new information. Any content that is copied and pasted will lose existing formatting; please revise to submission.)

← → **B** *I* ~~S~~

BMS 658 Recombinant DNA Techniques

Prerequisite: C grade or better in ~~BMS 625~~ **BMS 622**. A laboratory intensive course designed to extend the molecular biology principles and current techniques used in gene cloning, site-directed mutagenesis, transformation of eukaryotic cells, designing gene expression vectors, performing molecular hybridization techniques, confirming gene expression through reverse transcriptase PCR, and DNA sequencing. Supplemental course fee. May be taught concurrently with 558. Cannot receive credit for both BMS 558 and BMS 658. 3(1-4) F,S

What is changing? Check all boxes that apply.

- | | | | |
|---|---|--------------------------------------|--|
| <input type="checkbox"/> Course Code | <input type="checkbox"/> Course Number (Check Availability) | <input type="checkbox"/> Title | <input checked="" type="checkbox"/> Prerequisite |
| <input type="checkbox"/> Credit Hours/Contact Hours | <input checked="" type="checkbox"/> Periodicity | <input type="checkbox"/> Description | |

Reason for proposed change

Cell biology and molecular cell biology techniques are all that are required for entrance into BMS 658.

Does this change affect course assessment (e.g. student learning evidence/outcomes)? No Yes

How did you determine the need for this change? Check all boxes that apply or specify other.

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> Routine or annual review/assessment of curriculum | <input checked="" type="checkbox"/> Faculty Input | <input checked="" type="checkbox"/> Student Input |
| <input type="checkbox"/> Accreditation/certification compliance | <input checked="" type="checkbox"/> Review of catalog information | |
| <input type="checkbox"/> Other (be specific): | | |

Check if this is a non-substantive change.

What is the date that this course change was approved by departmental or program faculty? (MM/DD/YYYY)

01/11/2018

Current Status:

Grad Council Review

Proposal Progress:

01/12/2018 - Submitted by Department Head (Colette Witkowski)

01/15/2018 - Reviewed by Dean (Helen Reid)

Review Comments:

No comments have been added to this proposal.

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Change Course Proposal Form

Submitted on 01/11/2018 by Scott Zimmerman (Scottzimmerman@missouristate.edu).

*All fields require input

This proposal applies to:

- An existing COURSE
- An existing REGULAR (e.g. permanent) SECTION of a variable content course.

Existing Course:

BMS701 Research in the Biomedical Sciences

Will this proposal need to be reviewed by CGEIP? No Yes

Will this proposal need to be reviewed by EPPC? No Yes

Current online catalog description:

BMS 701 Research in the Biomedical Sciences

Prerequisite: admission to MS in Cell and Molecular Biology program; and statistics: MTH 645 or BIO 650 or PSY 711 or PBH 730 or concurrent enrollment in statistics. Focus on research skills, scientific writing, and professional development. 3(3-0) F,S

Revise the current online catalog description as needed: (Strikethrough all deletions and insert/bold new information. Any content that is copied and pasted will lose existing formatting; please revise to submission.)

← → | **B** *I* ~~S~~

BMS 701 Research in the Biomedical Sciences

Prerequisite: admission to MS in Cell and Molecular Biology program; ~~and statistics: MTH 645 or BIO 650 or PSY 711 or PBH 730 or concurrent enrollment in statistics.~~ Focus on research skills, scientific writing, and professional development. ~~3(3-0)~~ **Repeatable for a maximum of 4 credit hours. 1(1-0)** F,S

What is changing? Check all boxes that apply.

- | | | | | | | | |
|-------------------------------------|----------------------------|--------------------------|--|--------------------------|-------------|-------------------------------------|--------------|
| <input type="checkbox"/> | Course Code | <input type="checkbox"/> | Course Number (Check Availability) | <input type="checkbox"/> | Title | <input checked="" type="checkbox"/> | Prerequisite |
| <input checked="" type="checkbox"/> | Credit Hours/Contact Hours | <input type="checkbox"/> | Periodicity | <input type="checkbox"/> | Description | | |

Reason for proposed change

A single 3 credit experience is no longer necessary at the beginning of the MS-CMB program. We would like to provide an on-going experience to allow students to work on their professional writing and promote professional development throughout their time in the program.

Does this change affect course assessment (e.g. student learning evidence/outcomes)? No Yes

How did you determine the need for this change? Check all boxes that apply or specify other.

- | | | | | | |
|-------------------------------------|---|-------------------------------------|-------------------------------|-------------------------------------|---------------|
| <input checked="" type="checkbox"/> | Routine or annual review/assessment of curriculum | <input checked="" type="checkbox"/> | Faculty Input | <input checked="" type="checkbox"/> | Student Input |
| <input type="checkbox"/> | Accreditation/certification compliance | <input type="checkbox"/> | Review of catalog information | | |
| <input type="checkbox"/> | Other (be specific): | | | | |

Check if this is a non-substantive change.

What is the date that this course change was approved by departmental or program faculty? (MM/DD/YYYY)

01/11/2018

Current Status:

Grad Council Review

Proposal Progress:

01/12/2018 - Submitted by Department Head (Colette Witkowski)

01/15/2018 - Reviewed by Dean (Helen Reid)

Review Comments:

No comments have been added to this proposal.

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Change Course Proposal Form

Submitted on 01/25/2018 by Hillary Roberts (Hroberts@missouristate.edu).

*All fields require input

This proposal applies to:

- An existing COURSE
- An existing REGULAR (e.g. permanent) SECTION of a variable content course.

Existing Course:

DTN740 Medical Nutrition Therapy I Practicum

Will this proposal need to be reviewed by CGEIP? No Yes

Will this proposal need to be reviewed by EPPC? No Yes

Current online catalog description:

DTN 740 Medical Nutrition Therapy I Practicum

Prerequisite: admission to the graduate Dietetic Internship Certificate Program. This is the first of a two-semester course sequence providing field experience in patient/client nutritional management at various sites under professional supervision (37 hours per week). Emphasis will be on utilizing the nutrition care process in providing basic medical nutrition therapy to include at least diabetes, heart disease, lung disease and basic health promotion in an acute or clinical setting. 3 D

Revise the current online catalog description as needed: (Strikethrough all deletions and insert/bold new information. Any content that is copied and pasted will lose existing formatting; please revise to submission.)

← → **B** *I* ~~S~~

DTN 740 Medical Nutrition Therapy I Practicum

Prerequisite: admission to the **Master of Science in Nutrition and Dietetics program** or graduate Dietetic Internship Certificate Program. This is the first two-semester course sequence providing field experience in patient/client nutritional management at various sites under professional supervision (37 hours per week). Emphasis will be on utilizing the nutrition care process in providing basic medical nutrition therapy to include at least diabetes, heart disease, lung disease and basic health promotion in an acute or clinical setting. 3 D

What is changing? Check all boxes that apply.

- | | | | | | | | |
|--------------------------|----------------------------|--------------------------|--|--------------------------|-------------|-------------------------------------|--------------|
| <input type="checkbox"/> | Course Code | <input type="checkbox"/> | Course Number (Check Availability) | <input type="checkbox"/> | Title | <input checked="" type="checkbox"/> | Prerequisite |
| <input type="checkbox"/> | Credit Hours/Contact Hours | <input type="checkbox"/> | Periodicity | <input type="checkbox"/> | Description | | |

Reason for proposed change

To enable students in the Master of Science in Nutrition and Dietetics program the ability to meet course prerequisites and register for the course. The Master of Science in Nutrition and Dietetic is a new program proposal.

Does this change affect course assessment (e.g. student learning evidence/outcomes)? No Yes

How did you determine the need for this change? Check all boxes that apply or specify other.

- | | | | | | |
|-------------------------------------|---|--------------------------|-------------------------------|--------------------------|---------------|
| <input type="checkbox"/> | Routine or annual review/assessment of curriculum | <input type="checkbox"/> | Faculty Input | <input type="checkbox"/> | Student Input |
| <input type="checkbox"/> | Accreditation/certification compliance | <input type="checkbox"/> | Review of catalog information | | |
| <input checked="" type="checkbox"/> | Other (be specific): | | | | |

Feedback from the Graduate Council Curriculum Screening Committee

- Check if this is a non-substantive change.

What is the date that this course change was approved by departmental or program faculty? (MM/DD/YYYY)

01/25/2018

Current Status:

Grad Council Review

Proposal Progress:

01/25/2018 - Submitted by Department Head (Colette Witkowski)

01/29/2018 - Reviewed by Dean (Helen Reid)

Review Comments:

No comments have been added to this proposal.

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Change Course Proposal Form

Submitted on 01/25/2018 by Hillary Roberts (Hroberts@missouristate.edu).

***All fields require input**

This proposal applies to:

- An existing COURSE
- An existing REGULAR (e.g. permanent) SECTION of a variable content course.

Existing Course:

DTN741 Medical Nutrition Therapy II Practicum

Will this proposal need to be reviewed by CGEIP? No Yes

Will this proposal need to be reviewed by EPPC? No Yes

Current online catalog description:

DTN 741 Medical Nutrition Therapy II Practicum

Prerequisite: admission to the graduate Dietetic Internship Certificate Program. This is the second of a two-semester course sequence providing eight weeks of field experience in patient/client nutritional management at various sites under professional supervision (40 hours per week). Emphasis will be on utilizing the nutrition care process in providing medical nutrition therapy to include at least tube feeding, TPN, pre/post surgery patients in an acute or clinical setting with a research component required as part of the practicum. 3 D

Revise the current online catalog description as needed: (Strikethrough all deletions and insert/bold new information. Any content that is copied and pasted will lose existing formatting; please revise to submission.)

← → | **B** *I* ~~S~~

DTN 741 Medical Nutrition Therapy II Practicum

Prerequisite: admission to the **Master of Science in Nutrition and Dietetics program** or graduate Dietetic Internship Certificate Program. This is the second of a two-semester course sequence providing eight weeks of field experience in patient/client nutritional management at various sites under professional supervision (40 hours per week). Emphasis will be on utilizing the nutrition care process in providing medical nutrition therapy to include at least tube feeding TPN, pre/post surgery patients in an acute or clinical setting with a research component required as part of the practicum. 3 D

What is changing? Check all boxes that apply.

- | | | | |
|---|---|--------------------------------------|--|
| <input type="checkbox"/> Course Code | <input type="checkbox"/> Course Number (Check Availability) | <input type="checkbox"/> Title | <input checked="" type="checkbox"/> Prerequisite |
| <input type="checkbox"/> Credit Hours/Contact Hours | <input type="checkbox"/> Periodicity | <input type="checkbox"/> Description | |

Reason for proposed change

To enable students in the Master of Science in Nutrition and Dietetics program the ability to meet course prerequisites and register for the course. The Master of Science in Nutrition and Dietetic is a new program proposal.

Does this change affect course assessment (e.g. student learning evidence/outcomes)? No Yes

How did you determine the need for this change? Check all boxes that apply or specify other.

- | | | |
|--|--|--|
| <input type="checkbox"/> Routine or annual review/assessment of curriculum | <input type="checkbox"/> Faculty Input | <input type="checkbox"/> Student Input |
| <input type="checkbox"/> Accreditation/certification compliance | <input type="checkbox"/> Review of catalog information | |
| <input checked="" type="checkbox"/> Other (be specific): | | |

Feedback from the Graduate Council Curriculum Screening Committee

- Check if this is a non-substantive change.

What is the date that this course change was approved by departmental or program faculty? (MM/DD/YYYY)

01/25/2018

Current Status:

Grad Council Review

Proposal Progress:

01/25/2018 - Submitted by Department Head (Colette Witkowski)

01/29/2018 - Reviewed by Dean (Helen Reid)

Review Comments:

No comments have been added to this proposal.

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Change Course Proposal Form

Submitted on 01/25/2018 by Hillary Roberts (Hroberts@missouristate.edu).

*All fields require input

This proposal applies to:

- An existing COURSE
- An existing REGULAR (e.g. permanent) SECTION of a variable content course.

Existing Course:

DTN742 Public Health Nutrition Practicum

Will this proposal need to be reviewed by CGEIP? No Yes

Will this proposal need to be reviewed by EPPC? No Yes

Current online catalog description:

DTN 742 Public Health Nutrition Practicum

Prerequisite: admission to the graduate Dietetic Internship Certificate Program. This course provides a six week field experience in the delivery of public health and community nutrition programs at local, state, national levels at various sites under professional supervision (37 hours per week). Current issues relating to the promotion of good nutrition and preventive health care will be examined. Students will evaluate nutrition components of various community health agencies and participate in the delivery of services. 3 D

Revise the current online catalog description as needed: (Strikethrough all deletions and insert/bold new information. Any content that is copied and pasted will lose existing formatting; please revise to submission.)

← → **B** *I* ~~S~~

DTN 742 Public Health Nutrition Practicum

Prerequisite: admission to the **Master of Science in Nutrition and Dietetics program or** graduate Dietetic Internship Certificate Program. This course provides a six week field experience in the delivery of public health and community nutrition programs at local, state, national levels at various sites under professional supervision (37 hours per week). Current issues relating to the promotion of good nutrition and preventive health care will be examined. Student will evaluate nutrition components of various community health agencies and participate in the delivery of services. 3 D

What is changing? Check all boxes that apply.

- | | | | | | | | |
|--------------------------|----------------------------|--------------------------|--|--------------------------|-------------|-------------------------------------|--------------|
| <input type="checkbox"/> | Course Code | <input type="checkbox"/> | Course Number (Check Availability) | <input type="checkbox"/> | Title | <input checked="" type="checkbox"/> | Prerequisite |
| <input type="checkbox"/> | Credit Hours/Contact Hours | <input type="checkbox"/> | Periodicity | <input type="checkbox"/> | Description | | |

Reason for proposed change

To enable students in the Master of Science in Nutrition and Dietetics program the ability to meet course prerequisites and register for the course. The Master of Science in Nutrition and Dietetic is a new program proposal.

Does this change affect course assessment (e.g. student learning evidence/outcomes)? No Yes

How did you determine the need for this change? Check all boxes that apply or specify other.

- | | | | | | |
|-------------------------------------|---|--------------------------|-------------------------------|--------------------------|---------------|
| <input type="checkbox"/> | Routine or annual review/assessment of curriculum | <input type="checkbox"/> | Faculty Input | <input type="checkbox"/> | Student Input |
| <input type="checkbox"/> | Accreditation/certification compliance | <input type="checkbox"/> | Review of catalog information | | |
| <input checked="" type="checkbox"/> | Other (be specific): | | | | |

Feedback from the Graduate Council Curriculum Screening Committee

- Check if this is a non-substantive change.

What is the date that this course change was approved by departmental or program faculty? (MM/DD/YYYY)

01/25/2018

Current Status:

Grad Council Review

Proposal Progress:

01/25/2018 - Submitted by Department Head (Colette Witkowski)

01/29/2018 - Reviewed by Dean (Helen Reid)

Review Comments:

No comments have been added to this proposal.

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Change Course Proposal Form

Submitted on 01/16/2018 by Hillary Roberts (Hroberts@missouristate.edu).

*All fields require input

This proposal applies to:

- An existing COURSE
- An existing REGULAR (e.g. permanent) SECTION of a variable content course.

Existing Course:

DTN744 Practicum in Area of Concentration

Will this proposal need to be reviewed by CGEIP? No Yes

Will this proposal need to be reviewed by EPPC? No Yes

Current online catalog description:

DTN 744 Practicum in Area of Concentration

Prerequisite: admission to the graduate Dietetic Internship Certificate Program. This course provides a six week field experience (40 hours per week) in either Public Affairs or Rural Health. Field placements and experiences will be developed with each student and the program director. 3 D

Revise the current online catalog description as needed: (Strikethrough all deletions and insert/bold new information. Any content that is copied and pasted will lose existing formatting; please revise to submission.)

← → | **B** *I* ~~S~~

DTN 744 Practicum in Area of Concentration

Prerequisite: admission to the **Master of Science in Nutrition and Dietetics program** or graduate Dietetic Internship Certificate Program. This course provides a ~~six week field experience (40 hours per week)~~ **minimum of 240 hours** in either **Population Health**, Public Affairs or Rural Health. Field placements and experiences will be developed with each student and the program director. 3 D

What is changing? Check all boxes that apply.

- | | | | |
|---|---|---|--|
| <input type="checkbox"/> Course Code | <input type="checkbox"/> Course Number (Check Availability) | <input type="checkbox"/> Title | <input checked="" type="checkbox"/> Prerequisite |
| <input type="checkbox"/> Credit Hours/Contact Hours | <input type="checkbox"/> Periodicity | <input checked="" type="checkbox"/> Description | |

Reason for proposed change

To provide a capstone practicum for the program proposal of a Master of Science in Nutrition and Dietetics, in addition to providing the capstone practicum for students in the graduate Dietetic Internship Certificate program. The emphasis in the proposed master's program is population health. We decided to change the time frame from six weeks to a minimum of 240 hours so that holidays, conferences, or any event that takes time out of the six-week time frame would not effect the length of the practicum.

Does this change affect course assessment (e.g. student learning evidence/outcomes)? No Yes

How did you determine the need for this change? Check all boxes that apply or specify other.

- | | | |
|--|--|--|
| <input type="checkbox"/> Routine or annual review/assessment of curriculum | <input checked="" type="checkbox"/> Faculty Input | <input type="checkbox"/> Student Input |
| <input type="checkbox"/> Accreditation/certification compliance | <input type="checkbox"/> Review of catalog information | |

Other (be specific):

The need was determined while developing the curriculum for the proposed Master of Science in Nutrition and Dietetics.

Check if this is a non-substantive change.

What is the date that this course change was approved by departmental or program faculty? (MM/DD/YYYY)

01/15/2018

Current Status:

Grad Council Review

Proposal Progress:

01/16/2018 - Submitted by Department Head (Colette Witkowski)

01/16/2018 - Reviewed by Dean (Helen Reid)

Review Comments:

No comments have been added to this proposal.

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Missouri State.**Curricular Action Workflow**

Missouri State > Computer Services - MIS > Curric
Workflow > CAW - New Course Proj

New Course Proposal Form

Submitted on 01/16/2018 by Hillary Roberts (Hroberts@missouristate.edu).

***All fields require input**

- New COURSE
- New REGULAR PERMANENT SECTION of an existing variable content course. If a new regular section of an existing variable topics course, enter the existing course r below

Course Code:

DTN

Course Number: ([Check Availability](#))

750

Course Title:

Advanced Medical Nutrition Therapy

Will this course become part of a program? No Yes (A corresponding program change form must be submitted)

Will this proposal need to be reviewed by CGEIP? No Yes

Will this proposal need to be reviewed by EPPC? No Yes

Prerequisite/Co-requisite or enter 'None':

Admission to the Master of Science in Nutrition and Dietetics program or graduate Dietetic Internship Certificate Program

Catalog Course Description: (Include any Pass/Not Pass grading restrictions, repeatable limits, limitation on course applicability, UG/GR parallel course, etc.)

Advanced study of metabolic demands in complex disease processes using the Nutrition Care Process in an evidence based approach to altered nutriti needs.

Credit Hours:

1

Lecture Contact Hours:

1

Lab Contact Hours:

0

Note: If variable credit, enter the highest number and add to end of course description. (e.g. "Variable credit, may be taken 1-3 hours.")

Periodicity. Check all that apply.

- Fall
 Fall (even-numbered years only)
 Fall (odd-numbered years only)
- Spring
 Spring (even-numbered years only)
 Spring (odd-numbered years only)
- Summer
 On Demand only

Complete Catalog Description:

DTN 750 Advanced Medical Nutrition Therapy

Prerequisite: Admission to the Master of Science in Nutrition and Dietetics program or graduate Dietetic Internship Certificate Program

Advanced study of metabolic demands in complex disease processes using the Nutrition Care Process in an evidence based approach to altered nutritional needs.

Credit hours: 1 Lecture contact hours: 1 Lab contact hours: 0

Typically offered: Fall

Include sample syllabus (list topics, course goals.) Use text box OR upload only file types of PDF, DOC or DOCX.

Attached

Purpose of Course

To increase students knowledge and skills of providing medical nutrition therapy to clients by using the nutrition care process. This is a course in the proposed Master of Science in Nutrition and Dietetics program and is currently being taught as a special topics course in the graduate Dietetic Internship Certificate program. In addition, this course will meet accreditation standards for the Dietetic Internship.

Relationship to Other Departments

None

Is there a graduate/undergraduate parallel course to this one? No Yes

New Course Resource Information

Anticipated Average Enrollment per section:	<input type="text" value="10"/>	Maximum Enrollment Limit per section:	<input type="text" value="15"/>
Anticipated Average Enrollment per semester:	<input type="text" value="10"/>	Maximum Enrollment Limit per semester:	<input type="text" value="15"/>
Anticipated Average Enrollment per year:	<input type="text" value="10"/>	Maximum Enrollment Limit per year:	<input type="text" value="15"/>

Faculty Load Assignment (equated hours):

1

Is another course being deleted? No Yes**What will this course require in the way of:**

Additional library Holdings

None

Additional computer resources

None

Additional or remodeled facilities

None

Additional equipment or supplies

None

Additional travel funds

None

Additional faculty; general vs specialized

None

Additional faculty; regular vs per-course

None

Other additional expenses

None

If additional faculty are not required, how will faculty be made available to teach this course?

This course is currently being taught as a special topics course and is now being formalized into the program requirements, so no new faculty load will be required.

List names of current faculty qualified and available to teach this course

Anne Marie Hunter and Natalie Allen

What is the anticipated source of students for this course?

Students enrolled in the Master of Science in Nutrition and Dietetics program and the graduate Dietetic Internship Certificate program.

If from within the department, will students be taking this course in addition to or in place of other courses?

In place of a special topics course currently being taught.

If from outside the department, which courses in other departments would most likely be affected?)

N/A

Other comments:

None

What is the date that this new course was approved by departmental or program faculty? (MM/DD/YYYY)

01/15/2018

Current Status:

Grad Council Review

Proposal Progress:

01/16/2018 - Submitted by Department Head (Colette Witkowski)

01/16/2018 - Reviewed by Dean (Helen Reid)

Review Comments:

No comments have been added to this proposal.

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DTN 750: Advanced Medical Nutrition Therapy

Instructor: Anne Marie Hunter, PhD, RD, LD, FADA, FAND
E-mail: AMHunter@MissouriState.edu
Office: Professional Building, Room 410A
Office Phone: 836-5389
Office Hours: by appointment

Course Description: Advanced study of metabolic demands in complex disease processes using the Nutrition Care Process in an evidence based approach to altered nutritional needs.

Course Objectives:

1. Assess the nutritional status of individuals, groups and populations in a variety of settings. where Nutrition care is or can be delivered
2. Diagnose nutrition problems and create problem, etiology, signs and symptoms (PES) statements
3. Plan and implement nutrition interventions to include prioritizing the nutrition diagnosis, formulating a nutrition prescription, establishing goals and selecting and managing intervention
4. Monitor and evaluate problems, etiologies, signs, symptoms and the impact of interventions on the nutrition diagnosis
5. Develop and demonstrate effective communication skills, using oral, print, visual, electronic and mass media methods for maximizing client education, employee training and marketing.
6. Deliver respectful science based answers to consumer questions concerning emerging trends
7. Use current informatics technology to develop, store, retrieve and disseminate information and data
8. Complete documentation that follows professional guidelines, guidelines required by health care systems and guidelines required by the practice setting.
9. Participate in coding and billing of dietetics/nutrition services to obtain reimbursement for services from Public and private insurers

Schedule:

Week 1. Poly Cystic Ovary Syndrome (PCOS)

Week 2. Heart Failure

Week 3. Hypertension & Lifestyle Modification

Week 4. Advanced Dietary Management in Type 1 Diabetes Mellitus

Week 5. Type 2 Diabetes Mellitus

Week 6. Chronic Obstructive Pulmonary Disease (COPD)

Week 7. Crohn's Disease

Week 8. Pancreatic Cancer status post Whipple Procedure

Students' will utilize the Academy's Evidence Analysis Library (EAL), the Nutrition Care Manual (NCM) and current literature (within the past five years) to include in their discussion and discovery of these disease states.

Course Requirements:

EAL Guideline Presentation	1 @ 100 points	100
Assigned NCP Case Study Modules	7 @ 100 points each	700
NCP Actual Case Study Presentations with ppt	1 @ 100 points	100
Final Project: Comprehensive Case Study	1 @ 200 points	200
Weekly Quizzes from the RD Exam	4 @ 10 points each	40
Academic Integrity Test		10
Completion of SALG		5
<hr/>		
TOTAL POINTS		1155

The instructor reserves the right to revise this as necessary.

Grading Scale: Final grades will be calculated using the grading scale below. Appealing for the exam score will be only permitted within 1 week after each NCP Case Study. Grades can always be checked via Blackboard, and if you have concerns about your grade, these concerns need to be discussed prior to the final week of the course.

90-100=A, 80-89.9=B, 70-79.9=C, 60-69.9=D, Below 59.9=F

Textbooks Required:

Emery, Elizabeth Zorzanello. Clinical Case Studies for the Nutrition Care Process. Jones & Barlett Learning.2012.
ISBN-13:978-0-7637-6184-4
ISBN-10:0-7637-6184-2

Williamson, Mary A., Snyder, L. Michael. Wallach's Interpretation of Diagnostic Tests. 10th Edition. Wolters Kluwer. 2015. ISBN 978-1-4511-9176-9

Online IDNT is now eNCPT (electronic Nutrition Care Process Terminology) 2017 @ <http://ncpt.webauthor.com>

Pronsky,Zaneta M.,Crowe, Jeanne Patricia,Elbe, Dean,Yound, Veronica SL,Epstein, Sol, Roberts, William, Ayoob,Keith-Thomas. Food Medication Interactions. 17th Edition. 2012.
ISBN-13:978-0971089648

Key references in the current literature will be a primary content source for this course.

Reference Texts:

Mahan,L.Kathleen, Raymond,Janice L. Krause's Food & the Nutrition Care Process. 14th Edition. Elsevier Saunders. 2017. ISBN – 978-0-323-34075-5.

Nelms, Marcia, Sucher, Kathryn P., Lacey, Karen, Roth. Nutrition Therapy and Pathophysiology. Cengage Learning. 3rd Edition. 2016.. ISBN-10:1305111966; ISBN -13:978-1305111967

Ross, A. Catherine, Caballero, Benjamin,Cousins,Robert,Tucker,Katherine,Ziegler,Thomas. Modern Nutrition in Health and Disease.Lippincott,Williams and Wilkins\11th Edition. December 18, 2012.
ISBN-978-1-60547-461-8.

Longo,Dan, Fauci, Anthony, Kasper, Dennis, Hauser, Stephen,Jameson, J.Larry,Loscalzo,Joseph. Harrison's Principles of Internal Medicine.18th Edition. McGraw-Hill.2012.
ISBN - 2 Volume Set: 978-0-07174889-6;MHID 0-07-174889-X

Dorland's Illustrated Medical Dictionary. 32nd Edition. Elsevier Health Sciences. May 2011.
ISBN-13:9781416062578 / ISBN1416062572

**Greenhalgh,Trisha. How to Read a Paper: the basics of evidence-based medicine.4th Edition. Wiley-Blackwell. 2010. ISBN: 978-1-4443-3436-4. Highly Recommend!

Weekly Assignments and Case Studies:

1. Each intern will select one article per week from a peer-reviewed journal within the last 3 years of publication for the module assigned for that week. The articles shall reflect current evidence based practice and/or research in medical nutrition therapy. You will critique and summarize the article using the Evidence Abstract Worksheet and also compare the findings of the study to the current Guidelines in the Evidence Analysis Library. Only one intern may select an article. Weekly assigned NCP Case Studies are to be completed before class & will be discussed on Monday.

2. Each intern will present one (1) Guideline from the Evidence Analysis Library. Interns will sign up for dates for their presentations.

3.Weekly assigned NCP Case Study Modules are to be completed before class and will be discussed on Mondays. Actual NCP Case Study presentations will be patients you have seen in your clinical rotation.

The Case Study is to utilize Standardized Language for the Nutrition Care Process, medical terminology, medical diagnosis, laboratory and radiologic procedures, and medications. You may use Template I to guide you in creating your Case Study.

Each intern will present one (1) Actual NCP Case Study during the class periods. Interns will sign up for dates for their Power Point Presentations.

This NCP case study is designed to help you learn basic concepts, principles and application of the Nutrition Care Process which are necessary for your internship experience as well as the national RD exam.

4. For the Final Project you will prepare a Comprehensive Case Study (you may use Template II as a guide) for an actual patient you have seen. You will also prepare a power point presentation (15 minutes) to explain the case to the professor. You have to earn more than 80% on each case study. Point values for each section of the case study are available on the template.

5. Weekly quizzes taken from a previous RD Exam will be in class on Mondays. The questions will cover several topics related to medical nutrition therapy, and may not be restricted to only the modules we are studying. Attendance is required at all classes.

6. Presentation of Comprehensive Case Studies is on the final day of class.

Blackboard: Blackboard is used extensively in this class. Class material will be posted on Blackboard, and it is the intern's responsibility to obtain study materials, assignments, glossary, and resources from Blackboard .

Assignments

***Late assignments are unacceptable. Assignments turned in late will affect your evaluation on this course.**

***The instructor will not critique or proofread any assignments before they are due; only specific questions will be answered.**

Professionalism: You are a graduate level intern. You are **expected** to act in a mature manner in internship rotations and to avoid unnecessary conflict in each rotation. Interns are responsible for following schedules, getting informed through blackboard (materials for course, and announcement for any changes, opportunities, and/or cancellation).

Extra credit: Extra credit will not be given in this course.

Academic Dishonesty: Missouri State University is a community of scholars committed to developing educated persons who accept the responsibility to practice personal and academic integrity. You are responsible for knowing and following the university's *Student Academic Integrity Policies and Procedures*, available at www.missouristate.edu/policy/academicintegritystudents.htm. You are also responsible for understanding and following any additional academic integrity policies specific to this class (as outlined by the instructor). Any student participating in any form of academic dishonesty will be subject to sanctions as described in this policy. If you are accused of violating this policy and are in the appeals process, you should continue participating in the class.

Alleged cheating, plagiarism, or other forms of academic dishonesty **will result in an F for the assignment and possibly an F or XF for the course.** This includes, but is not limited to, copying other students work, allowing another student to copy your work or to do your work for you, and copying and pasting from the Internet. This also includes copying and distributing power point presentations, quizzes, or other items that are part of this course only. Only outline notes are distributed to the regular class. Do not distribute anything else. **If you are cheating on any assignment or exam, you will receive zero points on the exam, and you will be dismissed from class.** It is vital that you make the ethical decision, and *do your own work!* **Written notification of any sanctions imposed will be sent to the Academic Integrity Council.** As stated above, any student participating in any form of academic dishonesty will be subject to sanctions as described in the *Student Academic Integrity Policies and Procedures*.

Nondiscrimination Policy Statement: Missouri State University is an equal opportunity/affirmative action institution, and maintains a grievance procedure available to any person who believes he or she has been discriminated against. At all times, it is your right to address inquiries or concerns about possible discrimination to the [Office for Equity and Diversity](#), Park Central Office Building, 117 Park Central Square, Suite 111, (417) 836-4252. Other types of concerns (i.e., concerns of an academic nature) should be discussed directly with your instructor and can also be brought to the attention of your instructor's Department Head. Please visit the OED website at www.missouristate.edu/equity/.

Disability Accommodation: To request academic accommodations for a disability, contact the Director of [Disability Services](#), Plaster Student Union, Suite 405, (417) 836-4192 or (417) 836-6792 (TTY), www.missouristate.edu/disability. Students are required to provide documentation of disability to Disability Services

prior to receiving accommodations. Disability Services refers some types of accommodation requests to the [Learning Diagnostic Clinic](#), which also provides diagnostic testing for learning and psychological disabilities. **For information about testing, contact the Director of the Learning Diagnostic Clinic, (417) 836-4787, <http://psychology.missouristate.edu/lcd>.**

For additional information students should contact the Disability Resource Center, 836-4192 (PSU 405), or Donald Clark, Director of Safety and Transportation, at 836-8870.

Cell Phones: As a member of the learning community, each student has a responsibility to other students who are members of the community. When cell phones or pagers ring and students respond in class or leave class to respond, it disrupts the class. Therefore, the [Office of the Provost](#) prohibits the use by students of cell phones, pagers, PDAs, or similar communication devices during scheduled classes. **All such devices must be turned off or put in a silent (vibrate) mode and ordinarily should not be taken out during class.** Given the fact that these same communication devices are an integral part of the University's emergency notification system, an exception to this policy would occur when numerous devices activate simultaneously. When this occurs, students may consult their devices to determine if a university emergency exists. If that is not the case, the devices should be immediately returned to silent mode and put away. Other exceptions to this policy may be granted at the discretion of the instructor.

If you violate this policy, you will also be dismissed from class – see Class Disruption (<http://www.missouristate.edu/recreg/classdis.html>). In testing situations, use of cell phones or similar communication devices may lead also to a charge of academic dishonesty and additional sanctions under the Student Academic Integrity Policies and Procedures (<http://www.missouristate.edu/acadaff/AcademicIntegrity.html>).

*****If you are text messaging or talking on the cell phone in class 5 points will be deducted from total points earned in the course.***

At the discretion of the instructor, an exception to this policy is possible in certain circumstances. Please see the instructor if you wish to request an exception.

Emergency Response: Students who require assistance during an emergency evacuation must discuss their needs with their professors and Disability Services. If you have emergency medical information to share with me, or if you need special arrangements in case the building must be evacuated, please make an appointment with me as soon as possible.

For additional information students should contact the Disability Resource Center, 836-4192 (PSU 405), or Donald Clark, Director of Safety and Transportation, at 836-8870.

For further information on Missouri State University's Emergency Response Plan, please refer to the following web site: <http://www.missouristate.edu/safetran/erp.htm>

Dropping a Class: It is your responsibility to understand the University's procedure for dropping a class. If you stop attending this class but do not follow proper procedure for dropping the class, you will receive a failing grade and will also be financially obligated to pay for the class. For information about dropping a class or withdrawing from the university, contact the [Office of the Registrar](#) at 836-5520.

Student Resources:

Tutoring is available through the BearClaw at Meyer Library. For more information or to schedule an appointment go to <http://bearclaw.missouristate.edu/>.

Dietetics Honor Code:

All students must sign the Dietetics Honor Code and abide by the guidelines therein. Cheating, of any type, is not allowed. If a student is found guilty of an academic integrity issue, he/she will receive a **ZERO on the assignment/quiz related to the infraction.**

Emergency Response Plan:

At the first class meeting, students should become familiar with a basic emergency response plan through a dialogue with the instructor that includes a review and awareness of exits specific to the classroom and the location of evacuation centers for the building. All instructors are provided this information specific to their classroom and/or lab assignments in an e-mail prior to the beginning of the fall semester from the Office of the Provost and Safety and Transportation. Students with disabilities impacting mobility should discuss the approved accommodations for emergency situations and additional options when applicable with the instructor. For more information, go to <http://www.missouristate.edu/safetran/51597.htm> and <http://www.missouristate.edu/safetran/erp.htm>.

Missouri State.**Curricular Action Workflow**

Missouri State > Computer Services - MIS > Curric
Workflow > CAW - New Course Prop

New Course Proposal Form

Submitted on 01/16/2018 by Hillary Roberts (Hroberts@missouristate.edu).

***All fields require input**

- New COURSE
- New REGULAR PERMANENT SECTION of an existing variable content course. If a new regular section of an existing variable topics course, enter the existing course number below

Course Code:

DTN

Course Number: ([Check Availability](#))

752

Course Title:

Advanced Population Health Nutrition I

Will this course become part of a program? No Yes (A corresponding program change form must be submitted)

Will this proposal need to be reviewed by CGEIP? No Yes

Will this proposal need to be reviewed by EPPC? No Yes

Prerequisite/Co-requisite or enter 'None':

Admission to the Master of Science in Nutrition and Dietetics program or graduate Dietetic Internship Certificate Program

Catalog Course Description: (Include any Pass/Not Pass grading restrictions, repeatable limits, limitation on course applicability, UG/GR parallel course, etc.)

Advanced population health information in preparation for the registered dietitian examination, including review of basic community information. Overview of interpretation of census data and assessing disparities within the population. Other topics include: nutrition public policy, local and global food insecurity, and population health determinants with an emphasis in rural communities.

Credit Hours:

1

Lecture Contact Hours:

1

Lab Contact Hours:

0

Note: If variable credit, enter the highest number and add to end of course description. (e.g. "Variable credit, may be taken 1-3 hours.")

Periodicity. Check all that apply.

- Fall
 Fall (even-numbered years only)
 Fall (odd-numbered years only)
- Spring
 Spring (even-numbered years only)
 Spring (odd-numbered years only)
- Summer
 On Demand only

Complete Catalog Description:

DTN 752 Advanced Population Health Nutrition I

Prerequisite: Admission to the Master of Science in Nutrition and Dietetics program or graduate Dietetic Internship Certificate Program

Advanced population health information in preparation for the registered dietitian examination, including review of basic community information. Overview of interpretation of c data and assessing disparities within the population. Other topics include: nutrition public policy, local and global food insecurity, and population health determinants with an en in rural communities.

Credit hours: 1 Lecture contact hours: 1 Lab contact hours: 0

Typically offered: Fall

Include sample syllabus (list topics, course goals.) Use text box OR upload only file types of PDF, DOC or DOCX.

Attached

Purpose of Course

To increase students knowledge and skills in population health topics including nutrition public policy, local and global food insecurity and population health determinants in rural communities. This is a course in the proposed Master of Science in Nutrition and Dietetics program and is currently being taught as a special topics course in the graduate Dietetic Internship Certificate program. In addition, this course will meet accreditation standards for the Dietetic Internship.

Relationship to Other Departments

None

Is there a graduate/undergraduate parallel course to this one? No Yes

New Course Resource Information

Anticipated Average Enrollment per section:

10

Maximum Enrollment Limit per section:

15

Anticipated Average Enrollment per semester:

10

Maximum Enrollment Limit per semester:

15

Anticipated Average Enrollment per year:

10

Maximum Enrollment Limit per year:

15

Faculty Load Assignment (equated hours):

1

Is another course being deleted? No Yes**What will this course require in the way of:**

Additional library Holdings

None

Additional computer resources

None

Additional or remodeled facilities

None

Additional equipment or supplies

None

Additional travel funds

None

Additional faculty; general vs specialized

None

Additional faculty; regular vs per-course

None

Other additional expenses

None

If additional faculty are not required, how will faculty be made available to teach this course?

This course is currently being taught as a special topics course and is now being formalized into the program requirements, so no new faculty load will be required.

List names of current faculty qualified and available to teach this course

Sarah Murray and Carmen Boyd

What is the anticipated source of students for this course?

Students enrolled in the Master of Science in Nutrition and Dietetics program and the graduate Dietetic Internship Certificate program.

If from within the department, will students be taking this course in addition to or in place of other courses?

In place of a special topics course currently being taught.

If from outside the department, which courses in other departments would most likely be affected?)

N/A

Other comments:

None

What is the date that this new course was approved by departmental or program faculty? (MM/DD/YYYY)

01/15/2018

Current Status:

Grad Council Review

Proposal Progress:

01/16/2018 - Submitted by Department Head (Colette Witkowski)

01/16/2018 - Reviewed by Dean (Helen Reid)

Review Comments:

No comments have been added to this proposal.

Copy As New Proposal

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DTN 752: Advanced Population Health Nutrition I

Instructor: Sarah Murray, MS, RD, LD
Phone: 836-4509
Office: Professional Building, Room 410
Office Hours: Mon 12pm – 2pm, Tue & Thur 9am – 11am, others by appointment
E-mail: sarahmurray@missouristate.edu
Course web site: <http://blackboard.missouristate.edu>
Course Code:

Course Description: Advanced population health information in preparation for the registered dietitian examination, including review of basic community information. Overview of interpretation of census data and assessing disparities within the population. Other topics include: nutrition public policy, local and global food insecurity, and population health determinants with an emphasis in rural communities.

Suggested Textbook:

Boyle M, Holbein D. Community Nutrition in Action: An Entrepreneurial Approach. 6th Edition. Cengage Learning. 2009.

Knowledge, Skills, & Learning Outcomes:

1. Apply evidence-based guidelines, systematic reviews and scientific literature.
2. Justify programs, products, services and care using appropriate evidence or data.
3. Evaluate emerging research for application in nutrition and dietetics practice.
4. Conduct projects using appropriate research methods, ethical procedures and data analysis.
5. Incorporate critical-thinking skills in overall practice.
6. Demonstrate professional writing skills in preparing professional communications.
7. Demonstrate active participation, teamwork and contributions in group settings.
8. Apply leadership skills to achieve desired outcomes.
9. Participate in professional and community organizations.
10. Demonstrate professional attributes in all areas of practice
11. Show cultural competence/sensitivity in interactions with clients, colleagues and staff.
12. Perform the Nutrition Care Process and use standardized nutrition language for individuals, groups and populations of differing ages and health status, in a variety of settings.

Course Requirements:

• Professionalism (Journal Club preparedness and participation, group work, attendance, discussion participation, Community Nutrition vocab/acronyms, etc.)	40 pts
• Weekly Case Studies (5 pts each)	40 pts
• CRDN Reflection	10 pts
• Grant writing project	10 pts
• Nutrition Policy Presentation	10 pts
• County Project/Needs Assessment/Presentation	100 pts
Total	210 pts

The instructor reserves the right to revise this as necessary.

Grading Scale: Final grades will be calculated using the grading scale below. Grades can always be checked via Blackboard, and if you have concerns about your grade, these concerns need to be discussed **prior to the final week of the course.**

Grading Scale:

A 93.50 and above; A- 90.00–93.49; B+ 86.50–89.99; B 83.50–86.49; B- 80.00–83.49; C+ 76.50–79.99; C 73.50–76.49; C- 70.00–73.49; D+ 65.50–69.99; D 60.00–65.49; F 59.99 and below

Weekly Readings: Each student is responsible for all readings each week. This includes (but not limited too) journal club articles, related research to the topic, case studies, etc. Discussion of the readings will be held each week and each student is expected to fully participate in the discussion. It should be obvious from the discussion that articles have been read. Professionalism points will be deducted should it be apparent that the student is unable to discuss the articles and/or participate in the activities. Application to your county should be able to be made, or, explain why it is not appropriate for your county.

County Project/Needs Assessment/Presentation: An important part of community nutrition is being able to assess the population and determine needs, whatever it may be. Students will be partnered and given a RURAL county to study for the duration of the course. The written component of this project involving demographics and assessment within the county is of primary importance and will be of great value in being able to put much of what you are learning and what you have learned in the past together. During the final week, each group will prepare a presentation on their county describing the county demographically, exploring your assessment of nutrition services and needs, and presenting a plan of action. The power point presentation should be 20-30 minutes in length and will be graded on creativity, professionalism, critical thinking, and innovativeness. Please see the assignment worksheet for further details on this project.

Blackboard: Blackboard 9.1 is used extensively in this class. Class material will be posted on Blackboard, and it is the student's responsibility to obtain study materials, assignments, glossary, and resources from Blackboard.

Exams: There will be no exams given in this course. The information presented in this course will be knowledge needed to be successful on the RD exam.

Assignments: Late assignments are unacceptable. Assignments turned in late will affect your evaluation on this course. The instructor will not critique or proofread any assignments before they are due; only specific questions will be answered. All assignments are to be turned in on Blackboard unless otherwise noted.

Make-up Work: Each of the tasks/assignments in this course are designed specifically to fulfil ACEND competencies for the MSU Dietetic Studentship and therefore must be completed. It is the student's responsibility to notify the instructor and all group members of their absence or inability to complete the assignment. Turning in an assignment late will reduce the total number of potential points by 50%; failure to complete an assignment at all will result in an "incomplete" until the assignment is submitted.

Attendance: You are expected to be PRESENT and PREPARED for each class period. An e-mail or phone call to my office and to your assigned group is expected of absences prior to class. If any unusual circumstances occur, contact your instructor promptly. However, participation points and in-class discussions can not be made up. **Failure to participate or inadequate participation (i.e. falling asleep, working on other assignments, TEXTING, etc.) in class may result in a lower grade for that week.** ***Please see the "Use of Electronics" policy below. In-class participation points will be awarded at the instructor's discretion.

Professionalism: You are a graduate level student. You are expected to act in a mature manner in studentship rotations and to avoid unnecessary conflict in each rotation. Students are responsible for following schedules, staying informed through blackboard (materials for course, and announcement for any changes, opportunities, and/or cancellation).

Email: It is your job as a pre-professional to check your email on a regular basis. Many instructors, as well as the University, use this as a method of communication to address important issues (school cancelations, alerts, etc.). Email is the fastest way to contact me as I check it regularly. Students are free to email me over the weekend HOWEVER, a response is less likely on the weekends as through the regular work week so plan ahead if you need to speak with me.

Academic Resources: Tutoring is available through the BearCLAW at Meyer Library. For more information or to schedule an appointment go to <http://bearclaw.missouristate.edu/>.

Academic Dishonesty: Missouri State University is a community of scholars committed to developing educated persons who accept the responsibility to practice personal and academic integrity. You are responsible for knowing and following the University's academic integrity policy plus additional more-specific policies for each class. The University policy, formally known as the "Student Academic Integrity Policies and Procedures" is available online at http://www.missouristate.edu/policy/Op3_01_AcademicIntegrityStudents.htm and also at the Reserves Desk in Meyer Library. Any student participating in any form of academic dishonesty will be subject to sanctions as described in this policy.

This instructor takes academic dishonesty very seriously. In this course cheating is considered by obtaining answers for a test or assignment from another classmate (current or former), making false statements about your attendance in class, using the wording or phrasing of another source on his/her written assignments, or taking a test or other specified documents away from the classroom and/or university without the instructor's knowledge. In addition, it is your responsibility as a professional to REPORT any academic integrity issues that you know of. Not reporting or discovery of any of these actions will force the instructor to take disciplinary action which will result in a "0" for the assignment, a possible "F" in the course, and a written statement to the Academic Integrity Council.

Alleged cheating, plagiarism, or other forms of academic dishonesty **will result in 0 points for the assignment and possibly a lowering of the student's course grade or F or XF for the course.** This includes, but is not limited to, making false statements about your attendance in class, cheating during quizzes and/or exams (looking at another's student's exam, writing answers on hand, etc), copying other students work, allowing another student to copy your work or to do your work for you, and copying and pasting from the Studentet. This also includes copying and distributing PowerPoint presentations, quizzes, or other items that are part of this course only. Only outline notes are distributed to the regular class. Do not distribute anything else. **If you are cheating on a quiz or exam, you will receive zero points on the exam, and you will be dismissed from class.** It is vital that you make the ethical decision, and *do your own work!* **Written notification of any sanctions imposed will be sent to the Academic Integrity Council.** As stated above, any student participating in any form of academic dishonesty will be subject to sanctions as described in the *Student Academic Integrity Policies and Procedures.*

Each student will be asked to sign an Honor Code that was adopted by the Dietetics Program stating students understand the definition of Academic Dishonesty in addition to the consequences of participating in any form of academic dishonesty.

Statement of Nondiscrimination

Missouri State University is an equal opportunity/affirmative action institution, and maintains a grievance procedure available to any person who believes he or she has been discriminated against. At all times, it is your right to address inquiries or concerns about possible discrimination to the Office for Institutional Equity and Compliance, Park Central Office Building, 117 Park Central Square, Suite 111, 417-836-4252. Other types of concerns (i.e., concerns of an academic nature) should be discussed directly with your instructor and can also be brought to the attention of your instructor's Department Head. Please visit the OED website at www.missouristate.edu/equity/.

Disability Accommodation:

To request academic accommodations for a disability, contact the Director of the Disability Resource Center, Meyer Library, Suite 111, 417-836-4192 or 417-836-6792 (TTY), www.missouristate.edu/disability/contact.htm. Students are required to provide documentation of disability to the Disability Resource Center prior to receiving accommodations. The Disability Resource Center refers some types of accommodation requests to the Learning Diagnostic Clinic, which also provides diagnostic testing for learning and psychological disabilities. For information about testing, contact the Director of the Learning Diagnostic Clinic, 417-836-4787, <http://psychology.missouristate.edu/ldc>.

It is important that students requesting accommodations inform the instructor in the first two weeks of the course so that appropriate actions can be put in place.

Religious accommodation

The University may provide a reasonable accommodation based on a person's sincerely held religious belief. In making this determination, the University reviews a variety of factors, including whether the accommodation would create an undue hardship. The accommodation request imposes responsibilities and obligations on both the individual requesting the accommodation and the University. Students who expect to miss classes, examinations, or other assignments as a consequence of their sincerely held religious belief shall be provided with a reasonable alternative opportunity to complete such academic responsibilities. It is the obligation of students to provide faculty with reasonable notice of the dates of religious observances on which they will be absent by submitting a *Request for Religious Accommodation Form* to the instructor by the end of the third week of a full semester course or the end of the second week of a half semester course.

To Drop This Class:

It is your responsibility to understand the University's procedure for dropping a class. If you stop attending this class but do not follow proper procedure for dropping the class, you will receive a failing grade and will also be financially obligated to pay for the class. For information about dropping a class or withdrawing from the university, contact the Office of the Registrar at 836-5520.

Policy on Use of Cell Phones in Classes:

As a member of the learning community, each student has a responsibility to other students who are members of the community. When cell phones or pagers ring and students respond in class or leave class to respond, it disrupts the class. Therefore, the Office of the Provost prohibits the use by students of cell phones, pagers, PDAs, or similar communication devices during scheduled classes. All such devices must be turned off or put in a silent (vibrate) mode and ordinarily should not be taken out during class. Given the fact that these same communication devices are an integral part of the University's emergency notification system, an exception to this policy would occur when numerous devices activate simultaneously. When this occurs, students may consult their devices to determine if a university emergency exists. If that is not the case, the devices should be immediately returned to silent mode and put away. Other exceptions to this policy may be granted at the discretion of the instructor.

Policy on Use of Electronic Devices:

Electronic devices are not to be used in the classroom unless the professor authorizes their usage for a class-related purpose. Faculty reserve the right to authorize usage with restrictions.

Any student using an unauthorized electronic device during a test, such as smart watches or texting calculators, will be considered to have committed an act of academic dishonesty. The student will be asked to leave the testing session and will receive a grade of 0 for the test and retesting will not be permitted. The student may also face institutional penalties for academic dishonesty, as outlined in the Student Handbook.

The increase in the use of personal electronics in instructional settings makes it necessary to address the acceptable use of these devices during class sessions and examinations. Use of electronic device for activities unrelated to the learning experience coordinated by the course instructor distracts the student using the device, his/her neighbors, and the professor. Additionally, this usage is viewed as disrespectful of all others (students and instructor) engaged in the teaching/learning process. The quality of the learning experience suffers when these discourteous distractions occur.

Electronic devices include but is not necessarily limited to the following: Laptops, cell phones, blackberries, pagers, tablet PCs, mobile presenters, wireless tablets, digital recorders, beepers, palms, iPods, iPads, MP3 players, texting calculators, camera phones, digital cameras, smart watches, or anything else that the instructor deems an electronic device.

Emergency Storm Shelter and Evacuation Information:

At the first class meeting, students should become familiar with a basic emergency response plan through a dialogue with the instructor that includes a review and awareness of exits specific to the classroom and the location of evacuation centers for the building. All instructors are provided this information specific to their classroom and/or lab assignments in an e-mail prior to the beginning of the fall semester from the Office of the Provost and Safety and Transportation. Students with disabilities impacting mobility should discuss the approved accommodations for emergency situations and additional options when applicable with the instructor. For more information go to <http://www.missouristate.edu/safetran/51597.htm> and <http://www.missouristate.edu/safetran/erp.htm>.

DTN 752: Advanced Population Health Nutrition I
 Course Schedule and Assignments (Fall)

Date	Agenda	Assignments
Week 1	<ul style="list-style-type: none"> • Introduction the the course - Syllabus/Schedule/Projects/Partners • Topics for Discussion: Introduction to Community Nutrition/Rural Health, NCP as it relates to community • Choose Counties, Census Data Resources, County Assessment • Journal Club Presentation 	Acronym and Vocab Review – show progress each week, due at the end of the course.
Week 2	<ul style="list-style-type: none"> • Topics for Discussion: Epidemiology and Population Health Research • Journal Club Presentation 	Epidemiology Case Study
Week 3	<ul style="list-style-type: none"> • Topics for Discussion: Public Policy, Structure of the Academy, Action alerts, Bill Tracking • Assessment of current legislation for county project • Journal Club Presentation 	Public Policy Case Study Public Policy Presentation
Week 4	<ul style="list-style-type: none"> • Topics for Discussion: Nutrition Through the Lifespan • County assessment of different age groups/populations • Journal Club Presentation 	Lifespan Case Study
Week 5	<ul style="list-style-type: none"> • Topics for Discussion: Chronic Disease in Rural Health • County Assessment of chronic disease • Journal Club Presentation 	Chronic Disease Case Study
Week 6	<ul style="list-style-type: none"> • Topics for Discussion: Food Insecurity – local and global initiatives • County Assessment of the food landscape • Journal Club Presentation 	Articles to Read for discussion: Innovative practices in Food Pantries; Training RDs to work with the Food Insecure
Week 7	<ul style="list-style-type: none"> • Topics of Discussion: 	
Week 8	<ul style="list-style-type: none"> • County Project Presentations • Reflection on CRDNs 	All Acronyms and Vocab study materials for RD exam should be completed at this time.

New Course Proposal Form

Submitted on 01/16/2018 by Hillary Roberts (Hroberts@missouristate.edu).

*All fields require input

- New COURSE
- New REGULAR PERMANENT SECTION of an existing variable content course. If a new regular section of an existing variable topics course, enter the existing course number below

Course Code:

DTN

Course Number: ([Check Availability](#))

753

Course Title:

Advanced Foodservice Management

Will this course become part of a program? No Yes (A corresponding program change form must be submitted)

Will this proposal need to be reviewed by CGEIP? No Yes

Will this proposal need to be reviewed by EPPC? No Yes

Prerequisite/Co-requisite or enter 'None':

Admission to the Master of Science in Nutrition and Dietetics program or graduate Dietetic Internship Certificate Program

Catalog Course Description: (Include any Pass/Not Pass grading restrictions, repeatable limits, limitation on course applicability, UG/GR parallel course, etc.)

Project and research based application of management concepts and skills to deliver food to people in various settings including schools and hospitals. In addition, review of basic foodservice management concepts and knowledge to include foodservice systems, menu planning, sustainability, and quality improvement.

Credit Hours:

1

Lecture Contact Hours:

1

Lab Contact Hours:

0

Note: If variable credit, enter the highest number and add to end of course description. (e.g. "Variable credit, may be taken 1-3 hours.")

Periodicity. Check all that apply.

- Fall
 Fall (even-numbered years only)
 Fall (odd-numbered years only)
- Spring
 Spring (even-numbered years only)
 Spring (odd-numbered years only)
- Summer
 On Demand only

Complete Catalog Description:

DTN 753 Advanced Foodservice Management

Prerequisite: Admission to the Master of Science in Nutrition and Dietetics program or graduate Dietetic Internship Certificate Program

Project and research based application of management concepts and skills to deliver food to people in various settings including schools and hospitals. In addition, review of foodservice management concepts and knowledge to include foodservice systems, menu planning, sustainability, and quality improvement.

Credit hours: 1 Lecture contact hours: 1 Lab contact hours: 0

Typically offered: Fall

Include sample syllabus (list topics, course goals.) Use text box OR upload only file types of PDF, DOC or DOCX.

Attached

Purpose of Course

To provide students with foodservice management knowledge and skills including in menu planning, quality improvement, sustainability, and budgeting. This is a course in the proposed Master of Science in Nutrition and Dietetics program and is currently being taught as a special topics course in the graduate Dietetic Internship Certificate program. In addition, this course will meet accreditation standards for the Dietetic Internship.

Relationship to Other Departments

None

Is there a graduate/undergraduate parallel course to this one? No Yes

New Course Resource Information

Anticipated Average Enrollment per section:	<input type="text" value="10"/>	Maximum Enrollment Limit per section:	<input type="text" value="15"/>
Anticipated Average Enrollment per semester:	<input type="text" value="10"/>	Maximum Enrollment Limit per semester:	<input type="text" value="15"/>
Anticipated Average Enrollment per year:	<input type="text" value="10"/>	Maximum Enrollment Limit per year:	<input type="text" value="15"/>

Faculty Load Assignment (equated hours):

1

Is another course being deleted? No Yes**What will this course require in the way of:**

Additional library Holdings

None

Additional computer resources

None

Additional or remodeled facilities

None

Additional equipment or supplies

None

Additional travel funds

None

Additional faculty; general vs specialized

None

Additional faculty; regular vs per-course

None

Other additional expenses

None

If additional faculty are not required, how will faculty be made available to teach this course?

This course is currently being taught as a special topics course and is now being formalized into the program requirements, so no new faculty load will be required.

List names of current faculty qualified and available to teach this course

Florence Uruakpa and Sockju Kwon

What is the anticipated source of students for this course?

Students enrolled in the Master of Science in Nutrition and Dietetics program and the graduate Dietetic Internship Certificate program.

If from within the department, will students be taking this course in addition to or in place of other courses?

In place of a special topics course currently being taught.

If from outside the department, which courses in other departments would most likely be affected?)

N/A

Other comments:

None

What is the date that this new course was approved by departmental or program faculty? (MM/DD/YYYY)

01/15/2018

Current Status:

Grad Council Review

Proposal Progress:

01/16/2018 - Submitted by Department Head (Colette Witkowski)

01/16/2018 - Reviewed by Dean (Helen Reid)

Review Comments:

No comments have been added to this proposal.

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DTN 753: Advanced Foodservice Management

Instructor: Sockju Kwon, Ph.D., R.D., L.D.
E-mail: SKwon@missouristate.edu
Office: Professional Building, Room 400, Online only (Skype ID: sockju.kwon)
Office Phone: 417-763-0300, 919-704-8745
Office Hours: by appointment only

Course Description: Project and research based application of management concepts and skills to deliver food to people in various settings including schools and hospitals. In addition, review of basic foodservice management concepts and knowledge to include foodservice systems, menu planning, sustainability, and quality improvement.

Course Objectives:

1. Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources
2. Participate in management of human resources
3. Perform management functions related to safety, security and sanitation that affect employees, customer, patients, facilities and food.
4. Conduct clinical and customer service quality management activities
5. Analyze quality, financial and productivity data for use in planning
6. Conduct feasibility studies for products, programs or services with consideration of costs and benefits.
7. Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies.
8. Analyze risk in nutrition and dietetics practice.

Course Schedule:

Week	Chapters	Quiz, Exam, Assignment
1	Orientation - Review Modules - Review Weekly Assignments - Question and answer session Module 1: Foodservice Systems, Product Flow and Facility Design	Zoom group meeting 1 (F): Discussion 1 posting (Sat): Zoom meeting 2 (Sun): Quiz 1
2	Module 2: Food Safety & Menu Development	(T): Discussion 1 responses (F): Discussion 2 posting (Sun): Quiz 2
3	Module 3: Operational Functions	(T): Discussion 2 responses (F): Discussion 3 posting (Sun): Quiz 3
4	Module 4: Quality Assurance and Quality Improvement	(T): Discussion 3 responses (Sat): Zoom meeting 3 (Sun): Quiz 4
5	Module 5: Decision Making and Human Resource Management	(F): Discussion 4 posting (Sun): Quiz 5
6	Module 6: Marketing and Financial Management	(T): Discussion 4 responses (F): Discussion 5 posting (Sun): Quiz 6
7	Module 7: Sustainability in Foodservice Operations	(T): Discussion 5 responses (F): Discussion 6 posting (Sat): Zoom QIP Presentation (Sun): Quiz 7; Calculation Quiz
8	Module 8: Management and Leadership	(T): Discussion 6 responses; QIP and Strategic Planning Paper due

Required Textbooks:

Payne-Palacio J and Theis M (2012). Foodservice Management: Principles and Practices, 12/E. Upper Saddle River, New Jersey: Pearson Prentice Hall with MyCulinaryLab Access Code (ISBN: 9780134647142)

And/Or

Gregoire, M.B. and Spears, M.C.s (2017). Food Service Organization: A Managerial and Systems Approach, 9th ed. Pearson Education, New Jersey. ISBN: 978-0-13-401772-3

Recommended Textbooks:

Shugart, G. and Molt, M. Food for Fifty, 9th ed. New York, New York: Macmillan.

Allen-Chabot, A., Jarvis, K., and O'Halloran, R. (2006). Cases in Food Service and Clinical Nutrition Management. Upper Saddle River, New Jersey: Pearson Prentice Hall.

ISBN-10: 0131114646

ISBN-13: 9780131114647

Course Requirements:

Weekly Quizzes:	6 @ 50 points each	300
Calculation Quiz	1 @ 100 points	100
Journal Discussion:	6 @ 25 points each	150
Zoom meetings	5 @ 10 points each	50
Projects:	2 @ 100 points each	200
Total Points		800

The instructor reserves the right to revise this as necessary.

Grading Scale: Final grades will be calculated using the grading scale below. Appealing for the exam score will be only permitted **within 1 week after each quiz**. Grades can always be checked via Blackboard, and if you have concerns about your grade, these concerns need to be discussed **prior to the final week of the course**. 90-100=A, 80-89.9=B, 70-79.9=C, 60-69.9=D, Below 59.9=F

Quizzes: Online quizzes will cover glossary, material assigned in the textbook, online lecture materials, assignments, and any other educational techniques covered during the week. This quiz is designed to help you learning basic concepts and principles of foodservice management which are necessary for your internship experience as well as national RD exam. There will be a total of 50 points worth of questions from a large pool related to each module. Each quiz will be available on Mondays and due by Midnight (12:00 am) on the following Sunday. You have to earn more than 80% of each quiz. Otherwise, you will be retested on the quiz(zes) that you did not get 80% or higher. Remember the questions will be different from the first attempt for the second time due to selecting questions from a large pool.

Testing environment: Each intern will be expected to take an online quiz by him or herself every week. You will be given 45 seconds per a general question (including terminology), and 1 min and 15 second per a calculation question. Be sure you have a calculator with you when you take each quiz. Honesty is very important when you take online quizzes. Check your grade right after you take each quiz. When you earn the quiz score below 80% (less than 40 out of 50), you will receive an e-mails from an instructor to take the quiz again until you get the quiz score 80 or above.

Weekly Case Study Discussion: You will be asked to complete Case study (or case studies) each week that will be included your resource book. Each assignment is closely related to the week's module, will be available on Mondays and due by Midnight (12:00 am) on the following Friday. Each assignment will guide you to research on foodservice management, to practice basic formulas, to understand current practices/innovations, and to be aware of hot topics in foodservice management and etc.

Blackboard: Blackboard is used extensively in this class. Ninety percent of class material will be posted on Blackboard, and it is the intern's responsibility to obtain study materials, assignments, glossary, and resources from Blackboard 9.1.

Assignments

***Late assignments are unacceptable. Assignments turned in late will affect your evaluation on this course. *The instructor will not critique or proofread any assignments before they are due; only specific questions will be answered.**

Professionalism: You are a graduate student. I **expect** you to act in a mature manner in internship rotations and to avoid unnecessary conflict in each rotation. Interns are responsible for following schedules, getting informed through blackboard (materials for course, and announcement for any changes, opportunities, and/or cancellation).

Attendance Policy:

The University's attendance policy can be found at <http://www.missouristate.edu/registrar/catalog/attendan.html>. As stated in that policy, instructors must provide students with a written statement of the specific attendance policy for that class. The instructor has the responsibility to determine specific attendance policies for each course taught, including the role that attendance plays in the calculation of final grades and the extent to which work missed due to non-attendance can be made up. The University encourages instructors not to make attendance a disproportionately weighted component of the final grade, and also expects instructors to be reasonable in accommodating students whose absence from class resulted from: 1) participation in University-sanctioned activities and programs; 2) personal illness; or 3) family and/or other compelling circumstances.

Academic Dishonesty:

Missouri State University is a community of scholars committed to developing educated persons who accept the responsibility to practice personal and academic integrity. You are responsible for knowing and following the University's academic integrity policy plus additional more-specific policies for each class. The University policy, formally known as the "Student Academic Integrity Policies and Procedures" is available online at http://www.missouristate.edu/policy/Op3_01_AcademicIntegrityStudents.htm and also at the Reserves Desk in Meyer Library. Any student participating in any form of academic dishonesty will be subject to sanctions as described in this policy.

Nondiscrimination Policy Statement:

Missouri State University is an equal opportunity/affirmative action institution, and maintains a grievance procedure available to any person who believes he or she has been discriminated against. At all times, it is your right to address inquiries or concerns about possible discrimination to the Office for Institutional Equity and Compliance, Park Central Office Building, 117 Park Central Square, Suite 111, 417-836-4252. Other types of concerns (i.e., concerns of an academic nature) should be discussed directly with your instructor and can also be brought to the attention of your instructor's Department Head. Please visit the OED website at www.missouristate.edu/equity/.

Disability Accommodation:

To request academic accommodations for a disability, contact the Director of the Disability Resource Center, Meyer Library, Suite 111, 417-836-4192 or 417-836-6792 (TTY), www.missouristate.edu/disability/contact.htm. Students are required to provide documentation of disability to the Disability Resource Center prior to receiving accommodations. The Disability Resource Center refers some types of accommodation requests to the Learning Diagnostic Clinic, which also provides diagnostic testing for learning and psychological disabilities. For information about testing, contact the Director of the Learning Diagnostic Clinic, 417-836-4787, <http://psychology.missouristate.edu/lcd>.

Cell phone policy:

As a member of the learning community, each student has a responsibility to other students who are members of the community. When cell phones or pagers ring and students respond in class or leave class to respond, it disrupts the class. Therefore, the Office of the Provost prohibits the use by students of cell phones, pagers, PDAs, or similar communication devices during scheduled classes. All such devices must be turned off or put in a silent (vibrate) mode and ordinarily should not be taken out during class. Given the fact that these same communication devices are an integral part of the University's emergency notification system, an exception to this policy would occur when numerous devices activate simultaneously. When this occurs, students may consult their devices to determine if a university emergency exists. If that is not the case, the devices should be immediately returned to silent mode and put away. Other exceptions to this policy may be granted at the discretion of the instructor.

Emergency Response:

At the first class meeting, students should become familiar with a basic emergency response plan through a dialogue with the instructor that includes a review and awareness of exits specific to the classroom and the location of evacuation centers for the building. All instructors are provided this information specific to their classroom and/or lab assignments in an e-mail prior to the beginning of the fall semester from the Office of the Provost and Safety and Transportation. Students with disabilities impacting mobility should discuss the approved accommodations for emergency situations and additional options when applicable with the instructor. For more information go to <http://www.missouristate.edu/safetran/51597.htm> and <http://www.missouristate.edu/safetran/erp.htm>.

Audio and Video Recording Course Activity:

Students who wish to record lectures or class activities for study purposes should inform the faculty member first. Because this course being offered as an online, distribution or sale of recordings or other course materials is prohibited without the written permission of the instructor and other students who are recorded. Distribution without permission is a violation of copyright law and the Code of Student Rights and Responsibilities (Sections 4.6, 4.8, 4.9).

Mental Health and Stress Management:

As a student you may experience a range of personal issues that can impede learning, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance and may reduce your ability to participate in daily activities. You can learn more about free and confidential Missouri State University Counseling Center services available to assist you at <https://counselingcenter.missouristate.edu/>.

New Course Proposal Form

Submitted on 01/16/2018 by Hillary Roberts (Hroberts@missouristate.edu).

*All fields require input

- New COURSE
- New REGULAR PERMANENT SECTION of an existing variable content course. If a new regular section of an existing variable topics course, enter the existing course number below

Course Code:

DTN

Course Number: ([Check Availability](#))

755

Course Title:

Advanced Nutrition Counseling

Will this course become part of a program? No Yes (A corresponding program change form must be submitted)

Will this proposal need to be reviewed by CGEIP? No Yes

Will this proposal need to be reviewed by EPPC? No Yes

Prerequisite/Co-requisite or enter 'None':

Admission to the Master of Science in Nutrition and Dietetics program

Catalog Course Description: (Include any Pass/Not Pass grading restrictions, repeatable limits, limitation on course applicability, UG/GR parallel course, etc.)

Advanced counseling techniques, nutrition interventions, and behavior change theories applied to nutrition counseling. Emphasis on motivational interviewing, including application in practice to provide the learner with strategies and counseling skills to promote behavior change in patients/clients

Credit Hours:

1

Lecture Contact Hours:

0

Lab Contact Hours:

0

Note: If variable credit, enter the highest number and add to end of course description. (e.g. "Variable credit, may be taken 1-3 hours.")

Periodicity. Check all that apply.

- Fall
 Fall (even-numbered years only)
 Fall (odd-numbered years only)
- Spring
 Spring (even-numbered years only)
 Spring (odd-numbered years only)
- Summer
 On Demand only

Complete Catalog Description:

DTN 755 Advanced Nutrition Counseling

Prerequisite: Admission to the Master of Science in Nutrition and Dietetics program

Advanced counseling techniques, nutrition interventions, and behavior change theories applied to nutrition counseling. Emphasis on motivational interviewing, including applica practice to provide the learner with strategies and counseling skills to promote behavior change in patients/clients.

Credit hours: 1 Lecture contact hours: 0 Lab contact hours: 0

Typically offered: Summer

Include sample syllabus (list topics, course goals.) Use text box OR upload only file types of PDF, DOC or DOCX.

Attached

Purpose of Course

To increase knowledge and application of nutrition counseling skills, including the nutrition care process counseling interventions and motivational interviewing, for students in the proposed Master of Science in Nutrition and Dietetics program.

Relationship to Other Departments

None

Is there a graduate/undergraduate parallel course to this one? No Yes

New Course Resource Information

Anticipated Average Enrollment per section:	<input type="text" value="6"/>	Maximum Enrollment Limit per section:	<input type="text" value="15"/>
Anticipated Average Enrollment per semester:	<input type="text" value="6"/>	Maximum Enrollment Limit per semester:	<input type="text" value="15"/>
Anticipated Average Enrollment per year:	<input type="text" value="6"/>	Maximum Enrollment Limit per year:	<input type="text" value="15"/>

Faculty Load Assignment (equated hours):

1

Is another course being deleted? No Yes**What will this course require in the way of:**

Additional library Holdings

None

Additional computer resources

None

Additional or remodeled facilities

None

Additional equipment or supplies

None

Additional travel funds

None

Additional faculty; general vs specialized

None

Additional faculty; regular vs per-course

None

Other additional expenses

None

If additional faculty are not required, how will faculty be made available to teach this course?

Summer teaching will be utilized

List names of current faculty qualified and available to teach this course

Hillary Roberts

What is the anticipated source of students for this course?

Students admitted to the Master of Science in Nutrition and Dietetics program

If from within the department, will students be taking this course in addition to or in place of other courses?

In addition to other courses

If from outside the department, which courses in other departments would most likely be affected?)

N/A

Other comments:

None

What is the date that this new course was approved by departmental or program faculty? (MM/DD/YYYY)

01/15/2018

Current Status:

Grad Council Review

Proposal Progress:

01/16/2018 - Submitted by Department Head (Colette Witkowski)

01/16/2018 - Reviewed by Dean (Helen Reid)

Review Comments:

No comments have been added to this proposal.

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Course Syllabus
DTN 755: Advanced Nutrition Counseling

Instructor:

Hillary Roberts, MS, RDN, LD
Dietetic Internship Director, Senior Instructor
E-mail: HRoberts@missouristate.edu
Office: Professional Building, Room 408
Office Hours: By appointment

Course Description:

Advanced counseling techniques, nutrition interventions, and behavior change theories applied to nutrition counseling. Emphasis on motivational interviewing, including application in practice to provide the learner with strategies and counseling skills to promote behavior change in patients/clients.

Credits: 1 credit hour

Semester: Summer

Prerequisites: Admission to the Master of Science in Nutrition and Dietetics program

Required Texts:

King, K., Klawitter, B. Nutrition Therapy: Advanced Counseling Skills, 3rd edition, 2007.
ISBN-10: 0781777984
ISBN-13: 9780781777988
Scholarly journal articles posted on Blackboard

Course Objective:

To increase knowledge and application of counseling skills to promote a collaborative relationship between the counselor-client to enhance behavior and affective change in clients.

Course Schedule:

Date	Topic	Assignment
Week 1	<ul style="list-style-type: none">• Introduction to course• Cultural competency, the adult learner and professional confidentiality	King: read 31-74 Read 3 journal articles
Week 2	<ul style="list-style-type: none">• Behavior change theories and motivational interviewing• Change talk•	King: read 91-147 Personal counseling reflection due
Week 3	<ul style="list-style-type: none">• Nutrition intervention review• Counseling and weight management and empowerment• Imperative language• Role play and record on phone/tablet	King: read 175-202 Read 3 journal articles
Week 4	<ul style="list-style-type: none">• Counseling and eating disorders and other behavioral health disorder• Resistance and choice language• Record mock sessions	King: read 203-233 Change talk online simulation assignment due
Week 5	<ul style="list-style-type: none">• Counseling and renal disease and end of life• Role play and record on phone/tablet	King: read 234-262
Week 6	<ul style="list-style-type: none">• Maximizing long-term success	Transcription and analysis due

Grading Scale:

A	93.50 and above
A–	90.00–93.49
B+	86.50–89.99
B	83.50–86.49
B–	80.00–83.49
C+	76.50–79.99
C	73.50–76.49
C–	70.00–73.49
D+	65.50–69.99
D	60.00–65.49
F	59.99 and below

Policies and Procedures:**Academic Dishonesty Statement**

Missouri State University is a community of scholars committed to developing educated persons who accept the responsibility to practice personal and academic integrity. You are responsible for knowing and following the University's academic integrity policy plus additional more-specific policies for each class. The University policy, formally known as the "Student Academic Integrity Policies and Procedures" is available online at http://www.missouristate.edu/policy/Op3_01_AcademicIntegrityStudents.htm and also at the Reserves Desk in Meyer Library. Any student participating in any form of academic dishonesty will be subject to sanctions as described in this policy.

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Disability Accommodation Statement:

If you are a student with a disability and anticipate barriers related to this course, it is important to request accommodations and establish an accommodation plan with the University. Please contact the Disability Resource Center (DRC) (<https://www.missouristate.edu/disability/>), Meyer Library, Suite 111, 417-836-4192, to initiate the process to establish your accommodation plan. The DRC will work with you to establish your accommodation plan, or it may refer you to other appropriate resources based on the nature of your disability. In order to prepare an accommodation plan, the University usually requires that students provide documentation relating to their disability. Please be prepared to provide such documentation if requested. Once a University accommodation plan is established, you may notify the class instructor of approved accommodations. If you wish to utilize your accommodation plan, it is suggested that you do so in a timely manner, preferably within the first two weeks of class. Early notification to the instructor allows for full benefit of the accommodations identified in the plan. Instructors will not receive the accommodation plan until you provide that plan, and are not required to apply accommodations retroactively.

Religious Accommodation Statement: The University may provide a reasonable accommodation based on a person's sincerely held religious belief. In making this determination, the University reviews a variety of factors, including whether the accommodation would create an undue hardship. The accommodation request imposes responsibilities and obligations on both the individual requesting the accommodation and the University. Students who expect to miss classes, examinations, or other assignments as a consequence of their sincerely held religious belief shall be provided with a reasonable alternative opportunity to complete such academic responsibilities. It is the obligation of students to provide faculty with reasonable notice of the dates of religious observances on which they will be absent by submitting a *Request for Religious Accommodation Form* to the instructor by the end of the third week of a full semester course or the end of the second week of a half semester course.

Cell Phones Statement: As a member of the learning community, each student has a responsibility to other students who are members of the community. When cell phones or pagers ring and students respond in class or leave class

to respond, it disrupts the class. Therefore, the Office of the Provost prohibits the use by students of cell phones, pagers, PDAs, or similar communication devices during scheduled classes. All such devices must be turned off or put in a silent (vibrate) mode and ordinarily should not be taken out during class. Given the fact that these same communication devices are an integral part of the University's emergency notification system, an exception to this policy would occur when numerous devices activate simultaneously. When this occurs, students may consult their devices to determine if a university emergency exists. If that is not the case, the devices should be immediately returned to silent mode and put away. Other exceptions to this policy may be granted at the discretion of the instructor.

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Mental Health and Stress Management: As a student you may experience a range of personal issues that can impede learning, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance and may reduce your ability to participate in daily activities. You can learn more about free and confidential Missouri State University Counseling Center services available to assist you at <https://counselingcenter.missouristate.edu/>.

Title IX Policy: Missouri State University has a Title IX policy that guides our response to instances of sexual violence. Sexual Violence includes: Rape, Sexual Assault, Sexual Misconduct, Sexual Discrimination, Domestic Violence, Dating Violence, Stalking, Sexual Harassment and Pregnancy issues. The Title IX policy can be located on the MSU Title IX website at www.missouristate.edu/titleix/. This website is also a good resource for any questions or issues involving Title IX and contains contact information for the MSU Title IX Office and staff. Read an [overview of the Title IX office](#).

If an MSU student discloses a Title IX related issue to a MSU faculty or staff member who is deemed to be a "Responsible Employee" under the policy, that faculty or staff member is required to report such disclosure to the Title IX Coordinator. A responsible employee includes any employee who has the authority to take action to redress sexual violence; who has been given the duty of reporting incidents of sexual violence or any other misconduct by students to the Title IX Coordinator or other appropriate school designee; or whom a student could reasonably believe has the authority or duty to take action. Taylor Health employees and MSU Counseling Center Clinicians are not considered to be Responsible Employees under the policy, and therefore, are not required to report Title IX issues to the Title IX Coordinator.

Chosen Name Policy: A student may choose a name other than their legal name to identify themselves at Missouri State University. A chosen name is different than the student's legal name. Refer to the [Chosen Name policy](#) for more information. Students can provide their chosen first and middle names in the *Profile* tab of [My Missouri State](#).

New Course Proposal Form

Submitted on 01/16/2018 by Hillary Roberts (Hroberts@missouristate.edu).

*All fields require input

- New COURSE
- New REGULAR PERMANENT SECTION of an existing variable content course. If a new regular section of an existing variable topics course, enter the existing course number below

Course Code:

DTN

Course Number: ([Check Availability](#))

762

Course Title:

Advanced Population Health Nutrition II

Will this course become part of a program? No Yes (A corresponding program change form must be submitted)

Will this proposal need to be reviewed by CGEIP? No Yes

Will this proposal need to be reviewed by EPPC? No Yes

Prerequisite/Co-requisite or enter 'None':

Admission to the Master of Science in Nutrition and Dietetics program

Catalog Course Description: (Include any Pass/Not Pass grading restrictions, repeatable limits, limitation on course applicability, UG/GR parallel course, etc.)

Eight-week course designed as a continuation of DTN 752: Advanced Population Health Nutrition I to further analyze population health disparities and to develop and implement community programs/policy strategies. Graduate students will be actively involved in developing strategies for implementation based on community needs assessment. This course will include both didactic and experiential components where much of the framework for student learning and evaluation will take place in partnership with community nutrition practitioners.

Credit Hours:	2	Lecture Contact Hours:	2	Lab Contact Hours:	0
---------------	---	------------------------	---	--------------------	---

Note: If variable credit, enter the highest number and add to end of course description. (e.g. "Variable credit, may be taken 1-3 hours.")

Periodicity. Check all that apply.

- | | | |
|--|--|---|
| <input type="checkbox"/> Fall | <input type="checkbox"/> Fall (even-numbered years only) | <input type="checkbox"/> Fall (odd-numbered years only) |
| <input checked="" type="checkbox"/> Spring | <input type="checkbox"/> Spring (even-numbered years only) | <input type="checkbox"/> Spring (odd-numbered years only) |
| <input type="checkbox"/> Summer | <input type="checkbox"/> On Demand only | |

Complete Catalog Description:

DTN 762 Advanced Population Health Nutrition II

Prerequisite: Admission to the Master of Science in Nutrition and Dietetics program

Eight-week course designed as a continuation of DTN 752: Advanced Population Health Nutrition I to further analyze population health disparities and to develop and implement community programs/policy strategies. Graduate students will be actively involved in developing strategies for implementation based on community needs assessment. This course will include both didactic and experiential components where much of the framework for student learning and evaluation will take place in partnership with community nutrition practitioners.

Credit hours: 2 Lecture contact hours: 2 Lab contact hours: 0

Typically offered: Spring

Include sample syllabus (list topics, course goals.) Use text box OR upload only file types of PDF, DOC or DOCX.

Attached

Purpose of Course

This course is an extension of DTN 752 Advanced Population Health I. Students will implement community programs to increase the health of the target population. Students will also demonstrate learned knowledge in food systems sustainability and nutrition public policy. In addition, this is a required course of the proposed Master of Science in Nutrition and Dietetics program

Relationship to Other Departments

None

Is there a graduate/undergraduate parallel course to this one? No Yes

New Course Resource Information

Anticipated Average Enrollment per section:	6	Maximum Enrollment Limit per section:	15
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Anticipated Average Enrollment per semester:

6

Maximum Enrollment Limit per semester:

15

Anticipated Average Enrollment per year:

6

Maximum Enrollment Limit per year:

15

Faculty Load Assignment (equated hours):

2

Is another course being deleted? No Yes**What will this course require in the way of:**

Additional library Holdings

None

Additional computer resources

None

Additional or remodeled facilities

None

Additional equipment or supplies

None

Additional travel funds

None

Additional faculty; general vs specialized

None

Additional faculty; regular vs per-course

Current faculty's teaching assignments will be reallocated. A per-course instructor will be needed to teach the course that is reallocated the faculty member who teaches this course.

Other additional expenses

None

If additional faculty are not required, how will faculty be made available to teach this course?

N/A

List names of current faculty qualified and available to teach this course

Sarah Murray and Carmen Boyd

What is the anticipated source of students for this course?

Students enrolled in the Master of Science in Nutrition and Dietetics program.

If from within the department, will students be taking this course in addition to or in place of other courses?

In addition to other courses

If from outside the department, which courses in other departments would most likely be affected?)

N/A

Other comments:

None

What is the date that this new course was approved by departmental or program faculty? (MM/DD/YYYY)

01/15/2018

Current Status:

Grad Council Review

Proposal Progress:

01/16/2018 - Submitted by Department Head (Colette Witkowski)

01/16/2018 - Reviewed by Dean (Helen Reid)

Review Comments:

No comments have been added to this proposal.

Copy As New Proposal

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DTN 762: Advanced Population Health Nutrition II

Instructor: Sarah Murray, MS, RD, LD
Phone: 836-4509
Office: Professional Building, Room 410
Office Hours: Mon 12pm – 2pm, Tue & Thur 9am – 11am, others by appointment
E-mail: sarahmurray@missouristate.edu
Course web site: <http://blackboard.missouristate.edu>
Course Code:

Course Description: Eight-week course designed as a continuation of DTN 752: Advanced Population Health Nutrition I to further analyze population health disparities and to develop and implement community programs/policy strategies. Graduate students will be actively involved in developing strategies for implementation based on community needs assessment. This course will include both didactic and experiential components where much of the framework for student learning and evaluation will take place in partnership with community nutrition practitioners.

Prerequisites: Admission to the Master of Science in Nutrition and Dietetics program; DTN 752: Advanced Population Health Nutrition I

Suggested Textbook:

Boyle M, Holbein D. Community Nutrition in Action: An Entrepreneurial Approach. 6th Edition. Cengage Learning. 2009.

Knowledge, Skills, & Learning Outcomes:

1. Apply evidence-based guidelines, systematic reviews and scientific literature.
2. Justify programs, products, services and care using appropriate evidence or data.
3. Evaluate emerging research for application in nutrition and dietetics practice.
4. Conduct projects using appropriate research methods, ethical procedures and data analysis.
5. Incorporate critical-thinking skills in overall practice.
6. Demonstrate professional writing skills in preparing professional communications.
7. Demonstrate active participation, teamwork and contributions in group settings.
8. Apply leadership skills to achieve desired outcomes.
9. Participate in professional and community organizations.
10. Demonstrate professional attributes in all areas of practice
11. Show cultural competence/sensitivity in interactions with clients, colleagues and staff.
12. Demonstrate advocacy on local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.
13. Perform the Nutrition Care Process and use standardized nutrition language for individuals, groups and populations of differing ages and health status, in a variety of settings.
14. Design, implement and evaluate presentations to a target audience.

Course Requirements:

- Professionalism (Participation, peer evaluation, group work, attendance, discussion participation, etc.) 40 pts
 - Weekly Case Studies (5 pts each) 40 pts
 - Sustainability Projects – Foundational Activity (30 pts), Food Policy and Nutrition Care Process (10 pts), Food Preservation and Food Safety Workshop (15 pts) 55 pts
 - Public Policy Participation 10 pts
 - Community Nutrition Action Plan/Programming Implementation 100 pts
- Total**

245 pts

The instructor reserves the right to revise this as necessary.

Grading Scale: Final grades will be calculated using the grading scale below. Grades can always be checked via Blackboard, and if you have concerns about your grade, these concerns need to be discussed **prior to the final week of the course.**

Grading Scale:

A 93.50 and above; A- 90.00–93.49; B+ 86.50–89.99; B 83.50–86.49; B- 80.00–83.49; C+ 76.50–79.99; C 73.50–76.49; C- 70.00–73.49; D+ 65.50–69.99; D 60.00–65.49; F 59.99 and below

Weekly Readings: Each student is responsible for all readings each week. This includes (but not limited to) journal club articles, related research to the topic, case studies, etc. Discussion of the readings will be held each week and each student is expected to fully participate in the discussion. It should be obvious from the discussion that articles have been read. Professionalism points will be deducted should it be apparent that the student is unable to discuss the articles and/or participate in the activities. Application to your county should be able to be made, or, explain why it is not appropriate for your county.

Sustainability Projects: Students will participate in the Sustainable, Resilient, and Healthy Food Water Systems concentration projects developed by the Academy. There are three main projects that are included in this pilot – The Foundational Activity, Food Preservation and Food Safety Workshop, and the Food Policy and Nutrition Care Process. All three will be introduced and completed during the course, however, some components of these projects may be completed during the practicum. Please see the assignment worksheet for further details of each project.

Community Nutrition Action Plan/Programming Implementation: Based on findings from the Community Needs Assessment completed in DTN 752, students will be given the opportunity to develop programming based on the action plan determined in the prior course. Students will remain with their partners to carry forth the action plan which may include but is not limited to policy development, programming, etc. Students will implement, evaluate, and present the findings at the end of the course. The power point presentation should be 20-30 minutes in length and will be graded on thoroughness, professionalism, critical thinking, and innovativeness. The presentation should also include reflection and “next steps” for the programming implementation. Please see the assignment worksheet for further details on this project.

Public Policy Participation: While public policy will be introduced in DTN 752, students will have to opportunity to actively participate in policy advocacy. Students will be required to participate in Action Alerts sent through the Academy, attend RD Legislative Day at the Missouri State Capitol, attend at least one dietetic professional meeting, and investigate local policy. Points will be awarded based on participation and by submitting a reflection paper.

Blackboard: Blackboard 9.1 is used extensively in this class. Class material will be posted on Blackboard, and it is the student’s responsibility to obtain study materials, assignments, glossary, and resources from Blackboard.

Exams: There will be no exams given in this course. The information presented in this course will be knowledge needed to be successful on the RD exam.

Assignments: Late assignments are unacceptable. Assignments turned in late will affect your evaluation on this course. The instructor will not critique or proofread any assignments before they are due; only specific questions will be answered. All assignments are to be turned in on Blackboard unless otherwise noted.

Make-up Work: Each of the tasks/assignments in this course are designed specifically to fulfil ACEND competencies for the MSU Dietetic Studentship and therefore must be completed. It is the student’s responsibility to notify the instructor and all group members of their absence or inability to complete the assignment. Turning in an assignment late will reduce the total number of potential points by 50%; failure to complete an assignment at all will result in an “incomplete” until the assignment is submitted.

Attendance: You are expected to be PRESENT and PREPARED for each class period. An e-mail or phone call to my office and to your assigned group is expected of absences prior to class. If any unusual circumstances occur, contact your instructor promptly. However, participation points and in-class discussions can not be made up. **Failure to participate or inadequate participation (i.e. falling asleep, working on other assignments, TEXTING, etc.) in class may result in a lower grade for that week.** ***Please see the “Use of Electronics” policy below. In-class participation points will be awarded at the instructor’s discretion.

Professionalism: You are a graduate level student. You are expected to act in a mature manner in studentship rotations and to avoid unnecessary conflict in each rotation. Students are responsible for following schedules, staying informed through blackboard (materials for course, and announcement for any changes, opportunities, and/or cancellation).

Email: It is your job as a pre-professional to check your email on a regular basis. Many instructors, as well as the University, use this as a method of communication to address important issues (school cancelations, alerts, etc.). Email is the fastest way to contact me as I check it regularly. Students are free to email me over the weekend HOWEVER, a response is less likely on the weekends as through the regular work week so plan ahead if you need to speak with me.

Academic Resources: Tutoring is available through the BearCLAW at Meyer Library. For more information or to schedule an appointment go to <http://bearclaw.missouristate.edu/>.

Academic Dishonesty: Missouri State University is a community of scholars committed to developing educated persons who accept the responsibility to practice personal and academic integrity. You are responsible for knowing and following the University's academic integrity policy plus additional more-specific policies for each class. The University policy, formally known as the "Student Academic Integrity Policies and Procedures" is available online at http://www.missouristate.edu/policy/Op3_01_AcademicIntegrityStudents.htm and also at the Reserves Desk in Meyer Library. Any student participating in any form of academic dishonesty will be subject to sanctions as described in this policy.

This instructor takes academic dishonesty very seriously. In this course cheating is considered by obtaining answers for a test or assignment from another classmate (current or former), making false statements about your attendance in class, using the wording or phrasing of another source on his/her written assignments, or taking a test or other specified documents away from the classroom and/or university without the instructor's knowledge. In addition, it is your responsibility as a professional to REPORT any academic integrity issues that you know of. Not reporting or discovery of any of these actions will force the instructor to take disciplinary action which will result in a "0" for the assignment, a possible "F" in the course, and a written statement to the Academic Integrity Council.

Alleged cheating, plagiarism, or other forms of academic dishonesty **will result in 0 points for the assignment and possibly a lowering of the student's course grade or F or XF for the course.** This includes, but is not limited to, making false statements about your attendance in class, cheating during quizzes and/or exams (looking at another's student's exam, writing answers on hand, etc), copying other students work, allowing another student to copy your work or to do your work for you, and copying and pasting from the Studentet. This also includes copying and distributing PowerPoint presentations, quizzes, or other items that are part of this course only. Only outline notes are distributed to the regular class. Do not distribute anything else. **If you are cheating on a quiz or exam, you will receive zero points on the exam, and you will be dismissed from class.** It is vital that you make the ethical decision, and *do your own work!* **Written notification of any sanctions imposed will be sent to the Academic Integrity Council.** As stated above, any student participating in any form of academic dishonesty will be subject to sanctions as described in the *Student Academic Integrity Policies and Procedures*.

Each student will be asked to sign an Honor Code that was adopted by the Dietetics Program stating students understand the definition of Academic Dishonesty in addition to the consequences of participating in any form of academic dishonesty.

Statement of Nondiscrimination

Missouri State University is an equal opportunity/affirmative action institution, and maintains a grievance procedure available to any person who believes he or she has been discriminated against. At all times, it is your right to address inquiries or concerns about possible discrimination to the Office for Institutional Equity and Compliance, Park Central Office Building, 117 Park Central Square, Suite 111, 417-836-4252. Other types of concerns (i.e., concerns of an academic nature) should be discussed directly with your instructor and can also be brought to the attention of your instructor's Department Head. Please visit the OED website at www.missouristate.edu/equity/.

Disability Accommodation:

To request academic accommodations for a disability, contact the Director of the Disability Resource Center, Meyer Library, Suite 111, 417-836-4192 or 417-836-6792 (TTY), www.missouristate.edu/disability/contact.htm. Students are required to provide documentation of disability to the Disability Resource Center prior to receiving accommodations. The Disability Resource Center refers some types of accommodation requests to the Learning Diagnostic Clinic, which also provides diagnostic testing for learning and psychological disabilities. For information about testing, contact the Director of the Learning Diagnostic Clinic, 417-836-4787, <http://psychology.missouristate.edu/ldc>.

It is important that students requesting accommodations inform the instructor in the first two weeks of the course so that appropriate actions can be put in place.

Religious accommodation

The University may provide a reasonable accommodation based on a person's sincerely held religious belief. In making this determination, the University reviews a variety of factors, including whether the accommodation would create an undue hardship. The accommodation request imposes responsibilities and obligations on both the individual requesting the accommodation and the University. Students who expect to miss classes, examinations, or other assignments as a consequence of their sincerely held religious belief shall be provided with a reasonable alternative opportunity to complete such academic responsibilities. It is the obligation of students to provide faculty with reasonable notice of the dates of religious observances on which they will be absent by submitting a *Request for Religious Accommodation Form* to the instructor by the end of the third week of a full semester course or the end of the second week of a half semester course.

To Drop This Class:

It is your responsibility to understand the University's procedure for dropping a class. If you stop attending this class but do not follow proper procedure for dropping the class, you will receive a failing grade and will also be financially obligated to pay for the class. For information about dropping a class or withdrawing from the university, contact the Office of the Registrar at 836-5520.

Policy on Use of Cell Phones in Classes:

As a member of the learning community, each student has a responsibility to other students who are members of the community. When cell phones or pagers ring and students respond in class or leave class to respond, it disrupts the class. Therefore, the Office of the Provost prohibits the use by students of cell phones, pagers, PDAs, or similar communication devices during scheduled classes. All such devices must be turned off or put in a silent (vibrate) mode and ordinarily should not be taken out during class. Given the fact that these same communication devices are an integral part of the University's emergency notification system, an exception to this policy would occur when numerous devices activate simultaneously. When this occurs, students may consult their devices to determine if a university emergency exists. If that is not the case, the devices should be immediately returned to silent mode and put away. Other exceptions to this policy may be granted at the discretion of the instructor.

Policy on Use of Electronic Devices:

Electronic devices are not to be used in the classroom unless the professor authorizes their usage for a class-related purpose. Faculty reserve the right to authorize usage with restrictions.

Any student using an unauthorized electronic device during a test, such as smart watches or texting calculators, will be considered to have committed an act of academic dishonesty. The student will be asked to leave the testing session and will receive a grade of 0 for the test and retesting will not be permitted. The student may also face institutional penalties for academic dishonesty, as outlined in the Student Handbook.

The increase in the use of personal electronics in instructional settings makes it necessary to address the acceptable use of these devices during class sessions and examinations. Use of electronic device for activities unrelated to the learning experience coordinated by the course instructor distracts the student using the device, his/her neighbors, and the professor. Additionally, this usage is viewed as disrespectful of all others (students and instructor) engaged in the teaching/learning process. The quality of the learning experience suffers when these discourteous distractions occur.

Electronic devices include but is not necessarily limited to the following: Laptops, cell phones, blackberries, pagers, tablet PCs, mobile presenters, wireless tablets, digital recorders, beepers, palms, iPods, iPads, MP3 players, texting calculators, camera phones, digital cameras, smart watches, or anything else that the instructor deems an electronic device.

Emergency Storm Shelter and Evacuation Information:

At the first class meeting, students should become familiar with a basic emergency response plan through a dialogue with the instructor that includes a review and awareness of exits specific to the classroom and the location of evacuation centers for the building. All instructors are provided this information specific to their classroom and/or lab assignments in an e-mail prior to the beginning of the fall semester from the Office of the Provost and Safety and Transportation. Students with disabilities impacting mobility should discuss the approved accommodations for emergency situations and additional options when applicable with the instructor. For more information go to <http://www.missouristate.edu/safetran/51597.htm> and <http://www.missouristate.edu/safetran/erp.htm>.

DTN 762: Advanced Population Health Nutrition II
 Course Schedule and Assignments (Spring)

Date	Agenda	Assignments
Week 1	<ul style="list-style-type: none"> • Introduction to the course: Syllabus/Schedule/Projects/Partners • Topics for Discussion: Community Needs Assessment Findings, Action Plans, Best Practices in Population Health 	Begin looking at the Community Needs Assessment completed in prior semester to develop next steps in the action plan.
Week 2	<ul style="list-style-type: none"> • Topics for Discussion: Planning Effective Programing – Review performance objectives, implementation, formative/summative evaluation 	Successful Strategies in Nutrition Programming Nutrition Programming Case Study
Week 3	<ul style="list-style-type: none"> • Topics for Discussion: Advocacy and Public Policy 	Action Alert Participation Attend RD Legislative Day (April) Research local policy organization – attend city council meeting
Week 4	<ul style="list-style-type: none"> • Topics for Discussion: Sustainability and the RDN’s Scope of Practice, Food Safety and Preservation 	Sustainable, Resilient, and Healthy Food & Water System Foundational Activity <i>***Food Preservation workshops will be arranged outside of class and may be given at various times throughout the semester.</i>
Week 5	<ul style="list-style-type: none"> • Topics for Discussion: Food Policy and NCP 	Food Policy and NCP Project – local policy assessment related to Sustainable, Resilient, and Healthy Food & Water Systems
Week 6	<ul style="list-style-type: none"> • County Action Plan – Programming/Policy Implementation presentations in the community 	<i>No seated class - These presentations should be arranged outside of class and may be given a various times.</i>
Week 7	<ul style="list-style-type: none"> • Topics of Discussion: Code of Ethics for the RD/RDN as it relates to Population Health 	Code of Ethics Case Study Community Nutrition Ethics Discussion and Reflection
Week 8	<ul style="list-style-type: none"> • County Action Plan/Program Implementation Presentations and Reflections 	

Missouri State.

Curricular Action Workflow



Missouri State > Computer Services - MIS > Curricular Action Workflow > CAW - New Course Proposal Form

New Course Proposal Form

Submitted on 01/16/2018 by Hillary Roberts (Hroberts@missouristate.edu).

***All fields require input**

- New COURSE
- New REGULAR PERMANENT SECTION of an existing variable content course. If a new regular section of an existing variable topics course, enter the existing course number below

Course Code:

DTN

Course Number: ([Check Availability](#))

797

Course Title:

Non-thesis Project

Will this course become part of a program? No Yes (A corresponding program change form must be submitted)

Will this proposal need to be reviewed by CGEIP? No Yes

Will this proposal need to be reviewed by EPPC? No Yes

Prerequisite/Co-requisite or enter 'None':

Admission to the Master of Science in Nutrition and Dietetics program

Catalog Course Description: (Include any Pass/Not Pass grading restrictions, repeatable limits, limitation on course applicability, UG/GR parallel course, etc.)

In-depth scientific study of a nutrition and dietetics problem of interest that culminates in a scholarly paper and formal community presentation. Student must have research project proposal approved by faculty supervisor and program director prior to enrollment. Graded Pass/Not Pass Only.

Credit Hours:

3

Lecture Contact Hours:

0

Lab Contact Hours:

0

Note: If variable credit, enter the highest number and add to end of course description. (e.g. "Variable credit, may be taken 1-3 hours.")

Periodicity. Check all that apply.

- | | | |
|---------------------------------|--|---|
| <input type="checkbox"/> Fall | <input type="checkbox"/> Fall (even-numbered years only) | <input type="checkbox"/> Fall (odd-numbered years only) |
| <input type="checkbox"/> Spring | <input type="checkbox"/> Spring (even-numbered years only) | <input type="checkbox"/> Spring (odd-numbered years only) |
| <input type="checkbox"/> Summer | <input checked="" type="checkbox"/> On Demand only | |

Complete Catalog Description:

DTN 797 Non-thesis Project

Prerequisite: Admission to the Master of Science in Nutrition and Dietetics program

In-depth scientific study of a nutrition and dietetics problem of interest that culminates in a scholarly paper and formal community presentation. Student must have research proposal approved by faculty supervisor and program director prior to enrollment. Graded Pass/Not Pass Only.

Credit hours: 3 Lecture contact hours: 0 Lab contact hours: 0

Typically offered: On Demand only

Include sample syllabus (list topics, course goals.) Use text box OR upload only file types of PDF, DOC or DOCX.

Attached

Purpose of Course

For students to develop critical thinking skills and demonstrate competency in scholarly writing and presentation skills as a non-thesis project component of the proposed Master of Science in Nutrition and Dietetics Program.

Relationship to Other Departments

None

Is there a graduate/undergraduate parallel course to this one? No Yes

New Course Resource Information

Anticipated Average Enrollment per section:

6

Maximum Enrollment Limit per section:

8

Anticipated Average Enrollment per semester:

6

Maximum Enrollment Limit per semester:

8

Anticipated Average Enrollment per year:

6

Maximum Enrollment Limit per year:

8

Faculty Load Assignment (equated hours):

0.2

Is another course being deleted? No Yes**What will this course require in the way of:**

Additional library Holdings

None

Additional computer resources

None

Additional or remodeled facilities

None

Additional equipment or supplies

None

Additional travel funds

None

Additional faculty; general vs specialized

None

Additional faculty; regular vs per-course

None

Other additional expenses

None

If additional faculty are not required, how will faculty be made available to teach this course?

Reallocation of teaching assignments

List names of current faculty qualified and available to teach this course

Tenure-track faculty: Anne Marie Hunter, Sockju Kwon, Florence Uruakpa

What is the anticipated source of students for this course?

Students enrolled in the Master of Science in Nutrition and Dietetics program

If from within the department, will students be taking this course in addition to or in place of other courses?

In addition to other courses.

If from outside the department, which courses in other departments would most likely be affected?)

N/A

Other comments:

None

What is the date that this new course was approved by departmental or program faculty? (MM/DD/YYYY)

01/15/2018

Current Status:

Grad Council Review

Proposal Progress:

01/16/2018 - Submitted by Department Head (Colette Witkowski)

01/16/2018 - Reviewed by Dean (Helen Reid)

Review Comments:

No comments have been added to this proposal.

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Course Syllabus

DTN 797: Non-thesis Project

Instructor: TBD

Course Description:

In-depth scientific study of a nutrition and dietetics problem of interest that culminates in a scholarly paper and formal community presentation. Student must have research project proposal approved by faculty supervisor and program director prior to enrollment.

Credits:

3 credit hours

Semester:

On demand

Prerequisites:

Admission to the Master of Science in Nutrition and Dietetics program

Required Texts:

1. American Medical Association Manual of Style, 10th Ed., Oxford University Press; 2007.
2. Hissong, A.N., Lape, J.E., & Bailey, D.M. (2015) Bailey's Research for the Health Professional (3rd ed.). Philadelphia, PA: F.A. Davis Company.

Course Objectives:

Demonstrate ability to use scholarly literature to make evidence-based decisions.

Demonstrate critical thinking and scholarly writing skills to produce a scholarly paper.

Course Topics:

RStats Presentation

Weekly journal posts reflecting on project

Discuss and draft literature review

Discuss and draft methods section

Discuss and draft results and discussion sections

Professional presentation skills

Grading Scale: Graded pass/not pass only

Policies and Procedures:

Academic Dishonesty Statement

Missouri State University is a community of scholars committed to developing educated persons who accept the responsibility to practice personal and academic integrity. You are responsible for knowing and following the University's academic integrity policy plus additional more-specific policies for each class. The University policy, formally known as the "Student Academic Integrity Policies and Procedures" is available online at http://www.missouristate.edu/policy/Op3_01_AcademicIntegrityStudents.htm and also at the Reserves Desk in Meyer Library. Any student participating in any form of academic dishonesty will be subject to sanctions as described in this policy.

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Disability Accommodation Statement:

If you are a student with a disability and anticipate barriers related to this course, it is important to request accommodations and establish an accommodation plan with the University. Please contact the Disability Resource Center (DRC) (<https://www.missouristate.edu/disability/>), Meyer Library, Suite 111, 417-836-4192, to initiate the process to establish your accommodation plan. The DRC will work with you to establish your accommodation plan, or it may refer you to other appropriate resources based on the nature of your disability. In order to prepare an accommodation plan, the University usually requires that students provide documentation relating to their disability. Please be prepared to provide such documentation if requested. Once a University accommodation plan is established, you may notify the class instructor of approved accommodations. If you wish to utilize your accommodation plan, it is suggested that you do so in a timely manner, preferably within the first two weeks of class. Early notification to the instructor allows for full benefit of the accommodations identified in the plan. Instructors will not receive the accommodation plan until you provide that plan, and are not required to apply accommodations retroactively.

Religious Accommodation Statement: The University may provide a reasonable accommodation based on a person's sincerely held religious belief. In making this determination, the University reviews a variety of factors, including whether the accommodation would create an undue hardship. The accommodation request imposes responsibilities and obligations on both the individual requesting the accommodation and the University. Students who expect to miss classes, examinations, or other assignments as a consequence of their sincerely held religious belief shall be provided with a reasonable alternative opportunity to complete such academic responsibilities. It is the obligation of students to provide faculty with reasonable notice of the dates of religious observances on which they will be absent by submitting a *Request for Religious Accommodation Form* to the instructor by the end of the third week of a full semester course or the end of the second week of a half semester course.

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Mental Health and Stress Management: As a student you may experience a range of personal issues that can impede learning, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance and may reduce your ability to participate in daily activities. You can learn more about free and confidential Missouri State University Counseling Center services available to assist you at <https://counselingcenter.missouristate.edu/>.

Title IX Policy: Missouri State University has a Title IX policy that guides our response to instances of sexual violence. Sexual Violence includes: Rape, Sexual Assault, Sexual Misconduct, Sexual Discrimination, Domestic Violence, Dating Violence, Stalking, Sexual Harassment and Pregnancy issues. The Title IX policy can be located on the MSU Title IX website at www.missouristate.edu/titleix/. This website is also a good resource for any questions or issues involving Title IX and contains contact information for the MSU Title IX Office and staff. Read an [overview of the Title IX office](#).

If an MSU student discloses a Title IX related issue to a MSU faculty or staff member who is deemed to be a “Responsible Employee” under the policy, that faculty or staff member is required to report such disclosure to the Title IX Coordinator. A responsible employee includes any employee who has the authority to take action to redress sexual violence; who has been given the duty of reporting incidents of sexual violence or any other misconduct by students to the Title IX Coordinator or other appropriate school designee; or whom a student could reasonably believe has the authority or duty to take action. Taylor Health employees and MSU Counseling Center Clinicians are not considered to be Responsible Employees under the policy, and therefore, are not required to report Title IX issues to the Title IX Coordinator.

Chosen Name Policy: A student may choose a name other than their legal name to identify themselves at Missouri State University. A chosen name is different than the student’s legal name. Refer to the [Chosen Name policy](#) for more information. Students can provide their chosen first and middle names in the *Profile* tab of [My Missouri State](#).

Missouri State.

Curricular Action Workflow



Missouri State > Computer Services - MIS > Curric
Workflow > CAW - New Course Proj

New Course Proposal Form

Submitted on 01/16/2018 by Hillary Roberts (Hroberts@missouristate.edu).

***All fields require input**

- New COURSE
- New REGULAR PERMANENT SECTION of an existing variable content course. If a new regular section of an existing variable topics course, enter the existing course r below

Course Code:

DTN

Course Number: ([Check Availability](#))

799

Course Title:

Thesis

Will this course become part of a program? No Yes (A corresponding program change form must be submitted)

Will this proposal need to be reviewed by CGEIP? No Yes

Will this proposal need to be reviewed by EPPC? No Yes

Prerequisite/Co-requisite or enter 'None':

Admission to the Master of Science in Nutrition and Dietetics program

Catalog Course Description: (Include any Pass/Not Pass grading restrictions, repeatable limits, limitation on course applicability, UG/GR parallel course, etc.)

Demonstration of the capacity for research and independent thought culminating in a thesis. May be repeated for a maximum of 6 hours. Graded Pass/Pass only. Variable credit, may be taken 1-6 hours.

Credit Hours:

6

Lecture Contact Hours:

0

Lab Contact Hours:

0

Note: If variable credit, enter the highest number and add to end of course description. (e.g. "Variable credit, may be taken 1-3 hours.")

Periodicity. Check all that apply.

- Fall
 Fall (even-numbered years only)
 Fall (odd-numbered years only)
- Spring
 Spring (even-numbered years only)
 Spring (odd-numbered years only)
- Summer
 On Demand only

Complete Catalog Description:

DTN 799 Thesis

Prerequisite: Admission to the Master of Science in Nutrition and Dietetics program

Demonstration of the capacity for research and independent thought culminating in a thesis. May be repeated for a maximum of 6 hours. Graded Pass/Not Pass only. Variable credit may be taken 1-6 hours.

Credit hours: 6 Lecture contact hours: 0 Lab contact hours: 0

Typically offered: On Demand only

Include sample syllabus (list topics, course goals.) Use text box OR upload only file types of PDF, DOC or DOCX.

Attached

Purpose of Course

To demonstrate competency in research and scholarly writing as the thesis component of the new program proposal for a Master of Science in Nutrition and Dietetics

Relationship to Other Departments

None

Is there a graduate/undergraduate parallel course to this one? No Yes

New Course Resource Information

Anticipated Average Enrollment per section:

1

Maximum Enrollment Limit per section:

3

Anticipated Average Enrollment per semester:

2

Maximum Enrollment Limit per semester:

8

Anticipated Average Enrollment per year:

2

Maximum Enrollment Limit per year:

8

Faculty Load Assignment (equated hours):

0.2

Is another course being deleted? No Yes**What will this course require in the way of:**

Additional library Holdings

None

Additional computer resources

None

Additional or remodeled facilities

None

Additional equipment or supplies

None

Additional travel funds

None

Additional faculty; general vs specialized

None

Additional faculty; regular vs per-course

None

Other additional expenses

None

If additional faculty are not required, how will faculty be made available to teach this course?

Reallocation of teaching assignments

List names of current faculty qualified and available to teach this course

Tenure-track faculty: Anne Marie Hunter, Sockju Kwon, Florence Uruakpa

What is the anticipated source of students for this course?

Students enrolled in the Master of Science in Nutrition and Dietetics program

If from within the department, will students be taking this course in addition to or in place of other courses?

In addition to other courses

If from outside the department, which courses in other departments would most likely be affected?)

N/A

Other comments:

None

What is the date that this new course was approved by departmental or program faculty? (MM/DD/YYYY)

01/15/2018

Current Status:

Grad Council Review

Proposal Progress:

01/16/2018 - Submitted by Department Head (Colette Witkowski)

01/16/2018 - Reviewed by Dean (Helen Reid)

Review Comments:

No comments have been added to this proposal.

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Course Syllabus

DTN 799: Nutrition and Dietetics Thesis

Instructor: TBD

Course Description:

Demonstration of the capacity for research and independent thought culminating in a thesis. May be repeated for a maximum of 6 hours. Variable credit, may be taken 1-6 hours.

Credits:

Variable credit, 1-6 credit hours; may be repeated for maximum of 6 credit hours

Semester:

On demand

Prerequisites:

Admission to the Master of Science in Nutrition and Dietetics program

Required Texts:

1. American Medical Association Manual of Style, 10th Ed., Oxford University Press; 2007.
2. Hissong, A.N., Lape, J.E., & Bailey, D.M. (2015) Bailey's Research for the Health Professional (3rd ed.). Philadelphia, PA: F.A. Davis Company.

Course Objective:

To make progress toward the completion of a thesis (written document) and defense (oral presentation) to obtain a Master of Science in Nutrition and Dietetics

Course Topics:

Writing: Refer to required texts and to the Thesis template on the Graduate College website:

<https://graduate.missouristate.edu/currentstudents/ThesisResources.htm>.

Thesis

- Provide prospectus on first day of class
- Develop/Revise research aims
- Complete literature review/Introduction
- Download preferred works cited manager and maintain works cited
- Complete Materials and Methods used
- Complete Results and generate figures
- Complete Discussion and Future Directions
- Provide advisor approved draft of thesis to committee members 2 weeks prior to defense

Revisions

- Complete revisions suggested by committee, obtain necessary signatures, and submit to the Graduate College
- Complete revision suggested by the graduate college and prepare final submission
- Make copies for binding

Grading Scale:

Graded pass/not pass only. If this is not your final semester in the graduate program, you will be assigned a Z grade for this course until you have completed your thesis and defense. Grading is determined by completion of the above criteria. Failure to do so, will result in a non-passing grade. If a student should attempt to defend and is unsuccessful, arrangements need to be made with the research advisor and department head to determine if degree completion is possible.

Policies and Procedures:

Academic Dishonesty Statement

Missouri State University is a community of scholars committed to developing educated persons who accept the responsibility to practice personal and academic integrity. You are responsible for knowing and following the

University's academic integrity policy plus additional more-specific policies for each class. The University policy, formally known as the "Student Academic Integrity Policies and Procedures" is available online at http://www.missouristate.edu/policy/Op3_01_AcademicIntegrityStudents.htm and also at the Reserves Desk in Meyer Library. Any student participating in any form of academic dishonesty will be subject to sanctions as described in this policy.

Nondiscrimination Statement

Missouri State University is an equal opportunity/affirmative action institution, and maintains a grievance procedure available to any person who believes he or she has been discriminated against. At all times, it is your right to address inquiries or concerns about possible discrimination to the Office for Institutional Equity and Compliance, Park Central Office Building, 117 Park Central Square, Suite 111, 417-836-4252. Other types of concerns (i.e., concerns of an academic nature) should be discussed directly with your instructor and can also be brought to the attention of your instructor's Department Head. Please visit the OED website at www.missouristate.edu/equity/.

Disability Accommodation Statement:

If you are a student with a disability and anticipate barriers related to this course, it is important to request accommodations and establish an accommodation plan with the University. Please contact the Disability Resource Center (DRC) (<https://www.missouristate.edu/disability/>), Meyer Library, Suite 111, 417-836-4192, to initiate the process to establish your accommodation plan. The DRC will work with you to establish your accommodation plan, or it may refer you to other appropriate resources based on the nature of your disability. In order to prepare an accommodation plan, the University usually requires that students provide documentation relating to their disability. Please be prepared to provide such documentation if requested. Once a University accommodation plan is established, you may notify the class instructor of approved accommodations. If you wish to utilize your accommodation plan, it is suggested that you do so in a timely manner, preferably within the first two weeks of class. Early notification to the instructor allows for full benefit of the accommodations identified in the plan. Instructors will not receive the accommodation plan until you provide that plan, and are not required to apply accommodations retroactively.

Religious Accommodation Statement: The University may provide a reasonable accommodation based on a person's sincerely held religious belief. In making this determination, the University reviews a variety of factors, including whether the accommodation would create an undue hardship. The accommodation request imposes responsibilities and obligations on both the individual requesting the accommodation and the University. Students who expect to miss classes, examinations, or other assignments as a consequence of their sincerely held religious belief shall be provided with a reasonable alternative opportunity to complete such academic responsibilities. It is the obligation of students to provide faculty with reasonable notice of the dates of religious observances on which they will be absent by submitting a *Request for Religious Accommodation Form* to the instructor by the end of the third week of a full semester course or the end of the second week of a half semester course.

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Change Course Proposal Form

Submitted on 01/25/2018 by Hillary Roberts (Hroberts@missouristate.edu).

*All fields require input

This proposal applies to:

- An existing COURSE
- An existing REGULAR (e.g. permanent) SECTION of a variable content course.

Existing Course:

DTN743 Food Service Management Practicum

Will this proposal need to be reviewed by CGEIP? No Yes

Will this proposal need to be reviewed by EPPC? No Yes

Current online catalog description:

DTN 743 Food Service Management Practicum

Prerequisite: admission to the graduate Dietetic Internship Certificate Program. This course provides a five week field experience (37 hours per week) practicing a systems approach to nutrition services management, including the human dimensions of management, management tools and techniques for assessing accountability, cost containment, productivity and marketing plans. Projects include development of a personnel and operational budget for nutrition services. 3 D

Revise the current online catalog description as needed: (Strikethrough all deletions and insert/bold new information. Any content that is copied and pasted will lose existing formatting; please revise to submission.)

← → **B** *I* ~~S~~

DTN 743 Food Service Management Practicum

Prerequisite: admission to the **Master of Science in Nutrition and Dietetics program** or graduate Dietetic Internship Certificate Program. This course provides a five week field experience (37 hours per week) practicing a systems approach to nutrition services management, including the human dimensions of management, management tools and techniques for assessing accountability, cost containment, productivity and marketing plans. Projects include development of a personnel and operational budget for nutrition services. 3 D

What is changing? Check all boxes that apply.

- | | | | | | | | |
|--------------------------|----------------------------|--------------------------|--|--------------------------|-------------|-------------------------------------|--------------|
| <input type="checkbox"/> | Course Code | <input type="checkbox"/> | Course Number (Check Availability) | <input type="checkbox"/> | Title | <input checked="" type="checkbox"/> | Prerequisite |
| <input type="checkbox"/> | Credit Hours/Contact Hours | <input type="checkbox"/> | Periodicity | <input type="checkbox"/> | Description | | |

Reason for proposed change

To enable students in the Master of Science in Nutrition and Dietetics program the ability to meet course prerequisites and register for the course. The Master of Science in Nutrition and Dietetic is a new program proposal.

Does this change affect course assessment (e.g. student learning evidence/outcomes)? No Yes

How did you determine the need for this change? Check all boxes that apply or specify other.

- | | | | | | |
|-------------------------------------|---|--------------------------|-------------------------------|--------------------------|---------------|
| <input type="checkbox"/> | Routine or annual review/assessment of curriculum | <input type="checkbox"/> | Faculty Input | <input type="checkbox"/> | Student Input |
| <input type="checkbox"/> | Accreditation/certification compliance | <input type="checkbox"/> | Review of catalog information | | |
| <input checked="" type="checkbox"/> | Other (be specific): | | | | |

Feedback from the Graduate Council Curriculum Screening Committee

- Check if this is a non-substantive change.

What is the date that this course change was approved by departmental or program faculty? (MM/DD/YYYY)

01/25/2018

Current Status:

Grad Council Review

Proposal Progress:

01/25/2018 - Submitted by Department Head (Colette Witkowski)

01/29/2018 - Reviewed by Dean (Helen Reid)

Review Comments:

No comments have been added to this proposal.

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New Program Proposal Form

Submitted on 01/16/2018 by Hillary Roberts (Hroberts@missouristate.edu).

This form is to be used for internal Missouri State approval of any proposal for a new program involving two or more courses, including any new graduate program, new undergraduate major (whether comprehensive or non-comprehensive), new option within an existing program (whether graduate or undergraduate), new minor, new certificate, or new certification program.

New graduate programs, new undergraduate majors, and certificate programs involving more than 18 credit hours require approval by the CBHE as approval through the Missouri State curricular process. CBHE applications for such programs are processed through the Office of Institutional Research. All proposals for new programs requiring CBHE approval should progress through the Missouri State curricular process accompanied by a draft of the required CBHE documentation.

Department:

Biomedical Sciences

Proposed Program Title:

Master of Science in Nutrition and Dietetics

Choose One:

- | | | |
|---|-----------------------------------|--------------------------------------|
| <input type="radio"/> Non-Comprehensive Undergraduate Major | <input type="radio"/> Option | <input type="radio"/> Certification |
| <input type="radio"/> Comprehensive Undergraduate Major | <input type="radio"/> Minor | <input type="radio"/> Academic Rules |
| <input checked="" type="radio"/> Graduate Program | <input type="radio"/> Certificate | <input type="radio"/> Other |

Does this program include any new courses?

- No Yes (A corresponding new course form must be submitted to create each new course.)

General Education Courses Required:

None

Total Hours: 0

General Education Courses Recommended:

None

Total Hours: 0

Requirements (including Admission) and Limitations for Specific Degree/Program:

To be considered for admission to the Master of Science in Nutrition and Dietetics (MSND), a prospective student must be admitted to Missouri State's Dietetic Internship Graduate Certificate Program (DI) or provide a copy of their Registered Dietitian and Nutritionist (RDN) identification card issued by the Commission on Dietetic Registration.

Final admission decisions will be based on a complete application form to the Graduate College. There is a \$35 graduate program application fee per the MSU Graduate College policy. A complete application includes the following:

1. Evidence of meeting the minimum academic requirements from an ACEND-approved Didactic Program in Dietetics by a "Verification Statement" or "Declaration of Intent to Complete Degree" and/or ACEND-approved "Minimum Academic Requirements."
2. Completion of the baccalaureate degree from an ACEND accredited college or university.
3. Cumulative GPA of 3.00 over the last 60 hours of academic work taken.
4. Graduate Record Examination (GRE) required taken no earlier than five years prior to application with a preferred minimum score of 150 in Verbal, 141 in Quantitative, and 4 in the Writing Sections.
5. A personal philosophy statement that addresses the applicant's professional career goals and how the program will help accomplish these goals.
6. Students for whom English is a second language must earn a minimum score of 600 (paper-based), 250 (computer-based), or 100 (internet-based) within two years prior to application on the Test of English as a Foreign Language (TOEFL). The TOEFL website is <http://www.toefl.org>.
7. Three written recommendations received with the application must be without significant reservations/concern.
 - a. Dietetic academic reference
 - b. Work or volunteer reference
 - c. Final reference is the applicant's choice
8. Resume which includes:
 - a. Work experience in dietetics, including number of hours of paid and volunteered work
 - b. Involvement in college and/or community activities
9. Evidence of being admitted to MSU's DI certificate program or a copy of their RDN identification card.

Upon acceptance to the MSND program, additional requirements will include:

1. Meet technical standards of the program in order to successfully undertake the course of study including evidence of good health. These standards are available upon request from the program.
2. Evidence of immunization or vaccination for vaccine-preventable diseases to include MMR, tetanus, TB test, Hepatitis A, and a complete Hepatitis B series including a titer demonstrating immunity. Other vaccinations may be required such as a seasonal flu vaccine.
3. Evidence of professional liability and health insurance, including hospitalization.
4. Provide documentation of negative tuberculosis status or evidence of appropriate follow-up.
5. Have reliable transportation and provide evidence of vehicle liability insurance that meets or exceeds the minimum requirements of the State of Missouri.
6. Membership in the Academy of Nutrition and Dietetics.
7. Submit a drug screening test and criminal record check and receive response that the applicant has not been convicted of any crime pursuant to Section 324.217 or other disqualifications that would prohibit licensure as a registered dietitian nutritionist.

Full admission to the MSND program is competitive; not all that apply will be admitted. Students who are not admitted into the program may apply for the next application deadline.

Total Hours: 0

Courses Required in Department:

DTN 740 Medical Nutrition Therapy I Practicum (3 credit hours)
DTN 741 Medical Nutrition Therapy II Practicum (3 credit hours)
DTN 742 Public Health Practicum (3 credit hours)
DTN 743 Foodservice Management Practicum (3 credit hours)
DTN 750 Advanced Medical Nutrition Therapy (1 credit hour)
DTN 752 Advanced Population Health Nutrition I (1 credit hour)
DTN 762 Advanced Population Health Nutrition II (2 credit hours)
DTN 753 Advanced Foodservice Management (1 credit hour)
DTN 755 Advanced Nutrition Counseling (1 credit hour)
DTN 744 Practicum in Area of Concentration (3 credit hours)
DTN 797 Research Project in Nutrition and Dietetics (3 credit hours) ; Non-thesis track only
DTN 799 Nutrition and Dietetics Thesis (variable, 1-6 credit hours); may be repeated for maximum of 6 credit hours;
Thesis track only

Total Hours: 24-27

Courses Required in Other Departments:

PBH 710 Clinical Epidemiology (3 credit hours)
PBH 730 Biostatistics in Health Sciences (3 credit hours)
PBH 740 Health Behavior (3 credit hours)
PBH 760 Research Methods in Public Health (3 credit hours)
PBH 775 Principles and Skills of Public Health Administration (3 credit hours)
MGT 701 Health Services Organization (3 credit hours)

Total Hours: 18

Prerequisites for Required Courses:

All required DTN courses have the prerequisite of admission to the Master of Science in Nutrition and Dietetics program.
The required PBH courses and MGT course do not have prerequisites.

Recommended Electives in Department:

Students are not required to complete any elective courses but are welcome to work directly with their advisor and committee to determine if elective courses should be completed to strengthen their plan of study.

Total Hours: 0

Recommended Electives in Other Departments:

Students are not required to complete any elective courses but are welcome to work directly with their advisor and committee to determine if elective courses should be completed to strengthen their plan of study.

Total Hours: 0

Limitations on Electives:

None

Please attach the following documents: (only one file may be attached for each requirement; accepts file types of PDF, DOC or DOCX)

1. Statement of Rationale: *Attached*
2. Estimated costs for first five years: *Attached*
3. Complete catalog description (including new courses and course changes pending approval): *Attached*
4. If proposal is for a new degree program, you must submit an application to the Missouri Department of Higher Education (MDHE).
 - A. Use the templates below to create your application.
[New Undergraduate Major \(or certificate with more than 18 hours\)](#) | [New Graduate Program \(or certificate with more than 18 hours\)](#)
 - B. Upload and attach the completed MDHE application. *Attached*

*If you require assistance to complete the application, contact Julie Masterson, Graduate College, 836-5335.

What is the date that this new program was approved by departmental or program faculty? (MM/DD/YYYY)

01/15/2018

Current Status:

Grad Council Review

Proposal Progress:

01/16/2018 - Submitted by Department Head (Colette Witkowski)

01/16/2018 - Reviewed by Dean (Helen Reid)

Review Comments:

No comments have been added to this proposal.

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Statement of Rationale

Missouri State University's College of Health and Human Services is seeking approval to provide students in the Dietetic Internship (DI) Graduate Certificate Program and credentialed registered dietitian nutritionists (RDNs) the option to seek a Master of Science in Nutrition and Dietetics (MSND) with an emphasis in population health.

Dietetic education's accrediting organization is the Accreditation Council on Education in Nutrition and Dietetics (ACEND). The Commission on Dietetic Registration (CDR) is the credentialing organization for RDNs.

The Council on Future Practice (CFP) Visioning Report and Consensus Agreement for Moving Forward the Continuum of Dietetics Education, Credentialing and Practice was published in the Journal of the Academy of Nutrition and Dietetics in January 2013.¹ One of CFP's proposals is to elevate the educational preparation for the future entry-level RDN to a minimum of a graduate degree from an ACEND accredited program.¹

The CDR voted to approve this change and mandated all programs universally implement it no later than 2024. At that time, a graduate degree which includes supervised practice will be the only entry point for eligibility to take the Registration Exam to become a RDN. ACEND has since written Future Education Model Accreditation Standards for Graduate Degree Programs. ACEND is currently completing pilot studies of these standards. It is anticipated that in 2024 the proposed MSND program will seek accreditation.

In August of 2017, RDNs in southwest Missouri were emailed a survey to assess their level of interest in completing a Master's degree. There were 44 people who responded. Of those 44, 16 (36%) expressed interest of seeking a Master's degree. When asked if they would be interested in seeking a Master of Science in Nutrition and Dietetics, 14 of the 16 (88%), responded affirmatively. The preferred program design was blended. The proposed MSND program provides a blended format, implementing online and seated classes, with the majority of the seated classes being offered as evening classes.

In addition, December of 2017 a survey was emailed to past graduates of the Dietetic Internship Graduate Certificate Program. They were asked for feedback on their interest of seeking a Master of Science in Public Health Nutrition. There was a 67% response rate, with 22 alumni responding. When asked on a scale of 1-10 with one being low and ten being high, how interested would they be in seeking this degree, the mean was 6.22. For the 11 alumni who responded with a seven or lower, four stated they would prefer a Master's degree in Nutrition. Providing a Master of Science in Nutrition and Dietetics with an emphasis in population health meets the desire for students who seek a graduate degree in nutrition as well as public health.

Providing students in MSU's DI certificate program the option of seeking a Master of Science in Nutrition and Dietetics allows the DI to be competitive with other dietetic internships who provide a master's option.

References

1. Kicklighter JR, Cluskey M, Hunter AM, Nyland N, Spear BA. Council on future practice visioning report and consensus agreement for moving forward the continuum of dietetics education, credentialing, and practice. *J Acad Nutr Diet*. 2013;113:(12):1710-1732.

MSND ESTIMATED COSTS FOR FIRST FIVE YEARS

	Year 1	Year 2	Year 3	Year 4	Year 5
1. Expenditures:					
A. One-time					
New / renovated spaces					
Equipment					
Library					
Consultants					
Other:					
Total for One-time Expenditures	0	0	0	0	0
B. Recurring:					
Faculty	3,000.00	6,000.00	6,000.00	55,000.00	55,000.00
GA Summer	2,193.00	2,193.00	2,193.00	2,193.00	2,193.00
Staff			15,000.00	15,000.00	15,000.00
Benefits	2,395.50	2,598.00	3,160.50	23,093.50	23,093.50
Equipment					
Resources	500.00	1,000.00	1,000.00	1,500.00	1,500.00
Library					
Faculty Professional Dev	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00
Listing on ACEND's website	275.00	275.00	275.00	275.00	275.00
Total for Recurring Expenditures	10,588.50	14,291.00	30,578.50	99,561.50	99,561.50
TOTAL (A + B)	10,588.50	14,291.00	30,578.50	99,561.50	99,561.50
2. Revenues					
*State Aid - CBHE	0	0	0	0	0
*State Aid - DESE	0	0	0	0	0
Tuition / Fees	11,256.00	58,527.00	94,542.00	96,150.00	102,903.00
Student Services Fee	3,053.00	6,106.00	6,106.00	6,609.00	7,112.00
Institutional / Resources					
Other					
TOTAL REVENUES	14,309.00	64,633.00	100,648.00	102,759.00	110,015.00

MSND BUDGET NARRATIVE

One-time Expenses. There are no one-time expenses. Space, equipment, and library requirements are currently being met.

Recurring Expenses. Although the program utilizes existing DTN and PBH courses that have additional capacity, some recurring expenses related to personnel will be required. Per course faculty will be hired as needed for the first three years to allow full-time faculty to teach additional courses in the MSDN program. As the program's student enrollment increases, it is anticipated that in year four a tenure-track, assistant professor faculty line will be needed to assist with teaching and supervision of projects and theses.

A need for a summer GA is anticipated to assist the Program Director in scheduling off-site practicums, summer course grading and assistance, and continuity for the nutrition education and counseling experiences completed at MSU Care.

Additional part-time staff is anticipated to assist the Program Director in administration of the MSDN program beginning in year three.

Resources include program supplies, services and travel expenses for supervisor of clinical sites.

Faculty professional development is needed to aid faculty in maintaining currency in their area of expertise in nutrition and dietetics.

A final recurring expense is the listing on the Accreditation Council for Education in Nutrition and Dietetics (ACEND) website. Although the MSDN program will not be able to apply for accreditation until ACEND finalizes the criteria for entry-level master's programs, it is the policy of ACEND to list advanced degree programs in nutrition and dietetics for potential students to access.

Revenue. Tuition and fee amounts have all been calculated using the 2017-2018 rates for tuition. Estimated revenue will cover the costs of adding this program.

Graduate programs

Master of Science in Nutrition and Dietetics

Hillary Roberts, Dietetic Internship Program Director
Professional Building, Room 408, Phone 417-836-8884
HRoberts@missouristate.edu

Program description

The Master of Science in Nutrition and Dietetics (MSND) program provides knowledge and skills in the dietetics field with an emphasis on population health. This program will prepare dietetic professionals to work at various settings: community and government agencies, medical care facilities, and educational institutions. Graduates specialize in nutrition and dietetics of various population health issues, are able to assess population health needs, and design, implement and evaluate programs, systems or environments to aid in improving the health of diverse groups of population.

Admission requirements

To be considered for admission to the Master of Science in Nutrition and Dietetics (MSND), a prospective student must be admitted to Missouri State's Dietetic Internship Graduate Certificate Program (DI) or provide a copy of their Registered Dietitian and Nutritionist (RDN) identification card issued by the Commission on Dietetic Registration.

Final admission decisions will be based on a complete application form to the Graduate College. There is a \$35 graduate program application fee per the MSU Graduate College policy. A complete application includes the following:

1. Evidence of meeting the minimum academic requirements from an ACEND-approved Didactic Program in Dietetics by a "Verification Statement" or "Declaration of Intent to Complete Degree" and/or ACEND-approved "Minimum Academic Requirements."
2. Completion of the baccalaureate degree from an ACEND accredited college or university.
3. Cumulative GPA of 3.00 over the last 60 hours of academic work taken.
4. Graduate Record Examination (GRE) required taken no earlier than five years prior to application with a preferred minimum score of 150 in Verbal, 141 in Quantitative, and 4 in the Writing Sections.
5. A personal philosophy statement that addresses the applicant's professional career goals and how the program will help accomplish these goals.
6. Students for whom English is a second language must earn a minimum score of 600 (paper-based), 250 (computer-based), or 100 (internet-based) within two years prior to application on the Test of English as a Foreign Language (TOEFL). The TOEFL website is <http://www.toefl.org>.
7. Three written recommendations received with the application must be without significant reservations/concern.
 - a. Dietetic academic reference
 - b. Work or volunteer reference
 - c. Final reference is the applicant's choice
8. Resume which includes:

- a. Work experience in dietetics, including number of hours of paid and volunteered work
 - b. Involvement in college and/or community activities
9. Evidence of being admitted to MSU's DI certificate program or a copy of their RDN identification card.

Upon acceptance to the MSND program, additional requirements will include:

1. Meet technical standards of the program in order to successfully undertake the course of study including evidence of good health. These standards are available upon request from the program.
2. Evidence of immunization or vaccination for vaccine-preventable diseases to include MMR, tetanus, TB test, Hepatitis A, and a complete Hepatitis B series including a titer demonstrating immunity. Other vaccinations may be required such as a seasonal flu vaccine.
3. Evidence of professional liability and health insurance, including hospitalization.
4. Provide documentation of negative tuberculosis status or evidence of appropriate follow-up.
5. Have reliable transportation and provide evidence of vehicle liability insurance that meets or exceeds the minimum requirements of the State of Missouri.
6. Membership in the Academy of Nutrition and Dietetics.
7. Submit a drug screening test and criminal record check and receive response that the applicant has not been convicted of any crime pursuant to Section 324.217 or other disqualifications that would prohibit licensure as a registered dietitian nutritionist.

Full admission to the MSND program is competitive; not all that apply will be admitted. Students who are not admitted into the program may apply for the next application deadline.

MSND Transfer of Credit Policy

On a case-by-case basis, Missouri State may accept graduate credit earned at other regionally accredited institutions or well-established international institutions. The Missouri State University Graduate transfer policy allows transfer credit to count for up to 30% of the program of study. Students who are RDNs may transfer hours for DTN 740, 741, 742, and 743. A student requesting transfer credit is responsible for providing an official transcript and copy of course syllabus from the school from which the student received the academic credit. Acceptance of transfer credits occurs through recommendation of the student's major advisor and approval of the Graduate College. Grades on transfer courses accepted in the degree program are included in the overall graduate grade point average.

MSND Work Experience Related Policy

Work experience will not be awarded credits required to graduate from the MSND program.

Retention requirements

After admission into the MSND Program, a student must achieve the following for retention in the program:

1. Maintain a GPA of 3.00, with no more than 9 semester hours of graduate work below a grade of "B", and no hours of graduate work below a "C".
2. Demonstrate acceptable levels of maturity and integrity, as well as behaviors and attitudes normally expected of healthcare professionals.
3. Demonstrate acceptable professional progression in application of skills and knowledge.
4. Maintain current health and liability insurance.

Students who fail to meet the retention criteria may:

1. Be placed on academic or clinical probation in the MSND Program, or
2. Be dismissed from the Program, based on the judgment of the majority of the MSND faculty. Students who fail to meet the probationary criteria or are dismissed from the program are not eligible for readmission into the MSND Program. Students have the right to follow the University's appeal process on any disciplinary sanction received.
3. Students should refer to the Missouri State University Dietetics Graduate Student Handbook for additional policies and procedures.

Degree requirements (Minimum of 42 hours)

MSND with concentration in population health emphasis

DTN 740 Medical Nutrition Therapy I Practicum (3 credit hours)

DTN 741 Medical Nutrition Therapy II Practicum (3 credit hours)

DTN 742 Public Health Practicum (3 credit hours)

DTN 743 Foodservice Management Practicum (3 credit hours)

DTN 744 Practicum in Area of Concentration (3 credit hours)

DTN 750 Advanced Medical Nutrition Therapy (1 credit hour)

DTN 752 Advanced Population Health Nutrition I (1 credit hour)

DTN 762 Advanced Population Health Nutrition II (2 credit hours)

DTN 753 Advanced Food Service Management (1 credit hour)

DTN 755 Advanced Nutrition Counseling (1 credit hour)

MGT 701 Health Services Organization (3 credit hours)

PBH 710 Clinical Epidemiology (3 credit hours)

PBH 730 Biostatistics in Health Sciences (3 credit hours)

PBH 740 Health Behavior (3 credit hours)

PBH 760 Research Methods in Public Health (3 credit hours)

PBH 775 Principles and Skills of Public Health Administration (3 credit hours)

DTN 797 Non-thesis Project (3 credit hours) ; Non-thesis track only

DTN 799 Thesis (variable, 1-6 credit hours); may be repeated for maximum of 6 credit hours; Thesis track only

Elective Courses

Students are not required to complete any elective courses but are welcome to work directly with their advisor and committee to determine if elective courses should be completed to strengthen their plan of study.

Comprehensive Examination

Students must pass a comprehensive exam which is implemented in DTN 744.



- PUBLIC
- INDEPENDENT

NEW PROGRAM PROPOSAL FOR ROUTINE REVIEW

When finished, please save and email to: he.academicprogramactions@dhe.mo.gov

Sponsoring Institution:

Program Title: Nutrition and Dietetics

Degree/Certificate:

If other, please list:

Options:

Delivery Site: Missouri State University

CIP Classification: 51.3101

Implementation Date: 8/20/2018

Is this a new off-site location? Yes No

If yes, is the new location within your institution's current CBHE-approved service region?

**If no, public institutions should consult the comprehensive review process*

Is this a collaborative program? Yes No

**If yes, please complete the collaborative programs form on last page.*

CERTIFICATIONS

- The program is within the institution's CBHE approved mission. *(public only)*
- The program will be offered within the institution's CBHE approved service region. *(public only)*
- The program builds upon existing programs and faculty expertise
- The program does not unnecessarily duplicate an existing program in the geographically-applicable area.
- The program can be launched with minimal expense and falls within the institution's current operating budget. *(public only)*

AUTHORIZATION

Name/Title of Institutional Officer	Signature	Date

PROGRAM CHARACTERISTICS AND PERFORMANCE GOALS

Although all of the following guidelines may not be applicable to the proposed program, please carefully consider the elements in each area and respond as completely as possible in the format below.

Quantification of performance goals should be included wherever possible.

1. Student Preparation

- Any special admissions procedures or student qualifications required for this program which exceed regular university admissions, standards, e.g., ACT score, completion of core curriculum, portfolio, personal interview, etc. Please note if no special preparation will be required.

To be considered for admission to the Master of Science in Nutrition and Dietetics (MSND), a prospective student must be admitted to Missouri State's Dietetic Internship Graduate Certificate Program (DI) or provide a copy of their Registered Dietitian and Nutritionist (RDN) identification card issued by the Commission on Dietetic Registration.

Final admission decisions will be based on a complete application form to the Graduate College. There is a \$35 graduate program application fee per the MSU Graduate College policy. A complete application includes the following:

1. Evidence of meeting the minimum academic requirements from an ACEND-approved Didactic Program in Dietetics by a "Verification Statement" or "Declaration of Intent to Complete Degree" and/or ACEND-approved "Minimum Academic Requirements."
2. Completion of the baccalaureate degree from an ACEND accredited college or university.
3. Cumulative GPA of 3.00 over the last 60 hours of academic work taken.
4. Graduate Record Examination (GRE) required taken no earlier than five years prior to application with a preferred minimum score of 150 in Verbal, 141 in Quantitative, and 4 in the Writing Sections.
5. A personal philosophy statement that addresses the applicant's professional career goals and how the program will help accomplish these goals.
6. Students for whom English is a second language must earn a minimum score of 600 (paper-based), 250 (computer-based), or 100 (internet-based) within two years prior to application on the Test of English as a Foreign Language (TOEFL). The TOEFL website is <http://www.toefl.org>.
7. Three written recommendations received with the application must be without significant reservations/concern.
 - a. Dietetic academic reference
 - b. Work or volunteer reference
 - c. Final reference is the applicant's choice
8. Resume which includes:
 - a. Work experience in dietetics, including number of hours of paid and volunteered work
 - b. Involvement in college and/or community activities
9. Evidence of being admitted to MSU's DI certificate program or a copy of their RDN identification card.

Upon acceptance to the MSND program, additional requirements will include:

1. Meet technical standards of the program in order to successfully undertake the course of study including evidence of good health. These standards are available upon request from the program.
2. Evidence of immunization or vaccination for vaccine-preventable diseases to include MMR, tetanus, TB test, Hepatitis A, and a complete Hepatitis B series including a titer demonstrating immunity. Other vaccinations may be required such as a seasonal flu vaccine.
3. Evidence of professional liability and health insurance, including hospitalization.
4. Provide documentation of negative tuberculosis status or evidence of appropriate follow-up.
5. Have reliable transportation and provide evidence of vehicle liability insurance that meets or exceeds the minimum requirements of the State of Missouri.
6. Membership in the Academy of Nutrition and Dietetics.
7. Submit a drug screening test and criminal record check and receive response that the applicant has not been convicted of any crime pursuant to Section 324.217 or other disqualifications that would prohibit licensure as a registered dietitian nutritionist.

Full admission to the MSND program is competitive; not all that apply will be admitted. Students who are not admitted into the program may apply for the next application deadline.

- Characteristics of a specific population to be served, if applicable.
The population served will be students who desire to complete a Master of Science degree while fulfilling the educational requirements to become a RDN or RDNs who want to pursue a master's degree to further their education.

2. Faculty Characteristics

- Any special requirements (degree status, training, etc.) for assignment of teaching for this degree/certificate.

Have a designated program director (already in place). Program director must:

- i. Have earned a doctoral degree and have three years professional experience post credentialing or have earned a master's degree and have five years professional experience post credentialing.
- ii. Be credentialed as a registered dietitian nutritionist, registered by the Commission on Dietetic Registration.
- iii. Be a full-time faculty member.

Program faculty must:

- i. Have earned a master's degree or higher in their area of expertise.
- ii. Meet the criteria for appointment to graduate faculty status and have sufficient education and experience in a field related to the subject in which they teach.
- iii. Show evidence of continued competency appropriate to their teaching responsibilities, through professional work experience, graduate education, continuing education, scholarship/research or other activities leading to professional growth in the advancement of their profession.

- Estimated percentage of credit hours that will be assigned to full time faculty. Please use the term "full time faculty" (and not FTE) in your descriptions here.

It is expected that 90% of the courses within the program will be assigned to full time faculty. If a particular set of knowledge is required that a current full time faculty member does not possess, per course instructors with that knowledge will be utilized to teach, co-teach, or provide guest lectures.

- Expectations for professional activities, special student contact, teaching/learning innovation.

Dietetic faculty members must maintain their dietetics registration and Missouri licensure by completing 75 continuing education units every five years. Faculty are encouraged to be involved in the dietetics profession at the local, state, and national level. This involvement includes attending professional development activities, and attending and presenting at state and national conferences.

Faculty will have student contact in the classroom, through interprofessional experiences, at supervised practice sites, through research projects and theses, and through advisement and mentorship.

Teaching/learning innovations will include traditional didactic methods, supervised practice, interprofessional education experiences, simulation-based cases, journal clubs, case studies, individual- and group-based projects, a research project or thesis, and other techniques faculty choose to utilize.

3. Enrollment Projections

- Student FTE majoring in program by the end of five years.
Projected to be 14 students FTE
- Percent of full time and part time enrollment by the end of five years.
By the end of five years, 75% of enrollment will be full time students and 25% will be part time students.

STUDENT ENROLLMENT PROJECTIONS

YEAR	1	2	3	4	5
Full Time	5	10	10	11	12
Part Time	2	4	4	4	4
Total	7	14	14	15	16

4. Student and Program Outcomes

- Number of graduates per annum at three and five years after implementation.
3 years: 5; 5 years: 7
- Special skills specific to the program.

Students will demonstrate achievement of the following areas:

- *Foundational Knowledge*: Applies foundational sciences to food and nutrition knowledge to meet the needs of individuals, groups, and organizations.
 - *Client/Patient Services*: Applies and integrates client/patient-centered principles and competent nutrition and dietetics practice to ensure positive outcomes. In addition, integrates the principles of cultural competence within nutrition and dietetics practice.
 - *Food Systems Management*: Applies food systems principles and management skills to ensure safe and efficient delivery of food and water.
 - *Community and Population Health Nutrition*: Applies community and population nutrition health theories when providing support to community or population nutrition programs.
 - *Leadership, Business, Management and Organization*: Demonstrates ethical leadership, business and management principles to guide practice and achieve operational goals.
 - *Critical Thinking, Research and Evidence-Informed Practice*: Integrates evidence-informed practice, research principles, and critical thinking into practice.
 - *Core Professional Behaviors*: Demonstrates professional behaviors and effective communication in all nutrition and dietetics interactions.
- Proportion of students who will achieve licensing, certification, or registration.

For program graduates who are not RDNs, it is projected that 80% or higher will pass the registration examination to become registered dietitian nutritionists (RDNs). Graduates who pass this exam are required by most states to apply for a state license to practice dietetics in the state they reside in.

- Performance on national and/or local assessments, e.g., percent of students scoring above the 50th percentile on normed tests; percent of students achieving minimal cut-scores on criterion-referenced tests. Include expected results on assessments of general education and on exit assessments in a particular discipline as well as the name of any nationally recognized assessments used.

For program graduates who are not RDNs, it is projected the graduates' total scaled scores on the registration examination for RDNs will exceed the national mean.

- Placement rates in related fields, in other fields, unemployed.

It is estimated that 80% of graduates will be employed in field or seek further education. The goal is for these graduates to be employed within six months of program completion. In addition, it is estimated that 10% will seek employment in other fields, and 10% will be unemployed due to life circumstances.

Transfer rates, continuous study.

Non applicable for graduate programs.

5. Program Accreditation

- Institutional plans for accreditation, if applicable, including accrediting agency and timeline. If there are no plans to seek specialized accreditation, please provide rationale.

This is currently not applicable. Dietetic education’s accrediting organization is the Accreditation Council on Education in Nutrition and Dietetics (ACEND). The Commission on Dietetic Registration (CDR) is the credentialing organization for RDNs.

The Council on Future Practice (CFP) Visioning Report and Consensus Agreement for Moving Forward the Continuum of Dietetics Education, Credentialing and Practice was published in the Journal of the Academy of Nutrition and Dietetics in January 2013.¹

One of CFP’s proposals is to elevate the educational preparation for the future entry-level RDN to a minimum of a graduate degree from an ACEND (Accreditation Council for Education in Nutrition and Dietetics) accredited program.¹

The CDR voted to approve this change and mandated that all programs implement it no later than 2024. ACEND has since written Future Education Model Accreditation Standards for Graduate Degree Programs.

ACEND is currently completing pilot studies of the future education model accreditations standards. It is anticipated that ACEND will mandate all dietetic graduate degree programs seek accreditation in 2024. We will apply for accreditation once ACEND establishes the standards and timeline.

6. Program Structure

A. Total credits required for graduation: 42-45 credits

B. Residency requirements, if any:

At least 30-32 credit hours must be completed in residency (70% of the total required hours). On a case-by-case basis, Missouri State may accept graduate credit earned at other regionally accredited institutions. The Missouri State University Graduate transfer policy allows transfer credit to count for up to 30% of the program of study. Students who are RDNs may transfer hours for DTN 740, 741, 742, and 743. A student requesting transfer credit is responsible for providing an official transcript and copy of course syllabus from the school from which the student received the academic credit. Acceptance of transfer credits occurs through recommendation of the student’s major advisor and approval of the Graduate College.

C. General education: Total credits:
Not applicable. No general education for graduate degrees.

Courses (specific courses OR distribution area and credits)

Course Number	Credits	Course Title
n/a		

D. Major (i.e., Degree) requirements: Total credits: 42-45

Core Courses (Required of all students) Total credits = 39		
Course ID	Course Title	Credits
DTN 750	Advanced Medical Nutrition Therapy	1
DTN 752	Advanced Population Health Nutrition I	1

DTN 762	Advanced Population Health Nutrition II	2
DTN 753	Advanced Food Service Management	1
DTN 755	Advanced Nutrition Counseling	1
PBH 710	Clinical Epidemiology	3
PBH 730	Biostatistics in Health Sciences	3
PBH 740	Health Behavior	3
MGT 701	Health Services Organization	3
PBH 760	Research Methods in Public Health	3
PBH 775	Principles and Skills of Public Health Administration	3
DTN 740	Medical Nutrition Therapy I Practicum	3
DTN 741	Medical Nutrition Therapy II Practicum	3
DTN 742	Public Health Practicum	3
DTN 743	Food Service Management Practicum	3
DTN 744	Practicum in Area of Concentration	3
Elective Courses		
Total credits = 0		
Course ID	Course Title	Credits
Thesis/Non-Thesis		
Total credits = 3-6		
Course ID	Course Title	Credits
DTN 797 OR	Non-Thesis Project	3
DTN 799	Thesis	3-6

E. Free elective credits: 0
(sum of C, D, and E should equal A)

F. Requirements for thesis, internship or other capstone experience:
 Practicum: Students who are not RDNs will enroll in 12 hours of practicum courses (DTN 740, 741, 742, and 743). Students holding the RDN credential may transfer in these 12 practicum hours, as this is 30% of the 42 total credit hours. This meets Missouri State’s Graduate College transfer policy which allows transfer credit to count for up to 30% of the program of study.

Students must pass a comprehensive exam which is implemented in DTN 744.

G. Any unique features such as interdepartmental cooperation:
 The program will utilize Masters of Public Health Program courses already offered within the College of Health and Human Services (CHHS).

In addition, the program will utilize a course in the Department of Management and Information Technology, Master of Health Administration program. This course is MGT 701, Health Services Organization.

The program will collaborate with other Missouri State University allied health programs who participate in CHHS's interprofessional education (IPE) practices. These include IPE simulation, case study, journal club, and grand rounds.

7. Need/Demand

Student demand

Market demand

Societal demand

I hereby certify that the institution has conducted research on the feasibility of the proposal and it is likely the program will be successful.

On July 1, 2011, the Coordinating Board for Higher Education began provisionally approving all new programs with a subsequent review and consideration for full approval after five years.

COLLABORATIVE PROGRAMS

- **Sponsoring Institution One:**
- **Sponsoring Institution Two:**
- **Other Collaborative Institutions:** not applicable
- **Length of Agreement:** not applicable
- **Which institution(s) will have degree-granting authority?** not applicable
- **Which institution(s) will have the authority for faculty hiring, course assignment, evaluation and reappointment decisions?** not applicable
- **What agreements exist to ensure that faculty from all participating institutions will be involved in decisions about the curriculum, admissions standards, exit requirements?**
not applicable
- **Which institution(s) will be responsible for academic and student-support services, e.g., registration, advising, library, academic assistance, financial aid, etc.?**
not applicable
- **What agreements exist to ensure that the academic calendars of the participating institutions have been aligned as needed?**
not applicable

Please save and email this form to: he.academicprogramactions@dhe.mo.gov

References

1. Kicklighter JR, Cluskey M, Hunter AM, Nyland N, Spear BA. Council on future practice visioning report and consensus agreement for moving forward the continuum of dietetics education, credentialing, and practice. *J Acad Nutr Diet.* 2013;113:(12):1710-1732.

Missouri State.

Curricular Action Workflow



Missouri State > Computer Services - MIS > Curric
Workflow > CAW - New Course Proj

New Course Proposal Form

Submitted on 01/24/2018 by David Claborn (DavidClaborn@MissouriState.edu).

***All fields require input**

- New COURSE
- New REGULAR PERMANENT SECTION of an existing variable content course. If a new regular section of an existing variable topics course, enter the existing course number below

Course Code:

PBH

Course Number: [\(Check Availability\)](#)

710

Course Title:

Clinical Epidemiology

Will this course become part of a program? No Yes (A corresponding program change form must be submitted)Will this proposal need to be reviewed by CGEIP? No YesWill this proposal need to be reviewed by EPPC? No Yes

Prerequisite/Co-requisite or enter 'None':

Acceptance into graduate program.

Catalog Course Description: (Include any Pass/Not Pass grading restrictions, repeatable limits, limitation on course applicability, UG/GR parallel course, etc.)

This course is an introduction to the epidemiological methods and procedures utilized in a clinical environment. The course will include the study of infectious and non-infectious disease epidemiology. Students will learn how to use basic epidemiological concepts and methods in the clinical setting in order to make better decisions regarding evidence based medicine and quality of care. Basic statistical measures used in the analysis of clinical and epidemiologic evaluations, including measures of disease frequency and measures of absolute and relative effects, will be covered. Additional topics include accessing and evaluating sources of data, qualitative and quantitative systematic reviews of literature based evidence, and meta-analyses. This course cannot be counted toward the Master of Public Health. It is designed for students in clinical fields such as nursing practice.

Credit Hours:

3

Lecture Contact Hours:

3

Lab Contact Hours:

0

Note: If variable credit, enter the highest number and add to end of course description. (e.g. "Variable credit, may be taken 1-3 hours.")

Periodicity. Check all that apply.

- Fall Fall (even-numbered years only) Fall (odd-numbered years only)
- Spring Spring (even-numbered years only) Spring (odd-numbered years only)
- Summer On Demand only

Complete Catalog Description:

PBH 710 Clinical Epidemiology

Prerequisite: Acceptance into graduate program.

This course is an introduction to the epidemiological methods and procedures utilized in a clinical environment. The course will include the study of infectious and non-infectious disease epidemiology. Students will learn how to use basic epidemiological concepts and methods in the clinical setting in order to make better decisions regarding evidence based medicine and quality of care. Basic statistical measures used in the analysis of clinical and epidemiologic evaluations, including measures of disease frequency and measures of absolute and relative effects, will be covered. Additional topics include accessing and evaluating sources of data, qualitative and quantitative systematic reviews of literature based evidence, and meta-analyses. This course cannot be counted toward the Master of Public Health. It is designed for students in clinical fields such as nursing practice.

Credit hours: 3 Lecture contact hours: 3 Lab contact hours: 0

Typically offered: Fall, Spring

Include sample syllabus (list topics, course goals.) Use text box OR upload only file types of PDF, DOC or DOCX.

Attached

Purpose of Course

This course is designed to meet the epidemiology requirements for students in clinical programs.

Relationship to Other Departments

This course is designed to meet graduate level epidemiology requirements for non-MPH students.

Is there a graduate/undergraduate parallel course to this one? No Yes**New Course Resource Information**

Anticipated Average Enrollment per section:

20

Maximum Enrollment Limit per section:

20

Anticipated Average Enrollment per semester:

20

Maximum Enrollment Limit per semester:

20

Anticipated Average Enrollment per year:

40

Maximum Enrollment Limit per year:

40

Faculty Load Assignment (equated hours):

3

Is another course being deleted? No Yes**What will this course require in the way of:**

Additional library Holdings

Nothing new is required.

Additional computer resources

Nothing new is required.

Additional or remodeled facilities

Nothing new is required.

Additional equipment or supplies

Nothing new is required.

Additional travel funds

Nothing new is required.

Additional faculty; general vs specialized

Students from other programs are currently taking sections of epidemiology for MPH majors. This change allows the program to have a separate course that covers material more appropriate to the clinician rather than the public health practitioner. No additional faculty be required.

Additional faculty; regular vs per-course

Students from other programs are currently taking sections of epidemiology for MPH majors. This change allows the program to have a separate course that cover material more appropriate to the clinician rather than the public health practitioner. No additional faculty w required.

Other additional expenses

Nothing new is required.

If additional faculty are not required, how will faculty be made available to teach this course?

Students from other programs are currently taking sections of epidemiology for MPH majors. This change allows the program to have a separate course that cover material more appropriate to the clinician rather than the public health practitioner. No additional faculty will be required.

List names of current faculty qualified and available to teach this course

Kip R. Thompson (Full-Time)

David Claborn (Full-time)

Maxwell Barffour (75%)

What is the anticipated source of students for this course?

Graduate programs from clinical departments in the CHHS and students in the MHA programs.

If from within the department, will students be taking this course in addition to or in place of other courses?

N/A

If from outside the department, which courses in other departments would most likely be affected?)

This subject is already taught in the MPH program as one section of PBH 720, an existing course for MPH majors. However, MPH students are not allowed to take the section offered for DNP students leading to confusion when registering.

Other comments:

Faculty in the MPH program currently teach two sections of epidemiology. One section is reserved for MPH students and the other is for non-MPH graduate students. The content of the two sections is not the same. Because both sections currently have the same course number, there is confusion by students when registering for the course. By moving the clinical epidemiology to an independent section, this confusion will be alleviated. Additionally, the new course title will better reflect the content covered.

What is the date that this new course was approved by departmental or program faculty? (MM/DD/YYYY)

09/11/2017

Current Status:

Grad Council Review

Proposal Progress:

01/24/2018 - Submitted by Department Head (David Claborn)

01/24/2018 - Reviewed by Dean (Helen Reid)

Review Comments:

No comments have been added to this proposal.

Copy As New Proposal

MAKE YOUR

MENT.

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INSTRUCTOR:

XXXXX
XXXXX
XXXXX

COURSE DESCRIPTION:

This course is an introduction to the epidemiological methods and procedures utilized in a clinical environment. The course will include the study of infectious and non-infectious disease epidemiology. Students will learn how to use basic epidemiological concepts and methods in the clinical setting in order to make better decisions regarding evidence based medicine and quality of care. Basic statistical measures used in the analysis of clinical and epidemiologic evaluations, including measures of disease frequency and measures of absolute and relative effects, will be covered. Additional topics include accessing and evaluating sources of data, qualitative and quantitative systematic reviews of literature based evidence, and meta-analyses. This course cannot be counted toward the Master of Public Health. It is designed for students in clinical fields such as nursing practice.

COURSE OBJECTIVES:

Upon completion of this course, the student should be able to:

1. Apply basic terminology and definitions of epidemiology
2. Calculate basic epidemiology measures
3. Describe a public health problem in terms of magnitude, person, time and place
4. Identify and discuss relative strengths and weaknesses of epidemiologic study designs and identify appropriate study designs required to answer a particular study question
5. Draw appropriate inferences from epidemiologic data
6. Evaluate strengths and limitations of epidemiologic reports
7. Identify key sources of data for epidemiologic purposes
8. Identify the principles and limitations of public health screening programs
9. Comprehend basic ethical and legal principles that impact the collection, analysis, maintenance, and dissemination of epidemiologic data
10. Explain the importance of epidemiology for informing scientific, ethical, economic, and political discussions of health issues
11. Describe procedures for evaluating public health programs and interventions
12. Communicate epidemiologic information to lay and professional audiences

COURSE RESOURCES:

Blackboard

Blackboard is a Learning Management System which we will use for our course. You can login to Blackboard at <https://blackboard.missouristate.edu/>

Firefox is the preferred browser for using Blackboard. The Computer Services Help Desk webpage contains information about how to set up accounts and contact information for the Help Desk. Be sure to book mark this page: <http://helpdesk.missouristate.edu/>.

Software

Lectures will be presented using Powerpoint by Microsoft. Written assignments may be presented as a Microsoft Word document (.docx), Excel files (.xls) or PDF formats. If you do not have Microsoft Word or Excel installed on your computer, you use Open Office instead, which you can obtain for free at <http://www.openoffice.org/>.

Calculator

You will need a calculator that does basic arithmetic functions and square roots (preferably logarithms as well although not required) to complete the many of homework assignments.

Textbook

The required text for this class will be *Medical Epidemiology* by Raymond S. Greenberg, 5th edition, published by McGraw-Hill, ISBN#978-0-07-182272-5. You may purchase this book at the bookstore or online. Make sure you get the fifth edition!

Additional Readings

Additional readings (mostly peer-reviewed journal articles) will also be required. These readings will be available in Blackboard in .pdf format or online with a hyperlink provided in Blackboard.

Presentations

POWERPOINT PRESENTATIONS WILL BE POSTED ON BLACKBOARD.

COURSE ASSIGNMENTS:

The course is organized into four units. Each unit contains assigned readings, powerpoint presentations, plus assignments and activities to reinforce the concepts covered. It is expected that you complete the required readings and presentations prior on your own. However, if you find something confusing, please contact me so we can get you through it. A course schedule and calendar is provided within the Syllabus tab on the Course Blackboard site. It is important that you check the schedule regularly. If needed, updates to the schedule will be posted under Syllabus on Blackboard.

Units

Unit 1: Population Health (Chapters 1-6)

Unit 2: Collecting Evidence for Medical Practice (Chapters 7-10)

Unit 3: Summarizing Evidence for Medical Practice (Chapters 11-14)

Unit 4: Translating Evidence Into Medical Practice (Chapters 15-17)

Readings

Each unit covers several chapters in the textbook. One of the great things about this text is that it is surprisingly readable. Additional readings from peer reviewed journal articles or popular media will also be assigned.

METHOD OF INSTRUCTION & COURSE EXPECTATIONS:

This is an online course delivered via Missouri State's Blackboard (Bb) course management system. Registered students are automatically given access to the course Bb site. The course consists of four units. Each unit includes powerpoint presentations with narration by the course instructor, assigned readings, assignments, and additional resources. All materials are contained within unit folders under "Content" on the course Bb site.

Course Communication:

Course announcements will be posted on the website throughout the semester. Occasionally announcements may be e-mailed to the class; email will also be used to communicate with students on an individual basis.

This means that students need to check the course Blackboard site and their Missouri State email accounts regularly during the week.

I cannot say this enough – ASK QUESTIONS about material that you don't understand. The concepts in this course build on each other and so it is important to ask questions. The old adage "there are no stupid questions" is true! There are two ways to ask questions about the course content, materials, and assignments:

- The "Question and Answer Forum" link in the Discussion tab
- Office hours (see the Syllabus)

Please make sure you use your Missouri State email if you must correspond with me that way. If it is a general question, please use the Question and Answer Forum. If it is personal in nature then please use email (I will respond privately). I will make every effort to respond to *Question and Answer Forum* questions and email within 24 hours during the week day and at variable times during the weekend. If you have not heard back from me within that time, please feel free to send me an email prompt.

Course Expectations & Requirements:

The expectations in this course are no different than the expectations in a seated course. While the delivery of the course content in units allows students greater flexibility when they choose to access the material, it is important that you pay attention to due dates and properly pace yourself through the course. Course requirements include:

- Meet course objectives
- Class attendance and participation (i.e., logging in to the course Blackboard site regularly).
- View online lectures and complete assigned readings, online activities and assignments
- Take four unit exams and one final exam. The final exam will be proctored so you must use an approved proctored location. Testing Services on campus is automatically approved.
- Time commitment: 3-credit hour seated courses require 3-hours of in class time plus 6 to 9 hours outside class (i.e. 2 to 3 hours per credit hour) working on the material per week. The time commitment for this online course is the same. That means you should expect to spend between 9 and 12 hours per week working on the course..

Strategies for Success:

Epidemiology is something that takes practice! Although the principles and methods of epidemiology can be straightforward, using and applying these techniques can be surprisingly challenging.

- You may need to take several passes through the material to learn the content.
- The lectures and activities will make the most sense to if you have already completed the reading.
- Students who have been the most successful in this course in the past have several things in common. They.....
 - complete the assigned readings and review the power-point lectures
 - work on the material on a regular basis (i.e. several times a week every week)
 - use the online and end-of-chapter questions in the text for additional practice
 - ask questions when they don't understand something.
- Worth saying again
 - ASK QUESTIONS!
 - Use the end-of-chapter questions and any other resources to help you understand the material. These questions will not be formally assigned but they are invaluable assets for studying the material and identifying problem areas. They will also help you learn how to apply the material and start to think like an epidemiologist. For many people this is a different mind-set than you are used to using.
- Use the texts and online presentations listed in the syllabus as Additional Resources if you are having trouble understanding a concept presented in the assigned readings or lectures. No one text works for everyone and it can often help to read something from different sources if it isn't clear after reading the course text and going through the powerpoints.
- Some common pitfalls:
 - New Terminology or a specific meaning of wider used terminology (sometimes it can feel like learning a whole new language)

- Lack of a definitive correct answer - sometimes there is a correct/incorrect response but often in the practice of epidemiology there are a variety of ways you can accomplish something and while each approach has its own pluses and minuses there may not be a single definitive answer.
- Disciplinary perspective – epidemiologists approach the study of health and health related problems from the population perspective. This can be very different from the perspectives of other fields such as clinical, psychological, economic etc.

Homework Assignments

There will be several homework assignments to be completed throughout the semester. These include 6 discussions, 4 case studies and 9 training exercises through the North West Center for Public Health Preparedness. Assignments are a crucial part of learning since this is where you will gain practice applying the concepts from the lectures and the readings. For additional practice, feel free to tackle any of the other problems in the text or in another statistics text that you come across that seems relevant to this course. Practice is important in learning statistics.

Homework assignments will be posted in Blackboard. Unit assignments can be found in their respective unit folder. Students will use this tool to download the assignment instructions and submit completed assignments. All homework assignments will be due by the posted due dates in the course calendar or schedule (found in the Syllabus area of your course). Read “Assignment Guidelines” under Course Policies for assignment requirements.

Discussion Assignments

This course includes six discussion posts using the Blackboard electronic discussion area. The point of the discussions are for you to: (1) reflect on the concepts covered through assigned readings and presentations and (2) identify concepts that you find confusing or specific questions that you have about the material. Discussion assignments will include specific questions for you to address and are due by the prescribe due dates and times listed in the course schedule. The instructor will use information from the discussions to guide class material to address the questions and concerns raised by students. Therefore late discussion assignments will not be accepted.

Discussion assignments may also include problems that must be completed and posted by the listed due date. All discussion assignments must be typed and submitted in the appropriate location via Bb.

Discussion assignments will be graded as follows:

- 100%= addresses all questions with complete, thoughtful, well-written responses and few errors.
- 80%=addresses all questions but responses include major conceptual errors or lack depth or reflective thought, some grammatical errors
- 50%=incomplete or complete but with little/no reflective thought or depth, mostly incorrect, poorly written with frequent grammatical errors. Electronic discussion missing but in-class problems complete, well-written and with few errors.
- 25%=electronic discussion is missing; in-class problems incomplete or complete but with conceptual errors.
- 0%=not submitted

Quizzes and Exams

There will be 4 unit quizzes and exams and one comprehensive final exam. The quizzes will be mastery quizzes taken through Bb. This means you can take them as many times as you like until you achieve a score

you are comfortable with. However, once the quiz due date has passed, I will record your highest attempt in the grade book. Make sure you do what it takes to make a good score! The four unit exams will also be taken through Bb. These exams will be timed so once you start the exam, you will only have 1 hour to complete and submit them. For online classes, I only allow one reset so make sure you are using a reliable internet connection. Exams may include multiple choice questions, matching, true/false and short answer questions (these may include calculations, analysis of a research project or interpretation of data or a statistical analysis). Your final exam is proctored (this is the only proctored exam). You will need to find an appropriate proctor prior to finals week. Only I can approve a proctor or proctor location. Email me your proctor information ASAP to ensure access to the exam. The final exam will be password protected.

COURSE POLICIES:

Late Work

Assignments are due by the dates and times specified on the course schedule. Except in extreme cases approved by the instructor, late work will not be accepted. Please note that student notification of intent to turn in an assignment late is the first step in requesting approval but does not constitute approval by the faculty.

Exams: All exams must be taken as scheduled and cannot be made up unless you have a documented emergency.

Submitting Assignments

Online discussion assignments should be completed by typing your responses directly into the electronic discussion. Do not attach your answers as a separate Word document. However you may find it useful to first type your responses in Word and then cut and paste the response into the discussion dialog box.

Homework assignment must be submitted as Word and/or Excel documents. You should name your file using the following convention: Yourname_Assignmentname.doc. For example, the name for my homework 1 assignment would be Federman_Homework1.doc. Assignments not submitted in the correct format or with the correct naming convention will receive a 10% penalty. Emailed assignments will not be accepted. Training certificates from the North West Center for Public Health Preparedness must be submitted through Bb. Please submit them using the labeling requirements above. These can be submitted as pdf files.

Assignment Guidelines

1. Unless otherwise specified, all responses must be typed and contained **in a single Word document**. This includes any relevant calculations, graphs, etc if they are required.
2. Make sure that you load the correct file when submitting homework. The file that you upload by the due date is the one that will be graded.
3. Throughout the semester you may be asked to provide definitions, explanations, article interpretations, etc. The point of these questions is to give you practice explaining your understanding of the material. Therefore your answers must be written in your own words and reflect your understanding of the material. Do not copy your responses from the text, notes, articles, another student's responses, other resources etc. Answers that use information verbatim from these materials will receive zero credit, even if quoted and cited appropriately.

4. You are encouraged to work with other students on homework assignments if doing so is helpful to your learning the material. However each student is responsible for conducting the homework analyses/calculations and writing up their own responses to the homework problems.

Instructor Feedback/Communication

I will be reading the Discussion Boards and replying to messages as needed. You will receive specific feedback on your assignments in the form of electronic comments appended to your electronic submission. I will use my campus email to contact individual students and a combination of in-class announcements and the announcements tool in Blackboard to communicate changes to the course and other course information to the class as a whole.

Student Feedback/Communication

I welcome all feedback on the course. In addition, *the old adage “there are no stupid questions” is true!* Please make sure to ask questions about material that you don't understand. Questions about course material or assignments can be asked in the online discussion board “Question and Answer Forum.” This discussion area is open to all student registered in the class. Students should also provide feedback and ask questions that others have asked. I will also check the “Question and Answer Forum” regularly and post responses and clarifications as needed.

Appointments during or outside of regular hours are also available. Email me to set up a telephone or in-person appointment. Please reserve the use of direct email correspondence to schedule appointments or for content that is personal in nature and I will respond privately. **Please do not use the Blackboard Mail tool, I will NOT be checking it for messages. If you need to email me, use my official MSU account at XXXXXXXX@MissouriState.edu.**

I will make every effort to respond online discussion board questions and email within 24 hours during the week day and one time (usually Saturday afternoon) during the weekend. If you have not heard back from me within that time frame, please feel free to send me an email prompt

Change in Syllabus

The instructor reserves the right to make changes in the schedule and learning activities as necessary to facilitate optimal learning during the course.

UNIVERSITY POLICIES:

Attendance: Class attendance is essential. Because we only meet once a week, missing one class is the equivalent of missing at least an entire week of classes in a standard college class format. For this reason, there is a penalty for non-attendance. There is no penalty for missing one class. Any additional absences will result in a loss of 5% off the final grade for each absence. In other words, missing 3 classes will result in the loss of 10% off of the final grade (1st absence free and then 5% each for absences 2 and 3); missing four classes will result in a loss of 15% off the final score, 5 will result in 20%, etc.

Academic dishonesty: Missouri State University is a community of scholars committed to developing educated persons who accept the responsibility to practice personal and academic integrity. You are responsible for knowing and following the university's student honor code, [Student Academic Integrity Policies and Procedures](#) and also available at the Reserves Desk in Meyer Library. Any student participating in any form of academic dishonesty will be subject to sanctions as described in this policy.

Policy on Use of Cell Phones in Classes: As a member of the learning community, each student has a responsibility to other students who are members of the community. When cell phones or pagers ring and students respond in class or leave class to respond, it disrupts the class. Therefore, the Office of the Provost prohibits the use by students of cell phones, pagers, PDAs, or similar communication devices during scheduled classes. All such devices must be turned off or put in a silent (vibrate) mode and ordinarily should not be taken out during class. Given the fact that these same communication devices are an integral part of the University's emergency notification system, an exception to this policy would occur when numerous devices activate simultaneously. When this occurs, students may consult their devices to determine if a university emergency exists. If that is not the case, the devices should be immediately returned to silent mode and put away. Other exceptions to this policy may be granted at the discretion of the instructor.

Statement of nondiscrimination: Missouri State University is an equal opportunity/affirmative action institution, and maintains a grievance procedure available to any person who believes he or she has been discriminated against. At all times, it is your right to address inquiries or concerns about possible discrimination to the Office for Institutional Equity and Compliance, Park Central Office Building, 117 Park Central Square, Suite 111, 417-836-4252. Other types of concerns (i.e., concerns of an academic nature) should be discussed directly with your instructor and can also be brought to the attention of your instructor's Department Head. Please visit the OED website at www.missouristate.edu/equity/.

Statement on disability accommodation: To request academic accommodations for a disability, contact the Director of the Disability Resource Center, Carrington Hall, Room 302, 417-836-4192 or 417-836-6792 (TTY), www.missouristate.edu/disability. Students are required to provide documentation of disability to the Disability Resource Center prior to receiving accommodations. The Disability Resource Center refers some types of accommodation requests to the Learning Diagnostic Clinic, which also provides diagnostic testing for learning and psychological disabilities. For information about testing, contact the Director of the Learning Diagnostic Clinic, 417-836-4787, <http://psychology.missouristate.edu/ldc>.

Emergency Response At the first class meeting, students should become familiar with a basic emergency response plan through a dialogue with the instructor that includes a review and awareness of exits specific to the classroom and the location of evacuation centers for the building. All instructors are provided this information specific to their classroom and/or lab assignments in an e-mail prior to the beginning of the fall semester from the Office of the Provost and Safety and Transportation. Students with disabilities impacting mobility should discuss the approved accommodations for emergency situations and additional options when applicable with the instructor. For more information go to <http://www.missouristate.edu/safetran/51597.htm> and <http://www.missouristate.edu/safetran/erp.htm>.

For additional information students should contact the Disability Resource Center 836-4192 (PSU 405), <http://www.missouristate.edu/disability/>, or Larry Combs, Interim Assistant Director of Public Safety and Transportation at 836-6576. For further information on Missouri State University's Emergency Response Plan, please refer to the following web site: <http://www.missouristate.edu/safetran/erp.htm>

Dropping a class: It is your responsibility to understand the University's procedure for dropping a class. If you stop attending this class but do not follow proper procedure for dropping the class, you will receive a failing grade and will also be financially obligated to pay for the class. For information about dropping a class or withdrawing from the university contact the Office of the Registrar at 836-5520.

Audio and Video Recording: Students may make audio or video recordings of course activity. However, the redistribution of audio or video recordings from the course to individuals who are not students in the class is prohibited without the express permission of the faculty member and any of the students who are recorded.

Religious Accommodations: The University may provide a reasonable accommodation based on a person's sincerely held religious belief. In making this determination, the University reviews a variety of factors, including whether the accommodation would create an undue hardship. The accommodation request imposes responsibilities and obligations on both the individual requesting the accommodation and the University. Students who expect to miss classes, examinations, or other assignments as a consequence of their sincerely held religious belief shall be provided with a reasonable alternative opportunity to complete

such academic responsibilities. It is the obligation of students to provide faculty with reasonable notice of the dates of religious observances on which they will be absent by submitting a ***Request for Religious Accommodation Form*** to the instructor by the end of the third week of a full semester course or the end of the second week of a half semester course.

Safe Learning Environment: At the first class meeting, students should become familiar with a basic emergency response plan through a dialogue with the instructor that includes a review and awareness of exits specific to the classroom and the location of evacuation centers for the building. All instructors are provided this information specific to their classroom and/or lab assignments in an e-mail prior to the beginning of the fall semester from the Office of the Provost and Safety and Transportation. Students with disabilities impacting mobility should discuss the approved accommodations for emergency situations and additional options when applicable with the instructor. For more information, go to <http://www.missouristate.edu/safetran/51597.htm>

Grading:

Your grade will be based on the following:

Component	Percentage
Assignments	32%
Discussions – 6 @ 5 points each (30 pts)	
NWPHP Online Training – 9 @ 10 points each (90 pts total)	
Case Studies – 4 @ 10 points each (40 pts total)	
Participation – 10 points (awarded for 100% participation)	
Quiz 1 – 10 points	2%
Quiz 2 – 10 points	2%
Quiz 3 – 10 points	2%
Quiz 4 – 10 points	2%
Test 1 – 50 points	10%
Test 2 – 50 points	10%
Test 3 – 50 points	10%
Test 4 – 50 points	10%
Final Exam – 100 points	20%
Total – 500 points	100%

Your grade will be calculated using the following scale:

Grade	Percentage Range
A	90 – 100%
B	80 – 89%
C	70 – 79%
D	60 – 69%
F	Below 60%

New Program Proposal Form

Submitted on 01/16/2018 by Sylvia Feeney (MonikaFeeney@MissouriState.edu).

This form is to be used for internal Missouri State approval of any proposal for a new program involving two or more courses, including any new graduate program, new undergraduate major (whether comprehensive or non-comprehensive), new option within an existing program (whether graduate or undergraduate), new minor, new certificate, or new certification program.

New graduate programs, new undergraduate majors, and certificate programs involving more than 18 credit hours require approval by the CBHE as approval through the Missouri State curricular process. CBHE applications for such programs are processed through the Office of Institutional Research. All proposals for new programs requiring CBHE approval should progress through the Missouri State curricular process accompanied by a draft of the required CBHE documentation.

Department:

Biomedical Sciences

Proposed Program Title:

Registered Nurse First Assist Certificate

Choose One:

- | | | |
|---|-----------------------------------|--------------------------------------|
| <input type="radio"/> Non-Comprehensive Undergraduate Major | <input type="radio"/> Option | <input type="radio"/> Certification |
| <input type="radio"/> Comprehensive Undergraduate Major | <input type="radio"/> Minor | <input type="radio"/> Academic Rules |
| <input checked="" type="radio"/> Graduate Program | <input type="radio"/> Certificate | <input type="radio"/> Other |

Does this program include any new courses?

- No Yes (A corresponding new course form must be submitted to create each new course.)

General Education Courses Required:

N/A

Total Hours: 0

General Education Courses Recommended:

N/A

Total Hours: 0

Requirements (including Admission) and Limitations for Specific Degree/Program:

Baccalaureate prepared RN

- Unencumbered Nursing license in State of practice
- Personal liability insurance
- ACLS and BLS
- 2 letters of recommendation
- 2 years' Operating Room (OR) or advanced practice nursing experience
- Minimum: Bachelor's degree in a health related field

Total Hours: 0

Courses Required in Department:

ANE 620 RNFA Introductory Principles (1 credit hour Sp, F) Course will be held 8 am to 5 pm Saturday and Sunday (Sp, F)

ANE 621 RNFA Perioperative Patient Management I (2 credit hours, Sp, F) Distance courses

ANE 622 RNFA Clinical Practicum (3 credits)

ANE 623 RNFA Perioperative Patient Management II (2 credit hours, Sp, F) Distance courses

ANE 624 RNFA Cumulative Review and Assessment (1 credit hour Sp, F) Course will be held 8 am to 5 pm Saturday and Sunday (Sp, F)

Total Hours: 9

Courses Required in Other Departments:

none

Total Hours: 0

Prerequisites for Required Courses:

RN licensure with a Baccalaureate

Recommended Electives in Department:

none

Total Hours: 0

Recommended Electives in Other Departments:

none

Total Hours: 0

Limitations on Electives:

N/A

Please attach the following documents: (only one file may be attached for each requirement; accepts file types of PDF, DOC or DOCX)

1. Statement of Rationale: *Attached*
2. Estimated costs for first five years: *Attached*
3. Complete catalog description (including new courses and course changes pending approval): *Attached*
4. If proposal is for a new degree program, you must submit an application to the Missouri Department of Higher Education (MDHE).
 - A. Use the templates below to create your application.
[New Undergraduate Major \(or certificate with more than 18 hours\)](#) | [New Graduate Program \(or certificate with more than 18 hours\)](#)
 - B. Upload and attach the completed MDHE application. *Attached*

*If you require assistance to complete the application, contact Julie Masterson, Graduate College, 836-5335.

What is the date that this new program was approved by departmental or program faculty? (MM/DD/YYYY)

12/01/2017

Current Status:

Grad Council Review

Proposal Progress:

01/16/2018 - Submitted by Department Head (Colette Witkowski)

01/16/2018 - Reviewed by Dean (Helen Reid)

Review Comments:

No comments have been added to this proposal.

Copy As New Proposal

MAKE YOUR MENT.

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RNFA

1. Rationale:

A Registered Nurse First Assistant (**RNFA**) is an RN with advanced training in the skills needed to assist in surgery. Educational programs for the RNFA must meet current Association of Perioperative Nurses (AORN) Standards and prepare students for certification in perioperative nursing (CRNFA). Effective January 1, 2020, the education level for entry into an RNFA program and, subsequently, RNFA practice will be the baccalaureate degree. All state boards of nursing recognize the role of the RNFA as being within the scope of nursing practice.

Our healthcare community has a need for nurses trained in first assisting. The RNFA certificate has been requested by the Springfield Mercy ministry. Currently thousands of surgical procedures are provided to the community by hundreds of surgeons and their surgical teams. An RNFA is a needed team member to assist the surgeon and facilitate patient care, not only in our community but across the US. RNFA's perform techniques such as using surgical instruments, medical devices, provide surgical site exposure, handle and or cut tissue, provide hemostasis, wound care management, suturing along with postoperative patient management including post operative rounds. Currently in Missouri there is only one RNFA program that does not offer a post baccalaureate certificate. The need and expected response of qualified RN's for the credential is great.

The objective of the proposed program is to provide the experienced operating room nurse with advanced skills to assist the surgeon in providing knowledgeable and efficient patient care during the peri-operative period.

The proposed program is for the working nurse, and will be a distance program with two onsite sessions on the Missouri State University campus. Program completion for the student is expected to be one year, with entry into the program in Fall or Spring.

2. Catalogue description (including new courses and course changes pending approval)

RNFA Certificate is a program for baccalaureate prepared registered nurses and advanced practice nurses to advance their education and skill set. Graduates are eligible to write the national certification examinations for Certified Registered Nurse First Assistant and earn the credential of CRNFA. Graduates are expected to contribute to the delivery of quality health care through their implementation of evidence based practice.

The program meets the criteria established by the Association of periOperating Room Nurses (AORN) for RNFA programs and is listed as an approved program by the Competency and Credentialing Institute (CCI), the certifying body for RNFAs

The RNFA certificate program consists of 9 credit hours including two on campus sessions and three distance courses including clinical practicum time. Students are expected to participate with a surgeon of their choice for the clinical learning section.

RNFA

ANE 620 RNFA Introductory Principles Course will be held 8 am to 5 pm Saturday and Sunday (Sp, S, F)

ANE 621 RNFA Peri-Operative Patient Management I (2 credit hours, Sp, Sp, F) Distance course

ANE 622 RNFA Clinical Practicum (3 credits)

ANE 623 RNFA Peri-operative Patient Management II (2 credit hours, Sp, S, F) Distance course

ANE 624 RNFA Cumulative Review and Assessment (1 credit hour Sp, S, F) Course will be held 8 am to 5 pm Saturday and Sunday (Sp, F).

Admission requirements:

- Unencumbered Nursing license in State of practice
- Personal liability insurance
- ACLS and BLS
- 2 letters of recommendation
- 2 years' Operating Room (OR) or advanced practice nursing experience
- Minimum: Bachelor's degree in a health related field

Additionally candidates are encouraged prior to the completion of the program to obtaining the CNOR Certification if it has not already been completed. CNOR is a definition not an acronym. CNOR certification is defined as "the documented validation of the professional achievement of identified standards of practice by an individual registered nurse providing care for patient before, during and after surgery."

Scope of Practice of the RNFA:

The RNFA functions as part of the perioperative nursing practice.

Perioperative nursing is a specialized practice.

The RNFA further refinements include: (under the direction of a surgeon)

Handling tissue

Providing exposure

Using instruments

Suturing

Providing hemostasis

1. AORN standards for RN first assistant education programs. In: *Perioperative Standards and Recommended Practices*. Denver, CO: AORN, Inc; 2012:749-751.

RNFA

RNFA

		FY19	FY20	FY21	FY22
RNFA Budget year		2018	2019	2020	2021
Medical Director		\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00
Surgical instruments/suture		\$1,000.00	\$1,000.00	\$2,000.00	\$2,000.00
Travel				\$1,000.00	\$2,000.00
RNFA coordinator*		\$40,000.00	\$40,000.00	\$80,000.00	\$80,000.00
Benefits		\$2,700.00	\$2,700.00	\$29,130.50	\$29,130.50
Total cost		\$46,700.00	\$46,700.00	\$115,130.50	\$116,130.50
<hr/>					
Number of students		10	20	40	60
Tuition					
Distance classees (7 cr hr) (310)	2170	21700	43400	86800	130200
Seated classes (2 cr hr) (293)	566	5860	11720	23440	35160
Start-up University funding		20,000			
Total revenue	\$2,736.00	\$47,560.00	\$54,720.00	\$109,440.00	\$164,160.00
Estimated Carryforward		\$860.00	\$8,020.00	-\$5,690.50	\$48,029.50

* RNFA coordinator will be 1000 hour employee for first two years and full-time beginning in the third year.

Note: According to the MSU website ANE courses 700-899 would be \$293 per credit hour
 No Student Services fees as courses will either be online or meeting less than 4 times in a semester.

FY23

2022
\$3,000.00
\$2,000.00
\$3,000.00
\$80,000.00
<hr/>
\$29,130.50
\$117,130.50
<hr/>
60
130200
35160
<hr/>
\$164,160.00
\$47,029.50

Registered Nurse First Assist Certificate catalogue Description

RNFA Certificate is a program for baccalaureate prepared registered nurses and advanced practice nurses to advance their education and skill set. Graduates are eligible to write the national certification examinations for Certified Registered Nurse First Assistant and earn the credential of CRNFA. Graduates are expected to contribute to the delivery of quality health care through their implementation of evidence based practice.

The program meets the criteria established by the Association of periOperating Room Nurses (AORN) for RNFA programs and is listed as an approved program by the Competency and Credentialing Institute (CCI), the certifying body for RNFAs

The RNFA certificate program consists of 9 credit hours including two on campus sessions and three distance courses including clinical practicum time. Students are expected to participate with a surgeon of their choice for the clinical learning section.

Courses:

9 credits total

2 seated

7 distance

ANE 620 RNFA Introductory Principles (1 credit hour Sp, F) Course will be held 8 am to 5 pm Saturday and Sunday (Sp, F)

ANE 621 RNFA Pre-op, Inter op and Post op Patient Management I (2 credit hours, Sp, F) Distance courses

ANE 622 RNFA Clinical Practicum (3 credits)

ANE 623 RNFA Pre-op, Inter op and Post op Patient Management II (2 credit hours, Sp, F) Distance courses

ANE 624 RNFA Cumulative Review and Assessment (1 credit hour Sp, F) Course will be held 8 am to 5 pm Saturday and Sunday (Sp, F) Lab component with hands on practicum testing.

Admission requirements:

- Unencumbered Nursing licensure in State of practice
- Personal liability insurance
- ACLS and BLS
- 2 letters of recommendation
- 2 years' Operating Room (OR) or advanced practice nursing experience

- Minimum: Bachelor's degree in a health related field

Additional requirement prior to the completion of the program is obtaining the CNOR credential

Scope of Practice of the RNFA:

The RNFA functions as part of the perioperative nursing practice.

Perioperative nursing is a specialized practice.

The RNFA further refinements include: (under the direction of a surgeon)

Handling tissue

Providing exposure

Using instruments

Suturing

Providing hemostasis

1. AORN standards for RN first assistant education programs. In: *Perioperative Standards and Recommended Practices*. Denver, CO: AORN, Inc; 2012:749-751.