

Team Course Coordination Checklist for NRSG 3440

Course Lead

- Update Syllabus
- Update Calendar
- Copy over course and update announcements and documents
- Set up assignments drop box
- Reserve room for first Clinical day at college (not in hospital this day, need it as an orientation and med calc review day)
- Reserve LITC for HESI
- Send syllabus and calendar to Tracy
- Check with OB, and Community and other course instructors as necessary to determine exam dates
- Email students a welcome email with first weeks' readings and assignments a week prior to start of semester
- Submit course report at end of semester
- Enter Final grades for registrar at end of semester
- Order Books and send updated to Dr. Greene
- Set up assignments in Prep U (NRSG 3440)

(13 total assignments)

Clinical Lead

- Assign clinical groups
- Assign simulation days and Assign off the floor experience days
- Schedule new faculty and regular faculty once a year for glucometer checkoffs at Navicent with Karis Dykes
- Notify Joanne of Lab days and what is needed
- Make schedule for Skills day in lab
- Schedule make up clinical days and arrange for student make-up
- Keep list of students needing to make up clinical/lab hours and ensure hours are accounted for
- Deal with clinical U assignments
- Ensure all clinical faculty are grading clinical assignments appropriately
- Instruct all clinical faculty on how to submit midterm and final clinical evaluations
- Instruct all clinical faculty on needs for grading assignments such as patho papers, participation grades, and on technology use of D2L
- Communicate with clinical facilities to ensure placement
- Coordinating with Michelle that students are checked off in Verify Credentials
- Ensure students get parking passes, badges, etc.

(14 total assignments)

Exam Lead

- Set up grade book
- Assign weekly clinical evaluation forms assessments in Exam soft
- Assign rubric after at least one student has completed weekly clinical evaluation
- Set up accommodations in exam soft and schedule students with testing center for each exam
- Set up HESI in HESilnet
- Keep record of student exam scores and ensure those with less than a 75% exam average at midterm and going into final meet with faculty
- Reserve I pads for testing days
- Print Ipad Sign out sheet prior to first exam (get this from a first semester instructor so students can keep same number)
- Set up exams in exam soft
- Perform exam analysis after each exam and type up formally
- Average exam grades at end of semester to ensure each student meets 75% exam average before final grades are calculated
- Instruct all faculty on how to grade weekly evaluations in Examssoft
- Grade med calc quizzes
- Contact students regarding med calc quiz retake and remediation
- Follow up regarding remediation to ensure students completed

(15 total assignments)