

**Case Western Reserve University
Frances Payne Bolton School of Nursing**

Guide to Preparation, Implementation, & Wrap-up of a DNP or MSN Course

Welcome to the Frances Payne Bolton School of Nursing! This is a guide to preparing, implementing, and wrapping-up an MSN or DNP course. For resources on teaching a course please contact FPB's Faculty Development Coordinator.

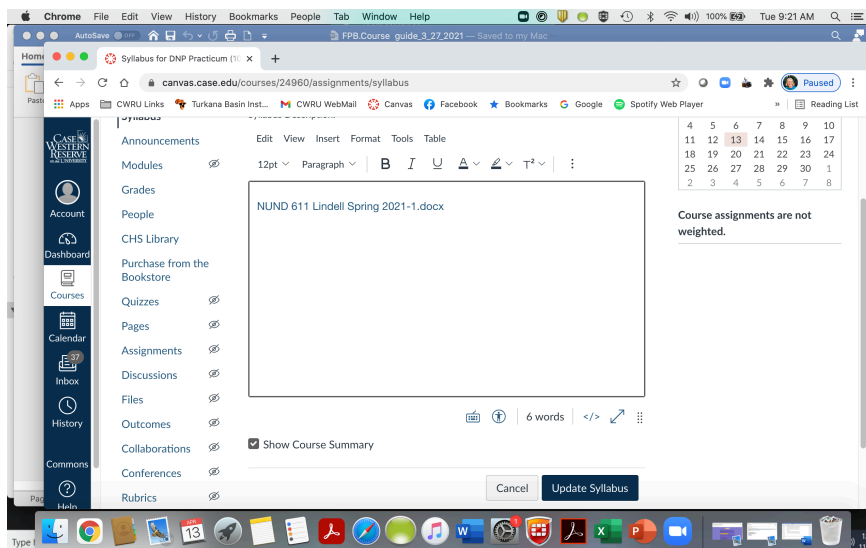
QUESTIONS? We are here to support you-

- For course and program-related questions, contact the Program Director or Program Assistant for your course.
- FPB questions-- Faculty Development Coordinator, Deb Lindell, dxl41@case.edu
- Tech questions- U-tech is available 24/7- <https://case.edu/utech/>

Pre-Semester

- Suggested timeframe- See page 4
- Are you a new employee? First, activate your network ID and webmail
 - Arrange with Dean Musil's staff for access to activate your network ID.
 - [Pick up your CWRU ID card](#) and arrange parking if necessary--
 - Crawford Hall (Main campus), Access Services (ground floor, room 18).
 - *You'll need your ID card to access certain labs and rooms within the school and to enter the building on weekends.*
 - [Activate your network ID](#) -- You will need an active ID to access the registrar, [Canvas](#), libraries, computer systems and your student [email account](#).
 - [Download VPN to your home computer](#)-- This virtual network allows you to access the CWRU network from off campus.
 - Reach out to Utech 24/7 helpdesk if you need assistance.
<https://case.edu/utech/help>
- Orientation-- Meet with the MSN or DNP Program Director to be oriented to the program, program learning outcomes, student population, and context of your course within the curriculum.
Be sure to discuss:
 - how your course aligns with relevant AACN Essentials and standards of practice.
 - past sections of the course, what went well, what could be improved.
 - how to request a copy of past syllabus if available.
 - the credit hours of the course and break down of didactic, lab, and clinical if relevant
 - the schedule of the course—note:
 - CWRU uses a 50-minute hour
 - Most FPB intensive classes for 3 credit courses are scheduled for are scheduled for 5-days. However, for 3 credits there should actually be 6 days, so subsequent assignments should include activities comparable to an additional day of class.
- Key FPB and Program Resources

- Review the FPB website, especially the section for your program- -
<https://case.edu/nursing/>
- Review the FPB Student Handbook and related resources
<https://case.edu/nursing/students/student-resources>
- Order textbooks
 - Faculty are expected to adopt textbooks through the CWRU Barnes & Noble Bookstore.
 - The bookstore has a new portal for ordering textbooks. At this time, contact the Bookstore Manager at SM364@bncollege.com to provide your book information or access the portal.
- Libraries
 - The CWRU library site is here, <https://case.edu/libraries/>
 - Health Sciences Library- <https://case.edu/chslibrary/> -a terrific resource!
 - From their home page, you can link to & download a Remote Access Guide
 - If you are off campus and connected to VPN, you can link directly to many articles on PubMed and access e-journals and e-books.
 - Sometimes you can even link to articles you find on Google.
 - With your id, you can borrow books and request articles & books through inter-library loan.
 - Librarians are available to assist too (see Health Sciences Library home page)
- Student Information System (SIS)
 - This is the CWRU system with the course schedule for each semester.
 - Log into SIS and search for your course to make sure you are faculty of record.
<https://case.edu/utech/services/student-information-system-sis>
 - If you are not, contact the Program Director for your course to request to be listed as such.
 - Once you are listed as faculty in SIS, you will be able to activate your course in Canvas.
- Canvas
 - Canvas is CWRU's Learning Management System
 - Create the site for your course
 - Log in to Canvas www.canvas.case.edu to create a Canvas site for your course.
 - See training information on this site.
 - Click on Canvas Wizard (upper right) to activate your course site.
 - On Canvas Wizard, click on "Add courses to Canvas"- your course should be there
 - Set up your course-- As soon as possible. –
 - Set up the home page (fill in information)
 - Post a welcome announcement with basic information including required textbook.
 - Post the syllabus on Canvas as soon as it is ready (see next section about the Syllabus)
 - From your Canvas Home Page menu on left → click on "Syllabus"
 - From Syllabus menu, click on "Insert" → click on "Document" → click on "Upload Document" → "Drag and drop or click to browse computer" for the document → click "Submit"
 - You are now back on the Syllabus page, be sure to click "Update Syllabus" (very important or it will not save)
 - it should look like the image below.



- Be sure to “publish” your site and each element you want students to see within the site
 - When a section (or the entire site) is published, a green check mark or banner will appear
 - In Modules – be sure to publish each element in the module and the module itself
- Continue to create, maintain, and update the Canvas site
- After you create each assignment, it will appear in the Grades section.
- Course syllabus and Schedule
 - The course syllabus and schedule can be one document or two separate documents.
 - They should be posted on Canvas at least 4 weeks before the start of the course. This is particularly important for intensive courses so students can do pre-course reading.
 - Download the current syllabus cover page and syllabus template from the FPB organizational Canvas site entitled “FPB Syllabi Face-pages and Templates”. If you do not see this site on your Canvas home page, contact the Program Assistant or Pam Collins (Accreditation Assistant) at pamela.collins@case.edu to request to be added to the site.
 - Create the syllabus using the current face-page and template. Include, minimally, all information indicated on the template.
 - Please adhere to all content on the face-page including course credits, description, learning objectives, credits, and clock hours when listed. See page 3 for the course revision process. Changes cannot be made for the semester in which you will teach the course.
 - Per the syllabus template, address rounding up of grades close to the cutoff and put that in your syllabus (no rounding, rounding to the next letter grade if within 0.5% of the next grade, etc.).
 - Provide clear expectations for preparation for class (such as assigned readings) assignments, such as rubrics for grading of assignments, and post these in Canvas along with the assignment
- Plan didactic, clinical, and lab content as applicable to meet course objectives, student learning outcomes, & relevant professional standards and AACN Essentials.
- Develop course assignments, exams, and other evaluations of student performance.
- If the course has clinical and/or lab—
 - Assist Program Director to identify potential clinical faculty.

- Collaborates with the Clinical Placement Coordinator (via your Program Director) to ensure clinical experiences are aligned with course and clinical objectives.
 - Coordinate all decision-making.
- Within the first 2 weeks of the semester or as advised by the Program Assistant, send a copy of your syllabus to the Program Assistant.

During the Semester

- Maintain regular communication with students.
- Provide regular updates to the Program Director
- Attend program faculty meetings.
- Inform students of progress and grades on quizzes, tests, and assignments in a timely manner. This can be through the message, assignment, and/or grade systems on Canvas or via email.
- Discuss, with the program director, students whose attendance, performance, and progress are of concern. Follow-up with students and their advisor per plan developed with program director.

End of Semester

- Post final letter grades in SIS. We use straight letter grades (A, B, C, F) and do not have + and -.
- For more details on grading policies, refer to the FPB Student Handbook.
- Student evaluations of courses are completed on-line through a university-wide system. Encourage students to provide their feedback and suggestions. Gather any other student evaluations required by your program.
- The Program Assistant will send a form for faculty summative course evaluation. Please complete it within the specified timeframe, highlighting accomplishments, innovations, and opportunities for improvement.
- Review the content of the course face-page, discuss recommended changes with the program director.
- Maintain and disseminate other course records as advised by the Program Assistant or Director.

Suggested pre-semester timeframe:

6-4 weeks before class:

- Create Canvas site
- Prepare syllabus
- Write draft content outline

4 weeks before intensive class:

- If intensive Open Canvas site and post syllabus
- If intensive course, post syllabus and schedule 4 weeks in advance if possible, at least 2 weeks before first class.

2 weeks before class:

- Post syllabus schedule
- If intensive course, review materials for each class day

If intensive course, day before class:

- Send final reminder about pre-course assignment

- Plan for lab set-up
- Pack a lunch
- Gather copies (if needed) and books

Class days:

- Arrive 30 minutes early, set up classroom, make sure AV equipment works, start lab group sign ups.