



NURSING 5310 HEALTH CARE POLICY, ORGANIZATION, AND FINANCING

Course Syllabus: Spring 2020

Faculty:

Jane Kosarek, PhD, MS, MBA, RNC-OB, NEA-BC
Course Coordinator
Office Location: Nursing and Health Sciences Building
Office Hours: as posted
Mobile Phone: 214-797-4172
University Email Address: jane.kosarek@tamuc.edu

Monica L. Tenhunen, DNP, RN, GNP-BC
Office Location: Nursing and Health Sciences Building
Office Hours: as posted
Mobile Phone: 714-357-5454
University Email Address: monica.tenhunen@tamuc.edu

Preferred Form of Communication: email
Communication Response Time: 2 business days

COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings

Required Textbook:

Milstead, J. A., & Short, N. M. (2019). *Health policy and politics: A nurse's guide* (6th ed.). Burlington, MA: Jones and Bartlett.

Online readings and resources as directed

Optional Text:

American Psychological Association. (2010). *Publication manual of American psychological association* (6th ed.). Washington, D.C.: American Psychological Association.

Course Description

This course focuses on the effect of politics, organizations, and resources on the delivery of high-quality, cost-effective health care. The leadership role of the advanced practice nurse in the design, implementation, and management of human fiscal and physical health care resources is emphasized. Prerequisites: Instructor permission.

Student Learning Outcomes

By the end of this course, student will be able to:

1. Analyze how policies influence the structure and financing of health care, practice, and health outcomes (AACN Essential VI).
2. Differentiate and delineate legislative and regulatory processes (AACN Essential VI).
3. Identify and analyze the effect of health care policy issues on minority populations (AACN Essentials VI, IX).
4. Evaluate local, state, and national socioeconomic and health policy issues and trends affecting rural and urban communities (AACN Essential VI).
5. Explicate the organization of various health care delivery systems (AACN Essentials II, VI).
6. Evaluate the leadership role of the advanced practice nurse within integrated health care organizations (AACN Essential II).
7. Synthesize basic principles of fiscal management, budgeting, and health care (AACN Essentials II, VI).

COURSE REQUIREMENTS

Minimal Technical Skills Needed:

Using the learning management system, using Microsoft Word and PowerPoint.

Instructional Methods:

This is an online course without lecture requiring students to complete online activities and independent study to be successful. Course objectives may be met through individual study using suggested resources, active involvement in course activities, formal, and informal exchange of ideas with classmates and colleagues regarding specific topics as well as utilizing critical thinking skills. Teaching methods include discussion, independent study of texts and library resources, computer-assisted instruction, audio-visual aids, and the assignments listed. While the professor will provide guidance and consultation, the student is responsible for identification of learning needs, self-direction, seeking consultation and demonstration of course objectives.

Student Responsibilities or Tips for Success in the Course:

- Logging into the course website daily during the week
- **Checking emails at least daily**
- Updated semester calendar with communicated changes
- Multiple hours of weekly study
- Attendance at all course events

GRADING

Final grades in this course will be based on the following scale:

A = 90%-100%

B = 80%-89%

C = 75%-79%

D = 60%-74%

F = Below 60%

ASSESSMENTS

Evaluation Methods	
Policy Reaction Paper	10%
Policy Critique Paper	25%
Policy Critique Presentation	15%
Legislative Visit and Paper	15%
Thank You Letter to Legislator	5%
Professional Nursing Organization Membership and Summary	5%
Disaster Preparedness Policy and Procedure	25%
Total	100%

A minimum grade of 75 is required to pass the course. Successful completion of required assignments will enable the student to meet the student learning outcomes.

Late Submissions

It is expected that students will submit all assignments on time. If an extension is needed, it should be requested before the due date/time and may or may not be approved at the discretion of the course coordinator. Unexcused late assignments will be penalized 10% per day for each of the first two days overdue; on the 3rd day, the grade will be assigned as 0%. Communication on these matters is the student's responsibility.

Paper submissions

All documents submitted online are to be in .docx, .rtf, or .pdf format. No other formats will be accepted (JPEG, GIF, etc.). Assignments need to be submitted in a maximum of one document per assignment. Failure to follow these guidelines will result in a grade of "0" on the assignment.

ASSIGNMENTS

Policy Reaction Paper

The purpose of this learning activity is for the student to explore, evaluate, and to react to selected current information related to advance practice nursing, and/or health care administration, policy, organization, and financing. Each student will be assigned an appropriate resource for this assignment. The paper should be no more than four (4) pages in length, including the title page

and the reference page. The paper will be submitted via the D2L Assignments tab by the due date on the course calendar. The rubric for evaluation of this paper is provided within this syllabus. This activity addresses Student Learning Outcome #4.

Policy Critique Paper

The purpose of this learning activity is for the student to critique a health care policy. Each student will complete a paper critiquing the health care policy not exceed ten (10) pages in length, including the title page and the reference page. The critique should identify the policy, trace its origin and implementation in health care, and evaluate its effectiveness, finance/cost considerations, effect on health services (especially focused on minority populations), application to advanced practice nursing/health care administration, and implications for the future. ***Prior to performing the critique, each student must obtain approval from course instructors for the selected topic.*** Students are expected to employ self-directed methods to learn and gather information for this activity and are encouraged to use a variety of resources, including reading assignments, library resources, personal observation, practice, and public and private facilities, as appropriate. The paper will be submitted via the D2L Assignments tab by the due date on the course calendar. The rubric for evaluation of this paper is provided within this syllabus. This activity addresses Student Learning Outcomes #1, #3, and #7.

Policy Critique Presentation

The purpose of this learning activity is for students to present their policy critiques to the class. The presentation should include information on the policy, its origin and implementation in health care, its effectiveness, finance/cost considerations, effect on health services, application to advanced practice nursing/health care administration, and implications for the future. The presentation should be no longer than 15 slides. The presentation will be submitted via the D2L Assignments tab by the due date on the course calendar, as well as presented in class on the assigned date. The rubric for evaluation of the presentation is provided within this syllabus. This activity addresses Student Learning Outcomes #1, #3, and #7.

Legislative Visit and Paper

The purpose of this learning activity is to gain a deeper understanding of legislative and regulatory processes and health policy issues and trends at the governmental level. Students will visit the Texas State Capitol in Austin, Texas; and speak with elected state representatives and/or their staff members as part of Texas Nurse Practitioners (TNP) Capitol Day. A paper will be completed following the visit in which the student will analyze the dynamics of the current Texas legislature, describe a significant proposed bill or policy, identify bill/policy stakeholders, examine the proposed effect of the bill/policy on health care delivery and advanced practice nursing in Texas, and describe the feedback received from the legislator or staff. The paper should not exceed four (4) pages in length including the title page and the reference page. The paper will be submitted via the D2L Assignments tab by the due date on the course calendar. The rubric for evaluation is provided within this syllabus. This activity addresses Student Learning Outcomes #2 and #4.

Thank You Letter to a Legislator

The purpose of this learning activity is to gain understanding of legislative processes and the health policy advocacy role of the advance practice nurse. Each student will write a thank you note to a specific legislator regarding the visit made to the legislator's office. If a staff member assisted the

student during the legislative office visit, the staff member should be mentioned in the letter to the legislator. A copy of the letter and confirmation of receipt by the legislator's office are to be submitted via the Assignments tab on D2L by the due date on the course calendar. Confirmation of receipt can be a screenshot indicating letter was sent. This activity addresses Student Learning Outcomes #2 and #4.

Professional Nursing Organization Membership and Summary

The purpose of this learning activity is to gain a beginning understanding of the leadership role of the advance practice nurse as a member of a professional organization. Each student will provide proof of membership in one nursing professional organization. In addition, each student will write a one page summary related to the professional activities of the selected professional nursing organization. The rubric for evaluation is provided within this syllabus. This activity addresses Student Learning Outcome #6.

Disaster Preparedness Policy and Procedure

The purpose of this learning activity is for the student to assume a leadership role in the analysis and critique of a health care delivery system policy. Each student is to review your employer's disaster preparedness policy and procedure. If you are not currently employed in an organization that has a policy, search for a policy and procedure online (make sure you identify the source) and use that policy. In addition, each student is to attend at least one of the following disaster preparedness related meetings/events: disaster drill planning meeting for the university nursing department; disaster preparedness session at the university nursing department; or disaster drill at the university. After attendance at the disaster related meeting/event and review of your policy, the student will write an evaluation of positive aspects of their policy, how their policy could be improved and any factors that were learned from meeting/event attendance. The paper should be no longer than four (4) pages in length, including the title page and reference page. The paper will be submitted via the D2L Assignments by the due date on the course calendar. The rubric for evaluation is provided within this syllabus. This activity addresses Student Learning Outcomes #5 and #6.

Syllabus Change Policy

*This syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

Interaction with Instructor Statement

It is expected that you will check your D2L course and email at least **DAILY** for communication from the instructor. A response will occur within two (2) business days. Communication between faculty and students is primary and taken seriously. Preferred communication methods are individualized office hours, email, or via cell phone. If a phone call is not answered, please leave a message and send an e-mail using the direct e-mail link on the course home page. You will be treated with collegial respect and you are expected to communicate likewise in a professional manner.

It is expected that assignments will be graded and returned to the student within two weeks of submission.

Nursing Student Guide

Specific information for the nursing student regarding the nursing program and current policies and procedures can be found in the MSN Student Guide located here:

<http://www.tamuc.edu/academics/colleges/educationHumanServices/departments/nursing/Current%20Students/MSNStudentGuide/default.aspx>

It is the student's responsibility to review and understand the policies and procedures provided in the student guidebook as all students are held to the statutes and policies therein.

The Board of Nursing requires applicants, students throughout the program, graduates, and licensure renewals to answer questions as to their ability to be admitted to a nursing program, sit for the NCLEX_RN exam or be re-licensed. You are responsible for checking those questions to be sure you are still in compliance. Keep in mind that your fingerprints are on file with the BON, so if you should ever be arrested, they would be notified. You should notify them proactively. The link is as follows:

http://www.bon.texas.gov>licensure_eligibility

COURSE AND UNIVERSITY PROCESURES/POLICIES

Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the [Student Guidebook](#):

<http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx>

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: <https://www.britannica.com/topic/netiquette>

TAMUC Attendance

For more information about the attendance policy please visit the [Attendance](#) webpage and [Procedure 13.99.99.R0.01](#).

<http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx>

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf>

Academic Integrity

Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

[Graduate Student Academic Dishonesty 13.99.99.R0.10](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/13.99.99.R0.10GraduateStudentAcademicDishonesty.pdf>

Students with Disabilities-- ADA Statement

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services

Texas A&M University-Commerce

Gee Library- Room 162

Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148

Email: studentdisabilityservices@tamuc.edu

Website: [Office of Student Disability Resources and Services](http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/)

<http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/>

Nondiscrimination Notice

Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

Campus Concealed Carry Statement

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations.

For a list of locations, please refer to the [Carrying Concealed Handguns On Campus](#) document and/or consult your event organizer.

Web url:

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

COURSE PROCEDURES/POLICIES

CLASS:

1. Class Cancellation: In the event that a class is canceled, the student is expected to do the readings and complete the objectives for that day. The material in this syllabus and dates identified in the Course Calendar are subject to change.
2. Class attendance is expected. The students should notify course coordinator in advance of any absence.
3. As an adult learner and responsible professional, the student is responsible for reading and completing assignments prior to class and for being prepared to participate in discussions over the assigned material. It should not be expected that all material would be covered in class. Students are expected to come to class prepared.

TECHNOLOGY REQUIREMENTS

Learning Management System (LMS):

All course sections offered by Texas A&M University-Commerce have a corresponding course shell in the myLeo Online Learning Management System (LMS). Below are the technical requirements:

LMS Requirements:

<https://community.brightspace.com/s/article/Brightspace-Platform-Requirements>

LMS Browser Support:

https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm

YouSeeU Virtual Classroom Requirements:

<https://support.youseeu.com/hc/en-us/articles/115007031107-Basic-System-Requirements>

ACCESS AND NAVIGATION

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or helpdesk@tamuc.edu.

Note: Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, etc.

COMMUNICATION AND SUPPORT

If you have any questions or are having difficulties with the course material, please contact your Instructor.

Technical Support

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778. Other support options can be found here:

<https://community.brightspace.com/support/s/contactsupport>

COURSE OUTLINE / CALENDAR

Week	Date	Content	Reading Assignments	Class Meetings/ Class Assignments
1	01/13/20	Course Overview (JK)	Syllabus	Class: 01/16/20 1030-1200
2	01/20/20	Political Role for Nurses (MT)	Milstead & Short: Chapter 1	<i>Disaster Drill Planning Meeting:</i> <i>01/21/20 1000-1100</i> <i>Nursing Department</i>
3	01/27/20	Agenda Setting (JK)	Milstead & Short: Chapter 2	Professional Nursing Organization Membership Proof and Summary due 01/31/20 by 2359
4	02/03/20	Government Response: Legislation (JK)	Milstead & Short: Chapter 3	Policy Reaction Paper due 02/07/20 by 2359
5	02/10/20	Government Response: Regulation (JK)	Milstead & Short: Chapter 4	Policy Critique topic approval due 02/14/20 by 2359
6	02/17/20	Public Policy Design (MT)	Milstead & Short: Chapter 5	
7	02/24/20	Engaging in Policy Activities (MT)	Milstead & Short: Chapter 12	
8	03/02/20			Legislative Visit 03/06/20 (Texas Nurse Practitioners) Austin, Texas <i>Disaster Preparedness Session</i> <i>03/02/20 0900-1100</i> <i>Nursing Department</i>
9	03/09/20	Spring Break		

10	03/16/20	Policy Implementation (JK)	Milstead & Short: Chapter 6	<i>Disaster Preparedness Session 03/17/20 0800-1000 Nursing Department</i> Legislative Visit Paper due 03/20/20 by 2359
11	03/23/20	Health Policy & Social Program Evaluation (MT)	Milstead & Short: Chapter 7	Thank You Letter to Legislator due 03/27/20 by 2359
12	03/30/20	Interprofessional Practice (JK)	Milstead & Short: Chapter 9	Policy Critique Paper due 04/03/20 by 2359
13	04/06/20	Economics & Finance of Health Care (MT)	Milstead & Short: Chapter 10	<i>Disaster Drill 04/06/20 0900 – 1200 Outdoor Adventure Center</i>
14	04/13/20	Nurses Influencing Global Health Policy (MT)	Milstead & Short: Chapter 11	
15	04/20/20	Impact of EHR, Big Data (JK)	Milstead & Short: Chapter 8	Disaster Preparedness Policy and Procedure due 04/24/20 at 2359
16	04/27/20			Class: 04/29/20 0900-1200 Policy Critique Presentations
17	05/04/20	Finals Week		

Professional Nursing Organization Membership and Summary Grading Criteria

Criteria	Possible Points	Score	Comments
Provide the full name of the professional nursing organization. Attach proof of membership documentation as an addendum to this summary.	30		
Discuss the mission statement of the organization	20		
Identify and describe at least one current initiatives or issues for which the professional organization is advocating (these may generally be located on the website in association with terms such as "advocacy," "government issues," "legislation", etc.).	30		
List two continuing educational opportunities sponsored by this organization	5		
List relevant publications for the organization	5		
Spelling, grammar, punctuation, APA format, meets 1 page summary requirement	10		
Total	100		

Policy Reaction Paper Grading Criteria

Criteria	Excellent	Good	Fair	Poor	Not Demonstrated	Score
Briefly summarize the relationship of the issue to health care policy, organization, or financing (25%)	25 points Summary is clear, accurate, and concise	20 points Summary with occasional lack of clarity, accuracy, or conciseness	12 points Summary with some lack of clarity, accuracy, or conciseness	6 points Summary poor with significant lack of clarity, accuracy, or conciseness	0 points No summary provided	
Analyze and describe the implications of the issue for advanced practice nursing or health care administration (30%)	30 points Content is completely and fully addressed	25 points Content is somewhat completely addressed	20 points Content is only partially addressed	10 points Content is incompletely addressed	0 points Content not provided	
Discuss the effect of the issue on local, state, national, and/or global health care services (25%)	25 points Discussion of effect is fully addressed	20 points Discussion of effect is somewhat completely addressed	12 points Discussion of effect is only partially addressed	6 points Discussion of effect is incompletely addressed	0 points Discussion of effect not provided	
Organization and Clarity of the Paper (10%)	10 points Organized and clear	8 points Occasional lack of organization and clarity	6 points Some lack of organization and clarity	2 points General lack of organization and clarity	0 points No organization and clarity	

Spelling, Punctuation, Grammar, APA format, maximum 4 pages in length (counting title page or reference page) (10%)	10 points Free from spelling, punctuation, grammar, and APA errors.	8 points Occasional minor spelling, punctuation, grammar, and/or APA errors do not distract the reader.	6 points Some significant spelling, punctuation, grammar, and/or APA errors are present, but the overall meaning is clear.	2 points Spelling, punctuation, grammar, and/or APA errors distract the reader to the extent that the meaning is unclear.	0 points The assignment is full of spelling, punctuation, grammar, and/or APA errors.	
TOTAL						

Policy Critique Paper Grading Criteria

Criteria	Excellent	Good	Fair	Poor	Not Demonstrated	Score
Description and history of policy, significant persons or organizations, coverage of legislative and other relevant processes involved in implementation (10%)	10 points Description and history completely and fully provided	7.5 points Description and history somewhat completely provided	5 points Description and history only partially provided	2.5 points Description and history incompletely provided	0 points Description and history not provided	
Evaluation of policy effectiveness related to intent and purpose (15%)	15 points Evaluation completely and fully provided	12 points Evaluation somewhat completely provided	10 points Evaluation only partially provided	5 points Evaluation incompletely provided	0 points Evaluation not provided	
Evaluation of economic impact, cost effectiveness, or related budgetary issues (15%)	15 points Evaluation completely and fully provided	12 points Evaluation somewhat completely provided	10 points Evaluation only partially provided	5 points Evaluation incompletely provided	0 points Evaluation not provided	
Effect of policy on local, state, national, and global health services, especially focused on minority	15 points Discussion of effect is fully addressed	12 points Discussion of effect is somewhat completely addressed	10 points Discussion of effect is only partially addressed	5 points Discussion of effect is incompletely addressed	0 points Discussion of effect not provided	

populations (15%)						
Implications for advanced practice and evaluation of policy in terms of future implications (20%)	20 points Implications fully addressed	18 points Implications somewhat completely addressed	15 points Implications only partially addressed	2.5 points Implications incompletely addressed	0 points Implications not provided	
Current references and resources used (including personal contacts, professional journals, and government documents, etc.); topic approved by deadline. (5%)	5 points All references and resources current within the past 5 years; topic approved on time.	4 points Most references and resources current within the past 5 years; topic approved on time.	3 points Three or fewer references and resources current within the past 5 years; topic approved 1-2 days late.	1 point Only one reference or resource is current within the past 5 years; topic approved 3 or more days late.	0 points No references or resources are current within the past 5 years; topic not approved.	
Organization and clarity of paper (10%)	10 points Organized and clear.	7.5 points Occasional lack of organization and clarity.	5 points Some lack of organization and clarity.	2 points General lack of organization and clarity.	0 points No organization and clarity.	
Spelling, Punctuation, Grammar, APA format, maximum 10 pages in length (counting title page or reference page) (10%)	10 points Free from spelling, punctuation, grammar, and APA errors.	8 points Occasional minor spelling, punctuation, grammar, and/or APA errors do not distract the reader.	6 points Some significant spelling, punctuation, grammar, and/or APA errors are present, but the overall meaning is clear.	2 points Spelling, punctuation, grammar, and/or APA errors distract the reader to the extent that the meaning is unclear.	0 points The assignment is full of spelling, punctuation, grammar, and/or APA errors.	
Total						

Policy Critique Presentation Grading Criteria

Criteria	Possible Points	Score	Comments
Comprehensive review and analysis of policy, origin, and implementation	20		
Comprehensive review and analysis of effectiveness, finance/cost, and effect on health services-focused on minority populations	20		
Comprehensive review and analysis of application to advanced practice nursing/health care administration and implications for the future	20		
Presentation methods enhanced oral presentation	10		
Organization and clarity of presentation	10		
Use of proper grammar, spelling, punctuation Readability	10		
Limit of fifteen (15) slides Twenty (20) minutes maximum for presentation	10		
TOTAL	100		

Legislative Visit and Paper Grading Criteria

Criteria	Possible Points	Score	Comments
Analyze the dynamics of the Texas Legislature.	20		
Describe one of the significant proposed bills or policies during the 86 th Texas Legislative Session and identify the stakeholders. Briefly summarize the progress (history) of the bill during the legislative session (i.e. introduced, in committee, scheduled for public hearing, etc.)	20		
Describe the proposed bill or policy and possible effect on health care delivery and advanced practice nursing in Texas	20		
Describe the feedback received from the Legislator or staff during TNP Capitol Day	20		
Organization and clarity of paper Introductory and concluding paragraphs Maximum 4 pages in length (counting title page or reference page)	10		
Grammar, spelling, punctuation APA format	10		
TOTAL	100		

Disaster Preparedness Policy Grading Criteria

Criteria	Possible Points	Score	Comments
Attendance at required meetings	15		
Description of the positive aspects of the policy reviewed	15		
Describe areas and ways in which the policy could be improved	15		
Discuss learning that occurred from meeting and/or event attendance and policy review	20		
Current references and resources (within 5 years) used including personal contacts, professional journals, government documents	15		
Organization and clarity of policy and procedure Maximum 2 pages in length	10		
Grammar, spelling, punctuation, maximum APA format	10		
TOTAL	100		