



NURS 5310.01W, HEALTH CARE POLICY, ORGANIZATION, AND FINANCING

COURSE SYLLABUS: SPRING 2024

INSTRUCTOR INFORMATION

Instructor: Dr. Shelly Hanko PhD, FNP-BC

University Email Address: Shelly.Hanko@Tamuc.edu

Preferred Form of Communication: email

Communication Response Time: Two business days

COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings

Textbook(s) Required:

Short, N. M. (2021). *Milstead's health policy and politics: A nurse's guide* (7th ed.).
Jones & Bartlett Learning.

Software Required: none

Optional Texts and/or Materials: none

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.

The syllabus/schedule are subject to change.

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 Essentials Domain 7).
2. Differentiate and delineate legislative and regulatory processes (AACN Essentials Domain 9).
3. Identify and analyze the effect of health care policy issues on minority populations (AACN Essentials Domains 3 & 9).
4. Evaluate local, state, and national socioeconomic and health policy issues and trends affecting rural and urban communities (AACN Essentials Domains 3 & 7).
5. Explicate the organization of various health care delivery systems (AACN Essentials Domains 3 & 5).
6. Evaluate the leadership role of the advanced practice nurse within health care organizations (AACN Essentials Domains 9 & 10).
7. Synthesize basic principles of fiscal management, budgeting, and health care (AACN Essentials Domain 7).

COURSE REQUIREMENTS

Minimal Technical Skills Needed

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

Instructional Methods

This is an online course requiring students to complete reading assignments, online activities and independent study to be successful. Course objectives may be met through individual study using suggested resources, active involvement in class activities, formal, and informal exchange of ideas with classmates and colleagues regarding specific topics as well as utilizing critical thinking skills. Teaching methods include lecture, seminar, discussion, small group work, independent study of texts and library resources, computer-assisted instruction, audio-visual aids, and assignments. 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 and email regularly for faculty communication (especially the night before class/clinical)

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- Updating semester calendar with communicated changes
- Regular study (recommend a minimum 2-3 hours study/course credit hour per week). For example 3-credit course = 6 to 9 hours study time/week.
- Attendance at all class meetings, clinical, seminars and simulations
- Review and remediation of examinations.

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

Assignments	Weight
Policy Reaction Paper	10%
Policy Critique Paper	25%
Policy Critique Presentation	25%
Letter to Legislator/Legislative Table	15%
Professional Nursing Organization Membership & Summary	5%
Disaster Preparedness Policy and Procedure	20%
TOTAL	100%

A minimum grade of 80 is required to pass the course.

Successful completion of the required assignments will enable the student to meet the student learning outcomes.

Late Submissions:

It is expected that you will submit all class and clinical assignments on time. If you need an extension, 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

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grade will be assigned as 0%. Communication on these matters is the student's responsibility. Multiple instances of late clinical assignments will result in receipt of a Student Performance and Behaviors Evaluation Form and, possibly, failure of clinical/course.

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.

Assessments

Policy Reaction Paper 10%

The purpose of this learning activity is for the student to explore, evaluate, and to react to selected current information related to advanced 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 (all references should be within the past 5 years). The paper will be submitted by 2359 on the due date on D2L. The rubric for evaluation of this paper is provided within this syllabus (Student Learning Outcome #4).

Policy Critique Paper 25%

The purpose of this learning activity is for the student to critique an assigned health care policy. Each student will complete a paper critiquing the health care policy not to exceed ten (10) pages in length, including the title page and the reference page (all references should be within the past 5 years). For your critique, develop a PICOT question (using EIHP) as identified in the provided information later in the syllabus related to your policy. The critique should identify the PICOT question used, the policy's official name, trace its origin-including primary and secondary sponsors in the relevant legislature, current status of the bill/policy, implementation in health care (including any organizations involved in the policy development), and any social media presence. 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. 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 by 2359 on the due date on D2L. The rubric for evaluation of this paper is provided within this syllabus (Student Learning Outcomes #1, #3, and #7).

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Policy Critique Presentation 25%

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 (all references should be within the past 5 years). The presentation will be submitted by 2359 the day of the presentation in D2L. The rubric for evaluation of the presentation is provided within this syllabus (Student Learning Outcomes #1, #3, and #7).

Legislative Paper/Letter to Legislator 15%

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. Complete an analysis of the dynamics of the current state legislature, describe a significant proposed bill or policy (excluding the bill that is the major focus of the NP organization), and identify the bill/policy stakeholders. Examine the proposed effect of the bill/policy on health care delivery and advanced practice nursing in the state. The paper should include a table (see below in syllabus) identifying the student's legislators. The paper should not exceed five (5) pages in length including the title page and the reference page (all references should be within the past 5 years).

Additionally, students will review the current state Nurse Practitioner legislative process and goals. Complete a letter to your state legislator asking for their support for the primary state Nurse Practitioner legislative goal. Instructions are on D2L.

The paper, letter and table will be submitted by 2359 on the due date on D2L. The rubric for evaluation is provided within this syllabus (Student Learning Outcomes #2 and #4).

Professional Nursing Organization Membership & Summary 5%

The purpose of this learning activity is to gain a beginning understanding of the leadership role of the advanced practice nurse as a member of a professional organization. Each student will consider 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, include any coalitions of which the organization is a member (all references should be within the past 5 years). The paper is to be submitted by 2359 on the due date on D2L. The rubric for evaluation of this activity is provided within this syllabus (Student Learning Outcome #6).

Disaster Preparedness Policy and Procedure 20%

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. Students will review their employer's disaster preparedness policy and procedure. If the student is not currently employed in an organization that has a policy, the student should search for a policy and procedure online (making sure the source is clearly identified) and use that policy. In addition, each student is to attend (in person or online) at least one of the following disaster preparedness related meetings/events: disaster drill planning meeting for the university nursing department or hospital; disaster preparedness session at the university nursing department or hospital; or disaster drill at the university or hospital. After attendance at the disaster related meeting/event and review of the selected policy, the student will write an evaluation of positive aspects of the policy, how the 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 (all references should be within the past 5 years). The paper will be submitted by 2359 on the due date on D2L. The rubric for evaluation is provided within this syllabus (Student Learning Outcomes #5 and #6).

TECHNOLOGY REQUIREMENTS

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 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

Zoom Video Conferencing Tool

https://inside.tamuc.edu/campuslife/CampusServices/CITESupportCenter/Zoom_Account.aspx?source=universalmenu

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

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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>

Interaction with Instructor Statement

It is expected that you will check your D2L course and email regularly for communication from the instructor(s). Be sure to check the night before class/clinical. A response to any email or message 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.

Faculty will make every effort to return class assignments within two weeks of submission and feedback on clinical work before subsequent work is due.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures/Policies

Nursing Student Guide

Specific information regarding the nursing program and current policies and procedures can be found in the current MSN Student Guide located at <https://www.tamuc.edu/wp-content/uploads/2021/02/MSN-Student-Guide-2021-Updated.pdf>

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.

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Syllabus Change Policy

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

University Specific Procedures

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:

[Undergraduate Academic Dishonesty 13.99.99.R0.03](#)

[Undergraduate Student Academic Dishonesty Form](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/documents/13.99.99.R0.03UndergraduateStudentAcademicDishonestyForm.pdf>

[Graduate Student Academic Dishonesty Form](#)

<http://www.tamuc.edu/academics/graduateschool/faculty/GraduateStudentAcademicDishonestyFormold.pdf>

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf>

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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

Velma K. Waters Library Rm 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/>

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.

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A&M-Commerce Supports Students' Mental Health

The Counseling Center at A&M-Commerce, located in the Halladay Building, Room 203, offers counseling services, educational programming, and connection to community resources for students. Students have 24/7 access to the Counseling Center's crisis assessment services by calling 903-886-5145. For more information regarding Counseling Center events and confidential services, please visit www.tamuc.edu/counsel

COURSE OUTLINE / CALENDAR

Week Monday Date	Content	Reading Assignments	Class Assignments
1 1/16	Course Overview	Syllabus	
2 1/23	Informing Public Policy	Chapter 1	
3 1/29	News Literacy	Chapter 2	Class Orientation, at 1000 am 1/31 via Zoom
4 2/5	Problem Identification & Agenda Setting	Chapter 3	Professional Organization Paper due 2359, 2/6
5 2/12	Policy Analysis & Design	Chapter 4	
6 2/19	Policy Enactment	Chapter 5	
7 2/26	Policy Implementation	Chapter 6	Policy Reaction Paper due by 2359, 2/27
8 3/4	Government Response: Regulation	Chapter 7	
9 3/11			Spring Break
3/18	Health Policy & Social Program Evaluation	Chapter 8	Policy Critique Paper due 2359, 3/19
10 3/25	Influence of Patient Health Data	Chapter 9	March 29 last day to drop
11 4/1	Financing Health Care	Chapter 10	
12 4/08	Insider's Guide to Engaging in Policy Activities	Chapter 12	Policy Critique Presentations due 2359, 4/09 Policy Critique Presentations – must have voice over PPT or video presentation
13 4/15	Nurse Influence on Global Health Policy	Chapter 11	April 18th last day to withdraw
14 4/22			Letter to Legislator due 2359, 4/23
15 4/29			Classes end 5/3
16 5/6	Finals Week		Disaster Preparedness Policy Paper due 2359, 5/6 MONDAY

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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 100 points						

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PICOT Question Information Policy Critique Paper-use EIHP

TABLE 6.2 A COMPARISON OF EBP PICOT AND EIHP PICOT

PICOT Element	EBP	EIHP
P	Patient/population of interest	Population of interest (citizen population, “persons-with,” or a professional/licensed population)
I	Clinical intervention	Policy intervention (new or revised law, regulation, or other policy)
C	Clinical comparison	Comparison of what exists now in policy or whether policy is currently silent
O	Clinical outcome	Outcome following policy implementation
T	Time frame	Time frame

from Loversidge & Zurmehly (2020)

Policy Critique Paper Grading Criteria

Criteria	Excellent	Good	Fair	Poor	Not Demonstrated	Score
Identified PICOT question. Description & history of policy with official name, primary & secondary sponsors, current status of policy, social media presence, coverage of legislative and other relevant processes including organizations involved in implementation (15%)	15 points Description and history completely and fully provided	12 points Description and history somewhat completely provided	10 points Description and history only partially provided	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 populations (15%)	15 points Discussion of effect is fully addressed	12 points Discussion 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	
Implications for advanced practice and evaluation of policy in terms of future implications (15%)	15 points Implications fully addressed	12 points Implications somewhat completely addressed	10 points Implications only partially addressed	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; 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 errors.	8 points Occasional minor errors do not distract the reader.	6 points Significant errors, but the overall meaning is clear.	2 points Errors distract the reader to the extent that the meaning is unclear.	0 points Full of APA errors.	
Total 100 points						

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Policy Critique Presentation Grading Criteria

Criteria	Excellent	Good	Fair	Poor	Not Demonstrated	Score
Comprehensive review and analysis of policy, origin, and implementation	20 points Review and analysis completely and fully provided	15 points Review and analysis somewhat completely provided	10 points Review and analysis only partially provided	5 points Review and analysis incompletely provided	0 points Review and analysis not provided	
Comprehensive review and analysis of effectiveness, finance/cost, and effect on health services-focused on minority populations	20 points Review and analysis completely and fully provided	15 points Review and analysis somewhat completely provided	10 points Review and analysis only partially provided	5 points Review and analysis incompletely provided	0 points Review and analysis not provided	
Comprehensive review and analysis of application to advanced practice nursing/health care administration and implications for the future	20 points Review and analysis completely and fully provided	15 points Review and analysis somewhat completely provided	10 points Review and analysis only partially provided	5 points Review and analysis incompletely provided	0 points Review and analysis not provided	
Presentation methods enhanced oral presentation	10 points Methods fully enhanced presentation	7.5 points Methods somewhat enhanced presentation	5 points Methods only partially enhanced presentation	2.5 points Methods only minimally enhanced presentation	0 points Methods did not enhance presentation	
Organization and clarity of presentation	10 points Organized and clear.	7.5 points Occasional lack of organization and clarity.	5 points Some lack of organization and clarity.	2.5 points General lack of organization and clarity.	0 points No organization and clarity.	
Use of proper grammar, spelling, punctuation Readability	10 points Free from errors and readable	7.5 points Occasional minor errors do not distract the reader.	5 points Significant errors, but the overall meaning is clear.	2.5 points Errors distract the reader to the extent that the meaning is unclear.	0 points Full of errors.	
Limit of fifteen (15) slides Fifteen to twenty (15-20) minutes for presentation	10 points Met slide limit and presentation time		5 points Did not meet slide limit OR presentation time		0 points Did not meet slide limit AND presentation time	
Total 100 points						

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Legislative Visit and Paper Grading Criteria

Criteria	Excellent	Good	Fair	Poor	Not Demonstrated	Score
Analyze the dynamics of your state Legislature.	20 points Analysis completely and fully provided	15 points Analysis somewhat completely provided	10 points Analysis only partially provided	5 points Analysis incompletely provided	0 points Analysis not provided	
Describe one of the significant current proposed bills or policies of the state Legislature 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 points Description and summarization completely and fully provided	15 points Description and summarization somewhat completely provided	10 points Description and summarization only partially provided	5 points Description and summarization incompletely provided	0 points Description and summarization not provided	
Describe the proposed bill or policy and possible effect on health care delivery and advanced practice nursing in your state	20 points Description and effect completely and fully provided	15 points Description and effect somewhat completely provided	10 points Description and effect only partially provided	5 points Description and effect incompletely provided	0 points Description and effect not provided	
Letter to legislator supporting NP focus bill	20 points Letter submitted and completed		10 points Letter only partially completed		0 points Letter not submitted OR completed	
Include completed table on your legislators	5 points Included and complete		2.5 points Included but not complete		0 points Not included and/or complete	
Organization and clarity of paper Introductory and concluding paragraphs Maximum 5 pages in length (counting title page or reference page)	5 points Organized and clear.	3.5 points Occasional lack of organization and clarity.	2.5 points Some lack of organization and clarity.	1.5 points General lack of organization and clarity.	0 points No organization and clarity.	
Use of proper grammar, spelling, punctuation APA format	10 points Free from errors and readable	7.5 points Occasional minor errors do not distract the reader.	5 points Significant errors, but the overall meaning is clear.	2.5 points Errors distract the reader to the extent that the meaning is unclear.	0 points Full of errors.	
Total 100 points						

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Letter to Legislator Table

Your State: _____		Your Zip Code: _____			
Name of State Governor:	Party Affiliation		End of Term Date	Legislator's Website:	One (1) social media link:
Name of Your State Representative:	Party Affiliation	District Number	End of Term Date	Legislator's Website:	One (1) social media link:
Committee Assignments:					
Name of Your State Senator:	Party Affiliation	District Number	End of Term Date	Legislator's Website:	One (1) social media link:
Committee Assignments:					
Name of Your U.S. Senator (Senior):	Party Affiliation	End of Term Date		Legislator's Website:	One (1) social media link:
Committees & Any Leadership Assignments					
Name of Your U.S. Senator (Junior):	Party Affiliation	End of Term Date		Legislator's Website:	One (1) social media link:
Committees & Any Leadership Assignments					
Name of Your U.S. Congressional Representative:	Party Affiliation	District Number	End of Term Date	Legislator's Website:	One (1) social media link:
Committees & Any Leadership Assignments					

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Professional Nursing Organization Membership and Summary Grading Criteria

Criteria	Excellent	Good	Fair	Poor	Not Demonstrated	Score
Provide the full name of the professional nursing organization. What is required for membership?	30 points Full name and full requirements discussed		15 points Name or requirements not provided		0 points not provided	
Discuss the mission statement of the organization	20 points Discussion completely and fully provided	15 points Discussion somewhat completely provided	10 points Discussion only partially provided	5 points Discussion incompletely provided	0 points Discussion not provided	
Identify and describe at least one current initiative or issue 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 points Identification and description completely and fully provided		15 points Identification and description only partially provided		0 points Identification and description not provided	
List two continuing educational opportunities sponsored by this organization	5 points Included and complete		2.5 points Included but not complete		0 points Not included	
List relevant publications for the organization	5 points Included and complete		2.5 points Included but not complete		0 points Not included	
Spelling, grammar, punctuation, APA format, meets 1 page summary requirement	10 points Free from errors and readable	7.5 points Occasional minor errors do not distract the reader.	5 points Significant errors, but the overall meaning is clear.	2.5 points Errors distract the reader to the extent that the meaning is unclear.	0 points Full of errors.	
Total 100 points						

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Disaster Preparedness Policy Grading Criteria

Criteria	Excellent	Good	Fair	Poor	Not Demonstrated	Score
Attendance at required meeting/event (online accepted)	15 points Attended meeting/event				0 points Did not attend meeting/event	
Description of the positive aspects of the policy reviewed	15 points Description completely and fully provided	15 points Description somewhat completely provided	10 points Description only partially provided	5 points Description incompletely provided	0 points Description not provided	
Describe areas and ways in which the policy could be improved	15 points Description completely and fully provided	15 points Description somewhat completely provided	10 points Description only partially provided	5 points Description incompletely provided	0 points Description not provided	
Discuss learning that occurred from meeting and/or event attendance and policy review	20 points Discussion completely and fully provided	15 points Discussion somewhat completely provided	10 points Discussion only partially provided	5 points Discussion incompletely provided	0 points Discussion not provided	
Current references and resources (within 5 years) used including personal contacts, professional journals, government documents	15 points Current references and resources used		10 points Current references and resources only partially used		0 points Current references and resources not used	
Organization and clarity of policy and procedure Copy of the disaster preparedness policy/procedure selected for review Maximum 4 pages in length not counting copy of policy/procedure	10 points Included and complete		2.5 points Included but not complete		0 points Not included and/or complete	
Grammar, spelling, punctuation, maximum APA format	10 points Free from errors and readable	7.5 points Occasional minor errors do not distract the reader.	5 points Significant errors, but the overall meaning is clear.	2.5 points Errors distract the reader to the extent that the meaning is unclear.	0 points Full of errors.	
Total 100 points						

The syllabus/schedule are subject to change.