



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

COURSE SYLLABUS: SPRING 2026

INSTRUCTOR INFORMATION

Instructor: Dr. Donna Calliccoat, DNP, FNP-C

University Email Address: Donna.calliccoat@etamu.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. (2022). *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.

Student Learning Outcomes

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

The syllabus/schedule are subject to change.

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).
5. Evaluate the leadership role of the advanced practice nurse within health care organizations (AACN Essentials Domains 9 & 10).
6. 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)
- Updating semester calendar with communicated changes

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- 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	20%
Policy Critique Paper	25%
Letter to Legislator/Legislative Table	20%
Professional Nursing Organization Membership & Summary	10%
Disaster Preparedness Policy and Procedure	25%
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 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.

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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

20%

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).

Legislative Paper/Letter to Legislator

20%

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

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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 10%

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 25%

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. After 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 the policy. 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 East Texas A&M University have a corresponding course shell in the myLeo Online Learning Management System (LMS). Below are technical requirements

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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 ETAMU 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.

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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 for the nursing student regarding the nursing program and current policies and procedures can be found in the MSN Student Guide located here: <https://www.tamuc.edu/academics/colleges/educationHumanServices/departments/nursing/documents/MSN%20Student%20Guide%202019.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.

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.

AI Use Policy

East Texas A&M University acknowledges that there are legitimate uses of Artificial Intelligence, ChatBots, or other software that has the capacity to generate text, or suggest replacements for text beyond individual words, as determined by the instructor of the course.

Any use of such software must be documented. Any undocumented use of such software constitutes an instance of academic dishonesty (plagiarism).

Individual instructors may disallow entirely the use of such software for individual assignments or for the entire course. Students should be aware of such requirements and follow their instructors' guidelines. If no instructions are provided the student should assume that the use of such software is disallowed.

In any case, students are fully responsible for the content of any assignment they submit, regardless of whether they used an AI, in any way. This specifically includes cases in which the AI plagiarized another text or misrepresented sources.

13.99.99.R0.03 Undergraduate Academic Dishonesty

13.99.99.R0.10 Graduate Student Academic Dishonesty

Class

The syllabus/schedule are subject to change.

1. Exam dates are listed in each course syllabus, and the student is expected to be present for exams. In the event that the student will be absent, the course coordinator must be notified in advance. Failure to do so may result in the student receiving a zero for the missed exam or quiz. Review the MSN Student Guide for the exam absence process.

Clinical

1. Clinical attendance is mandatory. Refer to the MSN Student Guide for clinical attendance policy information. Violation of the clinical attendance policy may result in the student receiving a Student Performance and Behaviors Evaluation Form and may lead to failure of the clinical portion of the course.
2. Immunizations, CPR, and TB status must be current for students to be able to attend clinical experience at the assigned clinical location. Suspension from clinical for failure to maintain required immunizations will be considered an absence.
3. Students are expected to meet clinical expectations outlined in the clinical evaluation tool.
4. Based on student learning needs, the faculty will determine the appropriate amount of time and clinical assignments needed to assess student growth. Faculty may require additional assignments and clinical work to ensure students have met clinical objectives. Students are expected to comply with any additional assignments or clinical hours assigned.
5. Students are expected to prepare for clinical practice in order to provide safe, competent care.
6. Clinical assignments must be completed on time and submitted to the clinical instructor as directed. No exceptions without prior permission from the instructor.

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).

<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>

ETAMU Attendance

For more information about the attendance policy please visit the [Attendance](http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx) webpage and [Procedure 13.99.99.R0.01](http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx).

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

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

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Academic Integrity

Students at East Texas A&M University 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>

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

East Texas A&M University

Velma K. Waters Library Rm 162

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

Fax (903) 468-8148

Email: studentdisabilityservices@etamuc.edu

Website: [Office of Student Disability Resources and Services](#)

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

Nondiscrimination Notice

East Texas A&M University 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

The syllabus/schedule are subject to change.

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.

ETAMU Supports Students' Mental Health

The Counseling Center at ETAMU, 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 SPECIFIC PROCEDURES/POLICIES

CLASS :

1. Exam dates are listed in each course syllabus, and the student is expected to be present for exams. All exams are comprehensive. In the event that the student will be absent, the course coordinator must be notified in advance. Failure to do so may result in the student receiving a zero for the missed exam or quiz. Review the MSN Student Guide for the exam absence process.

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COURSE OUTLINE / CALENDAR

Week Monday Date	Content	Reading Assignments	Class Assignments
1 1/12	Course Overview	Syllabus	Orientation 2 pm via Zoom
2 1/19	Informing Public Policy	Chapter 1	
3 1/26	News Literacy	Chapter 2	
4 2/2	Problem Identification & Agenda Setting	Chapter 3	
5 2/9	Policy Analysis & Design	Chapter 4	
6 2/16	Policy Enactment	Chapter 5	Policy Reaction Paper due by 2359, 2/16
7 2/23	Policy Implementation	Chapter 6	
8 3/2	Government Response: Regulation	Chapter 7	
3/9			Spring Break
9 3/16	Health Policy & Social Program Evaluation	Chapter 8	Policy Critique Paper due 2359, 3/19
10 3/23	Influence of Patient Health Data	Chapter 9	
11 3/30	Financing Health Care	Chapter 10	
12 4/6	Insider's Guide to Engaging in Policy Activities	Chapter 12	Disaster Preparedness Policy Paper due 2359, 4/6
13 4/13	Nurse Influence on Global Health Policy	Chapter 11	

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14 4/20			Letter to Legislator/paper due 2359, 4/23
15 4/27			Classes end 5/3
16 5/4	Finals Week		Professional Organization Paper due 5/4, Monday

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Policy Reaction Grading Criteria

Criteria	Ratings		Score
Briefly summarize the relationship of the issue to health care policy, organization, or financing.	25 pts to >10 Summary is clear, accurate, and concise.	10 pts to >0 Summary with lack of clarity, accuracy, or conciseness.	
Analyze and describe the implications of the issue for advanced practice nursing or healthcare administration.	30 pts to >15 Content is completely and fully addressed.	15 pts to >0 Content is partially or incompletely addressed.	
Discuss the effect of the issue on local, state, national, and/or global healthcare services.	25 pts to >12.5 Discussion of effect is fully addressed.	12.5 pts to >0 Discussion of effect is partially or incompletely addressed.	
Organization and clarity of the paper.	10 pts to >5 Organized and clear.	5 pts to >0 Not organized or clear.	
Spelling, punctuation, grammar, APA format. Max of 4 pages (counting title page and reference page).	10 pts to >5 Follows APA format with Title page, reference page, proper headings, and in-text citations as well as references all properly formatted; no grammatical or spelling errors.	5 pts to >0 Does not follow APA format with Title page, reference page, proper headings, and in-text citations as well as references all properly formatted; grammatical or spelling errors.	
			Total pts:

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Policy Critique Paper Grading Criteria

Criteria	Ratings		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.	20 pts to >10 Description and history completely provided.	10 pts to >0 Description and history partially or incompletely provided.	
Evaluation of policy effectiveness related to intent and purpose.	15 pts to >7.5 Evaluation completely provided.	7.5 pts to >0 Evaluation partially or incompletely provided.	
Evaluation of economic impact or cost effectiveness.	15 pts to >7.5 Evaluation completely provided.	7.5 pts to >0 Evaluation partially or incompletely provided.	
Effect of policy on local, state, national, and global health services, including minority populations.	15 pts to >7.5 Discussion of effect is fully addressed.	7.5 pts to >0 Discussion of effect is partially or not addressed.	
Implications for advanced practice and evaluation of policy in terms of future implications.	15 pts to >7.5 Implications are fully addressed.	7.5 pts to >0 Implications are partially or not addressed.	
Organization and clarity of paper.	10 pts to >5 Organized and clear.	5 pts to >0 Not organized or clear.	
Spelling, punctuation, grammar, APA format. Max 10 pages including title and reference page. References within 5 years.	10 pts to >5 Follows APA format with Title page, reference page, proper headings, and in-text citations as well as references all properly formatted; no grammatical or spelling errors. References in 5 yrs.	5 pts to >0 Does not follow APA format with Title page, reference page, proper headings, and in-text citations as well as references all properly formatted; grammatical or spelling errors. References not in 5 yrs.	
			Total pts:

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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

Loversidge & Zurmehly (2020)

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Legislative Visit and Paper Grading Criteria

Criteria	Ratings		Score
Analyze the dynamics of your state legislature.	20 pts to>10 Analysis completely and fully provided.	10 pts to>0 Analysis partially or incompletely 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 (introduced, in committee, scheduled for public hearing, etc.).	20 pts to>10 Description and summarization completely and fully provided.	10 pts to>0 Description and summarization partially or incompletely provided.	
Describe the proposed bill or policy and possible effect on healthcare delivery and advanced practice nursing in your state.	20 pts to>10 Description and effect completely and fully provided.	10 pts to>0 Description and effect partially or incompletely provided.	
Letter to legislator supporting NP focus bill.	20 pts to>10 Methods fully enhanced presentation.	10 pts to>0 Methods partially or did not enhance presentation.	
Include completed table on your legislators.	5 pts to>2.5 Included and complete.	2.5 pts to>0 Not included or complete.	
Organization and clarity of presentation.	5 pts to>2.5 Organized and clear.	2.5 pts to>0 Not organized or clear.	
Spelling, punctuation, grammar, APA format. References within 5 years. Max of 5 pages (including title page and reference page).	10 pts to>5 Follows APA format with Title page, reference page, proper headings, and in-text citations as well as references all properly formatted; no grammatical or spelling errors. References in 5 yrs.	5 pts to >0 Does not follow APA format with Title page, reference page, proper headings, and in-text citations as well as references all properly formatted; grammatical or spelling errors. References not in 5 yrs.	
			Total pts:

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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	Ratings		Score
Provide the full name of the professional nursing organization. What is required for membership?	30 pts to>15 Full name and full requirements discussed.	15 pts to>0 Name or requirements not provided.	
Discuss the mission statement of the organization.	20 pts to>10 Discussion completely and fully provided.	10 pts to>0 Discussion partially or incompletely provided.	
Identify and describe at least one current initiative or issue for which the professional organization is advocating (these may be located on the website with terms such as "advocacy," "government issues," "legislation", etc.).	30 pts to>15 Identification and description completely and fully provided.	15 pts to>0 Identification and description partially or incompletely provided.	
List two continuing educational opportunities sponsored by this organization.	5 pts Included and complete.	0 pts Not included or complete.	
List relevant publications for the organization.	5 pts Included and complete.	0 pts Not included.	
Spelling, grammar, punctuation, APA format, meets 1 page summary requirement.	10 pts to>5 Follows APA format with Title page, reference page, proper headings, and in-text citations as well as references all properly formatted; no grammatical or spelling errors. References in 5 yrs.	5 pts to>0 Does not follow APA format with Title page, reference page, proper headings, and in-text citations as well as references all properly formatted; grammatical or spelling errors.	
			Total pts:

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Disaster Preparedness Policy Grading Criteria

Criteria	Ratings		Score
Description of the positive aspects of the policy.	25 pts to>12.5 Description completely and fully provided.	12.5 pts to>0 Description somewhat completely provided.	
Describe areas and ways in which the policy could be improved.	25 pts to>12.5 Description completely and fully provided.	12.5 pts to>0 Description somewhat completely provided.	
Discuss learning that occurred from the policy review.	20 pts to>10 Discussion completely and fully provided.	10 pts to>0 Discussion partially provided.	
Organization and clarity of policy and procedure Copy of the disaster preparedness policy/procedure selected for review.	20 pts to>10 Organized and clear; policy included.	10 pts to>0 Not organized or clear; and/or policy not included.	
Grammar, spelling, punctuation, APA format. Max 6 pages including title and reference page (not including copy of policy/procedure). References within 5 years.	10 pts to>5 Follows APA format with Title page, reference page, proper headings, and in-text citations as well as references all properly formatted; no grammatical or spelling errors. References in 5 yrs.	5 pts to>0 Does not follow APA format with Title page, reference page, proper headings, and in-text citations as well as references all properly formatted; grammatical or spelling errors. References not in 5 yrs.	
			Total pts:

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