

## **Classroom Tips**

### **APA Formatting**

Citing and referencing your work is an important part of building the WOC nursing body of knowledge, and provides readers additional sources of information. In this program, we use the most recent version (7th edition) APA formatting for this purpose. Use the Purdue Owl website located in the classroom resources folder to quickly look up how to correctly format references and citations. - this will be an important aspect of all courses in the program.

### **Importance of asking questions**

At any time you are unclear on anything related to the class, it will be far more efficient for everyone to post those questions into the course questions thread so everyone can see the question and the response. Even though this is an online program, there is someone at the other end of the computer screen to respond to questions and provide guidance along the way. Utilize the discussion thread for questions, as others may have the same. A mailbox message can be sent to your instructor for questions of a personal nature.

### **Writing**

To help keep up with the writing, stick to the word counts for the discussions and assignments so you don't spend more time than is necessary on class work each week. Classroom discussions work better with smaller bits of information added at a time. In this first class, we are looking at professional practice topics that impact your role as WOC nurse specialist and leader in your own healthcare community. In the specialty content classes, the discussions center on real life situations based on what is presented in the lessons each week. Access to the course syllabus and assignment rubrics is always provided two days prior to the course start date so you can have an early start on setting up your calendar based on your own personal needs. Carefully review these documents and post questions in the questions thread.

### **Use the rubrics to guide your work**

Remember, this is a pass/fail course. 80% of the point total for all classroom work (discussions, assignments, etc) is needed to pass. There are no grades, and no GPA. Discussions and assignments are reviewed for points based on the rubrics. In the specialty courses there are weekly knowledge check questions with feedback provided. The weekly quizzes do not count towards the final point total. The final quizzes in the specialty content courses must be passed with a score of 80% or higher. You always receive automatic feedback, and if your first attempt results in <80%, you have the opportunity for a second attempt after reviewing the feedback.

## **Course evaluations and CE certificates**

At the end of each successfully completed course, a CE claim form will be forwarded to you. Once you receive that document, carefully review the information and set up your user account in Cleveland Clinic's "My CME" system. There you can complete the course evaluation and immediately claim your CE certificate. The system stores all of your CEs so you can log back in and obtain another copy for your records should you have the need. Note that you have 30 days from the end of each course to claim your CE certificate.