

GEORGE WASHINGTON UNIVERSITY

The orientation overview provides brief descriptions on a variety of topics for distance education students. Please use this as a reference guide and utilize the other attachments for specific instructions and information. If you have trouble finding your desired information, contact the Department of Nursing Education at 202.994.7901.

ACADEMIC PERFORMANCE

Students are expected to maintain a minimum 3.0 GPA. If your cumulative GPA falls below 3.0, you'll be placed on academic probation and have a specific number of credits within which time to raise your cumulative GPA to the minimum requirement. Failure to raise your GPA may result in suspension or dismissal.

If you experience problems during the course of the semester, you should immediately contact your instructor **and** your adviser. You may be able to get an extension on an assignment or some other assistance. Be prepared to submit documentation if requested.

Students should contact Joe Velez, Department of Nursing Education administrative manager, if they need assistance with any academic performance issues. E-mail him at npajdv@gwumc.edu and include your name, GWid number, and how he can assist you.

ADDRESS CHANGES

Updating your address is a simple process that you can do from home. After logging in to the GWeb Info System (see E-mail Account Guide for instructions), complete the following steps:

1. Click on "Personal Information Menu."
2. Click on "Update Addresses and Phones."
3. Scroll down to "Select Type of Address to Insert."
4. Select "Current."
5. Click "Insert."
6. Complete the form and hit "Save."

After you've completed this process, e-mail your new address to the Department of Nursing Education at nursing@gwumc.edu.

ADVISING INFORMATION

Your cover letter attachment outlines your assigned adviser and supplies your adviser's contact information. All communication from your adviser and the university will be sent to your GW e-mail account, so please check it often.

Your adviser will guide you throughout the duration of your program. A basic program of study based on two classes per semester is included in this packet. This document details the courses you should take each semester. We recommend graduate students who also are working should take no more than two courses per semester; a student who currently isn't working can take three to four courses. Please contact your adviser if you'd like to modify your program of study.

THE **GEORGE WASHINGTON UNIVERSITY**

orientation overview

BLACKBOARD

The Department of Nursing Education uses Blackboard for its instruction. Professors use a variety of teaching methods, including discussion boards, audio lectures, slide presentations, and video recordings. Your courses can include weekly assignments, quizzes, exams, and papers. Please expect to log in to Blackboard at least twice a week.

Courses are made available at the instructors' discretion; so, some courses will not appear until the first day of class. You may log in to Blackboard after you've registered to see whether your courses are available for viewing.

NOTE: If the instructor has not made the course available, you may receive a message stating that you have not registered for classes. Check the GWeb Information System to verify that you've correctly signed up for classes, then periodically check Blackboard until your courses show up.

CLINICAL PLACEMENTS

ANP and FNP students are required to find clinical preceptors in their area. When students are prepared to start their clinical rotations, they should contact NP Program Clinical Coordinator Liz Mondo for assistance.

NOTE: After completing the necessary paperwork, the department will send a contract to your clinical site. You may not begin your clinicals until after the department receives a signed copy of the contract.

COURSE INFORMATION

For each graduate course, you should count on 10 to 12 hours per week. These hours vary from week to week and course to course. Courses don't use all of the same features; some assignments are due each week and some assignments have a future date. You will know from the course syllabus.

Syllabi often are not available because courses are updated each semester. A copy of your syllabus will be posted in your course when you log in to Blackboard. For general descriptions, refer to the Course Descriptions handout.

DEPARTMENT OF NURSING EDUCATION

The Department of Nursing Education has two main administrative contacts. The administrative staff can help you with a variety of needs, or point you in the right direction. The staff is trained on the ins and outs of the university, so staff members can facilitate many processes, including transferring credit, changing majors, and registration questions. If you need assistance, please contact the following:

Liz Mondo
Clinical Coordinator
P 202.994.0010
F 202.994.2777
E npaehm@gwumc.edu

Darya Diaz
Executive Coordinator
P 202.994.7795
F 202.994.2777
E npadvd@gwumc.edu

Joe Velez
Administrative Manager
P 202.994.5192
F 202.994.2777
E npajdv@gwumc.edu

THE **GEORGE WASHINGTON UNIVERSITY**

orientation overview

E-MAIL ACCOUNTS

All Nursing Education students must have a GW e-mail account. The E-mail Account Guide will walk you through the process. If you haven't done so already, please complete this before continuing through your orientation packet.

ONLINE ORIENTATION

Because you won't be going through the traditional new student orientation, we have put together a virtual orientation for you. This is the best way to familiarize yourself with the basic tools you'll need to work in the distance environment. The orientation, including a welcome from the dean for the Health Sciences Programs, is located here:

http://www.gwumc.edu/healthsci/student_resources/virtual_orientation/index.cfm

As you work through the various menu items in the orientation, you'll become acquainted with university procedures and review the basic technical skills required to participate in distance education courses. There also are helpful tutorials to walk you through setting up your required accounts and activating Blackboard.

REGISTRATION

To complete registration in a timely manner each semester, please use the Registration Guide. The highlighted links embedded in the guide will automatically open your Web browser to the correct page, or you can print it off and follow the instructions manually. Your adviser will work with you on determining which courses to take, and you should receive an updated program of study at the beginning of each semester.

When you're completing the registration process, please sign up for any open section of the course you want to take. Many courses have multiple sections (i.e. DE, DE1, DE2) and students can take any of them.

If at any time during the course of your study you need to take a semester off (excluding summer), you must register for a Leave of Absence. The university requires students to remain continuously enrolled, and the Leave of Absence allows you to maintain your active status for one academic year. To register for a Leave of Absence, contact Department of Nursing Education administrative manager Joe Velez at 202.994.5192 or npajdv@gwumc.edu.

To avoid registration problems, be sure to:

- Work with your adviser and review your program of study.
- Check to make sure your personal, student records, and student account information is correct on the GWeb Information System.
- Notify the Registrar's Office immediately if your name changes.

If you have any questions regarding registration, contact the department at 202.994.7901.

THE GEORGE WASHINGTON UNIVERSITY

TECHNICAL REQUIREMENTS

As a distance-learning student at The George Washington University, you are expected to possess fundamental computer literacy skills. These include:

- Word processing
- A sound knowledge of the procedures for sending/receiving e-mail, including e-mail attachments
- A sound knowledge of navigating and conducting information searches on the Internet
- A fundamental awareness of common computing terms
- General familiarity with your own hardware, software, and operating system environment

In brief, you should be able to use your own word processing, e-mail, and Internet software; be able to install new software; be able to understand and follow basic directions that use common computer terminology; and be able to do some basic troubleshooting when a problem arises.

Hardware and Software: Minimum Requirements

HARDWARE

Processor	1 GHz or higher
Memory	512 MB or higher (recommended)
Hard Drive Space	At least 2 GB free disk space
Modem	56 kbps or higher speed (Broadband recommended)
Printer	Graphics-capable (inkjet or laser) printer
CD-ROM Drive	Required
Sound Card	Required
Monitor	17" monitor (800 x 600 resolution)

SOFTWARE

	Mac OS*	Windows
Operating Systems	9.x + Newer Versions	2000, XP SP2
MS Office Suites	2000 + Newer Versions	2000, XP, 2003 (Word, Excel, PowerPoint)
PDF Writer	Adobe Acrobat 7.0 or higher or alternate PDF writer	Adobe Acrobat 7.0 or higher or alternate PDF writer
Web Browsers	Netscape 4.7x	Netscape 4.7x
	Safari x.x	IE 6.0 (GW does not currently support IE 7.0)
	Firefox	Firefox
	Cookies must be enabled.	Cookies must be enabled.
Anti-Virus	Current Anti-Virus Software Actively Running	

Note: Norton Anti-Virus software is available free to GW students from GW's Help Desk at <http://helpdesk.gwu.edu/>

Helper Applications	Adobe Reader (http://www.adobe.com/downloads/) Flash player (http://www.adobe.com/downloads/) Shockwave (http://www.adobe.com/downloads/) Quicktime Player (http://www.apple.com/au/quicktime/download/win.html) RealMedia Player (http://www.apple.com/au/quicktime/download/win.html)
---------------------	---

* Assignments will need to be submitted in a Windows-readable format.

THE **GEORGE WASHINGTON UNIVERSITY**

TEXTBOOKS

To find textbook information, visit the following Web site:

http://www.gwumc.edu/healthsci/student_resources/texts.cfm

Textbooks are updated each semester. The Web page listed above will be updated as professors submit the information for their courses. Information on a particular course will not be displayed until all the textbooks for that course have been provided. If you have questions about textbooks, e-mail the course instructor or contact the department.

The following is a required reference text for all MSN programs:

Publication Manual of the American Psychological Association, 6th Edition,
ISBN: 1-4338-0561-8

The following is a recommended reference text:

E-Learning Companion, A Student's Guide to Online Success, Watkins, Ryan and Corry, Michael.
ISBN: 0-618-37970-3

TRAINING RESOURCES

In the Health Sciences distance learning courses, students are expected to meet all course requirements and assignment deadlines as specified by course instructors. Absent evidence of extenuating circumstances, "technical problems" are not considered to be acceptable excuses for failing to complete assignments on time.

A new student does not have to be a computer expert, but shouldn't be a novice. If you are the least bit unsure of your abilities as outlined above, please find a local source of assistance to help you. These days, there's an abundance of computer training material available.

In most cases, you'll be able to find these resources near your home or office. Below are some suggestions:

- Tutorials: Many are available on the Internet; if you don't have access, try your local library
- Computer Training Classes: Microcenter, CompUSA, local vocational/technical school
- Books: Look in the computer section of your local library or bookstore.