

NUR 684 COURSE SYLLABUS
Graduate

BALL STATE UNIVERSITY
Spring 2026

COURSE NUMBER: NUR 684

COURSE TITLE: Primary Care of Women

COURSE CREDIT: 4 credit hours

PREREQUISITES: NUR 681 with a B or higher

CO-REQUISITES: N/A

FACULTY:

Name: Dr. Melissa Matthews, DNP, APRN, WHNP-BC

Email: mamatthews@bsu.edu

Office Phone: (765) 285-5491

Office Room Number: HB 495

Office Hours: (Eastern Standard Time) Mondays 10am-4pm by appt. Additional Office Hours Available Upon Request

COURSE DESCRIPTION: Focuses on the application and evaluation of advanced nursing practice knowledge and skills required for the care of women and their families.

COURSE RATIONALE: Primary care of Women is part of the Family Nurse Practitioner core curriculum. Emphasis is on assessing, managing and evaluating health care of women. An in-depth exploration of normal physical and developmental changes as well as pathological processes synthesized with previous learning will provide a foundation for clinical decision-making.

COURSE OUTCOMES:

1. Analyze health assessment data to determine or monitor health status in women. (correlates with master's program outcomes 1,2,3,4,5,8; essentials of master's education I, IV,V,VII, VIII, IX;
2. Incorporate evidence-based strategies of risk analysis and reduction, screening, lifestyle change, and disease detection and prevention into all aspects of primary care practice. (correlates with master's program outcomes-1,2,3,4,5,8; essentials of master's education I, IV,V,VII, VIII, IX);
3. Utilizes research and theory to develop appropriate plans of care (correlates with master's program outcomes 1,2,3,4,5,8; essentials of master's education I,IV,V,VII, VIII, IX;
4. Employ appropriate diagnostic and therapeutic interventions and regimens based on evidence-based standards of care and practice guidelines. (correlates with master's program outcomes 1,2,3,4,5,8; essentials of master's education I,IV,V,VII, VIII, IX;
5. Evaluate results of intervention using accepted outcome criteria and revise plan accordingly. (correlates with master's program outcomes 1,2,3,4,5,8; essentials of master's education I,IV,V,VII, VIII, IX;

6. Analyze policies that influence women's health care outcomes. (correlates with master's program outcomes 1,2,3,4,6; essentials of master's education II,III,VI, IX;
7. Apply knowledge of state and federal laws regulating advanced nursing practice to selected areas of clinical practice. (correlates with master's program outcomes 1,4; essentials of master's education VII, IX;

GRADUATE PROGRAM OUTCOMES: Graduates of the program will:

1. Demonstrate role competency and leadership in a selected advanced nursing role based on professional standards.
2. Integrate nursing and related sciences and theories in delivery of advanced nursing practice.
3. Analyze research to support evidence-based practice.
4. Function as a member of inter/intra-professional collaborative team for improving patient and population health outcomes.
5. Utilize information systems/technology in professional practice.
6. Analyze quality improvement and safety initiatives to improve health outcomes.
7. Analyze for health policy development and implementation.
8. Integrate clinical prevention and population health concepts for improving health.
9. Advocate for policies that improve the health of the public and the profession of nursing.

AMERICAN ASSOCIATION OF COLLEGES OF NURSING –ESSENTIALS introduce the 10 domains representing the essence of professional nursing.

1. Knowledge for Nursing Practice
2. Person-Centered Care
3. Population Health
4. Scholarship for the Nursing Discipline
5. Quality and Safety
6. Interprofessional Partnerships
7. Systems-Based Practice
8. Informatics and Healthcare Technologies
9. Professionalism
10. Personal, Professional, and Leadership Development

COURSE TOPICS:

1. Female Reproductive Anatomy/Physiology/Pelvic Exam
2. Assessment and Management in Normal Pregnancy and Postpartum
3. Vaginal Infections/ Sexually Transmitted Infections
4. Cancer Screening in Women
5. Contraception
6. Perimenopause/Menopause
7. Menstrual Disorders and Pelvic Pain
8. Complications in Pregnancy and Postpartum
9. Pre-conception/ Inter-conception Care
10. Violence Against Women
11. Sexual Health
12. Breast Health/Breast Disorders

TEACHING STRATEGIES:

- Web Modules
- Asynchronous Conference Assignments (Discussion Board)
- Tests/Quizzes
- Individual Conferences as needed
- Supervised Clinical Experience

TEXTS:

Required:

Schuiling, K., & Likis, F. (2022). **Women's gynecologic health (4th ed.)**. Sudbury, MA: Jones and Bartlett

Lowdermilk, D. et al. (2023). **Maternity & women's health care (13th ed)**. St. Louis: Mosby

GRADING POLICIES:

Refer to Grading Scale in this syllabus.

Late Assignments: All assignments are due on the date and time (Eastern Time) posted. Unless there are special circumstances that you discuss with Course Faculty ahead of time and obtain approval for another due date, all course work is expected to be submitted by the indicated due date. **Assignments not posted /submitted when due will receive a zero for that assignment.**

Grades are private and available only on Canvas. Communication with the instructor of a confidential nature is to be conducted via your BSU email.

EXAMINATION POLICIES:

Students in this course will be using the Respondus Lockdown Browser online proctoring service for exams. Students are responsible for verifying they meet the technical requirements as stated in the student guide that can be found in Canvas.

There will be four exams. Exams will cover assigned readings and online activities, videos, and class activities.

Exam dates and content are listed on the course calendar. A student who scores less than **83%** on an exam should plan to schedule an exam review and/or schedule a meeting with faculty for discussion of study skills and methods to improve exam scores. Meeting this expectation is the student's responsibility.

Without previous arrangements, a grade of zero will be given for any exam not completed within the testing period.

GRADING SCALE:

A 93-100%

A- 90-92.9%

- B+ 86-89.9%**
- B 83-85.9% Minimum passing grade is 83%**
- B- 80-82.9%**
- C+ 78-79.9%**
- C 75-77.9%**
- F 74.9% or lower**

NOTE: Students must earn a grade of **83%** or higher to pass the course.

COURSE GRADING:

ASSIGNMENT	Points Each	Total Points
Discussion Board Assignments x 9	20	180
Open Book Quizzes x 3	20	60
Online Proctored Exams x 3	80	240
Final Exam	80	80
Health Clearance Compliance	20	20
TOTAL:		580

NOTE: Any evidence of academic dishonesty will follow the university policies and may result in a “zero” grade and/or other resolutions for the assignment (e.g., test, quiz, paper, Canvas discussions, care plans, pre-class and in-class assignments, etc.)

ONLINE RESOURCES: A BSU network account for email and Canvas

SOFTWARE: Microsoft Office, Microsoft Outlook

TECHNICAL INFORMATION:

Technical Assistance:

If you have any issues with your course(s), or related technology, please contact the Nursing Simulation and Information Technology Center (NSITC) directly at 765-285-5584 (Monday - Friday 8:00AM-5:00PM Eastern Time during academic year and Monday – Friday 7:30 am – 4:00 pm Eastern Time during Summer Session).

If you have problems with Canvas between the hours 5:00PM and 8:00AM or weekends, you can contact the University Technology Support (UTS) Helpdesk 765-285-1517 select prompt 2 (24 hours daily) or by email at helpdesk@bsu.edu. **Do not contact the UTS Helpdesk between the hours of 8:00AM – 5:00PM Monday through Friday unless instructed by the Nursing SITC.**

COURSE POLICIES:

Attendance:

Attendance in Ball State University online classes is measured by your active participation in course activities at least once each week. Be sure to complete your course work as assigned to ensure you are recorded as attending the course.

University attendance policy – Students are expected to attend all of their classes,
<https://www.bsu.edu/about/administrativeoffices/vice-provost/student-services/attendance-policies>.

Participation and Timeliness:

Your regular participation and timeliness are important to your academic success. In online courses this takes the form of participation in discussion via forums, chat, and other electronic means provided.

As this is an online course, it is up to every student to stay on track and not fall behind. You must be self-motivated and disciplined to meet all due dates. Developing a routine is essential.

All assignments are expected to be submitted by a specific time and date. Refer to course calendar for assignment due dates.

Assignments not posted /submitted when due will receive a zero for that assignment.

Classroom (or Online) Conduct:

Students should observe proper "netiquette." Treat fellow classmates and faculty with respect, even if you strongly disagree with their postings. There is room for all opinions in our forum--we are here to share and learn, together. Always be professional.

Health Clearance Course Expectation Points:

Students must submit all health clearance compliance items to American Data Bank by the required dates. All students will receive 20 points for being in complete compliance at the beginning of the semester. Students will lose 4 points from the 20 points for every week that they are not in compliance with required health clearance items in American Data Bank. If students are not in compliance after week 5, they will lose all 20 points and may need to withdraw from the course.

Students are expected to remain compliant throughout the semester. Students are expected to continue to maintain requirements prior to expiration. If a student falls out of compliance during the semester, 4 points will be deducted for every week they remain out of compliance and they may not attend clinical. Clinical hours and encounters documented while out of compliance may not count until the requirement is met.

Example:

Weeks Non-compliant	Expectation Points	Points Deduction
1	20	-4
2	16	-4
3	12	-4
4	8	-4
5	4	-4
6+	0	

The Disability Services Office:

If you need course adaptations or accommodations because of a disability, please contact me as soon as possible. Ball State's Disability Services office coordinates services for students with disabilities; documentation of a disability needs to be on file in that office before any accommodations can be provided. Disability Services can be contacted at 765-285-5293 or dsd@bsu.edu.

Communication:

For any communication with the School of Nursing, always use your BSU email. The instructor will typically respond to email communication within 48 hours of receiving them and may not respond over weekends and holidays.

Student responsibility:

A student should respond to a faculty member's email communication within 48 hours of receiving the email from the faculty. The faculty does not expect the student to respond over weekends and holidays.

Academic Integrity:

Students are expected to adhere to University guidelines titled Student Academic Ethics Policy as presented on the Office of the Vice Provost for Academic Affairs Website, <https://www.bsu.edu/about/administrativeoffices/vice-provost/student-services/academic-integrity>, and the Graduate Program Handbook.

NOTE: Any evidence of academic dishonesty will follow the university policies and may result in a "zero" grade and/or other resolutions for the assignment (e.g., test, quiz, paper, Canvas discussions, care plans, pre-class and in-class assignments, etc.) .

Academic Assessments:

Students are required to participate in course assessment activities. A copy of sample papers will be collected from students as part of program assessment. Students are also requested to complete course, clinical, and faculty evaluations at the end of the semester. At the end of the program, students will complete an exit program survey.

Reflection of Diversity:

"Ball State University aspires to attract and retain a diverse faculty, staff, and student body. We are committed to ensuring that all members of the community are welcome, through valuing the various experiences and worldviews represented at Ball State and among those we serve. We promote a culture of respect and civil discourse as expressed in our <https://www.bsu.edu/about/beneficence> and university resources <https://www.bsu.edu/campuslife/multicultural-center/resources>"

STUDENT SUCCESS SERVICES:

Director:

Nick Atlas

Director of Student Services

College of Health

HB 214

765-285-4140

Nickolas.atlas@bsu.edu

Programs and Services:

Visit [Programs and Services](#) for a list of programs and services to support and engage students at Ball State.

The number one concern of the Ball State Counseling Center is the health and mental health of the Ball State community. The Counseling Center is offering both in-person and telehealth appointments. Visit the [Counseling Center](#) for more information.

The [Cardinal Kitchen](#) is Ball State University's campus food pantry. The pantry is located in the lower level of the Student Center, Room L-27 and is available for use to all undergraduate and graduate students.

The Writing Center:

All writers improve with practice and feedback, so as a student in this course, you are encouraged to use the Writing Center (in Robert Bell 295, Bracken Library, or online) to get additional feedback on your writing. To schedule a free appointment to discuss your writing, go to www.bsu.edu/writingcenter. Online and in-person appointments are available seven days a week; however, plan ahead because appointments book quickly!

CLINICAL POLICIES:

Attendance: The student is expected to follow the calendar for clinical hours agreed on by the student and preceptor the first week of the semester. Deviation from the submitted clinical dates calendar is to be communicated to the course instructor.

Requirements:

To pass the clinical portion of the course, the student must satisfactorily complete the following:

1. 90 clinical hours in an approved setting.
2. A minimum of 90 patients reflecting one patient/hour.
3. The provision of safe, effective, appropriate primary care.
4. Maintenance of professional standards of nurse practitioner practice.
5. Present professional appearance in clinical setting, casual professional clothes with a lab jacket and name badge or per agency policy.
6. If scheduled for 6 or more hours for a clinical day, you are required to take a minimum of 30 minutes for lunch. This allows you time away from the clinical setting.
7. You may not count clinical hours that are lunches or in-services, hours counted should be direct patient care.
8. Your time in the clinic should be focused on patient interaction and interaction with your preceptor. Documenting in CORE is not appropriate nor allowed while you are in the clinical setting.
9. Appropriate use of clinical time:
 - a. Mobile devices are only to be used to access clinical applications such as epocrates, Up to Date etc. Texting, e-mailing, personal calls (other than emergencies), Facebook, etc. are not to be engaged in during clinical hours.
 - b. Course assignments are not to be done during clinical hours.

c. If there is down time during the clinical experience the student should use this time discussing clinical cases with the preceptor and reviewing charts for the next scheduled patients.

10. Satisfactory evaluations from the preceptor. If the preceptor or clinical instructor evaluates the student's clinical performance as not satisfactory, the student will not receive a passing grade for the course.

11. The use of effective and appropriate communication skills with preceptor(s), clinical instructor, health care team members, colleagues, peers, and School of Nursing personnel.

12. Collaboration with other health care team members as appropriate.

13. Maintain clinical hours by clocking in and clocking out each day attending clinicals. The preceptor will need to approve the logged hours each clinical day.

14. Clinical documentation (CORE) is to be kept current and up to date at the end of each clinical week. Core documentation includes demographics, chief complaint, ICD-10 code, complexity, social problems, procedures and medications. Documentation is not to be done at the clinical site during clinical hours. Keep notes of the above and enter documentation after clinical hours are completed. No identifying information is to be recorded.

a. Documentation is to be completed at the end of each week.

1) The first occurrence of not documenting the case log on time will result in a clinical unsatisfactory.

2) The second occurrence of not documenting the case logs on time will result in a clinical failure.

15. CORE documentation, clinical schedule, and clinical time log should all match. Discrepancies may lead to clinical hours not counting and students being required to complete additional hours.

16. All health clearance items are to be in compliance. **At no time are any of the required documents to be out of compliance. Students out of compliance will not be allowed to participate in clinical until back in compliance.** If the student has completed clinical hours during the time documentation was out of compliance the hours cannot be counted towards the total required hours. Students who are notified they are out of compliance and do not immediately resolve the issue will be required to withdrawal from the course.

Uniform Policy: Appropriate professional attire is required according to agency regulations. A name pin is also required. This pin is to be 1" x 3", white with black letters in the following format:

Ball State University
Student Name and Credentials
Graduate Student

Unsatisfactory Clinical Performance: Refer to Graduate Handbook
<https://www.bsu.edu/academics/collegesanddepartments/nursing/current-students>

Fraternization: Fraternalization with clients is professionally unethical.

Confidentiality: Breach of client confidentiality is a serious error, and disciplinary action may follow a violation.

WITHDRAWAL DATE: Course Withdrawal Period ends per BSU.edu/Calendar

<https://www.bsu.edu/calendar/calendars/academic-calendar>

Student initiated course withdrawal during the withdrawal period will be accepted and recorded as a “W” if the student is passing the course. (If a student has failed a clinical competency or failed clinically the student will a grade of “F.”)

An Incomplete grade (I) will be given for extenuating circumstances only. The reason is usually related to an illness, not excessive work demands. An I grade is given for a student who has to complete one paper, or one similar work. Written documentation is required to justify the Incomplete (I) grade.

University cannot guarantee that any student will pass a course or certification exam. Your success will be determined by several factors beyond the instruction you receive in the classroom including your test-taking skills, your satisfactory completion of clinical and, your willingness to read/study outside of class. Certification questions are generated from a variety of textbooks, references, and databases; therefore, a thorough understanding of the subject matter according to assigned readings for this program is required.

Faculty Name	Date Reviewed and/or Updated for Each Semester
Dr. Melissa Matthews	8/5/24, 12/6/24, 4/1/25, 8/8/25, 12/17/25