

**MADONNA UNIVERSITY
COLLEGE OF NURSING AND HEALTH**

HOSPICE AND PALLIATIVE STUDIES



**UNDERGRADUATE HANDBOOK
2010 - 2012**

www.madonna.edu

Dear Hospice and Palliative Studies Student:

Welcome! The hospice and palliative studies faculty are pleased that you have chosen Madonna University for your education. This program has a distinct mission:

To prepare students to serve diverse client populations during the terminal phase of life, to perform effectively as members of an interdisciplinary team whose goal is to enhance the psychological, social, emotional, physical, and spiritual needs of the hospice patient and family, and to become leaders in the field of hospice and palliative care.

Our advisors can assist you in selecting a plan of study that will match your experiences. You may obtain a degree or a certificate. In addition, some students from other majors (nursing; gerontology; religious studies) minor in hospice and palliative studies as a way to develop a specialty in end of life care. We recently created a certificate that is completely online: “Foundations of Hospice and Palliative Studies” (15 s.h./five courses), which has become an attractive offering for those seeking base knowledge or as a compliment to another major or degree.

This handbook will serve as a guide to the policies and procedures and important information about your major. For more specific information about Madonna, please refer to the admission policies and procedures as stated in the Madonna University Undergraduate Bulletin. The hospice and palliative studies faculty and I are available to clarify any questions you might have regarding the handbook or if you need assistance during your years in the program.

Our mission is to support your educational goals and to facilitate your professional development.

We wish you continued success.

Sincerely,



Kelly Rhoades, Ph.D.
Professor and Chair
Hospice and Palliative Studies

Table of Contents

HOSPICE AND PALLIATIVE STUDIES

Historical Overview of Hospice and Palliative Studies	4
Philosophy and Purpose of Hospice	4
Hospice and Palliative Studies Program Objectives	4 - 5
Hospice Careers	5

HOSPICE AND PALLIATIVE STUDIES CURRICULUM

Bachelor of Science Requirements	6
Associate of Science Requirements	6 - 7
Minor in Hospice and Palliative Studies Requirements	7
Certificate of Achievement Requirements	8
Certificate of Completion: Foundations of Hospice & Palliative Studies	8
Hospice and Palliative Studies Course Descriptions	9 - 10

HOSPICE AND PALLIATIVE STUDIES POLICIES & PROCEDURES

Academic Advisement and Plan of Study	11	
Academic Integrity	11	
Appeal Process	11 - 12	
Field Experience	12	
Appendix A	Plan of Study Worksheet	13
Appendix B	Hospice Advisement Guide	14
Appendix C	HSP 3530.1 Procedure	15 - 16
	HSP 3530.1 Evaluation Form	17
	Supervisor Form	18 - 19
Appendix D	Notes on Plagiarism	20
Appendix E	APA Style	21
Appendix F	Clinical Experience Requirement Information	22

HOSPICE AND PALLIATIVE STUDIES

Historical Overview of Hospice and Palliative Studies

The Hospice Education Department at Madonna University has been in existence since 1984. Since that time the hospice department has granted certificates of completion and provided a minor for Madonna University students earning a major in other fields. In 1992 the hospice education program initiated both a Bachelor of Science Degree and an Associate Degree in Hospice. The Hospice Education Department has grown at an increasing rate since the inception of the undergraduate program and continued growth is expected due to the increased consumer demand for hospice and palliative care. In 1996 graduate study became part of the program offerings, with a specialty certificate in bereavement initiated in 2000. The name of the program was changed in 2008 to reflect this growth: *Hospice and Palliative Studies Department*.

Hospice Philosophy

Hospice provides support and care for persons in the last phases of incurable disease so that they may live as fully and as comfortably as possible. Hospice recognizes dying as part of the normal process of living and focuses on maintaining the quality of remaining life. Hospice affirms life and neither hastens nor postpones death. Hospice exists in the hope and belief that through appropriate care, and the promotion of a caring community sensitive to their needs, patients and their families may be free to attain a degree of mental and spiritual preparation for death that is satisfactory to them. Hospice offers palliative care to terminally ill people and their families without regard for age, gender, nationality, race, creed, sexual orientation, disability, diagnosis, availability of a primary caregiver, or ability to pay (National Hospice and Palliative Care Organization, (www.nhpco.org)).

Hospice Purpose

The hospice and palliative studies faculty in the College of Nursing and Health Madonna University believe in the Hospice Philosophy as defined by the National Hospice and Palliative Care Organization. In accordance with this belief, the aim of the hospice and palliative studies program is to comprehensively prepare individuals to serve diverse client populations during the terminal phase of life, to perform effectively as members of an interdisciplinary team whose goal is to enhance the quality of life by focusing of the physical, psychological, social, emotional, and spiritual needs of the hospice patient and family.

Hospice and Palliative Studies Objectives

Students who complete requirements within the Hospice and Palliative Studies program will be able to demonstrate the following competencies:

1. To explore the history of hospice/palliative care and the philosophy which differentiates hospice care from curative approaches to care.
2. To examine the interdisciplinary nature and function of the hospice team approach to hospice/palliative care.

3. To identify developmental and psychosocial principles, theories and approaches, including effective communication techniques, which will facilitate meeting the multi-level psychosocial needs of hospice patients and families.
4. To identify and demonstrate basic physical interventions and environmental measures, including pain management and symptom control, which will enhance the comfort of the hospice patient.
5. To explore diverse cultural, ethnic, spiritual and religious beliefs in order to develop a sensitivity to the spiritual needs and search for meaning of hospice patients/families.
6. To examine practices of mourning, principles and theories of loss and grief, bereavement, and interventions appropriate for effective management of the bereavement process.
7. To present the hierarchy of legal and ethical principles and gain problem-solving experiences by analyzing moral dilemmas facing patients, families, administrators, and hospice caregivers.
8. To explore various management principles and techniques and their potential for application in various hospice settings.
9. To identify elements of licensure, certification, and standards of practice for hospice settings.
10. To provide opportunities for application and practice of hospice/palliative principles of care and management through supervised hospice field experience.
11. To interpret current issues and emerging trends in hospice, and to facilitate use of research in hospice practice.

Hospice and Palliative Studies Careers

Listed below are sample opportunities for persons with hospice and palliative interest and education. The samples listed are members of the Hospice Interdisciplinary Team.

Core Team

Administrators
Bereavement Coordinator
Nurses
Physicians
Social Workers
Volunteer Coordinator
Spiritual Care Coordinator

Extended Team

Home Health Aides
Rehabilitation Therapists
Dietitians
Psychologists
Psychiatrists
Chaplains
Dentists
Grief Counselors
Art/Music Therapists

Additional Staff

Secretary/Receptionist
Billing Clerk
Fund Raising Coordinator
Marketing Coordinator
Education Coordinator
Quality Improvement Director
Human Resources
Financial Officer

HOSPICE AND PALLIATIVE STUDIES CURRICULUM

Bachelor of Science Degree (31 s.h.)

For the baccalaureate degree a minimum of 120 semester hours with a grade point average of 2.0 (C) or better is required. The last 31 semester hours must be completed at Madonna University. Candidates for the baccalaureate degree must also successfully complete the senior comprehensive examination or the equivalent senior seminar for their major(s). The 120 semester hours for the baccalaureate degree include: (1) 30-56 semester hours in a major field of study with a minimum of “C” in each course of the major sequence, including all support courses required by the major; and (2) A minimum of 52 semester hours in General Education as outlined in the Undergraduate Bulletin.

Required Major Courses:

HSP 2210	Intro to Palliative/End-of-Life Care Concepts	3 s.h.
HSP 3310 (EM)	Management of the Bereavement Process	3 s.h.
HSP 3480 (PSY)	Psychosocial Domains of Palliative/End-of-Life Care	3 s.h.
HSP 3500 (RST)	Spiritual & Ethical Considerations in Palliative/End-of-Life Care	3 s.h.
HSP 3530	Palliative/End-of-Life Comfort & Care	3 s.h.
HSP 4620	Palliative/End-of-Life Care Management I	3 s.h.
HSP 4650	Hospice/Palliative Care Field Experience I	3 s.h.
HSP 4750	Emerging Issues in Palliative/End-of-Life Care	3 s.h.
HSP 4820	Palliative/End-of-Life Care Management II	3 s.h.
HSP 4850	Hospice/Palliative Care Field Experience II	2 s.h.
HSP 4950	Hospice/Palliative Care Senior Seminar	2 s.h.
		31 s.h.

Required Support Courses:

RST 4140	Life/Death Issues	4 s.h.
SW 2390	Empathy Listening Skills	1 s.h.

Associate of Science Degree (28 s.h.)

For the associate’s degree, a minimum of 60 semester hours with a grade point average of 2.0 (C) or better is required. The last 15 semester hours must be completed at Madonna University. The 60 hours for the associate’s degree include: (1) 24-31 semester hours in a major field of study and a minimum of “C” in each course of the major sequence (some associate programs, by exception, have been approved with higher semester hour requirements); and (2) a minimum of 31 semester hours in General Education as outlined in the Undergraduate Bulletin.

Required Major Courses:

HSP 2210	Intro to Palliative/End-of-Life Care Concepts	3 s.h.
HSP 3310 (EM)	Management of the Bereavement Process	3 s.h.
HSP 3480 (PSY)	Psychosocial Domains of Palliative/End-of-Life Care	3 s.h.
HSP 3500 (RST)	Spiritual & Ethical Considerations in Palliative/End-of-Life Care	3 s.h.
HSP 3530	Palliative/End-of-Life Comfort & Care	3 s.h.
HSP 4620	Palliative/End-of-Life Care Management I	3 s.h.
HSP 4650	Hospice/Palliative Care Field Experience I	3 s.h.
HSP 4750	Emerging Issues in Palliative/End-of-Life Care	3 s.h.
	Major Electives	<u>4 s.h.</u>
		28 s.h.

Required Support Courses:

RST 4140	Life/Death Issues	4 s.h.
SW 2390	Empathy Listening Skills	1 s.h.

Minor in Hospice and Palliative Studies (21 s.h.)**Required Minor Courses:**

HSP 2210	Intro to Palliative/End-of-Life Care Concepts	3 s.h.
HSP 3310 or	Management of the Bereavement Process	3 s.h.
HSP 4750	Emerging Issues in Palliative/End-of-Life Care	3 s.h.
HSP 3480 (PSY)	Psychosocial Domains of Palliative/End-of-Life Care	3 s.h.
HSP 3500 (RST)	Spiritual & Ethical Considerations in Palliative/End-of-Life Care	3 s.h.
HSP 3530	Palliative/End-of-Life Comfort & Care	3 s.h.
HSP 4620	Palliative/End-of-Life Care Management I	3 s.h.
HSP 4650	Hospice/Palliative Care Field Experience I	<u>3 s.h.</u>
		21 s.h.

Recommended Course:

RST 4140	Life/Death Issues	4 s.h.
----------	-------------------	--------

Certificate of Achievement in Hospice and Palliative Studies (31 s.h.)

Required Courses:

ENG 1010	Communication Skills I	3 s.h.
HSP 2210	Intro to Palliative/End-of-Life Care Concepts	3 s.h.
HSP 3310	Management of the Bereavement Process	3 s.h.
HSP 3480 (PSY)	Psychosocial Domains of Palliative/End-of-Life Care	
3 s.h.		
HSP 3500 (RST)	Spiritual & Ethical Considerations in Palliative/End-of-Life Care	3 s.h.
HSP 3530	Palliative/End-of-Life Comfort & Care	3 s.h.
HSP 4620	Palliative/End-of-Life Care Management I	3 s.h.
HSP 4650	Hospice/Palliative Care Field Experience I	3 s.h.
HSP 4750	Emerging Issues in Palliative/End-of-Life Care	3 s.h.
RST 4140	Life/Death Issues	<u>4 s.h.</u>
		31 s.h.

Certificate of Completion: Foundations of Hospice and Palliative Studies (15 s.h.)

Five Courses Required Online Offering:

HSP 2210	Intro to Palliative/End-of-Life Care Concepts	3 s.h.
HSP 3310 (EM)	Management of the Bereavement Process	3 s.h.
HSP 3480 (PSY)	Psychosocial Domains of Palliative/End-of-Life Care	
3 s.h.		
HSP 3500 (RST)	Spiritual & Ethical Considerations in Palliative/End-of-Life Care	3 s.h.
HSP 4750	Emerging Issues in Palliative/End-of-Life Care	3 s.h.

HOSPICE AND PALLIATIVE STUDIES COURSE DESCRIPTIONS

Pre-requisite Hospice and Palliative Studies Courses

Hospice and Palliative Studies courses must be taken in the sequence listed on pages 9-10. HSP 3310 and HSP 3500 are the only courses that may be taken out of sequence and prior to HSP 2210.

HSP 2210 Introduction to Palliative/End-of-Life Care Concepts 3 s.h.

An examination of the history of the hospice movement and the evolution of Palliative/End-of-Life (EOL) Care. Introduces core concepts of hospice philosophy, emphasizing its humanistic nature, family focus, and interdisciplinary and holistic practice. It is strongly recommended that majors in Hospice and Palliative Studies take this course as the prerequisite to all other hospice courses.

HSP 3310 Management of the Bereavement Process (EM) 3 s.h.

The foundations of the bereavement process following the loss of a significant person. An examination of stage theories and key concepts that describe the grief continuum and personal transformation through the process of grief. Cultural attitudes and myths regarding loss and bereavement are examined in the context of gender, ethnicity, age, and circumstances of death. Personal reflections on loss and bereavement are encouraged throughout.

HSP 3480 Psychosocial Domains of Palliative/End-of-Life Care (PSY) 3 s.h.

Exploration of the psychosocial domains of assessment across the life span of individuals and families in palliative/end-of-life (EOL) care. Developing strategies for facilitating holistic care to patients and families. Effective communication skills for cultural competence. The impact of stress on the quality of life for the patient, family and transdisciplinary team.

HSP 3500 Spiritual & Ethical Considerations in Palliative/End-of-Life Care (RST) 3 s.h.

Examines dying as potentially the last stage of human development and spiritual growth. Enhances religious literacy through identification of the salient beliefs and practices regarding illness, dying, death, and burial rituals of major world religions. Ethical theories, principles, and steps that guide decision making for individuals, families, and caregivers in Palliative/End-of-Life (EOL) care.

HSP 3530 Palliative/End-of-Life Comfort and Care 3 s.h.

Instruction in the physical aspects of therapeutic interventions to relieve the distress of common problems associated with disease process, emphasis on ways to control pain and manage other symptoms associated with dying, provides for practicing selected comfort measures in a simulated laboratory setting.

- HSP 4620 Palliative/End-of-Life Care Management I 3 s.h.**
Focus on the general functions of a manager and application of these functions to hospice settings. Examines the history of hospice management as well as theories of motivation and leadership. Emphasis on leadership and development and understanding organizational behavior.
- HSP 4650 Hospice/Palliative Care Field Experience I 3 s.h.**
Consists of 15 hours of seminar and 90 hours of practicum in selected agencies. The experience includes observing and applying principles of palliative care and management in a variety of hospice settings. Prerequisite: department approval.
- HSP 4750 Emerging Issues in Palliative/End-of-Life Care 3 s.h.**
Current issues and emerging trends within the Palliative/End-of-Life (EOL) care continuum. Examination of access and barriers to EOL care and the role of healthcare leaders, policy makers, and key stakeholders in developing strategies for delivery of timely quality care and financing mechanisms. Exploration of beliefs, values, and practices that shape decision making regarding dying, death, and burial rituals.
- HSP 4820 Palliative/End-of-Life Care Management II 3 s.h.**
Focus on advanced management functions and application of these functions to various hospice settings. Explores fiscal management, marketing, public relations, strategic planning, human resource management, funding sources, legal issues, and quality assurance. Prerequisite: HSP 4620.
- HSP 4850 Hospice/Palliative Care Field Experience II 2 s.h.**
Focuses on advanced field placement experiences in student-selected area of specialization. Includes observation and experience with the delivery of palliative/end-of-life (EOL) care in a hospice organization. *To be taken concurrently with HSP 4950 and only by students with senior status in Hospice and Palliative Studies.*
- HSP 4950 Hospice/Palliative Care Senior Seminar 2 s.h.**
Synthesis of theory and practice. Preparation and presentation of a structured student portfolio that gives evidence of learning in palliative/end-of-life (EOL) care throughout the program. *To be taken concurrently with HSP 4850 and only by students with senior status in Hospice and Palliative Studies. A requirement for graduation.*

HOSPICE AND PALLIATIVE STUDIES - POLICIES AND PROCEDURES

Academic Advisement and Plan of Study

Each student is required to complete a Plan of Study Worksheet (Appendix A) utilizing the Hospice Advisement Guide (Appendix B) within one semester of admission to the Hospice and Palliative Studies Program. To complete this requirement students are responsible to schedule an appointment with the assigned faculty advisor. At this meeting the student and advisor will develop a proposed course sequence consistent with both the program requirements and the Cycle of Courses. The original of the Plan of Study Worksheet will be retained in the student's file and a copy returned to the student. If the student later finds it necessary to revise this plan, the change should be discussed with the advisor who will update the Plan of Study Worksheet. All changes of the Plan of Study Worksheet will be signed and dated by the advisor.

While the Plan of Study Worksheet provides direction for the academic program, students are encouraged to consult with their advisor in person to review their progress prior to registration. Advisors post office and advising hours outside their offices and are available at other times by appointment (conveniently scheduled using email).

A student eligible to take HSP 3530.01, Palliative/End-of-Life Comfort and Care, will need to meet the requirements and follow the procedures for completing the course, including the Evaluation Form as shown in Appendix C. Contact your advisor or the Department Chair for detailed information about registering for this course.

Academic Integrity

Hospice and Palliative Studies students are expected to adhere to principles of professional, academic, and personal integrity. The Nursing Department Undergraduate Bulletin has an excellent page on scholastic integrity in Appendix D for you to review. In addition, the required APA Format for all hospice and palliative studies papers is located in Appendix E.

Appeal Process

If a student is dissatisfied with a grade awarded for a course, a student must follow the prescribed grievance procedure:

1. Discuss problem with faculty in a scheduled appointment within 20 working days of course end.
2. If the problem is not resolved, student and faculty schedule an appointment to meet with the Chair of Hospice and Palliative Studies within five working days.
3. If the problem is still not resolved, student, faculty, and Chair of Hospice and Palliative Studies schedule an appointment with the Dean of Nursing and Health within five working days.

4. If the problem remains unresolved, the student presents in writing the problem to the hospice and palliative studies department's Appeal Board (all hospice and palliative faculty and student representative) within five working days citing dates, issues and proposed resolution. The aggrieved student may be present to explain his/her case. The committee recommends an action to the Dean of Nursing and Health who must relay the decision in writing to the student within five working days.
5. In the event the student rejects the resolution, that student may within five working days present the facts to the University-level Student Appeal Board, using its process.

Field Experience

Students will have the opportunity to observe in a hospice setting during HSP 4650 and HSP 4850. Student input in determining the field experience is expected to obtain consistency between the educational experience and the student's course objectives. Specific information regarding the field experience will be available in this class from the course faculty. It should be noted, however, that a student's work place or volunteer setting will not be considered as a potential field placement.

A student with a minimum of 2 years hospice experience may petition to have up to 1/2 hours field experience applied to the HSP 4650, Field Experience I. This petition must be made to the Chair of Hospice and Palliative Studies prior to the course.

Students in the practicum courses are to wear name tags in the hospice setting. The name tags will have the following information: Name, Hospice Intern, Madonna University. The name tag will be provided by the hospice agency. Most hospice agencies provide official bases for all interns working in healthcare systems.

The students should follow the accepted standards for business and professional dress while in the field placement. The faculty or agency may dismiss the student from the field experience until his/her appearance is up to standard.

Students are expected to conduct themselves in a manner that reflects appreciation for the privilege of using the hospice agency.

Prior to HSP 4650, Field Experience I, and HSP 4850, Field Experience II, the student must provide a completed Student Health and Clinical Data Form (Appendix F). Please review the information pages relating to the health form which is included in Appendix F with the health form. Liability insurance coverage for field placement must be purchased from Student Accounts prior to the field experience.

**APPENDIX A
MADONNA UNIVERSITY
COLLEGE OF NURSING AND HEALTH
HOSPICE AND PALLIATIVE STUDIES
PLAN OF STUDY WORKSHEET**

Name: _____ Phone: (H) _____ (W) _____

Student ID #: _____ Transfer Credits: _____

Fall Term I _____	Winter Term II _____	Spring Term III _____
_____	_____	_____
_____	_____	_____

Fall Term I _____	Winter Term II _____	Spring Term III _____
_____	_____	_____
_____	_____	_____

Fall Term I _____	Winter Term II _____	Spring Term III _____
_____	_____	_____
_____	_____	_____

Fall Term I _____	Winter Term II _____	Spring Term III _____
_____	_____	_____
_____	_____	_____

Fall Term I _____	Winter Term II _____	Spring Term III _____
_____	_____	_____
_____	_____	_____

Signed: _____ Date: _____
(Student)

Signed: _____ Date: _____
(Advisor)

Revised Date: _____ Signed: _____

Revised Date: _____ Signed: _____

APPENDIX B
ADVISEMENT GUIDE

(Note: This form is to be obtained from Academic Advisor in Hospice and Palliative Studies)

APPENDIX C
MADONNA UNIVERSITY
COLLEGE OF NURSING AND HEALTH
HOSPICE AND PALLIATIVE STUDIES
Procedure for Credit by Examination for Hospice 3530.1

Basic Requirements

1. RN or LPN
2. Minimum of one year experience as a registered or licensed practical nurse in a hospice or related area of practice (working at least half-time).
3. Successful completion of Hospice 2210 with a grade of “C” or better and at least one other hospice and palliative studies course completed at Madonna University.
4. Completion of 12 semester hours at Madonna University.

Challenge Procedure

1. Submit letter of request and a resume to the Hospice and Palliative Studies Chairperson.
2. Have a supervisor in the hospice complete the attached evaluation form.
3. Take the instructor made test which is comparable to the course final examination. The test is composed of objective multiple choice and essay questions. The student must obtain a minimum of 70% (“C” grade) on the test. A course syllabus will be available to prepare for the test.
4. The Hospice and Palliative Studies Chair will make the final decision to allow a student to take the challenge examination, based on the student meeting all basic requirements and the first 3 items of the challenge procedure.

Procedure

1. Obtain a Prior Learning Credit Evaluation Form from the Prior Learning Office in Room 1111B, telephone (734) 432-5668 or the Chair of Hospice and Palliative Studies.
2. Complete the form and take to Student Accounts and pay the Prior Learning Assessment fee and keep your receipt.
3. Give the completed form to the Chair of Hospice and Palliative Studies prior to taking the test.
4. The Chair of Hospice and Palliative Studies will enter the grade on the form after the test is graded, date, sign the form, and return to the student.
5. The student will return the completed form to the Registration Office during regularly scheduled term registration periods.
6. Mark your registration form HSP 3530.1, credit by exam, which indicates prior learning credit.

PRIOR LEARNING CREDIT EVALUATION FORM

(to be obtained from the Prior Learning Office Room 1111B)

APPENDIX C

Dear Supervisor:

_____, is a student in the Hospice and Palliative Studies Program at Madonna University. Based on previous experience as a nurse in a hospice or related area of practice, he/she has requested to receive credit for Hospice 3530.1, Palliative/End-of-Life Comfort and Care. The course objectives are listed below. As a part of the challenge procedure, we are requesting your input as to whether this student has both the knowledge and experience to meet each objective.

Please call 734-432-5478 with any questions or comments.

Course Objectives	Meets Objectives		Comments
	Yes	No	
1. Describe the difference between cure and care focused health care systems.			
2. Understand how hospice concepts interface with the traditional health care delivery system.			
3. Discuss the changing role of hospice in provision of care of the terminally ill in the changing American health care system			
4. Describe the interdisciplinary nature and functions of the hospice team.			
5. Describe the common disease processes in terminal cancer and other terminal diseases.			
6. Describe the dynamics of pain and specific palliative measures to control pain.			
7. Demonstrate knowledge of non-pain symptoms of the terminally ill and palliative measures to relieve them.			
8. Demonstrate ability to provide information to care providers, hospice staff and family, with appropriate considerations for differences in knowledge, understanding, skill, and culture.			
9. Demonstrate and describe the systematic assessment of the hospice patient/family needs; emotional, physical, spiritual, and psychological.			
10. Demonstrate knowledge of resources and mechanism for provision of needs identified in assessment.			
11. Discuss the issues of dealing honestly with patients and families knowledge and feelings of impending death and care needs.			

MADONNA UNIVERSITY

**COLLEGE OF NURSING AND HEALTH
HOSPICE AND PALLIATIVE STUDIES**
HSP 3530.10 Evaluation Form (continued)

Comments:

Please make any additional comments about this nurse's knowledge and ability to identify and meet the physical, psychological, social, and spiritual needs of the terminally ill clients and their families.

Signature

Date

Title

Please mail to:

Chairperson, Hospice and Palliative Studies
Madonna University
36600 Schoolcraft Road
Livonia, MI 48150

**APPENDIX D
MADONNA UNIVERSITY
COLLEGE OF NURSING AND HEALTH
HOSPICE AND PALLIATIVE STUDIES**

NOTES ON PLAGIARISM

It is plagiarism if you:

1. buy or otherwise obtain a term paper from an individual or a company and submit it to an instructor as your own;
2. have another student do all or any part of a paper for you (another student may offer suggestions or proof-read your paper, however);
3. turn in a paper or parts of a paper, previously submitted in another class unless approved by the instructor in advance; policy is included in all course syllabi.
4. take material from sources (books, periodicals, reference works, etc.) and do not properly give credit to those sources.

The first three of the above are easy to understand, however, number 4 is often misunderstood by students. Try to keep the following in mind when you are taking material from sources:

You can use material from sources in three ways:

1. Direct quotation: Transcribe word for word the passage from the source.
2. Paraphrase: Write in your own words and your own sentence structure the ideas contained in the passage.
3. Summary: Write in your own words and your own sentence structure a condensation of the idea contained in the passage (this is done in much fewer words than the original passage).

In order not to plagiarize, the following steps must be taken:

1. Direct quotations must be:
 - a. placed in quotation marks or set off from the rest of the text *
 - b. transcribe accurately
 - c. referenced *

* For an explanation of the mechanics of referencing, quoting, etc., see American Psychological Association. (2009). Publication manual of the American Psychological Association (6th Ed.). Washington, D.C.: Author.

APPENDIX E
MADONNA UNIVERSITY
COLLEGE OF NURSING AND HEALTH
HOSPICE AND PALLIATIVE STUDIES
GUIDELINES FOR USING APA STYLE

Style for Documented Papers

Documented papers assigned in hospice courses must be done according to APA style guide. In 2007 the College of Nursing and Health began to require the following two publications for every class as a way to supplement student knowledge about using APA:

Perrin, R. (2007). *Pocket guide to APA style (2nd Ed.)*. New York: Houghton Mifflin.

Menager-Beely, R. & Paulos, L. (2006). *Understanding plagiarism: A student guide to writing*. New York: Houghton-Mifflin.

The style manual to use is:

American Psychological Association. (2009). Publication manual of the American Psychological Association (6th Ed.). Washington, D.C.: Author.

Of the many specifications given in the *Publication Manual*, some apply and some do not when writing papers for hospice courses. Of those that do apply, some are more important than others when you are first learning to use APA style. The three critical areas for beginners are reference citations in text, the reference list, and quotations. Also be sure to consult the *APA Publication Manual* website: www.apastyle.org and <http://owl.english.purdue.edu/owl/resource/560/01/>.

APPENDIX F

**MADONNA UNIVERSITY
COLLEGE OF NURSING AND HEALTH
HOSPICE AND PALLIATIVE STUDIES**

Clinical Experience Requirement Information
(to be obtained from instructor)

Please complete the Student Health and Clinical Data forms that will be provided by your instructor as you enroll in the practicum courses.