

Midwifery Program Student Handbook Academic Year 2020-2021



Revised August 2020

Table of Contents

<u>Page</u>	<u>Topic</u>
	Statement of Understanding
1	Welcome
3	Mission/Vision/Values Statements
5	Philosophy of Care of the American College of Nurse-Midwives
6	Code of Ethics of the American College of Nurse-Midwives
7	Midwifery Program Philosophy, Purpose and Objectives
9	Midwifery Education Minimal Technical Standards for Admission for Continuation
11	General Information
13	Emergency Information
14	Student Services
15	Midwifery Student Academic Policies

The Midwifery Program is fully accredited by the Accreditation Commission for Midwifery Education (ACME)

For information about ACME accreditation, please contact the ACME office at:
8403 Colesville Road, Suite 1550
Silver Spring, MD 20910
www.midwife.org/acme

This program is registered with and approved by the New York State Education Department.
Its HEGIS code is **1203.10**.

The program registration number for the Advanced Certificate in Midwifery is **12042**. The registration number for the Master of Science Degree in Midwifery is **21570**.

Statement of Understanding*

I, _____, have read and completely understand the policies and procedures of the Midwifery Program as delineated in this Handbook.

I am aware of the additional policies, procedures, rules, and regulations of the School of Health Professions and the State University of New York (SUNY) Downstate Health Sciences University as identified in the SUNY Downstate Health Sciences University Student Handbook. I understand that I must comply with these policies in every way. I further understand that failure to comply at any time may result in disciplinary actions against me including possible dismissal from the program.

I understand that if I am a continuing student, the policies in this new Midwifery Program Student Handbook and those in the most recent version of the SUNY Downstate Health Sciences University Student Handbook supersede the policies of the previous handbooks.

Student's signature _____

Date _____

* After reading the above statement, please go to the folder in the midwifery student group in BBL called "Student Handbook and Attestation Form", go to the document "Student Handbook Attestation Form", and sign electronically or print, sign, and upload PDF to the BBL drop box by the **third Tuesday in September**. This document will be maintained as **part of your record in the Midwifery Program**.

Welcome

Welcome to the SUNY Downstate Health Sciences University Midwifery Program. The Midwifery faculty is committed to educating competent and compassionate midwives to serve diverse patient populations in all health care settings. The faculty strives to provide a caring and supportive learning environment. It is the faculty's responsibility to ensure that, upon successful completion of the program, each student possesses entry-level competency required for safe professional midwifery practice.

The Midwifery faculty believes that open and effective communication is a key component of student success. This handbook has been developed to provide you with general program information; to familiarize you with the program philosophy, purpose and objectives; and to inform you of policies and procedures that govern our program within the School of Health Professions (SOHP). It is your responsibility to become familiar with and abide by the information and policies described in this handbook along with the academic regulations and professional requirements published in the current SOHP Bulletin and the SUNY Downstate Health Sciences University (HSU) Student Handbook (see, specifically, the section on the School of Health Professions). Any areas pertaining to student policies not specifically delineated in this handbook are found in the current HSU Student Handbook.

SUNY Downstate and the Midwifery Program reserve the right to alter the existing rules and regulations, and the Midwifery Program of Study as deemed necessary by the institution, school or program. SUNY Downstate expressly reserves the right, whenever deemed advisable to: 1) change or modify its schedule of tuition and fees; 2) withdraw, cancel, reschedule or modify any course, program of study, degree, or any requirement or policy in connection with the foregoing; and 3) change or modify any academic or other policy. Written notification will be provided to all students regarding any change.

The Midwifery Program and SUNY Downstate must respond to national or global emergencies as appropriate and at times with limited advanced notice. This may require alteration of course sequencing, course schedules, delivery of course materials, assignments to clinical rotations, and/or other appropriate adjustments. We recognize that in such circumstances, changes may not be optimal. The faculty will do everything it can to communicate such changes, maintain open communication with all students during such changes, and limit disruptions to the extent possible.

Essential changes, including those noted in the previous paragraph, i concerning new academic regulations, policies or programs will be published in one or more of the following: e- mails, memos, newsletters, program webpage, Blackboard Learn or other University publications. It is the responsibility of each student to ascertain current information that pertains to the individual's program, particularly regarding satisfaction of degree requirements by consultation with the student's advisor, the student's program faculty and/or staff, the Office of the Dean of the School of Health Professions, the Office of Student Affairs, the Office of the Registrar, and/or other offices as appropriate.

Updated copies of all regulations, course offerings and specific program policies are available for review in the respective program office, SOHP Dean's Office and in the Office of Student Affairs.

Although the Midwifery Program adheres to the university's published academic calendar, some modifications may be required in order to meet academic and/or clinical scheduling needs. These modifications are made to ensure that students have maximal opportunity to fulfill academic and clinical course objectives. Students will be given advanced notification of deviations from the published academic calendar.

Each student is responsible for obtaining current information that pertains to individual programs of study, particularly regarding satisfaction of degree requirements. Students are strongly encouraged to refer to the SUNY Downstate Health Sciences University Student Handbook, other university publications, and/or consult with their Midwifery Program faculty advisor, the Office of the Dean, the Office of Student Affairs, and/or other offices as appropriate.

The faculty looks forward to developing a rewarding partnership with students and will assist them in the pursuit of their academic and professional goals. All students are assigned a faculty advisor to help with this process. These assignments are distributed at the Midwifery Program orientation. We ask that students make an appointment with their faculty advisor to discuss any questions or concerns they have following review of this handbook. The faculty welcomes student suggestions and feedback.

Mission/Vision/Values Statements

State University of New York (SUNY) Downstate Health Sciences University

Mission:

- To provide outstanding education of physicians, scientists, nurses and other healthcare professionals.
- To advance knowledge through cutting edge research and translate it into practice.
- To care for and improve the lives of our globally diverse communities.
- To foster an environment that embraces cultural diversity.

Vision:

SUNY Downstate will be nationally recognized for improving people's lives by providing excellent education for healthcare professionals, advancing research in biomedical science, health care and public health, and delivering the highest quality, patient-centered care.

Values:

P R I D E - To take satisfaction in the work we do every day, and to value our collective contributions to the Downstate community.

Professionalism - We commit to the highest standards of ethical behavior and exemplary performance in education, research, and patient care

Respect - We value the contributions, ideas and opinions of our students, coworkers, colleagues, patients and partnering organizations

Innovation - We research and develop new and creative approaches and services for the anticipated changes in healthcare

Diversity - We embrace our rich diversity and commit to an inclusive and nurturing environment

Excellence - We commit to providing the highest quality of education and service to our students, patients and community by holding ourselves, our coworkers and our leaders to high standards of performance

School of Health Professions (SOHP)

Mission

To focus on educating competent entry-level healthcare professionals in their respective disciplines. SOHP programs' goals include the following:

- Provide students with the knowledge and skills required for competent entry level practice.
- Provide students with a challenging, yet supportive, environment for learning.
- Provide opportunities for students to collaborate with faculty, peers, clinicians and professionals in related disciplines.
- Provide extensive clinical and community experiences, well integrated with academic course work, which prepare students to practice in communities with diverse populations.
- Educate future healthcare professionals in their respective scopes of practice and clinical standards.
- Promote collaboration between programs and various organizations in the community as well as other academic institutions.

Vision

SOHP programs share the common goal of becoming nationally recognized, producing graduates who are leaders in advancing the practice of their respective fields. Every program aims to have graduates proficient at responding to the healthcare needs of diverse service recipients in different medical settings and the communities they serve.

Values

SOHP curricula are designed to support the needs and expectations of stakeholders including students, graduates, faculty, sponsor administrations, employers, physicians, and the public while meeting nationally accepted standards.

Respect for the rights and dignities of individuals is a critical characteristic of a competent healthcare professional and should be a central concern in the learning environment.

Programs urge students to adhere to the Codes of Ethics of their corresponding professions. SOHP programs aim to have a diverse student body that includes underrepresented people.

SOHP programs commonly foster a sense of responsibility, professionalism, and commitment to life-long learning in their students.

Philosophy of Care the American College of Nurse-Midwives (ACNM)

We, the midwives of the American College of Nurse-Midwives, affirm the power and strength of women and the importance of their health in the well-being of families, communities and nations. We believe in the basic human rights of all persons, recognizing that women often incur an undue burden of risk when these rights are violated.

We believe every person has a right to:

- I. Equitable, ethical, accessible quality health care that promotes healing and health
- II. Health care that respects human dignity, individuality and diversity among groups
- III. Complete and accurate information to make informed health care decisions
- IV. Self-determination and active participation in health care decisions
- V. Involvement of a woman's designated family members, to the extent desired, in all health care experiences

We believe the best model of health care for a woman and her family:

- A. Promotes a continuous and compassionate partnership
- B. Acknowledges a person's life experiences and knowledge
- C. Includes individualized methods of care and healing guided by the best evidence available
- D. Involves therapeutic use of human presence and skillful communication

We honor the normalcy of women's lifecycle events. We believe in:

- Watchful waiting and non-intervention in normal processes
- Appropriate use of interventions and technology for current or potential health problems
- Consultation, collaboration, and referral with other members of the health care team as needed to provide optimal health care

We affirm that midwifery care incorporates these qualities and that women's health care needs are well-served through midwifery care.

Finally, we value formal education, lifelong individual learning, and the development and application of research to guide ethical and competent midwifery practice. These beliefs and values provide the foundation for commitment to individual and collective leadership at the community, state, national and international level to improve the health of women and their families worldwide.

Revised September 2004
(Replaces version updated October 1989)

Code of Ethics of The American College of Nurse-Midwives (ACNM)

Certified nurse-midwives (CNMs) and certified midwives (CMs) have three ethical mandates in achieving the mission of midwifery to promote the health and well-being of women and newborns within their families and communities. The first mandate is directed toward the individual women and their families for whom the midwives provide care, the second mandate is to a broader audience for the “public good” for the benefit of all women and their families, and the third mandate is to the profession of midwifery to assure its integrity and in turn its ability to fulfill the mission of midwifery.

Midwives in all aspects of professional relationships will:

1. Respect basic human rights and the dignity of all persons.
2. Respect their own self-worth, dignity and professional integrity.

Midwives in all aspects of their professional practice will:

3. Develop a partnership with the woman, in which each share relevant information that leads to informed decision-making, consent to an evolving plan of care, and acceptance of responsibility for the outcome of their choices.
4. Act without discrimination based on factors such as age, gender, race, ethnicity, religion, lifestyle, sexual orientation, socioeconomic status, disability, or nature of the health problem.
5. Provide an environment where privacy is protected and in which all pertinent information is shared without bias, coercion, or deception.
6. Maintain confidentiality except where disclosure is mandated by law.
7. Maintain the necessary knowledge, skills and behaviors needed for competence.
8. Protect women, their families, and colleagues from harmful, unethical, and incompetent practices by taking appropriate action that may include reporting as mandated by law.

Midwives as members of a profession will:

9. Promote, advocate for, and strive to protect the rights, health, and well-being of women, families and communities.
10. Promote just distribution of resources and equity in access to quality health services.
11. Promote and support the education of midwifery students and peers, standards of practice, research and policies that enhance the health of women, families and communities.

Source: Ad Hoc Committee on Code of Ethics Approved by Board of Directors June 2005 Reviewed and Endorsed by the ACNM Ethics Committee, October 2008, December 2013

Midwifery Program Philosophy

1. Midwifery care respects the unique physical, emotional, social, and cultural characteristics of each individual and recognizes the strength and power of women.
2. Midwifery care is based on a partnership with individuals, provided with compassion, continuity, human presence, and communication that demonstrates cultural humility and respect.
3. Midwifery care fosters the belief that pregnancy and birth are normal physiologic processes to be respected and supported.
4. Midwifery care fosters the belief that all life cycle stages and transitions are normal physiologic processes.
5. Midwifery care supports judicious use of intervention and technology when necessary to ensure healthy outcomes for patients and recognizes that care must be individualized and based on the best available evidence.
6. Midwifery care emphasizes health promotion and disease prevention and recognizes that these must be relevant to each person's life experiences and knowledge and must be offered in a health care system that is equitable, accessible, and ethical.
7. Midwives provide education and counseling to empower individuals to make informed decisions, thereby assuming responsibility for their health and the health of their newborns.
8. Midwives serve as advocates for women, newborns and families within the health care system and, within the struggle for basic human rights and social justice for all individuals, recognize that the violation of women's rights violates the rights of all people.
9. Midwifery care is family-centered and strives to involve the patient's significant others in the delivery of care as the patient deems appropriate.
10. Midwives recognize the potential transformative aspects of pregnancy and the childbirth experience and use these opportunities for enhancing the individual's self-esteem, health, and personal growth. Midwives recognize that each person's health contributes to family, community, national, and global health.
11. Midwifery is an independent health profession possessing its own core of knowledge, skills, and competencies, yet midwives recognize the need for consultation, and collaboration, with other health care team members and referral as appropriate.
12. Midwifery recognizes the importance of confidentiality and respect for privacy in all health care encounters.
13. Midwifery education recognizes that education and continuing competency are lifelong pursuits and therefore the faculty is committed to providing opportunities for professional advancement for students and midwives.
14. Midwifery education recognizes that adult students are responsible for their own learning and therefore the faculty provides a climate that facilitates the acquisition of knowledge and skills essential to safe clinical practice while respecting individual learning styles and differences.
15. Midwifery education promotes community services.
16. Midwifery education promotes professional role development that mandates an appreciation for international health care policy, assessment of the health of communities, and participation in teaching.
17. Midwifery education, practice and research are based upon ethical principles.
18. Midwifery education is enhanced through diversity of students and faculty.
19. Individuals from a variety of educational and experiential backgrounds can be comparably prepared to enter the profession of midwifery as safe beginning practitioners.
20. Faculty contribute to knowledge in the health professions through advancements in clinical practice; scholarly activities; basic and applied research; and professional service.

Midwifery Program Philosophy and Beliefs on Learning

1. Learning is a self-directed process for which the adult learner assumes primary responsibility.
2. The role of the midwifery faculty includes providing resources and support to facilitate student learning.
3. Individual faculty members differ in teaching styles. Students can benefit from exposure to a variety of approaches, both in the classroom and the clinical settings.
4. Evaluation is part of the learning process. Learning is facilitated by reinforcement and constructive feedback from others.
5. Students are responsible for self-evaluation, a critical component of the learning process. Students are responsible for communication of learning needs to core (academic) and clinical faculty.
6. In clinical practice, it is the responsibility of the faculty to maintain boundaries of safety and it is the responsibility of the learner to respect those boundaries.
7. Learning is facilitated by a variety of instructional modalities and interprofessional approaches.

Midwifery Program Purpose

The purpose of the Program is to graduate safe, beginning midwives. This is accomplished by assisting each student to:

1. acquire depth and breadth of midwifery and related theory
2. acquire competence in the performance of midwifery skills
3. apply theoretical knowledge, including evidenced based research, to clinical practice
4. utilize the midwifery management process in all aspects of midwifery care
5. become a culturally humble and respectful primary health care provider for women

Midwifery Program Outcomes

The program offers qualified post-baccalaureate students the opportunity to become safe beginning Certified Nurse-Midwives (CNMs) and Certified Midwives (CMs) who are able to:

1. Provide primary health care, encompassing reproductive, sexual, and gynecologic care, from adolescence through post-menopause.
2. Recognize the role midwives play in caring for transgender and gender non-conforming individuals (TGNC).
3. Recognize and support normal physical, psychological, emotional, social, and behavioral development, including growth and development related to gender identity, sexual development, sexuality, and sexual orientation.
4. Manage the care of essentially healthy persons during pregnancy, labor and birth, and the postpartum period.
5. Monitor fetal growth and well-being during the prenatal and intrapartal periods.
6. Assess the neonate's adaptation to extrauterine life and initiate resuscitative measures when appropriate.
7. Perform comprehensive neonatal assessment, facilitate the newborn's integration into the family, and provide anticipatory guidance related to infant care.
8. Manage collaboratively the care of women with selected obstetric and/or medical complications and make appropriate referrals.
9. Provide emergency care as appropriate.
10. Analyze the impact of health care policies, legislation, social justice, racism, and social determinants

on health care delivery systems and the practice of midwifery.

11. Apply leadership, management, and teaching/learning theories to effect change within the health care delivery system for the betterment of service.
12. Assess the needs of communities and promote changes in health care delivery that are responsive to the needs of populations, with a focus on the underserved.
13. Interpret, evaluate, and apply research studies relevant to women's health care and midwifery practice.
14. Analyze the role of research in promoting the advancement of midwifery education, practice, health, and health care.

Midwifery Education Minimal Technical Standards for Admission and Continuation

Introduction

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act require that no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or denied the benefits of SUNY Downstate Health Sciences University's services, programs or activities or be subjected to discrimination by SUNY Downstate.

The term "qualified individual with a disability," means an individual with a disability who, with or without reasonable modifications to rules, policies, or practices, the removal of architectural, communication or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services or for participation in programs or activities.

The Committee on Admissions and Academic Standing does not discriminate against qualified individuals with disabilities. Students must be able to perform the essential functions of the program in order to meet certain minimum academic and technical standards. In carrying out their functions, the Committee is guided by the technical standards necessary for admissions, continuance, and successful completion of the program.

Technical Standards

The purpose of the Midwifery Program at Downstate Health Sciences University is to graduate safe, beginning midwives. This is accomplished by assisting each student to:

- acquire depth and breadth of midwifery and related theory
- acquire competence in the performance of midwifery skills
- apply theoretical knowledge, including evidence-based research, to clinical practice
- utilize the midwifery management process in all aspects of midwifery care
- become a culturally humble and respectful primary health care provider for women.

Students are required to successfully complete both the academic and clinical requirements of the program to receive the MS degree in Midwifery, MS degree in Nurse-Midwifery, or Advanced Certificate in Midwifery. In order to carry out the activities described below, candidates for these degrees or the Advanced Certificate must be able to consistently, quickly, and accurately learn, integrate, analyze, and synthesize data. The activities described below are the technical standards necessary to complete the Midwifery Program and to perform as a safe beginning midwife.

A candidate for a Midwifery degree or the Advanced Certificate must have abilities, attributes, and skills in five major areas: 1) Observation, 2) Communication, 3) Motor Coordination, 4) Intellectual, including

conceptual, integrative, and quantitative abilities, and 5) Behavioral and Social. Performing in a reasonably independent manner is an essential function of the program and profession.

1. Observation

Students must have sufficient vision to be able to observe demonstrations, experiments, and laboratory exercises in the basic sciences. They must be able to observe a patient accurately at close range and at a distance, be able to obtain an appropriate medical history directly from the patient or guardian, and observe digital and waveform readings and other graphic images to determine a patient's condition. Students must be able to perceive the signs of disease and infection through visual inspection, palpation of changes in various organs and tissues, such as the uterus, ovaries, and pelvic adnexal area and auscultation of sounds such as those of the heart, lungs, and bowel. Such observation necessitates the functional use of vision, hearing and other sensory modalities.

2. Communication

Students should be able to communicate, understand and observe patients in order to elicit information, examine patients, describe changes in mood, activity and posture, and perceive nonverbal communications. They must be able to communicate effectively and sensitively with patients. Communication includes not only speech but also reading and writing. Students must also be able to communicate effectively and efficiently in oral, written, and electronic form with all members of the health care team to convey information for safe and effective care.

3. Motor Coordination

Students should be sufficiently mobile to execute movements required to provide general care and emergency treatment to patients. Students should be able to do basic screening and examination procedures, including but not limited to physiological measures such as heart rate and respiration; palpation; percussion; and auscultation. They should be sufficiently mobile and possess the eye-hand coordination and motor strength, to execute movements required to provide general treatment of patients (including transfers) and provide general care and emergency treatment to patients. Examples of emergency treatment reasonably required of midwives are cardiopulmonary resuscitation, the application of pressure to stop bleeding, and the performance of maneuvers to manage shoulder dystocia in a rapid manner. Additionally, students must be able to perform the maneuvers involved in vaginal assessment in labor, delivery, and suturing. Such actions require coordination of both gross and fine muscle movements and functional use of the senses of touch and vision.

4. Intellectual - conceptual, integrative, and quantitative abilities

These abilities include measurement, calculation, memorization, reasoning, analysis, and synthesis. Problem solving, the critical skill demanded of midwives, requires all these intellectual abilities. In addition, students should be able to comprehend three-dimensional relationships and to understand the spatial relationships of structures.

5. Behavioral and Social

Students must be able to fully utilize their intellectual abilities, exercise good judgment, promptly complete all responsibilities attendant to the diagnosis and care of patients, and develop mature, sensitive, and effective relationships with patients. Students must be able to adapt to changing environments, to display flexibility and to learn to function in the face of uncertainties inherent in the clinical problems of many patients.

The student must be able to experience empathy for the situations and circumstances of others and communicate that empathy. Compassion, integrity, concern for others from all levels of society, respect

for human diversity, interpersonal skills, interest, and motivation are all personal qualities that are assessed during the admissions and educational process.

Conclusion

The SUNY Downstate Health Sciences University Midwifery Program and its sponsoring institution will attempt to develop creative ways of opening the Program to competitive, qualified individuals with disabilities. In doing so, however, the Program and sponsoring institution must maintain the integrity of the curriculum and preserve those elements deemed essential to the education of a Midwife. The Program and sponsoring institution cannot compromise the health and safety of patients. An applicant or student who is unable to meet the minimum academic and technical standards is not qualified for the practice of the profession.

General Information

Program Office & Classroom Locations

The SUNY Downstate Health Sciences University Midwifery Program address is:
450 Clarkson Avenue, Mail Stop Code 1227, Brooklyn, N.Y. 11203-2098

The program office is located in the Health Science Education Building (HSEB), 7th floor, Room 7-043. The phone # is (718) 270-7740 and the Fax # is (718) 270-7634.

Program classrooms are located on the 7th floor HSEB, Room 7-031 and on the 8th floor HSEB, Classroom 8 D/E. Additional laboratory, lecture hall and classroom spaces are used as needed in HSEB and/or the Basic Sciences Building (BSB).

The SOHP computer lab is located on the 7th floor HSEB, Room 7 - 045 and additional computer terminals are available for student use in the library.

Program Accreditation

The Midwifery Program is fully accredited by the Accreditation Commission for Midwifery Education (ACME) <http://www.midwife.org/acme>

The ACME office is located at: 8403 Colesville Road, Suite 1550, Silver Spring, MD 20910

The national certifying organization for midwives is the American Midwifery Certification Board (AMCB). The phone number of the AMCB is (866) 366-9632 and the website address is: <http://www.amcbmidwife.org>

This program is registered with and approved by the New York State Education Department. The registration number for the advanced certificate in Midwifery is **12042**. The registration number for the Master of Science in Midwifery is **21570**. The HEGIS code is **1203.10**

Communication with Faculty and Staff

A. Offices and Office Hours

All faculty offices are on the 7th floor. Room numbers are listed below. Faculty schedules are posted outside these offices. Although faculty doors may be closed because of building fire regulations, the Program philosophy is “Open Door”. Students should feel free to knock if you need to speak to a faculty

member. If you have something that will take time to discuss, an appointment is preferable. Students can make appointments with faculty by stopping by, e-mailing or calling.

B. E-Mail

Downstate E-mail is the official method of communication between students and faculty. All faculty members check their e-mail with great frequency. Faculty e-mail addresses are listed below.

C. Voice Mail

All faculty members have individual telephone extensions with voice mail. Extensions are listed below.

D. Faculty Mail Folders

Mail folders for all faculty members are located in the Program Office, Room 7 - 043.

Midwifery Faculty and Staff Information			
Name	Rm. #	Campus Ext.	E-mail address
Ronnie Lichtman (Chair)	7-041	270-7742	ronnie.lichtman@downstate.edu
MaryAnne Laffin	7-047	270-7759	maryanne.laffin@downstate.edu
Aleida Llanes-Oberstein	7-044	270-7754	aleida.llanes-oberstein@downstate.edu
Suzanne Schechter	7-046	270-7757	suzanne.schechter@downstate.edu
Candace Fowler	7-043	270-7741	candace.fowler@downstate.edu

Students

1. Student Electronic Mail

All students are given individual e-mail accounts by the University for the duration of their enrollment in the program. **This university e-mail account is the official and *only* e-mail address utilized by the faculty for communication with students. Students are expected to check their Downstate e-mail DAILY, including summer, and as often as possible during all school breaks.**

2. Program Bulletin Board

The program bulletin board is located in the hallway outside the program Office (Room 7-043). Notices regarding employment and continuing education opportunities are posted on this bulletin board. The bulletin board does not supersede email for communication of important information.

3. BLACKBOARD LEARN (BBL)

Midwifery Student Group

All students have access to an electronic Midwifery group through the School's educational software, Blackboard Learn (BBL). Students will receive training on how to access this group. In addition to all course materials found in individual course folders, students can access the following through the BBL Midwifery student group: program documents including clinical site assignments, evaluation forms and clinical records

- announcements
- faculty advisor/advisee list
- little sibling/big sibling list
- emergency information

4. Online Program Calendar

You will also find a calendar in your online BBL account - you will learn about this at Orientation. You will be instructed on how to subscribe to the course calendars so that they can be accessed from your computer and mobile electronic devices. You will be able to access the calendars wherever you are, and updates will be automatically sent to the calendar subscriptions.

Emergency Information

In case of an on-campus emergency, students should call Ext. 2626 for University police and 911. In addition, students are encouraged to register for Downstate's Emergency Alert System: SEND WORD NOW. Information regarding registration can be accessed at: <http://downstate.sendwordnow.com>

In the event of a weather or other emergency, SUNY Downstate has set up a special phone system for students, faculty, and staff. The number is **718-270-1000**. Call just before you start traveling to get the most updated information. In general, information for the day will be provided by 7am, but it might change as circumstances change.

If classes are cancelled for the entire University, you will hear that message and need make no other call (except if you are scheduled for clinical that day). If there have been no changes for the University as a whole, you will hear a standard greeting:

“Welcome to Downstate Health Sciences University and its University Hospital of Brooklyn. If you are dialing from a touchtone phone, press 1. If you are dialing from . . .”

This greeting means the President has not closed the University. However, the School of Health Professions (SOHP) may be closed, or some classes cancelled. You must press “2”, and then “4” to get SOHP’s individual message number. The faculty will make every effort to have our individual class postings announced on this message number.

If you are scheduled for a clinical area on a day that there is an emergency, you must contact your preceptor to find out whether s/he will be in. If so, you are expected to be there, with the proviso, of course, that you can make it and it is safe to do so. If you cannot make it in, let the preceptor know when you call. You will be expected to make up the clinical time - every clinical day is a precious gift to you!

Student Services

Services for Students with Disabilities

Students are referred to the current *SUNY Downstate Health Sciences University Student Handbook* for a description of the procedures for requesting accommodations due to temporary or permanent disabilities. Students who are requesting special accommodations are required to complete the Entering Student Disability Information form available from the Office of Student Affairs (Basic Science Building, Room 01-114; x2187). The program cannot provide accommodations for pre-existing conditions for students who fail to fully complete and submit the Continuing Student Disability Information form to the Office of Student Affairs. The program will make appropriate accommodation when the form has been processed and approved by the Office of Student Affairs. The Office of Student Affairs will confidentially inform the program of the specific accommodation(s) that will be made for any individual student.

Academic Support Services and Advisement

Students who experience academic difficulties are highly encouraged to access the Academic Support Services and Advisement. At times, the faculty may refer a student to these services. For appointments with an Academic Counselor, please contact Seth Langley (Assistant Vice President for Academic Support Services and Advisement) at x7763.

Student Counseling Service

A detailed description of this service appears in the current SUNY Downstate Health Sciences University (HSU) Student Handbook. Confidential student counseling is available through the Downstate Health Sciences University Student Counseling Services. Faculty will not be informed of this service. Due to the recent shift to online learning at Downstate Health Sciences University, Student Counseling Services is now offering counseling support via teletherapy (telephone or video-based) to Downstate students in need. Please contact us by email at counseling@downstate.edu (preferred method) or by telephone (718) 270-1408.

Student Health Service

A detailed description of this service appears in the current SUNY HSU Student Handbook. The Student Health Service provides emergency and ambulatory care to all matriculated students. Its webpage is http://sls.downstate.edu/student_health/. Student Health Services is available on a walk-in basis during the hours posted on the webpage. The Student Health phone number is x1995 and in emergencies, students can call x4577.

Transportation/Shuttle Service

Downstate Health Sciences University provides complimentary van services for students to select subway stations/bus stops and to the parking lots. See University Police section in the HSU Student Handbook. In addition to scheduled pickups, individuals traveling to and from the subways late at night and/or at odd times can arrange to be picked up by calling x2626. You will need your ID card. For more information and schedule go to: www.downstate.edu/police/transportation.html

Financial Aid Information

The Financial Aid Office located in the Basic Science Building (BSB), Room 1-114, provides current information about eligibility for financial aid, loans, and scholarships to students. Other external sources of scholarships may be available. You can check the http://sls.downstate.edu/financial_aid/ website for information on Financial Aid.

Each year a number of scholarships specific to midwifery are available. Sometimes information about these and others not specific to midwifery are sent to the Program Chairperson who will then forward this information to students via e-mail. Other scholarships are announced at midwifery chapter meetings (NYC or LI), or on the ACNM website: www.acnm.org. It is advisable to check this website periodically. You need to be a member of the ACNM state affiliate as well as NYC or Long Island Chapter in order to qualify for their scholarships.

Required Textbooks/Equipment

Faculty will review the required and/or recommended textbooks and equipment for each course in the orientation session to that course. Information about textbook for the first year is included in the Important Information letter new students receive via email during the summer.

It is also suggested that all students have an up-to-date medical dictionary, such as Stedman's or Taber's (or any other).

Midwifery Student Academic Policies

As students in the Midwifery Program, you are being educated for a profession that relies on its practitioners to function at the highest level of integrity. Providing care to women and families, which you will be doing from early in this program and for the rest of your professional life, requires honesty, responsibility, trustworthiness, and respect for others. In essence, by attending this program, you are signing onto a lifelong honor code. However, to help you negotiate the academic environment, and to have guidelines should problems arise in your ability to maintain these characteristics or in your ability to perform at the level of excellence required for this program, the faculty has developed explicit policies for both your academic and clinical work in the program. These are detailed in the sections that follow.

The following policies that relate to academic standing and promotion have been reviewed and approved by the Academic Policy Committee of the School of Health Professions. The policies that you are responsible for abiding by are included in the current versions of two documents: this Midwifery Program Student Handbook and the SUNY Downstate Health Sciences University Student Handbook.

I. Registration

All students are expected to register online through the Banner portal according to the schedule established by the Registrar's office. Some courses may require faculty approval.

II. Program Length

1. A two-year program of study is designed to be completed in 5 semesters
2. A three-year program of study is designed to be completed in 7 semesters
3. The MS in Midwifery completion for CMs and CNMs is designed to be completed in 2, 3, or 4 semesters.

III. Midwifery Programs of Study (tracks)

All students, regardless of track, are to successfully complete the 42 graduate credit Midwifery program core curricula.

Note: As of 2011, all new midwives are required to have a graduate degree in Midwifery or a related field. Therefore, any student entering the program without a related master's degree will be required to enroll in the master's track.

Advanced Certificate Midwifery:

Students registered for the advanced certificate track graduate with an Advanced Certificate in Midwifery upon successful completion of the Midwifery Program core curriculum (40-42 graduate level credits). Students may enroll in the Advanced Certificate track if they have a Master's in a related field (approved by the Midwifery faculty) or if they are also pursuing the MS degree in Nurse-Midwifery option (see IV, below).

Master of Science (MS) degree in Midwifery:

Students registered for the master's track are eligible for a Master of Science (MS) degree in Midwifery upon successful completion of the Midwifery program core curriculum (40-42 graduate level credits) plus an additional 12 credits that comprise the master's component.

Certified Midwives (CMs), Certified Nurse-Midwives (CNMs), Graduate Midwives (GMs), or Graduate Nurse-Midwives (GNMs) who register for the Master's Completion program are awarded up to 40-42 graduate level credits of advanced standing.

IV. Advanced Certificate, Midwifery/MS Degree Nurse-Midwifery Option

Students enrolled in the Advanced Certificate track in SOHP who, do not have a related graduate degree, must pursue a master's degree in the College of Nursing with a concentration in Nurse-Midwifery. This is referred to as the joint or collaborative program. The degree is awarded upon successful completion of the Advanced Certificate plus a minimum of an additional credits, which comprise the Nursing Master's component. The Advanced Certificate is awarded by SOHP and the College of Nursing (CON) awards the graduate degree.

V. Midwifery Curriculum

Two-year and three-year course sequencing is outlined in the following pages for the 1) Master of Science degree in Midwifery and 2) Advanced Certificate in Midwifery. Modified programs of study are available and may be individualized based on a student's progress. Students who are pursuing the Adv. Certificate Midwifery/MS Nurse-Midwifery option should meet with the CON advisor as soon as possible and prior to each semester to discuss how the additional credits taken in the CON can best fit into the programs of study outlined below.

Master of Science Program of Study - 7 Semester Option

All students must hold an American Heart Association (AHA) Basic Life Support (BLS) certification, take a basic fetal monitoring course with examination and must hold current certification in neonatal resuscitation (AAP/AHA) prior to taking NRMW 5404 Intrapartum.

First Year

Fall

Course No.	Course Title	Credits
NRMW 5011	Professional Issues & Leadership in Midwifery 1	3
NRMW 5401	Research 1 +	3
NRMW 5407	Introduction to Teaching +	3
NRMW 5117	Continuity of Care Elective 1 ##	0.5 ##
	Total Credits	9 / 9.5 ##

Spring

Course No.	Course Title	Credits
NRMW 5402	Research II +	3
NRMW 5403	Health Care Policy & Community Assessment *** +	3
NRMW 5012	Professional Issues & Leadership in Midwifery 2	1
NRMW 5216	Continuity of Care Elective 2 ##	0.5
	Total Credits	4 / 7.5 *** ##

Summer

Course No.	Course Title	Credits
NRMW 5700	Independent Study #	1-3 #

SUNY Downstate Health Sciences University Midwifery Program Student Handbook 2020-2021

NRMW 5310	Continuity of Care Elective 3 ##	0.5 ##
	Total Credits	0 / 3.5 * ###

Second Year**Fall**

Course No.	Course Title	Credits
MIDW 4001	Basic Health Skills *	3 *
NRMW 5112	Physical Assessment of Women, Didactic	1
NRMW 5113	Physical Assessment of Women, Clinical	1
NRMW 5114	Pelvic Assessment of Women, Didactic	0.5
NRMW 5115	Pelvic Assessment of Women, Clinical	0.5
NRMW 5116	Pathophysiology of Acute and Chronic Conditions in Women and Their Primary Care	3
NRMW 5205	Advanced Pharmacology	3
	Total Credits	9 / 12*

Spring

Course No.	Course Title	Credits
NRMW 5009	Obstetric Pharmacotherapeutics	1
NRMW 5209	Medical & Obstetric Complications	1.5
NRMW 5212	Well Woman Gynecology, Didactic	1.5
NRMW 5213	Well Woman Gynecology, Clinical	1.5
NRMW 5214	Antepartum Care, Didactic	1.5

SUNY Downstate Health Sciences University Midwifery Program Student Handbook 2020-2021

NRMW 5215	Antepartum Care, Clinical	1.5
	Total Credits	8.5

Summer

Course No.	Course Title	Credits
NRMW 5208	Clinical Practicum in Primary Care	1
MIDW 5302	International Women's Health Care Policy *** +	3 **
NRMW 5309	Medical Complications of Pregnancy	1.5
NRMW 5700	Independent Study #	1-3 #
	Total Credits	2.5 / 8.5 ** #

Third Year

Fall

Course No.	Course Title	Credits
NRMW 5106	Neonatology, Didactic	2
NRMW 5106	Neonatology, Clinical	1
NRMW 5118	Postpartum Care, Didactic	.5
NRMW 5119	Postpartum Care, Clinical	.5
NRMW 5120	Intrapartum Care, Didactic	2.5
NRMW 5121	Intrapartum Care, Clinical	3
NRMW 5409	Obstetric Complications of Pregnancy	1.5
	Total Credits	11

Spring

Course No.	Course Title	Credits
NRMW 5405	Integration of Clinical Studies	4
NRMW 5013	Professional Issues & Leadership in Midwifery 3	1
	Total Credits	5

Total Credit Allocation for the Program: 50 / 59 *

* 3 credits of supplemental course for Direct-Entry Midwifery Track (required for state licensure). This course, or equivalent, is required only of direct entry students. The credits for this course are undergraduate level credits and are not included in the number required for the Advanced Certificate or Master's Degree.

** IMS 1 & IMS 2 will no longer be required as of the 2019-2020 academic year.

*** Either Health Care Policy and Community Assessment, NRMW 5403, or International Women's Health Care Policy, NRMW 5302, satisfies the requirements for the MS degree in Midwifery.

A 1-3 credit independent study (NRMW 5700) may be taken as an elective in either or both of the first two summer semesters with faculty permission. Credits for these courses are not included in the number required for the Advanced Certificate or Master's Degree.

This elective must be taken for all 3 semesters. It involves following one family planning a home birth through all prenatal visits, observing the birth, and following the family up to 6 weeks of the postpartum period. It must be taken for 3 semesters unless the family opts out of care or has transferred to the hospital. Credits for these courses are not included in the number required for the Advanced Certificate or Master's Degree.

+ Courses in the MS in Midwifery Completion program.

Advanced Certificate Program of Study - 5 Semester Option

All students must hold an American Heart Association (AHA) Basic Life Support (BLS) certification, take a basic fetal monitoring course with examination and must hold current certification in neonatal resuscitation (AAP/AHA) prior to taking NRMW 5404 Intrapartum.

First Year

Fall

Course No.	Course Title	Credits
MIDW 4001	Basic Health Skills *	3 *
NRMW 5112	Physical Assessment of Women, Didactic	1
NRMW 5113	Physical Assessment of Women, Clinical	1
NRMW 5114	Pelvic Assessment of Women, Didactic	0.5
NRMW 5115	Pelvic Assessment of Women, Clinical	0.5
NRMW 5116	Pathophysiology of Acute and Chronic Conditions in Women and Their Primary Care	3
NRMW 5205	Advanced Pharmacology	3
NRMW 5011	Professional Issues & Leadership in Midwifery 1	3
NRMW 5117	Continuity of Care Elective 1##	0.5
	Total Credits	12/15.5 *##

Spring

Course No.	Course Title	Credits
NRMW 5009	Obstetric Pharmacotherapeutics	1
NRMW 5209	Medical & Obstetric Complications of Pregnancy	1.5
NRMW 5212	Well Woman Gynecology, Didactic	1.5

SUNY Downstate Health Sciences University Midwifery Program Student Handbook 2020-2021

NRMW 5213	Well Woman Gynecology, Clinical	1.5
NRMW 5214	Antepartum Care, Didactic	1.5
NRMW 5215	Antepartum Care, Clinical	1.5
NRMW 5216	Continuity of Care Elective 2##	0.5
NRMW 5012	Professional Issues & Leadership in Midwifery 2	1.0
	Total Credits	9.5-10 ##

Summer

Course No.	Course Title	Credits
NRMW 5208	Clinical Practicum in Primary Care	1
NRMW 5309	Medical Complications of Pregnancy	1.5
NRMW 5700	Independent Study #	1-3 #
NRMW 5310	Continuity of Care Elective 3##	0.5
	Total Credits	2.5/7*##

Second Year**Fall**

Course No.	Course Title	Credits
NRMW 5106	Neonatology, Didactic	2
NRMW 5107	Neonatology, Clinical	1
NRMW 5118	Postpartum Care, Didactic	.5
NRMW 5119	Postpartum Care, Clinical	.5
NRMW 5120	Intrapartum Care, Didactic	2.5

SUNY Downstate Health Sciences University Midwifery Program Student Handbook 2020-2021

NRMW 5121	Intrapartum Care, Clinical	3
NRMW 5409	Obstetric Complications of Pregnancy	1.5
	Total Credits	11

Spring

Course No.	Course Title	Credits
NRMW 5405	Integration of Clinical Studies	4
NRMW 5013	Professional Issues & Leadership in Midwifery 3	1
	Total Credits	5*

Total Credit Allocation for the Program: 38 / 39.5 / 47 / 48.5 * ##

* 3 credits of a supplemental course for Direct-Entry Midwifery Track (required for state licensure). This course, or equivalent, is required only of direct entry students. The credits for this course are undergraduate level credits and are not included in the number required for the Advanced Certificate or Master's Degree.

A 1-3 credit independent study (NRMW 5700) may be taken as an elective in either or both of the first two summer semesters with faculty permission. Credits for these courses are not included in the number required for the Advanced Certificate or Master's Degree.

This elective must be taken for all 3 semesters. It involves following one family planning a home birth through all prenatal visits, observing the birth, and following the family up to 6 weeks of the postpartum period. It must be taken for 3 semesters unless the family opts out of care or has transferred to the hospital. Credits for these courses are not included in the number required for the Advanced Certificate or Master's Degree.

Advanced Certificate in Midwifery & Master of Science in Nursing - Concentration in Nurse-Midwifery

Undergraduate Prerequisite

- Introductory Statistics
- Nursing Research

The Master of Science degree in Nursing with concentration in Nurse Midwifery completion, prepares registered nurses with the advanced skills, education and training required to provide primary care to women and newborns.

The 58-credit option is designed for registered nurses with baccalaureate degrees in nursing who are entering the separately registered Advanced Certificate Program in Midwifery offered by the School of Health Professions. The program consists of 38 graduate credits earned in the Midwifery Advanced Certificate program and a minimum of 14 credits of master's completion course work earned in the College of Nursing.

The courses for master's completion represent knowledge and skills that are necessary for all advanced nursing specialists, regardless of their area of specialization. Upon completion of both the Advanced Certificate in Midwifery and the master's completion, graduates are eligible to take the national certification examination given by the American Midwifery Certification Board (AMCB), which is currently the same examination required by the New York State (N.Y.S.) Board of Midwifery, State Education Department.

The following are College of Nursing courses that students enrolled in this track must take.

- NRMS 5180 Advanced Health Assessment & Diagnostic Reasoning: 3 credits
- NRMS 5190 Advanced Pathophysiology: 3 credits
- NRMS 5040 Philosophical & Theoretical Perspectives for Advanced Practice Nursing: 2 credits
- NRMS 5100 Population Health & Clinical Outcomes: 3 credits
- NRMS 5850 Research & Evidence Based Practice I: 3 credits
- NRMS 5860 Research & Evidence Based Practice II: 3 credits

The following are elective College of Nursing courses. Students enrolled in this track must take one of these courses.

- NRMS 5106 Organizational & Systems Leadership for Advanced Practice Nursing: 3 credits
- NRMS 5170 The Advanced Practice Nurse as Nurse Educator: 3 credits

- *NOTE:* NRMW 5302 International Women's Health Policy offered by the Midwifery program will fulfill the elective for the Master of Science degree in Nursing - Concentration in Nurse-Midwifery.

Courses may be taken fall, spring or summer of each year of enrollment. Students must meet with a faculty advisor in the College of Nursing and the School of Health Professions, Midwifery Program, to plan how these courses can best fit into the midwifery curriculum.

Students will start and complete the CON courses in Year 1 if they are enrolled in Adv. Certificate midwifery/MS nurse-midwifery, 7 semester program.

They will also take NRMW 5010 Professional Issues and Leadership in Midwifery (3 cr) in the Fall semester of their first year.

They will start the Adv. Certificate midwifery courses in Year 2 (see the MS in Midwifery, 7 semester option, starting Year 2).

Students in the Adv. Certificate midwifery/MS nurse-midwifery, 5 semester option, will incorporate the CON courses into their 2-year program of study as determined by the advisors in CHRP and CON.

VI. Attendance/Punctuality

- A. Students are expected to attend all scheduled classes, seminars, examinations, competency performance examinations (CPEs), and clinical assignments as well as participate in on-line instruction. In case of illness or emergency, the student must notify the instructor/preceptor by telephone or e-mail prior to the scheduled class/experience or as soon thereafter as possible.

Students are expected to be on time for all synchronous classes and for clinical assignments.

- B. Students who are habitually late or absent to class will be counseled by the faculty on an individualized basis. See course syllabi for policies regarding class participation. Students who are repeatedly late to clinical may be removed from the clinical site on that day or permanently and may fail the clinical course. Students must work at assigned clinical sessions until the end of that session and, if possible, their post conference is complete.
- C. All requests for non-emergency clinical schedule changes must be approved in advance by the Service Director or designee, or preceptor at the clinical site. The Course Coordinator or Program Faculty Liaison to the site must also be notified. Approval of clinical time requests is subject to availability of clinical experience. Students must make up missed clinical time.
- D. As a courtesy to classmates and faculty, and because of issues of health and safety, please do not bring infants/children to class or exams. Nursing mothers may pump or have the baby brought to them during class breaks. Space is available between 9 am and 4:30 pm for use for feeding or pumping for those who desire additional privacy. The midwifery faculty will inform students of the available space.

VII. Evaluation

Completion of the program is based on the achievement of didactic and clinical course competencies. Candidates for graduation must have a minimum cumulative grade point average of a 3.0 (B). There are three types of Midwifery courses---didactic only, clinical only, and combined didactic/clinical. Students must pass all didactic courses or the didactic component of combined didactic/clinical courses with a grade of 80% (B) or better. Students must achieve a grade of Pass in all clinical courses or in the clinical component of combined didactic/clinical courses. Issues related to course failure and other academic and/or clinical problems will be handled as specified in the appropriate sections below. In addition, there are specific policies in each course syllabus that describe in greater detail how these policies will be implemented in that course. If there is nothing more specific in a particular course relating to a policy area, the policies below apply to that course.

A. Academic Evaluation

1. Students are required to take all examinations and Competency Performance Examinations (CPEs) at the time and date scheduled by the Course Coordinator(s). Exams and CPEs will only be rescheduled for illness or extreme emergency at the discretion of the Course Coordinator. If a student misses an exam for other than illness or emergency the student will receive a “0” grade for that exam.
2. Students are expected to be on time for all scheduled examinations and CPEs. Extra time will not be given to latecomers. Cell phones must be turned off during all examinations and CPEs. (The proctor will have a cell phone that is turned on in case of an emergency alert () being sent out during the time of the exam.) Students are not permitted to wear smart watches during an examination. The only reason that students may leave an examination before they complete the examination is to use the restroom. Only one student will be allowed to leave the room at a time. The student will turn in examination materials and/or scrap paper to the proctor before leaving.
3. In certain situations, examinations will be administered remotely via the Respondus Lockdown Browser, which students will download to their computers. The examinations will be proctored remotely, and students will be recorded via the Respondus Monitor. Guidelines for these exams will be shared with students at the time of the examination and students must adhere to these.
4. **Examination Integrity Policy:**
Examinations are meant to reflect each student’s individual achievement. Infractions of the above policies compromise the integrity of the examinations and violate the integrity of the midwifery program and profession. Such violations will result in documentation of the violation in the student’s record and the student is subject to discipline in accordance with the policy set forth in the current SUNY Downstate HSU Student Handbook.
 - A. Making whole or partial copies (including reconstructions from memory), or delivering, receiving, possessing, posting on the web, or transmitting (electronic or otherwise) any material contained in the examination before, during or after the examination constitutes academic dishonesty and violates the honor code.
 - B. Students should not relay specific examination content to anyone who may be taking an examination or to those individuals who assist students with examination preparation. Relaying specific examination content constitutes academic dishonesty and violates the honor code.
 - C. Students should not request specific examination content before taking an examination. Requesting specific examination content constitutes academic dishonesty.

5. Students are expected to complete and submit all required assignments and/or learning activities by the deadline(s) established by the Course Coordinator(s). A request for approval of an extension of a deadline **must be** made in writing or e-mail to the Course Coordinator(s) **prior to the deadline**. Penalties for late work will be at the discretion of the Course Coordinator(s) and published in the course syllabus.

When the assignment requires the use of references, either the American Psychological Association (APA) or the biomedical format **must be** used *consistently* within the body of the assignment and in the reference list.

6. A cumulative average grade of 80% (B) or higher is required for passing each course. A grade of less than 80% results in a grade of F. This policy is based on the faculty's belief that grades of less than 80% reflect insufficient knowledge for safe Midwifery practice and do not reflect satisfactory graduate level work.

7. In courses in which examinations are given, students must achieve an average of at least 80% on the examinations, unless otherwise delineated in the course syllabus. If a student achieves less than an 80% average on examinations, irrespective of how many other components comprise the didactic grade in the course, the student will either fail the course or be eligible for a cumulative re-examination. The students eligible for a cumulative re-examination are those whose average on examinations at the end of the course is 70 or higher.

- a. The cumulative re-examination will be scheduled by the Course Coordinator(s). The student must achieve at least 80% on this re-examination to pass the course.
- b. No matter what the grade on the cumulative re-examination, it cannot be considered for the purposes of the final grade as higher than an 80%. The policies for Pharmacology are delineated in section VII, A-15, below, respectively, as well as in the course syllabus.

8. a. In courses in which there are assignments in addition to examinations that are counted toward the final grade, the final grade will be calculated as noted in the course policies. If the student needs to take the cumulative re-examination, the highest possible grade for the examination component of the final grade will be 80%. If the student's average on course assignments other than examinations is less than 80% and the examination grade, either before or after a re-examination, does not bring this average to an 80%, an appropriate assignment(s) will be developed by the Course Coordinator. The student must achieve at least 80% on this re-assignment to pass the course.

b. In courses in which there are no examinations, students must achieve an average of at least 80% on all course assignments. If a student achieves less than an 80% average on these assignments, an assignment or assignments will be developed by the Course Coordinator. The student must achieve at least 80% on this/these re-assignment(s) to pass the course.

9. Students who fail to achieve 80% (B) in any course, or on the cumulative re-examination and/or reassignments, will receive a grade of F and must repeat the course when it is next offered. Although when students retake a course, the original F grade is no longer counted in determining their cumulative grade point average (GPA), the F counts toward the numbers of credits or courses that may be retaken.

10. A student will be allowed to retake any given course only once. Failure on course retake will lead to dismissal from the program.

11. Failure of 6 or more credits and 3 courses will lead to dismissal from the program.

12. Students will not be permitted to take a course for which they have failed any prerequisite course. The following courses have prerequisites and/or co-requisites as indicated (**with exceptions made in special circumstances at the discretion of the midwifery faculty**):

COURSE	CO-REQUISITE(S) (in some cases, may be a pre-requisite)	PRE-REQUISITE(S)
Antepartum (AP), Didactic	Obstetric Pharmacotherapeutics (OB Pharm) Medical & Obstetric Complications of Pregnancy (MOC)	Physical Assessment of Women (PHAW) Clinical & Didactic+ Pelvic Assessment of Women (PAW) Clinical & Didactic Advanced Pharmacology (Pharm) Basic Health Skills (BHS)* Pathophysiology of Acute and Chronic Conditions in Women and Their Primary Care (PC)
Antepartum (AP), Clinical	AP, Didactic OB Pharm	PHAW Clinical & Didactic+ PAW Clinical & Didactic Pharm BHS*
Well-Woman Gynecology (WWG), Didactic		PHAW Clinical & Didactic+ PAW Clinical & Didactic Pharm BHS* PC
Well-Woman Gynecology (WWG), Clinical	WWG, Didactic	PHAW Clinical & Didactic+ PAW Clinical & Didactic Pharm BHS*

Intrapartum (IP) Didactic	Postpartum (PP) Didactic	Basic Fetal Monitoring course AHA/AAP Neonatal Resuscitation (NRP) certification OB Pharm Pharm AP (Didactic & Clinical) MOC Medical Complications of Pregnancy (MCOP) BHS*
Intrapartum (IP) Clinical	IP Didactic Obstetric Complications of Pregnancy (OCOP) Postpartum (PP) Didactic	Basic Life Saving (BLS) course OB Pharm Pharm AP Didactic & Clinical MOC Medical Complications of Pregnancy (MCOP) BHS*
Postpartum (PP) Didactic		PHAW Clinical & Didactic+ PAW Clinical & Didactic Pharm OB Pharm BHS* AP Didactic & Clinical
Postpartum (PP) Clinical	PP (Didactic)	
Neonatology (Neo) – Didactic		PHAW Clinical & Didactic+
Neonatology (Neo) Clinical	NRP Certification Neo Didactic	
Obstetric Pharmacotherapeutics (OB Pharm)	AP Didactic	Pharm
Pathophysiology of Acute and Chronic Conditions in Women and Their Primary Care (PC)	PHAW (Didactic & Clinical) Pharm BHS*	
Clinical Practicum in Primary Care	WWG (Didactic & Clinical) AP (Didactic & Clinical)	PC PHAW Clinical & Didactic+ Pharm BHS*
Medical and Obstetric Complications of Pregnancy (MOC)	AP Didactic	

Medical Complications of Pregnancy (MCOP)	AP Didactic MOC	
Obstetric Complications of Pregnancy (OCOP)	IP Didactic & Clinical MOC MCOP	
Integration of Clinical Studies		AP Didactic & Clinical WWG Didactic & Clinical IP Didactic & Clinical PP Didactic & Clinical Neo Didactic & Clinical MOC MCOP OCOP BHS* Pharm OB Pharm
Research II		Research I

*Basic Health Skills = Student Midwives (SMs) only

+Adv. Cert. midwifery/MS nurse-midwifery students may substitute NRMS 5180 Adv Hlth Assess & Diagn Reasoning for PHAW Didactic.

13. The following are Midwifery Program grade delineations:

- a. A 93-100 (4.0)
- b. A- 90-92 (3.67)
- c. B+ 87-89 (3.33)
- d. B 80-86 (3.0)
- e. F <80 (0)

14. Students who are experiencing academic and/or clinical difficulties are strongly encouraged to meet with a faculty member and develop strategies for improvement. Faculty may require that the student and faculty together develop and sign a learning contract. Failure to meet the conditions of the learning contract will result in course failure.

15. The policy of SOHP regarding incomplete ("I") grades is clearly delineated in the SUNY HSU Student Handbook, in the section relating specifically to SOHP. To summarize, an "I" grade is defined as "a portion of the requirements for the course have not been completed for reasons beyond control of the student (e.g. illness)." In addition, the policy clearly states that permission for an "I" grade must be requested from the course instructor prior to the deadline for submission of course grades. The midwifery faculty requires that a student request permission for late submission of

any assigned course work before its deadline. (See policy VII, A-2).

16. A Comprehensive Examination, a summative evaluation of the student's knowledge and ability to apply theory to midwifery management, is given on a set date and time during the Integration of Clinical Studies course. Policies regarding grading of this examination are available in the course syllabus for NRMW 5405 Integration of Clinical Studies. In addition, students will take a mandatory practice comprehensive examination. Students are able to review, with faculty, areas in which they performed poorly.

17. Examinations will not be returned to students. Students are strongly encouraged to review all of their examinations. A student who fails an examination is required to review the examination with the Course Coordinator(s) or designee, ideally within two weeks of notification of the grade. The Course Coordinator will send the student a list of possible times for reviewing the examination and the student will either choose one of those times to meet with the Coordinator or request alternate times for the exam review. Students may review their written course examination(s) only in the presence of a faculty member

18. Students who are challenging courses through the Midwifery Program Challenge Mechanism option will be given specific policies regarding challenges.

B. Clinical Evaluation

1. All clinical evaluations are Pass/Fail.
2. Some courses require Competency Performance Examinations (CPEs) before students are permitted "hands on" experience in the clinical setting. For these courses, this is noted in the Course Policies and Evaluation Methods section of the Course Syllabus. Prior to the CPE, students will be given information about what is expected in order to pass. Students must demonstrate satisfactory, safe performance of technical skills and/or procedures in a classroom or lab setting, based on the knowledge of when, why, and how those skills/procedures are to be performed. A student whose performance is deemed unsatisfactory on the first attempt will be counseled, given an opportunity for remediation, and have a second opportunity to demonstrate beginning competence. Inability to pass the CPE on the second opportunity will result in failure of the course (if it is a clinical course only) or failure of the clinical component of the course, therefore failure of the course.
3. A student's written self-evaluation of clinical experiences must be submitted to the clinical preceptor for review and comments at the end of that experience. This evaluation is to be completed on the appropriate evaluation form, which is found in BBL in the corresponding course's section in the Midwifery Student Group, Clinical Records folder. Students must print a sufficient number of forms for each clinical session and bring these to the session.
The student must complete both the numerical and comments sections of the self-

evaluation form before submitting it to the clinical preceptor. *Substantive evaluative comments on the day's performance are required.* These should address both strengths and areas for improvement and should reflect a cumulative evaluative approach. A student-preceptor conference immediately following each clinical experience is desirable. Self-evaluation is a critical component of the Midwifery learning process. Students are responsible for maintaining up-to-date and complete sets of evaluations for each clinical course or clinical component of the course.

4. Students will complete a mid-experience and final evaluation. As with daily evaluations, students will complete the self-evaluation component of these evaluations before submitting them to their clinical preceptors. The preceptor's component will be completed by an appropriate person at the clinical site(s) at the end of the clinical courses in ambulatory care, primary care, and intrapartum/postpartum care, as well as Integration of Clinical Studies. All required evaluations must be uploaded in a timely manner by the end of the semester to the appropriate folder in the student group in Blackboard Learn or, once implemented into STEPS. The student **MUST** schedule a mid-experience and final meeting with the designated Program Faculty Liaison.
5. A student whose clinical progress during a course is unsatisfactory will be counseled. The student may be required to submit a learning contract, with strategies and a timetable for achieving the clinical competencies, for approval by the clinical preceptor and Course Coordinator(s) and/or Program Faculty Liaison or such a learning contract will be developed by the faculty in coordination with the student. The student's unsatisfactory progress, counseling, learning contract and subsequent clinical progress will be documented by a faculty member and placed in the student's program file. The student will have the opportunity to demonstrate improvement during the remainder of the course. In exceptional circumstances special consideration may be given, at the discretion of the faculty, regarding extending the clinical experience. Additional clinical hours may be arranged when and where available before the end of the rotation. If the student fails to achieve the clinical course competencies by the end of the rotation, the student will fail the clinical component of the course and policies VI, A: 8-10 will apply. The final grade that will appear on the student's transcript will be submitted only after successful completion of all course competencies documented by submission of daily, mid-semester and final evaluations. In some cases, a student may only need a few weeks to complete a clinical course or the clinical component of a course and may receive an interim grade (In Progress (IP) or Incomplete (I)) for the course and register (and pay for) an Independent Study (NRMW 5700) to complete the clinical requirements following the end of the semester but before the start of the next semester. If these requirements are satisfactorily met, the student will receive a passing grade in both the Independent Study and original course. Exceptions to this policy may be made on an individualized basis.
6. A student who is unable to meet the clinical competencies of a course fails the course.
7. A student who has completed all course requirements and desires additional clinical

experience may request faculty approval to register for an Independent Study course during a subsequent semester, subject to availability of an appropriate clinical site. Independent study credits do not apply towards those required for attainment of the certificate or degree however, students must pass these courses in order to graduate.

8. Once a student begins the clinical course sequence (antepartum, well-woman gynecology, primary care, intrapartum, postpartum, and integration) there can be no gaps other than a summer semester in this sequence of courses. If the student must decelerate or postpone a clinical course, the student must take a minimum of a 1-credit Independent Study to continue clinical work. The clinical Independent Study must include all clinical components that the student has already undertaken, whether or not that clinical course was passed or failed (with the exception of primary care). The Independent Study will not count toward the credit requirement for graduation; however, students must pass these courses in order to graduate. If the student must take a leave of absence, a plan will be developed for remediation as necessary in clinical work when the student returns.
9. Students who are challenging courses through the Midwifery Program Challenge Mechanism option will be given specific policies regarding challenges.

VIII. Leave of Absence

The Program's Leave of Absence and Maintenance of Matriculation policies follow those outlined in the current SUNY HSU Student Handbook. The Program Chairperson and the SOHP Committee on Admissions and Academic Standing must approve a leave of absence request.

IX. Change of Status

- A. A student following a two-year program of study may request a change to three-year status. On occasion, a student in the three-year program of study may request to decelerate and complete the program in a longer time frame. This request must be made in writing or by e-mail to the Program Chairperson and/or Education Director. An individualized program of study will be developed by the faculty as necessary in order for the student to fulfill the graduation requirements.
- B. Upon recommendation of the faculty and approval of the SOHP Committee on Admission and Academic Standing, a student may be required to decelerate to a modified study program if the student is in academic and/or clinical jeopardy, including probation.
- C. A student cannot change from three-year to two-year status because of the program course sequencing.

X. Program of Study Change(s)

Changes in the program of study may be recommended by the faculty or requested by a student.

The faculty may also mandate such a change (see XI, C. 3). The Committee on Admissions and Academic Standing must then approve this change. A student request for approval of any change in the program of study (e.g., from Advanced Certificate to MS or MS to Advanced Certificate if the student already has a related Master's degree) must be made in writing or via e-mail and submitted to the Education Director and/or the Program Chairperson. A conference may be scheduled to discuss the student's request.

XI. Probation

The following probation policies are specific to the Midwifery Program and supplement the general policy stated in the current SUNY HSU Student Handbook. In some instances, this will mean that the student is on program probation, but not school wide (SOHP) probation.

A. School-Wide (SOHP) Probation

1. See the SUNY HSU Student Handbook for indications for probationary status.
2. The SOHP Committee on Admissions and Academic Standing will review the student's record and the program faculty recommendation (see above). The Committee will either concur with the suggested plan or decide on an alternative plan of action.
3. The SOHP Dean will consider the recommendation of the SOHP Committee on Admissions and Academic Standing and makes the final decision regarding SOHP probationary status.

B. Program Probation

1. Indications:
 - a. A student who fails a course.
 - b. A student who fails to achieve a 3.0 grade point average (GPA) either cumulative or in any semester (also SOHP probation).

C. Program Faculty Action

1. The student may be allowed to progress to subsequent courses, assuming the student has passed the prerequisite course(s).
2. The program faculty and student will negotiate and develop a plan to assist the student to return to good academic standing.
3. The student may be required to decelerate to a modified study program with a reduced number of credits in the remaining semesters.

D. Removal from Probationary Status

To remove Probation for failure of a course, the student must re-register for, retake, and pass that course in its entirety during the next semester in which the course is given.

XII. Dismissal

A. Grounds for Dismissal

1. A student who fails to achieve a B or better in didactic courses or P in clinical courses in the same course twice
2. A student who fails to achieve a B or better in didactic courses or P in clinical courses in 6 or more credits and 3 or more courses
3. A student who breaches academic, professional, and/or ethical conduct

B. Program and School Actions

A student who is subject to dismissal from the program will be presented to the SOHP Committee on Admissions and Academic Standing. The Committee reviews the student's records in light of the program policies and votes to either recommend dismissal or not. The Dean is informed of the Committee's recommendation and will notify the student in writing regarding her/his status in the program and of the right to appeal.

C. Probation/Dismissal Policies for Students Enrolled in the MS Degree in Nursing with a Concentration in Nurse-Midwifery Track

Students enrolled in the Adv. Certificate Midwifery /MS Nursing track take 39 – 40 credits of core coursework in the SOHP Midwifery Program and an additional 20 credits in the CON toward the fulfillment of the MS degree. When the student is registered to take the course(s) offered by the Midwifery Program, policies of SOHP, the Midwifery Program, and the specific course apply to that course. The policies of the CON will apply to courses that are offered by that college.

When a student in the MS degree in Nursing with a concentration in Nurse-Midwifery track is in academic or clinical jeopardy, the Midwifery Program reserves the right to recommend or mandate deceleration in Midwifery coursework, as appropriate, or to dismiss the student from the Midwifery Program, per policies stated in this Handbook.

Procedures regarding dismissal from either or both programs are delineated in a separate document to be provided to students pursuing the MS in Nurse-Midwifery upon request.

XIII. Grievance/Appeal Procedures

See “Student Academic Appeals” and “Guidelines for Resolving Academic Integrity Cases” policies in the SOHP section of the current SUNY HSU Student Handbook. See also Appendix, “Procedures for Processing Grievances Alleging Discrimination.” Students enrolled in the MS degree in Nursing with a concentration in Nurse-Midwifery track are referred to the College of Nursing section of the current SUNY Downstate Health Sciences University Student Handbook for its grievance/appeal policies.

XIV. Student/Class Responsibilities

- A. Select a student class representative from your cohort to facilitate faculty/student communication.
- B. Contribute to the evaluation of courses, learning opportunities, and the overall program. Complete all online course evaluations for the courses in which you are registered at the end of the semester. Complete the overall program evaluation upon completion of all program requirements.
- C. Contribute to the learning of classmates by sharing knowledge, experiences, coming prepared and on time for class, actively participating in classes, assisting peers, and demonstrating sensitivity to the learning needs of others.
- D. Share resources. Return all borrowed books and equipment in the same condition in which they were obtained. **The student borrower must replace damaged or lost books and equipment.**
- E. Keep classroom spaces locked and clean. Classroom computers and overhead projectors must be turned off, window(s) kept closed and classroom locked as the classroom is vacated.
- F. Respect faculty members' time and privacy. Although faculty generally have an "open-door" policy and are receptive to meeting briefly with students on an impromptu basis, students are advised to make an appointment to discuss any personal or program-related matter, unless of an emergency nature. Use discretion in time of day chosen when telephoning an academic or clinical faculty member.
- G. Make known to the faculty any specific learning or practice needs, including suggestions for seminar topics, guest speakers, and clinical resources.
- H. Share information with classmates and faculty regarding current literature and/or other references or resources not cited in the course syllabus.
- I. Participate actively in constructive self-evaluation.
- J. Identify academic or clinical learning difficulties and initiate discussion with faculty of plans to overcome these difficulties. When appropriate, initiate or complete a learning contract with faculty input.
- K. Silence all phones and electronic devices during class, lab practice, exams, and clinical experiences. The faculty phone will be kept on in classrooms in order to receive emergency messages from Downstate. All personal electronic equipment, including laptop or tablet computers may be brought to class for educational purposes only and used only on the silent mode. Students should not be disrespectful to faculty, classmates, or guest speakers by using computers during class for game playing, reading or sending email, online chatting, checking social media sites, or other activities that do not relate to the class. For safety reasons, and because of Downstate's wiring, all personal computers must be used on battery power only.
- L. Obtain permission of the instructor prior to audio or video taping any class or review session.
- M. Discuss academic or clinical conflicts by speaking directly to the faculty member involved. In the event that the problem cannot be resolved at this level, the student should promptly contact the Course Coordinator, Program Faculty Liaison, or Faculty Advisor. The Education Director and/or the Program Chairperson may become involved at the request of the student or faculty. Also, see "Guidelines for Resolution of a Problem During Clinical Experiences."

This document also appears in the Midwifery Student Group in BBL in the program documents for the current year.

- N. Immediately report to the course coordinator or clinical faculty liaison, in writing or in e-mail, any untoward incident or poor outcome that occurs in the clinical area.
- O. Input all clinical experiences in the clinical area into the course specific tally sheets in the shared Google drive, or when implemented in STEPS. Maintain accurate and up-to-date statistics for all clinical experiences and cumulatively for the program by the program's end.
- P. Maintain additional academic and clinical records accurately throughout the program in a timely, neat, and legible fashion. The purposes of the student statistics and records include documentation for obtaining professional license, obtaining required information for program accreditation, and compiling data for other purposes. Upon completion of all program requirements, these written records will be submitted electronically to the student group in BBL, and when implemented, to STEPS. These will be retained by the Midwifery Program for three years.
- Q. Purchase student Midwife liability insurance (commonly called "malpractice") at the beginning of the semester in which you take the course(s) Antepartum Care, Well Woman Gynecology, &/or Clinical Practicum in Primary Care. Submit proof of current coverage to the designated drop box in Blackboard. Renew the policy as needed for the duration of the program.
- R. Submit proof of completion of a basic fetal monitoring course prior to starting Intrapartum Care (IP). This course must have an examination component and be approved for continuing education by ACNM, AWHONN, or for Continuing Medical Education (CMEs). On an individual basis, the IP Course Coordinator will consider documentation of equivalent knowledge and experience in fetal monitoring in lieu of a course.
- S. Complete an American Heart Association Basic Life Support (BLS) before entering the Intrapartum Care (IP) course.
- T. Complete a Neonatal Resuscitation Program offered by the American Heart Association/American Academy of Pediatrics or demonstrate evidence of current certification in neonatal resuscitation prior to starting Intrapartum Care (IP).
- U. Complete the interprofessional IV course, when offered, at the Center for Healthcare Simulation (CHS).
- V. Refer frequently to the documents in the BBL Midwifery Student Group in the current Program Documents folder and adhere to the guidelines in these documents.
- W. Download and/or print all BBL course materials by the end of the semester in which you are enrolled in the course as you may lose online access through BBL when the course ends.
- X. Consider volunteering to be the student representative to attend all appropriate components of faculty meetings and communicate to other students' pertinent issues from these meetings

XV. Assignments

All formal written assignments must be typewritten or word-processed and proofread with proper format (including citations) prior to submission to the faculty. The faculty accepts either American Psychological Association or biomedical format only. Specific requirements and policies for written assignments are delineated in each course in which research or other papers

are required.

Student presentations in a class or seminar are required in many courses. Guidelines for what is expected, and evaluation criteria are provided for any course in which a student presentation is assigned. Verbal and/or written feedback is given, and a grade may be assigned.

XVI. Student E-mail

Your on-campus e-mail address is your official e-mail for communication with faculty. Students must access their on-campus e-mail DAILY. No other e-mail address will be used to communicate with students. Campus e-mail is the most frequently used method for faculty to communicate with students outside of class. The more frequently you check your e-mail, the less likely you are to miss program, course, or other information. Students should continue to check e-mail frequently during the summer and holidays breaks.

XVII. Program Completion

Upon successful completion of all course competencies and all program requirements and having earned a Master's degree in Midwifery, Nurse-Midwifery, Nursing, or other related field as determined by the Midwifery faculty through SUNY Downstate Health Sciences University or elsewhere, the Program Chairperson will recommend the graduate to take the certifying examination administered by the American Midwifery Certification Board (AMCB). Applications and information about the examination are available online (www.amcbmidwife.org/). Payment of the examination fee is the responsibility of the student. Students wishing to be licensed in New York State must also contact the State Education Department for information about licensure (<http://www.op.nysed.gov/prof/midwife/midwifelic.htm>).

XVIII. Graduation Requirements

Graduation requirements are detailed in the SUNY HSU Student Handbook.

All students will have a final conference with a designated academic faculty member to formally complete the Midwifery Program.

XIX. Honors and Awards

A variety of individual awards may be conferred at the SOHP Annual Convocation Ceremony at the discretion of the faculty.

There are also two Midwifery awards chosen by the graduating class. *The Outstanding Student Leadership Award* is given to the student who, in the judgment of the graduating class, demonstrates consistent and exemplary leadership in promoting the highest goals of Midwifery care. The other student chosen award is the *Joni Zavitz Memorial Award* for

Perseverance.

XX. Professional Development

Student membership in the American College of Nurse-Midwives (ACNM) at the local, state, and national levels is expected of all students. National ACNM membership includes a subscription to the *Journal of Midwifery and Women's Health*. Students may apply online for national ACNM membership at <https://www.midwife.org/join-acnm>. Membership in ACNM automatically includes membership in the state affiliate—the New York State Midwives (NYSM)—if you live in New York.

Regardless of your address, you can join the New York City chapter (New York City Midwives) as a member of the Downstate community. The New York City (NYC) and Long Island (LI) chapters can be accessed and joined on-line at <http://www.nycmidwives.org> or <http://www.longislandmidwives.com>.

Local chapter meetings are held 4 times a year. Students are expected to attend meetings of either the NYC chapter or the chapter to which you belong. You will be required to attend at least one chapter meeting and possibly one NYSM-sponsored event during the course Professional Issues and Leadership in Midwifery (PILM). Students will be required to attend NYSM's Advocacy Day during the course Racial and Social Justice and Equity in Midwifery Practice and Education. Frequent attendance at this event is highly encouraged. Students also are expected to attend at least one national ACNM Annual Meeting, although yearly attendance is strongly encouraged.

Student Advisement

Faculty Advisor

A list of faculty advisor assignments will be distributed at the Midwifery Program Orientation. Students are responsible for arranging a meeting with their designated advisor a minimum of once each semester.

The role of a designated faculty advisor is:

- 1) to ensure on-going, one-on-one communication with a program faculty member;
- 2) to provide a supportive relationship for discussion of academic and clinical progress, as well as personal issues, as the student desires;
- 3) to serve as a resource for professional &/or personal matters;
- 4) to assist with problem-solving and in meeting special learning needs;
- 5) to provide a listening ear, a sounding board &/or a shoulder to cry on when needed.

The Faculty encourages you to avail yourself of this special relationship with a faculty member. The assignment of an advisor is not meant to limit your out-of-class contact or communication with any/all faculty members. Continue to feel free to meet with any of the faculty as the need or

desire arises! Appointments are encouraged. The list of faculty advisors will be distributed at Orientation and will be available on BBL.

Course Coordinator

Please direct your questions/concerns about a specific course to the appropriate Course Coordinator(s). The Course Coordinator(s) are usually best able to address your question and/or provide clarification regarding that course.

Program Faculty

Liaisons are designated for the clinical sites in Ambulatory Care, Clinical Practicum in Primary Care, Intrapartum and Integration of Clinical Studies. Please direct your questions/concerns about a specific clinical site to the Faculty Liaison for that site because the liaison will usually be best able to address your question &/or provide clarification regarding that facility.

Education Director

Policies, issues, time requests, clinical assignment or academic/clinical standing questions or concerns, etc. should be brought to the attention of the Education Director who will consult with the rest of the faculty as indicated.

Program Chairperson

The Program Chairperson is available to meet with students about any individual student issue or concern or any Program matter.

Faculty Availability

In general, the faculty believes in an “Open-Door” policy for students, however, appointments are advisable. Appointments can be made via e-mail, by telephone, or by stopping in when a faculty member is in the office. Monthly calendars are posted outside faculty offices.