

# Course Syllabus

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**Course Code:** HON 202G

**Course Title:** Business and Professional Communications

**Credits:** 3.0

**Course Description:** Communication is a huge part of what midwives do in their role as educators and as mid-level health care providers. Professionalism, accuracy and efficacy in communication are crucial in the provision of care and professional coordination of care. This course aims to provide students with an understanding of both the need for and steps to achieve effective communication in professional interactions. Learning activities include: practicing business writing skills with help of step-by-step study guide; practicing the SBAR communication technique during transport situations; creating an outline for a business plan; development of clear informational materials on midwifery services; and development of a presentation on a plan for reduction of maternal and infant risk in the student's community that could be presented to any party.

## Learning Objectives

**Learning objectives** are identified through the linking of MEAC Essential Competencies and the NCM Degree Qualification Profile.

## Learning Activities

Read, listen to, watch assigned lesson materials.

Submit a written summary of current research.

Complete oral and/or written formative didactic assessments with final summative submission.

Identify and cite high-quality sources.

Use articulated reasoning while participating in an oral presentation, facilitated discussions and skills demonstrations.

Submit a portfolio.

Conduct an interview and/or develop a survey

Create an infographic, handout, and/or community resource.



Advocate and/or interact through the performance of a final presentation.

Complete a final exam.

*Note: The clinical requirement of NARM /Clinical Skills is completed at any time throughout the ASM apprenticeship during actual clinical practice and is NOT a requirement to complete this academic course. Typical clinical manifestations of knowledge learned in this course are identified in the learning objective document above.*

## Learning Materials / Resources:

*Please use textbooks less than 5 years old or most recent edition.*

1. Business Communication for Success. M Libraries Publishing. 2010. Click here for free access to the textbook provided under Creative Commons license. <http://open.lib.umn.edu/businesscommunication/>  
(<http://open.lib.umn.edu/businesscommunication/>)
2. Dekker, R. (2017, September 21). The Evidence on: Due Dates. Retrieved October 02, 2017, from <https://evidencebasedbirth.com/evidence-on-inducing-labor-for-going-past-your-due-date/>  
(<https://evidencebasedbirth.com/evidence-on-inducing-labor-for-going-past-your-due-date/>)
3. Robinson, K. (2013, July 18). From “Broken” Condoms to Pill Tampering: The Realities of Reproductive Coercion. Retrieved October 02, 2017, from <http://www.thehotline.org/2013/07/from-broken-condoms-to-pill-tampering-the-realities-ofreproductive-coercion/> [\(http://www.thehotline.org/2013/07/from-broken-condoms-to-pill-tampering-the-realities-ofreproductive-coercion/\)](http://www.thehotline.org/2013/07/from-broken-condoms-to-pill-tampering-the-realities-ofreproductive-coercion/)
4. Louis, C. S. (2017, July 13). A Tide of Opioid-Dependent Newborns Forces Doctors to Rethink Treatment. Retrieved October 02, 2017, from <https://www.nytimes.com/2017/07/13/health/opioid-addictionbabies.html?hp&action=click&pgtype=Homepage&clickSource=storyheading&module=second-column-region&ion=top-news&WT.nav=top-news> [\\_ \(https://www.nytimes.com/2017/07/13/health/opioid-addictionbabies.html?hp&action=click&pgtype=Homepage&clickSource=storyheading&module=second-column-region&ion=top-news&WT.nav=top-news\)](https://www.nytimes.com/2017/07/13/health/opioid-addictionbabies.html?hp&action=click&pgtype=Homepage&clickSource=storyheading&module=second-column-region&ion=top-news&WT.nav=top-news)
5. Matsumoto, D., & Hwang, H. S. (n.d.). Reading facial expressions of emotions. Retrieved October 02, 2017, from <http://www.apa.org/science/about/psa/2011/05/facial-expressions.aspx>  
(<http://www.apa.org/science/about/psa/2011/05/facial-expressions.aspx>)
6. Fadel, L., & Garcia-Navarro, L. (2013, May 05). How Different Cultures Handle Personal Space. Retrieved October 02, 2017, from <http://www.npr.org/sections/codeswitch/2013/05/05/181126380/how-different-cultures-handlepersonal-space> [\\_ \(http://www.npr.org/sections/codeswitch/2013/05/05/181126380/how-different-cultures-handlepersonal-space\)](http://www.npr.org/sections/codeswitch/2013/05/05/181126380/how-different-cultures-handlepersonal-space)
7. Click here to access: Kaiser Permanente [SBAR guidelines](#)  and [worksheet](#)  documents.
8. [MEAC Abbreviated NARM Skills Form](#)  
(<http://www.midwiferycollege.org/AcademicProgram/Downloads/ASM/Clinical/Form-NARMSkills.pdf>)
9. [MEAC Core Competencies for Midwives](#) [\\_ \(http://meacschools.org/wp-content/uploads/2014/12/Curriculum-Checklist-of-Essential-Competencies-rev-2014.pdf\)](http://meacschools.org/wp-content/uploads/2014/12/Curriculum-Checklist-of-Essential-Competencies-rev-2014.pdf)
10. [Midwives Model of Care®](#) [\\_ \(http://cfmidwifery.org/mmoc/define.aspx\)](http://cfmidwifery.org/mmoc/define.aspx)
11. Students must find 1 article/study less than 5 years old. Recommended internet links as needed for latest developments in midwifery care:
  - [The Cochrane Collaboration](#) [\\_ \(http://www.cochrane.org/\)](http://www.cochrane.org/)
  - [EBSCO](#) [\\_ \(http://ejournals.ebsco.com/login.asp?bCookiesEnabled=TRUE\)](http://ejournals.ebsco.com/login.asp?bCookiesEnabled=TRUE)
  - [National Library of Medicine](#) [\\_ \(https://www.nlm.nih.gov/\)](https://www.nlm.nih.gov/)
  - [PubMed](#) [\\_ \(https://www.ncbi.nlm.nih.gov/pubmed/\)](https://www.ncbi.nlm.nih.gov/pubmed/)

- [ScienceDirect](http://www.sciencedirect.com/) [\(http://www.sciencedirect.com/\)](http://www.sciencedirect.com/)
- [Medscape](http://www.medscape.com/womenshealth) [\(http://www.medscape.com/womenshealth\)](http://www.medscape.com/womenshealth)
- [World Health Organization](http://www.who.int/en/) [\(http://www.who.int/en/\)](http://www.who.int/en/)

### **Evaluation Tools / Methods:**







*The minimum passing grade for all courses is a cumulative 70% / C-. Grades are not recorded until both the student and preceptor submit end of trimester evaluations and in the case of general education courses supervision is completed*


















*All assignments for this course are evaluated using the following criteria:*


















1. Responses to each didactic assessment are evaluated utilizing the NCM rubrics and degree level profile.
2. Answers should reflect a thorough review of the current literature regarding best current practices in midwifery care.
3. Non-plagiarized paraphrased answers from the text which demonstrate appropriate comprehension of the learning objective. (Formative Assessment) Students and preceptors are encouraged to work together until the student masters the information. (Summative Assessment)
4. Random evaluation of cited sources and page numbers for each written assignment.
















*Course credit: One Academic credit equals approximately 15 hours of formal time plus 30 hours of additional study or homework. Formal time is defined as the amount of time taken to answer the Learning Objectives to the level of 80% for midwifery courses and 70% for general education courses and to complete any learning activities to the preceptor's satisfaction, including any time spent face to face with the preceptor. Informal time includes any time spent actively reading relevant sources and textbook/s, researching Learning Objectives, and studying for examinations.*

## Course Summary:
















Date	Details
Tue Jul 25, 2017	 <a href="https://ncm.instructure.com/calendar?event_id=111&amp;include_contexts=course_129">Office Hours (https://ncm.instructure.com/calendar?event_id=111&amp;include_contexts=course_129)</a> 8am to 9am
	 <a href="https://ncm.instructure.com/courses/129/assignments/5394">"The Art of Meaningful Conversation" (https://ncm.instructure.com/courses/129/assignments/5394)</a>
	 <a href="https://ncm.instructure.com/courses/129/assignments/5384">A Note on Community Building Activities (https://ncm.instructure.com/courses/129/assignments/5384)</a>
	 <a href="https://ncm.instructure.com/courses/129/assignments/13608">Critical Thinking about Midwifery Supplies (https://ncm.instructure.com/courses/129/assignments/13608)</a>
	 <a href="https://ncm.instructure.com/courses/129/assignments/5213">ENG202G-051 - 5. Create an informal invitation using www.evite.com to an event you might host for potential or past clients. Provide the link to your invitation. (https://ncm.instructure.com/courses/129/assignments/5213)</a>
	 <a href="https://ncm.instructure.com/courses/129/assignments/5214">ENG202G-052 - 6. Write a persuasive essay on a birth-related topic of your choice. Write a persuasive essay on your opinion. (https://ncm.instructure.com/courses/129/assignments/5214)</a>
















Date	Details
	<p> <u>ENG202G-053 - Find an example of an advertisement you perceive as particularly effective and which you think you could adapt for your business. Share the advertisement and write a summary on what you like and why as well as any changes you would make.</u> (<a href="https://ncm.instructure.com/courses/129/assignments/5215">https://ncm.instructure.com/courses/129/assignments/5215</a>)</p>
	<p> <u>ENG202G-054 - Read the introduction and sections 1-5 of chapter 7. Draft a formal handout for your practice on one of the following topics:</u> (<a href="https://ncm.instructure.com/courses/129/assignments/5216">https://ncm.instructure.com/courses/129/assignments/5216</a>)</p>
	<p> <u>Exams and Quizzes</u> (<a href="https://ncm.instructure.com/courses/129/assignments/5385">https://ncm.instructure.com/courses/129/assignments/5385</a>)</p>
	<p> <u>Good or Bad?</u> (<a href="https://ncm.instructure.com/courses/129/assignments/5393">https://ncm.instructure.com/courses/129/assignments/5393</a>)</p>
	<p> <u>HON202G - 063 - Using Survey Monkey</u> (<a href="https://ncm.instructure.com/courses/129/assignments/5389">https://ncm.instructure.com/courses/129/assignments/5389</a>)</p>
	<p> <u>HON202G - 064 - Midwifery Related Blog/Online Article Comments</u> (<a href="https://ncm.instructure.com/courses/129/assignments/5392">https://ncm.instructure.com/courses/129/assignments/5392</a>)</p>
	<p> <u>HON202G - 068 Sharing an Office</u> (<a href="https://ncm.instructure.com/courses/129/assignments/5390">https://ncm.instructure.com/courses/129/assignments/5390</a>)</p>
	<p> <u>HON202G - 106 Office Documents</u> (<a href="https://ncm.instructure.com/courses/129/assignments/5391">https://ncm.instructure.com/courses/129/assignments/5391</a>)</p>
	<p> <u>HON202G-001 - Using the responses in the discussion “Five Words”, what patterns do you observe in the responses? Write a paragraph that addresses at least one observation.*</u> (<a href="https://ncm.instructure.com/courses/129/assignments/5217">https://ncm.instructure.com/courses/129/assignments/5217</a>)</p>
	<p> <u>HON202G-002 - Imagine that a potential client has called to inquire about hiring you. Write 5 questions you think you are likely to be asked and script a response for each of these questions.</u> (<a href="https://ncm.instructure.com/courses/129/assignments/5218">https://ncm.instructure.com/courses/129/assignments/5218</a>)</p>
	<p> <u>HON202G-003 -What are some stereotypes clients and their immediate family have about midwives? How might this hinder or help communication?</u> (<a href="https://ncm.instructure.com/courses/129/assignments/5219">https://ncm.instructure.com/courses/129/assignments/5219</a>)</p>
	<p> <u>HON202G-004 - 4. Recall one time you felt offended or insulted in a conversation related to midwifery. Give a brief description of the conversation. What contributed to your perception? How did this perception change your ability to communicate?*</u> (<a href="https://ncm.instructure.com/courses/129/assignments/5220">https://ncm.instructure.com/courses/129/assignments/5220</a>)</p>
	<p> <u>HON202G-005 - Read the introduction and sections 1-6 of chapter 2. What are 5 words that have a different meaning in midwifery than in mainstream conversations?</u> (<a href="https://ncm.instructure.com/courses/129/assignments/5221">https://ncm.instructure.com/courses/129/assignments/5221</a>)</p>
	<p> <u>HON202G-006 - From your viewpoint, how do you think thought influences the use of language?*</u> (<a href="https://ncm.instructure.com/courses/129/assignments/5222">https://ncm.instructure.com/courses/129/assignments/5222</a>)</p>
	<p> <u>HON202G-007 - What is meant by conditioned in this statement:</u> (<a href="https://ncm.instructure.com/courses/129/assignments/5223">https://ncm.instructure.com/courses/129/assignments/5223</a>)</p>
	<p> <u>HON202G-008 - Identify the primary and auxiliary message in the following three examples</u> (<a href="https://ncm.instructure.com/courses/129/assignments/5224">https://ncm.instructure.com/courses/129/assignments/5224</a>)</p>
	<p> <u>HON202G-009 - How does language affect self-concept? Explore and research your answer, finding examples that can serve as case studies</u> (<a href="https://ncm.instructure.com/courses/129/assignments/5225">https://ncm.instructure.com/courses/129/assignments/5225</a>)</p>

Date	Details
	 <b><u>HON202G-010 - Read and analyze the “Evidence on: Due Dates”</u></b> <a href="https://ncm.instructure.com/courses/129/assignments/5226">https://ncm.instructure.com/courses/129/assignments/5226</a>
	 <b><u>HON202G-011 - Do you associate meaning with the car someone drives? ...</u></b> <a href="https://ncm.instructure.com/courses/129/assignments/5227">https://ncm.instructure.com/courses/129/assignments/5227</a>
	 <b><u>HON202G-012 - Race and the Maternal Health Crisis</u></b> <a href="https://ncm.instructure.com/courses/129/assignments/5228">https://ncm.instructure.com/courses/129/assignments/5228</a>
	 <b><u>HON202G-013 - Hormonal Impacts of Health Disparities on Birth Outcomes</u></b> <a href="https://ncm.instructure.com/courses/129/assignments/5229">https://ncm.instructure.com/courses/129/assignments/5229</a>
	 <b><u>HON202G-014 - Hotline article</u></b> <a href="https://ncm.instructure.com/courses/129/assignments/5230">https://ncm.instructure.com/courses/129/assignments/5230</a>
	 <b><u>HON202G-015 - Read the introduction and sections 1-5 of chapter 3. Think of ways to describe what is in a prenatal bag. Organize the information using one of the Gestalt principles (e.g., proximity, similarity, continuity, or closure).*</u></b> <a href="https://ncm.instructure.com/courses/129/assignments/5231">https://ncm.instructure.com/courses/129/assignments/5231</a>
	 <b><u>HON202G-016 - List at least three demographic traits that apply to you. How does belonging to these demographic groups influence your perceptions and priorities?*</u></b> ( <a href="https://ncm.instructure.com/courses/129/assignments/5232">https://ncm.instructure.com/courses/129/assignments/5232</a> )
	 <b><u>HON202G-017 - Think of two ways to learn more about your future clients.</u></b> <a href="https://ncm.instructure.com/courses/129/assignments/5233">https://ncm.instructure.com/courses/129/assignments/5233</a>
	 <b><u>HON202G-018 - List the five tips to facilitate active listening and reading.</u></b> <a href="https://ncm.instructure.com/courses/129/assignments/5234">https://ncm.instructure.com/courses/129/assignments/5234</a>
	 <b><u>HON202G-019 - List the top 3 tips that are most difficult for you out of the list of 8 tips when the subject is difficult for you to discuss (section 3.5).</u></b> <a href="https://ncm.instructure.com/courses/129/assignments/5235">https://ncm.instructure.com/courses/129/assignments/5235</a>
	 <b><u>HON202G-020 - Select a midwifery related news article and practice active reading by reading the article and summarizing each of its main points in your own words.</u></b> ( <a href="https://ncm.instructure.com/courses/129/assignments/5236">https://ncm.instructure.com/courses/129/assignments/5236</a> )
	 <b><u>HON202G-021 - What does SBAR stand for?</u></b> <a href="https://ncm.instructure.com/courses/129/assignments/5237">https://ncm.instructure.com/courses/129/assignments/5237</a>
	 <b><u>HON202G-022 - Describe a situation in which the SBAR technique might improve communication between a midwife and back-up doctor.</u></b> <a href="https://ncm.instructure.com/courses/129/assignments/5238">https://ncm.instructure.com/courses/129/assignments/5238</a>
	 <b><u>HON202G-023 - Discuss the steps that are usually performed by the midwife before calling a physician or hospital back-up.</u></b> <a href="https://ncm.instructure.com/courses/129/assignments/5239">https://ncm.instructure.com/courses/129/assignments/5239</a>
	 <b><u>HON202G-024 - Discuss the items a midwife should have on hand when using the SBAR technique during a transport situation.</u></b> <a href="https://ncm.instructure.com/courses/129/assignments/5240">https://ncm.instructure.com/courses/129/assignments/5240</a>
	 <b><u>HON202G-025 - Give an example of a how to describe a Situation.</u></b> <a href="https://ncm.instructure.com/courses/129/assignments/5241">https://ncm.instructure.com/courses/129/assignments/5241</a>
	 <b><u>HON202G-026- Briefly discuss the components of Background that might be included.</u></b> ( <a href="https://ncm.instructure.com/courses/129/assignments/5242">https://ncm.instructure.com/courses/129/assignments/5242</a> )


















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	 <b><u>HON202G-027 - Give an example of how to describe an Assessment.</u></b> <a href="https://ncm.instructure.com/courses/129/assignments/5243">https://ncm.instructure.com/courses/129/assignments/5243</a>
	 <b><u>HON202G-028 - Give an example of a Recommendation that could be made.</u></b> <a href="https://ncm.instructure.com/courses/129/assignments/5244">https://ncm.instructure.com/courses/129/assignments/5244</a>
	 <b><u>HON202G-029 - What actions might follow-up an SBAR communication between a physician and a midwife?</u></b> <a href="https://ncm.instructure.com/courses/129/assignments/5245">https://ncm.instructure.com/courses/129/assignments/5245</a>
	 <b><u>HON202G-030 - Practice using SBAR to report an emergency situation during an out-of-hospital birth using the worksheet provided above.</u></b> <a href="https://ncm.instructure.com/courses/129/assignments/5246">https://ncm.instructure.com/courses/129/assignments/5246</a>
	 <b><u>HON202G-031 - Read the introduction and sections 1-6 of chapter 4. Review the oral and written applications in Table 4.1 and construct a different scenario between midwife and client or midwife and midwife or another colleague for each.</u></b> <a href="https://ncm.instructure.com/courses/129/assignments/5247">https://ncm.instructure.com/courses/129/assignments/5247</a>
	 <b><u>HON202G-032 - Visit a business website for a midwife (midwifery practice), which has an “About Us” page. Imagine writing your own “About Us” page for your midwifery business.</u></b> <a href="https://ncm.instructure.com/courses/129/assignments/5248">https://ncm.instructure.com/courses/129/assignments/5248</a>
	 <b><u>HON202G-033 - Visit 5 websites of midwives who are practicing in the setting similar to where you envision yourself practicing. Write a list of ideas and concepts you want to be sure and include in your website.</u></b> <a href="https://ncm.instructure.com/courses/129/assignments/5249">https://ncm.instructure.com/courses/129/assignments/5249</a>
	 <b><u>HON202G-034 - List 3 free publications (paper or online) in midwifery or midwifery related fields that you could read on a regular basis to improve your writing.</u></b> <a href="https://ncm.instructure.com/courses/129/assignments/5250">https://ncm.instructure.com/courses/129/assignments/5250</a>
	 <b><u>HON202G-035 - What purpose does the writing plan serve in assembling first draft?</u></b> <a href="https://ncm.instructure.com/courses/129/assignments/5251">https://ncm.instructure.com/courses/129/assignments/5251</a>
	 <b><u>HON202G-036 - Create a flier for a “Meet the Midwife” event for an audience that comes from a culture other than your own. Identify the culture and articulate how your message is tailored to your perception of your intended audience.</u></b> <a href="https://ncm.instructure.com/courses/129/assignments/5252">https://ncm.instructure.com/courses/129/assignments/5252</a>
	 <b><u>HON202G-037 - Write at least a 200-word paragraph describing your future midwifery business’ core beliefs and mission.</u></b> <a href="https://ncm.instructure.com/courses/129/assignments/5253">https://ncm.instructure.com/courses/129/assignments/5253</a>
	 <b><u>HON202G-038 - Read the article entitled Toward Communication Free of Gender Bias at <a href="https://www.adl.org/education/resources/tools-and-strategies/toward-communication-free-ofgender-bias">https://www.adl.org/education/resources/tools-and-strategies/toward-communication-free-ofgender-bias</a></u></b> <a href="https://ncm.instructure.com/courses/129/assignments/5254">https://ncm.instructure.com/courses/129/assignments/5254</a>
	 <b><u>HON202G-039 - Using this resources as a reference, <a href="https://wmich.edu/writing/genderbias">https://wmich.edu/writing/genderbias</a>, rewrite the following sentences removing gender bias:</u></b> <a href="https://ncm.instructure.com/courses/129/assignments/5255">https://ncm.instructure.com/courses/129/assignments/5255</a>
	 <b><u>HON202G-040 - Read the introduction and sections 1-6 of chapter 5. What is one aspect of your writing you would like to improve? Why?</u></b> <a href="https://ncm.instructure.com/courses/129/assignments/5256">https://ncm.instructure.com/courses/129/assignments/5256</a>
	 <b><u>HON202G-041 - Imagine you have one page on your website entitled “Homebirth”. This page is an introduction to potential clients to your business</u></b>


















Date	Details
	<p><u>and the midwifery services you provide.</u> (<a href="https://ncm.instructure.com/courses/129/assignments/5257">https://ncm.instructure.com/courses/129/assignments/5257</a>)</p>
	<p> <u>HON202G-042 - Make a list of all the ways you procrastinate, noting how much time is associated with each activity or distraction.* As you are engaging in these distractions how do you feel?</u> (<a href="https://ncm.instructure.com/courses/129/assignments/5258">https://ncm.instructure.com/courses/129/assignments/5258</a>)</p>
	<p> <u>HON202G-043 - Confirm that you completed the 10 question quiz “What is Plagiarism at Indiana University” at <a href="https://www.indiana.edu/~tedfrick/plagiarism/index2.html">https://www.indiana.edu/~tedfrick/plagiarism/index2.html</a> . Note the same rules apply at NCM. (<a href="https://ncm.instructure.com/courses/129/assignments/5259">https://ncm.instructure.com/courses/129/assignments/5259</a>)</u></p>
	<p> <u>HON202G-044 - What are six main points to consider when evaluating the information you gathered from the internet?</u> (<a href="https://ncm.instructure.com/courses/129/assignments/5260">https://ncm.instructure.com/courses/129/assignments/5260</a>)</p>
	<p> <u>HON202G-045 - Do an internet search on “code of ethics”. List the code of ethics you plan on using in your midwifery business.</u> (<a href="https://ncm.instructure.com/courses/129/assignments/5261">https://ncm.instructure.com/courses/129/assignments/5261</a>)</p>
	<p> <u>HON202G-046 - Choose a midwifery related topic that interests you and think about how you would research that topic on the Internet...</u> (<a href="https://ncm.instructure.com/courses/129/assignments/5262">https://ncm.instructure.com/courses/129/assignments/5262</a>)</p>
	<p> <u>HON202G-047 - Correctly using words in example sentences</u> (<a href="https://ncm.instructure.com/courses/129/assignments/5263">https://ncm.instructure.com/courses/129/assignments/5263</a>)</p>
	<p> <u>HON202G-048 - Write a mnemonic to help you (or someone else) remember when and how to use one of the correct sets of words in question 1 for chapter 6.</u> (<a href="https://ncm.instructure.com/courses/129/assignments/5264">https://ncm.instructure.com/courses/129/assignments/5264</a>)</p>
	<p> <u>HON202G-049 - Outline the article A Tide of Opioid-Dependent Newborns Forces Doctors to Rethink Treatment</u> (<a href="https://ncm.instructure.com/courses/129/assignments/5265">https://ncm.instructure.com/courses/129/assignments/5265</a>)</p>
	<p> <u>HON202G-050 - Create a formal handout for clients to use in their informed decision-making process in your practice on one of the following topics:</u> (<a href="https://ncm.instructure.com/courses/129/assignments/5266">https://ncm.instructure.com/courses/129/assignments/5266</a>)</p>
	<p> <u>HON202G-055 - Revise your draft making note of how long the revision took you as well as any resources you used to make the revision. Make sure to include your updated handout.</u> (<a href="https://ncm.instructure.com/courses/129/assignments/5267">https://ncm.instructure.com/courses/129/assignments/5267</a>)</p>
	<p> <u>HON202G-056 - List the 12 points to consider for style revisions as listed in the book.</u> (<a href="https://ncm.instructure.com/courses/129/assignments/5268">https://ncm.instructure.com/courses/129/assignments/5268</a>)</p>
	<p> <u>HON202G-057 - Write a draft paragraph about your experience and education.</u> (<a href="https://ncm.instructure.com/courses/129/assignments/5269">https://ncm.instructure.com/courses/129/assignments/5269</a>)</p>
	<p> <u>HON202G-058 - Write a draft paragraph about midwifery-related areas of interest to you.</u> (<a href="https://ncm.instructure.com/courses/129/assignments/5270">https://ncm.instructure.com/courses/129/assignments/5270</a>)</p>
	<p> <u>HON202G-059 - Write a draft paragraph about personal reflections or facts about you that you would want to share with clients.</u> (<a href="https://ncm.instructure.com/courses/129/assignments/5271">https://ncm.instructure.com/courses/129/assignments/5271</a>)</p>
	<p> <u>HON202G-060 - Revise the paragraphs in questions 4-6 in chapter 7. Upload these revised paragraphs and using <a href="https://readable.io/text/">https://readable.io/text/</a> paste your revised</u></p>

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	<p><u>paragraphs into the text box.</u>  <a href="https://ncm.instructure.com/courses/129/assignments/5272">https://ncm.instructure.com/courses/129/assignments/5272</a></p>
	<p> <u>HON202G-061 - Using <a href="https://www.canva.com">www.Canva.com</a> (free account and design elements only) create a design piece (not a brochure) that you could use in your midwifery business that takes into account each of the 6 design elements as listed in the book.</u> <a href="https://ncm.instructure.com/courses/129/assignments/5273">https://ncm.instructure.com/courses/129/assignments/5273</a></p>
	<p> <u>HON202G-062 - Design and upload a brochure describing a midwifery service that includes:</u> <a href="https://ncm.instructure.com/courses/129/assignments/5274">https://ncm.instructure.com/courses/129/assignments/5274</a></p>
	<p> <u>HON202G-065 - Read the introduction and sections 1-6 of chapter 9. Create a signature block that automatically contains your name and contact information. Confirm you have done this within your email system.</u>  <a href="https://ncm.instructure.com/courses/129/assignments/5276">https://ncm.instructure.com/courses/129/assignments/5276</a></p>
	<p> <u>HON202G-066 - Create a confidentiality disclaimer for business emails.</u>  <a href="https://ncm.instructure.com/courses/129/assignments/5277">https://ncm.instructure.com/courses/129/assignments/5277</a></p>
	<p> <u>HON202G-067 - Create a confidentiality disclaimer for your business fax cover letter page.</u> <a href="https://ncm.instructure.com/courses/129/assignments/5278">https://ncm.instructure.com/courses/129/assignments/5278</a></p>
	<p> <u>HON202G-069 - What are the 10-Common Elements of a Report as listed in the book?</u> <a href="https://ncm.instructure.com/courses/129/assignments/5279">https://ncm.instructure.com/courses/129/assignments/5279</a></p>
	<p> <u>HON202G-070 - Upload your resume.</u>  <a href="https://ncm.instructure.com/courses/129/assignments/5280">https://ncm.instructure.com/courses/129/assignments/5280</a></p>
	<p> <u>HON202G-071 - Pretend you have \$1,000 to purchase the Doppler of your choice. Which Doppler would you choose for your practice? What would motivate you to buy this Doppler?</u> <a href="https://ncm.instructure.com/courses/129/assignments/5281">https://ncm.instructure.com/courses/129/assignments/5281</a></p>
	<p> <u>HON202G-072 - Read the introduction and sections 1-5 of chapter 10. For each of the five general purposes give one example for each of a presentation you could see yourself doing as a midwife or student?</u>  <a href="https://ncm.instructure.com/courses/129/assignments/5282">https://ncm.instructure.com/courses/129/assignments/5282</a></p>
	<p> <u>HON202G-073 - Do a Google search on “def rational aim, experiential aim”. Do a search on “Focused Conversation”. What did you learn about? How might this apply to a presentation?</u> <a href="https://ncm.instructure.com/courses/129/assignments/5283">https://ncm.instructure.com/courses/129/assignments/5283</a></p>
	<p> <u>HON202G-074 - For each example you provided in question 1 in chapter 10 write a sample purpose or thesis statement for each.</u>  <a href="https://ncm.instructure.com/courses/129/assignments/5284">https://ncm.instructure.com/courses/129/assignments/5284</a></p>
	<p> <u>HON202G-075 - “In general, documents that represent quality reasoning have..” what six qualities?*</u> <a href="https://ncm.instructure.com/courses/129/assignments/5285">https://ncm.instructure.com/courses/129/assignments/5285</a></p>
	<p> <u>HON202G-076 - How can a persuasive speech be ethical? Explain your opinion and give an example.*</u> <a href="https://ncm.instructure.com/courses/129/assignments/5286">https://ncm.instructure.com/courses/129/assignments/5286</a></p>
	<p> <u>HON202G-077 - Write a presentation outlining how midwifery practice is going to contribute to the reduction of maternal and infant risk in your community. Produce a format that effectively communicates your ideas to your audience.</u>  <a href="https://ncm.instructure.com/courses/129/assignments/5287">https://ncm.instructure.com/courses/129/assignments/5287</a></p>
	<p> <u>HON202G-078 - Read the introduction and sections 1-2 of chapter 11. Looking at 11.1 Some Nonverbal Expressions, which ones have you noticed that you have done before? Are there other nonverbal expressions you are aware of that are not listed here?</u> <a href="https://ncm.instructure.com/courses/129/assignments/5288">https://ncm.instructure.com/courses/129/assignments/5288</a></p>



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	 <b><u>HON202G-079 - Read the article Reading facial expressions of emotions and write one page on what you learned.</u></b> <a href="https://ncm.instructure.com/courses/129/assignments/5289">https://ncm.instructure.com/courses/129/assignments/5289</a>
	 <b><u>HON202G-080 - When a prenatal appointment has ended what are examples of how the 8 types of nonverbal communication play out?</u></b> <a href="https://ncm.instructure.com/courses/129/assignments/5290">https://ncm.instructure.com/courses/129/assignments/5290</a>
	 <b><u>HON202G-081 - How do you (or your preceptor) end such encounters? Do you stand? Shake hands? Hug? Wave? (If you aren't currently doing prenatal appointments use any encounter you wish and describe who is present and how it ends.)</u></b> <a href="https://ncm.instructure.com/courses/129/assignments/5291">https://ncm.instructure.com/courses/129/assignments/5291</a>
	 <b><u>HON202G-082 - Read or listen to the article How Different Cultures Handle Personal Space and write a paragraph on what you learned. Share an experience you have had concerning the topic of personal space.</u></b> <a href="https://ncm.instructure.com/courses/129/assignments/5292">https://ncm.instructure.com/courses/129/assignments/5292</a>
	 <b><u>HON202G-083 - Read the introduction and sections 1-6 of chapter 13. Answer the following questions about the basic information concerning your midwifery business. What is the name of your business?</u></b> <a href="https://ncm.instructure.com/courses/129/assignments/5293">https://ncm.instructure.com/courses/129/assignments/5293</a>
	 <b><u>HON202G-084 - Where is your business to be located?</u></b> <a href="https://ncm.instructure.com/courses/129/assignments/5294">https://ncm.instructure.com/courses/129/assignments/5294</a>
	 <b><u>HON202G-085 - What product or service does your business provide?</u></b> <a href="https://ncm.instructure.com/courses/129/assignments/5295">https://ncm.instructure.com/courses/129/assignments/5295</a>
	 <b><u>HON202G-086 - What is the form of the business?</u></b> <a href="https://ncm.instructure.com/courses/129/assignments/5296">https://ncm.instructure.com/courses/129/assignments/5296</a>
	 <b><u>HON202G-087 - Who are your competitors?</u></b> <a href="https://ncm.instructure.com/courses/129/assignments/5297">https://ncm.instructure.com/courses/129/assignments/5297</a>
	 <b><u>HON202G-088 - The following questions concern running your business: What experience do you have in running this type of business?</u></b> <a href="https://ncm.instructure.com/courses/129/assignments/5298">https://ncm.instructure.com/courses/129/assignments/5298</a>
	 <b><u>HON202G-089 - Who will manage the daily operations of the business? What is their experience?</u></b> <a href="https://ncm.instructure.com/courses/129/assignments/5299">https://ncm.instructure.com/courses/129/assignments/5299</a>
	 <b><u>HON202G-090 - Who will be in charge of bookkeeping? What system will they use?</u></b> <a href="https://ncm.instructure.com/courses/129/assignments/5300">https://ncm.instructure.com/courses/129/assignments/5300</a>
	 <b><u>HON202G-091 - Who will ensure that bills are paid on time?</u></b> <a href="https://ncm.instructure.com/courses/129/assignments/5301">https://ncm.instructure.com/courses/129/assignments/5301</a>
	 <b><u>HON202G-092 - Who will ensure taxes are paid and reports are submitted on schedule?</u></b> <a href="https://ncm.instructure.com/courses/129/assignments/5302">https://ncm.instructure.com/courses/129/assignments/5302</a>
	 <b><u>HON202G-093 - Who will send in documentation for prior authorization for clients who want their insurance billed?</u></b> <a href="https://ncm.instructure.com/courses/129/assignments/5303">https://ncm.instructure.com/courses/129/assignments/5303</a>
	 <b><u>HON202G-094 - Who will file the insurance billing?</u></b> <a href="https://ncm.instructure.com/courses/129/assignments/5304">https://ncm.instructure.com/courses/129/assignments/5304</a>
	 <b><u>HON202G-095 - How do you plan on documenting to the client what insurance</u></b>

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	<p><u>you accept, which parts of the billing are the client's responsibility and which parts are the midwife's responsibility?</u> (<a href="https://ncm.instructure.com/courses/129/assignments/5305">https://ncm.instructure.com/courses/129/assignments/5305</a>)</p>
	<p> <u>HON202G-096 - The following questions concern marketing your business: What is different or unique about your business' product or service?</u> (<a href="https://ncm.instructure.com/courses/129/assignments/5306">https://ncm.instructure.com/courses/129/assignments/5306</a>)</p>
	<p> <u>HON202G-097 - Do you have a plan to promote your business? If so, what is your strategy?</u> (<a href="https://ncm.instructure.com/courses/129/assignments/5307">https://ncm.instructure.com/courses/129/assignments/5307</a>)</p>
	<p> <u>HON202G-098 - How will new customers hear about you? Is repeat business important? If so, how will you get first-time customers to come back?</u> (<a href="https://ncm.instructure.com/courses/129/assignments/5308">https://ncm.instructure.com/courses/129/assignments/5308</a>)</p>
	<p> <u>HON202G-099 - Do you think you need to advertise? If so, what is your plan?</u> (<a href="https://ncm.instructure.com/courses/129/assignments/5309">https://ncm.instructure.com/courses/129/assignments/5309</a>)</p>
	<p> <u>HON202G-100 - Is there anything special about your business that could be used for promotion?</u> (<a href="https://ncm.instructure.com/courses/129/assignments/5310">https://ncm.instructure.com/courses/129/assignments/5310</a>)</p>
	<p> <u>HON202G-101 - Are there any business management areas in which you need advice or training? What ideas do you have for how to get this training or information?</u> (<a href="https://ncm.instructure.com/courses/129/assignments/5311">https://ncm.instructure.com/courses/129/assignments/5311</a>)</p>
	<p> <u>HON202G-102 - Learn about how to do a SWOT analysis at <a href="https://www.mindtools.com/pages/article/newTMC_05.htm">https://www.mindtools.com/pages/article/newTMC_05.htm</a>. Create a SWOT analysis for your business.</u> (<a href="https://ncm.instructure.com/courses/129/assignments/5312">https://ncm.instructure.com/courses/129/assignments/5312</a>)</p>
	<p> <u>HON202G-103 - Using the questions in chapter 13 create a business plan presentation.</u> (<a href="https://ncm.instructure.com/courses/129/assignments/5313">https://ncm.instructure.com/courses/129/assignments/5313</a>)</p>
	<p> <u>HON202G-104 - Journal Article Summary</u> (<a href="https://ncm.instructure.com/courses/129/assignments/5314">https://ncm.instructure.com/courses/129/assignments/5314</a>)</p>
	<p> <u>HON202G-105 - Develop a document for tracking supplies needed in your practice, make sure this includes a way to track expiration dates on all medications.</u> (<a href="https://ncm.instructure.com/courses/129/assignments/5315">https://ncm.instructure.com/courses/129/assignments/5315</a>)</p>
	<p> <u>HON202G-107 - Create a Website</u> (<a href="https://ncm.instructure.com/courses/129/assignments/5316">https://ncm.instructure.com/courses/129/assignments/5316</a>)</p>
	<p> <u>Optional NARM Like Exam</u> (<a href="https://ncm.instructure.com/courses/129/assignments/7710">https://ncm.instructure.com/courses/129/assignments/7710</a>)</p>
	<p> <u>Optional: Create a Set of Flashcards to Study for the NARM Exam</u> (<a href="https://ncm.instructure.com/courses/129/assignments/15123">https://ncm.instructure.com/courses/129/assignments/15123</a>)</p>
	<p> <u>Student Evaluation of Course and Instructor</u> (<a href="https://ncm.instructure.com/courses/129/assignments/5317">https://ncm.instructure.com/courses/129/assignments/5317</a>)</p>
	<p> <u>Updated Knowledge and Technology</u> (<a href="https://ncm.instructure.com/courses/129/assignments/5388">https://ncm.instructure.com/courses/129/assignments/5388</a>)</p>