Nursing Department Happenings…

July 2008

Clinical Weekends
July 5 & 6
July 19 & 20

August 2008 Grad Yard Sale
July 18, 2-6pm

August 2008

Clinical Weekends
August 2 & 3
August 16 & 17
August 30 & 31

August Graduation/Convocation
August 24, 4 pm Lees Hall

August Pinning Ceremony
August 24, 6 pm

Fall Semester Begins
August 25

Nursing Office Hours:

Monday and Friday
8:30am—4:30 pm
Tuesday-Wednesday-Thursday
8:30am—9:00 pm
Saturday
Hours will vary
Notes from the Registrar’s Office...

Planning on Graduating? Please take note of the following deadlines:

- May Graduation – Apply by February 15th
- August Graduation – Apply by May 15th
- January Graduation – Apply by September 15th

All students are required to complete an Application for Degree in order to graduate or complete a certificate program. Students are now able to complete this application online via My Cedar Crest.

Once you log on to http://my.cedarcrest.edu, please select the ‘Student’ tab and then ‘Registrar’s Office’. Click on ‘Apply for Graduation’ and complete the form. This application is also available at the Registrar’s Office.

Important Dates to Remember:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>August 25, 2008</td>
<td>Fall courses begin</td>
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<tr>
<td>September 2, 2008</td>
<td>Last day to drop/add fall courses (by 4:00 p.m.)</td>
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<tr>
<td>November 10, 2008</td>
<td>Deadline to withdraw from fall courses (by 4:00 p.m.)</td>
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<tr>
<td>December 10, 2008</td>
<td>Last day of fall courses</td>
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Information Desk Reminder:

Located at the Information Desk at the North Entrance to HBB you will find:
- Lab Sign-in sheets
- DVD’s for skills taping
- Student mailboxes
- Project/paper drop-off
- Paper for the computer lab
- Parking passes
- Patches/badges
- Clinical Prep Sheets

Please note that during the Summer Session, staffing at the Information Desk is intermittent. If it is not staffed, please see the Nursing Office.

Change of Name?
Change of Address?
Change of Phone Number?

Please contact the Registrar’s Office to make the appropriate changes. You must also contact IT to make sure your email reflects your name change.

Remember to...

...check your Cedar Crest e-mail daily—the Nursing department sends 95% of it’s communication via e-mail.
**Faculty news...**

**Dr. Sharon Melincavage**, assistant professor in nursing was an award winner at the 2008 Graduate Exhibition held at the University Park campus of The Pennsylvania State University held on March 31, 2008. Dr. Melincavage earned 2\textsuperscript{nd} place in the category of Social & Behavioral Sciences for her research poster titled "Anxiety in Student Nursing in the Clinical Setting." The Graduate Exhibition places special emphasis on communicating research and creative endeavor and challenges graduate students to present their work in clear, comprehensible terms to people outside their fields. Graduate students throughout the University are invited to participate in the exhibition.

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**Dr. Sharon Melincavage** presented her research study entitled "Anxiety in Student Nursing in the Clinical Setting: A Phenomenological Study" at the Penn State Harrisburg Research Day held on February 15, 2008.

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In May, **Dr. Wendy Robb** presented her research at the Cleveland Clinic's 4th Annual Nursing Research Conference, In Cleveland Ohio. The title of her poster was **The Lived Experience of Registered Nurse Reiki Practitioners: A Phenomenologic Study Using Computer Mediate Communication.**

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**Student Survival Tips...**

**on test taking**

- Determine what the questions is really asking. Look at the stem.
- Do not guess too soon! Read the question and all the answers before giving the final answer.
- Be aware of questions containing absolutes such as: never, always or guarantees.
E-mail Etiquette

Kathleen D. Pagana, PhD, RN

E-mail has gone from being a nice-to-have form of communication to a need-to-have form of communication in the blink of an eye. Unfortunately, the learning curve for e-mail etiquette in business communications seems a bit slower. To avoid common e-mail business blunders, try these 17 tips.

1. **Don’t send confidential information.** With a single mouse click, your information can be forwarded to anyone. Make sure you would be comfortable seeing your e-mail on the front page of your local newspaper or your company’s bulletin board.

2. **Don’t use all uppercase or all lowercase letters.** Using all uppercase letters looks like shouting, and using all lowercase letters looks like laziness. Follow standard writing guidelines as a professional courtesy.

3. **Make your subject line specific.** A message with the generic “Hi” doesn’t help the reader prioritize messages. The reader needs to know whether to read your e-mail immediately, save it for later, or delete it.

4. **Include a greeting and close.** Remember, you are communicating with a person, not a computer.

5. **Keep a business tone.** Never respond in anger or use inappropriate language. Whatever you write could come back to haunt you. Even deleted messages can be retrieved.

6. **Keep the message concise.** Try to keep the entire message viewable without scrolling. Long e-mails usually elicit a groan from the recipient. Use the phone for lengthy discussions.

7. **Use your signature file function.** Be sure your e-mail includes your address, e-mail address, and phone numbers. Then, the recipient can print out the e-mail and contact you by several methods. Plus, your address indicates your time zone.

8. **Double-check the recipients before sending the e-mail.** Without this check, you can easily send your e-mail to the wrong people. Have you ever intended to forward a message, but inadvertently sent it back to the sender?

9. **Avoid overusing “Reply all.”** Don’t annoy people by sending messages they don’t need to see.

10. **Check grammar and spelling before sending an e-mail.** You can run a check of grammar and spelling. But you should also proofread because the wrong word may be spelled correctly.

11. **Don’t forward messages with pages of “mail to” information before the content.** Delete all extraneous information, such as memo to, addresses, and date lines.

12. **When responding to a question, include the question in your response.** Receiving a message that just says “yes” or “no” can confuse the reader.

13. **Don’t forward inappropriate messages.** This includes chain letters, jokes in bad taste, and the like.

14. **Try to keep to a single topic.** This makes it easier for people to respond and easier to file. If this isn’t possible, number your items, so both of you can respond easily.

15. **Be proactive in your responses.** Do everything you can to stop the exchange of e-mails. If you think your response will prompt a question, answer it.

16. **When sending an e-mail to multiple addresses, use “BCC.”** People don’t like having their e-mail addresses broadcast to the public.

17. **Use your auto-responder when you aren’t available.** People will know you are gone for a period of time and won’t wonder if you received their e-mail.

Following these 17 tips will help you gain the benefits of e-mail without offending your recipient’s sense of appropriateness. Remember, common courtesy and good sense go a long way in matters of e-mail etiquette.
Visitors from Ghana

June 14 through the 28th was an exciting time in the Nursing Department as we welcomed 6 visitors from the Narh-Bita School of Nursing in Tema, Ghana. The 5 students and 1 instructor spent their time meeting many of the staff, faculty and students of Cedar Crest College. They experienced our Nursing classes, visited local landmarks such as Dorney Park and were hosted at by Nursing faculty and their families for dinners and gatherings.

One highlight of the visit was at the Preceptor Brunch where Elizabeth Agbesi spoke of the plight of the people of Ghana and their health care system. Our August grads were extremely welcoming to our visitors and even spent an evening at a local hotspot!

Many of our international students also reached out to the group, spending time and preparing meals for them from their home country. It was an exciting and fast paced 2 weeks and we all learned about our differences and similarities.

Through a cooperative agreement with the Narh-Bita School of Nursing, six Nursing faculty of Cedar Crest College have traveled to Tema, Ghana to visit and experience the life and see the health care system of Ghana.