**NURS-SS 2232-600:** Professional Nursing and Life Skills

Fall 2013 (Online course)

**Lead Teachers:**

Ceil Flores, RN, MSN, CNE

Lynn Cope, MSN, CNE, BC-RN

**Office Number:**

Learning Resource Center (LRC)

**Office Telephone Number (Cope):**

817-272-6506

**Office Telephone Number (Flores)**

817-272-0704

**Email Addresses:**

Please contact through Blackboard first

cope@uta.edu; cflores@uta.edu

**Office Hours:**

Office hours by appointment. Usual hours are Monday-Friday 0900-1700. Please ask for appointment via Blackboard (course email). We can meet in person, virtually, or by phone. ***You can leave a message anytime on our office phones; they are direct lines.***

**Time and Place of Class Meetings:**

This is an online course. A minimum of one discussion board posting is required most weeks. You are expected to check Blackboard and your UTA student email *at least* daily. Please communicate with your lead teachers through BB (course email); we will ONLY respond to emails sent from UTA accounts. Academic coaches are not used in this course. Please communicate with your lead teachers.

**Description of Course Content:**

**NURS-SS 2232 PROFESSIONAL NURSING AND LIFE SKILLS** (2-0). This course will assist students who experience challenges with testing, time management, clinical practice, and/or professional behavior. Prerequisite or Co-requisite: None.

**REQUIRED for COURSE ENROLLMENT:**

* Any student, who has a previous failure, including pre-nursing courses, pathophysiology or pharmacology
* Any student who scored less than 750 on two end of course HESIs

**REQUIREMENTS OF THE COURSE:**

* Students who are required to take the course *will not be allowed to progress* in the nursing program without successfully completing the course with a C or above.

**RECOMMENDATION for COURSE ENROLLMENT:**

* Any student who wishes to improve test taking strategies, time management skills, and clinical skills.
* Students who have made 75% or less on any nursing course are strongly encouraged to enroll in this course.
* Any student who has dropped a nursing course because of potential failure

**Student Learning Outcomes:**

At the completion of the course, the student will:

* Demonstrate effective time management skills
* Utilize test taking strategies, using a defined process
* Implement weekly study plan
* Identify strengths, weaknesses, and barriers to learning
* Implement a plan, based on individual learning style, to incorporate skills into studying and test preparation
* Plan care for one patient using case study and/or simulations

**Requirements:**

Attend the beginning of course webinar during the first week of the course. The time of the webinar will be based on student and faculty availability. Syllabus will be discussed and how course outcomes will be met. Webinar will be recorded.

**Required Textbooks and Other Course Materials: The two required books will be provided.\*\* Books MUST be returned at the conclusion of the course. Do not mark in the books.**

\*\*Silvestri, L. (2010). Saunders strategies for Test Success: Passing Nursing School and the NCLEX. St. Louis: Elsevier. ISBN 9781416062028

\*\*Straker, K. C. & Kelman, E. G. (2007). Vital skills: Study strategies every nursing student must know. Houston, TX: Karista Press ISBN 9780979847509

Elsevier Evolve Apply Case Studies – ISBN 9781416060062 (purchased as JR I student)

Handset with microphone that can be plugged into your computer may be needed.

 **If JR II, SR I, or SR II: (this book will not be provided to student, but is REQUIRED)**

Silvestri, L. (2011). Saunders Comprehensive Review for the NCLEX-RN Examination

 St. Louis, MO: Elsevier. ISBN: 9781437708257. **Must have 5th edition with CD!!**

**Recommended, not required:**

**For JR I and beyond:**

Course specific test guide (Hogan course specific review books or Success Series books)

**Descriptions of major assignments and examinations with due dates:**

Course Schedule with dates and assignments available on Blackboard

**Course Content:**

In N 2232-SS, the following topics will be covered, but not limited to:

* Time Management
* Test preparation
* Test taking strategies
* Prioritization and delegation
* Planning patient care

**TEACHING METHODS: (not all methods may be used each semester at prerogative of lead teachers)**

* Simulation (VCE)
* Reflective journals
* Discussions and discussion board postings
* Computer Assisted Instruction
* Reading and writing assignments
* APA papers
* Case studies or Patient Reviews
* Quizzes
* Nursing Care Plans/SMART goals
* Concept Maps

**Quizzes\*\* 20%**

Quiz 1\*\* 10%

 Quiz 2\*\* 10%

 **Other assignments 80 %**

 Initial paper 10%

 End of course paper 10%

 Semester calendar**\*\*** 5%

 Weekly calendar/activities 15%

 Online discussion board 20%

 Weekly journals 5%

 Test preps 6%

 Five day test plan (2) 4%

 Case studies 5%

 Total % of grade **100%**

**\*\*You cannot pass the course if these assignments are not completed.** If the assignments are turned in late, you will not receive credit. Please contact the lead teacher, in advance, if you are having difficulty meeting the course requirements.

In order to successfully complete an undergraduate nursing course at UTA, the following minimum criteria must be met:

70% weighted average on non-proctored quizzes and assignments.

**GRADE CALCULATION:**

In undergraduate nursing courses, all grade calculations will be carried out to two decimal places and there will be no rounding of final grades. Letter grades for tests, written assignments and end-of-course grades, etc. shall be:

A = 90.00 – 100.00

B = 80.00 – 89.99

C = 70.00 – 79.99

D = 60.00 – 69.99

***The existing rule of C or better to progress remains in effect; therefore, to successfully complete a nursing course, students shall have a course grade of 70.00 or greater.***

**COURSE WORK: Quizzes (20%)**

**Quizzes: (20%)**

* There are two quizzes for the course (10% each quiz). The quizzes are timed and are open book. You can use your books or other resources available to you to complete the quiz.
* You may not work with other students on the quiz. You MUST complete both quizzes to pass this course.
* Rationales questions will be provided after all have completed the quiz
* Quizzes are available on BB
* If you are unable to take the quiz when schedule, due to illness or other unforeseen circumstance (such as an accident or death in family), you **must** contact the lead teacher prior to the start of the quiz.

**If you submit your quiz late, you will have a one point deduction for each minute late. Completing the two quizzes is required to pass this course!!**

**COURSE WORK: Written Assignments (80%)**.

**All assignments MUST be submitted online through the BB assignment drop box.**  Please do not email assignments. Submit them through BB. Deductions will be made for late assignments. *Assignments turned in seven days late will not be accepted for grading.*

*Emailed assignments will NOT be accepted.*

**Papers (20%):** Two short one and a half -two pages type-written papers are required. Each paper is 10% of your grade. You must use a minimum of two references and follow APA format. Please refer to BB for detailed instructions and grading rubric.

**Calendar (24%):**  The ability to manage your time well can lead to positive outcomes. Three types of calendars are required: semester, weekly, and test plans.

***Semester* (5%):** Initial overall calendar of the semester/course. You must include readings assignments, quizzes, job, and other activities for 24 hrs/day, 7 days/week for the entire course. Please refer to BB for detailed instructions and grading rubric.

 ***Weekly* (15%):** There are two options to complete this course requirement.

Modify semester calendar based on actual time needed to complete assignments or weekly study goals. Calendar is made prior to the start of the week, or weekly study goals are made based on assignments and tests that week. A minimum of three weekly calendars are required; the other two assignments may be a weekly calendar OR study goals. Five submissions are required (3% each)

***Five day test plan* (4%):** Setting up a schedule to include all the material covered on a test is the purpose of the five day test plan. Two plans are required. Due date based on nursing course test schedules. Please refer to BB for detailed instructions and grading rubric.

**Discussion board activities: (20%)**

Most weeks you will be given questions or issues to discuss on the BB discussion board (DB)s. The posting is due by Saturday at 2200. Your response should be typed into BB; do not attach your submission. Please refer to the rubric in BB for the grading criteria.

**Three test preps (6%)**

Listen to three test prep webinars and report on what you have learned and how you will apply that information when testing. Please refer to rubric for grading criteria.

**Reflective journals (5%):**

Five short (~one page long) reflective journals are required. Topics are based on the subject discussed. These should be submitted as an attachment to the assignment drop box. Please refer to BB for instructions & rubric.

**Case Studies (5%)**:

You will review five of thenine Evolve Case Study Test Taking Tutorial modules. Write a paper on what you have learned from **each** of the modules and how you will apply that information when testing. Please refer to BB for detailed instructions and grading rubric.

**IMPORTANT NOTE:**

*Late assignments will receive a “0” but must still be turned in to the instructor in a passing format to pass the course. “Late”, for the sake of paperwork, is defined as anytime past the* ***due time and date****.* Any assignment which you submit electronically must be received prior to the due date and time. Please double check that you have properly attached your file and that it is not corrupted. A corrupted file or forgetting the attachment **will not be excused** as you are responsible for turning in your work on time. Don’t procrastinate—start early. Computer crashes and server downtimes are not valid excuses. A pattern of late papers will be reflected on your final grade. *If you have questions or comments, please ask before the due time and date.*

**FACULTY RESPONSIBILITIES:**

Faculty members are responsible for:

* providing an environment conducive to learning
* facilitating students’ learning
* supporting creative endeavors

Students are urged to be actively involved in their own process of learning. The **teacher functions more as a facilitator** who coaches, mediates, prompts, and helps students develop and assess their understanding, and thereby their learning. Guided by the teacher, **studentsconstruct their knowledge actively** rather than just mechanically ingesting knowledge from the teacher or the textbook. (*Constructivism as a paradigm for teaching and learning* (n.d.) retrieved July 3, 2012 from <http://www.thirteen.org/edonline/concept2class/constructivism/>).

**STUDENT RESPONSIBILITIES:**

**Course expectations:** The student is expected to:

* Communicate with faculty and other students will be professional and respectful. (See UNDERGRADUATE Student Handbook).
* Read assigned text, case studies, and computer assisted instructional materials, and review other materials as necessary to support comprehension and understanding of course content.
* Participate in the discussion board activities, posting a minimum of one initial response by Wednesday at noon and a follow up response by Saturday at 1700.
* Have working computers with Internet access.
* Submit all assignments electronically through BB as described in syllabus and on BB.
* You MUST return books and other resources to the Student Success Office at the conclusion of the course.
* Communicate needs/concerns related to the course directly to the lead teachers
* Make an appointment with the lead teacher(s) regarding personal progress as necessary.
* Submit required written course and clinical assignments on time. Students must have a valid reason (serious illness, death in family) for requesting an extension.

**Quizzes:**

 **Guidelines for test taking:**

* You can take your quizzes at home in a non-proctored environment.
* You are allowed to use resources available to you. *If you copy something verbatim, you are required to cite the source.*
* Quizzes will be timed.
* Multiple question types will be used on the quiz (such as multiple choice, fill in the blank, matching)

 **Rationales**

* Will be provided when all students have taken the quiz.
* If you think another answer is correct, you must support your response with current nursing reference or textbook.

**Attendance Policy:**

Students are expected to be actively engaged in their learning. A start of course webinar will help orient you to the course; you are required to attend. Frequently checking Blackboard, at least daily, for announcements is expected. This is an online course; no class time is required or expected.

**Drop Policy:**

Students may drop or swap (adding and dropping a class concurrently) classes through self-service in MyMav from the beginning of the registration period through the late registration period. After the late registration period, students must see their academic advisor to drop a class or withdraw. Undeclared students must see an advisor in the University Advising Center. Drops can continue through a point two-thirds of the way through the term or session. It is the student's responsibility to officially withdraw if they do not plan to attend after registering. **Students will not be automatically dropped for non-attendance**. Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. Contact the Financial Aid Office for more information. Drop dates are available here: <http://academicpartnerships.uta.edu/documents/UTA_Drop_Dates.pdf>

**Americans with Disabilities Act:**

The University of Texas at Arlington is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including the *Americans with Disabilities Act (ADA)*. All instructors at UT Arlington are required by law to provide "reasonable accommodations" to students with disabilities, so as not to discriminate on the basis of that disability. Any student requiring an accommodation for this course must provide the instructor with official documentation in the form of a letter certified by the staff in the Office for Students with Disabilities, University Hall 102. Only those students who have officially documented a need for an accommodation will have their request honored. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at [www.uta.edu/disability](http://www.uta.edu/disability) or by calling the Office for Students with Disabilities at (817) 272-3364.

**Academic Integrity:**

It is the philosophy of The University of Texas at Arlington that academic dishonesty is a completely unacceptable mode of conduct and will not be tolerated in any form. All persons involved in academic dishonesty will be disciplined in accordance with University regulations and procedures. Discipline may include suspension or expulsion from the University. According to the UT System Regents’ Rule 50101, §2.2, "Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts."

**Plagiarism:**

Copying another student’s paper or any portion of it is plagiarism. Additionally, copying a portion of published material (e.g., books or journals) without adequately documenting the source is plagiarism. If five or more words in sequence are taken from a source, those words must be placed in quotes and the source referenced with author’s name, date of publication, and page number of publication.  If the author’s ideas are rephrased, by transposing words or expressing the same idea using different words, the idea must be attributed to the author by proper referencing, giving the author’s name and date of publication.  If a single author’s ideas are discussed in more than one paragraph, the author must be referenced at the end of each paragraph. Authors whose words or ideas have been used in the preparation of a paper must be listed in the references cited at the end of the paper.  Students are encouraged to review the plagiarism module from the UT Arlington Central Library via <http://library.uta.edu/tutorials/Plagiarism>

**Student Support Services Available**:

The University of Texas at Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. These resources include tutoring, major-based learning centers, developmental education, advising and mentoring, personal counseling, and federally funded programs. For individualized referrals to resources for any reason, students may contact the Maverick Resource Hotline at 817-272-6107 or visit [www.uta.edu/resources](http://www.uta.edu/resources) for more information.

**Electronic Communication Policy:**

The University of Texas at Arlington has adopted the University “MavMail” address as the sole official means of communication with students. MavMail is used to remind students of important deadlines, advertise events and activities, and permit the University to conduct official transactions exclusively by electronic means. For example, important information concerning registration, financial aid, payment of bills, and graduation are now sent to students through the MavMail system. All students are assigned a MavMail account. ***Students are responsible for checking their MavMail regularly.*** Information about activating and using MavMail is available at <http://www.uta.edu/oit/email/>. There is no additional charge to students for using this account, and it remains active even after they graduate from UT Arlington.

To obtain your NetID or for logon assistance, visit <https://webapps.uta.edu/oit/selfservice/>. If you are unable to resolve your issue from the Self-Service website, contact the Helpdesk at helpdesk@uta.edu.

**Blackboard:**

* **Blackboard is the primary method of communicating with the lead teachers outside of class.** Please use the e-mail and discussion areas provided as often as needed.
* Students are responsible for checking Blackboard daily. Any information posted on Blackboard is considered delivered after 24 hours from the posting.
* Students are responsible for all information on blackboard relating to the course including the weekly course outlines and lecture notes.
* Course forms and schedules not contained in the syllabus will be found on blackboard
	1. Go to <http:///blackboard.uta.edu>
	2. Log on using the ID name and password given to you during registration.
	3. Click on N2232 SS Professional Nursing and Life Skills (this course).

\*Blackboard is a wonderful way to keep in contact with faculty and other students.

**Professional Conduct on Blackboard**

The Blackboard Discussion Board is to be viewed as a professional forum for student discussions. Students are free to discuss academic matters and consult one another regarding academic resources. The tone of postings on the Blackboard Discussion Board is to remain professional in nature at all times. It is not appropriate to post statements of a personal or political nature, or statements criticizing classmates or faculty. Statements considered inappropriate will be deleted by the lead teachers.

**Librarian to Contact:**

**Antoinette Nelson**, Nursing Librarian

817-272-7433

Email nelsona@uta.edu

Library Home Page <http://www.uta.edu/library>

Subject Guide <http://libguides.uta.edu/nursing>

**Undergraduate Support Staff:**

 **Elizabeth Webb, *Administrative Assistant I,***

655 Pickard Hall, (817) 272-2776 ext. 1237

 Email: ewebb@uta.edu

**College of Nursing Information:**

**APA Format**

*APA* style manual will be used by the UTACON with some specific requirements for the undergraduate courses. The sample title page & instructions, as well as a Manuscript Preparation document can be found at: [www.uta.edu/nursing/handbook/bsn\_policies.php#apa](http://www.uta.edu/nursing/handbook/bsn_policies.php#apa)

**No Gift Policy:**

In accordance with Regents Rules and Regulations and the UTA Standards of Conduct, the College of Nursing has a “no gift” policy. A donation to the UTA College of Nursing Scholarship Fund would be an appropriate way to recognize a faculty member’s contribution to your learning. For information regarding the Scholarship Fund, please contact the Dean’s office.

***The Student Handbook can be found by going to the following link:*** <http://www.uta.edu/nursing/handbook/toc.php> or by going to the nursing website [www.uta.edu/nursing](http://www.uta.edu/nursing) and using the link provided under Current Students.

Verification of Reading and Understanding Syllabus:

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have read and understand the contents of this syllabus. I agree to follow the guidelines outlined in the syllabus and will seek clarification as needed.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name (printed)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

Please turn sign and turn in this last page to the assignment drop box during the first week of class. Copying and pasting this information along with your typed signature is acceptable.