

## Syllabus

University of Texas at Arlington College of Nursing  
AP N4585 RN-BSN Capstone Seminar

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Office hours: By Appointment, Wednesday 1200-1300  
Collaborate Sessions and Virtual Office hours: By Appointment

NOTE: While E-mail address is listed above, please use the Blackboard E-mail for normal course related correspondence with lead instructor. Occasionally Blackboard goes down, and then uses the above E-mail address. For other instructors, please ask how they would like normal correspondence.

**DESCRIPTION OF COURSE CONTENT:** Synthesis of knowledge acquired in the RN-BSN curriculum and development of the Nurse Role with evolving professional issues, health care environment, lifelong learning, and promotion of the Nursing profession designed for Registered Nurses RN-BSN student only. Credit Hours (5).

Course Performance Outcomes	Performance Measurement
1. Apply the art and science of nursing to identify area of interest.	Design, format and develop recommendations for delivery of safe, competent, culturally sensitive, developmentally appropriate holistic care, demonstrated through appropriate preparation of a project and interaction with peers.
2. Formulate and revise professional goals for life-long learning.	Establish 2-5-10 year plan for lifelong learning, professional citizenship and promotion of the Nursing Profession demonstrated through journaling weekly.
3. Dissemination of knowledge through professional collaboration and communication.	Prepare and present a project from primary and/or secondary areas of interest to disseminate knowledge to promote and maintain optimum health outcomes.

4 Analyze selected health care issues impacting healthcare delivery systems and professional nursing practice.	Incorporate information technology and standards of practice to promote safe, optimum and holistic care demonstrated through discussions and collaboration with peers and through preparing and presenting a project.
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**COURSE REQUIREMENTS:** All junior and senior level courses or concurrent with senior level courses.

1) Internet access and 2) Blackboard ID & password (given to you)

Student Responsibilities:

1. Students are expected to check email daily in this course as this is the primary method of communication in this course.
2. Attention to the online class materials, submissions and communication is expected of each student. Students are responsible for the content and directives provided in class.
3. All students are expected to pursue their scholastic careers with honesty and integrity. Academic dishonesty includes, but is not limited to, cheating on a test or other course work, plagiarism (offering the work of another as one's own), and unauthorized collaboration with another person. Students found guilty of dishonesty in their scholastic pursuits are subject to penalties which may include suspension or expulsion from the University. Please see the academic dishonesty section of this syllabus.
4. Students are responsible for contacting their coach, coordinating coach and faculty members for consultation regarding a problem with, or questions about, the course. Any student with a grade of 70 or less on any test or assignment should contact their coach and faculty to discuss their progress.
5. The textbook, course syllabus and, or class information packet may be used during class discussion.
6. The course appreciates you as an Adult Learner and holds you responsible for professional and mature conduct. Please refer to the Academic Dishonesty policy at UTA as the consequences of such behavior are grave.
7. You are accountable for timely submissions of all Discussion Board Postings and Assignment submissions. **N 4585 APRN-BSN Capstone reduces the maximum grade to 50% for any late submissions without prior written notification and permission from the faculty based on documentation related to unavoidable situations like illness, hospitalization or death. Lack of planning or time management and work related delays will not be granted waiver of late penalty. Discussion Board postings submitted after the due date and time will receive 0 in the grade book as late penalty is limited to assignments. Please include me** on any written communication seeking permission for delayed submission as we impose strict late penalty for late submissions as stated in the syllabus.
8. As adult learners you are also responsible for understanding the submission methods and must seek technical assistance from Tech Support immediately when you experience such issues. Please do not procrastinate as all submissions are clocked in with date and time of submission. Late submissions due to technical issues will not be excused unless Tech Support advises us of any such concerns.
9. You may notice the course design and structure along with the submission due dates and times are different from the other courses you have completed. The course, submission dates for Discussion board postings and assignments are organized to help you analyze and synthesize new learning

experiences in your RN-BSN journey.

#### Supplemental/Optional Textbooks

1. American Psychological Association. (2009). Publication manual of the American Psychological Association. (6<sup>th</sup> ed.). Washington, D.C.: American Psychological Association.

#### STUDENT RESPONSIBILITIES:

In a seminar class it is essential that you participate in discussion, read assigned materials and be prepared to discuss your materials. You are responsible for communicating needs/concerns related to the course.

#### Important Notes:

1. Nothing will be graded until your Attestation statement is submitted.
2. In case inaccurate information is submitted on the attestation form the submission will be considered past due till the day and time it is submitted correctly with accurate information. All other submissions will be considered late with applicable late penalties till the attestation form is received with accurate information.
3. All written assignments should be turned in on the scheduled date, to space work out over the semester. Assignments are submitted within the Blackboard.
4. Written assignments should exemplify professional appearance and communication skills, and follow APA format.
5. Submit papers in MS Word document form (with exception of Power Point if using this modality for the project).
6. All assignments are submitted through Blackboard assignment drop box..
7. Grades will be posted in Blackboard. It is your responsibility to get this documentation turned in on time.
8. Expectations for Out-of-Class Study:  
Beyond the time required to attend each class meeting, students enrolled in this course should expect to spend at least an additional 8-20 hours per week of their own time in course related activities, including reading required materials, completing assignments, preparing for exams, etc.
9. Adjusted drop dates in the 2013 for AP N4585 – Capstone Seminar is Monday of Week 4 prior to 1700 CST.

#### TOPICS:

Management topics may be similar to:

- Conflict Resolution Team Building
- Understanding Group Dynamics
- Consensus Building
- Negotiation Skills
- Understanding the components of budgets at Unit, Department and Service line levels
- Management of Resources: a. Human/Personnel, b. Time and, c. Equipment/Supplies/Facility

Preparing your CV/Resume highlighting Management skill sets

Educations topics may be similar to:

Adult Learning Principles Effective Communication skills

Understanding Generational learning

Understanding Learning Styles Managing Learners

Preparing Presentations

Presentation Skills

Preparing your CV/Resume highlighting Educator skill sets

Clinical topics may be similar to:

Standards of care Delegation

Patient safety

Evidence based practice Coordination

of care Clinical decision making

culturally sensitive care

Preparing your CV/Resume highlighting Clinical skill sets

### TEACHING METHODS:

This class is an active learning class. As part of the active learning students will prepare by literature search on current topics in nursing and healthcare and interact with each other on the information their research has identified.

Also as part of active learning, students will be required to determine their primary and secondary areas of interest to fulfill their goals in the profession of nursing. The identified area of interest will be used to prepare and implement a course project.

### GRADING POLICY:

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

- 70% weighted average on proctored tests
- 70% weighted average on written assignments (i.e. non-proctored written, computerized assignments etc.)
- 90% on practicum skills check off (if applicable)
- 90% on math test (if applicable)

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.

Students are expected to keep track of their performance throughout the semester and seek guidance from available sources (including the instructor) if their performance drops below satisfactory levels.

Graded Submissions/ Assignments/ Papers/ Projects:

Graded Submissions/ Assignments/ Papers/ Projects are not optional. All papers must be turned in to pass the course. Papers must be turned in on time.

DESCRIPTIONS OF MAJOR ASSIGNMENTS AND EXAMINATIONS WITH DUE DAYS AND TIMES LISTED ACCORDING TO THE WEEKLY SCHEDULE:

	Week1 Reflect and Identify Area of Interest	Week2 Design and Research	Week3 Format and Develop	Week4 Disseminate Knowledge	Week5 Synthesis and Planning for the Future	Total points for this assignment	50 % late penalties will apply to any submissions past the posted due day and time without prior approval with the Coach
Attestation Form							Wednesday 0800CST Week1
Self- Assessment  Learning Styles: VARK  Temperame nt: Keirsey Temperame nt Sorter  Leadership Legacy Assessment							Thursday 0800 CST for Week 1
Reflective Journal	3	3	3	3		12	Saturday 0800 CST for week 1-4
Resume/ CV					6	6	Monday 0800 CST for week 5
Journey Paper					10	10	Monday 0800 CST for week 5

Discussion Board	6	6	6	6	6	30	Thursday 0800 CST Initial Post and Saturday 0800 CST for Peer Response for Week1 Tuesday 0800 CST Initial Post and Saturday 0800 CST for Peer Response for Week 2-4 Monday 0800 CST Initial Post and Monday 2359 Peer Response for week 5
Outcomes and Content sections of Project		10				10	Saturday 0800 CST Week2
Structure of Project			10			10	Saturday 0800 CST Week3
Presentation of Project				10		10	Saturday 0800 CST Week4
Evaluation of Project				12		12	Saturday 0800 CST Week4
Total	9	19	19	31	22	100	

### Expectations for Out-of-Class Study:

Beyond the time required to attend each class meeting, students enrolled in this course should expect to spend at least an **additional 20** hours per week of their own time in course-related activities, including reading required materials, completing assignments, preparing for exams, etc.

**Exams:** Exams may include multiple-choice, matching, and/or short answer questions. No extra credit questions are included. *Important note: the student must pass the tests with an overall weighted average of 70 to pass the course. The final weighted average of the student's combined test grades must be at least 70 to pass the course.* All exams will be cumulative. The student must be on time for exams. If a 70 test average is not received, the student will either receive a "D" or an "F" in the class depending on other

grades received.

### **DROPPOLICY:**

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 UTA academic advisor to drop a class or withdraw. 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.**

**Adjusted drop dates in the 2013 for AP N4585 – Capstone Seminar is Monday of Week 4 prior to 1700 CST.**

### **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:**

All students enrolled in this course are expected to adhere to the UT Arlington Honor Code:

*I pledge, on my honor, to uphold UT Arlington's tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence.*

*I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code.*

Instructors may employ the Honor Code as they see fit in their courses, including (but not limited to) having students acknowledge the honor code as part of an examination or requiring students to incorporate the honor code into any work submitted. Per UT System *Regents' Rule* 50101, §2.2, suspected violations of university's standards for academic integrity (including the Honor Code) will be referred to the Office of Student Conduct. Violators will be disciplined in accordance with University policy, which may result in the student's suspension or expulsion from the University.

### **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://www.lib.utexas.edu/services/instruction/learningmodules/plagiarism/>

### **Student Support Services:**

UT 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. Resources include tutoring, major-based learning centers, developmental education, advising and mentoring, personal counseling, and federally funded programs. For individualized referrals, students may visit the reception desk at University College (Ransom Hall), call the Maverick Resource Hotline at 817-272-6107, send a message to [resources@uta.edu](mailto:resources@uta.edu), or view the information at [www.uta.edu/resources](http://www.uta.edu/resources).

### **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 <http://www.uta.edu/oit/cs/helpdesk/>

### **Student Feedback Survey:**

At the end of each term, students enrolled in classes categorized as lecture, seminar, or laboratory shall be directed to complete a Student Feedback Survey (SFS). Instructions on how to access the SFS for this course will be sent directly to each student through MavMail approximately 10 days before the end of the term. Each student's feedback enters the SFS database anonymously and is aggregated with that of other students enrolled in the course. UT Arlington's effort to solicit, gather, tabulate, and publish student feedback is required by state law; students are strongly urged to participate. For more information, visit <http://www.uta.edu/sfs>.



## LIBRARY INFORMATION:

### Librarian to Contact:

**PEACE WILLIAMSON**

**STEM LIBRARIAN**

**CENTRAL LIBRARY**

702 Planetarium Place

Office #216, Arlington, TX 76019

<http://www.uta.edu/library/> | [peace@uta.edu](mailto:peace@uta.edu)

Research Information on Nursing:

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

Library Home Page .....	<a href="http://www.uta.edu/library">http://www.uta.edu/library</a>
Subject Guides.....	<a href="http://libguides.uta.edu">http://libguides.uta.edu</a>
Subject Librarians .....	<a href="http://www.uta.edu/library/help/subject-librarians.php">http://www.uta.edu/library/help/subject-librarians.php</a>
Database List .....	<a href="http://www.uta.edu/library/databases/index.php">http://www.uta.edu/library/databases/index.php</a>
Course Reserves .....	<a href="http://pulse.uta.edu/vwebv/enterCourseReserve.do">http://pulse.uta.edu/vwebv/enterCourseReserve.do</a>
Library Catalog .....	<a href="http://discover.uta.edu/">http://discover.uta.edu/</a>
E-Journals.....	<a href="http://liblink.uta.edu/UTAlink/az">http://liblink.uta.edu/UTAlink/az</a>
Library Tutorials .....	<a href="http://www.uta.edu/library/help/tutorials.php">http://www.uta.edu/library/help/tutorials.php</a>
Connecting from Off- Campus.....	<a href="http://libguides.uta.edu/offcampus">http://libguides.uta.edu/offcampus</a>
Ask A Librarian.....	<a href="http://ask.uta.edu">http://ask.uta.edu</a>