**TEACHING PRACTICUM FOR NURSE EDUCATORS**

2152 - NURS 5362 – 401

Spring 2015

Syllabus

**Instructor:** Donna Bacchus, PhD, RN

**Office Number:**  Pickard Hall, Room 547

**Office Telephone Number: 817-272-2776 ext. 24773**

If you call or leave a message, I may not get it in a timely manner. I am not always on campus. Preferred methods of correspondence: Blackboard email and/or Blackboard Discussion Board, or just email me directly bacchus@uta.edu . Usually, 24 hours is normal response time to emails. If I am travelling during spring break, and/or a holiday are exceptions, may be a delay so students should plan in advance.

**Email Address:** bacchus@uta.edu

Note: All email sent via Blackboard (<https://elearn.uta.edu>) is directed to your MavMail email.

**Faculty Profile**: <https://mentis.uta.edu/public/#profile/profile/edit/id/3806/category/1>

**Office Hours:** By appointment only. Please email me to arrange an appointment

**Section Information:** NURS 5362 – SECTION 401

**Time and Place of Class Meetings:** Online

**Course Description:**

Preceptorship in selected health care sites with opportunities to apply clinical and

Educational knowledge, skills, and concepts in a guided, progressive context of nursing

Education.

**Course Topics:**

Individual topics relevant to practicum experience.

* Current issues impacting nursing education
* Reflective practice as a nurse educator

Others, as determined by request of students.

**Prerequisites**

N5301, 5302, 5308, 5309, 5315, 5418, 5327, 5328, 5329, 5360, 5361

**Student Learning Outcomes:**

Upon completion of the course, the student will be able to:

1. Use evidence based knowledge to facilitate learning of selected student populations within a defined patient population.
2. Use formative and summative evaluation to assess learning outcomes and modify teaching activities**.**
3. Collaborate with faculty and staff to provide student learning experiences.
4. Implement the educator role in selected settings.

**Required Textbooks and Other Course Materials:**

No required textbook.

Texts and readings identified in collaboration with Instructor to meet specific learning objectives.

A webcam, smart phone or other device to record and upload video.

Recommended Materials:

Billings, D.M. & Halstead, J. A. (2012). *Teaching in nursing: A guide for faculty* (4th ed.). St. Louis, MO: ElsevierSaunders: **ISBN: 9781455705511.**

Penn, B.K. (2008). *Mastering the teaching role: A guide for nurse educators.* Philadelphia, PA: F.A. Davis Company: **ISBN: 9780803618237.**

Utley, R. (2011). *Theory and research for academic nurse educators: Application to practice.* Sudbury, MA: Jones and Bartlett Publishers. **ISBN: 9780763774134.**

American Psychological Association (2010).*Publication manual of the American Psychological Association* (6th ed.). Washington, D.C.: Author  **ISBN: 9781433805615**

**Graduate Student Handbook**. Students are responsible for knowing and complying with all policies and information contained in the Graduate Student handbook online at: [http://www.uta.edu/nursing/msn/msn-students](http://www.uta.edu/nursing/msn/msn-students%20)

**Course Requirements:**

To pass the course, the student must 1) submit all required elements (marked with an \*) and 2) achieve at least 83% on evaluation of the assignments.

| Assignment | Description | % of course grade | Due Date |
| --- | --- | --- | --- |
| Plan for clinical\* | Submit one page summary of your projected activities for your clinical experience. Use form in “course materials” in Blackboard. | 4% | 3/1/15 |
| Role enactment of selected faculty responsibilities\* | Teaching in the clinical and classroom settings for 120 hours with an additional 15 hours spent on seminars and preparation for clinical activities. Hours documented in clinical log.  | 50% | 5/8/15 |
| Discussion Board | 3 discussion boards each worth 2%, due in Weeks 1, 5, and 8 | 6% | 2/27/153/27/154/24/15 |
| Clinical journals | Submit five 1-2 page journals (3% for each one) including the following components: 1. Description of clinical experiences for the week, i.e. setting, audience
2. Number of hours
3. Reflection on self-assessment of experiences in the classroom, clinical or during prep time
4. Description of teaching learning strategies you used and whether they were effective. Evaluation of whether you would repeat or change strategies given a similar experience in the future
5. Description of how you used learning theory in your practice this week
6. Citations for theory and strategies as appropriate ( a minimum of one citation is required in APA format)
 | 15% | 3/8/153/15/153/22/154/12/154/19/15 |
| Teaching video\* | **\*\*You must submit a photo release form with your video**Submission of teaching video (83% required on this component)* 1. 7-10 minute video created during practicum. This serves as a current example of your active teaching.
	2. Video is of a lecture, demonstration of a skill, facilitation of a post-conference, etc. Please show something more than a power point presentation. Consult with instructor about your plan.

Additional requirements related to video* 1. Submit photo release form for anyone else appearing on the video. Failure to submit photo release will result in a zero grade for this assignment
	2. Achieve a score of 83 % in this assignment. Student will have an opportunity to submit a second video to achieve a grade of 83%.

Must be submitted in order to pass this course | 10% | 3/29/15Redo 4/26/15 |
| Self-assessment\*  | Submit self-assessment two times. Each is worth 2%Assess current skills and competencies to NLN Educator Core Competencies at the beginning and end of the session. Form to be used is posted in Blackboard under Course Materials.  | 4% | First due3/1/15Second due5/8/15 |
| Preceptor Evaluation\* | Submit preceptor’s evaluation of student performance using the form available in Blackboard under “Course Materials.”  | 10% | 5/8/15 |
| Student evaluation of the preceptor | Submit evaluation of preceptor.Use form in “course materials” in Blackboard | 1% | 5/8/15 |

**Student Requirement for Preceptor Agreements/Packets and initiation of clinical.**

1. All Preceptor Agreements must be signed prior to registration for the course. The signed preceptor agreement is part of the clinical clearance process. The instructor of record must approve the site, preceptor credentials, title and role.
2. Student is responsible to ensure that all of his/her preceptor agreements are signed before beginning clinical experience and those agreements are emailed to msnclinical@uta.edu Chamberlain or designated support staff will enter the agreement date into *Partners* database. The Agreement Date” field in *Partners* is the date that the preceptor signed the Agreement. If this is the first time a preceptor is precepting a graduate nursing student for The University of Texas at Arlington, please have him/her complete the Preceptor Biographical Data Sheet and submit it with his/her Curriculum Vitae.
3. The affiliation agreement must be in place prior to the first start date.
4. Students are able to start clinical once clinically cleared.

**Other Requirements:** Students are expected to communicate with faculty in a timely manner via Bb and check emails frequently for material posted.

**Writing Guidelines**

The *APA Publication Manual* is the guide used in the College of Nursing. It is expected that all writing will be completed using the style and format described in the *APA Publication Manual*.

**Teaching Methods/Strategies:**

Faculty/student seminars, responses to electronic communication, practicum experiences tailored to personal learning plan.

**Grading Policy:** As a seminar/practicum, the instructor will evaluate student performance as pass or fail. A passing grade is a minimum of 83%. Passing performance includes:

* Satisfactory evaluation by preceptor
* The completion of clinical 120 hours of clinical experience and 15 hours of clinical preparation time within specified time frame
* Submission of all completed assignments and discussion board postings as directed and in a timely manner as specified in Bb and syllabus

**Grade Grievances:**

Any appeal of a grade in this course must follow the procedures and deadlines for grade-related grievances as published in the current graduate catalog. <http://www.uta.edu/gradcatalog/2012/general/regulations/#grades>.

**Attendance Policy:** At The University of Texas at Arlington, taking attendance is not required. Rather, each faculty member is free to develop his or her own methods of evaluating students’ academic performance, which includes establishing course-specific policies on attendance. As the instructor of this section, regular clinical attendance to fulfill course hours’ requirements, participation, and all assignments must be completed. Students are responsible for all missed course information. This is a clinical course and students are expected to abide by the agreement for attendance as established with the preceptor to complete the required hours within the required time frame to pass this course.

Graduate students who wish to change a schedule by either dropping or adding a course must first notify their academic advisor and consult with their respective program director, Director of the MSN Graduate Program. For Education students, this is Dr. Jennifer Gray gray@uta.edu for Administration students; this is Dr. Cynthia Plonien, Plonien@uta.edu **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 Office of Financial Aid and Scholarships at <http://wweb.uta.edu/aao/fao/> . The last day to drop a course and other deadlines are listed in the Academic Partner Calendar available at the following address.

**Deadlines are located on the Academic Partnership website as** <http://wweb.uta.edu/aao/recordsandregistration/content/student_services/academicpartnership.aspx>

It is imperative that you check the website for information on drops/withdrawals and other business associated with AP courses.

**Electronics Devices:**

Any use of electronic devices must be approved prior to use by the instructor, including but not limited to tape recorders, cell phones, cameras and/or videotaping equipment.

**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:** 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.*

UT Arlington faculty members 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.

]"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."

As a licensed registered nurse, graduate students are expected to demonstrate professional conduct as set forth in the Texas Board of Nursing rule **§215.8. in the event that a graduate student holding an RN license is found to have engaged in academic dishonesty, the college may report the nurse to the Texas BON using rule §215.8 as a guide.**

**Plagiarism:** Copying another student’s paper or any portion of it is plagiarism. Copying a portion of published material (e.g., books or journals) without adequately documenting the source is plagiarism. For consistency with APA format, 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, according to APA format. 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 expected to review the plagiarism module from the UT Arlington Central Library via <http://library.uta.edu/tutorials/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. These 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, or view the information at [www.uta.edu/resources.](http://www.uta.edu/resources)

**Electronic Communication:** UT Arlingtonhas adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact university-related business regarding, financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and areresponsible for checking the inbox regularly***.*** There is no additional charge to students for using the account, which remains active even after graduation. Information about activating and using MavMail is available at <http://www.uta.edu/oit/cs/email/>mavmail/php.

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.

For technical support on courses offered on the Blackboard Learning Management System, please contact the Center for Distance Education at:  817-272-5727 or cdesupport@uta.edu

**Office of Information Technology:** Contact this office for The OIT Help Desk is your first stop for meeting most of your computing needs. Help Desk provides support to UTA students by phone, e-mail, walk-in, and Live Support - live web chat session. In addition, you can utilize the extensive "how-to" documentation available online at Help Desk: Phone: 817-272-2208 and website [**http://www.uta.edu/oit/cs/it-help.php**](http://www.uta.edu/oit/cs/it-help.php)

**Computer:** A computer with internet access is required for this course to complete the assignments, discussions, weekly quiz, and final paper. Blackboard (Bb) (<https://elearn.uta.edu> Students must have an up-to-date computer system with DSL or high speed internet in addition to e-mail and internet skills.

For Bb support, please contact: Online 24 x 7 Blackboard Support Center Toll-Free: 1.855.308.5542; <http://bbsupport.uta.edu/ics/support/default.asp?deptID=8568>

**Final Review Week:** A period of five class days prior to the first day of final examinations in the long sessions shall be designated as Final Review Week. The purpose of this week is to allow students sufficient time to prepare for final examinations. During this week, there shall be no scheduled activities such as required field trips or performances; and no instructor shall assign any themes, research problems or exercises of similar scope that have a completion date during or following this week *unless specified in the class syllabus*. During Final Review Week, an instructor shall not give any examinations constituting 10% or more of the final grade, except makeup tests and laboratory examinations. In addition, no instructor shall give any portion of the final examination during Final Review Week. During this week, classes are held as scheduled. In addition, instructors are not required to limit content to topics that have been previously covered; they may introduce new concepts as appropriate.

**Librarian to Contact:**

**Peace Williamson**, *Librarian*

Central Library 216 (office)

peace@uta.edu

Research Information on Nursing: <http://libguides.uta.edu/nursing>

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

Subject Guides <http://libguides.uta.edu>

Subject Librarians <http://www.uta.edu/library/help/subject-librarians.php>

Database List <http://www.uta.edu/library/databases/index.php>

Course Reserves <http://pulse.uta.edu/vwebv/enterCourseReserve.do>

Library Catalog <http://discover.uta.edu/>

E-Journals <http://liblink.uta.edu/UTAlink/az>

Library Tutorials <http://www.uta.edu/library/help/tutorials.php>

Connecting from Off- Campus <http://libguides.uta.edu/offcampus>

Ask A Librarian [http://ask.uta.edu](http://ask.uta.edu/)

The following URL houses a page where we have gathered many commonly used resources needed by students in online courses: <http://www.uta.edu/library/services/distance.php>

**College of Nursing additional information:**

**Status of RN Licensure:** All graduate nursing students must have an unencumbered license as designated by the Texas Board of Nursing (BON) to participate in graduate clinical nursing courses. It is also imperative that any student whose license becomes encumbered by the BON must immediately notify their Associate Dean for the MSN Program, Department of Advanced Practice Dr. Gray/Dr. Schira. The complete policy about encumbered licenses is available online at:

[www.bon.state.tx.us](http://www.bon.state.tx.us/)

**Confidentiality Agreement**

You signed a Confidentiality Form in orientation and were provided a copy of the form. Please take your copy of this Confidentiality Form with you to your clinical sites. Please do not sign other agency confidentiality forms. Contact your faculty if the agency requires you to sign their confidentiality form.

**Student Code of Ethics:** The University of Texas at Arlington College of nursing supports the Student Code of Ethics Policy. Students are responsible for knowing and complying with the Code. The Code can be found in the student handbook online: <http://www.uta.edu/nursing/handbook/toc.php>

**Title IX:** The University of Texas at Arlington is committed to upholding U.S. Federal Law “Title IX” such that no member of the UT Arlington community shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity. For more information, visit [www.uta.edu/titleIX](http://www.uta.edu/titleIX).

**No Gift Policy:** In accordance with Regent Rules and Regulations and the UTA Standards of Conduct, the College of Nursing has a “no gift” policy. A donation to one of the UTA College of Nursing Scholarship Funds, found at the following link: <http://www.uta.edu/nursing/scholarship_list.php>would be an appropriate way to recognize a faculty member’s contribution to your learning. For information regarding Scholarship Funds, please contact the Dean’s office.

**Course Evaluation:**

Course evaluation is a continuous process and is the responsibility of both the faculty and the students. Ongoing feedback (formative evaluation) is the only way to improve the course and to assure that it meets your needs and those of the discipline of nursing. It is your responsibility to give immediate, constructive feedback regarding class structure and process.

Formal evaluation of the course and the instructor occurs at the end of the course. You will receive instructions at your University of Texas at Arlington e-mail address about how to complete the course evaluations online. Your ratings and comments are sent to a computer not connected to the College of Nursing, and faculty members do not receive the results until after they have turned in course grades.

**Student Feedback Survey:** At the end of each term, students enrolled in classes categorized as “lecture,” “seminar,” or “laboratory” shall be directed to complete an online 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 data is required by state law; students are strongly urged to participate. For more information, visit <http://www.uta.edu/sfs/>.

**Online Conduct:** The discussion board should be viewed as a public and professional forum for course-related discussions. Students are free to discuss academic matters and consult one another regarding academic resources. The tone of postings should be professional in nature.

It is not appropriate to post statements of a personal or political nature, or statements criticizing classmates or faculty. Inappropriate statements/language will be deleted by the course faculty and may result in denied access to the Discussion boards. Refer to UTACON Student Handbook for more information.

***For this course Blackboard communication tools and UTA MAV email will be used extensively and should be checked often.***

**Writing Center:** The English Writing Center, Room 411 in the Central Library, provides support to UT-Arlington undergraduate and graduate students and instructors. Undergraduate and graduate student consultants in the Writing Center are trained to help student writers at any stage in their writing processes. Consultants are trained to attend to rhetorical and organizational issues that Instructors value in student writing. Although consultants will assist students in identifying and correcting patterns of grammatical or syntactical errors, they are taught to resist student entreaties to become editors or proofreaders of student papers. The Writing Center offers tutoring for any assigned writing during enrollment at UT-Arlington. Please check the website for current Writing Center hours. Individuals may schedule appointments online by following directions available at [www.uta.edu/owl](http://www.uta.edu/owl), or by visiting the Writing Center.

**Department of MSN Administration, Education, and PhD Programs**

**Jennifer Gray,** RN, PhD

Associate Dean and Chair, Graduate Advisor

Email: jgray@uta.edu

**Vivian Lail-Davis**, Administrative Assistant II

Office # 512-Pickard Hall, (817)-272-1038

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**Felicia Chamberlain**,AP Program Coordinator

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**Rebekah Black, AP/Campus Programs**, Academic Advisor  (A-L)

Office # 511- Pickard Hall (817)-272-2291

Email: rjblack@uta.edu

**Caitlin Wade, AP/Campus Program, Academic Advisor (M-Z)**

**Office # 513 – Pickard Hall (817) 272-9397**

Email: [**cwade@uta.edu**](https://owa.uta.edu/owa/schwartz%40exchange.uta.edu/UrlBlockedError.aspx)

**Danielle Van der Knaap**, **AP/Campus Programs**, Admissions Assistant

Office # 510 – Pickard Hall (817) 272-9591

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**Janette Rieta**, **AP/Campus Programs**, Administrative Assistant

Office # 510-Pickard Hall (817) 272-1039

Email: jrieta@uta.edu

**Nursing 5362 – 401 spring 2015**

**Course Schedule**

**All assignments must be submitted by 2359 hrs on due date\*\*\*\***

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| **Week** | **Clinical Activities** | **Course Assignments** |
| --- | --- | --- |
| Before Semester Begins | Collaborate with Dr. Bacchus to discuss the types of experiences you need to meet your learning objectives. Meet requirements of academic institution to obtain desired experiences (might include clinical agreements, seeking approval of dean or department chair at home university of preceptor). Meet requirements of UTA including preceptor agreement and all clinical stipulations as per UTA completed and submitted\*\*\*\*\*\*\* | The affiliation agreement must be approved and signed by UTA – legal department before first class day.The preceptor and site must be approved by Dr. Bacchus, and the preceptor agreement must be signed before starting Clinical.The clinical requirements (as per package) must be fulfilled prior to first class day.Please refer to your advisor for any change and advice to your degree plan.Be aware of penalties and deadlines for withdrawals.  |
| Week 1 – 2/23/15  | Meet with Clinical PreceptorShare learning objectives with preceptor.  | Submit initial self-evaluation using NLN educator competencies 3/1/15Submit 1 page summary of your projected clinical activities 3/1/15Participate in Discussion Board-Initial post 2/27/15 reply 3/1/15 |
| Week 2 – 3/2/15 | Maintain record of clinical experiences. | Submit weekly journal 3/8/15 |
| Week 3 – 3/9/15 | Maintain record of clinical experiences. | Submit weekly journal3/15/15 |
| Week 4 – 3/16/15 | Maintain record of clinical experiences. | Submit weekly journal3/22/15 |
| Week 5 – 3/23/15 | Maintain record of clinical experiences. | Participate in discussion board- Initial post 3/27/15, reply 3/29/15 Video submission 3/29/15Clinical log accumulative to week 5 3/29/15 |
| BREAK - 3/30/15 | ENJOY!!!!! |  |
| Week 6 - 4/6/15 | Maintain record of clinical experiences. | Submit weekly journal4/12/15 |
| Week 7 -4/13/15 | Maintain record of clinical experiences. | Submit weekly journal4/19/15  |
| Week 8 – 4/20/15 | Maintain record of clinical experiences. | Participate in discussion board- Initial post 4/24/15, reply 4/26/15 |
| Week 9 – 4/27/15 | Maintain record of clinical experiences. | Video submission Redo due 4/26//15  |
| Week 10 – 5/4/15 | End of semester conference | DUE May 8, 2015 at 23591. Submit preceptor evaluation of student.
2. Submit final self-evaluation using NLN educator competencies
3. Submit student evaluation of preceptor
4. Submit clinical log
5. Complete course completion survey
6. Meet with lead teacher (telephone/virtual)
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