**TEACHING PRACTICUM FOR NURSE EDUCATORS**

Summer 2015

Syllabus

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

**Office Number:**  Virtual

**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 for emails 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 via internet, cell phone etc.

**Section Information:** NURS 5362 – SECTION 400

**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)

**Major Assignment Requirements:**

1. Plan to meet course objectives
	1. Submit one page summary of projected activities for clinical experience to the Assignment on Blackboard during Week 1 (Form in Blackboard)
2. Self-assessments of skills and competencies using NLN Educator Core Competencies
	1. Initial assessment due week 1 (Form in Blackboard).
	2. Final assessment due week 10 (Form in Blackboard).
3. Role enactment of selected faculty responsibilities
	1. Teaching in the clinical and classroom settings
	2. 15 hours to include seminar, and clinical preparation time
	3. 120 hours of clinical experiences (includes participation in teaching activities in class, clinical, clinical conferences, conferences with students, work with preceptor on grading, etc.)
	4. Submit clinical log during week 10 to Assignment in Blackboard (Form in Blackboard)
4. Discussion Board (see directions in Blackboard)
	1. Week 1, post an introduction of yourself & in week 2, reply to classmates’ posts
	2. Weeks 2, 3, 4, 7 and 8 post a description of clinical experiences and reply to classmates’ posts. In initial post, include the following:
		* Description of setting, audience, activities
		* Number of hours completed since last post and total completed
		* Teaching-learning strategies used, whether they were effective, and whether you would repeat or change strategies given a similar experience in the future
		* How you used learning theory in your practice
		* Reflection on (self-assessment of) experiences in the classroom, clinical, or during prep time including progress toward meeting objectives
		* Include citations for theory and strategies as appropriate
	3. Week 6, post teaching video with note & in week 7, reply to classmates’ posts

***Teaching video due week 6 on the Discussion Board & to Assignment in Blackboard***

Submit a 10 minute video created during practicum that serves as a current example of your active teaching. This may be lecture, demonstration of a skill, facilitation of a post-conference, or some other active teaching strategy. Please show something more than a power point presentation.

Submit a note that includes the following information:

* Objectives of the teaching activity (what were the students supposed to say/do/demonstrate, etc.?)
* Short description of the topic of the teaching activity
* Teaching strategies used (lecture, demonstration, Socratic questioning, etc.) and setting for the teaching (classroom, skills lab, clinical conference, etc.)
* Effectiveness of the teaching and how you determined effectiveness,
* Reflection on self-assessment of your teaching,
* Citations for theory and strategies as appropriate

Submit photo release form for anyone else appearing on the video. Failure to submit photo release will result in a failing grade for this assignment.

* 1. Week 5 post
* Description of audience, setting, activities
* .Number of hours completed since last post and total completed.
* Post a situation you have experienced in clinical in which the preceptor or you had to address student behavior. This may be related to time, attendance, dress code, unprofessional communication, or lack of preparation for clinical.
* . Ask your peers two critical thinking questions. Do NOT post how you handled it. You will post how you addressed it next Friday.
* Each student is to reply to at least two peers.

* 1. Week 9
* Description of audience, setting, activities
* Number of hours completed since last post and total completed.
* For this week's topic, we will discuss, based on your experiences thus far in practicum, how much does reality match what you have learned in your MSN preparation about the role of the nurse educator? How does the role meet your expectations? Is it what you expected when you started the program? How might it differ from what you originally thought?
* Reply to at least one peer.
1. Preceptor evaluation of student due week 10 (Form in Blackboard).
2. Student evaluation of preceptor due week 10 (Form in Blackboard).

**Student requirements for preceptor agreement 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.

**Teaching Methods/Strategies:**

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

**Course Schedule**

**All assignments must be submitted by 2359 hrs (11:59 PM) on due date\*\*\*\***

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| **Week** | **Clinical Activities** | **Course Assignments** |
| --- | --- | --- |
| Before Semester Begins | Collaborate/discuss with instructor types of experiences needed to meet your learning objectives. Meet requirements of academic institution or hospital to obtain desired experiences (may include clinical agreements, clinical orientation) | Affiliation agreement must be approved and signed by UTA – legal department before first class day.The preceptor and site must be approved by instructor. Preceptor agreement must be signed before starting.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 – 5/18/2015  | Meet with Clinical PreceptorShare learning objectives with preceptor.  | Submit plan of your projected clinical activities 5/22/2015Submit initial self-evaluation using NLN educator competencies \*\*Due 5/24/2015Participate in Discussion Board #1 -Initial post 5/22/2015  |
| Week 2 – 5/25/2015 | Maintain record of clinical experiences. | Participate in Discussion Board #2 - Initial post Respond to DB #15/29/2015 |
| Week 3 – 6/1/2015 | Maintain record of clinical experiences. | Participate in Discussion Board # 3 -Initial post Respond to DB #26/5/2015 |
| Week 4 – 6/8/2015 | Maintain record of clinical experiences. | Participate in Discussion Board # 4 -Initial post Respond to DB #36/12/2015 |
| Week 5 – 6/15/2015 | Maintain record of clinical experiences. | Participate in Discussion Board #5 Initial post Respond to DB #46/19/2015 |
| BREAK - 6/22/2015 | ENJOY!!!!! |  |
| Week 6 - 6/29/2015 | Maintain record of clinical experiences. | Participate in Discussion Board #6Submit video and note to DB Submit video and note to Assignment alsoRespond to DB #57/3/2015 |
| Week 7 - 7/6/2015 | Maintain record of clinical experiences. | Participate in Discussion Board # 7 Initial post Respond to DB # 67/10/2015 |
| Week 8 – 7/13/2015 | Maintain record of clinical experiences. | Participate in Discussion Board #8- Initial post Respond to DB #77/17/2015 |
| Week 9 – 7/20/2015 | Maintain record of clinical experiences. | Participate in Discussion Board # 9Respond to DB #87/24/2015 |
| Week 10 – 727/2015 | Maintain record of clinical experiencesArrange end of semester conferencewith instructorPrepare end of semester documents | DUE August 31, 2015 at 2359**Assignments**Submit preceptor evaluation of student. Submit final self-evaluation using NLN educator competenciesSubmit student evaluation of preceptorSubmit clinical logComplete course completion surveyMeet with lead teacher (telephone/virtual) |

**Grade Allocation**

|  |  |
| --- | --- |
| Item  | Percentage  |
| 9 blackboard discussions  | 30 |
| Video | 15 |
| Clinical Log | 20 |
| Self-evaluation Initial | 5 |
| Self-evaluation Final | 5 |
| Preceptor evaluation of student  | 5 |
| Student evaluation of preceptor | 5 |
| Clinical Plan | 15 |

**Grading Policy:** 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.

Course Grading Scale

A = 92 to 100

B = 83 to 91

C = 74 to 82

D = 68 to 73

F = below 74 – cannot progress

**Grading Policy:** As a seminar/practicum, the instructor will evaluate student performance as pass or fail. Passing performance includes completion of clinical experiences with indication of reflection, synthesis of existing knowledge, and self-assessment and completion of all course assignments. Submission of all completed assignments and discussion board postings as directed and in a timely manner as specified in Bb and syllabus. **All course activities must be completed at the passing level in order to pass the course**.

**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>.

**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*.

**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. It is an expectation that if you are unable to attend the clinical as per the clinical schedule established with the preceptor that you contact your preceptor in a timely manner.

**Drop Policy**

Graduate students who wish to change a schedule by either dropping or adding a course must first consult with their Graduate Advisor. Regulations pertaining to adding or dropping courses are described below. Adds and drops may be made through late registration either on the Web at MyMav or in person through the student’s academic department. 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 Office of Financial Aid and Scholarships at <http://wweb.uta.edu/aao/fao/> . The last day to drop a course is listed in the Academic Calendar available at <http://www.uta.edu/uta/acadcal.php?session=20146>

1. A student may not add a course after the end of late registration.
2. A student dropping a graduate course on or before the last day to drop may, with the agreement of the instructor, receive a grade of W but only if passing the course with a C or better average. A grade of W will not be given if the student does not have at least a C average. In such instances, the student will receive a grade of F if he or she withdraws from the class. Students dropping a course must:

(1) Contact course faculty to obtain permission to drop the course with a grade of “W”.

(2) Contact your graduate advisor to obtain the form and further instructions.

**Last day to drop June 26, 2015**

**Census Day – May 26, 2015**

**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>

**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 the Director of the MSN Graduate Program. For Education students, this is Interim Director, Dolores Aguilar, MS, APRN, CNS at aguilar@uta.edu 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, Education**

**Dolores Aguilar** MS, APRN, CNS

Interim Director, Masters in Education

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