

NURS 6310: Proposal Development Seminar
Fall 2015

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Office Hours: By appointment

Section Information: NURS 6310-001

Time and Place of Class Meetings: 1-4 PM on selected Fridays (first on 8/28), location TBD

Description of Course Content: Development and critique of doctoral dissertation proposal.

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

1. Prepare original research proposal for the doctoral dissertation
2. Participate in discourse and critique of proposals

Required Textbook:

Wood, M. J., & Ross-Kerr, J. C. (2011). *Basic steps in planning nursing research: From question to proposal* (7th ed.). Sudbury, MA: Jones & Bartlett. ISBN 978-0-7637-7179-9

Recommended Textbooks and Other Course Materials:

Booth, W. C., Colomb, G. G., & Williams, J. M. (2008). *The craft of research* (3rd ed.). Chicago, IL: University of Chicago Press.

Locke, L. F., Spirduso, W. W., & Silverman, S. J. (2007). *Proposals that work: A guide for planning dissertations and grant proposals* (5th ed). Thousand Oaks: Sage Publications. ISBN-13:978-1-4129-2423-8

Strunk, W. Jr., & White, E. B. (2009). *Elements of style* (50th anniversary ed.). New York, NY: Pearson Longman. [edition does not matter]

Research texts of your choice

Course Topics:

Characteristics of strong proposals
Content of the proposal chapters

Teaching Methods/Strategies:

Seminar discussion, online discussion, student presentations

Attendance Policy: Regular class attendance and participation is expected of all students. Students are responsible for all missed course information.

Course Requirements:

1. Participation in class discussions/seminars
2. Refinement of succinct and clear writing
3. Submission of chapters for the dissertation proposal (Chapters 1, 2, and 3)

Grading Policy: Pass/Fail based on submission of assignments that are passing at the doctoral level. As a seminar, the instructor will evaluate student performance as pass or fail. **All course activities must be completed at the passing level in order to pass the course. Students must submit all assignments on Blackboard in order to pass the course.** There are no options for extra credit.

Class Schedule: Each seminar will begin with a short discussion of content. The remainder of the seminar will be discussion about application of content to students' proposals. Suggested readings for classes are from the required text for this course. Students are expected to review additional texts, articles, and other resources as needed to achieve the course outcome of developing a proposal for the dissertation.

Date	Topics, Activities	Suggested Readings	Assignments
8/28 Class 1	Overview of the course Chapter 2: Literature Review	W & R-K: Chapter 13 & 4	Student Info Form Due
9/4 Class 2	Chapter 1: Overview, Framework, Assumptions	W & R-K: Chapter 1, 2, 3, 5	Learning Contract Due
9/11 No Class			
9/18 Class 3	Chapter 3: Design, Measurement	W & R-K: Chapter 6, 7, 8, 9, 10	
9/25 Class 4	Chapter 3: Human Subjects and Data Analysis Plan	W & R-K: Chapter 11, 12	Proposal Chapter 2 Due
10/2 No Class			
10/9 No Class	<i>Discussion Board?</i>		<i>Discussion Board Posts?</i>
10/16 No Class			
10/23 No Class			Proposal Chapter 1 Due
10/30 Class 5	Chapter 4: Findings Chapter 5: Discussion		
11/6 No Class			
11/13 No Class	<i>Discussion Board?</i>		<i>Discussion Board Posts?</i>
11/20 No Class			Proposal Chapter 3 Due
11/27 No Class	Thanksgiving		
12/4 Class 6	Student Proposal Presentations		Proposal Presentations

Dissertation Committee Timeline for a Spring Semester

Week	Action
1	
2	Dissertation to chair for initial review- allow two weeks for review
3	Apply for Graduation
4	Meet with chair after he/she has reviewed chapters 4 and 5
5	Make changes as recommended by chair. Submit to chair again.
6	
7	If chair agrees, dissertation to committee for first review- allow two weeks for review
8	
9	Private meeting with dissertation committee to discuss chapters 4 and 5
10	Make changes in chapters 4 and 5 based on committee input
11	Monday: Deadline to request dissertation defense date Dissertation to Committee- allow two weeks for review
12	Prepare short presentation on dissertation Clean up format in preparation for mechanical check
13	Monday: Last day to hold dissertation defense Submit dissertation to Graduate School for first mechanical check. Make changes to dissertation based on public defense.
14	When finalized, begin attempting to upload dissertation. Make formatting corrections as needed.
15	Monday: Last day to uploaded final dissertation
16	End of the Week: Graduation

UT ARLINGTON (UTA) & COLLEGE OF NURSING POLICIES/INFORMATION

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 Financial Aid Office for more information. The last day to drop a course is listed in the Academic Calendar available at <http://www.uta.edu/uta/acadcal>.

1. A student may not add a course after the end of late registration.
2. A student dropping a graduate course after the Census Date but on or before the end of the 10th week of class may receive a grade of W. Students dropping a course must: (1) complete a Course Drop Form (available online [needs new url](#)) and (2) submit the form to your assigned academic advisor.
3. A student desiring to drop all courses in which he or she is enrolled is reminded that such action constitutes withdrawal (resignation) from the University. The student must indicate intention to withdraw and drop all courses by completing a resignation form in the Office of the Registrar or by: (1) Completing a resignation form (available online [needs new url](#)) or Graduate Nursing office rooms 512 or 606; (2) obtaining faculty signature for each course enrolled and current course grade; (3) Submitting the resignation form to your assigned academic advisor and (4) The department office will send resignation form to the office of the Registrar.
4. In most cases, a student may not drop a graduate course or withdraw (resign) from the University after the 10th week of class. Under extreme circumstances, the Dean of Graduate Studies may consider a petition to withdraw (resign) from the University after the 10th week of class, but in no case may a graduate student selectively drop a course after the 10th week and remain enrolled in any other course. Students should use the special Petition to Withdraw for this purpose. See the section titled Withdrawal (Resignation) From the University for additional information concerning withdrawal. [needs new url](#)

Last Day to Drop or Withdraw: November 4, 2015

Americans with Disabilities Act: UTA 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 UTA 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 or by calling the Office for Students with Disabilities at (817) 272-3364.

Title IX: UTA 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.

Academic Integrity: It is the philosophy of UTA that academic dishonesty is a completely unacceptable mode of conduct and will not be tolerated in any form. 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.

All persons involved in academic dishonesty will be disciplined in accordance with University regulations and procedures. Per 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." Suspected violations of university standards for academic integrity (including the Honor Code) will be referred to the Office of Student Conduct. Violators will be disciplined in accordance with the University policy, which may result in the student's suspension or expulsion from the University.

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, journals, electronic sources) without adequately documenting the source is plagiarism. Consistent 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 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 UTA Central Library via <http://library.uta.edu/tutorials/Plagiarism>

Student Support Services Available: UTA 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, or view the information at www.uta.edu/resources.

Electronic Communication Policy: UTA has adopted MavMail as its official means to communicate with students about important deadlines and events as well as to transact university-related business. All students are assigned a MavMail account and are responsible for checking the inbox regularly. There is no additional charge to students for using this account,

which remains active even after graduation. For information about activating/using MavMail: <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.

Students are responsible for having a functioning computer and being familiar with its use. For example, papers must be written in Word software (presentations in Powerpoint) and uploaded into Blackboard. You must be able to open documents in Word, power point presentations, and other files. If you have difficulty with your computer, it is your responsibility to problem-solve that issue. You may always phone or email the Help Desk in the UTA Library at 817-272-2208, or you can email them at helpdesk@uta.edu

Blackboard communication tools, discussion boards, and UTA MAV email will be used extensively and should be checked often. Use Blackboard for all course correspondence.

Blackboard and UTA email should be checked at least every other day except weekends and holidays. In general, faculty will check Blackboard and UTA email daily with the exception of weekends and holidays. An immediate response to emailed questions is not guaranteed, particularly within the 48 hour window before an assignment is due or on weekends or holidays.

The discussion board should be viewed as a public and professional forum for course-related discussions. The tone of postings should be professional in nature. Although constructive discussion and feedback is important in a learning environment, 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 Board. Refer to the Student Handbook for more information.

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. UTA'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>.

Emergency Exit Procedures: Should we experience an emergency event that requires us to vacate the building, students should exit the room and move toward the nearest exit. When exiting the building during an emergency, one should never take an elevator but should use the stairwells. Faculty members and instructional staff will assist students in selecting the safest route for evacuation and will make arrangements to assist individuals with disabilities.

Librarian to Contact:

Peace Williamson, *Nursing Librarian*

Phone: (817) 272-7433

E-mail: 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

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>

Writing Center: The English Writing Center, Room 411 in the Central Library, provides support to UTA 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 UTA. During Spring 2013, Writing Center hours are 9 a.m. to 7 p.m., Monday through Thursday; 9 a.m. to 2 p.m., Friday; and 2 p.m. to 6 p.m. Sunday. Individuals may schedule appointments online by following directions available at www.uta.edu/owl, or by visiting the Writing Center.

The Writing Center Director, Assistant Director, or tutors are available to make classroom presentations describing Writing Center services. The Writing Center also offers workshops on topics such as documentation and will design specialized workshops at the request of instructors. To schedule a classroom visit or inquire about a workshop, please e-mail or call Tracey-Lynn Clough, Writing Center director, at clought@uta.edu or 817-272-2517.

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 (either Dr. Gray or Dr. Schira). The complete policy about encumbered licenses is available online at: www.bon.state.tx.us

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/handbook/toc.php>

Student Code of Ethics: UTA 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 MSN Student Handbook online: <http://www.uta.edu/nursing/handbook/toc.php>

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 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.

Department of Graduate Nursing Office/Support Staff

Judy LeFlore, PhD, RN, NNP-BC, CPNP-PC&AC, ANEF, FAAN, Professor of Nursing
Associate Dean for Simulation and Technology
Interim Associate Dean for Department of Graduate Nursing
Director of Pediatric, Acute Care Pediatric & Neonatal Nurse Practitioner Program

Advanced Nurse Practice Programs

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MSN Administration, MSN Education, DNP, and PhD Programs

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Emergency Phone Numbers: In case of an on-campus emergency, call the UTA Police Department at 817-272-3003 (non-campus phone), 2-3003 (campus phone). You may also dial 911.