

**The University of Texas at Arlington College of Nursing and Health Innovation**

**N5306-400 Pediatric Management in Advanced Nursing Practice**

**January 2016, 11 week AP**

**Course Description:**

2 Lecture Hours, 3 Lab Hours

Foundations of advanced clinical practice in the primary care of children, birth to 21 years with a family centered approach on growth and development, health promotion and management of common health problems.

**Pre and Co-requisite Courses:**

Prerequisites: NURS 5418, 5334 or Certificate Standing

In addition to class, 40 hours of precepted clinical are required. Please see further information under the section ***“Clinical.”*** More information can also be found in the “Clinical Guidelines, Evaluation Forms, & Assignment Information” packet posted on Blackboard.

Computer/Internet Access: Testing will be done online through Blackboard. It is planned that we will be using Respondus Lock Down Browser and a webcam for testing. It is essential that you have access to high speed internet, such as DSL or Cable. You should also be comfortable with testing online. There will be a practice test to help you become familiar with the Blackboard Testing System. Additionally, you must download this at: <http://www.respondus.com/lockdown/download.php?id=163943837>

More information will be available on the course Blackboard site.

**Section:**

NURS 5306-400, AP

**Instructor(s):**

Sara E. Moore, MSN, RN, PNP-BC, CPNP-AC, NNP

Clinical Assistant Professor

**Email:**

Moores@uta.edu

**Student Email:**

Students enrolled in online UTA FNP courses are expected to check their UTA email daily. Students waiting for their next course to start are expected to check their UTA email a minimum of twice weekly**.**

**Faculty and Students – Email:**

For reasons of web security, faculty, staff, and students must use their **official** UT Arlington e-mail address for all university-related business. As a security measure, and in order to protect student privacy, only emails received through the UTA email system will receive a response. Emails received from any student’s personal email address will be deleted without a response.

**Instructor Office or Department Location:**

Office Number: Pickard Hall #626

Office Hours**:** By Appointment

**Instructor Office or Department Telephone Number:**

Office Telephone Number: 817-272-4885

Felicia Chamberlain, (817) 272-0659, chamberl@uta.edu

Coordinator – Nursing Administration and Online Education Programs

**Emergency Phone Number for Reaching Faculty:**

Felicia Chamberlain, (817) 272-0659, chamberl@uta.edu

Coordinator – Nursing Administration and Online Education Programs

**Faculty Profile:**

Faculty Profile: [https://www.uta.edu/mentis/profile/4858](https://www.uta.edu/mentis/profile/?4858)

**Preferred Methods for Reaching Instructor:**

Email

Maximum Timeframe for Responding to Student Communication:

Response to student emails can generally be expected within 24 hours with a 48 hour maximum time frame.

Response to student assignments may be expected within 72 hours.

**Virtual Office Hours:**

**By Appointment only: Monday-Friday 6pm-8pm**

Please email the professor to schedule an individual or small group, virtual work session during office hours or at a separate time if necessary.

Include the purpose of the meeting, what you hope to learn as a result of this meeting and who will be participating in your email.

The purpose of virtual office hours is to address those unique instructional challenges or questions that require a response that cannot be answered via email, an announcement, or the question and answer forum provided within the course.

**Zoom:**

Zoom is a user-friendly, online, video-conferencing, screen-share tool. It operates outside of Blackboard. If invited to attend a Zoom conference, students simply need to:

* Use a computer with video and audio features
* Download Zoom to their computer the first time they receive a Zoom link (you will do this simply by clicking on the link)
* Check their video and audio features via the cues provided in Zoom

The Zoom link can also be downloaded to your smart phone. Lastly, Zoom sessions can be saved and made available to all students through a link provided by the professor.

Students do not need a Zoom account to join Zoom meetings hosted by a faculty member.

Zoom tutorials can be found at the following link:

<https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials>

**Academic Coach(es):**

*TBD:*

**Coach Email:**

**Coach Profile:**

**Clinical Faculty:**Sara E. Moore, MSN, RN, PNP, PNP-BC, CPNP-AC, NNP

**Clinical Faculty Email:**

Moores@uta.edu

**Clinical Faculty Profile:**

See Welcome Letter on Blackboard and orientation video

**Credit Hours:**

3

**Clinical Hours:**

45 total are included in this course (40 hours are completed in a primary care pediatric setting and 5 are given for clinical course work during the class assignments).

If any course other than the last three, please put Clinical hours are not required until the last three courses of the program, however **preparation for clinical coursework begins early in the degree program.** Check your Pathway to Graduation for detailed instructions regarding what you must do concurrently with each academic course to ensure you are ready for your clinical experience!

If you do not have access to your online Pathway to Graduation please notify your advisor. You will need to check and use your Pathway to Graduation concurrently with every course throughout the MSN-FNP degree program.

**Textbooks (Including Titles, Authors, Edition and Publisher) or Equipment - REQUIRED:**

1. Provence, S., & Apfel, N. H. (2001). *Infant-toddler and Family Instrument (ITFI)*. (set of 15; only 1 needed) Baltimore, MD: Paul H. Brookes Publishing Co., Inc. **ISBN: 978-1557664921**
2. Burns, C. E., Dunn, A. M., Brady, M. A., Barber Starr, N., & Blosser, C. G. (2013). *Pediatric primary care*. (5th ed.). Philadelphia, PA: Elsevier Saunders. **ISBN**: **978-0-323-08024-8**
3. Hagan, J. F., Shaw, J. S., & Duncan, P. (Eds). (2008). *Bright futures pocket guide: Guidelines for health supervision of infants, children, and adolescents.* (3rd ed.). Elk Grove Village, IL: American Academy of Pediatrics. **ISBN: 9781581102246**
4. Richardson, B. (2013). *Pediatric primary care: Practice guidelines for nurses.* (2nd ed.). Burlington, MA: Jones & Bartlett Learning. **ISBN: 978-1-4496-0043-3**

**Textbooks or Equipment: SUPPLEMENTAL (Not Required):**

1. Uphold, C., R. & Graham, M. V. (2013). *Clinical guidelines in family practice.* (5th ed.). Barmarrae Books, Inc. **ISBN: 9780964615199;**
2. Kliegman, R. M., Stanton, B., St. Geme, J., Schor, N., (2015). *Nelson textbook of pediatrics, 2 volume set*. (20th ed.). Elsevier. **ISBN: 9781455775668**; for pedi majors (will be needed in later courses).
3. American Academy of Pediatrics. (2015). *Pediatric clinical practice guidelines & policies: A compendium of evidence-based research for pediatric practice*. (15th ed.). **ISBN: 1581109237;** for pedi majors (will be needed in later courses).

**Attendance Policy:**

Student attendance in this online course is required virtually as needed to successfully complete course assignments and assessments within the required timelines.

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, I have decided that attendance is taken into account in the participation and Clinical Decision-Making (CDM) In-Class Exercises/Group Exercises grade. Please see more information under “Descriptions of Major Assignments and Examinations with Due Dates.”

**Course Expectations:**

The amount of time required by students to study and complete assignments in this course will vary according to students’ previous professional experiences, prior learning, and, the pace at which one works. While having completed multiple years of practice generally provides students an advantage, these same students sometimes find themselves having to “unlearn” practices that are not supported by the most recent evidence or research. Students with fewer years of nursing experience will generally find themselves working more diligently to quickly increase their overall knowledge base – knowledge that their classmates may have developed over multiple years of working in healthcare settings.

It is recommended that students schedule a minimum of 15 hours per week to study and complete their online content in this didactic (non-clinical) course, however, some weeks may require fewer hours and other weeks may require more hours.

**FNP Program Expectations:**

* GPA of 3.0: Students must maintain a GPA of 3.0. Please seek help immediately if you are at risk of dipping below this GPA. Ready to assist you are:
* your course professor
* UTA Student Success Coordinators
* Your advisor
* Your retention specialist
* Let’s Get Clinical: Successful completion of the required 760 clinical hours during your last three courses is completely dependent upon successful completion of the “Let’s Get Clinical” portion of your Pathway to Graduation. Successful graduation requires both completion of your courses and timely completion of all of the requirements in “Let’s Get Clinical.”
* Preceptors and Clinical Sites: Students are responsible for arranging their own preceptors and clinical sites according to guidelines provided. This process begins very early in the overall program to ensure readiness when the clinical courses begin.

**Course Topics / Lesson Titles:**

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| --- | --- | --- |
| **Module** | **Module Topics / Titles** | **Lesson Topics / Lesson Titles** |
| **1** | Week 1 | **Healthy People 2020 Project (drop week 1)**  **National Guidelines Project (drop week 2)**  **Texas Health Steps x5 (drop week 2)**  **Family Centered Care Lectures**  **Growth and Development Lectures**  **Developmental Paper (drop week 7)** |
| **2** | Week 2 | **HEENT & Audiology Lectures**  **Mini CDM #1 HEENT (Drop Week 3)**  **Immunization Lectures** |
| **3** | Week 3 | **Respiratory Lectures**  **Mini CDM #2 Respiratory (drop week 7)**  **Cardiology Lectures** |
| **4** | Week 4 | **Neurology Lectures**  **Health Maintenance and Feeding Lecture**  **Preceptor agreement drop**  **Communication with Clinical instructor regarding clinical status** |
| **5** | Week 5 | **Gastroenterology Lectures**  **Mini CDM #3 GI (Drop week 9)**  **Genito-Urinary Lectures**  **Test #1** |
| **6** | Break |  |
| **7** | Week 7 | **Dermatology Lectures**  **Musculo-Skeletal Lectures** |
| **8** | Week 8 | **Urgent Office Lectures**  **Clinical Decision Making Paper (Drop week 10)**  **Communication with Clinical instructor regarding clinical status** |
| **9** | Week 9 | **Hematology Lecture**  **SOAP Note Drop Due** |
| **10** | Week 10 | **Completion of Clinical Hours** |
| **11** | Week 11 | **Test #2**  **Clinical Note Books Due** |

**Course Outcomes and Performance Measurement:**

*Complete the below table provided and required by UTA’s Center for Distance Education (CDE). The course objectives are the objectives pre-determined by the University and College. Module outcomes and assessments (how do students show they have learned what they needed to learn?) are determined by the faculty. Add or delete rows as needed.*

*Assessments are not limited to multiple choice exams. They may include performance based assessments using rubrics. One assessment could cover multiple objectives.*

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| **Course Objective(s)** | **Module Number and Objective(s)** | **Assessment Item** |
| 1. Analyze the empirical and theoretical knowledge of the unique anatomic structures, physiological and psychological process in the care of the pediatric and adolescent patient. | Module number 3  Module number 1  Module number 8  Module 1-11  Module 5 & 11  Module 1-11  Module 9 | -Mini CDM's  -Developmental paper  -CDM  -Lectures  -Testing  -Clinical experience  -You will present a SOAP note, of a **well patient** |
| 2. Apply family and developmental theory in the care of the pediatric and adolescent patient. | Module Number 1&2  Module 1-11 | -You will be doing completing an exercise focusing on the Healthy People 2020 national initiatives  -You will be completing and exercise focusing on the use of a national or best practice guideline  -You will complete 5 Texas Health Steps online courses  -you will complete 40 hours of precepted clinical. In addition, |
| 3. Demonstrate critical thinking and effective communication to assist children and their families in primary prevention to health promotion. | Module Number 1  Module Number 2  Module number 8  Module number 9 | -You will complete 5 Texas Health Steps online courses  -You will complete an Infant-Toddler and Family Instrument (ITFI) (Provence & Apfel, 2001) and then write a 3-5 page typed paper presented in a Subjective, Objective, Assessment, and Plan (SOAP) format.  -you will be doing one formal CDM paper working through a clinical decision-making scenario on the basic management of pediatric patients with common acute minor illnesses.  ­-You will present a SOAP note, of a **well patient**  ­ |
| 4. Demonstrate knowledge of basic management of the pediatric patient with common acute minor illness and appropriate referral. | Module number 2, 3, &5  Module 8  Module 5 & 11  Modules 1-11  Module 9 | -You will be doing several interactive exercises with a group working through clinical decision-making scenario’s with a focus on the basic management of pediatric patients with common acute minor illnesses  -you will be doing one formal CDM paper working through a clinical decision-making scenario on the basic management of pediatric patients with common acute minor illnesses.  -you will complete two on-line, multiple-choice examinations  -you will complete 40 hours of precepted clinical. In addition  -You will present a SOAP note, of a **well patient** |
| 5. Implement culturally sensitive care to the pediatric and adolescent patient and family. | Module Number 1 &2  Module 1-11  Module 9 | --Healthy Peolple 2020  -Family Centered Care  -Developmental Paper  ­-you will complete 40 hours of precepted clinical. In addition  -You will present a SOAP note, of a **well patient** |
| 6. Use current research in the management of health and illness in the pediatric patient role using research methodologies. | Module number 2, 3, &5  Module 8  Module 1-11 | -You will be doing several interactive exercises with a group working through clinical decision-making scenario’s with a focus on the basic management of pediatric patients with common acute minor illnesses  -you will be doing one formal CDM paper working through a clinical decision-making scenario on the basic management of pediatric patients with common acute minor illnesses.  -you will complete 40 hours of precepted clinical. In addition, |

**Course Schedule and Due Dates (Central Time):**

**PLEASE REVIEW THE TIMING OF THE ASSIGNMENTS AS THEY MAY BE DIFFERENT THAN OTHER COURSES.**

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| **Course or Module Activity** | **Due Date** |
| **Pathway to Graduation – Orientation (Course One)** |  |
| Personal Graduation Plan | Must be submitted by the end of a student’s first course in the program. |
| **Pathway to Graduation – Let’s Get Clinical (Courses Two through Fourteen)** |  |
| Items as Indicated Within “Let’s Get Clinical.” | Week Five, Saturday, 23:59 |
| **Module One (All Courses)** |  |
| Attestation Statement | Wednesday 23:59 |
| Discussions  **Healthy People 2020** | **Friday** 23:59 – post discussion thread  **Sunday** 23:59 – post replies to 2 colleagues |
| Assignments  **Healthy People 2020** | **Friday 23:59** |
| **Module Two** |  |
| Discussions  **National Guidelines** | **Friday** 23:59 – post discussion thread  **Sunday** 23:59 – post replies to 2 colleagues |
| Assignments  **National Guidelines**  **Texas Health Steps modules** | **Friday 23:59**  **Friday 23:59** |
| **Module Three** |  |
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| Assignments  **MINI CDM #1 HEENT (Group)** | **Friday 23:59** |
| **Module Four** |  |
| **EMAIL Communication**  **Mandatory communication with Clinical instructor re: clinical placement update (competed after 25 hours of clinical OR at week 8)** | **Friday 23:59** |
| Assignments  **Preceptor Agreement Drop** (if clinical hours have started) | **Friday 23:59** |
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| **Module Five** |  |
| **Exam #1** | **Monday 3 am to Thursday 3 am** |
| **Module Six** | **BREAK WEEK** |
| **Module Seven** |  |
| Assignments  **MINI CDM #2 Resp (Group)**  **Developmental Paper (Individual)** | **Friday 23:59**  **Friday 23:59** |
| **Module Eight** |  |
| **EMAIL Communication**  **Mandatory communication with Clinical instructor re: clinical placement update (competed after 10 hours of clinical OR at week 4, even if clinical hasn't started)** | **Friday 23:59** |
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| **Module Nine** |  |
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| Assignments  **MINI CDM #3 GI (Group)**  **SOAP NOTE (INDIVIDUAL)** | **Friday 23:59**  **Friday 23:59** |
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| **Module Ten** |  |
| Assignments  **CDM (INDIVIDUAL)** | **MONDAY 23:59** |
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| **Module Eleven** |  |
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| Assignments  **Completion of Clinical Notebook and Typhon hours** | **Thursday 23:59** |
| **Exam #2** | **Monday 3 am to Thursday 3 am** |

**Assignments and Assessments:**

**Blackboard Required:**

Only assignments submitted through Blackboard will be reviewed and accepted for a grade, regardless of the reason. Assignments that are submitted through email will not be reviewed for feedback nor graded. They will be assigned a grade of zero. No exceptions will be made**.**

**Technical Problems:**

Because technology is vulnerable to experiencing difficulties you should not wait until the last minute to submit an assignment, complete a quiz, or test. If you experience technical difficulties contact Blackboard Support to help resolve the issue. They are open 24 hours a day.

**Late Assignments / Assessments:**

Late assignments will not be accepted for a grade or reviewed for feedback (regardless of the reason) and will be assigned a zero. Quizzes and tests must be started, completed, and submitted prior to the submission due date and time. Any quiz or test submitted after the due date and time will not be accepted. Make-up exams are not provided given the extended period for which exams are open

**Plagiarism:**

Plagiarism is prohibited. Any assignment determined to have been plagiarized will be given a zero and the student reported for academic dishonesty. Copying your answers from your textbooks, journal articles, any website or any source is considered plagiarism. All of your work is to be in your own words, paraphrased and referenced according to APA style. Using quoted sentences is not an acceptable manner in which to complete any assignment in this course and does not reflect synthesis of the material. Consequently the use of quoted sentences will result in a point deduction up to and including a zero**.**

**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.*

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 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.

"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 Board of Nursing (BON) using rule §215.8 as a guide.**

**APA 6th Edition:**

Students are expected to use APA style to document resources. Numerous resources can be found through the UTA Library at the following links:

* <http://library.uta.edu/sites/default/files/apa2014.pdf>
* <http://libguides.uta.edu/apa>
* <http://library.uta.edu/how-to/paper-formatting-apa-st>

**Grading and Evaluation:**

A = 90-100

B = 80-89.99

C = 70-79.99

Students are required to maintain a GPA of 3.0**.**

Final grades are not rounded up.

***\*Both the didactic and clinical must be passed in order to pass the whole course*. *Both are combined into one course grade. See further information in syllabus.***

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| --- | --- |
| **Required Components for Course Credit** | **Weight / Percentage Value**  **Within the Course** |
| Healthy People 2020 (due week 1) | 5% \*Counted as didactic grade |
| National Guidelines (due week 2) | 5% \*Counted as didactic grade |
| Texas Health Steps On-line Courses X 5 (due week 2) | 5% + 1.5 clinical hours \*Counted as didactic and clinical hours |
| Preceptor Agreement drop & Communication with Clinical Instructor (mandatory) (due week 4 or after 10 hours of clinical) | credit |
| Communication with Clinical Instructor (mandatory) (due week 8 or after 25 hours of clinical) | credit |
| Developmental Paper (due week 7) | 5% + 3.5 clinical hours \*Counted as didactic grade and clinical hours |
| Mini CDM Group Exercises (due week's 3, 7, & 9) | Approx. 6.7 % Each \*Counted as didactic grade |
| Clinical Decision-Making Paper (due week 10) | 20% \*Counted as didactic grade |
| Exam 1 & 2 | 20% \*Counted as didactic grade |
|  |  |
| Soap Note (due week 9) | credit |
| Clinical Notebook (**with typhon hours totaling 40**) | credit |

**University Library Resources for Online Students:**

**Peace Williamson**, *Nursing Librarian* Phone: (817) 272-7433 E-mail: [peace@uta.edu](mailto:peace@uta.edu)

**Research Information on Nursing:**

[**http://libguides.uta.edu/nursing**](http://libguides.uta.edu/nursing%20)

|  |  |
| --- | --- |
| Library Home Page | <http://www.uta.edu/library> |
| Subject Guides | [http://libguides.uta.edu](http://libguides.uta.edu/) |
| Subject Librarians | <http://www.uta.edu/library/help/subject-librarians.php> |
| Database List | <http://libguides.uta.edu/az.php> |
| Course Reserves | <http://pulse.uta.edu/vwebv/enterCourseReserve.do> |
| Library Catalog | <http://discover.uta.edu/> |
| E-Journals | <http://ns6rl9th2k.search.serialssolutions.com/> |
| 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/) |

Resources often used by online students: <http://library.uta.edu/distance-disability-services>

**Disability Accommodations:**

UTArlington 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), The Americans with Disabilities Amendments Act (ADAAA),* and *Section 504 of the Rehabilitation Act.* 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 disability. Students are responsible for providing the instructor with official notification in the form of a letter certified by the **Office for Students with Disabilities (OSD).** Students experiencing a range of conditions (Physical, Learning, Chronic Health, Mental Health, and Sensory) that may cause diminished academic performance or other barriers to learning may seek services and/or accommodations by contacting:

**The Office for Students with Disabilities, (OSD)**:

[www.uta.edu/disability](http://www.uta.edu/disability) or calling 817-272-3364.

**Counseling and Psychological Services, (CAPS):**

[www.uta.edu/caps/](http://www.uta.edu/caps/) or calling 817-272-3671.

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.

**Student Evaluation of Course:**

Students are asked to please complete the anonymous course evaluation upon completion of this course. We use information gathered from student feedback to guide our overall continual improvement process. Thank you!

**Title IX:**

*The University of Texas at Arlington does not discriminate on the basis of race, color, national origin, religion, age, gender, sexual orientation, disabilities, genetic information, and/or veteran status in its educational programs or activities it operates. For more information, visit*[*uta.edu/eos*](http://www.uta.edu/hr/eos/index.php)*. For information regarding Title IX, visit* [www.uta.edu/titleIX](http://www.uta.edu/titleIX).

**Schedule Adjustments:**

*As the instructor for this course, I reserve the right to adjust this schedule in any way that serves the educational needs of the students enrolled in this course. – Faculty Name*

**TO MINIMIZE REPETITION, ALL OF THE FOLLOWING ITEMS WILL BE EMBEDDED WITHIN THE ORIENTATION AND OTHER RELEVANT PLACES WITHIN OVERALL PROGRAM INFORMATION.**

**Technology Requirements**

Students must have an up-to-date computer system with wired (not wireless) high-speed Internet in addition to e-mail and internet skills. The entire course will be delivered in an online format.

**Respondus**

Tests and quizzes will be given using Respondus Lockdown Browser with webcam monitoring. You will be required to download Respondus to complete any quiz or test. Respondus can be downloaded at:

<http://www.respondus.com/lockdown/download.php?id=163943837>

**Tripod and Webcam**

You will need an external high definition (1080p) webcam with a tripod. An external webcam with a tripod is required to allow you to meet the requirements of the video monitoring for each quiz and test. An external webcam is one which is separate from your computer or laptop. A Logitech 1082p webcam is the required webcam for the FNP online program. Only a Logitech C920 or Logitech C930e will meet the program requirements.

**Quiz and Test Taking Rules and Tips**

Read the test taking tips prior to each quiz and test. Follow these tips to optimize your computer’s functionality, enhance blackboard’s function, and to minimize technical difficulties.

* Respondus Lockdown Browser with video monitoring will be used to administer each quiz and test. Please make sure to download Respondus prior to taking your first quiz.
* Update Respondus prior to completing each quiz and test.
* Update Java prior to completing each quiz and test.
* You will need an external high definition (1080p) webcam with a tripod. This will ensure that your IDs and videos are clearly seen. You will use this webcam throughout the online FNP curriculum. An external webcam is one that is separate from your computer or laptop.
* Using the tripod position the webcam to the side of your desk so that the webcam captures a profile view of you, your computer, and desk. The webcam should provide a clear view of you, the desk and computer from the level of the desk up.
* To ensure your webcam is working properly, complete the webcam test prior to taking every quiz and test.
* If you are kicked out of a quiz or test, close your browser completely, reopen it, and log back into Respondus lockdown browser to continue taking the quiz or test.
* A photo ID is required to take the test. Show your driver’s license or Mav ID when prompted by the system. Only your driver’s license or Mav ID are acceptable forms of identification. A work ID badge, passport, or other forms of ID are not acceptable and should not be used.
* Your photo ID must be held close enough to the camera to be read. The photo must be facing the camera. If the image of your ID is not legible you will be asked to provide an electronic copy of your driver’s license or Mav ID to verify your identity. Your grade will not be released until your identify has been verified. Failure to verify your identity will result in a zero for the quiz or test.
* You will be asked to show your environment. When you are prompted please rotate the camera to show your desk and the room in its entirety.
* Please ensure that there are no lights shining in front of the webcam. This will obscure the images taken by the webcam.
* Your desk must be completely clear of all materials. Papers, pencils, pens, books, electronics, cell phones, tablets etc. are not allowed on or around your desk while taking a quiz or test.
* Drinks are not allowed while taking a quiz or test.
* No one else may be in the room while you are taking a quiz or test.
* Once you have started a quiz or test you are not allowed to leave your desk. You must complete and submit the quiz or test prior to leaving your desk.
* Plug in laptops and computers prior to starting the quiz or test.
* Talking is prohibited.
* The use of any electronics is strictly prohibited.
* Hats may not be worn while taking a quiz or test.

Any violation in the above rules may result in any and all of the following:

* A point deduction up to and including a grade of zero on the respective quiz or test.
* The student may be reported to The Office of Student Conduct. If The Office of Student Conduct determines the reported student has participated in academic dishonesty the consequences may include any or all of the following: a quiz or test score of zero, course failure, probation, suspension or expulsion from the university.

**Plagiarism**

Plagiarism is prohibited. Any assignment determined to have been plagiarized will be given a zero and the student reported for academic dishonesty. Copying your answers from your textbooks, journal articles, any website or any source is considered plagiarism. All of your work is to be in your own words, paraphrased and referenced according to APA style. Using quoted sentences is not an acceptable manner in which to complete any assignment in this course and does not reflect synthesis of the material. Consequently the use of quoted sentences will result in a point deduction up to and including a zero.

**Safe Assign**

Safe assign is an electronic system which helps to identify plagiarized assignments. All student assignments are subject to being submitted to safe assign at any time to evaluate for plagiarism. Case studies and the electronic poster presentation will automatically be submitted to safe assign and evaluated for plagiarism. Discussion board posts may

randomly be submitted to safe assign or may be submitted if plagiarism is suspected. Plagiarism may also be determine 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. 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 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/plagiarism/index.html>This is repeated here. At least one of the two needs to go under global stuff in the orientation, probably both.

**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). Does this apply to online? Please find out what specifically applies to them and let’s get that message.

**Drop Policy:**

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

**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/records/services/academic-partnershipprograms.php#summer> Make generic and leave vague for the different potential lengths of courses. Needs to go under program stuff.

* A student may not add a course after the end of late registration

A student dropping a graduate course after the Census Date but 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 **Course Format and Design - Rewrite this to be generic and include in your policy section of the orientation.**

This course is presented completely online and is administered at an accelerated pace. The course builds upon your undergraduate education and will cover a significant amount of content over a short period of time. It is designed to facilitate and guide your learning. As such minimal written lecture content is provided. You will be required to read the text books and synthesize the information to complete all of the course assignments.

As a graduate student the expectations of this course and curriculum are different than your undergraduate education. You are expected to synthesize the information from your readings and be able to apply it to clinical scenarios in a manner which is reflective of advanced practice nursing. As a graduate student you are considered to be an independent learner and if needed identify additional resources to help you understand the concepts in the course.

Supplemental videos have been provided over select concepts for your review. These videos are not mandatory to view but you may find them helpful in understanding some of the content. For testing purposes you are responsible for the content in the text books and the written lectures which have been provided.

This format will require you to spend an average of 13-17 hours per week to complete all of the required readings and assignments. The majority of the concepts presented in the course are not new but the time you spend weekly will vary depending on many variables.