**TEACHING PRACTICUM**

Spring 2016

Syllabus

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

**Office Number:**  Internet Course

**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](mailto:bacchus@uta.edu) . Usually, 24 hours is normal response time for emails so students should plan in advance.

**Email Address:** [bacchus@uta.edu](mailto: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:**

Required textbook.

National League for Nursing (2012). The scope of practice for academic nurse educators New York, NY: National League for Nursing: ISBN: 978-1-934758-17-5

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>

**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 for clinical preparation time (it does not include assignments for this course)
   3. 120 hours of clinical experiences (includes participation in teaching activities in class, clinical, clinical conferences, conferences with students, work with preceptor on grading, work with hospital educators on programs, skills check offs etc. 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 & 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. The clinical requirements (as per package) must be fulfilled prior to first class.
2. Agreements must be signed and received prior to start date. Student is responsible to ensure that all of his/her preceptor agreements are signed and all documents are ready before beginning clinical experience. Please refer to your clinical packet instructions.
3. Prior to the first start day of class, I will receive a list of students who are ready and approved to start clinical.

**Teaching Methods/Strategies:**

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

**Course Schedule**

“*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. – Donna Bacchus.”*

**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) | The clinical requirements, preceptor agreements and affiliation contracts (as per package) must be fulfilled prior to first class day.  Prior to the first start day of class, I will receive a list of students who are ready and approved to start clinical.  Be aware of penalties and deadlines for withdrawals.  Please refer to your advisor for any change and advice to your degree plan. |
| Week 1 – `1/18/2016 | Continue collaboration with Clinical Preceptor:  Finalize clinical plan with preceptor. | Submit plan of your projected clinical activities 1/24/2016 @2359  Submit initial self-evaluation using NLN educator competencies  \*\*Due 1/22/2016  Participate in Discussion Board #1 -Initial post and response by  1/24/2016 |
| Week 2 – 1/25/2016 | Maintain record of clinical experiences. | Participate in Discussion Board #2 - Initial post  And response to DB #2  1/31/2016 |
| Week 3 –2/1/2016 | Maintain record of clinical experiences. | Participate in Discussion Board # 3 -Initial post  And response to DB # 3  2/7/2016 |
| Week 4 – 2/8/2016 | Maintain record of clinical experiences. | Participate in Discussion Board # 4 -Initial post  And response to DB #4  2/14/2016 |
| Week 5 – 2/15/2016 | Maintain record of clinical experiences. | Participate in Discussion Board #5 - Initial post  And respond to DB #5  2/21/2016 |
| BREAK - 2/22/2016 | ENJOY!!!!! |  |
| Week 6 - 2/29/2016 | Maintain record of clinical experiences. | Participate in Discussion Board #6  Submit video and note to DB  Submit video and note to Assignment also  Respond to DB # 6  3/6/2016 |
| Week 7 - 3/7/2016 | Maintain record of clinical experiences. | Participate in Discussion Board # 7 Initial post  Respond to DB # 7  3/13/2016 |
| Week 8 – 3/14/2016 | Maintain record of clinical experiences. | Participate in Discussion Board #8- Initial post  Respond to DB #8  3/20/2016 |
| Week 9 – 3/21/2016 | Maintain record of clinical experiences. | Participate in Discussion Board # 9  Respond to DB #9  3/27/2016 |
| Week 10 – 3/28/2016  ### LAST DAY OF COURSE 4/3/2016 | Maintain record of clinical experiences  Arrange end of semester conference  with instructor  Prepare end of semester documents | \*\*\*\*DUE March 31, 2016 at 2359  **Assignments**  Submit preceptor evaluation of student.  Submit final self-evaluation using NLN educator competencies  Submit student evaluation of preceptor  Submit clinical log  Complete course completion survey  Meet with course faculty (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 = 90 to 100

B = 80-89

C = 70-79

D = 60 to 69 – cannot progress

F = below 59 – 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. This course is graded as a pass or fail. **All course activities must be completed at the passing level in order to pass the course**. **The grade for passing the course is 80% (B). In addition all required evaluations, log and clinical plan must be submitted in a timely manner in order to pass this 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: R**egular 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 Mymavs 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://www.uta.edu/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 after the Census Date but on or before the last day to drop may receive a grade of W. Students dropping a course must:

(a)  Contact your graduate advisor to obtain the drop form and further instructions before the last day to drop.

**Last day to drop February 29, 2016**

**Census Day – January 26, 2016**

**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. For information regarding Title IX, visit* [www.uta.edu/titleIX](http://www.uta.edu/titleIX).

**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 or calling 817-272-3364.

**Counseling and Psychological Services, (CAPS)** 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 or by calling the Office for Students with Disabilities at (817) 272-3364.

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

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

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

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 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 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](mailto:resources@uta.edu), or view the information at [www.uta.edu/resources.](http://www.uta.edu/resources)

**The English Writing Center (411LIBR)**: Hours are 9 am to 8 pm Mondays-Thursdays, 9 am to 3 pm Fridays and Noon to 5 pm Saturdays and Sundays. Walk In ***Quick Hits*** sessions during all open hours Mon-Thurs. Register and make appointments online at [http://uta.mywconline.com](http://uta.mywconline.com/). Classroom Visits, Workshops, and advanced services for graduate students and faculty are also available. Please see [www.uta.edu/owl](http://www.uta.edu/owl) for detailed information.

**Student Success Faculty:**  In order to assist masters nursing students who are at academic risk or who need academic support, there are graduate faculty members available to you. The goal of the success faculty members is to support student achievement in masters-level coursework so students can reach their educational goals. Students may contact a success faculty member directly, or a course instructor may encourage you to contact a success faculty member.

The success faculty in the MSN Program:

Dr. Donelle Barnes is available as a writing coach to assist students in the MSN Core courses; theory, research, and evidence based practice. Since these courses are writing intensive, Dr. Barnes can help students improve the clarity and organization of their written papers. She can be reached via email: [donelle@uta.edu](mailto:donelle@uta.edu).

Dr. Mary Schira is available as a success faculty to assist with diverse resources that may include study skills, testing challenges/approaches, managing multiple responsibilities, and addressing personal issues impacting academic performance.   Course content challenges may also be addressed, with referral to additional resources as indicated.  Dr. Schira can be reached via email:  [schira@uta.edu](mailto:schira@uta.edu).

**Electronic Communication:**  UT Arlington has 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 are responsible for checking the inbox regularly.** There is no additional charge to students for using this 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>.

If you are unable to resolve your issue contact the Helpdesk at [helpdesk@uta.edu](mailto:helpdesk@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>

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

**Librarian to Contact:**

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| Peace Williamson  817-272-6208  [peace@uta.edu](mailto:peace@uta.edu) | Lydia Pyburn  817-272-7593  [llpyburn@uta.edu](mailto:llpyburn@uta.edu) | Heather Scalf  817-272-7436  [scalf@uta.edu](mailto:scalf@uta.edu) | Kaeli Vandertulip  817-272-5352  [Kaeli.vandertulip@uta.edu](mailto:Kaeli.vandertulip@uta.edu) |

Contact all nursing librarians:

[library-nursing@listserv.uta.edu](mailto:library-nursing@listserv.uta.edu)

**Helpful Direct Links to the UTA Libraries’ Resources**

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| **Research Information on Nursing** | [**http://libguides.uta.edu/nursing**](http://libguides.uta.edu/nursing) |
| **Library Home Page** | <http://library.uta.edu/> |
| **Subject Guides** | <http://libguides.uta.edu> |
| **Chat with the Library** | <http://ask.uta.edu> |
| **Database List** | <http://libguides.uta.edu/az.php> |
| **Course Reserves** | <http://pulse.uta.edu/vwebv/enterCourseReserve.do> |
| **Library Catalog** | <http://uta.summon.serialssolutions.com/#!/> |
| **E-Journals** | <http://pulse.uta.edu/vwebv/searchSubject> |
| **Library Tutorials** | <http://www.uta.edu/library/help/tutorials.php> |
| **Connecting from Off- Campus** | <http://libguides.uta.edu/offcampus> |

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>.

General library guide for nursing: (<http://libguides.uta.edu/nursing>).

Visit <http://libguides.uta.edu/os> and <http://libguides.uta.edu/pols2311fm> .

**UTA College of Nursing and Health Innovation - 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 Associate Dean- Department of Graduate Nursing. The complete policy about encumbered licenses is available online at: [www.bon.state.tx.us](http://www.bon.state.tx.us)

**MSN Graduate Student Dress Code:** The University of Texas at Arlington College of Nursing and Health Innovation expects students to reflect professionalism and maintain high standards of appearance and grooming in the clinical setting. **Clinical faculty has final judgment on the appropriateness of student attire and corrective action for dress code infractions. Students not complying with this policy will not be allowed to participate in clinical.**

Please View the College of Nursing and Health Innovation Student Dress Code on the nursing website:  <http://www.uta.edu/nursing/msn/msn-students> .

**UTA Student Identification: MSN Students MUST be clearly identified as UTA Graduate Students and wear a UTA College of Nursing and Health Innovation ID in the clinical environment.**

**Blood and Body Fluids Exposure:** A Health Verification form was signed by all MSN students at start of the program documenting personal health insurance coverage. All MSN students have mandatory health insurance and will need to manage exposure to blood and fluids. Current CDC guidelines can be found at:<http://www.cdc.gov/>

**Ebola exposure**: Please inform your faculty if you have been in contact with anyone who has Ebola/have traveled to a country that has Ebola virus.

**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.

**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>

**Student Code of Ethics:** The University of Texas at Arlington College of Nursing and Health Innovation 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/msn/msn-students>

**No Gift Policy:** In accordance with Regent Rules and Regulations and the UTA Standards of Conduct, the College of Nursing and Health Innovation has a “no gift” policy. A donation to one of the UTA College of Nursing and Health Innovation Scholarship Funds, found at the following link: is <http://www.uta.edu/nursing/student-resources/scholarship> 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.

**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 Graduate Student Handbook for more information.

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

**The English Writing Center (411LIBR)**: [Optional.] Hours are 9 am to 8 pm Mondays-Thursdays, 9 am to 3 pm Fridays and Noon to 5 pm Saturdays and Sundays. Walk In ***Quick Hits*** sessions during all open hours Mon-Thurs. Register and make appointments online at [http://uta.mywconline.com](http://uta.mywconline.com/). Classroom Visits, Workshops, and advanced services for graduate students and faculty are also available. Please see [www.uta.edu/owl](http://www.uta.edu/owl) for detailed information.

**Department of Graduate Nursing**

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| **Judy Leflore, PhD, RN, NNP-BC, CPNP-PC & AC, ANEF, FAAN**  Interim Associate Dean  Chair, Graduate Nursing Programs  Director, PNP, ACPNP, NNP Programs  Pickard Hall Office #518  Email address:  [jleflore@uta.edu](mailto:jleflore@uta.edu) | **Kathy Daniel, PhD, RN, ANP/GNP-BC, AGSF**  Associate Chair, Graduate Nurse Practitioner Programs  Pickard Hall Office #615  817-272-0175  Email address: [kdaniel@uta.edu](mailto:kdaniel@uta.edu) |
| **Lauri John, PhD, RN, CNS**  Associate Chair, Graduate Educator and Administration Programs  Pickard Hall Office #519  817-272-0172  Email address: [ljohn@uta.edu](mailto:ljohn@uta.edu) | **Rose Olivier**  Administrative Assistant I  Pickard Hall Office # 605  (817) 272-9517  Email address: [olivier@uta.edu](mailto:olivier@uta.edu) |
| **Janyth Mauricio (Arbeau)**  Clinical Coordinator  Pickard Hall Office # 610  (817) 272-0788  Email address:  [janyth.mauricio@uta.edu](mailto:janyth.mauricio@uta.edu) or  [npclinicalclearance@uta.edu](mailto:npclinicalclearance@uta.edu) | **Angel Trevino-Korenek**  Clinical Coordinator  Pickard Hall Office # 610  (817) 272-6344  Email address:  [angel.korenek@uta.edu](mailto:angel.korenek@uta.edu) |
| **Janette Rieta**  Administrative Assistant – NADM, NEDU  Pickard Hall #510  817-272-1039  [jrieta@uta.edu](mailto:jrieta@uta.edu) | **Christina Gale**  Support Specialist I (Assisting Vivian and Rose)  Pickard Hall Office #510  817-272-1039  Email address:  [christina.gale@uta.edu](mailto:christina.gale@uta.edu) |

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| **Graduate Advisors:** | |
| **Campus-based Programs:**  **NP Students with last Name A-L and Post MSN Certificate NP Program Students:**  Sheri Decker, Graduate Advisor III  Pickard Hall Office # 611  (817) 272-0829  Email: [s.decker@uta.edu](mailto:s.decker@uta.edu) | **Campus-based Programs:**  **NP Students with Last Name M-Z and ALL NNP Program Students:**  Luena Wilson, Graduate Advisor I  Pickard Hall Office # 613  (817) 272- 4798  Email: [lvwilson@uta.edu](mailto:lvwilson@uta.edu) |
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