



The UT Arlington

College of Nursing and Health Innovation

Syllabus

NURS-5382-002 Nursing and Health Care Policy: Issues and Analysis

Spring 2016

Jan 19-May 6, 2016

Time and Place of Class Meetings: *(See detailed schedule below)*

Thursdays 13:00-16:00.

Portions of the course vary in delivery and may be held in

- Pickard Hall room #TBA (Face-to-Face, live, synchronous sessions on campus)
- Online (asynchronous, via *Blackboard Bb*) (<https://elearn.uta.edu>), and
- *Bb Collaborate* (live synchronous-real time online sessions).

Instructor:

Joy Don Baker, PhD, RN-BC, CNOR, CNE, NEA-BC, FAAN

Professor, Clinical Nursing

Office #: Pickard Hall, 520B

Campus Mailbox: 19407

Office Phone: 817-272-2776

Office Fax: 817-272-5006

Cell Phone: 817-980-5354

Office Hours: Please contact Dr. Baker via email to set up an appointment for either a *Virtual* or Face-to-Face meeting.

Email: jdbaker@uta.edu *UTA Email availability:* I generally respond to email at least once in a 24-hour period Monday-Friday. While I may respond more frequently, please do not view anything other than this timeframe as the expectation.

Faculty profile: <https://www.uta.edu/profiles/joy-baker>

Course Description:

Analyze historical, current, and predicted national, state, and local health care policy processes.

Student Learning Outcomes:

1. Articulate current initiatives in health care policy.
2. Influence health care policy at the national, state, and local level.
3. Implement emerging roles for nursing in health care policy.
4. Analyze the influence of economic issues related to health care policy.

Course Prerequisites & Requirements:

The student must:

- Complete the N5327 Analysis of Theories in Nursing Course.
- Have basic *Microsoft Office* software skills such as *Word*, *Excel*, and *PowerPoint*, video recording for posting to *YouTube* as well as computer, email, and Internet skills.
- *Mozilla Firefox* is the browser recommended for use with *Blackboard* however, others may work such as *Google Chrome*. *Internet Explorer* has been known to be less consistent and therefore, may wish to avoid the use of it. If a problem arises, try switching browser systems to test the issue before contacting the helpdesk or faculty.
- **Note:** *Papers are graded using the Track Changes and Comments features in Microsoft Word.*

Students must have access to appropriate computer equipment and software. The computer and programs should be *Windows* based (XP or more current version is expected). Students are expected to access the Internet and a broadband/DSL speed is recommended, dial up Internet will create problems for access by the student. Students have access to the 24 hour/7 days per week computer labs on campus.

In addition, a two-wire headset and microphone may be used during this course. (Check with faculty prior to purchasing). USB headsets are not as effective with *Blackboard Collaborate*. Headsets such as iPhone with built in microphone may also work with some components and will depend on your system. Wireless connections are not well supported by *Blackboard Collaborate* and it is therefore recommended a connection via a PC hard line system instead of wireless for the *Blackboard Collaborate* sessions be made. Students will be posting a video and using *YouTube* to post a URL link to their video for grading purposes.

Textbooks, Reading Materials, and Resources:

Mason, D.J.; Gardner, D.B., Outlaw, F.H., O'Grady, E.T. (Eds.). (2016). *Policy and politics in nursing and health care* (7th ed.). St. Louis, MO: Elsevier, Inc.

Texas Board of Nursing (2013). *Nurse practice act*.

http://www.bon.texas.gov/laws_and_rules_nursing_practice_act.asp (If you reside/work outside Texas then please access your state's nurse practice act)

References for writing papers:

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

See also the required **UTACON Nursing Administration title page** under Resources section of Bb.

Suggested Reading:

- Articles from current nursing, health care, business and other relevant journals.
- Additional Reading material in *Blackboard* (Bb)

Course Topics:

- Health Care Policy Analysis
- Historical Evolution of Health Care Policy and & Current Status
- Economics in Health Care/Supply & Demand/ Delivery Systems
- Legislative Process & Decision Making
- Governmental Agencies for Health Care
- Technical, Legal & Ethical Dimensions of Health Care Policy
- Networking for Health Care Policy
- Consumerism in Health Care Policy
- Future – Health Care Policy Issues

Teaching Methods/Strategies

Learning modules, experiential learning activities, multiple online discussions, student presentations with video development, and individualized instructor/student conferences are available/used within this course. Course content materials and intra-course communications are managed through Blackboard, UTA Mav email, and Blackboard Collaborate systems.

Descriptions of Major Assignments see schedule for Due Dates: (See *Blackboard* for more detailed information. All Assignments due by 23:59 on the identified due date unless specified differently in *Blackboard*).

	Graded Course Components	Percentage of Final Grade
	PARTICIPATION	
	Class/Online Attendance/Participation: <ul style="list-style-type: none"> • Child Obesity • Nursing Political Action • Professional Networking 	10%
	Learning Plan & Post Self Evaluation	2%
	Miscellaneous Quizzes & Assignments (Average): Plagiarism Attestation, Student Information Form, Computer Validation Form, Quizzes	3%
	ACTIVITY: Capitol Day in Austin (Alternate graded paper Assignment available if unable to attend the event in Austin).	10%
	BRIEF & VIDEO: <ul style="list-style-type: none"> • 1-Page BRIEF(9.5) • 3-Minute Presentation VIDEO (9.5); • Planning Discussions & Peer Critique (1) 	20%
	LEGISLATION TRACKING <ul style="list-style-type: none"> • Paper (20); • Preparation Assignments (4); • Planning Discussions (1) 	25%
	INTERVIEW with an individual who influences health care policy <ul style="list-style-type: none"> • Paper (25); • Preparation Assignments (4); • Planning Discussions (1) 	30%
	Total:	100%

Grading Policy

Students are expected to keep track of their performance throughout the course and seek guidance from available sources (including the coach and instructor) if performance drops below satisfactory levels.

A = 90-100 B = 80-89 C= 70-79
D=60-69 (cannot progress) F=<60 (cannot progress)

Grades are extended to two decimals without rounding for the final grade. For example, a final course score of 89.99 is a B in the course.

Discussions, Assignments, Activities, and Projects are the major part of the course work and should receive appropriate attention. All material submitted for grading must meet the standards of graduate level work (content and format). All assignments are to be submitted electronically via Blackboard unless otherwise specified by the instructor. **UTACON Nursing Administration Title page** is required for each assignment unless otherwise specified.

For any reason, course work requiring resubmission will be dropped up to one letter grade at the discretion of the faculty and only a maximum of a B or 89% percent can be achieved on any work resubmitted.

Turn in only one copy of your work; all assignments are the property of the University. Students should make a copy of their work prior to submission. Assignments and Activities detail

are located in Blackboard.

Grades of incomplete are NOT automatically given when there are missing assignments at the end of the course. A student must discuss, with the faculty of record for the course, the reasons that an incomplete grade is being requested. This discussion must occur as soon as the student recognizes that a problem exists. Faculty members are not obligated to grant the use of an incomplete grade. With no prior discussion of the need for an incomplete, students not completing the required activities will receive the grade for the course based on the percentage of the required material submitted.

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 course section:

- **Regular class attendance and participation** is expected by all students whether class is held on campus or online in synchronous or asynchronous methods.
- **Students are responsible** for all missed course information.
- No makeup opportunity for missed class sessions is provided

Time Management:

Time management in this course is critical.

There is a **10-point deduction** for assignments **turned in** after the due date/time **up to 5- hours late**. If an assignment is **late 5-hours or more, a grade of zero (0)** will be given for that activity. Extensions of time are granted at the discretion of the instructor and must be negotiated in **advance** of the due date/time.

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 time 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/> 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.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 end of the 10th week of class 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 Date to Drop or Withdraw: April 1, 2016 by 16:00

Americans with Disabilities Act:

UT 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)*, *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.

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.

Academic Integrity Policy

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.

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>

Assignment and course grade penalties can and do with issues of plagiarism. **Plagiarism in this course is taken very seriously. Any breach of plagiarism in course assignments will result in counseling with the student by the Faculty/Coaches and possible reduction in the assignment and/or course grade to zero. This type of breach also may be reported to the UTA Office of Student Conduct by the faculty. This can affect a student's progression and enrollment at UTA.**

Student Support Services Available:

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, or view the information at 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>. Classroom Visits, Workshops, and advanced services for graduate students and faculty are also available. Please see 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.

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.

Electronic Communication Policy (E-Culture)

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 act

Student Feedback Survey

At the end of each course, 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 course. 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>.
ivating 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.

Librarian to Contact:

Peace Williamson 817-272-6208 peace@uta.edu	Lydia Pyburn 817-272-7593 lpyburn@uta.edu	Heather Scalf 817-272-7436 scalf@uta.edu	Kaeli Vandertulip 817-272-5352 Kaeli.vandertulip@uta.edu
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Contact all nursing librarians:

library-nursing@listserv.uta.edu

Helpful Direct Links to the UTA Libraries' Resources

Research Information on 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>.

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

MSN Graduate Student Dress Code

The College of Nursing and Health Innovation expects students to reflect professionalism and maintain high standards of appearance and grooming in the clinical setting. Students must adhere to the Dress Code Policy. www.uta.edu/nursing/file_download/234/BSNDressCode.pdf **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.**

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.

Emergency Phone Numbers

In case of an on-campus emergency, call the UT Arlington Police Department at 817-272-3003 (non-campus phone), 2-3003 (campus phone). You may also dial 911. For non-emergencies, call 817-272-3381.

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 Health Innovation, and faculty members do not receive the results until after they have turned in course grades

Dress Code

Realizing the importance of presenting a professional image as a manager/executive the following have been developed as guidelines when representing the UTA College of Nursing to the community including all nursing administration practicum and activities.

Professional business attire is always required.

This eliminates all casual clothes including sandals, flip-flops, jeans, tank tops, etc. for both men and women (regardless of what others may wear.). Men should wear a minimum of slacks and a shirt and tie. Jewelry should be at a minimum meaning one set of (conservative) earrings and no "extra" piercings should be showing. Nails should be clean and neat.

A NAME TAG is required in all agencies identifying you as a UTA Student. You may use your MAV card in a plastic sleeve as a name tag. There are **no exceptions** to this requirement.

If you are to be in an area that requires you to wear scrubs such as in the OR or L&D areas, **you must wear business attire to the agency and then change your clothes**. If there is any doubt as to what you are to wear, please discuss with your faculty. Remember, this is your opportunity to present yourself as a professional to enhance your career and dressing professionally gives the image of one who is serious and capable.

Department of Graduate Nursing

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: jlefllore@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
Lauri John, PhD, RN, CNS Associate Chair, Graduate Educator and Administration Programs Pickard Hall Office #519 817-272-0172 Email address: ljohn@uta.edu	Rose Olivier Administrative Assistant I Pickard Hall Office # 605 (817) 272-9517 Email address: olivier@uta.edu
Janyth Mauricio (Arbeau) Clinical Coordinator Pickard Hall Office # 610 (817) 272-0788 Email address: janyth.mauricio@uta.edu or npclinicalclearance@uta.edu	Angel Trevino-Korenek Clinical Coordinator Pickard Hall Office # 610 (817) 272-6344 Email address: angel.korenek@uta.edu
Janette Rieta Administrative Assistant – NADM, NEDU Pickard Hall #510 817-272-1039 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

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	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
Off –campus (AP) ADM/EDU/FNP Students with last name A-L Lisa Rose, Graduate Advisor II Pickard Hall Office #628-B 817-272-9087 Email: lirose@uta.edu	Off –campus (AP) ADM/EDU/FNP Students with last name M-Z Caitlin Wade, Graduate Advisor II Pickard Hall Office #631 817-272-9397 Email: cwade@uta.edu

Miscellaneous Information

Inclement Weather (School Closing) Inquiries: Metro(972) 601-2049

Fax Number - UTA School of Nursing: (817) 272-5006

Attn: Graduate Nursing Office

UTA Police (Emergency Only): (817) 272-3003 or dial 911

Mailing Address for Packages:

UTA School of Nursing

C/O Dr. Joy Don Baker

411 S. Nedderman Drive, Pickard Hall

Arlington, Texas 76019-0407

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*.

- **The Basics of APA Style** at <http://www.apastyle.org/learn/tutorials/basics-tutorial.aspx>
- **Harvard Graduate School of Education** at <http://gseacademic.harvard.edu/~instruct/articulate/APA/player.html>
- **The Ohio State University: How do I cite resources** at <http://library.osu.edu/sites/guides/apagd.php>
- **Purdue Online Writing Lab** at <http://owl.english.purdue.edu/owl/resource/560/01/>
- See also the required **UTACON Nursing Administration title page** in the folder labeled *Resources/Course Materials/Documents/APA Format Information and Samples*.

Students in the MSN program are expected to purchase a copy of the most recent Publication Manual of the American Psychological Association. APA style manual will be used by the UTACON with some specific requirements for graduate courses. Please use this template for all papers in this course. A *Microsoft Word* version of this template is also located in Blackboard for your convenience. <http://www.uta.edu/nursing/msn/apafomat>

Save copies of all of your work! Create a folder on your computer that is specifically for this course. As you create a new document for each assignment, save it in your course folder, and then submit it by the due date.

General Guidelines for All Written Work

These guidelines have been developed to help students know the mechanics of writing a paper. The *APA Publication Manual* is to be used in conjunction with the guidelines to demonstrate referencing style, levels of headings, and proper ways of including direct quotations in the paper. The *APA Publication Manual* also gives additional information about grammar and punctuation, use of numbers and abbreviations, and development of tables or figures, which should be helpful in developing any paper.

1. Each paper should have a formal title page (see Nursing Administration Template in Blackboard Course Resources). It is recommended that the template within this course be downloaded and saved then used as the bases for writing the papers.
2. Pagination: Page numbering starts with the title page and continues through to the reference list and appendices. Arabic (1, 2 etc.) numbers are used.
3. Margins are to be 1 inch on all sides. Text should be left justified only. This means that the right margin may appear irregular. If a word is too long to be completed on one line, it should not be hyphenated. Headers begin at 0.5 inch from the top allowing the Running head: ALL CAPS to be placed on the first line of the Title page. See the template for more details.
4. Type size and font: Type should be Times New Roman font and 12 characters per inch (12 point).
5. Spacing: Double spacing is used for the body of the paper. Single spacing may be used in tables and figures only. **DO NOT** leave any blank lines between paragraphs or sections. **DO NOT** single space in between references on the Reference page. **DO** double-space the entire list of references.
6. Headings within the paper are essential. First, develop an outline of your paper and count the number of levels you plan to incorporate. Grading Criteria Sheets are helpful in determining appropriate headings for specific assignments. See the *APA Publication Manual* for further guidance.
7. Please remember the title of the paper should also appear on the first page of the text and should be the same as that on the title page. The title is not a heading and **is not counted** in the levels of headings.
8. An introduction without heading (simply start the introduction under the title of the first page of the text) and conclusion/summary with heading is expected for all papers in this course. There should not be a heading over the introduction however there should be one used for the Conclusion section of the paper.
9. Quotations: In general, avoid the use of direct quotes. Re-state the point in your own words and include the appropriate citation. For ways to properly cite quotations of greater than 40 words, see the *APA Publications Manual*. However, keep in mind lengthy quotes are not what these papers are about, it should be your voice and opinions that are well supported by the literature that you have sought out and properly cited.
10. Reference list: See the *APA Publications Manual*. The reference list includes only the references cited within the text of the paper. Double space the references do not use single spacing. Do not add additional line spacing between references.

Note: Be sure the paper you submit for grading is complete, since that is the paper that will be graded.

Graded Assignments

Discussions: Discussion among classmates is a major component of this course. Throughout the course, you will be asked to make initial posts and respond frequently to peers with thoughtful, substantive, and scholarly responses each week. Support your opinions with the literature. Your responses should consist of complete sentences and meet the requirements listed in each of the discussion assignment instructions. (See Discussion Grading Rubric in Blackboard). Discussion boards are labeled with Class where summaries from the small Groups boards are posted for the entire class to view.

Learning Plan: Once completed the Learning Plan serves as a guide you will initiate to accomplish each step in the process for this course. Determining the deadlines for each reading, planning, arranging steps needed is a critical part of this course and the tool is designed to help with this process.

Quizzes: There are multiple Quizzes to assist you with identifying critical elements in the content. They are used to support your knowledge development and offer opportunity to return to the Readings to access additional information to assist your personal learning plan and development with the Health Care Policy content.

Activity: Austin Nurse/Legislative Day at the Capitol: This activity is held in Austin annually and you may choose/need to stay overnight. The activity during the odd years is sponsored by Texas Nurses Association (TNA) at a time when legislation is in session. During the even years, the Legislators will not be in session, however, students attend the CNAP Legislative Day at the Capitol. There is an alternate graded paper option for students that cannot attend the Austin Nurse Day activities.

One-Page Brief, Three-Minute demonstration Interview, & Peer Critique: This is a means to be both creative and focused regarding your own Health Care Policy Agenda. You will create a Brief, that is a one- page front sided document that addresses your concern and clearly demonstrates what action you are requesting or information you are wanting to leave with an individual(s) who can help advance your Health Care Policy Agenda. The Video is another supporting means to prepare and practice your skills with contacting a person that can influence Health Care Policy important to you. The video **is not** the actual interview it is a graded practice session to seek feedback from peers and faculty. You will have to identify a person to perform the role of the interviewee in your video and often this is another classmate, work peer, or family member who you script their content for the video. We must see you and prefer to see the interviewee as well in the video.

Health Care Legislation Tracking (Paper): With this assignment, you will track from start to conclusion one recent legislative bill. Not all bills will make it into law; however, this paper is designed to assist you with the understanding of the process of advancing a piece of legislation.

Interview with an individual who influences Health Care Policy: You will select an Interviewee such as your State or Federal legislative representative (or their legislative assistant), City council member, National Nursing Governance Policy Chair, etc. to contact and conduct an Interview from questions you prepare. This **should not** be someone you work with or is in your own facilities. This is a separate engagement opportunity different from the Capitol Day events.

Class Tentative Dates & Locations

(Final schedules in Bb by first day of class)

Section 002: Thursdays

13:00-16:00 for all Live Sessions

[Rm TBA and Blackboard (Bb) Collaborate]

Wk#	Wk Start	Wk End	Class Day	Location
1	Jan 18	Jan 24	Jan 21	UTA Rm #TBA <i>Additional & Optional Event: TCORN Conference in Austin 1/24/15</i>
2	Jan 25	Jan 31	Jan 28	Bb Collaborate 1 (Internet-Live interactive session) Requires headset & microphone
3	Feb 1	Feb 7	Feb 4	Online (asynchronous)
4	Feb 8	Feb 14	Feb 11	Online & Bb Collaborate 2 Optional office hour 16-17:00 Please sign up for this if attending.
5	Feb 15	Feb 21	Feb 18	Online
6	Feb 22	Feb 28	Feb 25	Feb. 22, 2015 Nurse Day at the Capitol Event (Required) Please note this event occurs on a Different Day than the routine class schedule . (There is an alternate graded paper assignment for students unable to attend the event).
7	Feb 29	Mar 6	Mar 3	Online
8	Mar 7	Mar 13	Mar 10	Online & Bb Collaborate 3 Optional office hour 16-17:00 Please sign up for this if attending.
9	Mar 14	Mar 20	Mar 17	SPRING BREAK
10	Mar 21	Mar 27	Mar 24	Online & Bb Collaborate 4 Optional office hour 16-17:00 Please sign up for this if attending.
11	Mar 28	Apr 3	Mar 31	Online <i>Additional & Optional Event: AORN Surgical Conference and Expo in Anaheim, CA Apr 2-7, 2016</i>
12	Apr 4	Apr 10	Apr 7	Online
13	Apr 11	Apr 17	Apr 14	Online
14	Apr 18	Apr 24	Apr 21	Bb Collaborate 5 TBA
15	Apr 25	May 1	Apr 28	Online
16	May 2	May 8	May 5	No Class

The **Baker Bb Collaborate** Office Hours are generally held for one hour on the scheduled date. This will serve as both a Q&A opportunity with the faculty and the means to test your system for the presentations and live interactive discussion during subsequent weeks allowing you to increase comfort level with the system. For the weeks where there is a **Bb Collaborate** session and a guest is identified assume the class will be from 16:00-19:00.

Course Schedule and Due Dates/Time

(Final schedule in Bb by first day of class)

*Make initial online discussion post by at least **Tuesday** and **respond frequently** to peers with **thoughtful, substantive, and scholarly** responses **well supported with the literature** throughout each week.*

***** Indicates a variation in the scheduling or posting days

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. Joy Don Baker.

Component	Due Day/Time
Week 1 - Pickard Hall Room TBA: Jan 21 Begins Mon Jan 18 & Ends Sunday Jan 24 Course Overview & Introduction to Health Care Policy (HCP)	Complete by:
Review the course syllabus and assignments for this course.	23:59 Wednesday
View the Syllabus Webcast (Baker)	
View the HCP Webcasts: Parts I-III (Baker)	
Complete the assigned readings & Review Guiding Questions	
Submit the Student Information Form	
Computer Competency Validation	
Plagiarism Attestation Assignment	
Copyright Infringement & Plagiarism Handouts (print & bring Handouts to class)	23:59 Wednesday
Learning Plan Objectives (print & bring handout to class)	
Group Photos	
Complete the Syllabus Quiz must achieve a score of 100% for credit.	23:59 Sunday
Complete the APA Quiz may take multiple times to achieve the highest possible score.	
Attend and Participate in class session in Pickard Hall	Thursday 13:00-16:00 1/21 *****
Post to the Café Hauz your Introduction Message to the class	23:59 Sunday
Week 2 - Bb Collaborate Class 1: Jan 28th Wk Begins Jan 25 Ends Jan 31 Health Care Policy Past and Present	Complete by:
Complete the assigned readings & Review Guiding Questions	23:59 Wednesday
Review the videos regarding the IOM report (Green)	
Post to the Small Group Discussion Board: Legislative Tracking/Hx Perspectives (no duplicates in small group)	23:59 Initial postings by Tuesday ***** Final postings by Sunday
Post to the Small Group DB: Interview	
Attend and Participate in the Class session in Blackboard Collaborate	Thursday 13:00-16:00 1/28 *****
W2 Legislative Tracking Part 1 Assignment	23:59 Sunday
W2 Interview Part 1 Assignment	23:59 Sunday
Week 3 – Online: Begins Feb 1 Ends Feb 7 Library/Research Day & Planning for Interview	Complete by:
Post to SMALL Group Interview DB Draft Question Set and economic issue germane to own agenda.	23:59 Initial post by Tuesday ***** Discussion Ends 23:59 Sunday

Component	Due Day/Time
Week 4 - ONLINE & Bb Collaborate Session 2: Begins Feb 8 Ends Feb 14 Legislative Process	Complete by:
View the Legislative Process Webcast (Baker)	23:59 Sunday
Complete the assigned Readings & Review Guiding Questions	
Complete the Legislative Quiz may take multiple times to see if can improve the score.	
Post Draft of 1-Page Brief to Small Group Discussion Board	23:59 Initial post by Tuesday ***** Discussion Ends 23:59 Sunday
Legislative Tracking Part II	23:59 Sunday
Interview Part II	23:59 Sunday
Week 5 – Online: Begins Feb 15 Ends Feb 21 Economics; Supply-Demand; HC & Delivery Systems	Complete by:
View the Economics Webcasts (K.Heusinkveld)	23:59 Sunday
Complete the assigned Readings & Review Guiding Questions	23:59 Sunday
Post to the SMALL Group DB: Economics	23:59 Initial post by Tuesday or earlier ***** Discussion Ends 23:59 Sunday
Legislative Tracking Part III	23:59 Sunday
Week 6 – Online: Begins Feb 22 Ends Feb 28 ACTIVITY: Capitol Day in Austin TBA	Complete by:
ACTIVITY: Nurse Day at the Capital in Austin TBA (Required Alternate graded paper if unable to attend due Sunday 23:59)	
Post to the Class DB: Reflective Note - Nurse Day at the Capitol	23:59 Sunday
Week 7 – Online Begins Feb 29 Ends Mar 6 Legislative Decision Making	Complete by:
View the Decision Making Webcast/Video (Crenshaw)	23:59 Sunday
Complete the assigned readings & Review Guiding Questions	
Complete 1-page Brief Assignment	
Submit the 3-minute Video Presentation	23:59 Initial post by Tuesday ***** Discussion Ends 23:59 Sunday
Post 3-minute Video to Small Group DB to showcase & seek peers comments.	
Post to SMALL Group DB: Child Obesity	23:59 Initial post by Tuesday ***** Discussion Ends 23:59 Sunday
Week 8 – Online & Bb Collaborate Session 3: Begins Mar 7 Ends Mar 13 Nursing Political Action	Complete by:
Complete the assigned Readings & Review Guiding Questions	23:59 Sunday
Post to SMALL Group DB: Nursing Political Action	23:59 Initial post by Tuesday ***** Discussion Ends 23:59 Sunday
Submit DRAFT Legislative Tracking Paper to Safe Assignment	23:59 Sunday
Week 9 – SPRING BREAK Mar 14 – Mar 19	

Component	Due Day/Time
Week 10 – Online & Bb Collaborate Session 4: Begins Mar 21 Ends Mar 27 Module 5: Networking	Complete by:
Complete the assigned Readings & Review Guiding Questions	23:59 Sunday
Submit Legislative Tracking Paper (posted to two locations)	
Post to SMALL Group DB: Networking	23:59 Initial post by Tuesday ***** Discussion Ends 23:59 Sunday
Week 11 – Online Begins Mar 28 Ends Apr 3 Module 6: Governmental Agencies Additional & Optional: AORN Expo 4/2-4/7 in Anaheim	Complete by:
Complete the assigned Readings & Review Guiding Questions	23:59 Sunday
View the Webcast (Brewer)	
Political Influence Quotient Quiz	
Week 12 – Online Begins Apr 4 Ends Apr 10 Technical, Ethical, & Legal	Complete by:
Complete the assigned Readings & Review Guiding Questions	23:59 Sunday
View the Webcast (Baker)	
Interview Part III	
Activity: Parliamentary Procedure (Online URL)	
Week 13 – Online Begins Apr 11 Ends Apr 17 Library/Research Day & Planning for Interview	Complete by:
Parliamentary Matching Quiz	23:59 Sunday
Parliamentary Quiz II	
Week 14 – Bb Collaborate 5 Class: Begins Apr 18 Ends Apr 24 Consumerism, Coalitions, & Culture	Complete by:
View the Webcasts: Coalitions (F. Martin), Alliances (J. Opollo), and Communications (L. Rings).	23:59 Sunday
Complete the assigned readings & Review Guiding Questions	
Interview should be conducted no later than this week.	
Attend and Participate in the Blackboard Collaborate Class session	13:00-16:00 Thursday 4/21 *****
Submit DRAFT Interview Paper to Safe Assignment	23:59 Sunday
Week 15 – Online: Begins Apr 25 Ends May 1 Future of HCP	Complete by:
Post to SMALL Group DB: Future	23:59 Initial post by Tuesday ***** Discussion Ends 23:59 Sunday
Submit Final Interview Paper & Safe Assignment	23:59 Sunday
Complete Course Evaluation	Link sent via Mav email from UTA

N5382

Nursing & Health Care Policy Issues & Analysis

Computer Competency Validation

Directions

This is a self-paced learning exercise that will guide you through the steps of the computer skills validation. Think of it as a web-based scavenger hunt or refresher if you have used the features before. Just follow the instructions and read the information on *Blackboard*. If you have any questions, please contact me. This particular Assignment can be downloaded, saved, completed, and uploaded to the associated drop box. *Blackboard* should be accessible to you about one week prior to the first week of school. Students who work through this process prior to the first day of class generally are better prepared for the class session after exploring *Blackboard*. Have fun with the process!

UTA Help Desk Phone: 817-272-2208

If you cannot get into *Blackboard*: you can email helpdesk@uta.edu, include your NTID, nature of the problem and a telephone number.

Access to *Blackboard* is available generally about 1-week prior to the start of class and 24 hours after your individual registration for this course.

Steps:

1. Accessing the Internet:

- Log on to any **UTA campus computer**: (if working from home go to the next bullet)
 - i. Using your Student UTA exchange ID or username (also called NT ID). This is the first, middle and last initial and the last four numbers of your SS# *fmlssss* all in lower case. If you do not have a middle name, you will place an "x" between your first and last initial.
 - ii. Type in your password when asked (you may change this later): this is your birthday and first two digits of your SS# all in lower case. *mmddyys*
 - iii. Open the Mozilla Firefox (while Internet Explorer can be used Firefox generally is more compatible with Blackboard) browser, type <http://elearn.uta.edu> in the address bar and select "go." This will take you to the UTA *Blackboard* server home page.
- **From home** (or non campus location).

Open the Firefox browser, type <http://elearn.uta.edu> in the address bar and select "go." This will take you to the UTA *Blackboard* server home page. Note: If you access the Internet routinely through a server as AOL it is recommended that AOL be minimized and open Firefox to work with *Blackboard*.

2. **Accessing *Blackboard* (Bb)**: Enter your User Name. The User Name is the same as the Campus User ID (formerly called NT ID) that you used to login to the UTA campus computer in Step 1 above or *fmlssss*. Next, enter your password. Your *Blackboard* default password will be exactly the same as your default Campus password or *mmddyys*.

Alert: if you forget your password, Faculty, cannot help you. You must physically go to the UTA Library with your ID to show you are who you say you are, to get your password reset. Please test that you can log in on campus both to the computer and to *Blackboard* prior to the first day of class.

3. Down the left side is the list of *Blackboard* courses you are enrolled for this semester. The N5382 Health Policy course name shows up as a link that will take you to the Course Home Page.

Click on “**N5382 Health Care Policy**” the designated course link for this course and complete the validation process.

4. Review the *Blackboard Notes* page for the course. This page offers a basic overview of the *Blackboard* Course Tools.
5. Locate the Syllabus & Schedule link and verify the schedule for assignments this semester. When are the various assignments and quizzes due?
6. Review the Getting Started content. Complete the Student Data Form and post in the *Blackboard* Assignment location under the Week 1.
 - Download the form to a Disk, Flash Drive, or the Desktop
 - Complete the Form and save to a new filename with your last name first in the filename. (Make sure you delete before leaving if working from a public computer if saved to the Desktop).
 - Post the Completed Form in the designated Assignment location following the upload procedures in *Blackboard*.
 - You will have small group Discussion Boards for this course. They will generally be identified as Group 1, Group 2, etc.
7. Browse through the various links in the left margin to locate the following, please note not all are used in all courses):
 - Announcements
 - Syllabus, Schedule, & Calendar (A tool you can use to keep personal reminders, etc)
 - Graded Activities List of Assignments
 - GRADES. (Some grades may be maintained outside the system, once graded they will be uploaded to the GRADES in *Blackboard*).
 - Communication Tools
 - i. Discussion Tips/Hints & Grading Rubric
 - ii. Class Discussions (asynchronous discussions) & Groups, which are small group discussion board locations.
 - iii. Email: you may send emails to any one registered in the course from this location and it will be sent to the UTA Mav email account and you have the option of sending yourself a copy of the message you have sent. No sent nor replies are maintained in the Blackboard environment for email.
 - WEEKS: The schedule provides the sequence for completion of each week’s activities, discussions and assignments.
 - Live Session Information
 - Resources
 - i. APA 6th
 - ii. Library, Writing, Search, Copyright, etc.
8. Once you have familiarized yourself with the navigation of the *Blackboard* course materials go to the **Café Hauz** discussion board located under the heading “Getting Started” and read the introductory message. When you are ready, click on the Café Hauz discussion board and post a message in response to my opening message. Remember to post your message as a reply so that it will remain “threaded” in the discussion under the Welcome subject. Explore all of the discussion tools features

such as *Search, Discover Content, Collapse All, Expand All, etc.* these allow you to manage your discussion board and locate items more quickly.

NOTE: **Do not create a New Forum** as that creates a New Discussion Board, however, **Do open the designated discussion board** and **you may create a New Thread** if it is appropriate for the various content being discussed.

Within the Discussion Forum you may type your message in the message box and you may also attached documents for others to view. Test the attachment process in the Welcome discussion board by uploading a Word document of your choice that might be of interest to the class.

9. Go to the email section of *Blackboard* and click on your inbox. Next,
 - Click on the button that says compose mail message.
 - Click the “Select Users”
 - Click one student from the course and send them an email. Then click on the right arrow to add them to the selected box.
 - Enter a subject in the subject line and compose a brief message then
 - Click Submit
10. Go to UTA Mav email and check to see if you have any mail from your classmates in the course.
 - Read it if you do.
 - Reply to their message.
 - Go to the start button on the bottom left hand corner of the computer screen and click on *MS Word* (or new office document). Create a sample document using *MS Word* on your computer. Save this document on your floppy disk, so you will be able to find it in the next step.
11. Go to the Getting Started Assignment folder and **complete the “Online Test your Skills” Assignment** by the designated due date(s) posting all to the correct locations.
12. Log off the computer and you are finished. Congratulations!

Student Name:

**Download the Form from the “Start Here”
Assignment location in *Blackboard*.
Save to a new file name with your last name first. For example:
Smith_ComputerValidation.doc
Complete and Upload the form to the
Week 1 Assignment Drop Box.**