**TEACHING PRACTICUM**

Summer 2016

Syllabus

**Faculty:**  Donna Bacchus, PhD, RN, Clinical Assistant Professor, Lead Teacher N-5362

**Office Number: Pickard Hall**

**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.***.***

We I will meet three times on campus (see schedule) and will have on-line clinical conferences (see schedule).

**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 001

Lead Teacher

Donna Bacchus, PhD, RN

Clinical Faculty:

Dr. Bacchus

## Clinical Faculty Email:

bacchus@uta.edu

## Clinical Faculty Profiles:

Please see your UTA email for an introduction from your clinical faculty. If the clinical faculty member has a Mentis profile, it can be accessed from the following homepage:

<http://www.uta.edu/profiles/>

**Time and Place of Class Meetings:** Hybrid Course

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Clinical virtual conferences will be conducted during the course. While it is beneficial to attend all meetings, it is mandatory that you attend a minimum three of these meetings you can credit yourself with practicum hours for attending. Additionally, there will be virtual office hours and I will meet students in person on campus at designated times.

Please see schedule and review announcements for times and dates.

**On –campus meetings**

**1st week** - **Orientation meeting – 6/6/2016,**

**7/11/2016, and 8/8/16.**

**Clinical on-line conferences 4th week, and 6th week: to be conducted by your clinical instructor (Dr. Bacchus). Mondays at 730 PM (CST)**

# On-line office hours

**Weeks 3, 5, and 7 on Mondays from 7:30 – 8:30 PM (CST). I will be on ZOOM for office hours. Please feel free to check in with me. I am also available for other conference times.**

# Virtual Meetings Technology

# 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>

**Black Board Collaborate**

Sign in early to upload collaborate and test audio and video on your computer.

**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>

PLEASE NOTE THAT YOUR SUBMIITTED WORK MUST BE DIRECTLY TO BB. ASSIGNMENT.FILES WILL NOT BE ACCEPTED. AND YOUR WORK WILL NOT BE GRADED.

**Major Assignment Requirements:**

1. Plan to meet course objectives
   * Submit Learning plan (activities for clinical experience) to the Assignment on Blackboard during Week 1 (Form in Blackboard). Preceptor will sign off on this at beginning, mid-semester, and end of experience.
2. Self-assessments of skills and competencies using NLN Educator Core Competencies
   * Initial assessment due week 1 (Form in Blackboard).
   * Final assessment due week 10 (Form in Blackboard).
3. Role enactment of selected faculty responsibilities
   * Teaching in the clinical and classroom settings
   * 135 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.)
   * Submit weekly clinical log to Assignment in Blackboard (Form in Blackboard) and a final clinical log week 10.
   * Preceptor will sign off weekly on clinical activities.
4. Discussion Board (see directions in Blackboard)
   * Week 1, post an introduction of yourself & reply to classmates’ posts
   * Weeks, 3, 5, 7, 9 discussion board assignments.
   * See specific topics for Discussion board assignments for weeks 3, 5, 7, and 9.

Week 3 post

Teaching and learning strategies

Week 5 post

The challenging student/staff

Week 7

Teaching and learning strategies

Week 9

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?

1. Week 6

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 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. Preceptor evaluation of student due week 10 (Form in Blackboard).
2. Student evaluation of preceptor due week 10 (Form in Blackboard).
3. Learning Plan – weeks 1, 5, and 10

***COMPLETE 135 HOURS OF PRACTICUM***

**Important memo regarding preceptor and site:**

**Once your site and preceptor are approved, it is expected that you abide by those signed agreements. You will be supervised by the approved preceptor in the approved site. The facility of record and the preceptor of record is what you will abide with during the practicum. During your practicum it is expected that there is no deviation from this. Any variations must be approved for new or additional affiliation agreements and preceptor agreements by the Director of Clinical Placement. In this course you will be teaching nurses or nursing students; activities that will be accepted as practicum hours are those that reflect teaching and activities related to teaching for the listed populations.**

**Student requirements for preceptor agreement packets and initiation of clinical**

1. Affiliation agreement if needed must be approved and signed by UTA – legal department, prior to start date and the preceptor and site must be approved.
2. The clinical requirements (as per package) must be fulfilled prior to first class.
3. 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 documents are ready before beginning clinical experience.

**Must sign attestation form and submit before you can access the course materials in BB**

**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\*\*\*\***

**which is Saturday of every week**

**The exception is for BB discussion in which initial post is on Wednesdays by 11:59 PM and items due in week 10**

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| **Week** | **Clinical Activities** | **Course Assignments** |
| --- | --- | --- |
| Before Semester Begins | Collaborate/discuss with preceptor 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.  Be aware of penalties and deadlines for withdrawals.  Please refer to your advisor for any change and advice to your degree plan. |
| Week 1 – 6/6/2016 | Continue collaboration with Clinical Preceptor:  Finalize learning plan with preceptor.  Orientation Monday June 6th 2016 | Submit plan of your projected clinical activities  Learning Plan  Submit initial self-evaluation using NLN educator competencies  Participate in Discussion  Board  Submit Log |
| Week 2 – 6/13/2016 | Maintain record of clinical experiences.  Clinical online conference 7:30 PM (CST)  6/13/16 | Submit log |
| Week 3 –6/20/2016 | Maintain record of clinical experiences. | Participate in Discussion Board  Submit log  Submit Part 1 teaching plan  Instructor on-line office hours |
| Week 4 – 6/27/2016 | Maintain record of clinical experiences.  Clinical online conference 7:30 PM (CST) | Submit Log |
| Week 5 – 7/4/2016 | Maintain record of clinical experiences. | Participate in Discussion Board  Submit Log  Instructor on-line office hours  **Mid-term individual meeting with preceptor**  **Submit learning plan** |
| Week 6 - 7/11/2016 | Maintain record of clinical experiences.  Clinical Instructor schedules online conference  7:30 PM (CST) 6/27/16 | Submit video and assignment Parts 2 and 3  Submit Log |
| Week 7 - 7/18/2016 | Maintain record of clinical experiences. | Participate in Discussion Board  Submit Log  Instructor on-line office hours |
| Week 8 – 7/25/2016 | Maintain record of clinical experiences. | Submit Log |
| Week 9 – 8/1//2016 | Maintain record of clinical experiences. | Participate in Discussion Board  Submit LOG |
| Week 10 – 8/8/2016  ### LAST DAY OF COURSE 8/11/2016 | Maintain record of clinical experiences  Prepare end of semester documents | \*\*\*\*DEADLINE 8/13/2016 at 2359 for all assignments  No exceptions  **Please be diligent about this and communicate any issues immediately. Passing grades that are posted to the registrar are dependent on complete and timely submission of all assignments.**  **Assignments**  Submit preceptor evaluation of student.  Submit final self-evaluation using NLN educator competencies  Submit student evaluation of preceptor  Submit clinical log  Submit Learning Plan  Complete course completion survey |

**Grade Allocation**

|  |  |
| --- | --- |
| Item | Percentage OR P/F |
| 5 blackboard discussions X5 | 30 |
| Video – Teaching Project | 30 |
| Clinical Log X 10 | P/F |
| Self-assessment Initial | 20 |
| Self-assessment Final | 20 |
| Student evaluation of preceptor | P/F |
| Learning Plan (Initial) | P/F |
| Learning Plan (Final) | P/F |
| Learning Plan (midterm) | P/F |
| Preceptor evaluation - midterm | P/F |
| Preceptor evaluation - final | P/F |
| Attend 3 on-line conferences minimum | P/F |

**NEED TO COMPLETE 135 HOURS OF APPROVED PRACTICUM ACTIVITIES TO PASS THIS COURSE**

**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

F = below 59

There is no rounding of grades.

**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. For assignments with a pass fail you must obtain 100% in order to pass..**  **The overall grade for passing the course is 80% (B) for all graded assignments with score. In addition all required evaluations, log, and learning plan, as listed in grade allocation must be submitted in a timely manner with a pass (P) in order to pass this course. You are required to obtain the 135 hours of approved clinical activities to pass the course.**

**\*\*\*All Late assignments are given a failing grade or a zero as per grading critera for assignments**

**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/records/services/accelerated-online-programs.php#Summer](http://www.uta.edu/records/services/accelerated-online-programs.php" \l "Summer)

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 for further instructions. \*\* And review the academic calendar by clicking on the link above.

**Last day to drop 7/21/2016 \*\***

**Census Day – 6/23/ 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 clearly be identified as UTA Graduate Students and wear a UTA College of Nursing and Health Innovation ID in the clinical environment. (Please see BB for temporary ID badge).**

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

**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.