**NURS 6310: Proposal Development Seminar**

Section 001 - Spring 2017

**Instructor:** Lauri D. John, PhD, RN, CNS (oncology), Clinical Associate Professor

**Office and Telephone Number**: Pickard Hall 519; 817-272-0172

**Email Address:** ljohn@uta.edu (use email through Blackboard for course questions)

**Faculty Profile:** <http://www.uta.edu/profiles/lauri-john>
**Office Hours:** By appointment

**Time and Place of Class Meetings:** 2-5PM on Thurs. & Fri., & 1-4 on Sat. during intensive weeks in PKH 554, additionally, attendance/participation in PhD Research Day/Sigma Theta Tau (STT) Delta Theta Chapter Research Symposium on 4/22 from 8AM-4PM will be required

**Description of Course Content:** Synthesis of elements of the research process with emphasis on research proposal development.

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

1. Synthesize clinical and research evidence to identify research problems.
2. Use theories and existing evidence to formulate research questions.
3. Identify quantitative and qualitative research designs appropriate for various types of research questions.
4. Develop sampling plans for research studies.
5. Compare data collection methods used in research.
6. Compare data analysis plans appropriate to various types of research questions.
7. Discuss ethical principles of research to be considered in research proposal development.

**Required Textbook:**

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

Grove, S. K., Burns, N., & Gray, J. R. (2013). *The practice of nursing research: Appraisal, synthesis, and generation of evidence* (7th ed.). St. Louis, MO: Elsevier.

ISBN- 978-1-4557-0736-2.

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| **Recommended Textbooks: purchase only as needed**Hacker, D., & Sommers, N. (2011). *A writer’s reference* (7th ed.). Boston, MA: Bedford/St. Martin’s.Patten, M. L. (2010). [*Proposing empirical research: A guide to the fundamentals*](https://owa.uta.edu/owa/johnld%40exchange.uta.edu/redir.aspx?C=k1SHTwFMH0S8HsVH-8zgSLvcE2j_SdBIGHkOHGHWWWXvvlkJ5DxWArROYWU79OktrMtefOMPFvA.&URL=http%3a%2f%2fwww.amazon.com%2fProposing-Empirical-Research-Guide-Fundamentals%2fdp%2fB002WSWISK%2fref%3dsr_1_2%3fie%3dUTF8%26s%3dbooks%26qid%3d1262205019%26sr%3d1-2) (4th ed.). Glendale, CA: Pyrczak Publishing. Patten, M. L. (2012). *Understanding research methods: An overview of the essentials* (8th ed.). Glendale, CA: Pyrczak Publishing. Pyrczak, F. (2010). *Making sense of statistics: A conceptual approach* (5th ed.).  Glendale, CA: Pyrczak Publishing. |

 **Course Topics:**

1. Orientation, Overview
2. Literature Review and Analysis of Evidence
3. Research Problem and Purpose, Research Questions, and Hypotheses
4. Theoretical Framework
5. Research Design
6. Defining & Measuring Research Variables
7. Sampling, Sample Size, and Description
8. Data Collection
9. Planning Data Analysis
10. Ethics of Research

**Teaching Methods/Strategies:**

Seminar discussion, online discussion, student presentations

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

**Course Requirements: see criteria in Blackboard in Assignments**

Discussion board (DB) posts 20%

Framework paper 10%

Design/sampling paper 20%

Measurement & data analysis paper 20%

Proposal presentation 30%

Human Subjects Certification P/F

**Grading Policy**:

All grade calculations will be carried out to two decimal places, and there will be no rounding of final grades. Letter grades for written assignments and end-of-course grades shall be:

A = 92.00 ‑ 100

B = 83.00 – 91.99

C = 74.00 – 82.99

D = 68.00 – 73.99

F = < 68.00

All course activities must be completed at the passing level in order to pass the course. Students must submit all assignments (including pass/fail assignments and required discussion board posts) on Blackboard in order to pass the course. There are no options for extra credit.

Faculty will impose penalties for late work if arrangements have not been made with the faculty ahead of time. Work is considered late if it is received after the scheduled due date and time. Up to 5% will be deducted from the assignment grade for each day the work is late. If you become ill or have an accident or family emergency and do not believe you can complete an assignment on time, phone or email the instructor immediately, BEFORE the due date and time. The instructor may postpone the deadline without penalty, depending on the circumstances. After the due date, points will be deducted for late work regardless of the excuse.

Professional expression of ideas is expected in all work submitted for this class. Any paper that includes errors in grammar, punctuation, format, or expression of ideas that significantly obscure content of the paper will have 20 points deducted and be returned to the student for revision. The revised paper must be resubmitted within one week, and the maximum grade that may be earned on that paper will be 80%.

**N6310 Class Schedule Spring 2017**

Class meeting days are color coded in orange on the schedule.Weekly and class readings are from the required course text (Grove, Burns, & Gray = **GBG**) and are color coded in blue on the schedule. Discussion board (DB) posts and assignments/papers will be due on Tuesday and Saturday nights and are color coded in purple on the schedule. Students are expected to review additional texts, articles, and other resources as needed to achieve course outcomes as related to students’ areas of interest. Each seminar will begin with a short discussion of content. The remainder of the seminar will be discussion about application of content to students’ areas of interest or in-class student presentations.

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. – Lauri D. John, PhD, RN, CNS

|  | Topics/Readings | Assignments Due |
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| Week 1: ending Sat 1/21 | * Rsch methods **(GBG, pp. 23-28 of Ch 2)**
* Intro quant **(GBG, Ch 3)**
* Rsch quest, purpose, hypoth, variables **(GBG, Ch 8)**
* Framework **(GBG, Ch 7)**
 | **By 10:00PM on Sat, 1/21:** **DB post:** see instructions on BB |
| Week 2: Classes | First Intensive | **By 10:00PM on Tues, 1/24:** **DB post:** see instructions on BB |
| Thur,1/26 | Orientation to courseIntro to research process **(GBG, Ch 5 & 6)** | Be prepared to introduce yourself & briefly discuss the lit review & the rsch problem you identified last semester. |
| Fri, 1/27 | Framework **(GBG, Ch 7)** | Be prepared to identify & discuss a theory that you might use to support your mock proposal. |
| Sat, 1/28 | Variables **(GBG, Ch 8)** | Be prepared to discuss the key variables in a potential study in your area of interest. |
| Week 3: ending Sat 2/4 | Quantitative Rsch Design **(GBG, Ch 10 & 11)**  | **By 10:00PM on Tues, 1/31:** **DB post:** see instructions on BB**By 10:00PM on Sat, 2/4:****DB post**: feedback to 2 classmates |
| Week 4: ending at 2/11 | No readings. Work on Paper. | **By 10:00PM on Sat, 2/11:****To Assignment**: **Framework paper**  |
| Week 5: ending Sat 2/18 | Qualitative Rsch Design **(GBG, Ch 4 & 12)** | **By 10:00PM on Tues, 2/14:** **DB post:** see instructions on BB**By 10:00PM on Sat, 2/18:****DB post**: feedback to 2 classmates |
| Week 6:Ending Sat2/25 | Sampling **(GBG, Ch 15)**Measurement **(GBG, Ch 16 & 17)** | **By 10:00PM on Tues, 2/21:****DB post:** see instructions on BB**By 10:00PM on Sat, 2/25:****DB post**: feedback to 2 classmates |
| Week 7: Classes | Second intensive |  |
| Thur, 3/2 | Rsch Design **(GBG, Ch 10, 11, 4, & 12)** Sampling **(GBG, Ch 15)** | Be prepared to discuss the research design and sampling method appropriate to your mock proposal |
| Fri, 3/3 | Measurement **(GBG, Ch 16 & 17)** | Be prepared to discuss instruments used to measure key variables in your mock proposal |
| Sat, 3/4 | Data Collection & Analysis**(GBG Ch, 20 & 21)** |  |
| Week 8: ending Sat 3/11 | No readings. Work on Paper. | **By 10:00PM on Sat, 3/11:** **To Assignment**: **Design/Sampling Paper** |
| Week ending Sat 3/18 | Spring Break 3/13-3/18 | Take a break! |
| Week 9: ending Sat 3/25 | Data Collection & Analysis **(GBG Ch, 20 & 21)**  | **By 10:00PM on Tues, 3/21:****DB post:** see instructions on BB.**By 10:00PM on Sat, 3/25:****DB post**: feedback to 2 classmates |
| Week 10: ending Sat 4/1 | Data analysis to describe variables **(GBG Ch 22)** | **By 10:00PM on Tues, 3/28:****DB post:** see instructions on BB. **By 10:00PM on Sat, 4/1:****DB post**: feedback to 2 classmates |
| Week 11: ending Sat 4/8 | Data analysis to answer research questions **(GBG Ch 22, 23, 24, 25)** | **By 10:00PM on Tues, 4/4:****DB post**:  **DB post:** see instructions on BB **By 10:00PM on Sat, 4/8:****DB post**: feedback to 2 classmates |
| Week 12:Ending Sat4/15 | No readings. Work on Paper. | **By 10:00PM on Sat, 4/15:****To Assignment**: **Measurement** **& Data Analysis Plan** |
| Week 13: Classes | Third Intensive |   |
| Thur, 4/20 | Student proposal presentations | Proposal presentations |
| Fri, 4/21 | Student proposal presentations | Proposal presentations |
| Sat, 4/22 | PhD Research Day  | Sigma Theta Tau (STT) Delta Theta Research Symposium |
| Week 14: ending Sat 4/29 | Ethics in rsch **(GBG Ch 9)** | **By 10:00PM on Tues 4/25:****DB post:**   **DB post:** see instructions on BB**By 10:00PM on Sat 4/29:****DB post:** feedback to 2 classmates  |
| Week 15: ending Sat 5/6 |  | **By 10:00PM on Sat 5/6:****To Assignment:** HSP **certification** |

**UT ARLINGTON (UTA) & COLLEGE OF NURSING & HEALTH INNOVATION (CONHI) POLICIES/INFORMATION**

**Drop Policy:** Graduate students who wish to change a schedule by either dropping or adding a course must first consult with their Graduate Advisor. Regulations pertaining to adding or dropping courses are described below. Adds and drops may be made through late registration either on the Web at MyMav or in person through the student’s academic department. Drops can continue through a point two-thirds of the way through the term or session. It is the student's responsibility to officially withdraw if they do not plan to attend after registering. **Students will not be automatically dropped for non-attendance**. Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. Contact the Financial Aid Office for more information. The last day to drop a course is listed in the Academic Calendar available at [http://www.uta.edu/uta/acadcal.](http://www.uta.edu/uta/acadcal)

1. A student may not add a course after the end of late registration.
2. A student dropping a graduate course after the Census Date but on or before the last day to drop will receive a grade of W. Students dropping a course must contact the PhD Academic Advisor to obtain the drop form and further instructions before the last day to drop.
3. A student desiring to drop all courses in which he or she is enrolled is reminded that such action constitutes withdrawal (resignation) from the University. The student must indicate intention to withdraw and drop all courses by completing and submitting a resignation form to the PhD Academic Advisor. The department office will send the resignation form to the office of the Registrar.
4. In most cases, a student may not drop a graduate course or withdraw (resign) from the University after the 10th week of class. Under extreme circumstances, the Dean of Graduate Studies may consider a petition to withdraw (resign) from the University after the 10th week of class, but in no case may a graduate student selectively drop a course after the 10th week and remain enrolled in any other course. Students should use the special Petition to Withdraw for this purpose. See the section titled Withdrawal (Resignation) From the University for additional information concerning withdrawal. <http://grad.pci.uta.edu/resources/pdf/PetitionToWithDraw.pdf>

**Census Day: February 1, 2017**

**Last Day to Drop or Withdraw: March 31, 2017 by 4:00PM**

**Americans with Disabilities Act:**  UTA is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including the *Americans with Disabilities Act (ADA)*. All instructors at UTA are required by law to provide "reasonable accommodations" to students with disabilities, so as not to discriminate on the basis of that disability. Any student requiring an accommodation for this course must provide the instructor with official documentation in the form of a letter certified by the staff in the Office for Students with Disabilities, University Hall 102. Only those students who have officially documented a need for an accommodation will have their request honored. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at [www.uta.edu/disability](http://www.uta.edu/disability) or by calling the Office for Students with Disabilities at (817) 272-3364.

**Counseling and Psychological Services (CAPS)** is also available to all students to help increase their understanding of personal issues, address mental and behavioral health problems and make positive changes in their lives. CAPS may be contacted at [www.uta.edu/caps/](http://www.uta.edu/caps/) or by calling 817-272-3671.

**Non-Discrimination Policy:** UTA does not discriminate on the basis of race, color, national origin, religion, age, gender, sexual orientation, disabilities, genetic information, and/or veteran status in its educational programs or activities it operates. For more information, visit [uta.edu/eos](http://www.uta.edu/hr/eos/index.php)

**Title IX:** UTA is committed to maintaining a learning and working environment that is free from discrimination based on sex in accordance with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in educational programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act (SaVE Act). Sexual misconduct is a form of sex discrimination and will not be tolerated.*For information regarding Title IX, visit* [www.uta.edu/titleIX](http://www.uta.edu/titleIX) or contact Ms. Jean Hood, Vice President and Title IX Coordinator at (817) 272-7091 or [jmhood@uta.edu](file:///C%3A%5CUsers%5Colivier%5CAppData%5CLocal%5CTemp%5Cjmhood%40uta.edu).

**Academic Integrity:**  It is the philosophy of UTA that academic dishonesty is a completely unacceptable mode of conduct and will not be tolerated in any form. Students enrolled in this course are expected to adhere to the UTA 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. Additional information is available at <https://www.uta.edu/conduct/>.

"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, journals, electronic sources) without adequately documenting the source is plagiarism. Consistent with APA format, if five or more words in sequence are taken from a source, those words must be placed in quotes and the source referenced with author’s name, date of publication, and page number of publication. If the author’s ideas are rephrased, by expressing the same idea using different words, the idea must be attributed to the author by proper referencing giving the author’s name and date of publication. If a single author’s ideas are discussed in more than one paragraph, the author must be referenced, according to APA format. Authors whose words or ideas have been used in the preparation of a paper must be listed in the references cited at the end of the paper. Students are expected to review the plagiarism module from the UTA Central Library via <http://library.uta.edu/tutorials/Plagiarism>

**Student Support Services Available**: 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](http://www.uta.edu/universitycollege/current/academic-support/learning-center/tutoring/index.php), [major-based learning centers](http://www.uta.edu/universitycollege/resources/college-based-clinics-labs.php), developmental education, [advising and mentoring](http://www.uta.edu/universitycollege/resources/advising.php), personal counseling, and [federally funded programs](http://www.uta.edu/universitycollege/current/academic-support/mcnair/index.php). 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 <http://www.uta.edu/universitycollege/resources/index.php>.

**The English Writing Center (411LIBR)**: The Writing Center Offers free tutoring in 20-, 40-, or 60-minute face-to-face and online sessions to all UTA students on any phase of their UTA coursework. Our hours are 9 am to 8 pm Mon.-Thurs., 9 am-3 pm Fri., and Noon-6 pm Sat. and Sun. Register and make appointments online at http://uta.mywconline.com. Classroom Visits, workshops, and specialized services for graduate students are also available. Please see [www.uta.edu/owl](http://www.uta.edu/owl) for detailed information on all our programs and services.

The Library’s 2nd floor Academic Plaza offers students a central hub of support services, including IDEAS Center, University Advising Services, Transfer UTA and various college/school advising hours. Services are available during the library’s hours of operation. <http://library.uta.edu/academic-plaza>

**Graduate Writing Coach**: Dr. Donelle Barnes is available as a writing coach to assist graduate nursing students. Dr. Barnes can help students improve the clarity and organization of their written papers. She can be reached via email: donelle@uta.edu.

**Campus Carry:** Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes as prohibited. Under the new law, openly carrying handguns is not allowed on college campuses. For more information, visit <http://www.uta.edu/news/info/campus-carry/>

**Electronic Communication Policy:** UTA has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact university-related business 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.

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

**Blackboard communication tools, discussion boards, and UTA MAV email will be used extensively and should be checked often. Use Blackboard for all course correspondence.** Blackboard and UTA email should be checked at least every other day except weekends and holidays. In general, faculty will check Blackboard and UTA email daily with the exception of weekends and holidays. An immediate response to emailed questions is not guaranteed, particularly within the 48 hour window before an assignment is due or on weekends or holidays.

The discussion board should be viewed as a public and professional forum for course-related discussions. The tone of postings should be professional in nature. Although constructive discussion and feedback is important in a learning environment, it is not appropriate to post statements of a personal or political nature or statements criticizing classmates or faculty. Inappropriate statements/language will be deleted by the course faculty and may result in denied access to the Discussion Board. Refer to the Student Handbook for more information.

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

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

**Librarian to Contact:**

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| Peace Williamson 817-272-6208peace@uta.edu | Lydia Pyburn817-272-7593llpyburn@uta.edu | Heather Scalf817-272-7436scalf@uta.edu |

Contact all nursing librarians: 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> |
| **Academic Plaza Consultation Services** | [library.uta.edu/academic-plaza](http://library.uta.edu/academic-plaza) |
| **Study Room Reservations** | [openroom.uta.edu/](http://openroom.uta.edu/) |

The following URL houses a page where we have gathered many commonly used resources needed by students in online courses: <http://www.uta.edu/library/services/distance.php>

**Status of RN Licensure:** All graduate nursing students must have an unencumbered license as designated by the Texas Board of Nursing (BON) to participate in graduate clinical nursing courses. It is also imperative that any student whose license becomes encumbered by the BON must immediately notify their Associate Dean for the MSN Program (either Dr. Gray or Dr. Schira). The complete policy about encumbered licenses is available online at: [www.bon.state.tx.us](http://www.bon.state.tx.us)

**Graduate Student Handbook:** Students are responsible for knowing and complying with all policies and information contained in the Graduate Student handbook online at <http://www.uta.edu/nursing/phd/>. The PhD Student Handbook is also available on Blackboard in the Organization for the PhD in Nursing Program.

**Student Code of Ethics:** UTA CONHI supports the Student Code of Ethics Policy. Students are responsible for knowing and complying with the Code. The Honor Code can be found at <http://www.uta.edu/nursing/files/HonorCode.pdf>.

**No Gift Policy:** In accordance with Regent Rules and Regulations and the UTA Standards of Conduct, the College of Nursing has a “no gift” policy. A donation to one of the UTA College of Nursing Scholarship Funds would be an appropriate way to recognize a faculty member’s contribution to your learning.  For information regarding Scholarship Funds, please contact the Dean’s office.

**Department of Graduate Nursing Office/Support Staff**

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| **Judy LeFlore, PhD, RN, NNP-BC, CPNP-PC & AC, ANEF, FAAN****Associate Dean****Chair, Graduate Nursing Programs****Director, PNP, ACPNP, NNP Programs****Pickard Hall Office #514****Email address:** **jleflore@uta.edu** | **Lauri John, PhD, RN, CNS****Associate Chair of MSN Administration, MSN Education, DNP, and PhD Nursing Programs****PhD Academic Advisor****Pickard Hall Office #519****817-272-0172****Email address:** **ljohn@uta.edu** |
| **Kathy Daniel, PhD, RN, ANP/GNP-BC, AGSF****Associate Chair, Graduate Nurse Practitioner Programs****Pickard Hall Office #511****817-272-0175****Email address:** **kdaniel@uta.edu** | **Marco Brotto, BSN, MS, PhD****Hazel Jay Endowed Professor****Bone-Muscle Collaborative Sciences Director****Director, PhD in Nursing Program****Email address:** **marco.brotto@uta.edu** |
| **Vivian Lail-Davis (Supports PhD & DNP)****Administrative Services Officer II****Pickard Hall Office # 512****(817) 272-1038****Email address:** **vivian@uta.edu** | **Rose Olivier, (Supports MSN)****Administrative Assistant II****Pickard Hall Office # 513****(817) 272-9517****Email address:** **olivier@uta.edu** |

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