**NURS 6308-001: Research Seminar**

Fall 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 Blackboard for all communication about this course)

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

**Time and Place of Class Meetings:** Sept. 7-9, Oct. 12-14, and Nov. 16-18; at 2-5 PM on Thurs & Fri and 1-4 PM on Sat; class meetings in PKH 530.

**Course description:** Application of criteria for appraising strengths and weaknesses of published studies; Synthesis of research literature on a selected topic.

**Student Learning Outcomes:**

Upon completion of the course, the student will be able to

1. Compare various criteria for appraising research studies.
2. Evaluate the scientific rigor of the components of the research process of published studies.
3. Analyze the standards and processes of a systematic research review, integrated reviews, and other literature reviews.
4. Conduct a robust search of the research literature
5. Synthesize findings of multiple studies into summary of a research topic.
6. Write a focused, organized literature review to support development of a research study.

**Required Textbooks:**

American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th Ed.). Washington, DC: Author.  ISBN: 978-1-4338-0561-5

Gray, J. R., Grove, S. K., & Sutherland, S. (2017). *The practice of nursing research: Appraisal, synthesis, and generation of evidence* (8th ed.). Saunders.  ISBN 978-0-323-37758-4

**Recommended Textbooks**:

Galvan, J. L. (2014). *Writing literature reviews: A guide for students of the social and behavioral sciences*. (6th ed.). Glendale, CA: Pyrczak Publishing. ISBN: 978-1936523375

Pyrczak, F. (2012). *Evaluating research in academic journals* (5th ed.). Glendale, CA: Pyrczak Publishing. ISBN: 978-1936523023

**Teaching Methods/Strategies:** Seminar discussion, online discussion, selected readings, collegial review/feedback.

The seminar is designed for discussion, participation, and reflection; the traditional lecture format will not usually be implemented. Value will be placed on your informed discussions about the assigned readings, the sharing of thinking about phenomena, and experiential learning. The seminar is conceptualized around the expectation that all participants will adhere to the PACT:

P Prepare for class as evidenced by the completion of the required readings

A Attend all classes and respect the opinions of others who participate in the seminar

C Contribute your best thinking to the class discussion

T Thoughtfully and mindfully complete all course requirements

**Attendance Policy:** At The University of Texas at Arlington, taking attendance is not required but attendance is a critical indicator in student success. 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. Much of the learning in a doctoral program occurs through discussion with colleagues. Failure to attend classes or participate in online discussion decreases the student’s exposure to these opportunities. In this course, regular class attendance and participation is expected of all students. Students are responsible for all missed course information. If a student is ill or has a conflict, please contact the instructor with the pertinent information prior to the beginning of the class.

**Other Requirements:** Students are expected to come to class prepared to discuss the scheduled topic. Respectful consideration of others’ opinions is an expectation as well. During the weeks when there is no class meeting, there will be asynchronous, online discussion forums in Blackboard. The quality and extent of participation in the discussion board will be graded according to the criteria included in the course Blackboard site. Lunch seminars are scheduled through the semester to facilitate socialization to the role of a scholar and to promote interaction among students.

**Course Requirements:**

Students must submit all assignments on Blackboard in order to pass the course. The specific criteria for all assignments are posted on Blackboard. There are no options for extra credit.

Faculty will impose penalties for late work. Work is considered late if it is received after the scheduled due date and time. Up to five points will be deducted from the final 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, you should 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/time, 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%.

**Expectations for Out-of-Class Study**: Beyond the time required to attend each class meeting, students enrolled in this course should expect to spend at least an additional 9 to 12 hours per week of their own time in course-related activities, including reading required materials, completing assignments, and writing papers.

**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. 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 major assignments must be completed at the passing level in order to pass the course.

\*The Literature Review Paper is a critical outcome of this course. Failure to earn a grade of B or higher on the literature Review Paper will result in a maximum course grade of C regardless of the other grades earned in the course.

**Grade Grievance:** Any appeal of a grade in this course must follow the procedures and deadlines for grade-related grievances as published in the current University Catalog. For graduate courses, see <http://catalog.uta.edu/academicregulations/grades/#graduatetext>. For student complaints, see <http://www.uta.edu/deanofstudents/student-complaints/index.php>.

**Major Assignments:** (see course schedule for due dates/times)

Student Information Form Pass/Fail

Discussion board Pass/Fail

Significance Paper 15%

Background Paper 15%

Literature Review Presentation 25%

Literature Review Paper\* 45%\*

**Descriptions of Major Assignments for N6308**

**Seminar Participation**: During each intensive meeting and online discussion, you are expected to participate in substantive discussions. It is expected that students will a) actively share thoughts and ideas, b) integrate course materials into discussions, c) share pertinent personal/professional experiences, d) pose questions/issues that provoke critical thought and analysis, e) post substantive comments related to the weekly content, and read, listen, and respond to the contributions of others. It is expected that students will participate in specific, discussion board activities during weeks when we do not meet for the intensives. Due dates for initial posts and feedback posts are listed in the course schedule. Instructions for each activity are included on the discussion board. Participation in class and online discussions will be graded as pass/fail.

**Significance & Background Papers:** In the significance paper, you will provide support for the magnitude and impact of your problem of interest. In the background paper, you will provide a review of relevant research literature and a discussion of what is known and not known about your problem of interest. Together, these papers will provide the foundation for a 12-15 page paper which includes a synthesis of information gathered from the literature to support the need for a research study about a topic of your choice. See specific criteria for the papers in Blackboard Assignments. See General Guidelines for N6308 Papers in Blackboard Course Materials.

**Literature Review Presentation:** The purpose of this presentation is to provide you with the opportunity to present your synthesis of information gathered from the literature to support the need for a research study about a topic of your choice. See specific criteria for the presentation in Blackboard Assignments. See General Guidelines for N6308 Powerpoint presentations in Blackboard Course Materials.

**Literature Review Paper**: The purpose of this 12-15 page paper is to provide a synthesis of information gathered from the literature to support the need for a research study about a topic of your choice. See specific criteria for the paper in Blackboard Assignments. See General Guidelines for N6308 Papers in Blackboard Course Materials.

**Course Schedule**

Each seminar class will begin with a short discussion of content. The remainder of the seminar will be discussion about application of content to students’ topics of interest. In the assigned readings in the schedule below, Gray, Grove, & Sutherland (2017) is abbreviated as GGS. Other assigned readings are located in the Course Materials (CM) on Blackboard. Students are expected to review additional texts, articles, and other resources as needed to achieve the course outcome of developing a literature review to support development of a research study. *As instructor for this course, I reserve the right to adjust the schedule in any way that serves the educational needs of the students enrolled in this course*. – Lauri D. John

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| Week | Date | Topics/ Activities | Assigned Readings/ Preparation | Assignments/Preparation  |
| Week 1  | Begins 8/24 | Overview of lit review process | GGS Ch 7, in CM: Baker (2016) article, Locke, Spirduso, & Silverman Ch 4, Galvan Ch 1-4  | **Due by 10PM Wed 8/30:** * Student Info to Blackboard Assignment
* Bio & Photo to Blackboard Discussion Board (DB)
 |
| Week 2 | Begins 8/31 | Finding & appraising/ evaluating rsch literature | GGS Ch 18Brown Appendix (CM)Pyrczck Checklist (CM)Find/review rsch articles on your topic | **Due by 5PM Mon. 9/4: Initial** **post to DB**: Galvan Ch 1 Activity #1A-E, Ch 3 Activities #1-5, Ch 4 Activity #1**Due by 5PM Wed. 9/6: Feedback post** to at least one classmate on **DB** |
| Week 3 | Thurs 9/7Class 2-5 | Orientation, literature review  | GGS Ch 7Galvan Ch 1-4 (CM)Baker (2016) article (CM) | Be prepared to introduce yourself to the whole group and describe your topic of interest. |
| Fri 9/8Class 2-5 | Appraising/ evaluating rsch literature | GGS Ch 18Brown Appendix (CM)Pyrczck Checklist (CM) | Be prepared to discuss critique of at least one research article pertaining to your topic. |
| Sat 9/9Class 1-4 | Supporting significance  | GGS Ch 7 Locke, Spirduso, & Silverman Ch 4 (CM) | Be prepared to discuss evidence that supports significance of your problem of interest |
| Week 4 | Begins 9/14No Class | Supporting significance of problem  | Find/review rsch articles. Develop detailed outline of significance (example in Locke, Spirduso, & Silverman, p. 73) | **Due by 5PM Mon. 9/18: Initial post to DB**: Detailed outline of significance, citing sources with ref list (with source pdfs)**Due by 5PM Wed. 9/20: Feedback post** to at least one classmate on **DB** |
| Week 5 | Begins 9/21No Class | Significance of problem  | Initial draft of Significance | **Due by 5PM Mon 9/25: Initial** **post to DB**: Narrative description of significance, citing sources, ref list (insert pdfs of sources)**Due by 5PM Wed. 9/27: Feedback post** to at least one classmate on DB |
| Week 6 | Begins 9/28No Class | Significance of problem | Significance Paper | **Due by 5PM Wed 10/4: Upload to Assignment: Significance Paper** (with source pdfs) |
| Week 7 | Begins 10/5No Class | Background, Rsch Prob, & purpose | GGS Ch 5Find/review articles to support background. | Find/review articles to support background |
| Week 8 | Th 10/12Class 2-5 | Background, Rsch Prob, & purpose | GGS Ch 5 | Discussion of what you’ve found so far to support background, identification of research problem & purpose |
| Fri 10/13Class 2-5 | Background, Rsch Prob, & purpose | Find/review articles to support background | Find/review articles to support background |
| Sat 10/14Class 1-4 | Background, Rsch Prob, & purpose | Find/review articles to support background | Be prepared to discuss preliminary evidence to support background, identification of research problem & purpose |
| Week 9 | Begins10/19No Class |  | Find and review research articles. Develop detailed outline of background. | **Due by 5PM Mon 10/23: Initial post to DB**: Detailed outline of background, citing sources with ref list (insert source pdfs)**Due by 5PM Wed. 10/25: Feedback post** to at least one classmate on **DB** |
| Week 10 | Begins10/26No Class |  | Initial draft of Background | **Due by 5PM Mon 10/30: Initial** **post to DB**: Narrative description of background, citing sources with ref list (insert source pdfs)**Due by 5PM Wed. 11/1: Feedback post** to at least one classmate on DB |
| Week 11 | Begins 11/2No Class |  | Background Paper | **Due by 5PM Wed 11/8: Upload to Assignment: Background Paper** (with source pdfs) |
| Week 12 | Begins 11/9No Class |  | Work on presentations |  |
| Week 13 | Th 11/16Class 2-5 | Putting it together | Finalize presentations | Bring a draft of your presentation to class |
|  | Fri 11/17Class 2-5 | Lit Review Presentations | Lit Review Presentations | **Due by 10AM on day of presentation: Upload to Assignment: PowerPoint Presentation** |
|  | Sat 11/18Class 1-4 | Lit Review Presentations | Lit Review Presentations | **Due by 10AM on day of presentation:** Upload to Assignment: PowerPoint Presentation |
| Week 14 | Begins 11/23No Class | **Thanksgiving** | Relax! | Relax! |
| Week 15 | Begins11/30No Class | Literature Review Paper | Literature Review Paper | **Due by 5PM Mon 12/4:** Upload to **Assignment**: **Literature Review Paper** with pdfs of all sources cited |

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

**Drop Policy:** PhDNursingstudents who wish to change a schedule by either dropping or adding a course must first consult with the PhD Nursing Academic 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 he/she does not plan to attend after registering. **Students will not be automatically dropped for non-attendance**. Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. Contact the Office of Financial Aid and Scholarships at <http://www.uta.edu/fao/>.  The last day to drop a course is listed in the Academic Calendar available at <http://www.uta.edu/uta/acadcal.php?session=20146>

1. A student may not add a course after the end of late registration.
2. A student dropping a graduate course after the Census Date but on or before the last day to drop may, receive a grade of W. Students dropping a course must contact their graduate advisor to obtain the drop form and further instructions before the last day to drop.

**Census Day:  September 11, 2017**

 **Last day to drop or withdraw: November 1, 2017 by 4:00pm**

**Last day of classes: December 6, 2017**

**Final exams: December 9-15**

**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).Only those students who have officially documented a need for an accommodation will have their request honored. Students experiencing a range of conditions (Physical, Learning, Chronic Health, Mental Health, and Sensory) that may cause diminished academic performance or other barriers to learning may seek services and/or accommodations by contacting:

**The Office for Students with Disabilities (OSD)** [www.uta.edu/disability](http://www.uta.edu/disability) or 817-272-3364. 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).

Counseling and Psychological Services (CAPS) [www.uta.edu/caps/](http://www.uta.edu/caps/) or 817-272-3671, 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.

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

**Title IX:** The University of Texas at Arlington (“University”) 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%5Cjohnld%5CAppData%5CLocal%5CTemp%5Cjmhood%40uta.edu).

**Academic Integrity:**  Students enrolled in all UT Arlington courses 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 in their courses by 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 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, 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/plagiarism/index.html>

**Student Support Services Available**: UTA 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](http://www.uta.edu/resources).

**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. 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. For information about activating/using MavMail: <http://www.uta.edu/oit/cs/email/mavmail.php>. To obtain your NetID or for logon assistance, visit <https://webapps.uta.edu/oit/selfservice/>. If you are unable to resolve your issue from the Self-Service website, 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

**Online Conduct: 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.

**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/>

**Student Feedback Survey:** At the end of each term, students enrolled in face-to-face and online classes categorized as “lecture,” “seminar,” or “laboratory” are directed to complete an online 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 via the SFS database is aggregated with that of other students enrolled in the course. Students’ anonymity will be protected to the extent that the law allows. UT Arlington’s effort to solicit, gather, tabulate, and publish student feedback is required by state law and aggregate results are posted online. Data from SFS is also used for faculty and program evaluations. For more information, visit <http://www.uta.edu/sfs>.

**Final Review Week:** for semester-long courses, a period of five class days prior to the first day of final examinations in the long sessions shall be designated as Final Review Week. The purpose of this week is to allow students sufficient time to prepare for final examinations. During this week, there shall be no scheduled activities such as required field trips or performances; and no instructor shall assign any themes, research problems or exercises of similar scope that have a completion date during or following this week *unless specified in the class syllabus*. During Final Review Week, an instructor shall not give any examinations constituting 10% or more of the final grade, except makeup tests and laboratory examinations. In addition, no instructor shall give any portion of the final examination during Final Review Week. During this week, classes are held as scheduled. In addition, instructors are not required to limit content to topics that have been previously covered; they may introduce new concepts as appropriate.

**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> |

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>

**Writing Center:** The English Writing Center (411LIBR): The Writing Center offers FREE tutoring in 15-, 30-, 45-, and 60-minute face-to-face and online sessions to all UTA students on any phase of their UTA coursework. Register and make appointments online at https://uta.mywconline.com. Classroom visits, workshops, and specialized services for graduate students and faculty are also available. Please see www.uta.edu/owl for detailed information on all our programs and services.

Consultants are trained to attend to rhetorical and organizational issues that instructors value in student writing. Although consultants will assist students in identifying and correcting patterns of grammatical or syntactical errors, they are taught to resist student entreaties to become editors or proofreaders of student papers.

The Writing Center offers tutoring for any assigned writing during enrollment at UTA. Writing Center hours are 9 am to 8 pm on Mondays through Thursdays; 9 am to 3 pm on Fridays; and noon to 5 pm on Saturdays and Sundays. Individuals may schedule appointments online by following directions available at [www.uta.edu/owl](http://www.uta.edu/owl), or by visiting the Writing Center.

The Writing Center Director, Assistant Director, or tutors are available to make classroom presentations describing Writing Center services. The Writing Center also offers workshops on topics such as documentation and will design specialized workshops at the request of instructors. To schedule a classroom visit or inquire about a workshop, please e-mail or call Tracey-Lynn Clough, Writing Center director, at clought@uta.edu or 817-272-2517.

**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)

**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/conhi/students/policy/index.php>

**Student Code of Ethics:** UTA College of Nursing 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/conhi/students/policy/index.php>

**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**

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| Judy LeFlore, PhD, RN, NNP-BC, CPNP-PC & AC, ANEF, FAANInterim Associate DeanGraduate Nursing ProgramsDirector, PNP, ACPNP, NNP ProgramsPickard Hall Office #518Email address:  jleflore@uta.edu | **Lauri D. John, PhD, RN, CNS** ClinicalAssociate ProfessorAssociate Chair of MSN Administration, MSN Education, DNP, and PhD Nursing Programs; DNP and PhD Academic Advisor Office #519, Pickard Hall, 817-272-0172Email address: ljohn@uta.edu |
| **Vivian Lail-Davis**Administrative Services Officer IIOffice # 512, Pickard Hall 817-272-1038Email address: vivian@uta.edu | Marco Brotto, BSN, MS, PhDHazel Jay Endowed ProfessorBone-Muscle Collaborative Sciences DirectorDirector, PhD in Nursing ProgramEmail address: marco.brotto@uta.edu |
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**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.