**NURS 3365: Pharmacology and the Nursing Process**

**Fall 2017**

**N3365-003 Tuesday**

**Instructor:**

Sandra Laird, DNP, R.N., ACNP-BC, AOCNP

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Office hours: By appointment only.

In person Room 623 Pickard Hall.

**Time and Place of Class Meetings:**

N3365-001: Mondays 1-3:50 pm; room 104 (Pickard Hall)

N3365-003: Tuesday 1-3:50 pm: room 104 (Pickard Hall)

N3365-002: Thursdays 1-3:50 pm; room 104 (Pickard Hall)

**Description of Course Content:** Introduction to current concepts of pharmacology and their relationship to nursing practice. Included are basic principles of drug actions, side effects for major drug classifications, and the role of the nurse in drug therapeutics.

Must complete within 3 years of entry into nursing program.

Prerequisite: BIOL 2457, 2458, CHEM 1451.

**NOTE** (N3366 Pathophysiology is not a prerequisite but it is highly recommended for successful mastery of the pharmacology content need to move on to Junior 1.

**Student Learning Outcomes:**

1. Identify common alternative health practices which could potentially interfere with drug therapy.

2. Classify data pertaining to pharmacokinetics and pharmacodynamics.

3. Incorporate knowledge of medications to plan care for patients receiving medications.

4. Determine if medications are safe to administer based on assessment data.

5. Describe the relationship between drug actions, interactions, side effects, dosage, and anticipated effects for selected pharmacotherapeutic agents and drug classifications.

6. Judge if legal and ethical standards are correctly used, given case studies related to drug therapy.

7. Identify information about medications which need to be communicated to the person and/or health professionals.

8. Describe comprehensive, efficient, and cost-effective drug therapy.

9. Demonstrate the efficient use of technology to access relevant information, plan and monitor care for patients receiving medications.

**REQUIRED TEXTBOOKS:**

Lilley, L. L. Rainforth Collins, S., & Snyder J.S. (2015). *Pharmacology and the nursing process* (8th ed). Elsevier. **ISBN-13:** 978-0323358286.

* (The online resources for this book are free if you register for an Evolve account and search in the search bar.)
* **Smart phone App**.: Epocrates **(Free version)**
* OR a **nursing drug handbook** published no more than 2 years ago. (Must be nursing-oriented. For example, cannot be the Physician’s Drug Reference.)
* **CONTINUED ON NEXT PAGE**

**NOT REQUIRED** but may be helpful:

Lilley, L.L. & Snyder, J.S.  (2011). *Study Guide for Pharmacology and the Nursing Process*.  (8th ed).  Elsevier. ISBN 9780323066600

\*\*\*If you would like to begin reading before the semester begins, I suggest you start by reading chapters 1-8. \*\*\*

**TECHNOLOGY REQUIREMENTS**

**Students must have intermediate computer skills for this course**

* **Have reliable and speedy internet access**. This course requires students to have reliable internet access and fast connection speed, as they will be taking online quizzes that are timed. For more information on computer needs specific to Blackboard, please go to: <http://www.uta.edu/blackboard/students/index.php>

Alternatively there is the UTA Help Desk 817-272-2208 or [helpdesk@uta.edu](mailto:helpdesk@uta.edu) and/or the Learning Resource Center (LRC) in Pickard Hall: <http://www.uta.edu/nursing/centers/resource/lrc.php>.

* **Have intermediate-level computer competency.** Students will struggle in this course if they not completely comfortable with using email & discussion boards; uploading and downloading documents; and accessing resources such as search engines & websites.

**RESPONDUS LOCKDOWN BROWSER and a Webcam for Online Quizzes**

* This course requires the use of Lock Down Browser and a webcam for online quizzes. The webcam can be built into your computer or can be the type that plugs in with a USB cable. Watch this [short video](http://www.respondus.com/products/lockdown-browser/student-movie.shtml) to get a basic understanding of LockDown Browser and the webcam feature.
* Then download and install Lock Down Browser from this link:

<http://www.respondus.com/lockdown/download.php?id=163943837>

**Note:** Do not download a copy of Lock Down Browser from elsewhere on the Internet; those versions won't work at our institution.

* To take an online quiz, start Lock Down Browser and navigate to the quiz. (You won't be able to access the quiz with a standard web browser. If you are asked for a password you have not entered the quiz through Respondus.) For additional details on using LockDown Browser, review this Student Quick Start Guide (PDF) at:

<http://www.respondus.com/downloads/RLDB-Quick-Start-Guide-Bb-Student.pdf>

**TEACHING METHODS**

**Lecture/Discussion:** PowerPoints /PDFs and Key Concepts will be available in blackboard. Print 1-2 days before class and review. YOU WILL BE EXPECTED TO BE PREPARED FOR CLASS BY REVIEWING THE RELEVANT CHAPTERS. Note that additional material may be presented and you will be required to take active notes in class. ***Be aware that if unavoidable circumstances result in not finishing an entire lecture content, OR lecture cancellation, you will still be held responsible for all*** ***content for quizzes and exams.***

**SELF ASSESSMENT EXERCISES**

These may be given to reinforce content. They may be matching exercises, short answer exercises, or case studies. Exercises and answers may be posted in Blackboard or reviewed in class. Participation will be tracked in Blackboard and in class. These are enrichment exercises and are not graded.

**OUT OF CLASS STUDY**

As a general rule for every credit hour earned, a student should spend 3 hours per week working outside of class. Hence, a 3-credit course might have a minimum expectation of 9 hours of reading, study, etc

Beyond the time required to attend each class meeting, students enrolled in this course should expect to spend at least an additional 3 hours per week of their own time in course-related activities, including reading required materials, completing assignments, preparing for exams, etc. (total 12 hours). This is because Pharmacology is an applied science. That means knowledge from all previous science prerequisites will be needed to be successful.

“*As the 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. –Sandra A Laird, DNP, R.N., ACNP-BC, AOCNP"*

**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>. When **emailing** your instructor, please follow the guidelines below:

* Always include the course name and section number in the subject of your email.
* Use appropriate language – no slang or abbreviations.
* Emails are professional in manner, so no emoticons.

**BLACKBOARD ANNOUNCEMENTS**

**Students MUST check Blackboard for messages and important information daily or every other day.**

**BLACKBOARD DISCUSSION BOARD**

**Pharm Café**

This is the student-to-student forum

Introduce yourself to your classmates, find study buddies or a study group and a ask about life at UTA if you are a new Maverick. See Netiquette guidelines in Blackboard.

**Professional Conduct on Blackboard Email and Social Media Sites**

* The Blackboard Discussion Board is to be viewed as a professional forum for student discussions. Students are free to discuss academic matters and consult one another regarding academic resources. The tone of postings on the Blackboard Discussion Board is to remain professional in nature at all times.  It is not appropriate to post statements of a personal or political nature, or statements criticizing classmates or faculty. Statements considered inappropriate will be deleted by course faculty.
* Announcements from student organizations may be posted to the designated level discussion board (not associated with this course).
* **Students are to refrain from discussing this course, including clinical situations, written assignments, peers, or faculty on all social networking sites such as Facebook, Twitter, etc.**
* Failure to comply with these expectations may result in further action including but not limited to removal from the discussion board.
* Email communication: All email communication is to be written in a civil tone.
* **Incivility will not be tolerated.**

**PEER MENTOR (Supplemental Instruction)**

An undergraduate student who has taken this course will provide a group review of concepts once or twice a week. Students find these sessions very helpful.

**CLASS RECORDINGS**

The in class lectures will be recorded in **Echo 360**. They are accessed in Blackboard under **ECHO Recordings in the menu bar.** The recordings are not to be substituted for coming to class. THIS IS NOT AN ONLINE CLASS. At times it may be necessary for a lecture to be pre-recorded.

When using Echo 360 for the first time you will be asked to supply a password. You can use your Blackboard password. You will now be registered in ECHO and will have access to all the recorded lectures.

**EXAMS**

* There are a total of five proctored exams (In class). See Course Schedule for the dates.
* Exams consist of critical thinking questions based on lecture content, directed chapter readings, and Key Concept documents.
* A test blueprint will be provided for all exams.
* The exams are timed at 1.5 minutes per question.
* Exams 1, 2, 3, & 4 are not cumulative.
* Exam 5 is the final exam and *is* cumulative in content..
* **Exams make up 100% of the 70% rule (see below). The weighted average on these exams (70% rule) determines the student’s mastery of the content and progression to Junior 1.**

**QUIZZES**

* There are 5 online quizzes over the course of the semester. The quizzes are taken with Respondus Lockdown Browser and a web camera. You will be monitored by video during the entire quiz time.
* You will have 2 attempts at each quiz. Blackboard will record the higher grade.
* The quizzes are timed at 1.5 minutes per question.
* See Course Schedule for due-dates.
* Quizzes consist of critical thinking questions based on lectures, directed chapter readings, and Key Concept documents.
* A quiz blueprint will be provided for all quizzes
* Quizzes cannot be made up if missed.
* Failure to take one or more quizzes can **significantly** alter the overall course grade.

**The quiz average only counts if the student meets the 70% rule on exams (see below).**

* **Online quizzes** are to be **taken at the scheduled time**, according to the course schedule, as found on Blackboard. Students will have two attempts at a Blackboard quiz and the higher score will be recorded. Failure to take any quiz will result in a zero. Missing one or more quizzes can do serious damage to the student’s overall grade.
* **Satisfactory performance in this coiurse** must be met to progress in the nursing program. **This means you are expected to attempt ALL Quizzes, Assignments, EXAMS and THE FINAL**

**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 University Catalog. [http://catalog.uta.edu/academicregulations/grades/ # undergraduatetext](http://catalog.uta.edu/academicregulations/grades/#undergraduatetext) For student complaints, see <http://www.uta.edu/deanofstudents/student-complaints/index.php>.

**EXAM PREPARATION**

The instructor will provide a review of concepts to prepare for each exam in Blackboard Collaborate. All sections (Mon, Wed, & Th) will be included. The review may be accessed live and the link to the recorded review will be posted for later access. Exam questions in this course are patient scenarios and require critical thinking and problem solving.

**POST EXAM REVIEWS**

Immediate in class review of exams will be allowed as time permits. The instructor reserves the right to set test review at an alternate time as necessary to cover curricular content.

**UTA College of Nursing Grading Criteria**

In order to successfully complete an undergraduate-nursing course at UTA, the following minimum criteria must be met:

**\*\*\*70% weighted average on proctored exams\*\*\*** (in-seat proctored exams). **The quizzes and/ or Blackboard exercises are not included in the 70% rule.**

**NOTE**: The existing rule of C or better to progress remains true for this course; therefore, to successfully complete pharmacology, students must have earned a course grade of 70.00% or greater. *Students who do not meet these criteria, have not mastered the course content and will not receive a passing grade for the course, which means they must repeat the course.*

*\*\*\*Please note:* ***The 70% rule overrides the course grade****. \*\*\* (see below)*

For example: If a student makes an overall grade of C in the course but 69.99 on the 70% weighted average for proctored exams that student will receive a D not a C. See table below. Blackboard calculates this weighted average automatically.

Weighting for 70% Rule

|  |  |
| --- | --- |
| Exam 1 18.75 % | Exam 2 18.75 % |
| Exam 3 18.75 % | Exam 4 18.75 % |
| Final 25 % |  |

Total 100%

How to calculate the 70% weighted Exam average (**Student Harry Potter**)

|  |  |  |  |
| --- | --- | --- | --- |
| Exam Grade | Weight in Points | Student Grade in Decimals (Ex: 83.5 % =. 835 | Weight |
| Exam 1 | 18.75 | 70% = 0.7 | 18.75 x 0.7 = 13.13 |
| Exam 2 | 18.75 | 75% = 0.75 | 18.75 x 0.75 = 14.16 |
| Exam 3 | 18.75 | 85% = 0.85 | 18.75 x 0.85 = 15.94 |
| Exam 4 | 18.75 | 83.5% = 0.835 | 18.75 x 0.835 = 15.76 |
| Final Exam | 25.00 | 89% = 0.89 | 25.0 x 0.89 = 22.25 |
| Total | 100 |  | Exam weighted average 81.24%  This will show in the 70% rule column |

* + Quizzes are not included in the 70% rule. The quiz grades are added after the 70% rule is calculated and met. Failure to achieve the weighted exam average will result in a D or F.
  + 70% weighted average on major written assignments.
  + 90% on math test (if applicable).
  + 90% on practicum skills check offs (if applicable)
* Note**: At the end of the semester the Quiz grade will only count if the student has at least a 70% weighted *Test* average. As calculated in the 70% rule. If the exam average is less than 70%, the Quiz grades will not be eligible for addition into the course grade. This rule is in accordance with the UTA College of Nursing grading criteria (see above)…a student must have a 70% weighted average on Tests**

|  |  |  |  |
| --- | --- | --- | --- |
| **WEIGHTED Overall GRADE CALCULATIONS EXAMPLE** | | | |
|  | **Weight in points (ex: 3.0% = 3.0 points)** | **Student Grade in Decimals (ex: 83.5% = 0.835)** | **Weight** |
| Quiz 1 | 3.0% of your grade = 3.0 points | 72% = 0.72 | 3.0 X 0.72 = 2.16 |
| Quiz 2 | 3.0 | 80% = 0.8 | 3.0 X 0.8 = 2.4 |
| Quiz 3 | 3.0 | 70% = 0.7 | 3.0 X 0.7 = 2.1 |
| Quiz 4 | 3.0 | 83.5% = 0.835 | 3.0 X 0.835 = 2.51 |
| Quiz 5 | 3.0 | 90% = 0.9 | 3.0X 0.9 = 2.7 |
|  |  | Total Quiz points 11.87 | |
| Exam 1 | 16 | 70% = 0.7 | 16 X 0.7 = 11.2 |
| Exam 2 | 16 | 80% = 0.8 | 16 X 0.8 = 12.8 |
| Exam 3 | 16 | 70% = 0.7 | 16 X 0.7 = 11.2 |
| Exam 4 | 16 | 70% = 0.7 | 16 x 0.7 = 11.2 |
| Final exam | 21 | 85.7% = 0.85 | 21 X 0.85 = 17.85 |
|  |  | Total Exam points 64.25 | |
| **11.87**+ **64.25** = 76.12 Overall Course grade of C | | | |

**Figuring out your Course Grade with Weighted Exam Averages ( for the Overall grade not 70% rule)**

**Example: This student made 70% on every exam**

|  |  |  |  |
| --- | --- | --- | --- |
| **Example** | **Weight of Exam** | **Student Grade** | **How to figure** |
| **Exam 1** | **16%** | **70** | **0.7 X 16= 11.2** |
| **Exam 2** | **16%** | **70** | **0.7 X 16= 11.2** |
| **Exam 3** | **16%** | **70** | **0.7 X 16= 11.2** |
| **Exam 4** | **16%** | **70** | **0.7 X 16= 11.2** |
| **Final** | **21%** | **70** | **0.7 X 21= 14.7** |
| **Total** | **85%** |  | **59.5** |

Last step: If you divide the 59.5 by 0.85 (85%-the weight of total exams) you will know what the average weighted score is on exams, in this case 70.00.

**Grid for your Grades in Pharmacology (figure YOUR Overall Course grade…)**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **Your Grade** | **How to figure** |
| **Quiz 1** | **3.0%** |  | **X 3.0 =** |
| **Quiz 2** | **3.0%** |  | **X 3.0 =** |
| **Quiz 3** | **3.0%** |  | **X 3.0 =** |
| **Quiz 4** | **3.0%** |  | **X 3.0 =** |
| **Quiz 5** | **3.0%** |  | **X 3.0 =** |
| **Exam 1** | **16%** |  | **X 16 =** |
| **Exam 2** | **16%** |  | **X 16 =** |
| **Exam 3** | **16%** |  | **X16 =** |
| **Exam 4** | **16%** |  | **X 16=** |
| **Final** | **21%** |  | **X 16 =** |
| **Total** |  |  |  |

**GRADING SCHEMA**

In undergraduate nursing courses, all grade calculations will be carried out to **two decimal places** and there will be ***no rounding*** **of grades**. Letter grades for tests, written assignments and end-of-course grades, etc. shall be:

A= 90.00 - 100.00

            B= 80.00 - 89.99

            C= 70.00 - 79.99

            D= 60.00 - 69.99

**IMPORTANT NOTE: No extra credit projects are available to raise individual test or final grades. This is a College of Nursing policy and no exceptions will be made. There is no rounding in nursing courses. Please refer to the course schedule posted on Blackboard for time /location of exams & assignments.**

**UTA College of Nursing and Health Innovation Progression Criteria**

1.  Pharmacology and pathophysiology knowledge are essential to nursing program success.

2.    If you are struggling with the course (i.e. exam #1 and #2 grades that are below 70%, seek assistance from your faculty or your advisor and strongly consider dropping the course.

3.    If you fail the course:

a.       You are placed on probation and must meet with your academic advisor each semester to develop a success plan

b.      Admission will be delayed by at least a long semester course  (see chart):

|  |  |  |  |
| --- | --- | --- | --- |
| Application for | Non-Passing Term | Passing Term | Eligible to re-apply |
| Fall 2020 | Fall 2019 | Spring or Summer 2020 | Fall 2020 |
| Fall 2020 | Spring 2020 | Summer 2020 | Spring 2021 |
| Fall 2020 | Summer 2020 | Fall 2020 or Spring 2021 | Fall 2021 |

c.       Must retake the course and earn a grade of “C” or higher

d.      The failing grade will be used to compute your nursing application/admission GPA

4.   If you fail two pre-nursing courses (NURS 3365 or NURS 3366), you are not eligible to start the program for five years.  Please refer to the following policies for more information:

**POLICY FOR MISSED EXAMS OR QUIZZES:**

**Two sets of situations may occur, which render you unable to take the exam at the scheduled time:**

**First Situation:** You realize that an exam is scheduled on a day that you have a military or legal obligation that you cannot reschedule. If this should occur, you must notify the instructor at least 3 weeks PRIOR TO THE EXAMINATION. Documentation of this obligation must be provided to reschedule your exam for an earlier time. You will be required to sign a confidentiality agreement.

**Second Situation:** On the day of the exam, a personal or family illness or emergency could occur. If this should happen, you are expected to contact the instructor via phone, phone message, or e-mail **BEFORE THE EXAM/QUIZ BEGINS.** If you cannot get to a phone or a computer, a phone message or e-mail will be accepted from an immediate family member to notify the instructor that you have had an emergency. Official documentation of the emergency is required. Examples of documentation include a police report, or signed healthcare provider/hospital note. The note must be signed by a physician, nurse -practitioner, or physician assistant. No medical or personal information will be required. When the instructor has seen the documentation, you will be given a make-up exam/quiz, which will consist of essay, short answer, fill-in-the-blanks, or multiple -choice questions.

If the second situation should occur and an instructor is not informed of your situation before the start of the exam, two consequences could occur:

1. You will be allowed to take a make-up examination within 5 calendar days, and no points will be deducted from your score. This will **only** occur if you can show documentation that you had an emergency or crisis situation. **Failure to make up the exam/quiz in 5 calendar days will result in a zero.**

2. If you cannot show documentation that you had an emergency or crisis, you will not be allowed to make up the test, and will receive a zero for the exam/ quiz.

***It is up to the instructor to decide if you may take a make-up quiz or exam, not the student.***

**All exams must be taken during the time of your scheduled section’s exam. For example, a section 001 student must take exams with other section 001 students on Mondays.**

You must receive prior approval from faculty to take an exam with another section. If you take an exam in another section of pharmacology, and have not been given permission by your instructor, 10% will be taken off of your exam grade (for example: you originally scored 85% on test, but took it without permission in another section; therefore, your score is now 75%). This is necessary for test security.

**If you miss the final exam, and it is determined you can take a makeup final, you will receive an incomplete (I) for the course. Once the makeup is taken, your grade will be changed.**

**Testing Guidelines for On-line Quizzes**

All online quizzes will require Respondus Lockdown Browser and a webcam monitor. As future nurses, you are guided by a set of practice expectations, even as a student. A very important part of these expectations is appropriate **moral and ethical behavior**. Therefore, it is expected that you will work alone and without notes to take each of the online quizzes. You are ***expected to maintain test security*** by not discussing the questions with your peers or attempting to copy the tests in any way. Remember, you may be in other pre-nursing classes with students who have not yet taken pharmacology or who are in a different section. If you discuss test questions or content of tests with these students, this is a violation of test security, and will result in being reported for academic dishonesty. WE TAKE TEST SECURITY very seriously at the College of Nursing. ***Violations in test security are considered not just academic violations, but ethical violations, which is unacceptable behavior for future nursing professionals*.** ***If you are found to have violated test security or you are found to have cheated or colluded with other students on an online test, you will be immediately reported to the Office of Community Standards for disciplinary action.***

1. The online quizzes will be set to 1.5 minutes per question which is then multiplied by the total amount of questions. For example: 20 questions x 1.5 minutes = 30 minutes total test time.

* To access an online quiz in Blackboard you will need to download Respondus Lockdown Browser and have a web cam either built into your computer or a USB plug in webcam. (See Technology requirements for information on downloading Respondus). Your quizzes in Blackboard will not allow you to go back to previous questions.
* You will not have time to use your notes to look up the answers.
* I trust you will uphold the moral and ethical standards of your future profession while taking these quizzes. **It is a violation of the student code of conduct if you use notes, books, electronic devices, or study templates to take your quiz.**

***IMPORTANT NOTE ABOUT TIME LIMITS:*** Since online quizzes are timed (see above), any student exceeding the time limit on a quiz by 1 minute or more will receive a 0 for the quiz. Why is this the policy? If you were taking the quiz in the classroom, since it is also timed, you would be told to stop testing when the time is up and would not be able to answer any more questions. If you were to continue writing and answering questions in the classroom, your quiz would be taken away and a 0 would be received. The same rules apply for online testing as do classroom testing.

***If you submit a quiz after the allotted time has ended, the questions you answered after the expiration time will NOT BE INCLUDED IN YOUR GRADE.*** *For example, if you have until 11:55 pm to take the quiz on Monday evening, and you wait until 11:45pm to take a 20 minute quiz, Blackboard will time you out. You will not see that you have completed the quiz but the data is there.*

1. Each student will have different questions than other students, as the questions are scrambled. No two students will receive the same question in the same order.
2. During a quiz you will be unable to save or print the questions; this is for test security purposes. **ATTEMPTING TO SCREEN CAPTURE IS A VIOLATION OF STUDENT CONDUCT AND ATTEMPTS WILL BE REPORTED.**
3. Do not wait until the last minute to take the quiz. **You will be given a window of time in which you can take the quiz.**  I suggest taking the quiz as soon as possible.
4. Missed quizzes are counted as 0%.
5. Your computer connection must be reliable. If you know that you are cut off of the Internet every time use it, don’t rely on your home computer to take the quiz. There are many options for you to use a reliable computer with a reliable Internet connection, including the public library, the UTA library, UTA Learning Resource Center and Internet cafes. Make sure Windows and other software updates are completed before you start an on line quiz. **No quiz make ups will be allowed for internet interruptions or not following instructions on taking quizzes in blackboard.**
6. Blackboard works best with Mozilla Firefox. You will be required to download the Respondus lockdown browser to take quizzes in Blackboard. Web camera monitoring is required for all quizzes.

**LEARNING MANAGEMENT SYSTEM (Blackboard)**

Access is available to each enrolled student. Since this is a blended course with both classroom and Blackboard assignments, it is very important to check Blackboard announcements, discussion boards, and your UTA email several times per week.

The Blackboard discussion boards should be viewed as a public and professional forum for discussion. Students are free to discuss academic matters and consult one another regarding academic resources. The tone of postings on the Blackboard discussion board should remain professional in nature. It is not appropriate to post statements of a personal or political nature, or statements criticizing classmates or faculty. The course faculty will delete inappropriate statements. Announcements from student organizations may be posted with faculty permission.

**ATTENDANCE:** 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. As the instructor of this section, [insert your attendance policy and/or expectations, e.g. “I will take attendance sporadically” or “I have established the following attendance policy: …”] However, while UT Arlington does not require instructors to take attendance in their courses, the U.S. Department of Education requires that the University have a mechanism in place to mark when Federal Student Aid recipients “begin attendance in a course.” UT Arlington instructors will report when students begin attendance in a course as part of the final grading process. Specifically, when assigning a student a grade of F, faculty report the last date a student attended their class based on evidence such as a test, participation in a class project or presentation, or an engagement online via Blackboard. This date is reported to the Department of Education for federal financial aid recipients.

**Students are expected to attend all lectures.** **THIS IS NOT AN ONLINE CLASS.**  The student is expected to be **on time** and **ready** for class at the scheduled time. Due to seating limitations in the classroom, students will not be allowed to attend an alternate section of the course without prior permission. **I will take roll at every class period.**

**Technology/Electronics Use in the Classroom**

All **cell phones** must be in the non-audio mode during class. Students are expected to take calls of personal business outside of class. Students are expected to **refrain from “Texting “ during class.** Students disrupting the class will be asked to leave the classroom.

**Personal computers may be used in class for the purpose of note taking only.** Students should refrain from playing games, watching movies, listening to music, sending text messages, or doing other work during class. If this occurs, students will be asked to leave the class.

Audio recording of class is allowed for personal use only and not for distribution.

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**TESTING GUIDELINES FOR IN-CLASS EXAMS**

1. Students must come to class for each exam with their Mav **ID**. IDs will be checked when turning in exams. A Texas Driver’s License is **not acceptable**. A student without a Mav ID will not receive a grade until they show it to the instructor or the CON administrative assistant.

2. Students may not leave the room during exams.

3. Eating during exams is not permitted. Drinks are permitted.

4. Cellular phones MUST BE TURNED OFF during class exams or placed in airplane mode. Headphones, ear buds, or digital devices including smart watches, are not allowed at your desk while taking an exam.

All digital devices ***must be turned off or on airplane mode,*** and placed on the side or back of the room during examinations. This includes smart watches.

5. All books, notes, and backpacks or book bags must be placed on the side or back of the room prior to distribution of exams.

6. No talking is allowed when the exams are being distributed.

7. Hats will be removed prior to testing. Ball caps may be turned backwards.

8. Read the instructions thoroughly that come with each exam. The scantron is the official answer sheet – ***we provide scantrons for every exam, so there is no need to purchase them.*** Students will receive a grade from their answers on the scantron only. Answers written on the actual exam or review sheet will not be counted.

9. When you have finished the exam, all material distributed before the test must be returned. You may not leave the room with any paper related to the exam. When you have finished the exam, please do not enter the room again until the end of the examination.

When finished with the exam, students must not congregate outside the classroom. Noise must be kept at a minimum.

10. **After the exam, there must be no discussion with students from other pharmacology sections, or with students who have not taken the exam yet**. Remember, students from other sections may be studying in the hall and may hear you discussing test questions after you take the test. If this occurs, this is **academic dishonesty, and is a reportable offense**, as it is considered collusion and/or cheating, as it gives unfair advantage to another student. If you are aware that someone is sharing answers with a student who has not taken the test, you are to come forward and report it; failure to do so is considered collusion, and is reportable as academic dishonesty. Refer to the University’s policy on “Academic Integrity” on the last few pages of this syllabus

**Drop Policy:** Students may drop or swap (adding and dropping a class concurrently) classes through self-service in MyMav from the beginning of the registration period through the late registration period. After the late registration period, students must see their academic advisor to drop a class or withdraw. Undeclared students must see an advisor in the University Advising Center. 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. For more information, contact the Office of Financial Aid and Scholarships (<http://wweb.uta.edu/aao/fao/>).

**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 calling 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 calling 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 Policy:** 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:\Users\mandell\AppData\Local\Temp\jmhood@uta.edu).

**STUDENT CODE OF ETHICS:**

The University of Texas at Arlington 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.

**Academic Integrity:** 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 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/>.

**PLAGIARISM:**

Copying another student’s paper or any portion of it is plagiarism. Additionally, copying a portion of published material (e.g., books or journals) without adequately documenting the source is plagiarism. 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 at the end of each paragraph. 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 encouraged to review the plagiarism module from the UT Arlington Central Library via <http://library.uta.edu/tutorials/Plagiarism>. Papers are now checked for plagiarism and stored in Blackboard.

**Student Support Services**:[Required for all undergraduate courses]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](mailto:resources@uta.edu), or view the information at <http://www.uta.edu/universitycollege/resources/index.php>.

**The IDEAS Center (**2nd Floor of Central Library) offers **free** tutoring to all students with a focus on transfer students, sophomores, veterans and others undergoing a transition to UT Arlington. To schedule an appointment with a peer tutor or mentor email [IDEAS@uta.edu](mailto:IDEAS@uta.edu) or call (817) 272-6593.

**The English Writing Center (411LIBR)**: [Optional.] 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.

**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>.

**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 classes categorized as “lecture,” “seminar,” or “laboratory” shall be 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 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>.

**Final Review Week:** 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 stairwell. 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 handicapped individuals.

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>

**LIBRARY INFORMATION:** Research Information on Nursing:

[**http://libguides.uta.edu/nursing**](http://libguides.uta.edu/nursing)

**UNDERGRADUATE**

**SUPPORT STAFF: Holly Woods, *Program Coordinator, On-Campus BSN Program***

643 Pickard Hall, (817) 272-7295

Email: [hwoods@uta.edu](mailto:hwoods@uta.edu)

**Suzanne Kyle*, Testing Specialist, On-Campus BSN Program***

645 Pickard Hall, (817) 272-0367

Email: [skyle@uta.edu](mailto:smandell@uta.edu)

**APA FORMAT:**

*APA* style manual will be used by the UTACON with some specific requirements for the undergraduate courses. The sample title page & instructions, as well as a Manuscript Preparation document can be found at: [www.uta.edu/nursing/handbook/bsn\_policies.php#apa](http://www.uta.edu/nursing/handbook/bsn_policies.php#apa)

**Honors College Credit:**

Students who are members of the Honors College may wish to take this course for Honors credit. If you wish to do so, please provide the Lead Teacher (or other designated faculty member) with an Honors Credit Contract (downloaded from http://honors.uta.edu/documents/credit.pdf). You and the Lead Teacher/faculty member will together determine an appropriate supplemental assignment to justify the awarding of Honors credit. If you are not in the Honors College and would like to learn more about the benefits of membership, visit the website at http://honors.uta.edu/, where you will find an application form for electronic submission.

**CLASSROOM CONDUCT GUIDELINES:**

The Faculty of the BSN Program believes that classroom teaching has two goals: the provision of content pertinent to the discipline of nursing and the socialization of students into the professional role. We are committed to providing the curriculum in an atmosphere conducive to student learning and in a manner that will prepare graduates to be successful in the health care workplace. Refer to the Student Handbook for more information.

**Testing EnvirOnment:**

Although faculty strives to provide a quiet learning/testing environment there may be noises and distractions in any testing environment that are beyond the control of the exam proctors.  If a student feels that the testing environment is unduly noisy or distracting for any reason, it is the responsibility of the student to report this to an exam proctor as soon as possible during the exam so corrective action may be taken.

**NO GIFT POLICY:**

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

***The Undergraduate BSN Student Handbook can be found by going to the following link:*** <http://www.uta.edu/conhi/_doc/unurs/BSN_student_handbook.pdf>.

**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. Non-emergency number 817-272-3381

**Pharmacology in Nursing Practice**

**Tuesday 1-3:50**

**Course Schedule Fall 2017**

|  |  |
| --- | --- |
| **Week 1 8/29** | **REQUIRED** **for Getting Organized**  **Begin at the “Getting Started” Page in Blackboard**   * **SIGN ATTESTATION FORM AND SUBMIT in Blackboard (*You will not be able to access the course materials until you have done so).*** * *Down load Respondus Lockdown Browser from the Blackboard Landing Page.(Do not download from the internet)* * *Take the practice test for Respondus to make sure you are ready to take online quizzess. (****This is not part of the graded quizzes)*** * Transfer all due dates to your calendar (No tolerance for missed deadlines) * View the recorded Orientation to N3365   **Read posted documents**:   * Syllabus * How to Study Pharmacology * *Download the Course Map 2017 (This is the document I will use for all the exam concept reviews).*   **Complete the Attestation submission by 8 am to have access to course materials** |
| **Week 2 9/5**  **Quiz 1 opens**  **7am** | **Submit quiz 1 by 11:59 9/8** |
| **Week 3 9/12**  **Quiz 2 opens 7am** | **Submit Quiz 2 by 11:59 pm 9/15** |
| **Week 4 9/19**  **Quiz 3 opens 7am** | **Review for Exam 1 4-5:30**pm  **Submit Quiz 3 by 11:59 pm 9/23** |
| **Week 5 9/26** | **Exam 1**  **We will have lecture after the exam** |
| **Week 6 10/3**  **Quiz 4 opens 7am** |  |
| **Week 7 10/10** | **Review for exam 2 4-5:30 pm** |
| **Week 8 10/17** | **Exam 2**  **We will have lecture after the exam** |
| **Week 9 10/24**  **Quiz 5 Opens** | **Submit Quiz 5 by 11:59 pm 10/27** |
| **Week 10 10/31**  **11/1** | **Review for exam 3 4-5:30 pm**  **Last Day to withdraw** |
| **Week 11 11/7** | **Exam 3**  **We will have lecture after the exam** |
| **Week 12 11/14** | **Review for exam 3** **4-5:30 pm** |
| **Week 13 11/21**  **11/23 Thanksgiving** | **Exam 4** **We will have lecture after the exam** |
| **Week 14 11/28** |  |
| **Week 15 12/5** | **Last Day of Class**  **Catch up**  **Review Prior Exam Keys**  **Review for Comprehensive Final Exam** **4-6** |
| **Week 16**  **12/12** | **Comprehensive Final Exam Time to be announced by CON** |

*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. Sandra Laird, DNP,RN, ACNP-BC, AOCNP*