The University of Texas
ARLINGTON™

Syllabus: Introduction to Professional and Clinical Concepts in Nursing Fall 2017 Section 602 & 603

UNIVERSITY OF TEXAS AT ARLINGTON COLLEGE OF NURSING AND HEALTH INNOVATION

Faculty
Section 602- Leslie Jennings, RN, MSN/Ed.; Clinical Assistant Professor (Lead Faculty)
Office: 613 Pickard Hall
Office Phone: 817-272-2776
Office Hours: Wednesdays 11:30-12:30 p.m. or by appointment
Faculty Profile: https://mentis.uta.edu/explore/profile/leslie-jennings
E-mail*: lesliej@uta.edu   *preferred contact

Section 603- Angela M. Trejo, MSN, BSN, RN; Clinical Assistant Professor
Faculty Profile: https://mentis.uta.edu/explore/profile/angela-trejo
E-mail: atrejo@uta.edu

Course Description
Designed to introduce the pre-nursing student to specific professional concepts in nursing as well as academic success strategies. Selected concepts and processes for professional nursing will include an introduction to nursing's theoretical, philosophical, ethical, and legal dimensions with an emphasis on professional formation. Course activities will focus on development of teamwork, communication skills, effective decision-making and reflective practice

Required Textbooks
Black, B. P. (2017). *Professional nursing: concepts & challenges* (8th ed.). Maryland Heights, MO: Elsevier/Saunders. ISBN 9780323431125

Straker, K. & Kelman, E. (2007). *Vital skills: Study strategies every nursing student must know*. Houston, TX: Karista Press. ISBN 978-0-9798475-0-9

Recommended Textbooks
Houghton, P. M., Houghton, T. J., & Pratt, M. M. (2009). *APA: The easy way!* Flint, MI: Baker College. ISBN 9780923568962

Other Required Materials

Webcam; Please see applicable section of syllabus for exam information.

Course Credit Hours
3 Credit Hours

Student Learning Outcomes
Upon completion of this course, the student will be able to:
- Discuss characteristics of professional nurses as well as the process of forming a professional nursing identity.
- Recognize multiple components of effective decision making within professional nursing scenarios.
- Apply effective communication concepts to both patient care and team situations.

- Demonstrate effective time management, learning, and test taking strategies.

Grading Policy

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

70% weighted average on proctored exams
70% weighted average on major written assignments (if applicable).
90% on math test (if applicable).
90% on practicum skills check offs (if applicable)

Students are expected to keep track of their performance throughout the semester and seek guidance from available sources if their performance drops below satisfactory level.

In this course, **all exams** count toward the required minimum course grade of 70.00% of proctored exams. ***Assignments are not included in this calculation.*** In determining the final course grade for N2300, the average on Respondus Lockdown Browser and Monitor Exams (exams 1-3 plus the final) will be checked first. If a student achieves a 70.00% with no rounding of the average on these exams, the non-proctored assignment grades will count toward the final course grade. If the student did not achieve a 70.00% with no rounding of the average on the four exams, the course grade calculation stops and the grade stands as a D or F as determined by the numerical value from the weighted average on exams.

In undergraduate nursing courses, all grade calculations will be carried out to two decimal places (i.e. 85.679 = 85.68) and there will be **no rounding of final grades**. Letter grades for assignments and end-of-course grades shall be:

A - 90% - 100%
B - 80% - 89.99%
C - 70% - 79.99%
D - 60% - 69.99%

No extra credit projects are available to raise individual grades or final grade

Attendance

There are no attendance requirements. This course is entirely online. Any student who enters the course after the first day of class will be responsible for any missed course material. No opportunity will be given for any deadlines that are missed due to late registration.

Attestation

Students are responsible for reading the syllabus and course schedule and submitting the attestation form for N2300 in Blackboard. Students will be unable to access any other course information in Blackboard until this form is submitted.

Required Coursework

Discussions (8%) <u>**Discussion board entries are posted in a group discussion board in Blackboard.**</u>
- A requirement of this course is completion of bi-weekly discussion entries. You must submit an entry and reply to at least two of your online peers' post with reflective questions, substantive comments and/or relevant personal experiences. Once an initial post is complete, you will be able to see and respond to your classmate's posts.

Reflective Journals (12%) <u>**All journals must be completed on the Word document provided and uploaded to Blackboard as an attachment- not copied and pasted in the submission/text section or submitted as a separate document**</u>
- One of the requirements of this course is completion of bi-weekly reflective journals. Reflective journaling will help you focus upon your course and career goals, and enhance and reinforce your learning. For each, you should write your reflective comments, making connections to your prior experiences, this course, and beyond.

Assignments (15%) <u>**All assignments,**</u> <u>unless otherwise designated**</u>, **must be completed on the** <u>**Word document provided and uploaded to Blackboard as an attachment, not copied and**</u> <u>**pasted in the submission/text section or submitted on a separate document**</u>

- ○ **Exploring Nursing Assignment (5%)**
- ○ **Background Check Survey (1%)** **submitted as a .pdf summary page
- ○ **Nursing Research Article Summary (5%)**
- ○ **Nursing Philosophy (4%)**

Weekly Exams (45%)

You will have three exams covering module course objectives. Each test will be worth 15% of your course grade.

Final Exam (20%)

The final includes cumulative information to evaluate your knowledge and understanding of the outcomes of this course.

Please note: this course uses Respondus Lockdown Browser and Respondus Monitor for all exams. Please see the applicable section of the Syllabus for more details.

Technology Requirements

Students should check Blackboard once daily for important announcements related to the course. Please see the university requirements at http://academicpartnerships.uta.edu/student-services/technology-support.aspx. All assignments must be completed on time and submitted through Blackboard as a **Word document (.doc or .docx). Mac users- please note, we do not accept .pages documents.** Microsoft Office is the standard office productivity software utilized by faculty, students and staff (see link above). **Assignments will** <u>**NOT**</u> **be accepted by email or in the submission/text box of Blackboard.** **If assignments/journals are not submitted in the correct format as an attachment, students will receive a '0' on that assignment/journal. You have three submission attempts in case an error is made prior to grading.** **It is the student's responsibility to check Blackboard for complete and correct submissions- once an assignment/journal has been graded, you may not re-submit.** **Please note: Microsoft Edge as a browser has known issues with uploading attachments to Blackboard, so please use another browser. Again, if you submit a blank document or do not follow the instructions on the assignment/journals, you will receive a '0' and will not be allowed to re-submit. You need to download the assignment/journal, fill out the information directly on that document, and then upload that assignment/journal to Blackboard.**

Late Coursework

Policy for late work in this course: See course schedule for detailed information on due dates.

- Assignments/Journals: There will be 5 points deducted for each day an assignment is late up until day 5 at which time the assignment will be a 0 <u>UNLESS</u> you have approval <u>PRIOR</u> to the due date from your coach for an extension.
- Discussion boards: Late initial post will result in a 0; Late peer post will result in a 0. **Initial discussion board post is due each week by Wednesday by 11:59 p.m. (Central Time*); peer responses are due by 11:59 p.m.* on Saturday of each week**. **No late points are awarded for discussion boards.**
- Exams: Exams must be completed and submitted by the due date and time; otherwise, you will receive a 0. Please see policy below specific to exams. **If you submit an exam past 11:59 p.m.*, you will receive a '0'. Please make sure you start early enough to complete prior to the due date and time. The exam will not automatically shut off at 11:59 p.m.***

The official time for assignments, journals, discussion boards and exams will be determined by the submission time to Blackboard, and is based on Central Time.

Policy on Making up Missed Exams and/or Final Examination

Missed exams cannot be made up unless a student contacts the coach and/or instructor within 24 hours of the scheduled exam and provides documentation of a <u>personal illness requiring medical care</u>, illness of child, critical illness or death of a family member, jury duty that cannot be rescheduled, other court or legal circumstances, and military commitments that cannot be rescheduled. If documentation is provided as noted above, a deadline extension **may be considered if all procedural steps are taken properly. To obtain an extension of deadline send an email to your coach and/or instructor with written excuse/verification attached** (physician note or release form, obituary of loved one, airline ticket

voucher, etc.) for deadline extension to be considered. Documentation must be provided within 24 hours, or your extension will not be granted.

Final Week Deadline
Due to the short nature of this course, **all course work must be completed and/or submitted no later than the last day of the course** which is **Saturday at 11:59 p.m. (CENTRAL TIME) of Week 8.** **After the final week no late assignments will be accepted.**

Computer Problems
If you have any computer issues or technological issues, please contact tech support immediately – 1- 817-272-2208 or http://academicpartnerships.uta.edu/student-services/technology-support.aspx

Using Respondus LockDown Browser and a Webcam for an Exam
This course requires the use of **LockDown Browser and a webcam** for online exams. The webcam can be built into your computer or can be the type that plugs in with a USB cable.
- Watch this short video to get a basic understanding of LockDown Browser and the webcam feature.
- Then download and install LockDown Browser from this link:
  http://www.respondus.com/lockdown/download.php?id=163943837

Note: Do not download a copy of LockDown Browser from elsewhere on the Internet; those versions won't work at our institution.
- To take an online test, start LockDown Browser and navigate to the exam. (You won't be able to access the exam with a standard web browser.) 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
- Finally, when taking an online exam, follow these guidelines:
  o Ensure you're in a location where you won't be interrupted
  o Turn off all mobile devices, phones, etc.
  o Clear your desk of all external materials — books, papers, other computers, or devices
  o Remain at your desk or workstation for the duration of the test
  o Because the webcam is required, make sure it is plugged in or enabled before starting LockDown Browser. You will be recorded during the test to ensure you are not using other resources during the exam.
  o LockDown Browser will prevent you from accessing other websites or applications.

Other information: iPads are not allowed to be used to take exams in this course. In addition, some notebooks (like Chromebooks) are not compatible with Respondus; it is the student's responsibility to ensure that they have the correct equipment, in working order. Technical issues related to personal computer issues are not a reason for an exam extension.

Course Questions
Please contact the **course coach** for questions regarding the course. Course coaches and faculty communicate regularly to resolve issues. If issues are not resolved by the course coach then you may contact the course faculty.

Emailing Coaches/Faculty
When emailing course coach or faculty, **only UTA email** will be accepted and responded to for communication. In emails **under Subject include course name and number and the section number you are in**; otherwise, your coach and/or faculty will not respond. It is your responsibility to check your school email account daily. We make every effort to respond within 24 hours. If you have not received a response within that time, please re-send your email. **Please address your email to the person you are intending the email to go to as a professional courtesy.**

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 undergraduate catalog.
https://www.uta.edu/conhi/_doc/unurs/BSN_student_handbook_17-18_A.pdf

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 contact their academic advisor to drop a class or withdraw. Undeclared students must contact 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/).
Drop dates for off-campus courses may be found on the website (http://academicpartnerships.uta.edu/documents/UTA_Drop_Dates.pdf)

Disability Accommodations: UT Arlington is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including *The Americans with Disabilities Act (ADA), The Americans with Disabilities Amendments Act (ADAAA),* and *Section 504 of the Rehabilitation Act.* All instructors at UT Arlington are required by law to provide "reasonable accommodations" to students with disabilities, so as not to discriminate on the basis of disability. Students are responsible for providing the instructor with official notification in the form of **a letter certified** by the Office for Students with Disabilities (OSD). 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 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.

- **Counseling and Psychological Services, (CAPS)**   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.*

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 or contact Ms. Jean Hood, Vice President and Title IX Coordinator at (817) 272-7091 or jmhood@uta.edu

Academic Integrity
Students enrolled 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/.

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/plagiarism/. Papers are now checked for plagiarism and stored in Blackboard.

Student Support Services
UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. 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 http://www.uta.edu/universitycollege/resources/index.php.

University Tutorial & Supplemental Instruction (Ransom Hall 205): UTSI offers a variety of academic support services for undergraduate students, including: 60 minute one-on-one tutoring sessions, Start Strong Freshman tutoring program, and Supplemental Instruction. Office hours are Monday-Friday 8:00am-5:00pm. For more information visit www.uta.edu/utsi or call 817-272-2617.

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. Students can drop in, or check the schedule of available peer tutors at www.uta.edu/IDEAS , or call (817) 272-6593.

Electronic Communication Policy
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.

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

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.

College of Nursing Information

Undergraduate Support Staff
> **Elizabeth Webb,** *Administrative Assistant I, AO BSN Program*
> 655 Pickard Hall, (817) 272-1237
> Email: ewebb@uta.edu

Student Code of Ethics
The University of Texas at Arlington College of Nursing and Health Innovation supports the Student Code of Ethics Policy. Students are responsible for knowing and complying with the Code. The Code can be found in the Student Handbook.

APA Format
APA style manual will be referenced by the UTACON with some specific requirements for the undergraduate courses. Additional resources are found in the Blackboard, or visit http://www.apastyle.org/learn/tutorials/basics-tutorial.aspx or http://owl.english.purdue.edu/owl/section/2/10

Professional Conduct on Blackboard 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.

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.

No Gift Policy
In accordance with Regents Rules and Regulations and the UTA Standards of Conduct, the School of Nursing has a "no gift" policy. A donation to the UTA School 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 Student Handbook can be found at:
https://www.uta.edu/conhi/_doc/unurs/BSN_student_handbook_17-18_A.pdf