

College of Nursing

Syllabus

N5382-401 AP Spring 2012 Nursing and Health Care Policy: Issues and Analysis

Instructor

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Director Distant Education & MSN/MPH Coordinator

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Campus Mailbox: 19407

Email: jdbaker@uta.edu *UTA Email availability:* I generally respond to email at least once in a 24-hour period Monday-Friday. While I may respond more frequently, please do not view anything other than this timeframe as the expectation.

Website: <http://www.uta.edu/ra/real/editprofile.php?pid=1601>

Course Description

Analyze historical, current, and predicted national, state, and local health care policy processes.

Student Learning Outcomes

1. Articulate current initiatives in health care policy.
2. Influence health care policy at the national, state, and local level.
3. Implement emerging roles for nursing in health care policy.
4. Analyze the influence of economic issues related to health care policy.

Course Prerequisites & Requirements

The student must:

- Complete the N5327 Analysis of Theories in Nursing Course.
- Have basic *Microsoft Office* software skills such as *Word*, *Excel*, and *PowerPoint*, video recording for posting to *YouTube* as well as computer, email, and Internet skills.
- *Mozilla Firefox* is the browser recommended for use with *Blackboard* however, others may work such as *Google Chrome* and *Internet Explorer*. If a problem arises, try switching browser systems to test the issue before contacting the helpdesk or faculty.
- **Note:** *Papers are graded using the Track Changes and Comments features in Microsoft Word.*

Students must have access to appropriate computer equipment and software. The computer and programs should be *Windows* based (XP or more current version is expected). Students are expected to access the Internet and a broadband/DSL speed is recommended, dial up Internet will create problems for access by the student. Students have access to the 24 hour/7 days per week computer labs on campus.

In addition, a two-wire headset and microphone may be used during this course. (Check with faculty prior to purchasing). USB headsets are not as effective with *ConnectPro*. In addition, wireless connections are not well supported by *ConnectPro* and it is therefore recommended a

connection via a PC hard line system instead of wireless for the *ConnectPro* sessions be made. Students will be posting a video and using *YouTube* to post a URL link to their video for grading purposes.

Textbooks, Reading Materials, and Resources

Mason, D.J.; Leavitt, J.K.; & Chafee, M. (Eds.). (2012). *Policy and politics in nursing and health care* (6th ed.). St. Louis, MO: W.B. Saunders Elsevier

Willmann, J. H. (2011). *Annotated guide to Texas Nursing Practice Act*. (10th ed.). Austin, TX: Texas Nurses Association.

References for writing papers:

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

See also the required **UTACON Nursing Administration title page** under Resources section of Bb.

Suggested Reading:

- Articles from current nursing, health care, business and other relevant journals.
- Additional Reading material in Bb

Course Topics:

- Health Care Policy Analysis
- Historical Evolution of Health Care Policy and & Current Status
- Economics in Health Care/Supply & Demand/ Delivery Systems
- Legislative Process & Decision Making
- Governmental Agencies for Health Care
- Technical, Legal & Ethical Dimensions of Health Care Policy
- Networking for Health Care Policy
- Consumerism in Health Care Policy
- Future – Health Care Policy Issues

Teaching Methods/Strategies

Learning modules, experiential learning activities, multiple online discussions, student presentations with video development, and individualized instructor/student conferences are available/used within this course. Course content materials and intra-course communications are managed through Blackboard, UTA Mav email, and ConnectPro systems.

Descriptions of Major Assignments: (See *Blackboard* for more detailed information. All Assignments are due by 23:59 on the identified due date unless specified differently in *Blackboard*).

Graded Course Components	Percentage of Final Grade
Discussions: Child Obesity (2) Nursing Political Action (4) Professional Networking (4)	10%
Learning Plan	2%
Quizzes & Student Information Form	3%
Activity/Class Project: Legacy Café	10%
One-Page Brief and Three-Minute Presentation Video (19); Planning Discussions and Peer Critique (1)	20%
Health Care Legislation Tracking (Paper) (20); Preparation Assignments (4);	25%

Planning Discussions (1)	
Interview with an individual who influences health care policy (Paper) (25); Preparation Assignments (4); Planning Discussions (1)	30%
Total:	100%

Grading Policy

A = 92 – 100

B = 83-91

C= 74-82

D=68-73

Grades are extended to two decimals without rounding for the final grade. For example, a final course score of 91.99 is a B in the course.

Discussions, Assignments, Activities, and Projects are the major part of the course work and should receive appropriate attention. All material submitted for grading must meet the standards of graduate level work (content and format). All assignments are to be submitted electronically via Blackboard unless otherwise specified by the instructor. UTACON Nursing Administration Title page is required for each assignment unless otherwise specified.

For any reason, course work requiring resubmission will be dropped up to one letter grade at the discretion of the clinical faculty and only a maximum of a B or 90% percent can be achieved on any work resubmitted.

Turn in only one copy of your work; all assignments are the property of the University. Students should make a copy of their work prior to submission. Assignments and Activities detail are located in Blackboard.

Grades of incomplete are NOT automatically given when there are missing assignments at the end of the course. A student must discuss, with the faculty of record for the course, the reasons that an incomplete grade is being requested. This discussion must occur as soon as the student recognizes that a problem exists. Faculty members are not obligated to grant the use of an incomplete grade. With no prior discussion of the need for an incomplete, students not completing the required activities will receive the grade for the course based on the percentage of the required material submitted.

Students must remain in satisfactory academic standing by maintaining a minimum of a 3.0 GPA. A student who makes a C in a graduate course should contact their Graduate Advisor to determine his or her standing in the program.

- When a student's GPA goes below 3.0, the student goes on academic probation.
- Students who were unconditionally admitted to the program have a semester to regain a 3.0 GPA. If at the end of the next semester, the GPA is not 3.0 or higher, the student must petition Graduate Studies Committee for approval to continue in the program.
- Students admitted on probation whose GPA drops below 3.0 must petition the Graduate Studies Committee to continue in the program before registering for the next course.

Attendance Policy:

- Regular class attendance and participation is expected by all students whether class is held on campus or online.
- Students are responsible for all missed course information.
- No makeup opportunity for missed class sessions is provided.

Time Management

Time management in this course is critical.

There is a **10-point deduction** for assignments turned in after the due date/time **up to 5-hours late**. If an assignment is **late, 5-hours or more, a grade of zero (0)** will be given for that

activity. Extensions of time are granted at the discretion of the instructor and must be negotiated in **advance** of the due date/time.

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 from the course if h/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 Financial Aid Office for more information.

Graduate students who wish to change a schedule by either dropping or adding a course must first consult with their Graduate Advisor. Regulations pertaining to adding or dropping courses are described below. Adds and drops may be made through late registration either on the Web at MyMav or in person through the student's academic department. Drops may occur until a point in time two-thirds of the way through the semester, session, or term. The last day to drop a course is listed in the Academic Calendar available at <http://www.uta.edu/uta/acadcal>.

1. A student may not add a course after the end of late registration.
2. A student dropping a graduate course after the Census Date but on or before the end of the 10th week of class may with the agreement of the instructor, receive a grade of W but only if passing the course with a C or better average. A grade of W will not be given if the student does not have at least a C average. In such instances, the student will receive a grade of F if he or she withdraws from the class. Students dropping a course must: (1) complete a Course Drop Form (available online http://www.uta.edu/nursing/MSN/drop_resign_request.pdf or MSN/DNP department office rooms 605 or 606 for NP & DNP students or rooms 512 or 514 for MSN Nursing Administration and Education students; (2) obtain faculty signature and current course grade; and (3) submit the form to the MSN/DNP department office rooms 605 or 606 for NP & DNP students or 512 or 514 for MSN Nursing Administration and Education students.
3. A student desiring to drop all courses in which he or she is enrolled is reminded that such action constitutes withdrawal (resignation) from the University. The student must indicate intention to withdraw and drop all courses by filing a resignation form in the Office of the Registrar or by: (1) Completing a resignation form (available online http://www.uta.edu/nursing/MSN/drop_resign_request.pdf or MSN department office rooms 605 or 606 for NP & DNP student or rooms 512 or 514 for MSN Nursing Administration and Education students; (2) obtaining faculty signature for each course enrolled and current course grade; (3) Filing the resignation form in the College of Nursing MSN/DNP office rooms 605 or 606 for NP and DNP students or rooms 512 or 514 for MSN Nursing Administration and Education students; and (4) Filing the resignation form in the Office of the Registrar in Davis Hall room 333.
4. In most cases, a student may not drop a graduate course or withdraw (resign) from the University after the 10th week of class. Under extreme circumstances, the Dean of Graduate Studies may consider a petition to withdraw (resign) from the University after the 10th week of class, but in no case may a graduate student selectively drop a course after the 10th week and remain enrolled in any other course. Students should use the special Petition to Withdraw for this purpose. See the section titled Withdrawal (Resignation) From the University for additional information concerning withdrawal.

Last Date to Drop or Withdraw: September 4, 2012

Americans with Disabilities Act:

The University of Texas at 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)*. 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 that disability. Any student requiring an accommodation for this course must provide the instructor with official documentation in the form of a letter certified by the staff in the Office for Students with Disabilities, University Hall 102. Only those students who have officially documented a need for an accommodation will have their request honored. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at www.uta.edu/disability or by calling the Office for Students with Disabilities at (817) 272-3364.

Academic Integrity Policy

It is the philosophy of The University of Texas at Arlington that academic dishonesty is a completely unacceptable mode of conduct and will not be tolerated in any form. All persons involved in academic dishonesty will be disciplined in accordance with University regulations and procedures. Discipline may include suspension or expulsion from the University. "Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, and the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts." (Regents' Rules and Regulations, Series 50101, Section 2.2). For additional information please refer to the Student Handbook.

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. 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>.

Student Support Services Available:

The University of Texas at Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. These resources include tutoring, major-based learning centers, developmental education, advising and mentoring, personal counseling, and federally funded programs. For individualized referrals to resources for any reason, students may contact the Maverick Resource Hotline at 817-272-6107 or visit www.uta.edu/resources for more information.

Electronic Communication Policy (E-Culture)

The University of Texas at Arlington has adopted the University “MavMail” address as the sole official means of communication with students. MavMail is used to remind students of important deadlines, advertise events and activities, and permit the University to conduct official transactions exclusively by electronic means. For example, important information concerning registration, financial aid, payment of bills, and graduation are now sent to students through the MavMail system. All students are assigned a MavMail account. ***Students are responsible for checking their MavMail regularly.*** Information about activating and using MavMail is available at <http://www.uta.edu/oit/email/>. There is no additional charge to students for using this account, and it remains active even after they graduate from UT Arlington.

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.

Online Conduct: The discussion board should be viewed as a public and professional forum for course-related discussions. Students are free to discuss academic matters and consult one another regarding academic resources. The tone of postings should be professional in nature. It is not appropriate to post statements of a personal or political nature, or statements criticizing classmates or faculty. Inappropriate statements/language will be deleted by the course faculty and may result in denied access to Discussion boards. Refer to UTACON Student Handbook for more information.

For this course Blackboard communication tools, discussion boards, and Mav email will be used extensively and should be checked often.

Librarian to Contact:

Helen Hough, Nursing Librarian

(817) 272-7429, Email: hough@uta.edu

B03 Nedderman Hall

Research Information on Nursing: <http://libguides.uta.edu/nursing>

Websites: <http://libraries.uta.edu/helen/welcome.htm>

College of Nursing Additional Information:

Status of RN Licensure

All graduate nursing students must have an unencumbered license as designated by the 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 for the MSN Program, Dr. Jennifer Gray. Failure to do so will result in dismissal from the Graduate Program. The complete policy about encumbered licenses is available in the Graduate Student handbook online at: <http://www.uta.edu/nursing/handbook/toc.php>.

Student Code of Conduct

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. <http://www.uta.edu/nursing/handbook/toc.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, found at the following link: http://www.uta.edu/nursing/scholarship_list.php 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.

Course Evaluation

Course evaluation is a continuous process and is the responsibility of both the faculty and the students. Ongoing feedback (formative evaluation) is the only way to improve the course and to assure that it meets your needs and those of the discipline of nursing. It is your responsibility to give immediate, constructive feedback regarding class structure and process.

Formal evaluation of the course and the instructor occurs at the end of the course. You will receive instructions at your University of Texas at Arlington e-mail address about how to complete the course evaluations online. Your ratings and comments are sent to a computer not connected to the College of Nursing, and faculty members do not receive the results until after they have turned in course grades.

Dress Code

Realizing the importance of presenting a professional image as a manager/executive the following have been developed as guidelines when representing the UTA College of Nursing to the community including all nursing administration practicum and activities.

Professional business attire is always required.

This eliminates all casual clothes including sandals, flip-flops, jeans, tank tops, etc. for both men and women (regardless of what others may wear.). Men should wear a minimum of slacks and a shirt and tie. Jewelry should be at a minimum meaning one set of (conservative) earrings and no “extra” piercings should be showing. Nails should be clean and neat.

A NAME TAG is required in all agencies identifying you as a UTA Student. You may use your MAV card in a plastic sleeve as a name tag. There are **no exceptions** to this requirement.

If you are to be in an area that requires you to wear scrubs such as in the OR or L&D areas, **you must wear business attire to the agency and then change your clothes.** If there is any doubt as to what you are to wear, please discuss with your faculty. Remember, this is your opportunity to present yourself as a professional to enhance your career and dressing professionally gives the image of one who is serious and capable.

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Graduate Student Handbook

Students are responsible for knowing and complying with all policies and information contained in the Graduate Student handbook online at: <http://www.uta.edu/nursing/handbook.toc.php>

Departmental Office/Support Staff

Department of MSN Administration, Education, and PhD Programs

Jennifer Gray, RN, PhD

Associate Dean and Chair, Graduate Advisor

Email: jgray@uta.edu

Vivian Lail-Davis, Administrative Assistant II

Office # 512-Pickard Hall, (817)-272-1038

Email:

Felicia Chamberlain, Administrative Assistant I

Office # 515- Pickard Hall (817)-272-0659

Email: chamberl@uta.edu

Suzanne Despres, AP Program, Assistant Graduate Advisor

Office # 512A- Pickard Hall (817)-272-1039

Email: sdepres@uta.edu

Miscellaneous Information:

Inclement Weather (School Closing) Inquiries:

Metro (972) 601-2049

Fax -UTA College of Nursing: (817) 272-5006

Attn: Graduate Nursing Programs Office

UTA Police (Emergency Only): (817) 272-3003

Mailing Address for Packages:

UTA College of Nursing

C/O **Dr. Joy Don Baker**

411 S. Nedderman Drive, Pickard Hall

Arlington, Texas 76019-0407

Writing Guidelines

The *APA Publication Manual* is the guide used in the College of Nursing. It is expected that all writing will be completed using the style and format described in the *APA Publication Manual*. Students in the MSN program are expected to purchase a copy of the most recent Publication Manual of the American Psychological Association. APA style manual will be used by the UTACON with some specific requirements for graduate courses.

- Required **UTACON Nursing Administration title page** in the folder labeled *Resources/Course Materials/Documents/APA Format Information and Samples*. [UTACON Title page](#) Word document available in Epic for downloading as a template for papers.
- **The Basics of APA Style** at <http://www.apastyle.org/learn/tutorials/basics-tutorial.aspx>
- **Harvard Graduate School of Education** at <http://gseacademic.harvard.edu/~instruct/articulate/APA/player.html>
- **The Ohio State University: How do I cite resources** at <http://library.osu.edu/help/research-strategies/cite-references/apa/>
- **Purdue Online Writing Lab** at <http://owl.english.purdue.edu/owl/resource/560/01/>

Save copies of all of your work! Create a folder on your computer that is specifically for this course. As you create a new Word document for each assignment, save it in your course folder, and then submit it by the due date.

General Guidelines for All Written Work

These guidelines have been developed to help students know the mechanics of writing a paper. The *APA Publication Manual* is to be used in conjunction with the guidelines to demonstrate referencing style, levels of headings, and proper ways of including direct quotations in the paper. The *APA Publication Manual* also gives additional information about grammar and punctuation, use of numbers and abbreviations, and development of tables or figures, which should be helpful in developing any paper.

1. Each paper should have a formal title page (see Nursing Administration Template in Epic Course Resources). It is recommended that the template within this course be downloaded and saved then used as the bases for writing the papers.
2. Pagination: Page numbering starts with the title page and continues through to the reference list and appendices. Arabic (1, 2 etc.) numbers are used.

3. Margins are to be 1 inch on all sides. Text should be left justified only. This means that the right margin may appear irregular. If a word is too long to be completed on one line, it should not be hyphenated. Headers begin at 0.5 inch from the top allowing the Running head: ALL CAPS to be placed on the first line of the Title page. See the template for more details.
4. Type size and font: Type should be Times New Roman font and 12 characters per inch (12 point).
5. Spacing: Double spacing is used for the body of the paper. Single spacing may be used in tables and figures only. **DO NOT** leave any blank lines between paragraphs or sections. **DO NOT** single space in between references on the Reference page. **DO** double-space the entire list of references.
6. Headings within the paper are essential. First, develop an outline of your paper and count the number of levels you plan to incorporate. Grading Criteria Sheets are helpful in determining appropriate headings for specific assignments. See the *APA Publication Manual* for further guidance.
7. Please remember the title of the paper should also appear on the first page of the text and should be the same as that on the title page. The title is not a heading and **is not counted** in the levels of headings.
8. An introduction without heading (simply start the introduction under the title of the first page of the text) and conclusion/summary with heading is expected for all papers in this course. There should not be a heading over the introduction however there should be one used for the Conclusion section of the paper.
9. Quotations: In general, avoid the use of direct quotes. Re-state the point in your own words and include the appropriate citation. For ways to properly cite quotations of greater than 40 words, see the *APA Publications Manual*. However, keep in mind lengthy quotes are not what these papers are about, it should be your voice and opinions that are well supported by the literature that you have sought out and properly cited.
10. Reference list: See the *APA Publications Manual*. The reference list includes only the references cited within the text of the paper. Double space the references do not use single spacing. Do not add additional line spacing between references.

Note: Be sure the paper you submit for grading is complete, since that is the paper that will be graded.

Graded Assignments

Discussions: Discussion among classmates is a major component of this course. Throughout the course, you will be asked to make **initial posts** and **respond frequently** to peers with **thoughtful, substantive, and scholarly responses** each week. **Support your opinions** with the literature. Your responses should consist of complete sentences and meet the requirements listed in each of the discussion assignment instructions. (See Discussion Grading Rubric). Discussion boards are labeled with **Class** where summaries from the small **Groups** boards are posted for the entire class to view.

Learning Plan: Once completed the Learning Plan serves as a guide you will initiate to accomplish each step in the process for this course. Determining the deadlines for each reading, planning, arranging steps needed are a critical part of this course and the tool is designed to help with this process.

Quizzes: There are multiple Quizzes to assist you with identifying critical elements in the content. They are used to support your knowledge development and offer opportunity to return to the Readings to access additional information to assist your personal learning plan and development with the Health Care Policy content.

Activity: Legacy Café: This activity will utilize a Bb discussion format for planning purposes. The class will plan, implement, and evaluate the outcomes of your Class initiative to make a difference in advancing the collective decision of a Nursing's Health Care Policy Agenda forward and externally from this course. This **is not** a theoretical exercise it is an actual completed initiative the class conducts and implements including evaluation of outcomes in measurable terms during the semester. This process is similar to the process used to advance a bill forward in the legislative process, with the original decision of topic, plan of action, and ultimately reporting of the final outcomes accomplished.

This is based on the *World Café* concept and there are specific Readings to assist you in the process throughout the course. Discussion boards for this activity are labeled with either **Class: Gallery Walk** for a summary postings and discussion among the entire class for decision-making or **Group: Home**, which is your small group. The small groups will change periodically for purposes of **Exploring** with others in the course and be led by one member of your Home Group serving as **Host**.

One-Page Brief, Three-Minute Video demonstration Interview, & Peer Critique: This is a means to be both creative and focused regarding your own Health Care Policy Agenda. You will create a Brief, that is a one page, front sided only document that addresses your concern and clearly demonstrates what action you are requesting or information you are wanting to leave with an individual(s) who can help advance your Health Care Policy Agenda. The Video is another supporting means to prepare and practice your skills with contacting a person that can influence Health Care Policy important to you. The video **is not** the actual interview it is a graded practice session to seek feedback from peers and faculty. You will have to identify a person to perform the role of the interviewee in your video and often this is another classmate, work peer, or family member who you script their content for the video.

Health Care Legislation Tracking (Paper): With this assignment, you will track from start to conclusion one recent legislative bill. Not all bills will make it into law; however, this paper is designed to assist you with the understanding of the process of advancing a piece of legislation.

Interview with an individual who influences health care policy (Paper): You will select an Interviewee such as your State or Federal legislative representative (or their legislative assistant), City council member, National Nursing Governance Policy Chair, etc. to contact and conduct an Interview from questions you prepare. This **should not** be someone you work with or is in your own facility.

Course Schedule and Due Days/Time

DISCUSSIONS & ACTIVITIES

*Make **initial** posts by **Tuesday** and **respond frequently** to peers with **thoughtful, substantive, scholarly** responses **well supported with the literature** throughout each week.*

***** Indicates a variation in the scheduling or posting dates

Component	Due Date/Time
Week 1 - Health Care Policy Past and Present	Complete by:
Readings & Videos/WebCasts	
Getting Started: Review all materials, Introduction Video, Syllabus, and Important Course documents.	23:59 Sunday
Complete the assigned Readings & Review Guiding Questions	23:59 Sunday
View the Instructor's HCP Webcasts: Parts I-III	23:59 Sunday
View Future of Nursing: Parts 1-4 (A. Green)	23:59 Sunday
View Health Care Reform Videos: Parts 1-4 (A. Green)	23:59 Sunday
Assignments & Quizzes	
Submit the Student Information Form	23:59 Wednesday *****
Submit the completed "Test your Skills Assignment"	23:59 Wednesday *****
Develop a personal Learning Plan	23:59 Wednesday *****
Complete the Syllabus Quiz must achieve a score of 100% for credit.	23:59 Sunday
Complete the APA Quiz	23:59 Sunday
Part 1: Select Legislative Bill to track for paper	23:59 Sunday Paper Due in Week 4
Part 1: Identify potential Interview candidates	23:59 Sunday Paper Due in Week 5
Discussions & Activities	
Initial posts for all should be by Tues of the week, Summary postings are due by the days/times below.	
Post to the Discussion Board: Legislative Tracking: Hx Perspectives	23:59 Sunday & Post the Group's Summary to Class Board
Post to the Discussion Board: Interview	23:59 Sunday
Post to the Discussion Board: Obesity in School Age Children	23:59 Sunday & Post Group Summary to Class Board
Post to the Legacy Café Boards: HOME Group(s)	23:59 Sunday
Week 2 - Economics & Government Agencies	Complete by:
Readings & Videos/WebCasts	
View the Economics Webcast (K.Heusinkveld)	23:59 Sunday
View the Government Agencies Webcast (L. Brewer)	23:59 Sunday
Complete the assigned Readings & Review Guiding Questions	23:59 Sunday
Assignments & Quizzes	
Part 2: Legislative Tracking - Describe support, opposition, & desired outcomes.	23:59 Sunday Paper Due in Week 4
Part 2: Interview – Schedule meeting with Interviewee	23:59 Sunday Paper Due in Week 4
Discussions & Activities	
Initial posts for all should be by Tues of the week, Summary postings are due by the days/times below.	
Post to Discussion Board: Interview questions & provide feedback to peers.	23:59 Sunday
Post One-page brief for peer critique	23:59 Sunday
Post to the Legacy Café Boards: EXPLORER 2.1 & 2.2	23:59 Sunday

Component	Due Date/Time
Week 3 - Legislative Process & Decision Making	Complete by:
Readings & Videos/WebCasts	
View the Legislative Process Webcast (Baker)	23:59 Sunday
View the Decision Making Webcast/Video (Crenshaw)	23:59 Sunday
Complete the assigned Readings & Review Guiding Questions	23:59 Sunday
Assignments & Quizzes	
Complete the Legislative Quiz may take multiple times to see if can improve the score.	23:59 Sunday
Part 3: Legislative Tracking – Describe impact on nursing	23:59 Sunday Paper Due in Week 4
Complete One-page brief Assignment	23:59 Sunday
Submit the 3-minute Video Presentation	23:59 Sunday
Discussions & Activities	
Initial posts for all should be by Tues of the week, Summary postings are due by the days/times below.	
Post 3-minute Video to Discussion Board to share with peers and post comments.	23:59 Sunday
Post to the Legacy Café Boards	23:59 Sunday
Week 4 – Technical, Ethical, & Legal	Complete by:
Readings & Videos/WebCasts	
View the Instructor's Webcasts	23:59 Sunday
Complete the assigned Readings & Review Guiding Questions	23:59 Sunday
Assignments & Quizzes	
Activity: Parliamentary Procedure (Online URL)	23:59 Sunday
Conduct Interview	23:59 Sunday
Submit Legislative Tracking Paper	23:59 Sunday
Discussions & Activities	
Initial posts for all should be by Tues of the week, Summary postings are due by the days/times below.	
Post to the Legacy Café Boards	23:59 Sunday 4.1 Home 23:59 Sunday 4.3 Gallery Walk
Week 5 – Networking, Nursing Political Agendas, Consumerism, & Coalitions	Complete by: ***** PLEASE NOTE VARIATION IN DUE DATE & TIMES FOR THIS WEEK
Readings & Videos/WebCasts	
View the Webcasts: Coalitions (F. Martin), Alliances (J. Opollo), and Communications (L. Rings).	23:59 Friday
Complete the assigned Readings & Review Guiding Questions	23:59 Friday
Assignments & Quizzes	
Activity: Political Influence Quotient	23:59 Friday
Submit Interview Paper	23:59 Tuesday
Discussions & Activities	
Initial posts for all should be by Tues of the week, Summary postings are due by the days/times below.	
Implements Legacy Café Outcomes	12:00 Noon Thursday Home & 23:59 Friday Gallery Walk
Post to the Nursing Political Action Discussion Board	23:59 Friday
Post to the Networking Discussion Board	23:59 Friday
Complete Course Evaluation	23:59 Friday

N5382

Nursing & Health Care Policy Issues & Analysis

Computer Competency Validation

Directions

This is a self-paced learning exercise that will guide you through the steps of the computer skills validation. Think of it as a web-based scavenger hunt or refresher if you have used the features before. Just follow the instructions and read the information on *Blackboard*. If you have any questions, please contact me. This particular Assignment can be downloaded, saved, completed, and uploaded to the associated drop box. *Blackboard* should be accessible to you about one week prior to the first week of school. Students who work through this process prior to the first day of class generally are better prepared for the class session after exploring *Blackboard*. Have fun with the process!

UTA Help Desk Phone: 817-272-2208

If you cannot get into *Blackboard*: you can email helpdesk@uta.edu, include your NTID, nature of the problem and a telephone number.

Access to *Blackboard* is available generally about 1-week prior to the start of class and 24 hours after your individual registration for this course.

Steps:

1. Accessing the Internet:

- Log on to any **UTA campus computer**: (if working from home go to the next bullet)
 - i. Using your Student UTA exchange ID or username (also called NT ID). This is the first, middle and last initial and the last four numbers of your SS# **fmlssss** all in lower case. If you do not have a middle name, you will place an "x" between your first and last initial.
 - ii. Type in your password when asked (you may change this later): this is your birthday and first two digits of your SS# all in lower case. **mmddyss**
 - iii. Open the Mozilla Firefox (while Internet Explorer can be used Firefox generally is more compatible with Blackboard) browser, type <http://elearn.uta.edu> in the address bar and select "go." This will take you to the UTA *Blackboard* server home page.
- **From home** (or non campus location).
Open the Firefox browser, type <http://elearn.uta.edu> in the address bar and select "go." This will take you to the UTA *Blackboard* server home page. Note: If you access the Internet routinely through a server as AOL it is recommended that AOL be minimized and open Firefox to work with *Blackboard*.

2. **Accessing *Blackboard* (Bb)**: Enter your User Name. The User Name is the same as the Campus User ID (formerly called NT ID) that you used to login to the UTA campus computer in Step 1 above or **fmlssss**. Next, enter your password. Your *Blackboard* default password will be exactly the same as your default Campus password or **mmddyss**.

Alert: if you forget your password, Faculty, cannot help you. You must physically go to the UTA Library with your ID to show you are who you say you are, to get your password reset.

Please test that you can log in on campus both to the computer and to Blackboard prior to the first day of class.

3. Down the left side is the list of *Blackboard* courses you are enrolled for this semester. The N5382 Health Policy course name shows up as a link that will take you to the Course Home Page.

Click on “**N5382 Health Care Policy**” the designated course link for this course and complete the validation process.

4. Review the *Blackboard Notes* page for the course. This page offers a basic overview of the *Blackboard Course Tools*.
5. Locate the Syllabus & Schedule link and verify the schedule for assignments this semester. When are the various assignments and quizzes due?
6. Complete Getting Started module. Complete the Student Data Form and post in the *Blackboard Assignment* location under the Module.
 - Download the form to a Disk, Flash Drive, or the Desktop
 - Complete the Form and save to a new filename with your last name first in the filename. (Make sure you delete before leaving if working from a public computer if saved to the Desktop).
 - Post the Completed Form in the designated Assignment location following the upload procedures in *Blackboard*.
 - You will have small group Discussion Boards for this course. They will generally be identified as Group 1, Group 2, etc.
7. Browse through the various links in the left margin to locate the following, please note not all are used in all courses):
 - Announcements
 - Getting Started: Syllabus, Schedule
 - Graded Activities List of Assignments
 - GRADES. (Some grades may be maintained outside the system, once graded they will be uploaded to the GRADES in *Blackboard*).
 - Communication Tools
 - i. Discussion Tips/Hints & Grading Rubric
 - ii. Class Discussions (asynchronous discussions) & Groups, which are small group discussion board locations.
 - iii. Email: you may send emails to any one registered in the course from this location and it will be sent to the UTA Mav email account and you have the option of sending yourself a copy of the message you have sent. No sent nor replies are maintained in the Blackboard environment for email.
 - WEEKS: The schedule provides the sequence for completion of each week's activities, discussions and assignments.
 - Live Session Information
 - Resources
 - i. APA 6th
 - ii. Library, Writing, Search, Copyright, etc.

8. Once you have familiarized yourself with the navigation of the *Blackboard* course materials go to the **Café Hauz** discussion board located under the heading “Getting Started” and read the introductory message. When you are ready, click on the Café Hauz discussion board and post a message in response to my opening message. Remember to post your message

as a reply so that it will remain “threaded” in the discussion under the **Welcome** subject. Explore all of the discussion tools features such as *Search, Discover Content, Collapse All, Expand All, etc.* these allow you to manage your discussion board and locate items more quickly.

NOTE: Do not create a New Forum as that creates a New Discussion Board, however, **Do open the designated discussion board** and **you may create a New Thread** if it is **appropriate** for the various content being discussed.

Within the Discussion Forum you may type your message in the message box and you may also attached documents for others to view. Test the attachment process in the Café Hauz discussion board by uploading

- a. A Word document of your choice that might be of interest to the class and
- b. Upload your own photo (.jpg) so all in the class may connect with you on a visual bases.

9. Go to the email section of *Blackboard* and click on your inbox. Next,
 - Click on the button that says compose mail message.
 - Click the “Select Users”
 - Click one student from the course and send them an email. Then click on the right arrow to add them to the selected box.
 - Enter a subject in the subject line and compose a brief message then
 - Click Submit
10. Go to UTA Mav email and check to see if you have any mail from your classmates in the course.
 - Read it if you do.
 - Reply to their message.
 - Go to the start button on the bottom left hand corner of the computer screen and click on *MS Word* (or new office document). Create a sample document using *MS Word* on your computer. Save this document on your floppy disk, so you will be able to find it in the next step.
11. Go to the Getting Started Assignment folder and complete the “Online Test your Skills Assignment by the designated due date/time posting all to the correct locations.
12. Log off the computer and you are finished. Congratulations!

N5382 Health Policy

Computer Competency Validation

Blackboard Scavenger Hunt

Student Name:

Competency	Date
Log onto Blackboard (http://elearn.uta.edu)	_____
Locate assignments: Record Interview Paper due date/time (_____)	_____
Navigate through course architecture to complete scavenger hunt:	
<ul style="list-style-type: none"> • Announcements • Getting Started: Syllabus, Schedule <ul style="list-style-type: none"> ○ Discussion Grading Rubric ○ Grades Worksheet • Communication Tools: <ul style="list-style-type: none"> ○ Professor Forum ○ Class Discussions: Summary Boards ○ Small Group boards ○ UTA eMail • WEEKS: Including (Not all will be open at the beginning of the semester). <ul style="list-style-type: none"> ○ Objectives and To Do Lists ○ Readings & Resources ○ Discussions ○ Assignments ○ Quizzes • Live Sessions: provides links to the <i>ConnectPro</i> sessions • Resources <ul style="list-style-type: none"> ○ APA 6th includes the required title page template ○ UTA Library, Nursing Subject Guide, Helen Hough Librarian ○ Google ○ Track Changes and Comments 	 _____ _____
View & Read Orientation Discussion Hints	_____
Participate in an online discussion – Café Hauz & post self-photo and Word attachment	_____
Locate grades page	_____
Send and Retrieve a private email message.	_____
Log off	_____

Download the Form from the Week 1 Assignment location in *Blackboard*.

Save to a new file name with your last name first. For example:

Smith ComputerValidation.doc

Complete and Upload the form back to the Assignment Drop Box.