

**Syllabus**

**University of Texas at Arlington College of Nursing**  
**AP N4585 RN-BSN**  
**Capstone Seminar 2012**

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**NOTE:** While E-mail address is listed above, please use the **Blackboard E-mail for normal course related correspondence with lead instructor.** Occasionally Blackboard goes down, and then use the above E-mail address. For other instructors, please ask how they would like normal correspondence.

**DESCRIPTION OF COURSE CONTENT:** Synthesis of knowledge acquired in the RN-BSN curriculum and development of the Nurse Role with evolving professional issues, health care environment, lifelong learning, and promotion of the Nursing profession designed for Registered Nurses RN-BSN student only. Credit hours (5).

**STUDENT LEARNING OUTCOMES:**

<b>Course Performance Outcomes</b>	<b>Performance Measurement</b>
1. Apply the art and science of nursing to identify area of interest.	Design, format and develop recommendations for delivery of safe, competent, culturally sensitive, developmentally appropriate holistic care, demonstrated through appropriate preparation of a project and interaction with peers.
2. Formulate and revise professional goals for life- long learning.	Establish 2-5-10 year plan for lifelong learning, professional citizenship and promotion of the Nursing Profession demonstrated through journaling weekly.

Course Performance Outcomes	Performance Measurement
3. Dissemination of knowledge through professional collaboration and communication.	Prepare and present a project from primary and/or secondary areas of interest to disseminate knowledge to promote and maintain optimum health outcomes.
4 Analyze selected health care issues impacting healthcare delivery systems and professional nursing practice.	Incorporate information technology and standards of practice to promote safe, optimum and holistic care demonstrated through discussions and collaboration with peers and through preparing and presenting a project.

**COURSE REQUIREMENTS:** All junior and senior level courses or concurrent with senior level courses.

- 1) Internet access 2) Blackboard ID & password (given to you)

Student Responsibilities:

1. Attention to the online class materials, submissions and communication is expected of each student. Students are responsible for the content and directives provided in class.
2. All students are expected to pursue their scholastic careers with honesty and integrity. Academic dishonesty includes, but is not limited to, cheating on a test or other course work, plagiarism (offering the work of another as one's own), and unauthorized collaboration with another person. Students found guilty of dishonesty in their scholastic pursuits are subject to penalties which may include suspension or expulsion from the University. Please see the academic dishonesty section of this syllabus.
3. Students are responsible for contacting their coach, coordinating coach and faculty members for consultation regarding a problem with, or questions about, the course. Any student with a grade of 70 or less on any test or assignment should contact their coach and faculty to discuss their progress.
4. The textbook, course syllabus and, or class information packet may be used during class discussion.
5. The course appreciates you as an Adult Learner and holds you responsible for professional and mature conduct. Please refer to the Academic Dishonesty policy at UTA as the consequences of such behavior are grave. You are accountable for timely submissions of all Discussion Board Postings and Assignment submissions. *N 4585 AP RN-BSN Capstone reduces the maximum grade to 50% for any late submissions without prior written notification and permission from the coaches.* Please include me on any written communication seeking permission for delayed submission as we impose strict late penalty for late submissions as stated in the syllabus. As adult learners you are also responsible for understanding the submission methods and must seek technical assistance from Tech Support immediately when you experience such issues. Please do not procrastinate as all submissions are clocked in with date and time of submission. Late

submissions due to technical issues will not be excused unless Tech Support advises us of any such concerns.

6. You may notice the course design and structure along with the submission due dates and times are different from the other courses you have completed. The course, submission dates for Discussion board postings and assignments are organized to help you analyze and synthesize new learning experiences in your RN-BSN journey.

### **Supplemental/Optional Textbooks**

1. American Psychological Association. (2009). *Publication manual of the American Psychological Association*. (6<sup>th</sup> ed.). Washington, D.C.: American Psychological Association.

### **STUDENT RESPONSIBILITIES:**

In a seminar class it is essential that you participate in discussion, read assigned materials and be prepared to discuss your materials. You are responsible for communicating needs/concerns related to the course.

### **Important Notes:**

1. Nothing will be graded until your Attestation statement is submitted.
2. All written assignments should be turned in on the scheduled date, to space work out over the semester. Assignments are submitted within the Blackboard.
3. **Written assignments should exemplify professional appearance and communication skills, and follow APA format.**
4. Submit papers in MS Word document form (with exception of Power Point if using this modality for the project).
5. All assignments are submitted through Blackboard assignment drop box..
6. Grades will be posted in Blackboard. You will be responsible for submitting your evaluation sheets to faculty. It is your responsibility to get this documentation turned in on time.

### **TOPICS:**

Management topics may be similar to

Conflict Resolution

Team Building

Understanding Group Dynamics

Consensus Building

Negotiation Skills

Understanding the components of budgets at Unit, Department and Service line levels

Management of Resources: a. Human/Personnel, b. Time and, c.

Equipment/Supplies/Facility

Preparing your CV/Resume highlighting Management skill sets

Educations topics may be similar to

Adult Learning Principles

Effective Communication skills

Understanding Generational learning  
Understanding Learning Styles  
Managing Learners  
Preparing Presentations  
Presentation Skills  
Preparing your CV/Resume highlighting Educator skill sets  
Clinical topics may be similar to  
Standards of care  
Delegation  
Patient safety  
Evidence based practice  
Coordination of care  
Clinical decision making  
Culturally sensitive care  
Preparing your CV/Resume highlighting Clinical skill sets

### TEACHING METHODS:

This class is an active learning class. As part of the active learning students will prepare by literature search on current topics in nursing and healthcare and interact with each other on the information their research has identified.

Also as part of active learning, students will be required to determine their primary and secondary areas of interest to fulfill their goals in the profession of nursing. The identified area of interest will be used to prepare and implement a course project.

### **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 tests
- 70% weighted average on written assignments (i.e. non-proctored written, computerized assignments, etc.)
- 90% on practicum skills check off (if applicable)
- 90% on math test (if applicable)

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

The existing rule of C or better to progress remains in effect; therefore to successfully complete a nursing course students shall have a course grade of 70.00 or greater.

Students are expected to keep track of their performance throughout the semester and seek guidance from available sources (including the instructor) if their performance drops below satisfactory levels.

**Graded Submissions/ Assignments/ Papers/ Projects:**

Graded Submissions/ Assignments/ Papers/ Projects are not optional. All papers must be turned in to pass the course. Papers must be turned in on time. **DESCRIPTIONS OF**

**MAJOR ASSIGNMENTS AND EXAMINATIONS WITH DUE DAYS AND TIMES LISTED ACCORDING TO THE WEEKLY SCHEDULE:**

	Week 1 Reflect and Identify Area of Interest	Week 2 Des ign and Research	Week 3 Format and Develop	Week 4 Disseminat e Knowledge	Week 5 Synthesi s and Planning for the Future	Total points for this assignment	50 % late penalties will apply to any submissions past the posted due day and time without prior approval with the Coach
Attestation Form							Wednesday 0800 CST Week 1
Self – Assessment Learning Styles: VARK Temperament: Keirse y Temperame nt Sorter Leadership Legacy Assessment							Thursday 0800 CST for Week 1
Reflective Journal	3	3	3	3		12	Friday 0800 CST for week 1-4
Resume/ CV					6	6	Monday 0800 CST for week 5
Journey Paper					10	10	Monday 0800 CST for week 5
Discussion Board	6	6	6	6	6	30	Thursday 0800 CST Initial Post and Friday 0800 CST for Peer Response for Week 1 Tuesday 0800 CST Initial Post and Friday 0800 CST for Peer Response for Week 2-4 Monday 0800 CST Initial Post

							and Monday 2359 CST for Peer Response for Week 5
Outcomes and Content sections of Project		10				10	Friday 0800 CST for Week 2
Structure of Project			10			10	Friday 0800 CST for Week 3
Presentatio n of Project				10		10	Friday 0800 CST for Week 4
Evaluation of Project				12		12	Friday 0800 CST for Week 4
Total	9	19	19	31	22	100	

#### **Expectations for Out-of-Class Study:**

Beyond the time required to attend each class meeting, students enrolled in this course should expect to spend at least an **additional 8-20 hours** per week of their own time in course-related activities, including reading required materials, completing assignments, preparing for exams, etc.

#### **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. Contact the Financial Aid Office for more information.

**Adjusted drop dates in the 2012 for AP N4585 – Capstone Seminar is Monday of Week 4 prior to 1700 CST.**

#### **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](http://www.uta.edu/disability) or by calling the Office for Students with Disabilities at (817) 272-3364.

### **ACADEMIC INTEGRITY:**

All 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.*

Instructors may employ the Honor Code as they see fit in their courses, including (but not limited to) having students acknowledge the honor code as part of an examination or requiring students to incorporate the honor code into any work submitted. Per UT System Regents' Rule 50101, §2.2, suspected violations of university's standards for academic integrity (including the Honor Code) will be referred to the Office of Student Conduct. Violators will be disciplined in accordance with University policy, which may result in the student's suspension or expulsion from the University.

### **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://www.lib.utexas.edu/services/instruction/learningmodules/plagiarism/>

### **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](mailto:resources@uta.edu), or view the information at [www.uta.edu/resources](http://www.uta.edu/resources).

### **ELECTRONIC COMMUNICATION POLICY:**

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](mailto:helpdesk@uta.edu).

### **Student Feedback Survey:**

At the end of each term, students enrolled in classes categorized as lecture, seminar, or laboratory shall be directed to complete a Student Feedback Survey (SFS). Instructions on how to access the SFS for this course will be sent directly to each student through MavMail approximately 10 days before the end of the term. Each student's feedback enters the SFS database anonymously and is aggregated with that of other students enrolled in the course. 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>.

### **LIBRARY INFORMATION:**

Nursing Librarian: Helen Hough, Nursing Librarian  
Phone: (817) 272-7429  
E-mail: [hough@uta.edu](mailto:hough@uta.edu)

Useful research information on nursing can be found at: <http://libguides.uta.edu/nursing>

**Grade Grievance Policy:** Refer to College of Nursing Student Handbook.

### **COLLEGE OF NURSING INFORMATION:**

#### **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 in the Student Handbook which can be found by going to the following link and clicking on BSN Student Handbook: <http://www.uta.edu/nursing/bsn-program/>

#### **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.

## **CLASSROOM CONDUCT GUIDELINES:**

The Faculty of the RN-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.

## **ACCESS TO Blackboard:**

If you have pre-registered for the course you should be able to access Blackboard approximately 2 weeks before school begins. You are encouraged to access the site and become familiar with the various resources.

## **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.

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.

## **Computer Requirements:**

All computers on campus will access Blackboard. If you choose to access from home you must have a computer and a quality Internet provider such as DSL, Cable, or Satellite (regular telephone is not adequate). Questions about adequate computer hardware should be directed to the UTA help desk at 817-272-2208 or <http://www.uta.edu/oit/cs/helpdesk/>. They are open the same hours as the Library.

**Your home computer's compatibility with Blackboard is your responsibility. Neither the helpdesk nor your instructor is responsible for the functionality of your home computer's configuration.** If you have doubts about your own equipment you may wish to work at the many UTA Computer Labs on campus. **Please do not bring your technical problems to class. Your instructors are not available for technical support please call or contact the helpdesk.**

## **Word of caution:**

**Do not** rely on employer's computer system to access Blackboard. Students have encountered various problems (such as dropping them in the middle of an on-line quiz) due to the special filters, fire walls, program blocking programs, and barriers they put on their systems. It is advised to not take any on-line quizzes on a wireless system as students have also been dropped and used up their time trying to reconnect. Use a more stable system.

## **Software:**

Your software (WORD, POWERPOINT, EXCEL and WINDOWS) should be up to date. As a student you may purchase the latest WINDOWS XP and OFFICE from the Computer Store in Ransom Hall for a very nominal fee. Please take advantage of this opportunity.

**If you are in a course that gives quizzes and tests through Blackboard:**

***On-Line quizzes and tests ARE NOT to be considered open book tests or group tests. Using references or sharing or receiving information is a matter of Academic Dishonesty.***

**On-Line Quizzes on Blackboard** will be made available for a specified amount of time and will be timed. **Failure to access the exam during the time will result in a zero and failure to complete within the test time will result in the grade earned when time ended.** Students who go over the allowed time for the test may receive a reduction in score. There is no general review process for on-line quizzes.

**On-line quiz grades** are released to MyGrades on Blackboard after the testing period, questions are then reviewed by the faculty – grades may be adjusted based on review. There is no general individual review process for on-line quizzes.

**INCORRECTLY FORMATTED PAPERS**

**Any papers submitted in any format other than Word and Power Point that cannot be opened in Blackboard will not be accepted for grading.** Faculty reserves the right to refuse to read or grade an assignment that has not been completed according to guidelines. Such cases require special decisions regarding permission to resubmit work and penalty points, etc. that cannot be specified in this syllabus.

**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.

**OBSERVANCE OF RELIGIOUS HOLY DAYS:**

Undergraduate Nursing faculty and students shall follow the University policy regarding Observance of Religious Holy Days:  
[http://www.uta.edu/catalog/content/general/academic\\_regulations.aspx#6](http://www.uta.edu/catalog/content/general/academic_regulations.aspx#6)

**EMERGENCY COVERAGE FOR NEEDLE-STICK INJURIES & POLICY ON INVASIVE PROCEDURES**

These policies may be found on the College of Nursing Website under the Student Handbook.

***The Student Handbook can be found by going to the following link:***  
**<http://www.uta.edu/nursing/bsn-program/> and clicking on the link titled BSN Student Handbook.**