**NURS 3632:** Clinical Nursing Foundations

Fall 2012

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***Office numbers will not work before 0800 or after 1700. Please check with your clinical instructor for emergency contact information.***

**Time and Place of Class Meetings:**

Pickard Hall 204

Section 001 Monday, 8-10:50 am

Section 002 Monday, 1-3:50 pm

**Description of Course Content:**

Basic therapeutic nursing interventions with individuals and families in diverse settings using nursing process framework. Prerequisite or Co-requisite: NURS 3320, 3333.

**Student Learning Outcomes:**

* Apply ethical and legal principles and professional standards in providing care to individuals and families.
* Communicate respectfully with patient utilizing therapeutic techniques.
* Demonstrate critical thinking in patient care and self-reflection activities.
* Demonstrate responsible use of material resources.
* Develop basic skills in conflict management that promote cooperative working relationships.
* Evaluate personal performance in the delivery of basic nursing care to individuals and families.
* Provide basic patient education related to health needs.
* Utilize electronic information systems in providing patient care.
* Utilize safe care practices and accept accountability in lab and clinical settings.
* Utilize current evidence to provide competent and holistic care to individuals and families.

**Requirements:**

1. Course syllabus: Available on Blackboard for course N3632 or from MyMav. Please print and read before first day of class. Print last page contract, sign, and turn in on first day of class. You are responsible for all material in the syllabus.
2. Lab Packs are required for the Lab portion of the course. Students will pick up Lab Packs from the LRC prior to the first day of class. They will be utilized in lab on a weekly basis. Students may be unable to participate in lab without the pack. Returning students are responsible for having appropriate supplies for practice and check-off.
3. Lab and Clinical forms will be posted on Blackboard. Students are responsible for printing forms from Blackboard for weekly lectures and as announced.

**Required Textbooks and Other Course Materials:**

Potter and Perry (2013). *Fundamentals of nursing.* (8th ed). Elsevier. ISBN 9780323079334

Perry and Potter (2010). Clinical Nursing Skills & Techniques. (7th ed) Elsevier. ISBN 9780323052894

Potter and Perry (2013). *Nursing skills online for fundamentals of nursing.* (8th ed). Elsevier ISBN 9780323089241

Skidmore-Roth. (2013). *Mosby’s nursing drug reference*. (26nd Ed). Mosby ISBN 9780323086424

Curren. (2009). *Math for meds: dosages & solutions.* (10th ed). Delmar ISBN 9781428310957

Ackley & Ladwig (2011). *Nursing diagnosis handbook.* (9th ed.) Mosby ISBN 9780323071505

Nugent & Vitale (2012). *Fundamentals success.* (3rd ed). Davis ISBN 9780803627796

**Req. for all Junior 1 students:** Elsevier Evolve Apply Case Studies – ISBN 9781416060062

Smartphone or PDA & Code for Resources

NEEHR Perfect; Electronic health record purchased through the bookstore.

**Recommended:**

*Mosby’s dictionary of medicine, nursing and health professions.* (2009). (8th ed). ISBN 9780323049375

Saunders strategies for Test Success: Passing Nursing School and the NCLEX. Linda Silvestri. ISBN 9781416062028

**Descriptions of major assignments and examinations with due dates:**

Course Schedule with dates and assignments available on Blackboard

**Clinical Outcomes:**

1. Administer medication in a safe and accurate manner.
2. Demonstrate written communication through documentation of patient care assessment findings, patient care plans, and critical thinking papers.
3. Demonstrate verbal communication therapeutically with patients and families.
4. Demonstrate time management to include organizing care interventions and completing all patient care and written required assignments on schedule.
5. Practice standard precautions in patient care.
6. Demonstrate use of sterile technique.
7. Provide a safe patient environment.
8. Apply ethical principles such as confidentiality, privacy, informed consent and truth telling.
9. Collaborate with other members of the health care team in meeting the identified needs of the patient & family.
10. Demonstrate professional behavior.
11. Demonstrate critical thinking through performance of clinical and written assignments.
12. Formulate care plans with appropriate short term goals for an individual client.
13. Demonstrate appropriate and accurate use of skills as learned in lab.
14. Evaluate and improve clinical performance considering self-evaluation, faculty evaluation and staff feedback.
15. Identify own strengths and weaknesses in the delivery of nursing care.

**Course Content:**

The following topics will be covered in N3632. The corresponding chapter in Potter and Perry is noted in parenthesis.

* Client Safety (27)
* Communication (24)
* Documentation (26)
* Infection Prevention & Control (28)
* Nursing Process (16, 17, 18, 19, 20)
* Hygiene (39)
* Activity & Exercise (38)
* Mobility & Immobility (47)
* Nutrition (44)
* Urinary Elimination (45)
* Bowel Elimination (46)
* Skin Integrity & Wound Care (48)
* Oxygenation (40)
* Care of Surgical Clients (50)
* Legal Implications (23)
* Medication Administration (31)
* Care of the Older Adult (14)
* Pain Management (43)
* Ethics & Values (22)
* Client Education (25)
* Fluid, Electrolytes, and Acid-Base Balance (41)
* Managing Client Care (21)
* Critical Thinking in Nursing Practice (15)
* Sensory Alterations (49)
* The Experience of Loss, Death, and Grief (36)
* Self-Concept (33)
* Sexuality (34)
* Spiritual Health (35)
* Sleep (42)

**Skills taught in N 3632:**

* Hand Hygiene & PPE
* Environmental Safety & Restraints
* Sterile gloves & Fields
* Communication
* Documentation
* Body mechanics/lifts
* Ambulation
* Moving & Positioning practice
* Skills: TED/SCD/O2/Incentive Spirometers
* Sterile dressing
* Input & Output
* Enemas/Ostomies
* Foley catheter insertion
* Bed baths, oral care and linen changes
* NG insertion/maintenance
* Medication orientation
* Medication & feeding tubes
* Injection sites
* Injection techniques: intramuscular, subcutaneous, intradermal
* Drawing up medications
* Insulin administration
* Central Line/PICC Dressing change & maintenance
* Dry Dressing Change
* Med Administration

**TEACHING METHODS: (not all methods may be used each semester at prerogative of lead teacher)**

Lecture/Discussion Reading & writing assignments Simulation

Guest speakers Care plans Learning activities

DVD (skill instruction) Critical thinking journals Blackboard (BB)

Return demonstration of skills Clinical experiences Discussion

Gaming Case studies Role playing

Computer Assisted Instruction Presentations (post conference)

Classroom assessment techniques Electronic Medical Records simulation

**EVALUATION METHODS:**

**Skills and Skill Check Offs: Satisfactory/Unsatisfactory**

Clinical Nursing Foundations is a course that teaches basic nursing skills. Skills will be taught in the lab setting and practiced in the lab and clinical setting. Students are expected to come to lab prepared with a basic understanding and knowledge of each skill scheduled for the day. This is accomplished by the completion of assigned modules, required readings, quizzes, and viewing of the specific skills on DVDs or streaming videos prior to the lab practice time. By doing this in advance, student success is enhanced. Lab time will allow students to practice and ask questions regarding the skills. Students will also have to sign up for lab time at the smart hospital to complete training regarding some of the skills. This self scheduled time is mandatory and a no call/no show to this time is considered an unexcused absence which will result in a contract being written and the time will need to be made up.

Some skills will require a check-off to show competence. Skill competence is defined as successful demonstration of critical elements of the specific skill being tested. Prior to demonstrating competence (check-offs), students must complete assignments as discussed above, participate in the scheduled lab practice, and obtain extra lab practice, if needed. The Smart Hospital skills lab area will be open during specially posted times for students to practice skills with the oversight of an instructor, lab assistant, or graduate teaching assistant (GTA). Students may also make appointments with clinical instructors for additional practice if instructors have available time. Skill competence will be evaluated through student demonstration in the lab or clinical setting (check-offs). Students who can successfully demonstrate competency will receive a passing grade for that skill.

Students who are unable to demonstrate competency on the first attempt in the lab will undergo remediation and have a second opportunity to demonstrate competency with a clinical instructor. If a student is unable to successfully complete a skill on the second attempt, two instructors will observe the third and final attempt. The third attempt may be taped for quality control purposes*. Inability to successfully perform required skills on the third attempt will result in clinical failure (see Clinical: Pass/Fail).* Faculty evaluation of performance is final.

When a student has a specific instance or pattern of difficulty in performing skills *in the clinical setting*, the clinical instructor will place the student on contract and require remediation in the skills lab. A skills lab remediation or check-off will be required before the student is allowed back in the hospital setting. Clinical absences due to student inability to attend a required remediation or check-off will be unexcused. *If a student is unable to successfully perform the skills after remediation, either in the lab setting or upon return to the clinical setting, a clinical failure will result (see Clinical: Pass/Fail).* Faculty evaluation of performance is final.

*When appointments are made for student check-offs with an instructor, the student is responsible for notifying the instructor* ***prior to the appointment time*** *if the meeting must be**rescheduled. Failure to notify the instructor by email or phone will result in a failure on that attempt*.

 **Lab check-offs:**

1. Principles of sterile technique as demonstrated through insertion of a urinary catheter: male or female
2. Principles of sterile technique as demonstrated through wound care with application of a Sterile Dressing change
3. Principles of infection control as demonstrated through proper application and removal of isolation attire and hand hygiene
4. Insertion of nasogastric tube
5. Principles of sterile technique as demonstrated through proper application and removal of sterile gloves and setting up sterile field.

 **Lab/Clinical combination check-offs:**

 Principles of safe medication administration:

* oral
* topical
* optic
* otic
* and other non-parenteral routes
* injectables (intramuscular, subcutaneous, or intradermal)

 **Clinical check-off:**

Principles of patient safety as demonstrated by consistent assessment, recognition, and correction of safety hazards.

**Clinical Evaluation: Satisfactory/Unsatisfactory**

Clinical failure may result when a student is unable to meet clinical course outcomes or exhibits unacceptable behaviors linked to the Texas Board of Nursing Standards of Professional Practice. (See Clinical: Pass/Fail) This failure may occur at any time during the semester.

**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.

90% on math test (if applicable).

90% on practicum skills check offs (if applicable).

In order to pass the course, the student must pass all course sections: theory, lab, and clinical. All written assignments must be completed in order to pass. For further information, refer to the Student Handbook.

 **Proctored exams (Unit exams + final + HESI) 85%**

Unit Exam 1 18%

 Unit Exam 2 20%

 Unit Exam 3 20%

 Final Comprehensive Exam 22%

 HESI Exam 5%

 **Other assignments 15 %**

 Math Competency Exam 3%

 Quizzes/Class activities 3%

 Practice Care Plans 1%

 Care plans/ Assessments 3%

 Teaching presentation 1.5%

 Clinical Journals /Assessments 1.5%

 Online Skills Modules and

 NEEHR Perfect Assignments 2%

 Total % of grade **100%**

**GRADE CALCULATION:**

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 and end-of-course grades, etc. shall be:

A = 90.00 – 100.00

B = 80.00 – 89.99

C = 70.00 – 79.99

D = 60.00 – 69.99

***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.*** *(Prior to figuring the final course grade, a 70% weighted average on exams is required.)*

**COURSE WORK: EXAMS (85%)**

**Unit & Final Exams: (80%)**

* There are three unit exams and one final exam. Blueprintsfor unit exams and final exam will be posted on Blackboard in advance of the testing.
* Test reviews will be available after each Unit Exam at a time to be announced by the lead teacher. Reviews may not be available until every student has completed the exam.

**HESI Exam: (5%)**

* The HESI exam will be taken at the completion of the course. It is used as a student evaluation tool and a passing grade is NOT a requirement for progression
* The HESI Exam must be taken at the specified date and time. HESI exam answers are reviewed at the time of completion. Individual student printouts of results are available from the HESI Evolve website approximately 24 hours after the test is taken. These reports should be saved and reviewed for remediation purposes and to assist the student in preparing for the end of program HESI exam. Students will not be offered the opportunity to retake the Foundations HESI exam, regardless of the score achieved.
* Even though the HESI is a computer administered exam, all rules related to exam taking are applied as in other course exams (tardy, absences, etc.)

**70% Weighted Exam Average**

In order to successfully complete an undergraduate nursing course at UTA, a student must achieve a minimum70% weighted average on proctored exams. In this course, that includes the five exams that compile the 85% of the final grade. None of the additional course work (15%) is figured into the grade unless the 70% weighted average is reached. *If bonus points were available for exams or quizzes, the points will not be added to the exams until after the weighted exam average is figured for the semester. A student must have the 70% weighted average without the bonus points being counted.*

|  |  |
| --- | --- |
| **Unit and Comprehensive Exams** | **Weight** |
| Exam 1 | 18% |
| Exam 2 | 20% |
| Exam 3 | 20% |
| Final Exam | 22% |
| HESI | 5% |
| ***Total for Weighted Average*** | ***85%*** |

**Figuring out your Test Grade with Weighted Averages**

Example: This student made 100% on all exams:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Weight of exam** | **Student grade** | **How to figure** |
| Test 1 | 18%  | 100 | x 0.18= 18 |
| Test 2 | 20% | 100 | x 0.20 = 20 |
| Test 3 | 20% | 100 | x 0.20 = 20 |
| Final Exam | 22% | 100 | x 0.22= 22 |
| HESI |  5% | 100 | x .05 = 5 |
| Total | 85% |  | Total= 85 |

**Last step**: If you divide the 85 by 0.85 (85%—the weight of total exams) you will know what the average weighted score is on exams, in this case 100.00.

Example: This is the student who makes 70% on everything.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Weight of exam** | **Student grade** | **How to figure** |
| Test 1 | 18%  | 70 | x 0.18 = 12.6 |
| Test 2 | 20% | 70 | x 0.20= 14 |
| Test 3 | 20% | 70 | x 0.20= 14 |
| Final Exam | 22% | 70 | x 0.22 = 15.4 |
| HESI |  5% | 70 | x 0.05 = 3.5 |
| Total | 85% |  | Total = 59.5 |

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

**Grid for your Grades in Foundations (figure YOUR weighted average…)**

|  |  |  |  |
| --- | --- | --- | --- |
| Tests | **Weight of exam** | **Your grade** | **How to figure** |
| Test 1 | 18%  |  | x 0.18 =  |
| Test 2 | 20% |  | x 0.20 =  |
| Test 3 | 20% |  | x 0.20 = |
| Final exam | 22% |  | x 0.22=  |
| HESI |  5% |  | x 0.05= |
| Total | 85% |  | Total |

**Last step**: If you divide the total of the fourth column by 85% (the total weight of your exams) you will know your weighted average score. This is the sum total of the 85% of your grade. You must have **59.5** or more in column 4 to move to the next step of adding in your additional course work/grades. If the 70% weighted average is not achieved, a letter grade commensurate with the weighted average will be awarded as the class grade. Less than a C signifies a non-passing grade.

**ADDITIONAL COURSE WORK (15%)**

**Math Competency Exams: (3%)**

* The medical math competence exam must be passed with a grade of 90% or better in order to administer medications in the clinical setting.
* Students who do not receive at least 90% on the first Math Competency Exam will have **two** additional opportunities to retake the test. A 90% must be achieved on the second or third math exam or a clinical failure will result. You must be competent to administer medications for clinical success. Students who are unsuccessful will be allowed to withdraw if before the drop date.
* The grade received for the first math competency exam will be the recorded grade which will be calculated into the final course grade.
* It is strongly suggested that students use all resources available to strengthen their math skills prior to the Math Competency Exam. Math tutors, Mrs. Flores in the student success office, peer assistance, and clinical instructors are some of the many resources available to you.
* UNIT EXAMS: Unit exams 2 & 3 will have at least 5 math questions. Every person who misses more than one math question per exam will complete a math assignment for remediation. The remediation assignment will be considered required paperwork for course completion.

**Quizzes and Classroom Activities: (3%)**

Quizzes and other classroom activities will be given during class over the course of the semester. The lowest grade will be dropped. The quizzes and activities will serve to verify class preparation for the day or the retention of material already covered in theory lecture. Activities may be at the beginning of class or at any time during class. Tardy students will not be allowed to enter the room during the administration of a quiz to prevent distraction of students. There is no make-up for missed quizzes or activities.

To familiarize students with electronic medical records students will have assignments throughout the semester using the NEEHR Perfect program. With each patient encounter students will complete the assessment form in NEEHR perfect.

**Papers/Projects/Presentations: (9%)**

*Late assignments will receive a “0” but must still be turned in to the instructor in a passing format to pass the course. “Late” for the sake of paperwork, is defined as anytime past the* ***due time and date****. However, the late paper will still receive a grade of zero, even if the clinical instructor requires a replacement paper. The clinical instructor sets the due dates/times for clinical paperwork. The lead teachers set the due dates/times for theory assignments. Any assignment which you submit electronically must be received prior to the due date and time. Please double check that you have properly attached your file and that it is not corrupted. A corrupted file or forgetting the attachment* ***will not be excused*** *as you are responsible for turning in your work on time. Don’t procrastinate—start early.* *Computer crashes and server downtimes are not valid excuses.* *A pattern of late papers will be reflected on mid-term & final evaluations under documentation, time management, and professional behaviors. An unsatisfactory score in any of these areas on the final evaluation results in clinical failure.*

**Mandatory Assignments:** Must be completed and submitted in acceptable manner to pass the course

* **Practice nursing care plans:** (1%) This is a care plan based on a written scenario. To receive credit for this, it should be complete and on time according to the instructor deadline.
* **Nursing Care Plans**: (3%) Three care plans will be required during the semester. (Please refer to guidelines for care plans on Blackboard.) The first two care plans are worth 0.5% each. To receive credit for these, they should be complete and on time according to the instructor deadline. The third care plan is worth 2%. This care plan will be graded numerically. The numerical grade on the final (3rd) care plan must be at or above a 90 or will be redone until that benchmark is reached. The first gradereceived on the third care plan will be the grade used for grade calculation. ***The first*** ***care plan is due no later than October 15 (midterm). The third and last is due no later than December 3. Any alterations to these dates must be made with the consent of your clinical instructor.***
* **Clinical Journal** **(CJ) and Assessment Sheets: (1.5%)** Clinical journals and assessment sheets will be required during the semester. Critical thinking journal will be turned in weekly along with patient assessment sheets.

|  |  |  |
| --- | --- | --- |
| **Journals / Assessment Sheets** |  | **1.5%** |
|  Critical Thinking |  | .75% |
|  Assessment Sheets |  | .75% |
|   |  |  |

Critical thinking Journal is a weekly reflection of the clinical experience. It should reflect significant experiences and the student’s reaction to them. The assessment sheets are done weekly on the patient the student is assigned to and turned into the clinical instructor to review (this sheet will not be required on weeks the student is participating in off unit experience such as OR)

* **Patient teaching presentation**: **(1.5%)** performed in post conference or with patient. (Please refer to guidelines for teaching presentation on Blackboard.)

**Evolve & NEEHR Perfect Assignments:**

**EVOLVE WEBSITE: (www.evolve.elsevier.com).This website will provide access to your Evolve Online Skills Modules and Case Studies.**

**Evolve Online Skills Modules (2%)**

Skills Modules: Students will be expected to complete the Module Lesson Post-tests and Exam as specified in weekly schedules. There are 16 modules numbered 2-17. A 90% on each lesson post-test & module exam will be required to receive credit for the module you are working on. You have unlimited tries to obtain the 90% and the computer will always list your highest score. Make sure you complete all the module post-tests & exams to receive credit.  **DIRECTIONS:** Go to Evolve website. Click on Courses🡪APBSN-Potter & Perry Fundamentals of Nursing 7th Edition🡪Start course at the beginning🡪Course🡪Module #. You may then proceed to work lessons or lesson post tests/module exam.

**NEEHR PERFECT WEBSITE**: **(www.neehrperfect.com) This website will provide access to your NEEHR Perfect assignments and Assessment sheets as well as the clinical passport.**

**Math and Writing:**

Faculty may require students to go to the Learning Center for Math and Writing or to Ms. Flores for individual assistance. **For further information, refer to the Student Handbook**.

**FACULTY RESPONSIBILITIES:**

Faculty members are responsible for:

* providing an environment conducive to learning
* facilitating students’ learning
* supporting creative endeavors

Students are urged to be actively involved in their own process of learning. The **teacher functions more as a facilitator** who coaches, mediates, prompts, and helps students develop and assess their understanding, and thereby their learning. Guided by the teacher, **studentsconstruct their knowledge actively** rather than just mechanically ingesting knowledge from the teacher or the textbook. (*Constructivism as a paradigm for teaching and learning* (n.d.) retrieved July 11, 2005 from <http://www.thirteen.org/edonline/concept2class/constructivism/>).

**STUDENT RESPONSIBILITIES:**

 **Classroom:**

 The student is expected to:

* Attend class, be on time, and exhibit attentive and respectful classroom behavior. Inappropriate and/or disrespectful comments made to faculty and/or students, including side comments, will not be tolerated in the classroom and clinical settings. (See UNDERGRADUATE Student Handbook).
* Read assigned text, case studies, and computer assisted instructional materials, and review other materials as necessary to support comprehension and understanding of course content.
* Participate in the classroom discussions and team activities, including case studies and simulations. Students are encouraged to bring laptops. Blackboard discussion boards may be utilized to facilitate classroom involvement.
* Please do not listen to your IPods, MP3 players, etc. during class. Also, no laptop “web surfing” on matters not directly related to course material. It is distracting to others. If you are found using computers for other than classroom work you will be asked to shut it down and put it away.
* Be responsible for any information presented in class, including lecture notes, announcements, etc. Students absent from class have the responsibility to obtain missed information from another classmate.
* During class, the audio mode of cell phones must be turned off or on vibrate. Ringing of cellular phones and/or cellular phone conversations/texting during class will not be tolerated. Occasionally, students must be “on call” for potential family problems. This can be explained to the instructor.
* Communicate needs/concerns related to the course directly to the lead teacher or other course faculty.
* Make an appointment with the lead teacher regarding personal progress as necessary.
* Submit required written course and clinical assignments on time. Students must have a valid reason (serious illness, death in family) for requesting an extension.
* Provide your families with class and clinical schedules, as well as phone numbers of the College of Nursing and clinical agency, so that messages may be given to students in an appropriate manner.
* NO CHILDREN MAY BE BROUGHT TO CLASS, LAB, OR CLINICAL. Do not leave children unattended in the building.

**Exams:**

 **Guidelines for test taking:**

* Students must present the UTA student ID or other picture ID in order to take an exam.
* Students will be tested in the computer labs.
* Please use restroom facilities before the test. If you must leave during the test to go to the restroom, you must ensure that cell phones, purses, etc. are left in the exam room. You may be accompanied to the restroom by faculty.
* Calculators will be provided when needed and are to be returned at the completion of the test.
* No talking between students is allowed during testing.
* All cell phones and pagers must be turned off (not on vibrate) and placed at the front of the room during all exams.
* No food or drink containers with labels will be allowed on desks during testing.
* Purses, backpacks and all class materials are to be placed at the front of the room during the test period.
* Only instructor-given materials may be on the desk (scratch paper, calculator, etc.)
* Students are expected to keep their eyes on their own computer and not look about the room during exams. The exam proctor will move you to a different seat if this requirement is not followed.
* Head phones may not be used during tests. Ear plugs are acceptable.
* Baseball caps, hats with brims, etc. must be removed or turned so that the “bill” of the cap is at the back of the head during tests.
* Students are requested to maintain a quiet atmosphere in the hallway if finished ahead of classmates.
* **Non-compliance with these guidelines will result in disciplinary action and may result in course failure.**
* Additional protocols may be added for lap top computer testing.

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

**Protocol for individual test review:**

* Test review will be held after each exam. Test reviews may be postponed until all students have completed the testing at the lead teacher’s discretion.
* No calculators, pagers, or cell phones may be used during the test review. There will be no taking of notes during the test review.
* Students will be asked to submit written support of their positions on exam items in question. Positions should be backed by text references.
* Individual appointments for test reviews will not be scheduled routinely.
* The lead teacher will be available to counsel students experiencing difficulty in the course. It is the student’s responsibility to make an appointment with the lead teacher in order to discuss progress in the course.
* Any student who makes less than 70% on any exam must see Ceil Flores in student success to discuss a plan of action.
* **No adjustments to the test will be made after one week from original posting of grades. Please make sure you contact the lead teacher with questions prior to that deadline.**

**Lab:**

* Lab days will be take place at the Smart Hospital ™.
* Do not practice with needles, IV cathalons, or other invasive equipment on human subjects outside of the clinical venue or without the supervision of a licensed nurse or instructor. (Don’t be sticking your friends, loved ones, or enemies!)
* Come to lab prepared and with the required equipment to practice or perform skills. Bring required supplies from your nurse pack lab weekly. Complete skill modules and watch the video**s before** you come to lab. Students who come to lab unprepared, without nurse pack supplies, and/or are unable to demonstrate assigned skills will be placed on contract and asked to leave the lab for remediation. Missed time will be counted as a clinical absence**.**
* Follow the dress code as if at clinical.

**Clinical:**

* Show proof of current immunization, CPR certification and other pre-clinical requirements as described in the UTA Undergraduate Catalog and the College of Nursing Student Handbook by the date prescribed by the College of Nursing. A checklist of compliance data is maintained in the Nursing Advising Office file. Non-compliance with these College of Nursing requirements will cause you to be dropped from this course and prevent you from participating in clinical components of your course work. Absences from clinical as a result of non-compliance cannot be made up. Questions regarding clearance in these matters may be directed to Holly Woods, PKH 644 or to Ms. Woods’ discussion area on Blackboard.
* Students will work with their clinical instructor and RNs from the clinical facility.
* Students will perform nursing care within the restrictions of both UTACON and the agency including the following:
* Arrive on time. **Be aware that the time for clinicals may vary from posted time due to the clinical facility and instructor determined outcomes for the student experience. (See Absence & Tardy policies for clinical)**
* Dress according to UTA Student Nurse guidelines. Please read the UNDERGRADUATE student handbook requirements carefully and abide by the rules without prompting. Do not wait for an instructor to correct you—be proactive and professional in complying with UTA rules and regulations. (Please arrive to your facility wearing appropriate UTA scrubs even when you will be changing into hospital scrubs in a few minutes.)
* Do not remove any paperwork with patient identifier information from the hospital. All patient identifier information must be REMOVED before documents can be taken home. Use only patient initials for care plans, CTJs, etc. **Taking information without removing ID is a HIPAA violation and will result in a clinical contract on the first episode and course failure thereafter.**
* Do not give **any** medications without your instructor or hospital nurse present. This includes changing IV pump rates, attaching IV piggybacks or giving IV bolus meds. To attempt to do so could result in clinical failure.
* Do not attempt, **without appropriate supervision**, anything you have not done before or do not feel comfortable doing. (There are many things that you might not feel comfortable doing, but with appropriate supervision you are going to do many of those “things”. Fun! Your clinical instructor is your first source for supervision but many RNs may serve as “appropriate supervision” depending on circumstances. Please verify your boundaries with your instructor.)
* Do not hang blood, only observe. You may assist with taking vital signs during the process.
* Do not take verbal or telephone orders from a physician but try to listen to nurses when they call/talk to physicians so you can learn how to do that.
* Do not intubate patients or perform surgery. Occasionally you might be put in a situation where a physician, nurse, or other caregiver asks you to perform a skill that you have not learned or practiced. They may even think you are a medical student instead of nursing. While such skills may be interesting or exciting, you need to be aware of your position as a student nurse at the foundational level. It is appropriate to say that you are unable to do that at your level of training or defer until you check with your clinical instructor. (See above.)
* When there is an emergency, get out of the way or do what you are directed to do.
* When things are moving quickly, observe carefully and think critically.
* Give updates on your patient to your primary nurse. Practice professional communication with members of the health care team.
* Do not leave clinical before the scheduled completion time without the permission of the clinical instructor.
* Do not interview for jobs during clinical times.
* Sleeping while on clinical duty may result in clinical failure.
* Do not use hospital computers for personal business or checking Blackboard (BB).
* Do not initiate or receive personal phone calls or texts during clinicals unless it is an emergency. Personal calls may be conducted during meal or break times. Cell phones must be turned off while in clinical unless cleared with clinical instructor. *Because of increased technology, most of your phones/PDAs have photo capability. You can understand why patients may be a little nervous of you using these at bedside. Please be sensitive to this issue. If you must “look up” something while in a patient room, be sure and explain what you are doing to avoid misunderstandings.*

**Attendance Policy:**

**TARDY/ABSENCE POLICIES for Clinical– See Undergraduate Student Handbook**

Clinical is defined as all experiences contributing to clinical hours including, but not limited to campus labs, hospital labs and ancillary experiences. ***Attendance at all clinical activities is required***. The student must be in clinical in order to be evaluated on the clinical criteria. The opportunity to apply theory is limited and should be used to the maximum. ***The*** ***scheduling of personal appointments or travel*** (except for emergencies) ***during clinical/lab will not be tolerated.***

**ABSENCES/TARDIES DUE TO INCLEMENT WEATHER**

**When UTA cancels school, clinical is also cancelled. Verify school cancellations by calling (972) 601-2049. It is also announced on area TV/radio networks.**

The problem with this policy is that many times you are required to leave from home for school or the clinical facility before the University officials cancel for the day. Use good sense (also called “critical thinking”). If the weather conditions where you live are dangerous for driving, don’t drive. The key to this is good communication with your clinical instructor. Yes, you might have to make up time but your safety is much more important to us. (Just be aware that your instructors live all over the Metroplex—don’t just try to sleep in on us. We know…)

***Absence Policies***

Absences for lab, exams or clinical may be considered excused or un-excused. Reasons that would commonly constitute an excused absence include illness, illness of child, critical illness or death of family member, jury duty that cannot be rescheduled, other court or legal circumstances, and military commitments that cannot be rescheduled. For any such absence, the Lead Teacher must be notified in advance (unless not feasible due to circumstance, i.e. car accident, hospitalization) and the absence approved. Further, the student must provide documentation to support the absence (doctor’s excuse detailing when you could return to school, obituary, court summons, etc.). It is the final decision of the Lead Teachers as to whether an absence is considered excused.

**Clinical/lab:** The clinical instructor must be notified by the student **prior to the start time** of clinical or lab of any potential for missing the clinical/lab experience. **Absences** are very serious and difficult to make up. Because of this, any clinical or lab absence, excused or un-excused, will result in a behavioral contract and the make-up of lost time. More than two *excused* absences from clinical/lab may result in failure to meet clinical outcomes and jeopardize passing the course. Two *un-excused* absences will result in clinical failure. Clinical instructors will work with the lead teacher to determine the method of making up missed clinical/lab.Make-up for clinical/ lab sessions must be approved by the lead teachers. Un-excused absences are considered unprofessional behavior. See course/clinical outcomes.

**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. <http://wweb.uta.edu/catalog/content/general/academic_regulations.aspx#10>

**Drop Policy:** Students may drop or swap (adding and dropping a class concurrently) classes through self-service in MyMav from the beginning of the registration period through the late registration period. After the late registration period, students must see their academic advisor to drop a class or withdraw. Undeclared students must see an advisor in the University Advising Center. Drops can continue through a point two-thirds of the way through the term or session. It is the student's responsibility to officially withdraw if they do not plan to attend after registering. **Students will not be automatically dropped for non-attendance**. Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. For more information, contact the Office of Financial Aid and Scholarships (<http://wweb.uta.edu/ses/fao>).

**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://library.uta.edu/plagiarism/index.html>. Papers are now checked for plagiarism and stored in Blackboard.

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

**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>.

**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>.

**Blackboard:**

* **Blackboard is the primary method of communicating with the lead teachers outside of class.** Please use the e-mail and discussion areas provided as often as needed.
* **Students are responsible for checking Blackboard daily**. Any information posted on Blackboard is considered delivered after 24 hours from the posting.
* Students are responsible for all information on blackboard relating to the course including the weekly course outlines and lecture notes.
* Course forms and schedules not contained in the syllabus will be found on blackboard
* Student will be instructed on Blackboard during orientation.
	1. Go to <http://elearn.uta.edu>
	2. Log on using your netid and password given to you during registration.
	3. Click on N3632 Clinical Nursing Foundations (this course).
	4. Orientation assignments from Foundations will be found there.

\*Blackboard is a wonderful way to keep in contact with faculty and other students.

**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.

**Cell Phones/Texting:**

Clinical instructors will give specific contact information for their clinical groups. Please keep instructors’ cell numbers or pagers handy in case of emergency. Some instructors like to be texted and others will not receive text messages. It is your responsibility to keep a line of communication open in the event of possible traffic problems, tardies, etc. You must be in a private area, not seen by patients or families, when using phone to communicate with faculty.

 *(Side note: You may not use cell phones with timers at the bedside to check pulses. You must have a watch that you can use for “counting.”)*

**Final Review Week:**

A period of five class days prior to the first day of final examinations in the long sessions shall be designated as Final Review Week. The purpose of this week is to allow students sufficient time to prepare for final examinations. During this week, there shall be no scheduled activities such as required field trips or performances; and no instructor shall assign any themes, research problems or exercises of similar scope that have a completion date during or following this week *unless specified in the class syllabus*. During Final Review Week, an instructor shall not give any examinations constituting 10% or more of the final grade, except makeup tests and laboratory examinations. In addition, no instructor shall give any portion of the final examination during Final Review Week. Classes are held as scheduled during this week and lectures and presentations may be given.

**LIBRARY INFORMATION: Helen Hough**, Nursing Librarian

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

 Research Information on Nursing:

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

**UNDERGRADUATE**

**SUPPORT STAFF: Holly Woods, *Administrative Assistant I, Pre-nursing & Senior II***

660 Pickard Hall, (817) 272-7295

 Email: hwoods@uta.edu

 **Suzanne Kyle*, Administrative Assistant I, Junior I - Senior I***

 661 Pickard Hall, (817) 272-0367

 Email: skyle@uta.edu

**STUDENT CODE OF ETHICS:**

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

**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/>

**CLASSROOM CONDUCT GUIDELINES:**

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

**Honors College Credit**

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

**Essential Skills Experience**

Each UTACON clinical course has a designated set of essential nursing skills. An essential nursing skill is one that is “required” for each student to have instruction on AND either laboratory or clinical experience performing. Experience is defined as “hands on” performance of a skill in a laboratory setting using standardized patients, manikins, human patient simulators, task trainers, and computer simulation modules or in a clinical setting involving actual patients or communities.

UTACON students are responsible for acquiring essential skills experiences, documenting these experiences, obtaining verification from their clinical instructors, and maintaining an ongoing record of essential skills experience during all Junior and Senior clinical courses.

UTACON students must obtain a printed copy of the BSN Pre-Licensure Essential Skills Experience Passport from Blackboard and maintain this copy for use in all clinical courses. This Passport must be used to document skills experiences during clinical or simulation laboratory sessions. After performing an essential skill, a student will record the date and the setting, and then his/her initials in the appropriate boxes on the passport. The student will then provide the record to his/her clinical instructor for verification. Students are responsible for the accuracy and integrity of Passport documentation. Any attempt to falsify or alter Passport information may result in disciplinary action related to UTA’s Academic Dishonesty policies.

 UTACON students are required to perform and document ALL the essential skills in order to obtain a passing grade for the clinical component of the course. Throughout the semester, as part of the clinical evaluation process, clinical instructors will monitor student progress in completing all essential skills designated on the Passport. It is the student’s responsibility to obtain the required essential skills experiences in a timely manner throughout the semester.

**CLINICAL DRESS CODE:**

The clinical dress code applies to all graduate and undergraduate students of The University of Texas at Arlington College of Nursing (UTACON), and has two primary purposes: To insure that, whenever in the clinical setting, students of the UTACON: 1) represent the nursing profession and UTACON in a professional and appropriate manner, and 2) are readily identifiable as students. Students should be identified at all times by wearing their nursing student identification badge/name tag.

Students are to adhere to the dress code any time they present themselves to a clinical agency in the role of nursing student. This includes going to the agency prior to clinical to select a patient, arriving at the agency in street clothes to change into hospital scrubs, and attending post-conference or classroom time at the agency, as well as when attending clinical. Clinical faculty has final judgment on the appropriateness of student attire. Refer to the Student Handbook for more information.

*Undergraduate, pre-licensure student nurses should wear their UTACON uniform and UTACON insignia patch ONLY when in simulation, clinical or other learning experiences authorized by UTACON faculty. Students are to provide nursing care to patients at clinical facilities ONLY when authorized by their UTACON instructor and when their clinical instructor and/or preceptor are present on site. Students who provide nursing care to patients when an instructor or preceptor IS NOT present on site will receive a FAILING grade for clinical and a course grade of “F”.*

**OBSERVANCE OF RELIGIOUS HOLY DAYS:**

Undergraduate Nursing faculty and students shall follow the University policy regarding Observance of Religious Holy Days: (<http://wweb.uta.edu/catalog/content/general/academic_regulations.aspx#6>

**Clinical Attendance When University is Closed**

Some programs in the College of Nursing, such as the Academic Partnership Program, may require students to attend clinical on evenings, nights, week-ends, or holidays. Students are expected to attend their assigned clinical rotation as scheduled, even when the University is otherwise closed.

## POLICY ON INVASIVE PROCEDURES

Allowing students to practice invasive skills (e.g., IM, SQ, IV's, NG tubes, intubation) on other students in the learning lab will no longer be used as a teaching strategy. Skills may be practiced on the simulators in the learning lab. Students will be able to perform the skills in the clinical setting under the appropriate faculty or preceptor supervision.

**Award for Student Excellence in Clinical Nursing**

This award is for an exceptional student who consistently exceeds the clinical expectations of the course.  The student will be honored at an awards ceremony at the end of the semester.  Clinical faculty will further discuss the award during the clinical rotation.

Criteria for selection:

* Consistently exceeds clinical performance standards in the application of theoretical concepts, evidence-based practice, and communication (written and verbal).
* Demonstrates exemplary performance in the use of critical thinking and problem solving skills.
* Demonstrates exemplary performance in the application of leadership principles and professionalism.

**Hazardous Exposure To Blood, Blood Products Or Body Fluids:**

Note:  The Centers for Disease Control and Prevention recommend that individuals who have been exposed to needle sticks or to potentially infectious blood, blood products, or body fluids should be evaluated and, when appropriate, have treatment initiated within two hours.

Upon sustaining a contaminated needle stick or being exposed to hazardous blood or blood products, the student will:

1. Immediately report the incident to the clinical faculty member and the appropriate person in the clinical agency.
2. Have the wound inspected, cleansed, and dressed.
3. Complete the institutional incident report and follow institutional policy as applicable.
4. Seek medical attention as necessary based on level of exposure.

Please note that all students are responsible for obtaining and maintaining their own health insurance and are responsible for the costs of medical/health care assessment, treatment and follow-up that are not covered by the student's health insurance.  Students should be aware of the coverage on their health insurance policy as most may not cover the full cost of required medical treatment and services in the case of a contaminated needle stick or hazardous exposure to blood or blood products.

**Policy on Invasive Procedures**

Allowing students to practice invasive skills (e.g., IM, SQ, IV's, NG tubes, intubation) on other students in the learning lab will no longer be used as a teaching strategy. Skills may be practiced on the simulators in the learning lab. Students will be able to perform the skills in the clinical setting under the appropriate faculty or preceptor supervision.

**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.

**CLINICAL PASS/FAIL:**

Clinical Failing Behaviors

Clinical failing behaviors are linked to the Texas Board of Nursing Standards of Professional Practice. Issues related to professional conduct, management of stress, clarification of course, clinical assignment, and/or professional role expectations, may warrant clinical warnings, contracts for remediation, or course failure.

|  |  |
| --- | --- |
| Clinical Failing Behaviors | Matched to NPA |
| 1. Performance is unsafe. | 1,2,3,5,6,7,9,10,11,12,13,14 |
| 2. Questionable decisions are often made. | 1,2,3,4,5,6,7,8,9,10,11,12,13,14 |
| 3. Lacks insight into own behaviors and that of others. | 1,2,3,4,5,6,8,9,10,11,12,13,14 |
| 4. Difficulty in adapting to new ideas/functions. | 4,5,6,7,8,9,10,11,13,14 |
| 5. Continues to need additional guidance and direction. | 1,2,3,5,6,7,8,9,10,11,14 |

**Standards of Professional Nursing Practice (BON 213.27, 217.11, 217.12)**

1. Knows rationale for side effects of medications and treatments, and correctly administers same 217.00 (1) (C).
2. Documents nursing care accurately and completely, including signs and symptoms, nursing care rendered medication administration. Contacts health care team concerning significant events in patient health 217.11 (1) (D).
3. Implements a safe environment for patients and/or others, i.e., bed rails up, universal precautions 217.11 (1) (B).
4. Respects client confidentiality 217.11 (1) (E).
5. Accepts assignments commensurate with educational level, preparation, experience and knowledge 217.11(1) (T).
6. Obtains instruction and supervision as necessary when implementing nursing procedures or practices 217.11(1) (H).
7. Notifies the appropriate supervisor when leaving an assignment 217.11(1) (I).
8. Recognizes and maintains professional boundaries of the nurse/patient relationship 217.11(1) (J).
9. Clarifies orders, treatments, that nurse has reason to believe are inaccurate, non-effective or contraindicated 217.11(1) (N).
10. Able to distinguish right from wrong 213.27(b) (2) (A).
11. Able to think and act rationally 213.27(b) (2) (B).
12. Able to keep promises and honor obligations 213.27(b) (2) (C).
13. Accountable for own behavior 213.27(b) (2) (D).
14. Able to promptly and fully self-disclose facts, circumstances, events, errors and omissions when these disclosures will enhance health status of patients or protect patients from unnecessary risk or harm 213.27(b) (2)(G).

Please refer to the Board of Nursing at [www.BON.state.tx.us](http://www.bne.state.tx.us) for any additional information regarding the Texas Nursing Practice Act.

***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.

Letter of Attestation

**Student Contract**

**Course Syllabus**

I have read the N3632 Course Syllabus. My name below represents my understanding of the syllabus and my intention to abide by the policies of the course. I have had an opportunity to ask questions or clarification on matters discussed in the syllabus.

**Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 1000 \_\_\_\_\_\_\_\_**