

**NURS 6310: Proposal Development Seminar**  
Spring 2012

**Instructor(s):** Dr. Jennifer Gray and Dr. Lauri John

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**Dr. John's Office and Telephone Number:** Pickard Hall 616-B; 817-272-0172

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**Office Hours:** By appointment

**Section Information:** NURS 6310, 001

**Time and Place of Class Meetings:** Pickard Hall, Room Selected Fridays, 1 to 3:50 pm

**Description of Course Content:** Development and critique of doctoral dissertation proposal.  
May be repeated

**Student Learning Outcomes:** Upon completion of the course, the student will be able to

1. Prepare original research design and proposal for the doctoral dissertation
2. Participate in discourse and critique of proposals

**Required Textbooks and Other Course Materials:**

Booth, W. C., Colomb, G. G., & Williams, J. M. (2008). *The craft of research* (3<sup>rd</sup> ed.). Chicago, IL: University of Chicago Press.

Burns, N., & Grove, S. K. (2010). *The practice of nursing research: Appraisal, synthesis and generation of evidence* (6<sup>th</sup> ed.). St. Louis: Saunders. [or other graduate research textbook of your choosing]

Locke, L.F., Spirduso, W.W., & Silverman, S.J. (2007). *Proposals that work: A guide for planning dissertations and grant proposals* (5<sup>th</sup> ed.). Thousand Oaks: Sage Publications, 2007. ISBN-13:978-1-4129-2423-8

Strunk, W. Jr., & White, E.B. (2009) *Elements of style* (50<sup>th</sup> anniversary ed.). New York, NY: Pearson Longman. [edition does not matter]

**Course Topics:**

Characteristics of strong proposals

Content of the proposal chapters

**Requirements:**

1. Participation in class discussions and seminars
2. Refinement of succinct and clear writing
3. Completion of an Individual learning plan to achieve course objectives

**Teaching Methods/Strategies:**

Seminar discussion, writing chapters of the proposal, and critique of selected parts of proposal, student presentations

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

Date Due	Assignment	Points
January 27	Submit learning plan with specific measurable goals for each of the following deadlines.	15
February 18	First phase- completion	20
March 24	Second phase-completion	25
May 5	Third phase-completion	25
Ongoing	Class discussion-weekly participation	15
	Total	100

**Grading Policy:** Pass/Fail based on achievement of individual learning plan objectives

**Attendance Policy:** Regular class attendance and participation is expected of all students. Students are responsible for all missed course information.

**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.

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 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. 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](http://www.uta.edu/nursing/MSN/drop_resign_request.pdf) or Graduate Nursing office rooms 512 or 606); (2) obtain faculty signature and current course grade; and (3) submit the form to Graduate Nursing office rooms 512 or 606.

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 completing 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](http://www.uta.edu/nursing/MSN/drop_resign_request.pdf) or Graduate Nursing office rooms 512 or 606; (2) obtaining faculty signature for each course enrolled and current course grade; (3) Submitting the resignation form in the College of Nursing office room 512 or 606; and (4) The department office will send resignation form to the office of the Registrar.
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. <http://www.grad.uta.edu/handbook>

**Last Day to Drop or Withdraw: March 30**

**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:** 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. According to the UT System Regents' Rule 50101, §2.2, "Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, 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."

**Plagiarism:** Copying another student's paper or any portion of it is plagiarism. Copying a portion of published material (e.g., books or journals) without adequately documenting the source is plagiarism. Consistent with APA format, 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, according to APA format. 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 expected 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](http://www.uta.edu/resources) for more information.

**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).

**Librarian to Contact:**

**Helen Hough, Nursing Librarian**

Phone: (817) 272-7429

E-mail: [hough@uta.edu](mailto:hough@uta.edu)

<http://libguides.uta.edu/nursing>

**College of Nursing additional information:**

**Status of RN Licensure:** All graduate nursing students must have an unencumbered license as designated by the Texas 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 their Associate Dean for the MSN Program, Department of Advanced Practicum Dr. Gray/Dr. Schira. The complete policy about encumbered licenses is available online at: [www.bon.state.tx.us](http://www.bon.state.tx.us)

**Confidentiality Agreement**

You signed a Confidentiality Form in orientation and were provided a copy of the form. Please take your copy of this Confidentiality Form with you to your clinical sites. Please do not sign other agency confidentiality forms. Contact your faculty if the agency requires you to sign their confidentiality form.

**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 online: <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](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.

### **Bomb Threats:**

If anyone is tempted to call in a bomb threat, be aware that UTA will attempt to trace the phone call and prosecute all responsible parties. Every effort will be made to avoid cancellation of presentations/tests caused by bomb threats. Unannounced alternate sites will be available for these classes. Your instructor will make you aware of alternate class sites in the event that your classroom is not available.

**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 the Discussion boards. Refer to UTACON Student Handbook for more information.

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

### **Departmental Office/Support Staff for this Course**

**Jennifer Gray, RN, PhD**

Associate Dean and Chair, Graduate Advisor

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

**Vivian Lail-Davis, Administrative Assistant II**

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

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

## Course Assignments and Grading Criteria

This is learning contract course. You will determine the assignments that will be completed by each deadline and the criteria for evaluating these assignments.

### Readings

- Amico, K. R. (2009). Percent total attrition: A poor metric for study rigor in hosted intervention designs. *American Journal of Public Health, 99*, 1567-1575.  
doi:10.2105/AJPH.2008.134767
- Bakitas, M. A., Lyons, K. D., Dixon, J., & Ahles, T. A., (2006). Palliative care program effectiveness research: Developing rigor in sampling design, conduct, and reporting. *Journal of Pain and Symptom Management, 31*(3), 270-284.
- Gwadry-Sridhar, F. H., Manias, E., Zhang, Y., Roy, A., Yu-Isenberg, K. Hughes, D. A., & Nichol, M. B. (2009). A framework for planning and critiquing medication compliance and persistence research using prospective study designs. *Clinical Therapeutics, 31*(2), 421-435.

### Proposal Development Seminar Tentative Schedule

Each seminar will begin with a short presentation by Dr. Gray or Dr. John. The remainder of the seminar will be discussion with the presenter on applications of the presentation content to the students' proposals.

Please ask specific questions and identify areas of content that you would like to have addressed. This schedule has some flexibility and we want to make the course as useful to you as possible.

Date	Topics	Presenter(s)	Readings
Jan. 20	Overview of the course Chapter 1: Overview, Framework, Assumptions	Dr. Gray	Locke et al., Chapters 1 and 3
Feb. 3	Chapter 2: Review of the Literature	Dr. John	Locke et al., Chapters 4 and 6
Feb. 17	Chapter 3: Design, Measurement	Dr. Gray	Amico (2009) Bakitas et al. (2006) Gwadry-Sridhar et al. (2009)
March 2	Chapter 3: Analysis	Dr. John	
March 23	Chapter 4: Findings	Dr. John	
April 6	Chapter 5: Discussion	Dr. Gray	
April 20	Overcoming Barriers to Writing Challenges with Proposed Studies	Dr. Gray	
May 4	Final Presentations	Students	

## Planning calendars for dissertation

### Comprehensive Exam Timeline for a Spring Semester

- Comprehensive exams will be scheduled at the discretion of the chair of the comprehensive examining committee throughout the semester.
- Note: Each semester, a day is designated as the last day on which comprehensive exams can be held.
- 2 weeks prior to date for oral portion of comprehensive exam, the student must submit all three papers to members of the committee
- Example below for student being examined on last possible date

Week	Action
11	Monday: Deadline to request comprehensive exam date (April 6) Three papers to Committee- allow two weeks for review
13	Monday: Last day to hold comprehensive exam (April 20)

### Dissertation University Timeline Current Spring 2012 Semester

University Timeline	Activity	Dates
Week 1	Classes Begin	January 17
Week 4	Apply for Graduation	February 1
Week 11	Monday: Deadline to request comprehensive exam or dissertation defense date	April 6
Week 13	Monday: Last day to hold comprehensive exam or dissertation defense	April 20
Week 15	Monday: Last day to uploaded final dissertation	May 4

### Committee Dissertation Timeline for a Spring Semester

Week	Action
1	
2	
3	Dissertation to chair for initial review- allow two weeks for review
4	Apply for Graduation
5	Meet with chair after he/she has reviewed chapters 4 and 5
6	
7	Dissertation to committee for first review- allow two weeks for review
8	
9	Private meeting with dissertation committee to discuss chapters 4 and 5
10	Make changes in chapters 4 and 5 based on committee input
11	Monday: Deadline to request dissertation defense date Dissertation to Committee- allow two weeks for review
12	Prepare short presentation on dissertation Clean up format in preparation for mechanical check
13	Monday: Last day to hold dissertation defense Submit dissertation to Graduate School for first mechanical check. Make changes to dissertation based on public defense.
14	When finalized, begin attempting to upload dissertation. Make formatting corrections as needed.
15	Monday: Last day to uploaded final dissertation
16	Graduation