**ADVANCED PATHOPHYSIOLOGY**

**The University of Texas at Arlington**

**College of Nursing**

**2142 N5315-001**

**Teacher:** Nancy Handy PhD., RN

**Guest lectures:** Mary Schira PhD., RN, ACNP-BC (Associate Dean CON), Venita Dasch RN, BSN, CCRN (Guest speaker) and Diane Snow PhD., CS, CARN, PMHNP (Director of Mental Health NP Program).

**Office Number:** Pickard Hall, Room 516

**Office Telephone Number**: Do not call or leave a message at UTA CON. Should students need to contact me by phone regarding course grades or an approved absence for a scheduled test, my cell number is 817-832-8959. If I am not available, please leave a message and I will return your call ASAP. Please do not call to discuss course content (questions and answers). This should take place on Blackboard (Bb) Discussion Board so all students can benefit.

**Email Address:** nhandy@uta.edu. Note: All email sent via Blackboard (<https://elearn.uta.edu>) is directed to your MavMail email.

**Faculty Profile:** <https://www.uta.edu/mentis/profile/?nhandy>

**Office Hours:** Mondays 3:00 to 4:00 by appointment only

**Section Information:** 2142-N5315 (001)

**Time and Place of Class Meetings:** There is only **one** In-Class Lecture (Course Orientation and lecture) on **January 15, 4:00 – 7:00**, Pickard Hall, Room 212. Attendance is strongly encouraged for students in all sections (001, 002, and 003). The purpose is to provide an opportunity for students to meet the teacher and each other (students frequently see “old friends” and colleagues), as well as to ask questions concerning course content and expectations. **Please** read the syllabus prior to this class so questions/concerns can be addressed. The recorded lecture will be available on Blackboard (Bb) the following day. Orientation information will not be recorded. (See Instructions for using Blackboard in this course, page 2).

**Description of Course Content:** This course focuses on developing an advanced knowledge base of pathophysiology across the lifespan. Principles of biochemistry, molecular biology and nutrition are applied to disease processes.

**Other Requirements and Instructions:** Students must have an up-to-date computer system with DSL or high speed internet in addition to e-mail and internet skills. There are three sections for Advanced Pathophysiology 5315. Students enrolled in section 2142-Nurs-5315-**001** will take **all three tests in-class in Pickard Hall at UTA**. Students enrolled in sections 2142-Nurs-5315-**002** and 2142-Nurs-5315-**003** will take **all three tests on-line. All tests for 001, 002, and 003 are taken simultaneously.**

Students taking Advanced Pathophysiology N5315, (regardless of their specific section 001, 002 or 003), are combined on Bb (<https://elearn.uta.edu>) in **2142-Nurs-5315-001**. The purpose is to facilitate consistent **teacher-student** communications of course content **(Discussion Board)**, as well as to facilitate **student-student** communications **(Coffee House)**.

Important note: For tests, only students enrolled in sections **002 and 003** will have access to the on-line tests on the same Bb site **(2142-Nurs-5315-001 Advanced Pathophysiology).** Students enrolled in section **001** are blocked from access to the on-line tests because they will be taking the same test in-class. Once all students have taken a test (001 in-class and 002, 003 on-line), they will be able to access their grades on Bb within 1-2 days. It takes about 24 hours to receive the in-class test results from OIT, and in this course all grades (all three sections) are released to students at the same time. See Descriptions of major assignments and Tests with dates on page 3.

**Instructions for using Blackboard in this course:**

To login (<https://elearn.uta.edu>) use your UTA NetID and corresponding NetID Password. This takes you to the Home Page. In the left column, you will see **2142-Nurs-5315-001-Advanced Pathophysiology Spring.** In the left column, see Announcements, Start Here, Syllabus, Grades, Discussions, UTA Email (MavMail), Student Resources, and ClassRev Recordings (Camtasia Relay VOD and POD lecture links).

Discussions on the home page will take students to the Discussion Board and Coffee House. The **Discussion Board** is for **teacher-student** communications, and **Coffee House** is for **student-student** communications. Note “Create Forum” on this page**. Do not use Create Forum**. To post a question to the teacher, click Discussion Board, click **Create Thread**, enter subject, message and submit. Do the same to post questions/comments to students but use the Coffee House—not the Discussion Board.

In an effort to prevent redundancy regarding student questions and teacher responses, **please** check prior discussion board threads (topics) before posting a question. It may have already been addressed. If the question is related to the same thread, although somewhat different, then click the thread, click reply, state the question and click submit. For a “new” topic, click Create Thread, enter title, and state the question/comments and submit. That’s it!

ClassRev Recordings—Steps to access the recorded VOD lectures:

1. Click ClassRev Recordings.
2. Select lecture-link to view (e.g., Week 1, 1st hr) and Ctrl click the link.
3. Ignore the message “The content below is outside the Blackboard Learn environment”.
4. Note “Your download will start shortly. If it does not, click here”. A bar will appear at the bottom of the screen “**Only Secure Content is displayed**”. Click Show all content.
5. Wait until screen appears (it may take a couple of minutes, be patient). If it does not appear, you may have to repeat “click here”.
6. To start the lecture, click arrow in center of the screen. To return to the main page after viewing the lecture, click MyBlackboard (upper left side of screen). Note: VOD and PODCAST LINKS ARE INTENDED FOR ENROLLED STUDENTS ONLY.
7. FYI: Some weekly lectures are divided into 1st hour, 2nd hour and 3rd hour, while others are 1st half and 2nd half.

Private mail (MavMail) is for a single student. I may use (if appropriate) the Discussion Board to respond to a student’s question if sent by private mail. For example, if I thought other students would benefit from my response; I would delete the student’s name and post the question with my response on the Discussion Board**. I *prefer all* students to post questions concerning course content on the Discussion Board rather than private mail.**  There are no assigned group activities that require student participation. Students are expected to read (and will be accountable for) all teacher-student Discussion Board communications. Use your time in this course to read, study, and learn. And, don’t hesitate to ask questions. In posting questions, state your understanding of the topic and then state your question and/or area of confusion. **See Computer Requirements at end of the syllabus.**

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

1. Apply knowledge of normal physiology and pathologic alterations across the lifespan expressed as diseases of organs and systems.
2. Use knowledge of environmental factors that influence genetically linked diseases.
3. Examine life-style measures associated with the prevention, restoration, and/or modification of disease processes.
4. Synthesize current research findings with evidenced-based guidelines for the management of selected diseases.

**Required Textbooks and Other Course Materials:**

**Required:** Kumar, Vinay., Abbas, Abul K., and Aster, Jon C. (2013) **Robbins** **Basic Pathology** 9th ed. Elsevier Saunders, Philadelphia PA. FYI: Students will also need Robbins Basic Pathology for their NP courses. Handy’s Patho Notes Part I, II & III will be available for purchase by January 2nd at Bird’s Copies located at 208 South East Street, Arlington, TX 76010. If preferred, students may have Handy’s Patho Notes delivered by mail. To order the notes, Bird’s phone number is 817-459-1688 and email address is: [www.birdscopies.com](http://www.birdscopies.com). Students will need Part I for the first 5 lectures (Test #1), Part II for lectures 6-10 (Test #2), and Part III for lectures 11-15 (Test #3). Note: Test #3 will also include content from Part I, but not Part II. **Optional but strongly recommended:** Guyton, A.C. & Hall, J.E. (2011) Textbook of Medical Physiology, 12th ed. Philadelphia: W.B. Saunders. Both textbooks can be purchased at the UTA Bookstore. Address is 400 S. Pecan S. Arlington, TX 76010. Email is uta@bkstr.com.

**Descriptions of major assignments and tests with dates:**

There are no graded assignments posted on Blackboard (Bb) (<https://elearn.uta.edu>) although there will be clinical cases posted on the Discussion Board to assist students in their learning. ***Students are expected to read ALL posted teacher-student communications.*** Consider this information part of course content. The exception would be information or articles titled **FYI**. For this course, **FYI** indicates the students will more than likely need the information for future courses and clinical practice, but they will not be held responsible for the information in this course, unless the information is included in Handy’s Patho Notes or lecture.

There are 3 multiple-choice (in-class) tests: **Test #1, 2/19/14** (50 questions) 4:00 – 5:00, **Test #2,** **4/02/14**, 50 questions, 4:00 – 5:00 and **Test #3, 5/07/14** (69 questions), 4:00 – 5:30. A practice test will be posted on the Discussion Board two weeks prior to Test #1. A couple of the questions may relate more to content in Part II (Test 2), so the score on the practice test is irrelevant. Students just need to be comfortable with the process. See study guide questions at the back of each Handy’s Patho Notes in preparing for tests.

All tests will be taken in Room 212, Pickard Hall. Students will need their UTA ID number for tests. Scheduled dates and times are mandatory for tests except for an acute illness or an emergency which prevents the student from taking the test. I must approve the absence, prior to the test for it to be an excused absence, unless an emergency prevented notification. If approved, the test must be taken within 24 hours from the regular scheduled time or at an approved date and time. **Vacations, work schedules, other courses, business meetings and family functions will not be considered for an excused absence or date for a make-up test.** An unexcused absence will result in a grade of zero for the test. Make-up tests may have a different set of questions.

**Grading Policy:**

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

Course Grading Scale

A = 90 to 100

B = 80 to 89

C = 70 to 79

D = 60 to 69 (Students cannot progress.)

F = below 60

Grades for each test should be available on Bb grade center no later than the following Monday. The student’s course grade will be calculated 30%, 30%, and 40% respectively for Tests #1, #2, and #3, or the grade for Test #1 **ONLY** will be dropped and the grades for Tests #2 and # 3 averaged (50% each). Test # 3 will contain questions over content from Part I, as well as Part III, but not Part II. The student’s final course grade will be the higher grade for the two calculations. **Completion of all three tests is mandatory in order to have the option of dropping Test # 1 and averaging Tests # 2 and #3.**

Each test score with a decimal fraction will be rounded off to one decimal place. If the digit to the right of the decimal is 5 or greater, the digit will be dropped and the preceding number increased by 1. If the digit to the right of the decimal is less than 5, the preceding number will not be altered. For example, a test score of 89.5 will be rounded to 90 (A) and a score of 89.4 will remain unaltered (B). There are no exceptions.

**Make-up Tests:** If approved by the teacher, students will need to schedule an appointment with Sonya Darr at sdarr@uta.e.du. Please allow a **24 hour** advance notice when scheduling.

**Test Reviews:**  Following Test #1 and Test #2, a keyed test and the students’ test results (for all three sections: 001, 002, and 003) will be available in Room 212 for review with the teacher. The dates are **2/26/14** (Test #1) and **4/09/14** (Test #2). For Test #3, students must make an appointment with Sonya Darr (Senior Office Assistant).

Students who want to review their tests should make every effort to attend the in-class test reviews. If this is not possible, students will need to make an appointment with Sonya Darr to review their tests within two weeks after the date of the in-class test review. Test reviews with Ms. Darr occur on Tuesdays and Thursdays at 10:00 am or 3:00 pm for 30 minutes; however she does not discuss course content with students. Students can review the questions they missed and the correct answer. To schedule a test review, email sdarr@uta.edu. Please allow a 24 hour advance notice.

**Expectations for Study:** A general rule of thumb: for every credit hour earned, a student should expect to have a minimum of 3 hours per week reading, studying (mastering the content) in preparation for tests. These 9 hours are beyond the time required for viewing the VOD lectures on-line. Prerecorded lectures are available on-line each week. Once a lecture is posted, it will be available for the entire semester. Students may view it multiple times if they prefer**. A word of warning: do not get behind in this course. Keep current with the course content and assigned readings on a weekly basis.**

**Grade Grievances:** Any appeal of a grade in this course must follow the procedures and dealines for grade-related grievances as published in the <http://grad.pci.uta.edu/about/catalog/current/general/regulations/#gradegrievances>.

**Drop Policy:** 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 Office of Financial Aid and Scholarships at <http://wweb.uta.edu/aao/fao/> . The last day to drop a course is listed in the Academic Calendar available at <http://www.uta.edu/uta/acadcal.php?session=20141>

1. A student may not add a course after the end of late registration. January 13-January 17, 2014.
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) Contact course faculty to obtain permission to drop the course with a grade of “W”.

(2) Complete the form, sign electronically, (available at <http://www.uta.edu/nursing/msn/msn-forms/> ) email to the course faculty for their electronic signature using the envelope located in the toolbar at the top of your screen and copy your graduate program advisor using the appropriate email: MSN-NP – sdecker@uta.edu

(3) Contact the graduate program advisor to verify the approved form was received from the faculty, the course drop was processed and schedule an appointment to revise student degree plan.

1. Students who drop all coursework at UTA must check the RESIGN box. Students staying in a least one course and dropping other coursework will check the DROP COURSE(S) box.
2. 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://grad.pci.uta.edu/faculty/resources/advisors/current/>

**Census Day: Wednesday, January 29, 2014**

**Last day to drop or withdraw: March 28, 2014**

**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.*

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 the University policy, which may result in the student’s suspension or expulsion from the University.

"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."

As a licensed registered nurse, graduate students are expected to demonstrate professional conduct as set forth in the Texas Board of Nursing rule **§215.8. in the event that a graduate student holding an RN license is found to have engaged in academic dishonesty, the college may report the nurse to the Texas BON using rule §215.8 as a guide.**

**Plagiarism:** Copying another student’s paper or any portion of it is plagiarism. 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/plagiarism/index.html>

**Student Support Services**: UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include tutoring, major-based learning centers, developmental education, advising and mentoring, personal counseling, and federally funded programs. For individualized referrals, students may visit the reception desk at University College (Ransom Hall), call the Maverick Resource Hotline at 817-272-6107, send a message to resources@uta.edu, or view the information at [www.uta.edu/resources](http://www.uta.edu/resources).

**Electronic Communication:** The University of Texas at 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>. If you are unable to resolve your issue contact the Helpdesk at helpdesk@uta.edu. ***Students are responsible for checking their MavMail regularly.***

**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>.

**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. During this week, classes are held as scheduled. In addition, instructors are not required to limit content to topics that have been previously covered; they may introduce new concepts as appropriate.

**Emergency Exit Procedures:** Should we experience an emergency event that requires us to vacate the building, students should exit the room and move toward the nearest stairwell. When exiting the building during an emergency, one should never take an elevator but should use the stairwells. Faculty members and instructional staff will assist students in selecting the safest route for evacuation and will make arrangements to assist handicapped individuals.

**Librarian to Contact:**

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| **Antoinette Nelson, MLS - Department Head: STEM Outreach & Scholarship**Science & Engineering LibraryNedderman Hall BO3| Box 19497 | Arlington, TX 76019817.272.7433 (W) | 817-235-4411 (C) | 817-272-5803 (F) <http://www.uta.edu/library/sel/> | nelsona@uta.edu<http://libguides.uta.edu/profile/nelson> Research Information on Nursing: [**http://libguides.uta.edu/nursing**](http://libguides.uta.edu/nursing) |

Library Home Page <http://www.uta.edu/library>

Subject Guides <http://libguides.uta.edu>

Subject Librarians <http://www.uta.edu/library/help/subject-librarians.php>

Database List <http://www.uta.edu/library/databases/index.php>

Course Reserves <http://pulse.uta.edu/vwebv/enterCourseReserve.do>

Library Catalog <http://discover.uta.edu/>

E-Journals <http://liblink.uta.edu/UTAlink/az>

Library Tutorials <http://www.uta.edu/library/help/tutorials.php>

Connecting from Off- Campus <http://libguides.uta.edu/offcampus>

Ask A Librarian [http://ask.uta.edu](http://ask.uta.edu/)

**Course Schedule.**

As the teacher for this course, I reserve the right to adjust the schedule in any way that serves the educational needs of the students. **This does not apply to scheduled test dates.**

Students will find Guyton and Hall Textbook of Medical Physiology more helpful as a reference the first 5 weeks and then both textbooks (Guyton and Hall Textbook of Medical Physiology and Robbins Basic Pathology) the remainder of the semester. The sequence of lecture content varies from any one specific textbook chapter; therefore, see Handy’s Patho Notes for the appropriate Textbook chapter/pages relevant to lecture content. There will also be course content not available in either textbook. Students attending orientation, the only one in-class lecture on January 15, are not expected to read and/or prepare in advance. Just come to class and we’ll get started. Students will need to bring Handy’s Patho Notes Part I and the course syllabus. No textbooks are needed.

**PART I Cell physiology & injury, Lipid metabolism/function, Cellular components/metabolism, SI Units, Electrolytes, Nervous System, DNA/RNA, Free Radicals**

Note: The Camtasia VOD lectures and POD site is available on Class Rev Recordings. Handy’s Patho Notes, although required, are intended to be used in conjunction with the required and/or recommended textbooks (Basic Pathology and Guyton respectively). The Patho Notes are revised and expanded periodically; therefore the pages cited in a VOD lecture (depending on date of recording) may vary from the pages cited in the Notes. Use the Notes for the correct pages in reference books.

**Week 1**:

Student introductions, course orientation, and in-class lecture Note: The VOD lecture will be available the following day. Patho notes: pages 1-3.

Week 2

VOD lecture on Bb, Patho notes: pages 4-17

**Week 3**

VOD lecture on Bb, Patho notes: pages 17-30

Week 4

VOD lecture on Bb, Patho notes: pages 31-50

Week 5

VOD lecture on Bb, Patho notes: pages 51-89

Week 6

Test #1 Room 212: February 19, 4:00 – 5:00

**PART II: Gastrointestinal system, Immune system and Cardiovascular System**

VOD lecture, GI System, Patho notes: pages: 1-13

**Week 7**

VOD lecture, Patho notes: pages 14-27

Week 8

VOD lecture, Patho notes: pages 28-45

Immune system, Patho notes: page 1

**Week 9**

VOD lecture, Patho notes: pages 2-22

Week 10

VOD lecture, Patho notes: pages 23-36,

Hematopoietic System: pages 1-9 are not covered in lecture

Cardiovascular System, VOD lecture, Patho notes: pages 1-31

Week 11

Test #2 Room 212, April 02, 4:00 – 5:00

**PART III: Neuro Dynamics, Renal, Respiratory, Endocrine, and Psychobiology**

VOD lecture, Neuro Dynamics A Clinical Approach: Guest Lecture by Venita Dasch RN, BSN, CCRN. See Venita Dasch’s notes in Handy’s Patho Notes (Part III).

Week 12

VOD lecture, Kidney Pathophysiology by Dr. Mary Schira, Associate Dean UTA Graduate Program

Dr. Schira’s power-points will be posted on Bb the week of her lecture.

Patho notes by Nancy Handy, pages 1-21

Week 13

VOD lecture, Respiratory System, Patho notes: pages 1-7

**Week 14**

VOD lecture: Patho notes: pages 7-13

Endocrine System, Patho notes: pages 1-9 (not covered in lecture); pages 10-23 covered in lecture

**Week 15**

VOD lecture (1st hr); Patho notes: pages 14-23

VOD lecture: (2nd, 3rd hr): Psychobiology and Brain Disorder by Dr. Diane Snow, Director Psychiatric Nurse Practitioner Program. Dr. Snow’s power points for lecture are included in Handy’s Patho Notes. No additional lecture content is provided. However, there may be recommended articles (FYI) posted on Bb from Dr. Snow.

Week 16

Test #3 Room 212, Dec. May 07, 4:00 – 5:30

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**UTA 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 Dr. Mary Schira, Associate Dean- Department of Advanced Practice Nursing. The complete policy about encumbered licenses is available online at: [www.bon.state.tx.us](http://www.bon.state.tx.us)

**MSN Graduate Student Dress Code:** The University of Texas at Arlington College of Nursing expects students to reflect professionalism and maintain high standards of appearance and grooming in the clinical setting. **Clinical faculty has final judgment on the appropriateness of student attire and corrective action for dress code infractions. Students not complying with this policy will not be allowed to participate in clinical.**

**Please View the College of Nursing Student Dress Code on the nursing website:** <http://www.uta.edu/nursing/msn/msn-students> **.**

**UTA Student Identification: MSN Students MUST be clearly identified as UTA Graduate Students and wear a UTA College of Nursing ID in the clinical environment.**

**Blood and Body Fluids Exposure:** A Health Verification form was signed by all MSN students at start of the program documenting personal health insurance coverage. All MSN students have mandatory health insurance and will need to manage exposure to blood and fluids. Current CDC guidelines can be found at:<http://www.cdc.gov/>

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

**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/msn/msn-students>

**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: is <http://www.uta.edu/nursing/student-resources/scholarship> 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.

**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.***

**Writing Center:** The English Writing Center, Room 411 in the Central Library, provides support to UT-Arlington undergraduate and graduate students and instructors. Undergraduate and graduate student consultants in the Writing Center are trained to help student writers at any stage in their writing processes. Consultants are trained to attend to rhetorical and organizational issues that instructors value in student writing. Although consultants will assist students in identifying and correcting patterns of grammatical or syntactical errors, they are taught to resist student entreaties to become editors or proofreaders of student papers.

The Writing Center offers tutoring for any assigned writing during enrollment at UT-Arlington. Individuals may schedule appointments online by following directions available at [www.uta.edu/owl](http://www.uta.edu/owl), or by visiting the Writing Center.

The Writing Center Director, Assistant Director, or tutors are available to make classroom presentations describing Writing Center services. The Writing Center also offers workshops on topics such as documentation and will design specialized workshops at the request of instructors. To schedule a classroom visit or inquire about a workshop, please e-mail or call Tracey-Lynn Clough, Writing Center director, at clought@uta.edu or 817-272-2517.

**Departmental Office/Support Staff**

**Learning Resource Center (LRC) 817-272-2985**

**Yero Coffee 817-272-1255 or** **coffee@uta.edu** **(Computer User Service Assistant/ Bb technical assistance)**

**HELP DESK: 817-817-272-2208 (Computer assistance)**

***Department of Advanced Practice Nursing Office/Support Staff***

**Mary Schira,** PhD, RN, ACNP-BC

Associate Dean and Chair; Graduate Advisor

Email: schira@uta.edu

**Sheri Decker**, Assistant Graduate Advisor

Office # 606-Pickard Hall, (817) 272-0829

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**Computer Requirements**

The following information regarding computer requirements and directions for viewing lectures (VOD), or audio recordings (POD) was provided by The Learning Resource Center. To view lectures on the VOD page, students will need **all** of the following software installed on their computer: Adobe Flash Player and Adobe Shockwave Player, Microsoft Silverlight, and Apple Quicktime Player.

How to install Microsoft Silverlight (Provided by Yero Coffee)

To install the Microsoft Silverlight plug in for your computer (OS X orWindows) follow the steps (1-4) below:

1. Open web browser. Navigate to the web page: http://www.microsoft.com/getsilverlight/Get-

Started/Install/Default.aspx. The web page will read the version of Silverlight that is installed. If

browser says that you need to install or update Silverlight, go to step 2. If the page gives the

message that your Silverlight is up to date, you are done.

2. If you receive the message that you need to install or update Silverlight, click the link to begin installing Silverlight.

3. **If using Internet Explorer**, A windows will open to begin the Silverlight installer. Click next to begin the installation. After installation click close. **If you are using Mozilla Firefox or Apple**

**Safari**, you will be prompted to save the file. When file has completed downloading, close your web browser and navigate to where file was saved and double click file to begin installation.

Click button to begin the install process. Click close to finish the installation.

4. Restart your web browser if it does not restart and navigate back to the webpage above. The

Page will notify that you are running the most current version of Silverlight. If you are using Windows XP, Vista,7 or 8, you can install Silverlight by using the Windows/Microsoft

update feature. After opening windows update, scan for available updates. After the scan, check under the heading optional updates, click the check box by Silverlight and click ok. Click the install button to install the update.

Should you have problems playing any of the videos, contact the Learning Resource Center for assistance. The address is LRCServices@uta.edu. The number is 817-272-2985. If there are issues with your UTA Net ID username and password, please contact the OIT (Office of Information Technology) Helpdesk at 817-272-2208. The internet browser recommended for Bb is Mozilla Firefox.

Mozilla Firefox: <http://www.mozilla.com>

Apple Safari: <http://www.apple.com/downloads>

Google Chrome: <http://www.google.com/chrome>

**Podcast:** If you would like to also access files on the Podcast page, which is optional, you will need one of the following players: Apple Itunes, Windows Media Player or compatible player, any MP3 media player.

Podcast page: <http://bokuto.uta.edu/5315/podcast/dircaster.php>

**How to subscribe to a Podcast page: Simple Instructions provided by Yero Coffee, Computer User Service Assistant (LRC)**

These are the simple instructions on how to subscribe a podcast page for multiple podcast receivers. If you should have issues accessing the podcast page in either Google Chrome or Camino web browsers, try using Internet Explorer, Mozilla Firefox or Apple Safari.

The Podcast Receivers/Catchers we recommend are (all programs are freeware software):

ITunes (Mac& Windows), Miro, Media Monkey, Ziepod & Winamp

All programs have been tested and used.

You can use ITunes, Media Monkey, Ziepod and Winamp to sync podcasts to your IPod or other portable media players.

**Subscribe to Podcast Page using ITunes.**

1. Open web browser and navigate to podcast page. Highlight and copy the podcast page web

 address.

2. Open ITunes.

3. Click the Advanced Menu Option. Scroll down and click the “subscribe to podcast” menu option.

4. In the “subscribe to podcast” box, paste the podcast page web address and click ok.

5. The title of the podcast page will appear with an orange circle with a spinning white arrow.

To see all of the podcast files for the page, click the triangle arrow beside the podcast page title. To

download an individual file, click the “get button” beside the file. To download all of the podcast file,

click the “get all” button beside the podcast page title.

**Subscribe to Podcast Page using Miro.**

1. Open web browser and navigate to podcast page. Highlight and copy the podcast page web

address.

2. Open Miro.

3. Click the “Sidebar” Menu Option. Scroll down and click the “Add Podcast” menu option.

4. In the “Add Podcast” ” box, paste the podcast page web address in the url text field and click the

“create podcast” button.

5. The title of the podcast page will appear in the side bar below the “Podcast” heading. To

download the podcast file, click the download button under the podcast title. To download

multiple podcast files, click one file and then click the control(ctrl) key and select the other files

you wish to download, or click one file and then hold down the shift key and click the last file in

the range of files you wish to download. Right click on a highlighted file and click the download

option.

**Subscribe to Podcast Page using Media Monkey**

1. Open web browser and navigate to podcast page. Highlight and copy the podcast page web

address.

2. Open Media Monkey.

3. Right click on the “Podcast Subscriptions” heading in the sidebar.Choose the “Subscribe to new

podcast” menu option.

4. In the “Subscribe to new podcast” dialogue box, paste the podcast page web address. Change the customize podcast option and click the ok button.

5. The podcast subscription will appear in the Sidebar under the Podcast menu heading. Click the

download button to download a file.

6. Double click a file to begin playing file. Right click on the file, scroll down and chose the

“download” option to download the podcast file.

All podcast video files will appear under the Videos section on the Sidebar. All audio podcast files will appear under the Audio section on the Sidebar.

**Subscribe to Podcast Page using Winamp**

1. Open web browser and navigate to podcast page. Highlight and copy the podcast page web

address.

2. Open Winamp.

3. Click the “Media Library” tab. Scroll down and click the triangle arrow beside the “Podcast

Directory” Option. Select the “Subscriptions” sub option.

4. Below the “Podcast” window (to the right of the media library), click the “Add” button. The “Add

RSS Subscription” box appears.

5. Paste the podcast page web address in the “Add RSS Subscription Box” and click ok.

6. The podcast subscription will appear in the Podcast window. Select the Podcast Feed to view all

of the podcast files available. Click a file to play the file. Select a file and click the download

button at the bottom of Winamp Player. To download multiple file, select a file, hold down the control key (ctrl) and select additional files. Or select a file, hold down the shift key and choose

the last file in a range to select the group.

**Subscribe to Podcast Page using Ziepod**

1. Open web browser and navigate to podcast page. Highlight and copy the podcast page web

address.

2. Open Ziepod.

3. Click the “Subscriptions” Option, the Podcast Subscriptions window will open.