**NURS 6310: Proposal Development Seminar**

Spring 2014

**Instructor:** Lauri D. John, PhD, RN, CNS (oncology), Clinical Assistant Professor

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**Faculty Profile:** <https://www.uta.edu/mentis/public/#profile/profile/view/id/2799/>

**Office Hours:** By appointment

**Section Information:** NURS 6310-001

**Time and Place of Class Meetings:** PKH 525 (except PKH 514 on 1/24), 1 to 3:50 PM on selected Fridays (except 1:30 start time on days of lunchtime seminars):

January 17, 24, & 31

February 7, 21, & 28

April 25

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

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

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

**Required Textbook:**

Wood, M. J., & Ross-Kerr, J. C. (2011). Basic steps in planning nursing research: From question to proposal (7th ed.). Sudbury, MA: Jones & Bartlett. ISBN 978-0-7637-7179-9

**Recommended Textbooks and Other Course Materials:**

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

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

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

Research texts of your choice

**Course Topics:**

Characteristics of strong proposals

Content of the proposal chapters

**Teaching Methods/Strategies:**

Seminar discussion, online discussion, student presentations

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

**CourseRequirements:**

1. Participation in class discussions and seminars
2. Refinement of succinct and clear writing
3. Submission of chapters for the dissertation proposal (Chapters 1, 2, and 3)

**Grading Policy**: Pass/Fail based on submission of assignments. **Students must submit all assignments on Blackboard in order to pass the course.** There are no options for extra credit.

**Course Assignments and Grading Criteria**

The course is a pass/fail course. You will have the opportunity to seek input from peers and the faculty during class and in online discussions. Submitting all assignments and participation in discussion board on the designated weeks are required to pass the course.

**Class Schedule**

Each seminar will begin with a short discussion of content. The remainder of the seminar will be discussion about application of the content to students’ proposals. Suggested readings for the classes are from the required text for this course. Students are expected to review additional texts, articles, and other resources as needed to achieve the course outcome of developing a proposal for the dissertation.

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| --- | --- | --- | --- |
| Date | Topics, Activities | Suggested Readings | Assignments |
| 1/17  Class 1 | Overview of the course  Chapter 2: Review of the Literature | W & R-K: Chapter 13 & 4 | Student Info Form Due |
| 1/24  Class 2 | Chapter 3: Design, Measurement | W & R-K: Chapter 6, 7, 8, 9, 10 | Learning Contract Due |
| 1/31  Class 3 | Chapter 3: Human Subjects and Data Analysis Plan | W & R-K: Chapter 11, 12 |  |
| 2/7  Class 4 | Chapter 1: Overview, Framework, Assumptions | W & R-K: Chapter 1, 2, 3, 5 |  |
| 2/14 | Discussion Board |  | Discussion Board Posts |
| 2/21  Class 5 | Chapter 4: Findings |  | **Proposal Chapter Due** |
| 2/28  Class 6 | Chapter 5: Discussion |  |  |
| 3/7 | Discussion Board |  | Discussion Board Posts |
| 3/14 | **Spring Break!** |  |  |
| 3/21 |  |  | **Proposal Chapter Due** |
| 3/28 | Large Database Workshop |  |  |
| 4/4 | Discussion Board |  | Discussion Board Posts |
| 4/11 | Discussion Board |  | Discussion Board Posts |
| 4/18 |  |  | **Proposal Chapter Due** |
| 4/25  Class 7 | Student Proposal Presentations |  | Documentation of Learning Outcome  Proposal Presentations |

**Dissertation Committee Timeline for a Spring Semester**

|  |  |
| --- | --- |
| Week | Action |
| 1 |  |
| 2 | Dissertation to chair for initial review- allow two weeks for review |
| 3 | **Apply for Graduation** |
| 4 | Meet with chair after he/she has reviewed chapters 4 and 5 |
| 5 | Make changes as recommended by chair. Submit to chair again. |
| 6 |  |
| 7 | If chair agrees, 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 | End of the Week: Graduation |

**UT ARLINGTON & COLLEGE OF NURSING POLICIES/INFORMATION**

**Drop Policy:** Students may drop or swap (adding/dropping a class concurrently) classes through self-service in MyMav from the beginning of the registration period through the late registration period. After late registration, 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 dropped automatically 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. The last day to drop a course is listed in the Academic Calendar available at [http://www.uta.edu/uta/acadcal.](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 under MSN forms on the MSN page of the CON website <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 at <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. For additional information concerning withdrawal, see the section in the Graduate Catalog titled Withdrawal (Resignation) From the University. <http://grad.pci.uta.edu/about/catalog/>

**Last Day to Drop or Withdraw: March 28, 2014**

**Americans with Disabilities Act:**  UTA 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 UTA 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 UTA 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."

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.*

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, journals, electronic sources) 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 UTA Central Library via <http://library.uta.edu/tutorials/Plagiarism>

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

**Electronic Communication Policy:** UTA has adopted MavMail as its official means to communicate with students about important deadlines and events as well as to transact university-related business. 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. For information about activating/using MavMail: <http://www.uta.edu/oit/cs/email/mavmail.php>. 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.

Students are responsible for having a functioning computer and being familiar with its use. For example, papers must be written in Word software (presentations in Powerpoint) and uploaded into Blackboard. You must be able to open documents in Word, power point presentations, and other files. If you have difficulty with your computer, it is your responsibility to problem-solve that issue. You may always phone or email the Help Desk in the UTA Library at 817-272-2208, or you can email them at [helpdesk@uta.edu](mailto:helpdesk@uta.edu)

**Use Blackboard for all course correspondence (e-mail and discussions).** Blackboard and UTA email should be checked at least every other day except weekends and holidays. In general, faculty will check Blackboard and UTA email daily with the exception of weekends and holidays. An immediate response to emailed questions is not guaranteed, particularly within the 48 hour window before an assignment is due or on weekends or holidays.

The discussion board should be viewed as a public and professional forum for course-related discussions. The tone of postings should be professional in nature. Although constructive discussion and feedback is important in a learning environment, 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 Board. Refer to the Student Handbook for more information.

**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>.

**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 exit. 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: Peace Williamson**, Nursing Librarian

Office: Central Library 216

E-mail: [peace@uta.edu](https://owa.uta.edu/owa/johnld@exchange.uta.edu/redir.aspx?C=1VgvZNHqXkO5UO_weVIRBxjM5ziT3tBIVD9_ZGFFmUmsRb2CafLV2YA_GlWVouTwveb3hGWAoQc.&URL=mailto%3apeace%40uta.edu)

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

**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)

**Student Code of Ethics:** UTA 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 MSN 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 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.

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

**Jennifer Gray,** RN, PhD, FAAN

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