**NURS-SS 2232:** Professional Nursing and Life Skills

Spring 2014

**Lead Teachers and Faculty**

Ceil Flores, RN, MSN, CNE

Lynn Cope, MSN, CNE, BC-RN

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**Office Telephone Number**

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**Email Addresses:**

Please contact through Blackboard first

[cope@uta.edu](mailto:cope@uta.edu); [cflores@uta.edu](mailto:cflores@uta.edu) harber@uta.edu

**Office Hours:**

Usual hours are Monday-Friday 0900-1700. Please ask for appointment via Blackboard or email.

**Time and Place of Class Meetings:**

This is an online course. A minimum of one discussion board posting is required most weeks. You are expected to check Blackboard and your UTA student email *at least* daily. Please communicate with your lead teachers through BB (course email); we will ONLY respond to emails sent from UTA accounts. Academic coaches are not used in this course. Please communicate with your lead teachers.

**Description of Course Content:**

**NURS-SS 2232 PROFESSIONAL NURSING AND LIFE SKILLS** (2-0). This course will assist students who experience challenges with testing, time management, study skills, clinical practice, and/or professional behavior. Prerequisite or Co-requisite: None.

**REQUIRED for COURSE ENROLLMENT:**

* Any student, who has a previous failure, including pre-nursing courses, pathophysiology or pharmacology
* Any student who scored less than 750 on two end of course HESIs
* Any student who scored less than 700 on Foundations, Med-Surg, and Critical Care HESI

**REQUIREMENTS OF THE COURSE:**

* Students who are required to take the course *will not be allowed to progress* in the nursing program without successfully completing the course with a C or above.

**RECOMMENDATION for COURSE ENROLLMENT:**

* Any student who wishes to improve test taking strategies, time management skills, and clinical skills.
* Students who has made 75% or less on any nursing course are strongly encouraged to enroll in this course
* Any student who has dropped a nursing course because of potential failure

**Student Learning Outcomes:**

At the completion of the course, the student will:

* Demonstrate effective time management skills
* Utilize test taking strategies, using a defined process
* Implement weekly study plan
* Identify strengths, weaknesses, and barriers to learning
* Implement a plan, based on individual learning style, to incorporate skills into studying and test preparation
* Plan care for one patient using case study and/or simulations

**Requirements:**

Attend the beginning of course webinar during the first week of the course. The time of the webinar will be based on student and faculty availability. Syllabus will be discussed and how course outcomes will be met. Webinar will be recorded. You are responsible for all material in the syllabus. Submit signed syllabus to assignment drop box by end of first week of class.

**Required Textbooks and Other Course Materials:**

Silvestri, L. (2014). Saunders strategies for Test Success: Passing Nursing School and the NCLEX. St. Louis. MO: Elsevier. ISBN: 9781455733194 **or** 2nd edition (2010) ISBN: 9781416062028 Straker, K. C. & Kelman, E. G. (2007). Vital skills: Study strategies every nursing student must know. Houston, TX: Karista Press ISBN 9780979847509

Elsevier Evolve Apply Case Studies – ISBN 9781416060062 (purchased as JR I student)

**If JR II, SR I, or SR II:**

Silvestri, L. (2011). Saunders Comprehensive Review for the NCLEX-RN Examination

St. Louis, MO: Elsevier. ISBN: 9781437708257. **Must have 5th edition or higher with CD**

**Recommended, not required:**

**For JR I and beyond:**

Course specific test guide (Hogan course specific review books or Success Series books)

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

Course Schedule with dates and assignments available on Blackboard. Each assignment has a detailed description and grading rubric. Please refer to the rubric and use it as a guide.

**Course Content:**

In N 2232, the following topics will be covered, but not limited to:

* Time Management
* Test preparation and study skills
* Test taking strategies
* Prioritization and delegation
* Planning patient care

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

* Simulation (VCE)
* Reflective journals
* Discussions and discussion board postings
* Computer Assisted Instruction
* Reading and writing assignments
* APA papers
* Case studies or Patient Reviews
* Quizzes
* Nursing Care Plans
* Concept Maps

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**Grading Policy**:

In order to pass the course, you must complete the starred\*\* assignments. All assignments must be submitted to the BB assignment drop box using a word doc or excel spreadsheet. For further information, refer to the Student Handbook.

**Quizzes\*\* 20%**

Quiz 1 10%

Quiz 2 10%

**Other assignments 80 %**

Initial paper 10%

End of course paper 10%

Semester calendar**\*\*** 5%

Weekly calendar 15%

Class participation 15%

In class quizzes 5%

Journals 5%

Test preps 6%

Five day test plan (2) 4%

Evolve Case studies 5%

Total % of grade **100%**

**\*\*You cannot pass the course if these assignments are not completed.** If the assignments are turned in late, you will not receive credit. Please contact the lead teacher in advance if you are having difficulty meeting the course requirements.

In order to successfully complete an undergraduate nursing course at UTA, the following minimum criteria must be met:

70% weighted average on non-proctored quizzes and assignments.

**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.***

**COURSE WORK: Quizzes (20%)**

**Quizzes: (20%)**

* There are two quizzes for the course (10% each quiz). The quizzes are timed and are open book. You can use your books or other resources available to you to complete the quiz.
* You may not work with other students on the quiz. You MUST complete both quizzes to pass this course. You MUST cite your source as needed.
* Rationales questions will be provided after all have completed the quiz.
* Quizzes are available on BB
* If you are unable to take the quiz when schedule, due to illness or other unforeseen circumstance (such as an accident or death in family), you **must** contact the lead teacher prior to the start of the quiz.

**If you submit your quiz late, you will have a one point deduction for each minute late. Completing the two quizzes is required to pass this course!!**

**COURSE WORK: Written Assignments (80%)**.

**All assignments MUST be submitted online through the BB assignment drop box.**  Please do not email assignments, you will not receive credit. Use assignment drop boxes. Use word doc (or docx) and excel spreadsheets. Do not type in the textboxes as feedback cannot be given. *Assignments turned in seven days late will* ***not*** *be accepted for grading.*

**Papers (20%):** Two short one and a half -two pages type-written papers are required. Each paper is 10% of your grade. You must use a minimum of two references and follow APA format. Please refer to BB for detailed instructions and grading rubric.

**Calendar (24%):**  The ability to manage your time well can lead to positive outcomes. Two types of calendars are required.

**Semester (5%):** Initial overall calendar of the semester/course. You must include regularly scheduled activities, such as class, clinical, and tests. Please refer to BB for detailed instructions and grading rubric.

**Weekly (15%):**  Modify semester calendar based on actual time needed to complete assignments or other activities. Calendar is made prior to the start of the week. Activities for a minimum of 160 hours/ week must be recorded. Five calendars are required. Refer to the weekly schedule for the due dates.

**Five day test plan (4%):** Setting up a schedule to include all the material covered on a test is the purpose of the five day test plan. Two plans are required. Due date based on nursing course test schedules.

Please refer to BB for detailed instructions and grading rubric.

**Discussion board activities: (20%)**

Most weeks you will be given questions or issues to discuss on the BB discussion board (DB)s. The posting is due by Saturday at 2359. Your response should be typed into BB; do not attach your submission. Please refer to the rubric in BB for the grading criteria.

**Three exam preps (6%)**

Listen to three exam prep webinars and report on what you have learned and how you will apply that information when testing. Please refer to rubric for grading criteria.

**Test prep/course review sessions (6%)**

**Reflective journals (5%):**

Four short (~one page long) reflective journals are required. Topics are based on the subject discussed. Please refer to BB for instructions & rubric.

**Evolve Case Studies: Test Taking Modules (5%)**:

You will review five of thenine **Test Taking Tutorial modules**. Write a paper on what you have learned from the modules and how you will apply that to testing. Please refer to BB for detailed instructions and grading rubric.

**IMPORTANT NOTE:**

**No** assignments will be accepted for grading one week after the due date and will be considered late**. *Late assignments will receive a zero.***Some assignments are required to pass the course (denoted by asterisks on page 3)*.* Any assignment which you submit electronically must be received prior to the due date and time to receive full credit. 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. (One objective of this course is to improve time management skills!!) Computer crashes and server downtimes are not valid excuses. A pattern of late papers will be reflected on your final grade. *If you have questions or comments, please ask before the due time and date.*

**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 3, 2012 from <http://www.thirteen.org/edonline/concept2class/constructivism/>).

**STUDENT RESPONSIBILITIES:**

The student is expected to:

* All communication with faculty and other students will be professional and respectful. (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 discussion board activities as assigned
* Submit all assignments electronically through BB as described in syllabus. Textboxes should NOT be used; word documents or excel spreadsheets should be used for assignments.
* You MUST return books and other resources to the Student Success Office at the conclusion of the course, if you have checked any out. Your account will be charged if the books are not returned.
* Communicate needs/concerns related to the course directly to the lead teachers
* Make an appointment with the lead teacher(s) 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.

**Quizzes:**

**Guidelines for test taking:**

* You can take your quizzes at home in a non-proctored environment.
* You are allowed are to use resources available to you. If you copy something verbatim, you are **required** to cite the source.
* Quizzes will be timed.
* Multiple question types will be used on the quiz (such as multiple choice, fill in the blank).

**Rationales**

* Will be provided at the conclusion of the quiz.
* If you think another answer is correct, you must support your response with current nursing reference or textbook.

If you take the quiz after the due time/date, ***you will receive a one point deduction for every minute*** you are late. You MUST complete both quizzes to pass the course.

**Attendance Policy:**

Students are expected to be actively engaged in their learning. A start of course webinar will help orient you to the course; you are required to attend. Frequently checking Blackboard, at least daily, for announcements is expected. This is an online course; no class time is required or expected.

**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>).

Drop dates for AP courses: <http://academicpartnerships.uta.edu/documents/UTA_Drop_Dates.pdf>

**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.*

UT Arlington faculty members 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](mailto: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>.

**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.

**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
  1. Go to <http:///blackboard.uta.edu>
  2. Log on using the ID name and password given to you during registration.
  3. Click on N2232 Professional Nursing and Life Skills (this course).

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

**Professional Conduct on Blackboard**

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 the lead teachers.

**LIBRARY INFORMATION: Peace Williamson**, Nursing Librarian

(817-272-6208), Email:  [peace@uta.edu](mailto:peace@uta.edu)

Research Information on Nursing:

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

**UNDERGRADUATE**

**SUPPORT STAFF: Elizabeth Webb, *Administrative Assistant I, Pre-Nursing, JR1/2***

655 Pickard Hall, (817) 272-2776 ext. 1237

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

**Tabitha Giddings, *Administrative Assistant I, SR1/2***

655 Pickard Hall, (817) 272-2776 ext. 9227

Email: [tabitha.giddings@uta.edu](mailto:tabitha.giddings@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 at: <http://www.uta.edu/nursing/file_download/52/APAFormat.pdf>

**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>

**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.

***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.

Verification of Reading and Understanding Syllabus:

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have read and understand the contents of this syllabus. I agree to follow the guidelines outlined in the syllabus and will seek clarification as needed.

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Name (signed) Name (printed)

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Date

Please turn sign and submit to the assignment drop box by the end of the first week.