

Nurs 3561: Nursing of Adults
FALL 2014

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Faculty office hours will vary.

Time and Place of Class Meetings:

Tuesday – 1:00 – 3:50 pm, Pickard Hall 204

Wednesday – 1:00 - 3:50 pm Pickard Hall 204

Clinical: Day and location will vary per clinical group

Description of Course Content:

Application of the nursing process with emphasis on critical thinking, therapeutic nursing interventions, and effective communication for persons experiencing medical-surgical problems. Theory and clinical application in diverse settings. Prerequisite: NURS 3632.

Student Learning Outcomes:

- Apply the existing body of scientific knowledge and apply evidence based findings in practice decisions using the nursing process, while utilizing awareness of one's role in preventing errors and promoting quality improvement.
- Coordinate and collaborate with the interdisciplinary team in assessing, planning, implementing, and evaluating the patient's care.
- Demonstrate knowledge of the impact of actual or potential illness on the patient's developmental, physical, social, emotional, age, spiritual, economic, vocational and leisure status.
- Develop assessment and management strategies based on a consideration of the physical, functional, cultural, social, economic, developmental, and spiritual dimensions of human responses to actual and potential health problems.
- Establish an effective professional relationship with the patient and significant others to facilitate the development of the care plan.
- Participate with patients, families and other health care providers in collaborative decision-making that reflects the understanding that care should be culturally sensitive, ethical, legal, informed, compassionate and humane, and within the boundaries of available economic resources.
- Use the nursing process to develop and implement the plan of care: collect appropriate assessment data for each patient, determine appropriate nursing diagnoses, identify expected patient outcomes, determine the plan of care, implement interventions, and evaluate patient outcomes.
- Utilize available information systems to timely assess, plan and deliver patient care in an efficient manner.
- Educate patients and family members about measures that promote, maintain, and restore health or promote comfort for patients with both acute and chronic health problems.
- Mobilize resources to provide an environment that supports health promotion, restoration, and maintenance.
- Serve as an advocate for patients and family members.

Clinical Outcomes:

- Conduct an initial and ongoing patient assessment(s).
- Diagnose patients' nursing care needs based on assessment findings.
- Develops a theoretically based and individualized plan of care.
- Implement and evaluate the effectiveness of initial interventions and makes modifications, as the patient situation requires.
- Demonstrate safe nursing care.

- Communicate verbally and / or in writing the delivery of nursing care & patient's response(s).
- Organize time and materials effectively in completing pt. care & attending clinical experiences and conferences.
- Assume responsibility for own learning, communicating need for assistance when necessary.
- Communicate appropriately with staff, instructor, peers, patients, family, and other health care providers.
- Demonstrate professional behavior.

Requirements for this course: Read assigned text, case studies, and computer assisted instructional materials, and review other materials as necessary to support comprehension and understanding of course content.

Participate in the classroom discussions, including case studies and simulations.

Be responsible for any information presented in class, including lecture notes, announcements, etc. Students absent from class have the responsibility to obtain missed information from another classmate. (if it was announced in class then you "heard it")

At minimum, review Blackboard and UTA emails every 2-3 days. Students are to ensure they have access to a computer, either a personal, in the LRC/library or other outside source computer.

Required Textbooks and Other Course Materials:

1. Hinkle & Cheever: *Brunner & Suddarth's Textbook of Medical-Surgical Nursing*, 13th Edition:

You can purchase either the hardcopy print textbook package or if you don't wish to invest in the hardcopy of the book then you can purchase online access only (less expensive)

Lippincott CoursePoint for Brunner & Suddarth's Textbook of Medical-Surgical Nursing 13e (includes printed textbook along with access to the ebook and PrepU). ISBN 978-1-4698-5278-2

or

Lippincott CoursePoint for Brunner & Suddarth's Textbook of Medical-Surgical Nursing 13th Edition (includes access to ebook and PrepU without a printed textbook). ISBN 978-4698-5274-4

2. Pagana & Pagana. (2012). *Diagnostic and laboratory test reference*. (11th ed). Mosby. ISBN 9780323084680

3. Silvestri, Linda. (2014). *Saunders comprehensive review for the NCLEX-RN examination*. (6th ed). Saunders. ISBN 9781455727551

Optional Or Supplemental Textbooks:

1. HESI. (2011). *Comprehensive review for the NCLEX-RN® examination*. (3rd ed). Elsevier. ISBN: 9780323065856

Books from previous courses: Please utilize textbooks from Nursing Foundations, Pathophysiology, Pharmacology, and Anatomy & Physiology.

Descriptions of major assignments and examinations with due dates:

Course Schedule with dates and assignments available on Blackboard

As the instructor for this course, I reserve the right to adjust this schedule in any way that serves the educational needs of the students enrolled in this course. Judith Flanagan

EVALUATION METHODS:

1. Quizzes

Five quizzes will be given during class time throughout the semester. Any student who is absent on the day of a quiz will receive a grade of zero for that quiz. If a student enters the classroom after the start of a quiz, the student may begin the quiz at that point. The quiz questions the student missed will not be made up. *The lowest quiz grade will be dropped. If a student misses a quiz, they receive a zero and that will be their lowest quiz grade.* (If used, each student must obtain 5 scantrons on the first class day from the lead teacher. These scantrons may be used ONLY for the quizzes.) Any student without a scantron on quiz day will receive a zero. The quiz questions will be shown on the computer screen and will not be repeated during or after the quiz.

Quiz questions may include course content from previous lectures, assigned case studies and/or from assigned readings for that day's lecture.

2. Prep U

Students are expected to come to class prepared for discussion and ready to participate in other interactive activities. Weekly assignments, based on the assigned reading, will be posted in the online PrepU application. There will be either a question collection assignment or a mastery level assignment. Question collection assignments will contain 20 questions that will count 5 points each and the grade will be calculated from 0 to 100. Grades for the mastery level assignments will be based on level of mastery attained: If the Prep U assignment is not attempted, a grade of zero will be earned. Any mastery level below 3 will earn the numerical grade of 60. A level of "3" will earn the numerical grade of 70. A level of "4" will earn a numerical grade of 80. A level of 5 will earn a numerical grade of 90. A mastery level above 5 will earn a numerical grade of 100. (*Since this semester is first attempt in using Prep U, the instructor reserves the right to adjust the numerical scores earned (in student favor) based on overall class performance before the 3rd week of assignments*).

3. Examinations

Five exams occur in the course. (Three exams, HESI, and comprehensive final) All exams consist of multiple-choice items. Math calculations are part of Exams 1, 2, 3 and the HESI. Exams 2 and 3 will also have questions from the previous weeks' content).

The exams may be given either in the written (paper) format or on a computer at UTA. Exams are given at UTA only and are proctored. **Students must bring their UTA ID card for all exams. If a student does not have their UTA ID prior to exam, they cannot take the exam.**

Exams may be rescheduled only for a legitimate reason such as personal illness or a death in the family. Exams will not be rescheduled for convenience of vacation travel or work schedules. Any exam taken after the scheduled exam time (for any reason) will be fill in the blank, matching, essay, and short answer format. Make-up exams will not be given before the regularly scheduled exam

If you miss an exam due to illness, you will need a note from your health care provider stating as such, before you can take the makeup exam.

4. Missed Exams

Students absent on a scheduled exam day are required to notify the lead teacher on or before the exam day and make arrangements to take the exam within seven days of the exam day.

The HESI exam is a standardized examination and therefore no exam blueprint is provided.

Procedure for Missed HESI Exam:

The medical-surgical HESI Exam is given on the Tuesday during dead week (see course schedule). If a student is unable to take the HESI on the scheduled day, it will be rescheduled within the next day and taken no later than one week

Students who score less than 750 on two end of course HESIs or who score 700 or less on Foundations, Med Surg, or Critical Care HESIs are required to enroll in the Student Success course, Nurs-SS 2232, Professional Nursing and Life Skills. This course will be taken with a clinical course during the long semester. You are required to pass this course with a C or higher to progress in the program.

Guidelines for Exam Taking:

- **Students must present the UTA student ID in order to take an exam.**
- No talking between students is allowed during testing.
- All cell phones must be turned off and placed at the front of the room during all exams. No cell phones, books, pages of books, papers, notes or note cards of any type may be on your person or used in any manner during a quiz or an exam.
- No food or drink containers will be allowed during testing.
- Purses, backpacks and all class materials are to be placed at the front of the room during the exam period.
- Students are expected to keep their eyes on their own paper/computer and not look about the room during exams. The exam proctor will move you to a different seat if this requirement is not followed.
- Midterm and final exams will be taken on Blackboard. You will be assigned computer rooms. You are required to keep eyes only on Blackboard and not access outside sources such as Google, etc. **Anyone accessing outside sources will receive an automatic zero for that exam**

If Scantrons Are Used For Testing:

- Students are responsible for using a pencil for ALL quizzes. Scantrons written in pen will NOT be graded. The student will receive a zero for that exam. Remember to bring sharpened pencils to all classes and exams.
- Scantrons mutilated with holes, etc. will not be hand graded.
- Students must fill in complete scantron, exam, and have name, UTA one thousand number and ALL answers bubbled on the scantron when time is called. Students may not bubble in answers or information after time is called. All pencils are to be placed on the table when time is called. Anyone observed with a pencil in hand after time is called risks receiving a zero for that quiz or exam.
- Non-compliance with these guidelines will result in disciplinary action and may result in course failure.

Teaching Methods:

Lecture	Lab Simulations
Discussion	Role Play
Case Studies in class and on line	Clinical Experiences
Group work/testing	Demonstration and Return

Grading Policy:

Students are expected to keep track of their performance throughout the semester and seek guidance from available sources (including the instructor) if their performance drops below satisfactory levels; see “Student Support Services,” below.

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

- 70% weighted average on proctored exams.
- 70% weighted average on major written assignments.
- 90% on math test
- 90% on practicum skills check offs (if applicable).

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 exams, 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.

In calculating the course grade for N3561, the weighted average on proctored exams will be checked first. If the student achieved a 70.00% with no rounding on weighted average on exams, the quizzes will count toward the final course grade. If the student did not achieve a 70.00% with no rounding on weighted average on exams, the course grade calculation stops and the grade stands as a D or F as determined by the numerical value from the weighted average on exams.

The following grades will be recorded. Percentage indicates the contribution of each grade to the overall course grade. Students must also pass clinical in order to pass the course. The course grade will be based upon the following percentages:

Math	2%
Quizzes (5)	3%
PREP U	3%
Exam 1:	16%
Exam 2:	19%
Exam 3:	19%
Group testing	4%
HESI (Standardized Exam):	9%
Comprehensive Final:	<u>25%</u>
TOTAL	100%

Grades WILL NOT be posted on Blackboard immediately. An average of 18-24 hours after the exam is taken the grades will be posted.

There is no extra credit for this course

N3561 Medications and Dosages Math Test 1, 2, and 3:

- All students will take the N3561 Medications and Dosages Math Test 1 during the first few weeks of the semester. The score achieved by the student on Math Test 1 will count 2% towards their grade for the course
- Each student will be required to achieve a minimum score of 90.00%. If a student does not achieve this minimum score on Math Test 1, the student will be required to take the N3561 Medications and Dosages Math Test 2; after a required math test remediation session. If a student does not achieve 90.00% on Math Test 2, the student will be required to take Math Test 3.
- If a student does not achieve the minimum score of 90.00% on Math Test 3, the student will not be allowed to continue taking the course and will withdraw from the course for the semester.
- Students will not be allowed to administer medications during their clinical experience sessions until they have achieved the required minimum score (90.00%) on the N3561 Medications and Dosages Math Test.

Attendance Policy:

At The University of Texas at Arlington, taking attendance is not required. Rather, each faculty member is free to develop his or her own methods of evaluating students' academic performance, which includes establishing course-specific policies on attendance. As the instructor of this section: Attend class, be on time, and exhibit attentive and respectful classroom behavior. Inappropriate and/or disrespectful comments made to faculty and/or students, including side comments, will not be tolerated in the classroom and clinical settings.

Attendance in clinical is mandatory; this includes time at the Smart Hospital. Behaviors and policies are the same for BOTH the hospital and Smart Hospital.

PROTOCOL FOR EXAM REVIEW AND GROUP TESTING WILL BE DISCUSSED IN CLASS

There is not a review of the final exam.

The lead teacher will counsel students experiencing difficulty in the course. It is the student's responsibility to make an appointment with the lead teacher in order to discuss progress in the course.

STUDENTS AND FACULTY RESPONSIBILITIES RELATED TO N3561 NURSING OF ADULTS:

Students are urged to be actively involved in their own process of learning. The **teacher functions as a facilitator** who coaches, mediates, prompts, and helps students develop and assess their understanding, and thereby their learning. Guided by the teacher, students construct their knowledge actively rather than just mechanically ingesting knowledge from the teacher or the textbook. (*Constructivism as a paradigm for teaching and learning* (2004.) retrieved May 21, 2013 from <http://www.thirteen.org/edonline/concept2class/constructivism/>)

Faculty members are responsible for:

- Providing an environment conducive to learning.
- Facilitating students' learning.
- Supporting creative endeavors.

CLINICAL:

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

Clinical includes ALL activities at the Smart Hospital. The clinical evaluation tool includes behaviors at the Smart Hospital.

The student is expected to:

1. Contact their clinical instructor, per individual instructor guidelines, if they will be absent.
- 2. If a student is absent, the clinical time must be made up. Clinical instructors will work with the team leader to determine the method of making up missed clinical.** Absence from clinical may result in failure to meet clinical outcomes and jeopardizes passing the course. **If you miss clinical due to illness, your clinical instructor may require a note from your health care provider documenting your illness.**
- 3. When administering medications to a patient, the clinical instructor or assigned staff nurse must be present in the room. NO EXCEPTIONS. Failure to adhere to this N3561 requirement may result in clinical failure.**

Essential skills experience:

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

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

Each course syllabus will list the Essential Skills required for that specific course. Each course will make the Course Specific Essential Skills Experience Passport available to the student either by attaching it to syllabus or in the course material in Blackboard. The Course Specific Passport must be used to document skills experiences during clinical or simulation laboratory sessions. After performing an essential skill, a student will record the date and the setting, and then his/her initials in the appropriate boxes on the passport. The student will then provide the record to his/her clinical instructor for verification. Students are responsible for the accuracy and integrity of

Passport documentation. Any attempt to falsify or alter Passport information may result in disciplinary action related to UTA's Academic Dishonesty policies.

UTA students are required to perform and document ALL the essential skills for each course in order to obtain a passing grade for the clinical component of the course. Throughout the semester, as part of the clinical evaluation process, clinical instructors will monitor student progress in completing all essential skills designated on the Passport. It is the student's responsibility to obtain the required essential skills experiences in a timely manner throughout the semester. The completed Course Specific Passport will be attached to the final clinical evaluation and maintained in the student's record located in the Student Services Office.

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

ASSESSMENT

1. Physical assessment: Head to Toe
2. Physical assessment: Problem-Focused
3. Level of consciousness
4. Obtain a patient health history r/t chief complaint
5. Interpret & analyze normal & abnormal assessment findings

MEDICATION ADMINISTRATION

1. Six rights
2. Safe dose range calculation/determination
3. Oral
4. Subcutaneous
5. Parenteral (IV push)
6. Parenteral (IV piggyback)

INDWELLING TUBES

1. Insertion and/or management of urinary catheters- female/male

INTRAVENOUS (IV) ACCESS LINES

1. Peripheral IV line placement
2. Management, care and/or use of PIV
3. IV infusion initiation and/or monitoring- use of IV pumps
4. Total parenteral nutrition (TPN)

Clinical Dress Code:

The clinical dress code applies to all graduate and undergraduate students of The University of Texas at Arlington College of Nursing (UTACON), and has two primary purposes: to insure that, whenever in the clinical setting, students of the UTACON: 1) represent the nursing profession and UTACON in a professional and appropriate manner, and 2) are readily identifiable as students.

SPECIMEN COLLECTION

1. Blood – venipuncture

AIRWAY MANAGEMENT

1. Bag-valve-mask devices use
2. Administration of oxygen – nasal prongs and/or mask-multiple types

ADVANCED CARDIOVASCULAR CARE

1. BLS/CPR and Code Blue

INFECTION CONTROL PROCEDURES

1. Handwashing/cleansing
2. Standard/universal precautions

SAFETY

1. Use of correct body mechanics
2. Maintaining basic patient safety (side rails up, breaks on wheelchairs & beds, call system activated, etc.)

MISCELLANEOUS

1. Documentation
2. Therapeutic communication techniques– patients
3. Therapeutic communication techniques– families
4. Nursing Math Skills

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

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

Policy on Invasive Procedures

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

CLINICAL PASS/FAIL: Clinical Failing Behaviors

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

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

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

1. Knows rationale for side effects of medications and treatments, and correctly administers same 217.00 (1) (C).
2. Documents nursing care accurately and completely, including signs and symptoms, nursing care rendered medication administration. Contacts health care team concerning significant events in patient health 217.11 (1) (D).
3. Implements a safe environment for patients and/or others, i.e., bed rails up, universal precautions 217.11 (1) (B).
4. Respects patient confidentiality 217.11 (1) (E).
5. Accepts assignments commensurate with educational level, preparation, experience and knowledge 217.11(1) (T).

6. Obtains instruction and supervision as necessary when implementing nursing procedures or practices 217.11(1) (H).
7. Notifies the appropriate supervisor when leaving an assignment 217.11(1) (I).
8. Recognizes and maintains professional boundaries of the nurse/patient relationship 217.11(1) (J).
9. Clarifies orders, treatments, that nurse has reason to believe are inaccurate, non-effective or contraindicated 217.11(1) (N).
10. Able to distinguish right from wrong 213.27(b) (2) (A).
11. Able to think and act rationally 213.27(b) (2) (B).
12. Able to keep promises and honor obligations 213.27(b) (2) (C).
13. Accountable for own behavior 213.27(b) (2) (D).
14. Able to promptly and fully self-disclose facts, circumstances, events, errors and omissions when these disclosures will enhance health status of patients or protect patients from unnecessary risk or harm 213.27(b) (2)(G).

Please refer to the Board of Nursing at www.BON.state.tx.us for any additional information regarding the Texas Nursing Practice Act.

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 University Catalog.

<http://catalog.uta.edu/academicregulations/grades/#undergraduatetext>

Drop Policy: Students may drop or swap (adding and dropping a class concurrently) classes through self-service in MyMav from the beginning of the registration period through the late registration period. After the late registration period, students must see their academic advisor to drop a class or withdraw. Undeclared students must see an advisor in the University Advising Center. Drops can continue through a point two-thirds of the way through the term or session. It is the student's responsibility to officially withdraw if they do not plan to attend after registering.

Students will not be automatically dropped for non-attendance. Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. For more information, contact the Office of Financial Aid and Scholarships (<http://wweb.uta.edu/ses/fao>).

Americans with Disabilities Act: The University of Texas at Arlington is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including the *Americans with Disabilities Act (ADA)*. All instructors at UT Arlington are required by law to provide "reasonable accommodations" to students with disabilities, so as not to discriminate on the basis of that disability. Any student requiring an accommodation for this course must provide the instructor with official documentation in the form of a letter certified by the staff in the Office for Students with Disabilities, University Hall 102. Only those students who have officially documented a need for an accommodation will have their request honored. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at www.uta.edu/disability or by calling the Office for Students with Disabilities at (817) 272-3364.

Title IX: The University of Texas at Arlington is committed to upholding U.S. Federal Law "Title IX" such that no member of the UT Arlington community shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity. For more information, visit www.uta.edu/titleIX.

Academic Integrity: All students enrolled in this course are expected to adhere to the UT Arlington Honor Code:

I pledge, on my honor, to uphold UT Arlington's tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence.

I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code.

Instructors may employ the Honor Code as they see fit in their courses, including (but not limited to) having students acknowledge the honor code as part of an examination or requiring students to incorporate the honor code into any work submitted. Per UT System *Regents' Rule* 50101, §2.2, suspected violations of university's standards for academic integrity (including the Honor Code) will be referred to the Office of Student Conduct. Violators will be disciplined in accordance with University policy, which may result in the student's suspension or expulsion from the University.

Plagiarism: Copying another student's paper or any portion of it is plagiarism. Additionally, copying a portion of published material (e.g., books or journals) without adequately documenting the source is plagiarism. If five or more words in sequence are taken from a source, those words must be placed in quotes and the source referenced with author's name, date of publication, and page number of publication. If the author's ideas are rephrased, by transposing words or expressing the same idea using different words, the idea must be attributed to the author by proper referencing, giving the author's name and date of publication. If a single author's ideas are discussed in more than one paragraph, the author must be referenced at the end of each paragraph. Authors whose words or ideas have been used in the preparation of a paper must be listed in the references cited at the end of the paper. Students are encouraged to review the plagiarism module from the UT Arlington Central Library via <http://library.uta.edu/plagiarism/index.html>. Papers are now checked for plagiarism and stored in Blackboard.

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

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 exams 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.

We **will be having clinicals during Dead Week at the Smart Hospital; either April 28 or May 1.**

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 individuals with disabilities.

During class, THE AUDIO MODE OF BEEPERS AND CELL PHONES MUST BE TURNED OFF. Ringing of cell phones and/or cell phone conversations during class **WILL NOT** be tolerated.

The following are inappropriate behaviors as outlined in UTACON student handbook:

- Cell phones ringing in class
- Bringing infants or children to class
- Sleeping in class
- Arriving late and leaving early
- Coming unprepared for class
- Taping lectures without permission.
- Conducting side conversations
- Using a computer in class unrelated to course
- Dominating conversations
- Cheating, plagiarism, academic dishonesty
- Taunting and belittling other students or professor
- Using profanity in the classroom/website
- Inappropriate e-mails to professor, staff or other students

Additional:

Communicate needs/concerns related to the course directly to the lead teacher or other course faculty. ***If you have concerns related to class or clinical, you must speak to the other person involved, such as the lead teacher or your clinical instructor. Professional nursing includes utilizing the proper chain of command when seeking resolution to a concern.***

- Make an appointment with the faculty member 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.
- Students should provide their families with class and clinical schedules, as well as phone numbers of the College of Nursing and clinical agency, so that messages may be given to students in an appropriate manner.

Professional Conduct on Blackboard and Social Media Sites

The Blackboard Discussion Board is to be viewed as a professional forum for student discussions. Students are free to discuss academic matters and consult one another regarding academic resources. The tone of postings on the Blackboard Discussion Board is to remain professional in nature at all times. It is not appropriate to post statements of a personal or political nature, or statements criticizing classmates or faculty. Statements considered inappropriate will be deleted by course faculty.

Announcements from student organizations may be posted to the designated level discussion board (not associated with this course).

Students are to refrain from discussing this course, including clinical situations, written assignments, peers, or faculty on all social networking sites such as Facebook, Twitter, etc. Failure to comply with these expectations may result in further action including but not limited to removal from the discussion board or the course.

If you have concerns related to class or clinical, you must speak to the other person involved, such as the lead teacher or your clinical instructor. Professional nursing includes utilizing the proper chain of command when seeking resolution to a concern.

LIBRARY INFORMATION: **Peace Ossom Williamson, MLS, MS, AHIP**
Nursing Liaison Librarian, Central Library Office 216
<http://www.uta.edu/library> | peace@uta.edu
Research information on nursing:
<http://libguides.uta.edu/nursing>

Undergraduate Support Staff:

Holly Woods, Administrative Assistant I, Pre-nursing & Senior II
660 Pickard Hall, (817) 272-7295
Email: hwoods@uta.edu

Suzanne Kyle, Administrative Assistant I, Junior I - Senior I
661 Pickard Hall, (817) 272-0367
Email: skyle@uta.edu

College of Nursing Information:

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

Honors College Credit

Students who are members of the Honors College may wish to take this course for Honors credit. If you wish to do so, please provide the Lead Teacher (or other designated faculty member) with an

Honors Credit Contract (downloaded from <http://honors.uta.edu/documents/credit.pdf>). You and the Lead Teacher/faculty member will together determine an appropriate supplemental assignment to justify the awarding of Honors credit. If you are not in the Honors College and would like to learn more about the benefits of membership, visit the website at <http://honors.uta.edu/>, where you will find an application form for electronic submission.

Classroom Conduct Guidelines

The Faculty of the BSN Program believes that classroom teaching has two goals: the provision of content pertinent to the discipline of nursing and the socialization of students into the professional role. We are committed to providing the curriculum in an atmosphere conducive to student learning and in a manner that will prepare graduates to be successful in the health care workplace. This includes dressing appropriately for class (i.e. no cleavage exposed front or back), as you represent the College of Nursing, both in and out of the clinical setting Refer to the Student Handbook for more information.

Code Of Professional Conduct

Nursing students in the UTA CON are considered to be part of the nursing profession. As members of the profession, students are expected to commit to and maintain high ethical standards.

Students are responsible and accountable for their own academic and professional behaviors and the resulting consequences.

Students will demonstrate self-discipline throughout all aspects of their nursing education, including meeting academic responsibilities and exhibiting professional conduct in the classroom and in the community, as outlined in the Texas Nurse Practice Act and Texas State Board of Nursing Policies.

It is each student's responsibility to promote scholastic honesty and professional ethics by actively participating with faculty in maintaining a quality academic environment. Students are expected to guard public safety by immediately reporting to faculty, any incident they observe or are aware of which would allow incompetent, unethical, or illegal practice by another individual. Having knowledge of and failing to report such behaviors constitutes a breach of both academic and professional responsibilities.

Refer to the Student Handbook for more information located in the lower left-hand corner.

Observance Of Religious Holy Days:

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

Clinical Attendance When University is Closed

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

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.

Hazardous Exposure To Blood, Blood Products Or Body Fluids:

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

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

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

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

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 located in the lower left-hand corner.

As the instructor for this course, I reserve the right to adjust the course schedule in any way that serves the educational needs of the students enrolled in this course. – Judith Flanagan MSN RN CEN

<p>Emergency Phone Numbers: In case of an on-campus emergency, call the UT Arlington Police Department at 817-272-3003 (non-campus phone), 2-3003 (campus phone). You may also dial 911.</p>
