

College of Nursing

Syllabus

N5308-001 Nursing Informatics - Fall 2014

Thursdays 09:00-16:00 (See Schedule below for Details).

Portions of the course will be held in

- Pickard Hall room #216,
- Online (asynchronous) via *Blackboard (Bb)* (<https://elearn.uta.edu>), and
- Live (synchronous-real time) online sessions via *Bb Collaborate* and *Second Life*.

Instructor

Joy Don Baker, PhD, RN-BC, CNOR, CNE, NEA-BC

Clinical Associate Professor

Director Distant Education & MSN/MPH Coordinator

Office #: Pickard Hall, 522

Office Hours: Please contact Dr. Baker via email to set up an appointment for either a *Virtual* or Face-to-Face meeting.

Office Phone: 817-272-2776

Office Fax: 817-272-5006

Cell Phone: 817-980-5354

Campus Mailbox: 19407

Email: jdbaker@uta.edu *UTA Email availability:* I generally respond to email at least once in a 24-hour period Monday-Friday. While I may respond more frequently, please do not view anything other than this timeframe as the expectation.

Website: <https://www.uta.edu/profiles/joy-baker>

Course Description

Focus on application of computer technology that supports the dissemination of health care data, information and knowledge. Selected software packages/applications are presented and used.

Student Learning Outcomes

1. Apply nursing informatics concepts to practice.
2. Discuss the implications of information technology for nursing practice and health care.
3. Examine the role of the nurse in development, implementation, and evaluation of computer technology in the health care system.
4. Discuss the social and ethical issues associated with the growth of information technology.
5. Apply personal skills in use of information technology appropriate to nursing practice, education and research.

Course Prerequisites & Requirements

The student must have Graduate Standing. Attendance and participation are required at each face-to-face (on campus), *Bb Collaborate*, and *Second Life* sessions as well as the asynchronous discussions in *Blackboard*. A *Second Life* account is required during the course (free online download required).

Students must have access to appropriate computer equipment and software. The computer and programs should be *Windows* based (2010 or more current version is expected). *Microsoft Office 2010* software such as *Word*, *Excel* and *PowerPoint* are used with this course. Students are expected to access the Internet and a broadband/DSL speed is recommended, dial up

Internet will create problems for access by the student. Students also have access to the 24 hour/7-days per week computer labs on campus.

Equipment needed is a **two-wire headset and microphone** installed on the computer you will be using for the live online sessions. **Do not** purchase a USB style of headset and microphone they are not as effective as the two-wire models. **Do not** rely on a desktop nor laptop microphone and speakers those will cause a feedback loop and create a problem for the session. These items may be purchased at places like the Book Store, Best Buy, Fry's, etc. The headset and microphone equipment will be used during the live Bb Collaborate and *Second Life* sessions.

You may also wish to purchase a camera for your computer however, that **is not** a requirement for the course. Some laptops have them built in and that will work. The camera can also be purchased at various locations.

NOTE: Nurse Practitioner students are required to have a Personal Digital Assistant (PDA) by the time they enroll in N5418, Advanced Health Assessment. While we will discuss PDA usage in this course it is not equipment that is required for the course.

Textbook, Reading Materials, and Resources

Sewell, J.P. & Thede, L.Q. (2013). *Informatics and Nursing: Opportunities and Challenges. Applications*. 4th ed. Philadelphia, Lippincott Williams & Wilkins.

Baker, J. D. (Guest Ed.), & Girard, N. (Consulting Ed.). (2012). *Nursing informatics* (Perioperative Nursing Clinics, 7(2), 151-296). Philadelphia, PA: W.B. Saunders. (Note: all chapters for this book are located as links in Bb; you should not have to purchase this book).
Articles listed in *Blackboard*

References for writing papers:

American Psychological Association. (2010) *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: Author. ISBN: 9781433805615.

See also the required **UTACON Nursing Administration title page** in the folder labeled *Resources/Course Materials/Documents/APA Format Information and Samples*.

Suggested Reading:

- Articles from current nursing, health care, business and other relevant journals.
- Additional Reading material in Blackboard

Optional Resource: Any good reference for *Microsoft Office* software or other programs you plan to use may also be of benefit however, this is not a requirement. There are also online resources and tutorials available as well.

Course Topics

- Computer Literacy in Nursing an Overview
- Application Software - Education, Practice, Research
- Role of Nurse in development, implementation, and evaluation.
- Social & Ethical issues
- Internet - electronic highway
- Future of Computer Technology in Nursing

Teaching Methods/Strategies

Learning modules, experiential learning activities, multiple online discussions, student presentations and video development. Course content materials and intra-course communications are managed through Blackboard, UTA Mav email, Bb Collaborate, and *Second Life* systems.

Descriptions of Major Assignments (See detailed schedule for due dates)

Each student will submit Graded Activities that create 100% of the grade based on: (a) completion of all Category 1 activities; and (b) Category 2 & 3 allow the student flexibility and choice to provide the remaining portion of the grade. (See detailed Schedule for due dates and *Blackboard* for more Details).

Graded Course Components	Percentage of Final Grade
<p>Category 1: All Required (20%)</p> <ul style="list-style-type: none"> Learning Contract & Self Evaluations (5%) Learning Plan: Once completed the Learning Plan serves as a guide you will initiate to accomplish each step in the process for this course. Determining the deadlines for each reading, planning, and arranging steps needed are a critical part of this course and the tool is designed to help with this process. The Computer Skills Survey must be completed to receive full credit for the Learning Contract & Self Evaluation. Quizzes: These are established to assist with identifying critical elements in the content. They are used to support knowledge development and offer opportunity to return to the Readings to access additional information to assist your personal learning plan and development with the Nursing Informatics content. (Considered part of the Participation grade). Attendance/Participation including Bb Collaborate sessions and Online Discussions, Exercises, or Activities. (15%) Discussion among classmates is a major component of this course. Throughout the course, you will be asked to make initial posts and respond frequently to peers with thoughtful, substantive, and scholarly responses each week. Support your opinions with the literature. Your responses should consist of complete sentences, meet the requirements listed in each of the discussion assignment instructions, and grading is based on the same Grading Rubric for all discussions. Discussion boards are labeled with Class where summaries from the small Groups' boards for the entire class to view. 	20%
<p>Category 2: (60-65%) Students select two from this category.</p> <ul style="list-style-type: none"> Webcast Presentation (30%): The student will develop and present a voice over <i>PowerPoint</i> project, which demonstrates knowledge of the <i>PowerPoint</i> program and applies principles of quality program and voice construction. Yellow Pages: Electronic File Management/Organization (35%): The student will develop and present a collection of electronic information resources using Internet Web sites that will be of particular value to the student, and serve as a personal future resource. Webpage Development (30%) The student will develop a health care oriented personal web page and present to the class within the guidelines of the course. Second Life CE Group Project (30%) Project requires minimum of four students to sign up for this to be an available option. Students involved in this group project will produce a CE program to be offered to RNs both in and external to the course using <i>Second Life</i> virtual environment to host the conference. 	60-65%

Category 3: Assignments (15-20%) Students select from the following list to fulfill the remaining percent necessary to complete the Course. ◇ Internet Search Assignment and Quiz Development (5%) ◇ Poster Development Assignment (5%) ◇ Educational Material Assignment (10%) ◇ Blog Development Assignment (5%) <u>Note:</u> Often used as an add in to the Web Page Development ◇ Excel Spreadsheet Assignment (10%) <u>Note:</u> If using this course to meet the prerequisite for N5341 Financial Management then please include this Assignment in your contract. If you have already taken N5341 Financial Management then do not select this option. ◇ Second Life Case Study Development Assignment (5%) <u>Note:</u> This is different type of assignment than the one above in Category 2. ◇ Database Assignment (10%)	15-20%
Total: Combined percent selected from all three sections must equal 100%	100%

Grading Policy

A = 92-100

B = 83-91

C = 74-82

D = 68-73

F = <68

Grades are extended to two decimals without rounding for the final grade. For example, a final course score of 91.99 is a B in the course.

Discussions, Assignments, and Projects are the major part of the course work and should receive appropriate attention. All material submitted for grading must meet the standards of graduate level work (content and format). All assignments are to be submitted electronically via Blackboard unless otherwise specified by the faculty. UTACON Title page template for each assignment is required unless otherwise specified. (See Blackboard for template).

For any reason course work requiring resubmission will be dropped up to one letter grade at the discretion of the clinical faculty and only a maximum of a B or 90% percent can be achieved on any work resubmitted.

Turn in only one copy of your work; all assignments are the property of the University. Students should make a copy of their work prior to submission.

Grades of incomplete are NOT automatically given when there are missing assignments at the end of the course. A student must discuss, with the faculty of record for the course, the reasons that an incomplete grade is being requested. This discussion must occur as soon as the student recognizes that a problem exists. Faculty members are not obligated to grant the use of an incomplete grade. With no prior discussion of the need for an incomplete, students not completing the required activities will receive the grade for the course based on the percentage of the required material submitted.

Students must remain in satisfactory academic standing by maintaining a minimum of a 3.0 GPA. A student who makes a C in a graduate course should contact their Graduate Advisor to determine his or her standing in the program.

- When a student's GPA goes below 3.0, the student goes on academic probation.
- Students who were unconditionally admitted to the program have a semester to regain a 3.0 GPA. If at the end of the next semester, the GPA is not 3.0 or higher, the student must petition Graduate Studies Committee for approval to continue in the program.
- Students admitted on probation whose GPA drops below 3.0 must petition the Graduate Studies Committee to continue in the program before registering for the next course.

Attendance and Participation Policy:

- **Virtual class attendance** (*Bb Collaborate* and *Second Life*) is required in this course.

- **Participation** is expected of all students whether the class is held in a classroom on campus, in an online asynchronous environment, or virtual environment via a synchronous (real-time) method.
- **Students are responsible** for all missed course information. No makeup opportunity for missed class sessions is provided.

Time Management

Time management in this course is critical. There is a **10-point deduction** for assignments turned in after the due date/time **up to 5-hours late**. **If an assignment is late, 5-hours or more, a grade of zero (0)** will be given for that activity. Extensions of time are granted at the discretion of the instructor and must be negotiated in **advance** of the due date/time.

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 from the course if h/she does not plan to attend after registering. **Students will not be automatically dropped for non-attendance.**

Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. Contact the Financial Aid Office for more information.

Graduate students who wish to change a schedule by either dropping or adding a course must first consult with their Graduate Advisor. Regulations pertaining to adding or dropping courses are described below. Adds and drops may be made through late registration either on the Web at MyMav or in person through the student's academic department. Drops may occur until a point in time two-thirds of the way through the semester, session, or term. The last day to drop a course is listed in the Academic Calendar available at

<http://www.uta.edu/uta/acadcal>.

1. A student may not add a course after the end of late registration.
2. A student dropping a graduate course after the Census Date but on or before the end of the 10th week of class (or two-thirds of the way through the semester) may with the agreement of the instructor, receive a grade of W but only if passing the course with a C or better average. A grade of W will not be given if the student does not have at least a C average. In such instances, the student will receive a grade of F if he or she withdraws from the class. Students dropping a course must: (1) complete a Course Drop Form (available online http://www.uta.edu/nursing/MSN/drop_resign_request.pdf or MSN/DNP department office rooms 605 or 606) for NP & DNP students or rooms 512 or 514 for MSN Nursing Administration and Education students; (2) obtain faculty signature and current course grade; and (3) submit the form to the MSN/DNP department office rooms 605 or 606 for NP & DNP students or 512 or 514 for MSN Nursing Administration and Education students.
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 filing a resignation form in the Office of the Registrar or by: (1) Completing a resignation form (available online http://www.uta.edu/nursing/MSN/drop_resign_request.pdf or MSN department office rooms 605 or 606 for NP & DNP student or rooms 512 or 514 for MSN Nursing Administration and Education students; (2) obtaining faculty signature for each course enrolled and current course grade; (3) Filing the resignation form in the College of Nursing MSN/DNP office rooms 605 or 606 for NP and DNP students or rooms 512 or 514 for MSN Nursing Administration and Education students; and (4) Filing the resignation form in the Office of

- the Registrar in Davis Hall room 333.
4. In most cases, a student may not drop a graduate course or withdraw (resign) from the University after the 10th week of class (or two-thirds of the course). 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 (or two-thirds of the course) 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.

Last Date Drop or Withdraw: - October 29, 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 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 Policy

It is the philosophy of The University of Texas at Arlington that academic dishonesty is a completely unacceptable mode of conduct and will not be tolerated in any form. All persons involved in academic dishonesty will be disciplined in accordance with University regulations and procedures. Discipline may include suspension or expulsion from the University. According to the UT System Regents' Rule 50101, §2.2, "Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts." (Regents' Rules and Regulations, Series 50101, Section 2.2). For additional information please refer to the Student Handbook.

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. 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/tutorials/Plagiarism>. Assignment and course grade penalties can occur with issues of plagiarism.

Plagiarism in this course is taken very seriously. Any breach of plagiarism in course assignments will result in counseling with the student by the Faculty/Coaches and possible reduction in the assignment and/or course grade to zero. This type of breach also may be reported to the UTA Office of Student Conduct by the faculty. This can affect a student's progression and enrollment at UTA.

Student Support Services

The University of Texas at Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. These resources include tutoring, major-based learning centers, developmental education, advising and mentoring, personal counseling, and federally funded programs. For individualized referrals to resources for any reason, students may contact the Maverick Resource Hotline at 817-272-6107 or visit www.uta.edu/resources for more information.

Electronic Communication Policy

E-Culture Policy: The University of Texas at Arlington has adopted the University "MavMail" e-mail address as an official means of communication with students. MavMail is used to remind students of important deadlines, advertise events and activities, and permit the University to conduct official transactions exclusively by electronic means. For example, important information concerning registration, financial aid, payment of bills, and graduation are now sent to students through the MavMail system. All students are assigned a MavMail account.

Students are responsible for checking their MavMail regularly. Information about activating and using MavMail is available at <http://www.uta.edu/oit/email/>. There is no additional charge to students for using this account, and it remains active even after graduation from UT Arlington. To obtain your NetID or for logon assistance, visit <https://webapps.uta.edu/oit/selfservice/>. If you are unable to resolve your issue from the Self-Service website, contact the Helpdesk at helpdesk@uta.edu.

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.

Library Information

Peace Williamson, Librarian

Central Library 216 (office)

peace@uta.edu

Research Information on 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 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
Online Course Resources	http://www.uta.edu/library/services/distance.php

College of Nursing Additional Information

Status of RN Licensure

All graduate nursing students must have an unencumbered license as designated by the 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 the associate dean for the MSN Program, Dr. Jennifer Gray or Dr. Mary Schira. Failure to do so will result in dismissal from the Graduate Program. The complete policy about encumbered licenses is available in the Graduate Student handbook online at:

<http://www.uta.edu/nursing/handbook/toc.php>.

Student Code of Conduct

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](#).

No Gift Policy

In accordance with Regent Rules and Regulations and the UTA Standards of Conduct, the College of Nursing has a “no gift” policy. A donation to one of the UTA College of Nursing Scholarship Funds, found at the following link: http://www.uta.edu/nursing/scholarship_list.php would be an appropriate way to recognize a faculty member’s contribution to your learning. For information regarding Scholarship Funds, please contact the Dean’s office.

Course Evaluation

Course evaluation is a continuous process and is the responsibility of both the faculty and the students. Ongoing feedback (formative evaluation) is the only way to improve the course and to assure that it meets your needs and those of the discipline of nursing. It is your responsibility to give immediate, constructive feedback regarding class structure and process. Formal evaluation of the course and the instructor occurs at the end of the course. You will receive instructions at your University of Texas at Arlington e-mail address about how to complete the course evaluations online. Your ratings and comments are sent to a computer not connected to the College of Nursing, and faculty members do not receive the results until after they have turned in course grades.

Dress Code

Realizing the importance of presenting a professional image as a manager/executive the following have been developed as guidelines when representing the UTA College of Nursing to the community including all nursing administration practicum and activities.

Professional business attire is always required.

This eliminates all casual clothes including sandals, flip-flops, jeans, tank tops, etc. for both men and women (regardless of what others may wear.). Men should wear a minimum of slacks and a shirt and tie. Jewelry should be at a minimum meaning one set of (conservative) earrings and no “extra” piercings should be showing. Nails should be clean and neat.

A NAME TAG is required in all agencies identifying you as a UTA Student. You may use your MAV card in a plastic sleeve as a name tag. There are **no exceptions** to this requirement.

If you are to be in an area that requires you to wear scrubs such as in the OR or L&D areas, **you must wear business attire to the agency and then change your clothes.** If there is any doubt as to what you are to wear, please discuss with your faculty. Remember, this is your opportunity to present yourself as a professional to enhance your career and dressing professionally gives the image of one who is serious and capable.

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/handbook.toc.php>

Department Office/Support Staff

Department of Advanced Nurse Practice

Mary Schira, PhD, RN, ACNP-BC

Associate Dean and Chair; Graduate Advisor

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Department of MSN Administration, Education, and PhD Programs

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0659; Email: chamberl@uta.edu

Rebekah Black, AP/Campus Programs, Academic Advisor (A-L); Office # 511,

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Danielle Van der Knaap, AP/Campus Programs, Admissions Assistant, Office # 510 –

Pickard Hall (817) 272-9591; Email: vdknaap@uta.edu

Janette Rieta, AP/Campus Programs, Administrative Assistant, Office # 510-Pickard

Hall (817) 272-1039; Email: jrieta@uta.edu

Miscellaneous Information

Inclement Weather (School Closing) Inquiries:

Metro(972) 601-2049

Fax Number - UTA School of Nursing: (817) 272-5006

Attn: Graduate Nursing Office

UTA Police (Emergency Only): (817) 272-3003

Mailing Address for Packages:

UTA School of Nursing
C/O Dr. Joy Don Baker
411 S. Nedderman Drive,
Pickard Hall 522
Arlington, Texas 76019-0407

Writing Guidelines

The *APA Publication Manual* is the guide used in the College of Nursing. It is expected that all writing will be completed using the style and format described in the *APA Publication Manual*.

- **The Basics of APA Style** at <http://www.apastyle.org/learn/tutorials/basics-tutorial.aspx>
- **Harvard Graduate School of Education** at <http://gseacademic.harvard.edu/~instruct/articulate/APA/player.html>
- **The Ohio State University: How do I cite resources** at <http://library.osu.edu/sites/guides/apagd.php>
- **Purdue Online Writing Lab** at <http://owl.english.purdue.edu/owl/resource/560/01/>
- See also the required **UTACON Nursing Administration title page** in the folder labeled *Resources/Course Materials/Documents/APA Format Information and Samples*.

Students in the MSN program are expected to purchase a copy of the most recent Publication Manual of the American Psychological Association. APA style manual will be used by the UTACON with some specific requirements for graduate courses. Please use this template for all papers in this course. A *Microsoft Word* version of this template is also located in Blackboard for your convenience. <http://www.uta.edu/nursing/msn/apafomat>

Save copies of all of your work! Create a folder on your computer that is specifically for this course. As you create a new document for each assignment, save it in your course folder, and then submit it by the due date.

General Guidelines for All Written Work

These guidelines have been developed to help students know the mechanics of writing a paper. The 6th Edition APA Manual (2010) is to be used in conjunction with the guidelines to demonstrate referencing style, levels of headings, and proper ways of including direct quotations in the paper. The APA Manual also gives additional information about grammar and punctuation, use of numbers and abbreviations, and development of tables or figures, which should be helpful in developing any paper.

1. Each paper should have a formal title page (see UTACON Template in *Blackboard* Course Resources). It is recommended that the template within this course be downloaded and saved then used as the bases for writing the papers.
2. **Pagination:** Page numbering starts with the title page and continues through to the reference list and appendices. Arabic (1, 2 etc.) numbers are used.
3. **Margins** are to be 1 inch on all sides. Text should be left justified only. This means that the right margin may appear irregular. If a word is too long to be completed on one line, it should not be hyphenated.
4. **Type size and font:** Type should be Times New Roman font and 12 characters per inch (12 point).
5. **Spacing:** Double spacing is used for the body of the paper. Single spacing may be used in tables and figures only. **DO NOT** leave any blank lines between paragraphs or sections. No triple spacing. **DO NOT** single space in between references on the Reference page. **DO** double-space the entire list of references.
6. **Headers:** Running headers are expected in APA 6th Ed.

7. Headings within the paper are essential. First develop an outline of your paper and count the number of levels you plan to incorporate. Grading Criteria Sheets are helpful in determining appropriate headings for specific assignments. See the APA Manual for further guidance.
8. Please remember the title of the paper should also appear on the first page of the text and should be the same as that on the title page. The title is not a heading and **is not counted** in the levels of headings.
9. An introduction without heading (simply start the introduction under the title of the first page of the text) and conclusion/summary with heading is expected for all papers in this course. There should not be a heading over the introduction however there should be one used for the Conclusion section of the paper.
10. Quotations: In general, avoid the use of direct quotes. Re-state the point in your own words and include the appropriate citation. For ways to properly cite quotations of greater than 40 words, see the *APA Publications Manual*. However, keep in mind lengthy quotes are not what these papers are about, it should be your voice and opinions that are well supported by the literature that you have sought out and properly cited.
11. Reference list: See the *APA Publications Manual*. The reference list includes only the references cited within the text of the paper. Double space the references do not use single spacing. Do not add additional line spacing between references.

Note: Be sure the paper you submit for grading is complete, since that is the paper that will be graded.

Class Tentative Dates & Locations

(Final schedule in Bb by first day of class)

Section 001: Thursdays

09:00-16:00 for all Live Sessions

(Rm 216, Bb Collaborate or Second Life)

◇ = Signup Sheets

Week #	Begin Date	End Date	Location	Modules/Content
1	8/21	8/27	Online	01: Getting Started & Introduction
2	8/28	9/3	Pickard Hall 216	02: Nursing Informatics Course Overview & Processes
3	9/4	9/10	Online	03: Word Processing 04: Presentations, Webcasts, & Posters 05: Distance & Continuing Education
4	9/11	9/17	Online	06: Webpages, Blogs, Social Networking
5	9/18	9/24	Bb Collaborate-1	07: File Management & Organization
6	9/25	10/1	◇ Bb Collaborate-2: Practice/Lab	08: Spreadsheets
7	10/2	10/8	Second Life Class in Morning & ◇ Bb Collaborate-3: Practice/Lab in afternoon	09: Virtual Learning Environment (Second Life®)
8	10/9	10/15	Bb Collaborate-4: Webpages Presentations	10: Databases
9	10/16	10/22	Online	11: Computer Applications for Nsg. (PDAs, Wikis, etc.)
10	10/23	10/29	Online	Independent Work
11	10/30	11/5	◇ Bb Collaborate-5: Practice/Lab	Independent Work
12	11/6	11/12	Online	12: Social & Ethical Issues
13	11/13	11/19	Bb Collaborate-6: Yellow Pages Presentations	Independent Work
14	11/20	11/26	Second Life Event: Time TBA	13: Impact & Future Issues
	11/27	11/28	Thanksgiving	No Class
15	11/29	12/3	Online	14: Course Evaluations

Course Schedule & Due Dates/Time

Online Discussions will begin **Thursday 09:00 of the week listed and end Wednesday at 23:59** the following week by the designated due day and time.

***** Indicates a variation in the scheduling or posting days.

Make **initial** posts by **Saturday** and **respond frequently** to peers with **thoughtful, substantive, scholarly** and **scholarly** responses **well supported with the literature** throughout each week.

Numbers in front of components reflect a Module # for faculty use.

Component	Due Date/Time
Week 1 - ONLINE: Begins Thursday 09:00 8/21/14 & Ends Wed. 23:59 8/27/14 Getting Started & Mod 1 Introduction: Learning about the Course, <i>Blackboard</i> , Test your skills, Syllabus, Plagiarism & Computer Survey.	Complete by:
01 View the Instructor's Welcome Video (Baker)	23:59 Wednesday
01 Review the course syllabus, schedule, and didactic assignments.	23:59 Wednesday
01 Complete the assigned readings	23:59 Wednesday
01 View the Instructor's Webcasts: (Baker)	23:59 Wednesday
01 Computer Competency Validation Form	23:59 Tuesday *****
01 Student Information Form	23:59 Tuesday *****
01 Computer Skills Survey Part 1	23:59 Tuesday *****
01 Syllabus Quiz must achieve a score of 100% for credit.	23:59 Wednesday
01 APA Quiz	23:59 Wednesday
01 Plagiarism Attestation Assignment	23:59 Wednesday
09 Obtain & Post Second Life Avatar	23:59 Tuesday *****
Week 2 - Pickard Hall Rm 216: Begins Thursday 08/28/14 09:00-16:00; Ends Wed. 23:59 09/03/14 Module 2: Nursing Informatics Course Overview & Processes Photos will be taken during class	Complete by:
02 Complete the assigned readings	23:59 Wednesday
02 View the Instructor's Webcasts (Baker)	23:59 Wednesday
01 Develop a personal Learning Contract & Plan Part 1	23:59 Wednesday
02 Post to the Small Group Discussion Board: Nursing Informatics	23:59 Initial post by Saturday or earlier *****
02 Small Group Facilitator post summary to Class Discussion Board	23:59 Wednesday
Attend & Participate in class session in Pickard Hall 216	09:00-16:00 Thursday 8/30 *****

Week 3 - Online: Begins Thursday 09/04/14 09:00 & Ends Wed. 23:59 09/10/14 Modules 3-5 Word Processing; Presentations; Webcasts; Posters; & Distance & Continuing Education	Complete by:
03-05 View the Webcasts	23:59 Wednesday
03-05 Complete the assigned readings	23:59 Wednesday
03 Assignment: Microsoft Word Exercise Activity	23:59 Wednesday
05 Assignment: Educational Materials	23:59 Wednesday
04 Post to the Small Group Discussion Board: PowerPoint Templates	23:59 Initial post by Saturday or earlier *****
04 Summary posted to CLASS Discussion Board	23:59 Wednesday
05 Post to the Small Group Discussion Board: eLearning, Distant Education, & CE	23:59 Initial post by Saturday or earlier *****
05 Summary posted to CLASS Discussion Board	23:59 Wednesday

Component	Due Date/Time
Week 4 – Online: Begins Thursday 09/11/14 09:00 & Ends Wed. 23:59 09/17/14 Module 6: WebPages/Blogs/Social Networking	Complete by:
06 View the Webcasts (Hough)	23:59 Wednesday
06 Complete the assigned readings	23:59 Wednesday
06 Review all Resource Materials	23:59 Wednesday
05 Assignment: Internet Search & Quiz Development	23:59 Wednesday
04 Post to Class Discussion providing Feedback for improvement on Student poster drafts.	23:59 Saturday – Post Draft Poster*** 23:59 Tuesday ***** Feedback

Week 5 – Bb Collaborate-1: Begins Thursday 09/18/14 09:00-16:00 & Ends Wed. 23:59 09/24/14 Module 7: File Management & Organization	Complete by:
07 View the Yellow Pages Webcasts/Handouts (Hough)	23:59 Wednesday
07 Complete the assigned readings	23:59 Wednesday
04 Assignment Poster	23:59 Wednesday
04 Post to CLASS Discussion providing Feedback on Webcast slides (voice over is not due at this time only the slides)	23:59 Saturday ***** Post slides 23:59 Tuesday ***** Feedback
Attend & Participate in Connect Pro1 Live Class session	09:00-16:00 Thursday 9/20 *****

Week 6 – Bb Collaborate-2: Begins Thursday 09/25/14 09:00-16:00 & Week Ends Wed. 23:59 10/01/14 Module 8: Spreadsheets	Complete by:
08 View the Spreadsheet Webcasts (Turpin)	23:59 Wednesday
08 Complete the assigned readings	23:59 Wednesday
08 Assignment: Excel Spreadsheet	23:59 Wednesday
04 Assignment: Webcast Development to Drop box & Disc Board	23:59 Wednesday
04 Discussion: Comment on Student Webcasts	23:59 Wednesday
Attend & Participate in Connect Pro2 Live Practice Lab session	09:00-16:00 Thursday 9/27 *****

Week 7 – Bb Collaborate-3 & Second Life: Begins Thursday 10/02/14 09:00-16:00 & Ends Wed. 23:59 10/08/14 Module 9: Virtual Learning Environment (Second Life)	Complete by:
09 View Webcasts (Baker)	23:59 Wednesday
09 Complete the assigned readings	23:59 Wednesday
06 Discussion: Feedback on webpage development	23:59 Saturday ***** Post URL 23:59 Tuesday ***** Feedback
Attend & Participate in the Second Life Class session & Bb Collaborate3 Live Practice Lab Session	09:00-16:00 Thursday 10/04 *****

Week 8 – Bb Collaborate-4: Begins Thursday 10/09/14 09:00-16:00 & Ends Wed. 23:59 10/15/14 Module 10: Databases	Complete by:
10 View the Databases Webcast (Hough)	23:59 Wednesday
10 Complete the assigned readings Module 10	23:59 Wednesday
06 Assignment: Webpages	23:59 Wednesday
10 Assignment: Database	23:59 Wednesday
06 Discussion: Post to Student Blogs Content relevant to the Student's Topic	23:59 Wednesday
06 Discussion: Feedback on Student developed Blogs	23:59 Wednesday
Attend & Participate in the Bb Collaborate4 Webpage Presentations	09:00-16:00 Thursday 10/11 *****

Component	Due Date/Time
Week 9 – Online: Begins Thursday 10/16/14 09:00 & Ends Wed. 23:59 10/22/14 Module 11: Computer Applications for Nursing (PDAs, Wiki's, etc)	
	Complete by:
11 View the Instructor's Webcasts (Leflore)	23:59 Wednesday
11 Complete the assigned readings	23:59 Wednesday
06 Group Exercise: Wikis	23:59 Saturday *****Initial submission 23:59 Wednesday
Week 10 – Online: Begins Thursday 10/23/14 09:00-16:00 & Ends Wed. 23:59 10/29/14 Independent Work on Projects/Assignments	
	Complete by:
06 Assignment: Blog Development	23:59 Wednesday
Week 11 – Bb Collaborate 4: Online: Begins Thursday 10/30/14 09:00 & Ends Wed. 23:59 11/05/14 Optional Face-to-Face Lab & Independent Work on Projects/Assignments	
	Complete by:
09 Assignment: SL Case Study	23:59 Wednesday
07 Discussion: Post Top Five Yellow Pages Pick Handouts	23:59 Wednesday
Attend & Participate in the Bb Collaborate 5 Optional Lab	09:00 Thursday 11/01 *****
Week 12 – Online: Begins Thursday 11/06/14 09:00-16:00 & Ends Wed. 23:59 11/12/14 Module 12: Social & Ethical Issues of Informatics	
	Complete by:
12 View the Instructor's Webcast: Baker Social Boundaries...	23:59 Wednesday
12 Complete the assigned readings	23:59 Wednesday
07 Assignment: Yellow Pages Deliver CD to Dr. Baker's office 513	17:00 Tuesday*****
07 Assignment: Yellow Pages Paper	23:59 Wednesday
12 Discussion: Small Group Social/Ethical Issues of Informatics	23:59 Saturday ***** initial post or earlier
12 Discussion: Class Social/Ethical Summary	23:59 Wednesday
Week 13 – Connect Pro-5: Begins Thursday 11/13/14 09:00 & Week Ends Wed. 23:59 11/19/14 Independent Work	
	Complete by:
07 Presentation: Yellow Pages	09:00 Thursday ***** 11/15
06 Attend & Participate in the Bb Collaborate6 Yellow Pages Presentations	09:00 Thursday ***** 11/15

Component	Due Date/Time
Week 14 – Second Life: Begins Thursday 11/20/14 09:00-16:00 & Week Ends Wed. 23:59 11/26/14 Module 13: Impact & Future Issues of Informatics	Complete by:
13 View the Instructor's Webcast: Baker	23:59 Sunday
13 Complete the assigned readings	23:59 Sunday
09 SL Group Project Assignment	23:59 Friday *****
14 Computer Skills Survey Part 2	23:59 Wednesday
14 Self-Evaluation Part 2/Learning Contract II	23:59 Wednesday
13 Discussion Future Small Group Discussion	23:59 Saturday ***** initial post
13 Discussion Future Class Summary	23:59 Wednesday
09 Attend & Participate in the Second Life CE Event (Live Session)	TBA *****

THANKSGIVING Holiday 11/27/14	
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Week 15 – Course Evaluations: Begins Thursday 11/29/14 09:00-16:00 & Week Ends Wed. 23:59 12/03/14 Module 14: Course Evaluations	Complete by:
14 Course Evaluations	Via UTA Email

N5308 Nursing Informatics

Computer Competency Validation

Directions

This is a self-paced learning exercise that will guide you through the steps of the computer skills validation. Think of it as a web-based scavenger hunt or refresher if you have used the features before. Just follow the instructions and read the information on *Blackboard*. If you have any questions, please contact me. This particular Assignment can be downloaded, saved, completed, and uploaded to the associated drop box. *Blackboard* should be accessible to you about one week prior to the first week of school. Students who work through this process prior to the first day of class generally are better prepared for the class session after exploring *Blackboard*. Have fun with the process!

UTA Help Desk Phone: 817-272-2208

If you cannot get into *Blackboard*: you may email helpdesk@uta.edu, include your NTID, nature of the problem and a telephone number.

Access to *Blackboard* is available generally about 1-week prior to the start of class and approximately 24 hours after your individual registration for this course.

Steps:

1. Accessing the Internet:

- Log on to any **UTA campus computer**: (if working from home go to the next bullet)
 - i. Using your Student UTA exchange ID or username (also called NT ID). This is the first, middle and last initial and the last four numbers of your SS# **fmlssss** all in lower case. If you do not have a middle name, you will place an "x" between your first and last initial.
 - ii. Type in your password when asked (you may change this later): this is your birthday and first two digits of your SS# all in lower case.
mmddyys
 - iii. Open the Mozilla Firefox browser, type <http://elearn.uta.edu> in the address bar and select "go." This will take you to the UTA *Blackboard* server home page.
- **From home** (or non campus location).
Open the Mozilla Firefox browser, type <http://elearn.uta.edu> in the address bar and select "go." This will take you to the UTA *Blackboard* server home page. Note: If you access the Internet routinely through a server as AOL or Internet Explorer it is recommended that those be minimized and open in Mozilla Firefox to work with *Blackboard*. If you find you have difficulty with one browser try another and also try deleting your cache memory, make sure you are using the latest version of Java. If working from your employer's systems sometimes popup blockers can interfere with access.

2. **Accessing Blackboard (Bb)**: Enter your User Name. The User Name is the same as the Campus User ID (formerly called NT ID) that you used to login to the UTA campus computer in Step 1 above or **fmlssss**. Next, enter your password. Your *Blackboard* default password will be exactly the same as your default Campus password or **mmddyys**.

Alert: if you forget your password, Faculty, cannot help you. You must physically go to the UTA Library with your ID to show you are who you say you are, to get your password reset.

Please test that you can log in on campus both to the computer and to Blackboard prior to the first day of class.

3. Down the left side is the list of *Blackboard* courses you are enrolled for this semester. The N5308 Informatics course name shows up as a link that will take you to the Course Home Page.

Click on "**NURS 5308 Informatics**" the designated course link for this course and complete the validation process.

4. The course opens to the Announcement page. Review all new announcements.
5. Review the Getting Started page for the course. This is the location where the Syllabus and schedule are located for the course and has other important page offers a basic overview of the *Blackboard* Course Tools.
6. Locate the Syllabus & Schedule link and verify the schedule for assignments this semester. When are the various assignments and quizzes due?
7. Complete Week 1. Open all folders under the week materials reviewing the Objectives and the Reading materials and any webcasts/media provided. Complete all Assignments and Quizzes for the week by the designated due dates/time.
 - Download the form to a Disk, Flash Drive, or the Desktop
 - Complete the Form and save to a new filename (Make sure you delete before leaving if working from a public computer if saved to the Desktop).
 - Post the Completed Form in the designated Assignment location following the upload procedures in Blackboard.
 - You may have a small group Discussion Boards for this course. They will generally be identified as Group 1, Group 2, etc.
8. Locate the following:
 - GRADES. (Some grades may be maintained outside the system, once graded they will be uploaded to the GRADES in *Blackbaord*).
 - Communication Tools
 - i. Student Resources: Discussion Tips/Hints & Grading Rubric
 - ii. Discussions (asynchronous discussions) & Groups which are small group discussion board locations.
 - iii. Email: you may send emails to any one registered in the course from this location and it will be sent to the UTA Mav email account and you have the option of sending yourself a copy of the message you have sent. No sent nor replies are maintained in the Blackboard environment for email.
 - Modules: The schedule provides the sequence for completion of the Modules.
 - Live Session Information
 - Resources
 - i. APA 6th
 - ii. Library, Writing, Search, Copyright, etc.
9. Once you have familiarized yourself with the navigation of the *Blackboard* course materials go to the Café Hauz discussion board for read the introductory message. When you are ready, post a message in response to my opening message. Remember to post your message as a reply so that it will remain "threaded" in the discussion under the Welcome subject. Explore all of the discussion tools features such as *Search, Discover Content, Collapse All, Expand All, etc.* these allow you to manage your discussion board and locate items more quickly.

NOTE: Do not create a New Forum as that creates a New Discussion Board, however, **Do open the designated discussion board** and **you may create a New Thread** if it is **appropriate** for the various content being discussed.

Within the Discussion/Forum you may type your message in the message box and you may also attached documents for others to view. For graded discussions please use the text box for messages as sometime it is difficult to see the attachments and they may not be evaluated when grading. Attachments work for uploading articles that you wish to share with your peers. Test the attachment process in the Welcome discussion board by uploading a Word document of your choice that might be of interest to the class.

10. Go to the email section of Blackboard and click on your inbox. Next,
 - Click on the button that says compose mail message.
 - Click the "Select Users"
 - Click one student from the course and send them an email. Then click on the right arrow to add them to the selected box.
 - Enter a subject in the subject line and compose a brief message then
 - Click Submit
11. Go to UTA email and check to see if you have any mail from your classmates in the course.
 - Read it if you do.
 - Reply to their message.
12. **Complete the Assignments** for Week 1 date(s) posting all to the correct locations.
13. Log off the computer and you are finished. Congratulations!

N5308 Nursing Informatics Computer Competency Validation

Student Name _____

Competency	Date Completed
Log onto Blackboard (http://elearn.uta.edu)	_____
Locate assignments (Record Learning Plan Assignment due date: _____)	_____
Navigate through course architecture to complete scavenger hunt:	
<ul style="list-style-type: none"> • Review Getting Started • Syllabus includes Schedule 	_____
<ul style="list-style-type: none"> • Review All folders under Week 1 <ul style="list-style-type: none"> ○ Objectives ○ Readings ○ Assignments ○ Quizzes 	_____
<ul style="list-style-type: none"> • Communication Tools <ul style="list-style-type: none"> ○ Tips/Hints & Grading Rubric ○ Discussions <ul style="list-style-type: none"> ▪ Main ▪ Module Summary Boards ○ Small Group boards ○ UTA eMail 	_____
<ul style="list-style-type: none"> • Live Sessions: provides links to the <i>Bb Collaborate</i> sessions 	_____
<ul style="list-style-type: none"> • Resources <ul style="list-style-type: none"> ○ APA 6th includes the required title page template ○ UTA Library, Nursing Subject Guide, Helen Hough Librarian ○ Google ○ Track Changes and Comments 	_____
View & Read Orientation Discussion Hints	_____
Participate in an online discussion & post an attachment	_____
Locate grades page	_____
Send & Retrieve a private email message	_____
Log off	_____

**Download the Form from the Week 1 Assignment location in *Blackboard*.
Save to a new file name with your last name first. For example:
Smith_ComputerValidation.doc
Complete and Upload the form back to the Week 1 Assignment Drop Box.**