**THE UNIVERSITY OF TEXAS**

**AT ARLINGTON**

**COLLEGE OF NURSING**

**N5302 Section 001**

**Curriculum Development and Evaluation**

**Spring 2015**

**Classroom #: Pickard 205**

**NURS 5302: Curriculum Development and Evaluation**

**Spring 2014**

**Instructor(s): Ronda Mintz-Binder, DNP, RN, CNE**

**Office Number:** Pickard Hall, Room 520A

**Office Telephone Number: (**817) 272-2776 (email preferred for questions)

**Email Address:** rondamb@uta.edu

**Office Hours:** before/after class and/orby appointment

**Section Information:** NURS5302-001

**Time and Place of Class Meetings: 4 Wednesdays**

**January 21st, February 11th, March 18th, April 29th**

**10:00 AM – 4:00 PM**

**Pickard Hall 205**

**Description of Course Content:**

Explore the nature of nursing education. Focus on the curriculum process and its application to nursing education programs

**Student Learning Outcomes:**

1. Analyze current trends that influence nursing education and curriculum development.
2. Relate a philosophy of nursing or nursing education to the curriculum organizing framework.
3. Critique structures of selected curricula.
4. Apply relevant research findings in creating a new curriculum.
5. Design a curriculum based on specific learner outcomes.
6. Evaluate the effectiveness of an educational curriculum.

**Required Textbooks and Other Course Materials:**

Keating, S. (2011). *Curriculum Development and Evaluation in Nursing.* 2nd edition. Springer, NY, **ISBN: 9780826107230**

Relevant course materials and assignments are available on Blackboard. Access to Blackboard is essential.

**Recommended Textbooks**:

Billings, D. & Halstead, J. (2012), *Teaching in Nursing: A Guide for Faculty, Third Edition.* Elsevier, Missouri, **ISBN: 9781455705511**

UTA School of Nursing Graduate Program Student Handbook. UTA, Arlington, Texas as found on the UTA SON web page

The *Publication Manual of the American Psychological Association* (APA) *Sixth Edition,* for preparation of papers.

**Requirements:**

***Curriculum Project, written and presented (65%)***

This course is about exploring and creating a curriculum project with a service learning component. As such, the bulk of this grade is at the end of the course. The following components are included in the grading: Partial first draft(10%), Final draft (25%), Individual evaluated project grade (10%), Oral presentation of this project to the class (20%)[see page 8]

***Participation (30%)***

Because this is largely an online class, students are responsible for reading and responding to discussions and proposed questions in class and online (10%). Students will be posting and monitoring one week of the discussion board of critical topics related to nursing (15%) [see page 9] . Students are encouraged to log into the course at least every day and are expected to make **substantive comments at least twice (minimum)** each week on the discussion board related to the topic discussed in class or online. This includes an initial post and a response to a peer (does not include answering a response of a peer to your initial post). Attendance at the class meetings will also be considered as part of the participation grade (5%).

***Curriculum meeting attendance and write-up (5%)***

Students will sign up for and attend one nursing program curriculum meeting either at UTA or other university/college with a nursing program. Participation is encouraged and a write-up that details the agenda and discussion is required.

**Methods/Strategies:**

Experiential learning activities, synchronous and asynchronous online discussion, student projects, student presentations, and individualized instructor/student conferences.

**Grading Policy**:

|  |  |  |
| --- | --- | --- |
| Due Date | Assignment | % of Course Grade |
| Total course | Participation/Attendance | 15% |
| 1 week after moderating | Participation: Moderating of one online thread for one week | 15% |
| 1st draft 3/6; final 4/29/15 | Curriculum Project: 1st draft, final, service learning plus individual grade | 45% |
| 4/29/15 | Presentation of Curriculum Project | 20% |
| 1 week after meeting | write-up of Curriculum Meeting | 5% |
|  |  | 100% |

Grading criteria for assignments will be available in the Blackboard N5302 course.

**Assignments are not accepted after the due date unless permission has been granted by the instructor prior to the due date.**

**GRADING:**

A = 92.0 ‑ 100

B = 83.0 – 91.99

C = 74.0 – 82.99

D = 68.0 – 73.99

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

**Expectations for Out of Class Study:** Beyond the time required to attend each class meeting, students enrolled in this course should expect to spend at least an additional 3-6 hours per week of their own time in course-related activities, including reading required materials, completing assignments, preparing for exams, etc.

**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. Contact the Financial Aid Office for more information.

Graduate students who wish to change a schedule by either dropping or adding a course must first consult with their Graduate Advisor. Regulations pertaining to adding or dropping courses are described below. Adds and drops may be made through late registration either on the Web at MyMav or in person through the student’s academic department. Drops can continue through a point two-thirds of the way through the term or session. It is the student's responsibility to officially withdraw if they do not plan to attend after registering. **Students will not be automatically dropped for non-attendance**. Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. Contact the Financial Aid Office for more information. The last day to drop a course is listed in the Academic Calendar available at [http://www.uta.edu/uta/acadcal.](http://www.uta.edu/uta/acadcal)

1. A student may not add a course after the end of late registration.
2. A student dropping a graduate course after the Census Date but on or before the end of the 10th week of class may with the agreement of the instructor, receive a grade of W but only if passing the course with a C or better average. A grade of W will not be given if the student does not have at least a C average. In such instances, the student will receive a grade of F if he or she withdraws from the class. Students dropping a course must: (1) complete a Course Drop Form (available online <http://www.uta.edu/nursing/MSN/drop_resign_request.pdf> or Graduate Nursing office rooms 512 or 606); (2) obtain faculty signature and current course grade; and (3) submit the form to Graduate Nursing office rooms 512 or 606.
3. A student desiring to drop all courses in which he or she is enrolled is reminded that such action constitutes withdrawal (resignation) from the University. The student must indicate intention to withdraw and drop all courses by completing a resignation form in the Office of the Registrar or by: (1) Completing a resignation form (available online <http://www.uta.edu/nursing/MSN/drop_resign_request.pdf> or Graduate Nursing office rooms 512 or 606; (2) obtaining faculty signature for each course enrolled and current course grade; (3) Submitting the resignation form in the College of Nursing office room 512 or 606; and (4) The department office will send resignation form to the office of the Registrar.
4. In most cases, a student may not drop a graduate course or withdraw (resign) from the University after the 10th week of class. Under extreme circumstances, the Dean of Graduate Studies may consider a petition to withdraw (resign) from the University after the 10th week of class, but in no case may a graduate student selectively drop a course after the 10th week and remain enrolled in any other course. Students should use the special Petition to Withdraw for this purpose. See the section titled Withdrawal (Resignation) From the University for additional information concerning withdrawal. <http://www.grad.uta.edu/handbook>

**Last Day to Drop or Withdraw: 3/27/15 (?)**

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

**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](http://www.uta.edu/titleIX).

**Academic Integrity: Academic Integrity:** Students enrolled all UT Arlington courses are expected to adhere to the UT Arlington Honor Code:

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

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

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

**Plagiarism:** Copying another student’s paper or any portion of it is plagiarism. Copying a portion of

published material (e.g., books or journals) without adequately documenting the source is plagiarism.

Consistent with APA format, if five or more words in sequence are taken from a source, those words must be placed in quotes and the source referenced with author’s name, date of publication, and page number of publication. If the author’s ideas are rephrased, by transposing words or expressing the same idea using different words, the idea must be attributed to the author by proper referencing giving the author’s name and date of publication. If a single author’s ideas are discussed in more than one paragraph, the author must be referenced, according to APA format. Authors whose words or ideas have been used in the preparation of a paper must be listed in the references cited at the end of the paper. Students are expected to review the plagiarism module from the UT Arlington Central Library via <http://library.uta.edu/tutorials/Plagiarism>

**Electronic Communication:** 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 an online Student Feedback Survey (SFS). Instructions on how to access the SFS for this course will be sent directly to each student through MavMail approximately 10 days before the end of the term. Each student’s feedback enters the SFS database anonymously and is aggregated with that of other students enrolled in the course. UT Arlington’s effort to solicit, gather, tabulate, and publish student feedback is required by state law; students are strongly urged to participate. For more information, visit <http://www.uta.edu/sfs>.

**Emergency Exit Procedures:** Should we experience an emergency event that requires us to vacate the building, students should exit the room and move toward the nearest exit, which is located at the corners of the building. 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.

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

**Writing Center.** **:** The Writing Center, 411 Central Library, offers individual 40 minute sessions to review assignments, *Quick Hits* (5-10 minute quick answers to questions), and workshops on grammar and specific writing projects. Visit [https://uta.mywconline.com/](https://owa.uta.edu/owa/luket@exchange.uta.edu/redir.aspx?C=jqplelmmw0KcvkWv1pRv_rHS8ofUUtFIXl_CWZTLffEmCPyZf3x4ncUbBmD9p3gSPROCbhSJj7U.&URL=https%3a%2f%2futa.mywconline.com%2f) to register and make appointments. For hours, information about the writing workshops we offer, scheduling a classroom visit, and descriptions of the services we offer undergraduates, graduate students, and faculty members, please visit our website at [www.uta.edu/owl/](http://www.uta.edu/owl/).

**Librarian to Contact:**

**Peace Williamson**, *Nursing Librarian*

Phone: (817) 272-6208

E-mail: [peace@uta.edu](mailto:peace@uta.edu)

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

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

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

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

The following URL houses a page where we have gathered many commonly used resources needed by students in online courses: <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 Texas Board of Nursing (BON) to participate in graduate clinical nursing courses. It is also imperative that any student whose license becomes encumbered by the BON must immediately notify their Associate Dean for the MSN Program, Department of Advanced Practicum Dr. Gray/Dr. Schira. The complete policy about encumbered licenses is available online at: [www.bon.state.tx.us](http://www.bon.state.tx.us)

**Student Code of Ethics:** The University of Texas at Arlington College of nursing supports the Student Code of Ethics Policy. Students are responsible for knowing and complying with the Code. The Code can be found in the student handbook online: <http://www.uta.edu/nursing/handbook/toc.php>

**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.

**Departmental Office/Support Staff**

**Department of Advanced Nurse Practice**

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

Associate Dean and Chair; Graduate Advisor

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

**Sheri Decker**, Assistant Graduate Advisor

Office # 606-Pickard Hall, (817)-272-2776 ext.0829

Email: [s.decker@uta.edu](mailto:s.decker@uta.edu)

**Rose Olivier**, Adminiatrative Assistant I

Office # 605-Pickard Hall, (817) 272-2776 ext. 4796

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

**Roshanda Marks**, Senior Office Assistant

Office # 610-Pickard Hall, (817)-272-2043 ext. 4856

Email: [r.marks@uta.edu](mailto:r.marks@uta.edu)

**Department of MSN Administration, Education, and PhD Programs**

**Jennifer Gray,** RN, PhD

Interim Dean and Chair, Graduate Advisor

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

**Vivian Lail-Davis**, Administrative Assistant II

Office # 512-Pickard Hall, (817)-272-1038

Email: Vivian@uta.edu

**Felicia Chamberlain**, Administrative Assistant I

Office # 515- Pickard Hall (817)-272-0659

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

**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.

**Group Curriculum Project**

The project is a group activity (3-4 people per group).

1. The curriculum will include:

a. Introduction to include the kind of program, purpose of the program, and setting.

b. Statement of Philosophy

c. Organizing Framework --theories

d. Program Outcomes and Student Learning Outcomes\*\*\*\*

e. Full and complete Curriculum Plan

f. Courses (nursing) with descriptions and credit hour allocations, both class and clinical (if applicable)

g. Cost of program/course

h. Description of clinical facilities or teaching location to be used

i. Plan for program evaluation—immediately and 3-6 mo later

j. A minimum of 10 references

2. Oral presentation and written project are both due during 4th class.

3. The final curriculum project is to be presented in class as a group activity. The allotted time will be discussed in class. (40 minutes TIMED per group MAX with 15 minutes for discussion)

1. The project should be no longer than 30 pages with appendices. Submit grading sheet.

**Possible Group Topics\*:**

1. Faculty preparation for teaching simulation or an aspect of simulation
2. Faculty preparation for teaching undergraduate theory or clinical course
3. Preparation for becoming a nursing academic program director/department chair
4. Specialty and unique post RN hospital experience---not what exists currently!!
5. Community based education on a specific chronic illness or prevention of an issue
6. Leadership promotion/development in service/academia
7. Preparing US students for work in other countries
8. Teaching a specific course in a different country
9. Other topics: State and give rationale

\*Curriculum must be a minimum of 10 hours of content; no longer than 3 months in length.

Complete course schedule, discussion board topics, assignment guidelines and selected bibliography will be available on Blackboard approximately 1 week prior to the first class day.

**4th class potluck**

A tradition in this class is a 4th class potluck, a fun and engaging way to enjoy class presentations. Please think about bringing salads, light main dishes, desserts, drinks, paper products etc.

**CLASS PARTICIPATION**

As a community of learners seeking information and understanding, the participation of each student contributes powerfully to the learning environment. It is expected that each student comes to each class fully prepared for the activities of the day and provides thoughtful contributions, informed by consulting literature and reflection.

**ON-LINE DISCUSSION LEADERSHIP**

During the first class, you will select one other class member and together will select a topic for which you will serve as discussion leaders for your classmates’ on-line discussion. You will prepare guidelines for the discussion, suggested reading to assist advancement of the discussion and monitor the discussion. You will include at least two sources outside of your textbook. It would be helpful if the sources are available on-line as a full-text article from our library. Each twosome will be responsible for overseeing the one week of discussion related to your selected topic and summarizing the group discussion at the end of the week. Lastly, once the online discussion leadership experience is complete, each student is to submit their own personal evaluation of their experience in this role.

*General Guidelines for Papers*

The 6th Edition APA Manual (2009) is to be used in conjunction with the paper guidelines to demonstrate referencing, levels of headings, and direct quotations in the paper. The guidelines in the APA Manual about grammar and punctuation, use of numbers and abbreviations, and development of tables or figures should be used in developing the paper.

1. Upload all completed assignments to Blackboard (instructions will be given in class). Before uploading your paper, **save the file using your last name and first initial as the file name** (for example, JohnL.doc). Be sure to upload all needed files before submitting the assignment. **Be sure the paper you submit for grading is complete, because that is the paper that will be graded.**
2. Each paper is to have a formal title page (see example at end of syllabus).
3. Pagination: Page numbering starts with the title page. Numbering continues through the reference list and any appendices. Arabic (1, 2 etc.) numbers are to be used. Insert page breaks after the title page and before the reference list.
4. Margins: 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.
5. Type size and font: Type should be 12 characters per inch. The font should be Times New Roman.
6. Spacing: Double spacing is to be used for the body of the paper. Single spacing may be used for table titles and headings, figure captions, within references (with double spacing between references), and long quotations. Only one space should follow each period, colon, semicolon, or question mark. Indent the first line of each paragraph ½ inch using the tab key.
7. Figures and tables should be inserted into the body of the paper as close as possible to where discussed in text. See the APA manual for format for inserting figures and tables in the text of papers/theses.
8. Headers: Running headers are required.
9. Headings within the paper are essential. First develop an outline of your paper 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.
10. Quotations: Quotations should be limited to only that which is **absolutely essential**. You should synthesize the information not use quotes. Extensive use of quotations will result in deductions from the assignment grade. When more than 5 words in a row are directly taken from another source, the original author or speaker must be given credit. See the APA Manual for ways to properly cite quotations of less than and greater than 40 words.
11. Reference citations in text: Every sentence that is not your own original idea must have a citation to a source, even in the introduction to the paper. Any sentence that does not have a citation means you are claiming that idea as your own original idea (if it’s not in fact your own idea, then it is plagiarism). Sources must be cited during or at the end of each fact, not after the entire paragraph. There are specific guidelines for citing primary and secondary sources in text (first and subsequent citations, as well as for multiple citations of a source within one paragraph). See the APA Manual (2009) and APA resources on Blackboard for further guidelines.
12. Reference list: The reference list includes only the references cited within the text of the paper. There are specific guidelines for citation of various types of sources. These guidelines include spacing, commas, periods, and order of elements of the citation. Format your reference list using the hanging indent function in Word. Single spacing may be used within references with double spacing between references. See the APA Manual (2009) and APA resources on Blackboard for specific guidelines.

Unique Title 1

Running head: UNIQUE TITLE OF MY PAPER

Unique Title of our Excellent Paper on a

Fascinating Nursing Topic

Bob Brilliant and Susan Studious

The University of Texas at Arlington College of Nursing and Health Innovation

In partial fulfillment of the requirements of

N5302-001 Curriculum Development and Evaluaton

Ronda Mintz-Binder, DNP, RN CNE

Month day, year