**The University of Texas at Arlington**

**College of Nursing**

**N5430 Family Nursing I**

**Spring 2015**

**Instructors:**

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| **Phyllis Adams, Ed, D, RN, FNP-BC, NP-C, FAANP**  ***Clinical Associate Professor***  Office Number: Pickard Hall, #619  Office Telephone Number: (817) 272-7334  Email Address: [pcadams@uta.edu](mailto:pcadams@uta.edu)  Faculty Profile: <https://www.uta.edu/mentis/profile/?1610> |
| **Susan Carlson, PhD, RN, FNP-BC**  ***Clinical Assistant Professor***  Office Number: Pickard Hall #626l  Office Telephone Number: (817) 272-2776  Email Address: [scarlson@uta.edu](mailto:scarlson@uta.edu)  Faculty Profile: <https://www.uta.edu/mentis/profile/?1626> |
| **Beth McClean, PhDc, MSN, RN, FNP-BC**  ***Clinical Instructor***  Office Number: Pickard Hall #626  Office Telephone Number: (817) 272-2776  Email Address: [mcclean@uta.edu](mailto:mcclean@uta.edu)  Faculty Profile: https://www.uta.edu/mentis/profile/?1668 |

**Beverly Ewing**, **DNP, RN, FNP-BC**

Clinical Assistant Professor

Office: 626 Pickard Hall

Office Phone: (817) 272-2776

Email Address: [ewing@uta.edu](mailto:ewing@uta.edu)

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**Phyllis L. Wood, DNP, RN, FNP-BC**

Clinical Assistant Professor

Office: 626 Pickard Hall

Office Phone: 817-272-2776

Email Address: [plwood@uta.edu](mailto:plwood@uta.edu)

Office Hours**:** By Appointment

Fax Number: (817) 272-5006

**Section Information:** NURS 5430, Section 001-012

**Time and Place of Class Meetings:** Thursday, 4pm-10pm Room #212

**Description of Course Content**: Focus on advanced knowledge of individuals with acute, chronic and complex health problems in the primary care management of individuals across the lifespan.

Other Requirements: Prerequisites: NURS 5305 and 5306; 5313 or concurrent enrollment or Certificate Program Standing. Other: Out-of-Class Assignments; Multiple Choice Examinations; Out-of-Class Clinical Assignments; Clinical Practicum(s); Blackboard; In-Class Assignments, Other as Applicable

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

1. Apply theoretical and empirical knowledge of acute, chronic and complex health problems in primary care practice for individuals, groups, and families of all ages.
2. Assess diagnose, and manage the health care needs of individuals across the lifespan with acute, chronic and complex illnesses using evidenced-based data.
3. Implement health promotion, health protection, and disease prevention in the care of the individual across the lifespan with acute, chronic and complex health problems.
4. Function in an NP interdisciplinary role within the health care team in providing care to individuals, groups, and families of all ages with acute, chronic and complex health problems.
5. Integrate legal and ethical decision-making in implementing the advanced practice nurse (APN) role.
6. Provide ethnicity, age, gender, and sensitive care to individuals across the lifespan and their families.
7. Apply knowledge from family theory in the delivery of primary care management.

**Required Textbooks and Other Course Materials:**

1. Butarro, T. Trybulski, J., Bailey, P. el al., (2012). *Primary Care: A Collaborative Practice*. (4th ed.). Mosby. **ISBN: 9780323075015**
2. Wright, L. M. and Leahey, M. (2012) *Nurses and Families: A Guide to Family Assessment and Intervention*. (6th ed.). Philadelphia, PA: F. A. Davis Company. **ISBN: 9780803627390.**
3. Burns, C., Dunn, A., Brady, M., et al. (2012). *Pediatric Primary Care*. (5th ed.). Saunders **ISBN:** **9780323080248**
4. Collins-Bride, G., Saxe, J., (2011). *Clinical Guidelines For Advanced Practice Nursing*. (2nd ed.). **ISBN: 9780763774141**
5. Fischbach, F., Dunning, M., (2008). *A Manual of Laboratory and Diagnostic Tests*. (8th ed.). Lippincott Williams & Wilkins. **ISBN: 9780781771948**
6. Gilbert, D., (2013). *The Sanford Guide to Antimicrobial Therapy.* (43nd ed.). Antimicrobial Therapy. **ISBN: 9781930808744**
7. Uphold, C., Graham, M., (2003). *Clinical Guidelines in Family Practice*. (4th ed.). Barmarrae Books. **ISBN: 9780964615168**
8. Uphold, C., Graham, M., (2004). *Clinical Guidelines in Child Health*. (3rd ed.). Barmarrae Books. **ISBN: 9780964615175**
9. American Medical Association. (2004). *International Classification of Diseases Clinical Modification (ICD 9CM).* (9th ed.). American Medical Association. **ISBN**: **9781579474669**
10. Habif, T., Chapman, S., (2012). Campbell, J., et al., *Dermatology DDX Deck.* (2nd ed.). Saunders. **ISBN: 9780323080798**
11. <Http://www.med-u.org/> Virtual Patient Cases: Order online for $100.00. Purchase the Family Medicine Cases.
12. Previously required textbooks from Advanced Health Assessment – N5418, Adult Management I - N5305, Psychiatric Management – N5303, and Pediatric Management - N5306 (as applicable).

**Supplementary Reading:**

1. Barker, L.R., Fiebach, N.H., (2007). *Principles of Ambulatory Medicine.* (7th ed.). Lippincott Williams & Wilkins **ISBN: 9780781762274**

***NOTE:*** When purchasing textbooks, be sure you are purchasing the **MOST** **CURRENT** edition available.

**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.

Course Grading Scale

A = 92 to 100

B = 83 to 91

C = 74 to 82

D = 68 to 73 – cannot progress

F = below 68 – cannot progress

Students are responsible for uploading, downloading and submitting the correct document in the assignment drop box. The document submitted will be graded and no substitution of the document will be accepted. All assignments should be accompanied by the **grading criteria/guideline to all assignments as provided in the course syllabus. If an assignment is late, 10 points will be deducted per day (this includes Saturday and Sunday) until assignment is submitted. This can result in a failing grade of a zero (0) on an assignment. An assignment is considered “late” if it is received after the scheduled due date and time.**  Examinations will be taken on the assigned date or will receive a grade of zero.

Students entering the room more than 10 minutes after the start of the examination will not be allowed to take the examination at that time. Any make-up examinations given may include questions that are **other** than multiple choice. Make-up examinations may be given at the convenience of the faculty and availability of staff proctors.

Students are responsible for assigned readings, web-based assignments, classroom and/or participatory assignments as given by faculty and a grade may be assigned on any of the above.

It is the student’s responsibility to contact University of Texas at Arlington Computing Help Desk (817-272-2208) for computer issues that distract from the completion of assignments. It is the student’s responsibility to ensure maintenance of Internet/software needed to complete all assignments.

Problems, concerns or issues students may have will be discussed in front of the Family Nurse Practitioner faculty team.

**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/#graduatetext>.

**Descriptions of Major Assignments and Examinations with Due Dates:**

**DIDACTIC:**

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| **Assignment** | **Due Date** | **Weight** |
| Multiple Choice Exam I | **2/19/15** | 15% |
| Multiple Choice Exam II | **3/26/15** | 15% |
| Multiple Choice Exam III | **5/7/15** | 20% |
| Family Theory Paper | **4/2/15** | 5% |
| In/Out of Class Assignments:   * TB Web Site * Simulations * MedU cases:   #11-Knee pain (MSK)  #-15-RUQ pain (GI)  #21-12 year old with fever (Pedi Infectious disease)  <http://www.med-u.org/> - this is the web site | **2/12 &3/19/15**  **As assigned**  3/19/15  Assigned  2-12-15  2-12-15  3-19-15 | 5% |
| Simulation Assignments |  | Credit as assigned |

**CLINICAL:**

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| **Assignment** | **Due Date** | **Weight** |
| Decision Making Assignments  -*DMA #1*  *-DMA #2* | **4/16/15** **4/23/15** | 15% |
| SOAP Notes  -*SOAP Note #1*  *-SOAP Note #2*  *-SOAP Note #3* | **2/26/15**  **3/26/15**  **4/23/15** | 10% |
| Clinical SOAP Notes | as assigned | P/F |
| Clinical Practicum:  -*Mid-Term  - Final* | **3/5/15**  **5/7/15** | P/F 15% |
| Preceptor Evaluation of student   -*(per preceptor)* | **5/7/15** | P/F |
| Clinical Portfolio:  -*Mid-Term  -Final* | **3/5/15**  **5/7/15** | P/F |
| Self-Evaluation | **5/7/15** | P/F |
| Student evaluation of preceptor   -*(one per preceptor)* | **5/7/15** | P/F |
| Completed Clinical E- logs  *-\*Note: YourEntries expected weekly* | **5/7/15** | P/F |
| **TOTAL** | **100%** | |

**Make-up Exams**: Please contact your faculty for approval. Upon approval from your faculty, you need to schedule an appointment with Sonya Darr at [sdarr@uta.edu](mailto:sdarr@uta.edu). Please allow a 24 hour advance notice when scheduling.

**Test Reviews**: Test reviews may be scheduled up to two weeks after grades have been posted to blackboard for the current exam. Due to time constraints, you will only be allowed 30 minutes to review your test. Unfortunately, we will not be able to allow multiple test reviews. Contact Sonya Darr for availability at [sdarr@uta.edu](mailto:sdarr@uta.edu). Please allow a 24 hour advance notice when scheduling.

**Expectations of 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 9-12 hours per week on their own time in course-related activities, including reading required materials, completing assignments, preparing for exams, etc.

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

**Drop Policy:** 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 Office of Financial Aid and Scholarships at <http://www.uta.edu/fao/> . The last day to drop a course is listed in the Academic Calendar available at <http://www.uta.edu/uta/acadcal.php?session=20146>

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) Contact course faculty to obtain permission to drop the course with a grade of “W”.

(2) Contact your graduate advisor to obtain the form and further instructions.

**Census Day: February 4, 2015**

**Last day to drop or withdraw: April 3, 2015**

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

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

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

UT Arlington faculty members may employ the Honor Code as they see fit in their courses, including (but not limited to) having students acknowledge the honor code as part of an examination or requiring students to incorporate the honor code into any work submitted.

Per UT System Regents’ Rule 50101, §2.2, suspected violations of university’s standards for academic integrity (including the Honor Code) will be referred to the Office of Student Conduct. Violators will be disciplined in accordance with the University policy, which may result in the student’s suspension or expulsion from the University.

"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."

As a licensed registered nurse, graduate students are expected to demonstrate professional conduct as set forth in the Texas Board of Nursing rule **§215.8. in the event that a graduate student holding an RN license is found to have engaged in academic dishonesty, the college may report the nurse to the Texas BON using rule §215.8 as a guide.**

**Plagiarism:**  Copying another student’s paper or any portion of it is plagiarism. Copying a portion of published material (e.g., books 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/plagiarism/index.html>

**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).

**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>.

If you are unable to resolve your issue contact the Helpdesk at [helpdesk@uta.edu](mailto:helpdesk@uta.edu).

***Students are responsible for checking their MavMail regularly, at least two to three times per week.***

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

**Final Review Week:** A period of five class days prior to the first day of final examinations in the long sessions shall be designated as Final Review Week. The purpose of this week is to allow students sufficient time to prepare for final examinations. During this week, there shall be no scheduled activities such as required field trips or performances; and no instructor shall assign any themes, research problems or exercises of similar scope that have a completion date during or following this week *unless specified in the class syllabus*. During Final Review Week, an instructor shall not give any examinations constituting 10% or more of the final grade, except makeup tests and laboratory examinations. In addition, no instructor shall give any portion of the final examination during Final Review Week. During this week, classes are held as scheduled. In addition, instructors are not required to limit content to topics that have been previously covered; they may introduce new concepts as appropriate.

**Emergency Exit Procedures:** Should we experience an emergency event that requires us to vacate the building, students should exit the room and move toward the nearest exit. When exiting the building during an emergency, one should never take an elevator but should use the stairwells. Faculty members and instructional staff will assist students in selecting the safest route for evacuation and will make arrangements to assist individuals with disabilities.

**Librarian to Contact:**

**Peace Williamson**, *Nursing Librarian*

Phone: (817) 272-7433

E-mail: [peace@uta.edu](mailto: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 Catalog <http://uta.summon.serialssolutions.com/#!/>

E-Journals <http://pulse.uta.edu/vwebv/searchSubject>

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>

**UTA College of Nursing Additional Information:**

**Clinical Evaluations:** Students must pass both the didactic and clinical portions of a clinical course in order to pass the course. In order to pass the clinical portion, the student must receive a passing grade (minimum of 83%) on the faculty evaluation of the student’s clinical performance (Nurse Practitioner Clinical Evaluation). Students who fail a faculty evaluation have a one-time option to retake the practicum. A second faculty member will be present during the clinical performance retake. If the student passes the clinical performance retake (minimum of 83%), the **maximum** grade the student can receive for the exam for purposes of grade calculation is 83%. If the student fails the retake, the student will receive a grade of “F” for the course.

**Clinical Clearance:** All students must have current clinical clearance to legally perform clinical hours each semester. If your clinical clearance is not current, you will be unable to do clinical hours that are required for this course and this would result in course failure.

**Student Requirement For Preceptor Agreements/Packets:**

1. Preceptor Agreements must be **signed and dated** by the student and the preceptor the first day the student attends clinical (may be signed on that day), scanned and emailed to [npclinicalclearance@uta.edu](mailto:npclinicalclearance@uta.edu) on or before the first clinical day.
2. **Student** is responsible to ensure that all of his/her preceptor agreements are signed and complete including their student 1000 number and course number before beginning clinical experience and those agreements are scanned and emailed to Kim Doubrava @ [npclinicalclearance@uta.edu](mailto:npclinicalclearance@uta.edu) or Janyth Arbeau at [arbeau@uta.edu](mailto:arbeau@uta.edu) by the third week of the semester. (For instance, if a student starts working with a particular preceptor late in the semester, he/she would contact that preceptor during the first 3 weeks of the semester.
3. If this is the first time a preceptor is precepting a graduate nursing student for The University of Texas at Arlington, please have him/her complete the Preceptor Biographical Data Sheet. If he/she is a returning preceptor have them fill out the phone number and email address section of the preceptor agreement.
4. The signed/completed preceptor agreement is part of the clinical clearance process. Failure to submit in a timely fashion will result in the inability to access the E-log system.
5. All communications to the NP Clinical Coordinator should be made to the following email address: [npclinicalclearance@uta.edu](mailto:npclinicalclearance@uta.edu). This includes scanned copies of preceptor agreements, preceptor evaluations of the student, and student evaluations of the preceptor.

**Clinical E-Logs: Students** are required to enter all patient encounters into the E-Log system.  E-Log is both a student learning opportunity and an evaluation method for clinical courses.  Patient encounters include patients the student assesses, diagnoses, and manages as part of their clinical coursework.  Individual clinical courses may have additional guidelines/requirements related to their specific course and will be noted in the course syllabus (e.g. types of encounter required, number of patients required during course).

Students can access their Elogs by entering their own unique Elogs username and password which will be accessible their first clinical semester. <http://totaldot.com/> The username consists of the student’s first, middle, and last initials (in CAPS) with the last four digits of their 1000#. Example: Abigail B. Cooper, 1000991234 is ABC1234. If the student does not have a middle initial, then only two initials will be used. The student’s password is simply their last name. Example: Cooper (note first letter is a capital letter).

The student’s E-Log data provides a description of the patients managed during the student’s clinical experience, including the number of patients, diagnoses of patients, and the type of interventions initiated.  As a result, E-Log data are an essential requirement of the student’s clinical experience and are used to evaluate student clinical performance.  The data are used to meet course requirements and to evaluate student clinical performance.  Upon completion of the Program, students will receive an executive summary of their E-Log entries for their professional portfolio.

**Students are expected to enter information accurately so that (if needed) faculty may verify/validate the information provided.  Falsifying and/or misrepresenting patient encounter data is considered academic dishonesty.**

**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 Dr. Mary Schira, Associate Dean, Department of Advanced Practice Nursing. The complete policy about encumbered licenses is available online at: [www.bon.state.tx.us](http://www.bon.state.tx.us)

**MSN Graduate Student Dress Code:** The University of Texas at Arlington College of Nursing expects students to reflect professionalism and maintain high standards of appearance and grooming in the clinical setting. **Clinical faculty has final judgment on the appropriateness of student attire and corrective action for dress code infractions. Students not complying with this policy will not be allowed to participate in clinical.**

Please View the College of Nursing Student Dress Code on the nursing website:<http://www.uta.edu/nursing/msn/msn-students> **.**

**UTA Student Identification: MSN Students MUST be clearly identified as UTA Graduate Students and wear a UTA College of Nursing ID in the clinical environment.**

**Unsafe Clinical Behaviors:** Students deemed unsafe or incompetent will fail the course and receive a course grade of “F”. **Any of the following behaviors constitute a clinical failure**:

1. Fails to follow standards of professional practice as detailed by the Texas Nursing Practice Act \* (available at [www.bon.state.tx.us](http://www.bon.state.tx.us))

2. Unable to accept and/or act on constructive feedback.

3. Needs continuous, specific, and detailed supervision for the expected course performance.

4. Unable to implement advanced clinical behaviors required by the course.

5. Fails to complete required clinical assignments.

6. Falsifies clinical hours.

7. Violates student confidentiality agreement.

\*Students should also be aware that violation of the Nursing Practice Act is a “reportable offense” to the Texas Board of Nurse Examiners.

**Blood and Body Fluids Exposure:** A Health Verification form was signed by all MSN students at start of the program documenting personal health insurance coverage. All MSN students have mandatory health insurance and will need to manage exposure to blood and fluids. Current CDC guidelines can be found at:<http://www.cdc.gov/>

**Confidentiality Agreement:** You signed a Confidentiality Form in orientation and were provided a copy of the form. Please take your copy of this Confidentiality Form with you to your clinical sites. Please do not sign other agency confidentiality forms. Contact your faculty if the agency requires you to sign their confidentiality form.

**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/msn/msn-students>

**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/msn/msn-students>

**No Gift Policy:** In accordance with Regent Rules and Regulations and the UTA Standards of Conduct, the College of Nursing has a “no gift” policy. A donation to one of the UTA College of Nursing Scholarship Funds, found at the following link: is <http://www.uta.edu/nursing/student-resources/scholarship> 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.

**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.***

**Writing Center: [CON Optional]** The Writing Center provides the workshops below to help guide graduate students through the demands of writing at the graduate level. In order to sign up for workshops, students must register with the Writing Center at <http://uta.mywconline.com/> . Workshops are listed on the regular appointment schedule. If you experience any difficulty signing up for any of these, please call (817) 272-2601 and one of our staff will be happy to assist.

All Workshops hosted by the Writing Center are held in 411 Central Library and are offered at 6 p.m. on Mondays, Tuesdays, Wednesdays or Thursdays. These are not recorded and are not available online.

**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. For non-emergencies, contact the UTA PD at 817-272-3381.

**Department of Advanced Practice Nursing Support Staff**

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| **Mary Schira,** PhD, RN, ACNP-BC  Associate Dean  Chair Advance Practice Nursing  Email address: [schira@uta.edu](mailto:schira@uta.edu) |
| **Rose Olivier**  Administrative Assistant I  Pickard Hall Office # 605  (817) 272-9517  Email address: [olivier@uta.edu](mailto:olivier@uta.edu) |
| **Janyth Arbeau**  Clinical Coordinator  Pickard Hall Office # 610  (817) 272-0788  Email address: [Arbeau@uta.edu](mailto:Arbeau@uta.edu) or  [npclinicalclearance@uta.edu](mailto:npclinicalclearance@uta.edu) |
| **Sonya Darr**  Support Specialist I  Pickard Hall Office # 609  (817) 272-2043  Email address: [sdarr@uta.edu](mailto:sdarr@uta.edu) |
| **Kimberly Hodges**  Support Specialist II  Pickard Hall Office #612  (817) 272-9373  Email address: [khodges@uta.edu](mailto:khodges@uta.edu) or [npclinicalclearance@uta.edu](mailto:npclinicalclearance@uta.edu) |

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| **Graduate Advisors:** | |
| **Students with last Name A-L:**  Sheri Decker  Graduate Advisor II  Pickard Hall Office # 611  (817) 272-0829  Email: [s.decker@uta.edu](mailto:s.decker@uta.edu) | **Students with Last Name M-Z:**  Luena Wilson  Graduate Advisor I  Pickard Hall Office # 613  (817) 272- 4798  Email: [lvwilson@uta.edu](mailto:lvwilson@uta.edu) |

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| **MISCELLANEOUS INFORMATION:** | Inclement Weather (College Closing) Inquiries:  *Metro (866) 258-4913*  Fax Number - UTA College of Nursing: (817) 272-5006  Attn: Graduate Nursing Programs Office  UTA Police (Emergency Only): (817) 272-3003  **Mailing Address for Packages:**  University of Texas at Arlington College of Nursing  **c/o Dr. Phyllis Adams**  411 S. Nedderman Drive, Pickard Hall Box 19407  Arlington, Texas 76019-0407 |
| **CLINICAL OVERVIEW:** | Ninety (90) hours are required for N5430. The clinical hours will be completed at non-campus clinical practice sites arranged by the University of Texas at Arlington College of Nursing MSN faculty, Director and/or Graduate Clinical Coordinator. Clinical hours are for medical management of the patient. There will be clinical hours given for some of the didactic class hours. Therefore, clinical hours are not to include grand rounds or rounds in the hospital with preceptor (for this experience contact the clinical advisor). These activities will not be acceptable. |
| ASSIGNMENTS: | Submit via email to the Clinical Advisor the following data on the preceptor clinical arrangements for the semester no later than the **third week** of the semester.   * Preceptor name and title * Name of Practice * Complete address including zip code * Telephone number of clinic * Fax number of clinic * Dates of the arranged clinical experiences * Time of the arranged clinical experience * Student contact telephone number(**s)** |

prevention of academic dishonesty guidelines

**Special Instructions Regarding Assignments**

**N5430 Family Nursing I**

Unless otherwise instructed, all course (class & clinical) assignments are to follow the following guidelines:

1. Each student is expected to do each assignment independently. This means no consultation, discussion, sharing of information, or problem-solving to complete any component of the assignment. This includes your preceptor − do not ask the preceptor to advise you on an assignment.
2. It is your ability and clinical decision-making that we are assessing through the assignments − not your colleagues.
3. Any violation of these instructions will result in academic dishonesty a violation of University of Texas at Arlington Academic Dishonesty Policy. The penalties can range from failure on the assignment, course failure and/or expulsion from the program.
4. A graded copy of each assignment will be maintained in the clinical portfolio by the student.
5. If at any time a student is aware of academic dishonesty committed by a classmate, the student is expected to inform the faculty.
6. Academic dishonesty is cheating and will not be tolerated in this program. RNs are expected to conform to professional ethics whether in the classroom or in the clinical setting.

You are asked to sign below to indicate that you understand the above guidelines.

Printed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Course: N5430 \_\_\_\_\_ N5431 \_\_\_\_\_ N56316532/5331/5332 \_\_\_\_\_