**N5366-003 (29515): Principles of Research in Nursing**

**Spring 2015**

**Instructor:** Lauri D. John, PhD, RN, CNS (oncology), Clinical Associate Professor

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**Email Address:** ljohn@uta.edu **(use Blackboard for all course-related correspondence)**

**Faculty Profile:** <http://www.uta.edu/profiles/lauri-john>

**Office Hours:** By appointment

**Time and Place of Class Meetings:**

Wednesdays 1:00 – 7:00 PM (on specified dates as indicated in course schedule) in PKH 209.

**Description of Course Content:** Integration of theoretical and empirical principles of nursing research to generate evidence for nursing practice.

**Student Learning Outcomes:**

1. Discuss the research process (MPO2).

2. Evaluate clinical and research literature to identify gaps in knowledge (MSN Essentials IV-6; MPO2).

3. Integrate theories and existing research evidence to formulate a research question (MSN Essentials IV-1; MPO2).

4. Evaluate measurement methods used in nursing research(MSN Essentials V-2; MPO2).

5. Develop a plan for data analysis (MSN Essentials V-2; MPO2).

6. Demonstrate ethical principles in planning research (MSN Essentials IV-2; MPO2).

7. Articulate clinical and research evidence related to identified clinical problems (MSN Essentials IV-3; MPO2).

**Required Textbooks**:

American Psychological Association. (2010). Publication Manual of the American Psychological Association (6th Ed.). Washington, DC: Author.  ISBN: 978-1-4338-0561-5

Heavey, E. (2014). *Statistics for nursing: A practical approach* (2nd ed.). Burlington, MA: Jones & Bartlett Learning. ISBN: 978-1-284-04834-6

LoBiondo-Wood, G., & Haber, J. (2014). Nursing research: Methods and critical appraisal for evidence-based practice. New York: Mosby Elsevier. ISBN:  978-0-323-05743-1

Patten, M. L. (2014). *Proposing empirical research* (5th ed.). Glendale, CA: Pyrczak Publishing. ISBN: 978-1-936523-30-06

**Recommended textbooks:**

Grove, S. K., Burns, N., & Gray, J. R. (2013). *The practice of nursing research: Appraisal, synthesis, and generation of evidence* (7th ed.). Saunders.  ISBN 978-1-4557-07369-2

Houser, J. (2013). *Nursing research: Reading, using, and creating evidence* (3rd ed.). Burlington, MA: Jones & Bartlett Learning. ISBN: 978-1284043297

Salkind, N.J. (2011). *Statistics for people who think they hate statistics* (4th ed.). Los Angeles: Sage. ISBN: 978-1-4129-7959-7

**Course Requirements:**

**Students must submit all assignments (including pass/fail assignments and any required discussion board posts) on Blackboard in order to pass the course.**  The specific criteria for all assignments are posted on Blackboard. There are no options for extra credit.

Faculty will impose penalties for late work. Work is considered late if it is received after the scheduled due date and time. Up to five points will be deducted from the final assignment grade for each day the work is late. If you become ill or have an accident or family emergency and do not believe you can complete an assignment on time, you should phone or email the instructor immediately - BEFORE the due date and time. The instructor may postpone the deadline without penalty, depending on the circumstances. After the due date/time, points will be deducted for late work regardless of the excuse.

Professional expression of ideas is expected in all work submitted for this class. Any paper that includes errors in grammar, punctuation, format, or expression of ideas that significantly obscure content of the paper will have 20 points deducted and be returned to the student for revision. The revised paper must be resubmitted within one week, and the maximum grade that may be earned on that paper will be 80%.

**Attendance Policy:** At The University of Texas at Arlington (UTA), taking attendance is not required. Rather, each faculty member is free to develop his or her own methods of evaluating students’ academic performance, which includes establishing course-specific policies on attendance. As the instructor of this section, I have established the following attendance policy: Regular class attendance and participation is required of all students and is included in the course grade calculation (see grading criteria on Blackboard). **Students are responsible for all missed course information.**

**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. All grade calculations will be carried out to two decimal places, and there will be no rounding of final grades. Letter grades for written assignments and end-of-course grades shall be:

A = 92.00 ‑ 100

B = 83.00 – 91.99

C = 74.00 – 82.99

D = 68.00 – 73.99

F = < 68.00

**Expectations for Out-of-Class Study**: A general rule of thumb is that for every credit hour earned, the average student should expect to spend at least 3 hours per week working outside of class. Beyond the time required to attend each class meeting, students enrolled in this course should expect to spend at least an additional 9 hours per week of their own time in course-related activities, including reading/studying required materials and completing assignments.

**Major Assignments:** (see course schedule on Blackboard for due dates/times)

Student Information Form P/F (due before first class meeting)

Class Attendance/Participation 5% (calculated weekly)

 Includes attendance, punctuality, and participation in classroom discussion/activities and discussion board posts.

Quizzes (4 quizzes, each worth 10%) 40% (weeks 3 through 9)

Literature Review Paper 10% (~ week 12)

Human Subject Protections (HSP) Certification P/F (~ week 13)

Framework/Methods Paper & Consent 20% (~ week 14)

Proposal Presentation 25% (~ week 15)

### Descriptions of Major Assignments for N5366

**Quizzes:**

There will be four (4) open-book quizzes that cover the content of the reading assignments, lectures (online and during class), and classroom activities. The purpose of the quizzes is to test your knowledge of the content and help you to evaluate where you need to learn more.

Quizzes will be given during the first 30 minutes of class during the first half of the semester (see course schedule).

Some of the quiz questions will be testing your knowledge of the research article (available full text, online, through the UTA Library):

Potter, P., Eisenberg, S., Cain, K. C., & Berry, D. L. (2011). Orange interventions for symptoms associated with Dimethyl Sulfoxide during stem cell reinfusions: A feasibility study. *Cancer* *Nursing, 34*, 361-368. doi:10.1097/NCC.0b013e31820641a5

PRIOR TO EACH QUIZ, you should read that article, looking for application of your knowledge of the research process in that article.

During the quiz, you may use the course textbook and the article. You may refer to them during the exam. You may NOT confer with other students or any other individual during the quiz. It should be your work alone.

**Mock Research Proposal:**

A key outcome of this course is that students will demonstrate ability to apply the nursing research process by developing a mock nursing research proposal for a quasi-experimental study related to nursing practice, education, or administration. Course assignments (literature review paper, framework/methods paper, HSP certification, and consent) will contribute to the development of that proposal. Each student will receive feedback throughout the semester on assignments that build toward the final proposal. The expectation is that students will reflect upon classmate and faculty feedback to revise and refine the parts of the proposal as the semester progresses. Students will demonstrate their overall proposal development in a proposal presentation. Specific criteria for these assignments are posted on Blackboard.

**Co-Investigators:** Research is typically a team activity; as such, each student in this course will work with a classmate on this mock research proposal. Only two students can work together as co-investigators. The decision about co-investigator teams must be made by the third week of the semester (second class). After the decision is made regarding co-investigators, it CANNOT be changed at a later date. Other than the HSP certification, which must be completed by each student individually, all work for the mock research proposal will be completed by the co-investigator pairs. Both members of each co-investigator team will submit the same assignments for all parts of the proposal, participate jointly in the proposal presentation, and receive the same grade for each proposal assignment. If at any time one student chooses to let his/her co-investigator do all the work on the assignment, faculty will determine the outcome of the grade on a case-by-case basis. It may be determined that the co-investigator that has not contributed fully to the assignment will receive a zero for his/her portion(s) of the grade.

Students will select a clinical problem, select an interventionaimed at that clinical problem, and analyze existing evidence for the intervention related to a specific outcome in a population and setting of interest. The analysis of existing theoretical and research evidence about the intervention and outcome will be used to identify a research problem (gap in the evidence) which will form the basis of a research proposal. **It is essential that you select a clinical problem, intervention, and outcome for your proposal and develop the literature review to support it VERY early in the semester because all course assignments depend on that.**

**Select a clinical problem** of interest related to nursing practice, education, or administration. The problem needs to be significant to nursing because of its magnitude and because of its impact on patients, families, nurses, and/or society. The clinical problem may relate to individual passion about a clinical dilemma in nursing practice, a clinical agency’s interest in the problem, nurse-sensitive quality indicators, or research priorities/agendas published by professional organizations. Review recent research literature to find primary support for the significance of the problem and to determine what factors are related to or are causative factors for the clinical problem.

* If the clinical problem does not have documented primary evidence (in the literature) to support its significance (both magnitude and impact), you must pick a different topic/clinical problem.

**Select one intervention:** Review recent theoretical/clinical sources and research literature to determine what interventions have been used to address the clinical problem identified. Select an intervention that is of interest to nurses in your current practice area or to future roles in advanced practice, education, or administration. The intervention must be something done by registered nurses, nurse practitioners, educators, or nurse administrators and/or over which they have **decisional control.** There must also bea **gap in the research literature** about this intervention in relation to the selected clinical problem. This is the intervention which you will propose to test to determine whether it would improve an outcome related to the selected clinical problem of interest.

* If the intervention does not have theoretical and research support (in the literature), you must pick a different intervention.
* If there is already sufficient evidence to support that the intervention works for the clinical problem or outcome in your population, you must pick a different intervention.

**Select one outcome** **variable** based on review of the literature. The outcome selected must be linked theoretically with the clinical problem identified and the intervention selected.

* If the outcome does not have any theoretical linkage with the clinical problem and intervention (in the literature), you must pick a different outcome.

## General Guidelines for N5366 Papers

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

**Please note:** Wikipedia (or most “.com” websites) is not an acceptable reference for either online discussions or formal papers.

Students in the MSN program are expected to purchase and use the most recent Publication Manual of the American Psychological Association (APA). The 6th Edition of the *APA Publication Manual* (2010) is to be used in conjunction with the guidelines in this syllabus and instructions given in class to demonstrate correct style and format in all papers (including grammar and punctuation, use of numbers and abbreviations, and citation of sources).

Professional expression of ideas is expected in all work submitted for this class. Any paper that includes errors in grammar, punctuation, format, or expression of ideas that significantly obscure content of the paper will have 20 points deducted and be returned to the student for revision. The revised paper must be resubmitted within one week, and the maximum grade that may be earned on that paper will be 80%.

Submitting assignments: Upload all completed assignments to the appropriate area in Blackboard. Before uploading any assignment, save the file using your last name, first initial, and brief assignment name as the file name (Ex: JohnL Lit Review). Before uploading articles cited in the papers, save the articles using the last name of the first author (& additional authors as needed) and publication year (Ex: Headley et al 2004). Do not include any extra punctuation in file names uploaded to Blackboard. Be sure to upload all needed files before submitting the assignment. **The paper you submit for grading is the paper that will be graded.**

Title page: Each paper is to have a formal title page at the beginning of the paper. See the title page template in the Student Resources (APA Resources) section of Blackboard.

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, before the reference list, and before appendices.

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.

Type size and font: Type should be 12 characters per inch. The font should be Times New Roman.

Spacing: Double spacing is to be used for the body of papers and the reference list. Use single spacing for discussion board postings, table titles and headings, figure captions, and long quotations. Indent the first line of each paragraph ½ inch using the tab key (not manual spacing).

Punctuation: Insert two spaces after punctuation marks ending sentences. Insert one space after each comma, colon, or semicolon. There are specific rules for when and when not to use each punctuation mark. Review the APA Manual for the specific rules (p. 87-96).

Figures and tables: Figures and tables should be inserted into the body of the paper as close as possible to where they are discussed in text (NOT at the end of the paper).

Headers: Running headers are recommended but not required.

Headings: **Headings within the paper are essential**. Grading criteria are helpful in determining appropriate headings for specific assignments. There are specific rules for placement and format of headings. See the APA Manual for further guidance (p. 62-63).

Quotations: It is expected that students will synthesize and paraphrase information obtained from the literature rather than relying on quotes. **Quotations should be rare** and limited to only that which is absolutely essential. Unwarranted 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, it is considered a quotation and must be cited as such. In the rare instance when quoting is absolutely necessary, the words must be enclosed in quotes (or if more than 40 words, displayed as an indented block) and the original author or speaker and page number must be cited. See the APA Manual for how to properly cite quotations. **Failure to correctly cite quotations is plagiarism. A grade of zero will be assigned on any portion of the paper in which there is plagiarism (incorrect citation of quoted information), and this will be reported to the appropriate officials**.

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 is not clearly linked to a citation means that you are claiming that idea as your own original idea (if it is not your own idea, then it is plagiarism)**. Sources must be cited during or at the end of each fact (not only at the beginning or end of the paragraph) or be clearly linked to a citation in the previous sentence. There are specific guidelines for citing primary and secondary sources in text (including for first and subsequent citations) as well as for personal communications. See the APA Manual and APA resources on Blackboard for further guidelines. **Failure to correctly cite sources is plagiarism.**  **A grade of zero will be assigned on any portion of the paper in which there is plagiarism (incorrect or missing citation of sources), and this will be reported to the appropriate officials.**

Reference list: The reference list includes only the references cited within the paper. There are specific guidelines for citation of various types of sources. These guidelines include spacing, commas, periods, capitalization, italicization, DOIs, and order of elements of the citation. Format your reference list using the hanging indent function in Microsoft Word (in paragraph formatting) rather than manual spacing. Use double spacing within and between references.

Additional resources about APA format that you might find helpful are posted on Blackboard in the Student Resources section.

**Course Schedule**

If you are enrolled in this class you can access in Blackboard the complete course schedule which includes information about due dates, class and discussion board activities, and class preparation. *The course instructor reserves the right to adjust this schedule in any way that serves the educational needs of students enrolled in this course.*

**N5366-003 spring 2015 Schedule**

|  |  |
| --- | --- |
| **Date** | **Classroom Topics and Due Dates** |

**UT ARLINGTON (UTA) & COLLEGE OF NURSING POLICIES/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 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> ; (2) obtain faculty signature and current course grade; and (3) submit the form to your assigned academic advisor .
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 to your assigned academic advisor 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: April 3, 2015**

**Americans with Disabilities Act:**  UTA 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 UTA 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:** UTA 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:**  It is the philosophy of UTA that academic dishonesty is a completely unacceptable mode of conduct and will not be tolerated in any form. 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.*

All persons involved in academic dishonesty will be disciplined in accordance with University regulations and procedures. Per 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." Suspected violations of university 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.

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, journals, electronic sources) 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 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 UTA Central Library via <http://library.uta.edu/tutorials/Plagiarism>

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

**Electronic Communication Policy:** UTA has adopted MavMail as its official means to communicate with students about important deadlines and events as well as to transact university-related business. 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. For information about activating/using MavMail: <http://www.uta.edu/oit/cs/email/mavmail.php>. 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.

Students are responsible for having a functioning computer and being familiar with its use. For example, papers must be written in Word software (presentations in Powerpoint) and uploaded into Blackboard. You must be able to open documents in Word, power point presentations, and other files. If you have difficulty with your computer, it is your responsibility to problem-solve that issue. You may always phone or email the Help Desk in the UTA Library at 817-272-2208, or you can email them at helpdesk@uta.edu

**Blackboard communication tools, discussion boards, and UTA MAV email will be used extensively and should be checked often. Use Blackboard for all course correspondence.** Blackboard and UTA email should be checked at least every other day except weekends and holidays. In general, faculty will check Blackboard and UTA email daily with the exception of weekends and holidays. An immediate response to emailed questions is not guaranteed, particularly within the 48 hour window before an assignment is due or on weekends or holidays.

The discussion board should be viewed as a public and professional forum for course-related discussions. The tone of postings should be professional in nature. Although constructive discussion and feedback is important in a learning environment, 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 Board. Refer to the Student Handbook for more information.

**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. UTA’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. 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

Research Information on Nursing:

[**http://libguides.uta.edu/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://discover.uta.edu/>

E-Journals <http://liblink.uta.edu/UTAlink/az>

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>

**Writing Center:** The English Writing Center, Room 411 in the Central Library, provides support to UTA undergraduate and graduate students and instructors. Undergraduate and graduate student consultants in the Writing Center are trained to help student writers at any stage in their writing processes. Consultants are trained to attend to rhetorical and organizational issues that instructors value in student writing. Although consultants will assist students in identifying and correcting patterns of grammatical or syntactical errors, they are taught to resist student entreaties to become editors or proofreaders of student papers.

The Writing Center offers tutoring for any assigned writing during enrollment at UTA. During Spring 2013, Writing Center hours are 9 a.m. to 7 p.m., Monday through Thursday; 9 a.m. to 2 p.m., Friday; and 2 p.m. to 6 p.m. Sunday. Individuals may schedule appointments online by following directions available at [www.uta.edu/owl](http://www.uta.edu/owl), or by visiting the Writing Center.

The Writing Center Director, Assistant Director, or tutors are available to make classroom presentations describing Writing Center services. The Writing Center also offers workshops on topics such as documentation and will design specialized workshops at the request of instructors. To schedule a classroom visit or inquire about a workshop, please e-mail or call Tracey-Lynn Clough, Writing Center director, at clought@uta.edu or 817-272-2517.

**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 (either Dr. Gray or Dr. Schira). The complete policy about encumbered licenses is available online at: [www.bon.state.tx.us](http://www.bon.state.tx.us)

**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>

**Student Code of Ethics:** UTA 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 MSN 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 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**

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Email: [cwade@uta.edu](https://owa.uta.edu/owa/schwartz%40exchange.uta.edu/UrlBlockedError.aspx)

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**Janette Rieta**, **AP/Campus Programs**, Administrative Assistant

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Email: jrieta@uta.edu

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