College of Nursing and Health Innovations

Syllabus

N5308-400 AP Nursing Informatics Summer 2015

Course Start/End: May 18, 2015 to July 26, 2015

Wednesdays 16:00-19:00 *(See Schedule for Details).*

Portions of the course will be held

- Online (asynchronous) via *Blackboard (Bb)*, and
- Live (synchronous-**real time**) online sessions via *Bb Collaborate* and *Second Life*.
- The 10-week course is continuous; there is no "break" week after the first five weeks.

Instructor

Joy Don Baker, *PhD, RN-BC, CNOR, CNE, NEA-BC*
Clinical Associate Professor
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Office Phone: 817-272-2776
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Cell Phone: 817-980-5354
Office Hours: Please contact Dr. Baker via email to set up an appointment for either a *Virtual* or Face-to-Face meeting.
Email: jdbaker@uta.edu *UTA Email availability:* I generally respond to email at least once in a 24-hour period Monday-Friday. While I may respond more frequently, please do not view anything other than this timeframe as the expectation.
Faculty profile: https://www.uta.edu/profiles/joy-baker

Course Description

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

Student Learning Outcomes

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

Course Prerequisites & Requirements

The student must have Graduate Standing. Attendance and participation are required at each live session via *Blackboard Collaborate* and *Second Life* sessions as well as the asynchronous discussions in *Blackboard*. A *Second Life* account is required during the course (free online download required).

Students must have access to appropriate computer equipment and software. The computer and programs should be Windows based (XP or more current version is expected). Microsoft Office 2010 software such as Word, Excel and PowerPoint are used with this course. Students are expected to access the Internet and a broadband/DSL speed is recommended, dial up Internet will create problems for access by the student. Students also have access to the 24

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hour/7-days per week computer labs on campus. Wireless connections may create difficulty with ConnectPro and Second Life a hard wire connection is recommended for those sessions.

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

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

Textbook, Reading Materials, and Resources

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

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

Articles listed in Blackboard

References for writing papers:

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

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

Suggested Reading:

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

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

Course Topics:

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

Teaching Methods/Strategies

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

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Descriptions of Major Assignments: (See *Blackboard* for more detailed information. All Assignments are due by 23:59 on the identified due day unless specified differently in *Blackboard* or the syllabus schedule). Each student will submit Graded Activities that create 100% of the grade based on: (a) completion of all Category 1 activities; and (b) Category 2 & 3 allow the student flexibility and choice to provide the remaining portion of the grade.

Graded Course Components	Percentage of Final Grade
Category 1: All Required (20%) • Learning Contract & Self Evaluations (5%) **Learning Plan:** Once completed the Learning Plan serves as a guide you will initiate to accomplish each step in the process for this course. Determining the deadlines for each reading, planning, arranging steps needed are a critical part of this course and the tool is designed to help with this process. • **Quizzes:** There are Quizzes to assist you with identifying critical elements in the content. They are used to support your knowledge development and offer opportunity to return to the Readings to access additional information to assist your personal learning plan and development with the Nursing Informatics content. • **Attendance/Participation** including ConnectPro sessions and Online Discussions, Exercises, or Activities. (15%) Discussion among classmates is a major component of this course. Throughout the course, you will be asked to make **initial posts** and **respond frequently** to peers with **thoughtful, substantive, and scholarly responses** each week. **Support your opinions** with the literature. Your responses should consist of complete sentences and meet the requirements listed in each of the discussion assignment instructions and grading is based on the Grading Rubric for all discussions. Discussion boards are labeled with **Class** where summaries from the small **Groups** boards for the entire class to view.	20%
Category 2: (60-65%) Students select two from this category. • **Webcast Presentation (30%):** The student will develop and present a voice over *PowerPoint* project, which demonstrates knowledge of the *PowerPoint* program and applies principles of quality program and voice construction. • **Yellow Pages: Electronic File Management/Organization (35%):** The student will develop and present a collection of electronic information resources using Internet Web sites that will be of particular value to the student, and serve as a personal future resource. • **Webpage Development (30%)** The student will develop a personal web page and present to the class within the guidelines of the course. • ***Second Life* CE Group Project (30%)** Project requires minimum of four students to sign up for this to be an available option. Students involved in this group project will produce a CE program to be offered to RNs both in and external to the course using Second Life virtual environment to host the conference.	60-65%
Category 3: Assignments (15-20%) Students select from the following list to	15-20%

fulfill the remaining percent necessary to complete the Course. • **Internet Search Assignment and Quiz Development (5%)** • **Poster Development Assignment (5%)** • **Educational Material Assignment (10%)** • **Blog Development Assignment (5%)** **Note:** Often used as an add in to the Web Page Development • **Excel Spreadsheet Assignment (10%)** **Note:** If using this course to meet the prerequisite for N5341 Financial Management then please include this Assignment in your contract. If you have taken N5341 or are concurrently enrolled please do not select this assignment. • **Second Life Case Study Development Assignment (5%)** • **Database Assignment (10%)**	
Total: Combined percent selected from all three sections must equal 100%	**100%**

Grading Policy

Students are expected to keep track of their performance throughout the course and seek guidance from available sources (including the coach and instructor) if performance drops below satisfactory levels.

A = 92-100 **B = 83-91** **C= 74-82**
D=68-73 *(cannot progress)* **F=<68** *(cannot progress)*

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

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

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

Turn in only one copy of your work; all assignments are the property of the University. Students should make a copy of their work prior to submission. Assignments and Activities detail are located in *Blackboard*.

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

Attendance and Participation Policy:

- **Live virtual class attendance** (*Bb Collaborate* and *Second Life*) is required in this course as student presentations take place via these systems. There are also several optional class sessions, indicated in the schedule below.
- **Participation** is expected of all students whether the class is held in an online asynchronous or virtual environment via a synchronous (real-time) method.
- **Students are responsible** for all missed course information.
- No makeup opportunity for missed class sessions is provided.

Time Management

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

Drop Policy:

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 time 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/ 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.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.

Last Date Drop or Withdraw: - June 26, 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 or by calling the Office for Students with Disabilities at (817) 272-3364.

Title IX

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

Academic Integrity

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

> *I pledge, on my honor, to uphold UT Arlington's tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence.*
> *I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code.*

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

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

Student Support Services

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

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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.

Student Feedback Survey

At the end of each course, 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 course. 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. 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. While this specific course is not held on campus please seek assistance from the nearest faculty if you find you are on campus and an emergency occurs.

Library Information

Peace Williamson, *Librarian*
Phone: 817-272-7433
E-mail: 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

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

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College of Nursing and Health Innovation - Additional Information

Status of RN Licensure

All graduate nursing students must have an unencumbered license as designated by the Board of Nursing (BON) to participate in graduate clinical nursing courses. It is also imperative that any student whose license becomes encumbered by the BON must immediately notify the Associate Dean, Department of Graduate Nursing. The complete policy about encumbered licenses is available in the Graduate Student handbook online at: http://www.uta.edu/nursing/handbook/toc.php.

MSN Graduate Student Dress Code

The University of Texas at Arlington College of Nursing and Health Innovation 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 and Health Innovation Student Dress Code on the nursing website: http://www.uta.edu/nursing/msn/msn-students.

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 and Health Innovation 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 and Health Innovation has a “no gift” policy. A donation to one of the UTA College of Nursing and Health Innovation 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.

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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

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.

Course Evaluation

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

Department of Graduate Nursing

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Graduate Advisors:

Sheri Decker, NP Students (A-L); Office #611; 817-272-0829; s.decker@uta.edu
Luena Wilson, NP Students (M-Z); Office #613; 817-272-4798; lvwilson@uta.edu
Rebekah Black, Admin/Educ (A-L)**;** Office # 630; (817)-272-2291; rjblack@uta.edu

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Miscellaneous Information

Inclement Weather (School Closing) Inquiries: Metro(972) 601-2049
Fax Number - UTA School of Nursing: (817) 272-5006
Attn: Graduate Nursing Office
UTA Police (Emergency Only): (817) 272-3003 or dial 911

Mailing Address for Packages:

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

Writing Guidelines

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

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

Students in the MSN program are expected to purchase a copy of the most recent Publication Manual of the American Psychological Association. APA style manual will be used by the UTACON with some specific requirements for graduate courses. Please use this template for all papers in this course. A *Microsoft Word* version of this template is also located in Blackboard for your convenience. http://www.uta.edu/nursing/msn/apaformat
Save copies of all of your work! Create a folder on your computer that is specifically for this course. As you create a new document for each assignment, save it in your course folder, and then submit it by the due date.

General Guidelines for All Written Work

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

1. Each paper should have a formal title page (see Nursing Administration Template in Blackboard Course Resources). It is recommended that the template within this course be downloaded and saved then used as the bases for writing the papers.
2. Pagination: Page numbering starts with the title page and continues through to the reference list and appendices. Arabic (1, 2 etc.) numbers are used.

3. Margins are to be 1 inch on all sides. Text should be left justified only. This means that the right margin may appear irregular. If a word is too long to be completed on one line, it should not be hyphenated. Headers begin at 0.5 inch from the top allowing the Running head: ALL CAPS to be placed on the first line of the Title page. See the template for more details.
4. Type size and font: Type should be Times New Roman font and 12 characters per inch (12 point).
5. Spacing: Double spacing is used for the body of the paper. Single spacing may be used in tables and figures only. **DO NOT** leave any blank lines between paragraphs or sections. No triple spacing. **DO NOT** single space in between references on the Reference page. **DO** double-space the entire list of references.
6. Headers: Running headers are expected in APA 6th Ed.
7. Headings within the paper are essential. First, develop an outline of your paper and count the number of levels you plan to incorporate. The title of the paper is not a heading so it is not considered in the number of levels required. Grading Criteria Sheets are helpful in determining appropriate headings for specific assignments. See the *APA Publication Manual* for further guidance.
8. Please remember the title of the paper should also appear on the first page of the text and should be the same as that on the title page. The title is not a heading and **is not counted** in the levels of headings.
9. An introduction without heading (simply start the introduction under the title of the first page of the text) and conclusion/summary with heading is expected for all papers in this course. There should not be a heading over the introduction however there should be one used for the Conclusion section of the paper.
10. Quotations: In general, avoid the use of direct quotes. Re-state the point in your own words and include the appropriate citation. For ways to properly cite quotations of greater than 40 words, see the *APA Publications Manual*. However, keep in mind lengthy quotes are not what these papers are about, it should be your voice and opinions that are well supported by the literature that you have sought out and properly cited.
11. Reference list: See the *APA Publications Manual*. The reference list includes only the references cited within the text of the paper. Double space the references do not use single spacing. Do not add additional line spacing between references.

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

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Class Tentative Dates & Locations

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

(Final schedules in Blackboard by first day of class)

Section 400 Students: Wednesdays
16:00-19:00 for all Live Sessions
(***Bb Collaborate*** or ***Second Life***)
For optional sessions please sign up in Bb

Wk#	Start Date	End Date	Location
1	5/18	5/24	Online (Asynchronous)
2	5/25	5/31	Online
3	6/1	6/7	***Bb Collaborate*** (Internet-Live interactive session) Requires 2-wire headset & microphone
4	6/8	6/14	**Bb Collaborate**: Optional Lab (Please sign up)
5	6/15	6/21	***Second Life*** (Requires 2-wire headset & microphone)
6	6/22	6/28	**Bb Collaborate**: Optional Lab (Please sign up)
7	6/29	7/5	***Bb Collaborate: Webpage Presentations***
8	7/6	7/12	***Bb Collaborate: Yellow Pages Presentations***
9	7/13	7/19	Online
10	7/20	7/26	***Second Life: Event***

The ***Bb Collaborate*** Optional Lab-Office Hours are generally held for one or two hours on the scheduled date beginning at 16:00. The session is essentially student driven and will close when you have your questions addressed. This will serve as both a live Q&A opportunity with the faculty and the means to test your system for the presentations and live interactive discussion during subsequent weeks allowing you to increase comfort level with the system.

Course Schedule and Due Dates/Time

DISCUSSIONS & ACTIVITIES

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

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

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

Component	Due Date/Time
Week 1 - Nursing Informatics May 18-24	**Complete by:**
View the Instructor's Welcome Video (Baker)	23:59 Sunday
Review the course syllabus and didactic assignments for this course.	23:59 Sunday
Complete the assigned readings	23:59 Sunday
View the Instructor's Webcasts (Baker)	23:59 Sunday
Submit the Student Information Form	***23:59 Wednesday **********
Computer Skills Survey Part 1	***23:59 Wednesday **********
Computer Validation Form	23:59 Sunday
Develop a personal Learning Plan 1	23:59 Sunday
Complete the Syllabus Quiz must achieve a score of 100% for credit.	23:59 Sunday
Complete the APA Quiz	23:59 Sunday
Plagiarism Tutorial Attestation Assignment	23:59 Sunday
Post to the Small Group Discussion Board: Nursing Informatics	**23:59 Saturday **********
Small Group Facilitator post summary to Class Discussion Board	23:59 Sunday

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Component	Due Date/Time
Week 2 - Word Process; Presentations; Webcasts; Posters May 25-31	**Complete by:**
View the Webcasts & Activities	23:59 Sunday
Complete the assigned readings	23:59 Sunday
Microsoft Word Exercise Assignment	23:59 Sunday
Internet Search Assignment & Quiz Development	23:59 Sunday
Post to the Small GROUP Discussion Board: PowerPoint Templates	**23:59 Saturday** ********
Small Group Facilitator post summary to CLASS Discussion Board	23:59 Sunday
Post to the Small GROUP Discussion Board: eLearning, Distant Education, & CE	**23:59 Saturday** ********
Small Group Facilitator post summary to CLASS Discussion Board	23:59 Sunday
Week 3 – WebPages/Blogs Jun 1-7	**Complete by:**
View the WebPage Development Webcast (Hough)	23:59 Sunday
View the Blog Development Webcast (Hough)	23:59 Sunday
Complete the assigned readings	23:59 Sunday
Education Material Assignment	23:59 Sunday
Post PPT slides that will be used for the Webcast for Feedback from peers	**23:59 Tuesday – Post slides** ****** 23:59 Sunday - Feedback
Post Poster to Discussion board for Peer Critique	**23:59 Tuesday – Poster** ******** 23.59 Sunday - Feedback
Participate in the *Bb Collaborate* Live session (Required Attendance)	**16:00-19:00 Wednesday **********
Week 4 – File Management & Organization Jun 8-14	**Complete by:**
Complete the assigned readings & Review Ms. Hough's Notes on Yellow Pages Development Project	23:59 Sunday
Poster Development Assignment	23:59 Sunday
Each student developing a blog: Post Blog ULR location on Disc. Board	**23:59 Tuesday** **********
Post substantive comment on each student's Blog related to the content.	**23:59 Friday** **********
Post to the CLASS Discussion board suggestions for improving/enhancing each student's blog.	23:59 Sunday - Feedback
Second Life Planning Team Meeting	**14:30-15:30 Wednesday **********
Bb Collaborate Session: Optional Lab (Please sign up)	**16:00-19:00 Wednesday **********
Week 5 – Virtual Learning Environment (*Second Life*) Jun 15-21	**Complete by:**
View the Webcasts: (Baker)	23:59 Sunday
Complete the assigned readings	23:59 Sunday
Webcast Development Assignment (Paper & Webcast)	23:59 Sunday
Acquire and Post SL Avatar Name Assignment (Everyone)	**23:59 Monday** **********
Blog Development Assignment	23:59 Sunday
Participate in *Second Life* Live Class session (Required Attendance)	**16:00-19:00 Wednesday **********

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Component	Due Date/Time
Week 6 – Spreadsheets Jun 22-28	**Complete by:**
View the Spreadsheet Webcasts (Turpin)	23:59 Sunday
Complete the assigned readings	23:59 Sunday
Excel Spreadsheet Assignment	23:59 Sunday
Second Life Case Study Development Assignment	23:59 Sunday
Bb Collaborate Session: Optional Lab (Please sign up)	**16:00-19:00 Wednesday ************
Week 7 – Databases Jun 29 - Jul 5	**Complete by:**
Review the Databases Information (Hough)	23:59 Sunday
Complete the assigned readings	23:59 Sunday
ASSIGNMENT: Database	23:59 Sunday
DISCUSSION: Post Webpage link for Peer Critique	**23:59 Tuesday *********** 23:59 Sunday
Bb Collaborate Live Session: WebPage Presentations (Required Attendance)	**16:00-19:00 Wednesday ***********
Week 8 – Computer Application for Nursing: Jul 6-12 PDAs, Blogs, Wikis, etc.	**Complete by:**
View the Instructor's Webcasts (Leflore)	23:59 Sunday
Complete the assigned readings	23:59 Sunday
ASSIGNMENT: WebPage Development Project	23:59 Sunday
Bb Collaborate Live Session: Yellow Pages Presentation (Required Attendance)	**23:59 Wednesday ************
Week 9 – Social & Ethical Issues in Informatics Jul 13-19	**Complete by:**
View the Webcast (Baker)	23:59 Sunday
Complete the assigned readings	23:59 Sunday
ASSIGNMENT: Yellow Pages Project: CD of Evaluated Websites	23:59 Tuesday *********
DISCUSSION: Post Top five websites for Peers to Discussion Board	**23:59 Tuesday ***********
DISCUSSION: Post to small GROUP Social/Ethics discussion board	**23:59 Tuesday – Initial Posts******* **23:59 Saturday ***********
Facilitators post summary to the CLASS discussion board	23:59 Sunday
Week 10 – Impact & Future Issues of Informatics Jul 20-26	**Complete by:**
View the Instructor's Webcast: Baker	23:59 Sunday
Complete the assigned readings & Review Guiding Questions	23:59 Sunday
ASSIGNMENT: Computer Skills Survey Part 2	**23:59 Saturday ************
ASSIGNMENT: Self-Evaluation Part 2	**23:59 Saturday ************
Course Evaluations	*Via UTA Email*
DISCUSSION: Future Small GROUP Discussion & Exercise	**23:59 Saturday ************
DISCUSSION: Future CLASS Summary	23:59 Sunday
***Second Life* Event (Live Session)**	**16:00-19:00 Wednesday ************

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N5308 Nursing Informatics
Computer Competency Validation

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

UTA Help Desk Phone: 817-272-2208
If you cannot get into *Blackboard*: you may email helpdesk@uta.edu, include your NTID, nature of the problem and a telephone number.

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

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

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

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Alert: if you forget your password, Faculty, cannot help you. You must physically go to the UTA Library with your ID to show you are who you say you are, to get your password reset. Please test that you can log in on campus both to the computer and to Blackboard prior to the first day of class.

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

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

4. The course opens to the Announcement page. Review all new announcements.
5. Review the Getting Started page for the course. This is the location where the Syllabus and schedule are located for the course and has other important page offers a basic overview of the *Blackboard* Course Tools.

6. Locate the Syllabus & Schedule link and verify the schedule for assignments this semester. When are the various assignments and quizzes due?

7. Complete Week 1. Open all folders under the week materials reviewing the Objectives and the Reading materials and any webcasts/media provided. Complete all Assignments and Quizzes for the week by the designated due dates/time.
   - Download the form to a Disk, Flash Drive, or the Desktop
   - Complete the Form and save to a new filename (Make sure you delete before leaving if working from a public computer if saved to the Desktop).
   - Post the Completed Form in the designated Assignment location following the upload procedures in Blackboard.
   - You may have a small group Discussion Boards for this course. They will generally be identified as Group 1, Group 2, etc.

8. Locate the following:
   - GRADES. (Some grades may be maintained outside the system, once graded they will be uploaded to the GRADES in *Blackbaord*).
   - Communication Tools
     i. Student Resources: Discussion Tips/Hints & Grading Rubric
     ii. Discussions (asynchronous discussions) & Groups which are small group discussion board locations.
     iii. Email: you may send emails to any one registered in the course from this location and it will be sent to the UTA Mav email account and you have the option of sending yourself a copy of the message you have sent. No sent nor replies are maintained in the Blackboard environment for email.
   - Modules: The schedule provides the sequence for completion of the Modules.
   - Live Session Information
   - Resources
     i. APA 6th
     ii. Library, Writing, Search, Copyright, etc.

9. Once you have familiarized yourself with the navigation of the *Blackboard* course materials go to the Café Hauz discussion board for read the introductory message. When you are ready, post a message in response to my opening message. Remember to post your message as a reply so that it will remain "threaded" in the discussion under the Welcome

subject. Explore all of the discussion tools features such as *Search, Discover Content, Collapse All, Expand All, etc.* these allow you to manage your discussion board and locate items more quickly.

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

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

10. Go to the email section of Blackboard and click on your inbox. Next,
    - Click on the button that says compose mail message.
    - Click the "Select Users"
    - Click one student from the course and send them an email. Then click on the right arrow to add them to the selected box.
    - Enter a subject in the subject line and compose a brief message then
    - Click Submit

11. Go to UTA email and check to see if you have any mail from your classmates in the course.
    - Read it if you do.
    - Reply to their message.
12. Complete the Assignments for Week 1 date(s) posting all to the correct locations.
13. Log off the computer and you are finished. Congratulations!

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N5308 Nursing Informatics
Computer Competency Validation

Student Name

Competency	Date Completed
Log onto Blackboard (http://elearn.uta.edu)	_____
Locate assignments (Record Learning Plan Assignment due date: _____	_____
Navigate through course architecture to complete scavenger hunt: • Review Getting Started • Syllabus includes Schedule	_____
• Review All folders under Week 1 ○ Objectives ○ Readings ○ Assignments ○ Quizzes	_____
• Communication Tools ○ Tips/Hints & Grading Rubric ○ Discussions ▪ Main ▪ Module Summary Boards ○ Small Group boards ○ UTA eMail	_____
• Live Sessions: provides links to the *Bb Collaborate* sessions	_____
• Resources ○ APA 6th includes the required title page template ○ UTA Library, Nursing Subject Guide, Helen Hough Librarian ○ Google ○ Track Changes and Comments	_____
View & Read Orientation Discussion Hints	_____
Participate in an online discussion & post an attachment	_____
Locate grades page	_____
Send & Retrieve a private email message	_____
Log off	

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

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