**The University of Texas at Arlington**

**College of Nursing and Health Innovation**

**N5350-400 Role of the Nurse in Advanced Practice**

**(Online)**

**Instructor:** Phyllis Adams, Ed D, RN, APRN, FNP-BC, NP-C; FAANP

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Office Hours**:** By Appointment

Faculty Profile: <https://www.uta.edu/mentis/profile/?1610>

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***Associate Professor***

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Office Hours: By Appointment

Faculty Profile: <https://www.uta.edu/mentis/profile/?1629>

**Section Information:** NURS 5350- 400

**Time and Place of Class Meetings:** Online via Blackboard at <http://elearn.uta.edu>. Live Chats will occur on dates and times as identified in the schedule in the syllabus.

**Description of Course Content**: 3 Lecture Hours. 0 Lab Hours**.** Theory and application of the multiple roles of the advanced practice nurse within the healthcare system.

**Other Requirements:**  Group NP Clinical Project, Group NP Clinical Project Log of Activities, NP Observation Assignment (optional for those who have not worked with a nurse practitioner), Class Participation, Conferences with faculty as needed, Small Group Class Assignments, Mini –written Specialty Group Assignments, (Economic Worth, etc.), Marketing Fact Sheet, Out of Class Assignments, Blackboard assignments, Written Assignments (Marketing Fact Sheet, NP Promotion Product), Topic Quizzes, Final Examination, Live Chats, other assignments as assigned.

As this course is offered in an online format, each student must have a computer with a high-speed Internet connection. The computer must meet UTA’s hardware requirements: <http://www.uta.edu/oit/cs/hardware/student-laptop-recommend.php> and Blackboard’s browser requirements: <http://www.uta.edu/blackboard/browsertest/browsertest.php>

This course requires the use of word processing and presentation software that is compatible with Microsoft Office formats. Students may purchase this software (in person or by mail) at a significant discount from the UTA bookstore <http://www.uta.edu/bookstore> (scroll to the bottom of the webpage). Students are required to have a headset (with microphone) and webcam to participate in web conferences and to test online. To assure test security and academic integrity of the testing process, testing will be done on-line using the Respondus browser and monitor system (which students must download from a link within Blackboard and install on their computer). If a student is unable to successfully navigate the Respondus system, the student may be required to complete an alternate version of the test using ProctorU (an on-online proctoring service) for which the student must pay a fee. The instructor will determine if an alternate option is offered.

Delivery of course materials, assignments, and tests is given through Blackboard. You will use your Netid and password to login to Blackboard at <https://elearn.uta.edu/>. It is your responsibility to become familiar with Blackboard and how to access course components. There are several Blackboard resources for students including <http://www.uta.edu/blackboard/students/index.php> and <http://help.blackboard.com/>.

You are **REQUIRED** to download the LockDown Browser Respondus at <http://www.respondus.com/lockdown/information.pl?ID=163943837>. This browser is compatible with PC (IE 7 or higher) and Mac (OS X 10.5 or higher). You must have Lockdown Browser to take assessments, quizzes and exams. You will not be able to take assessments, quizzes, and examinations without the Lockdown Browser installed.

The Help Desk receives, resolves, and/or escalates all computer related requests from faculty, staff, or students by phone, e-mail, in-person, or live chat.

<http://www.uta.edu/oit/cs/helpdesk/>

Phone: (817) 272-2208

Email: helpdesk@uta.edu

**Quiz and Test Taking Rules**

* Read the test taking tips prior to each quiz and test. Follow these tips to optimize your computer’s functionality, enhance blackboard’s function, and to minimize technical difficulties.
* Respondus Lockdown Browser with video monitoring will be used to administer each quiz and test. Please make sure to download Respondus prior to taking your first quiz.
* Update Respondus prior to completing each quiz and test.
* Update Java prior to completing each quiz and test.
* You will need an external high definition (1080p) webcam. This will ensure that your IDs and videos are clearly seen. You will use this webcam throughout the online FNP curriculum. An external webcam is one that is **not** built into your computer or laptop.
* To ensure your webcam is working properly, complete the webcam test prior to taking every quiz and test.
* If you are kicked out of a quiz or test, close your browser completely, reopen it, and log back into Respondus lockdown browser to continue taking the quiz or test.
* A photo ID is required to take the test. Show your driver’s license or Mav ID when prompted by the system. Only your driver’s license or Mav ID is acceptable forms of identification. A work ID badge, passport or other forms of ID are not acceptable and should not be used.
* Your photo ID must be held close enough to the camera to be read. The photo must be facing the camera.
* You will be asked to show your environment. When you are prompted please rotate the camera to show your desk in its entirety and show the entire room.
* Your face must be clearly visible during the entire time you are taking a quiz or test. Please ensure that there are no lights shining onto your computer from behind you. This will obscure the view of your face and ID.
* Your desk must be completely clear of all materials. Papers, pencils, pens, books, electronics, cell phones, tablets etc. are not allowed on or around your desk while taking a quiz or test.
* Drinks are not allowed while taking a quiz or test.
* No one else may be in the room while you are taking a quiz or test.
* Once you have started a quiz or test you are not allowed to leave your desk. You must complete and submit the quiz or test prior to leaving your desk.
* Plug in laptops and computers prior to starting the quiz or test.
* Talking is prohibited.
* The use of any electronics is strictly prohibited.
* Hats may not be worn while taking a quiz or test.

**Any violation in the above rules may result in any and all of the following:**

* **A point deduction up to and including a grade of zero on the respective quiz or test.**
* **The student may be reported to The Office of Student Conduct. If The Office of Student Conduct determines the reported student has participated in academic dishonesty the consequences may include any or all of the following: a quiz or test score of zero, course failure, probation, suspension or expulsion from the university.**

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

1. Implement an NP role that is based on a successful role transition from an RN identity to an advanced role identity.
2. Integrate a historical perspective of APN role development into his/her role identity.
3. Function in a variety of APN role dimensions as indicated: provider, coordinator, researcher, educator, consultant, & clinician.
4. Implement an NP role using required legal strategies & parameters.
5. Implement business & management principles and strategies required for successful NP clinical practice.
6. Evaluate personal clinical practice outcomes using a measurement plan.
7. Implement marketing and negotiation strategies designed to promote acceptance of the NP role by colleagues, consumers, and policy makers.
8. Enact the NP role based on a specialty clinical practice in relationship to the overall health care system.

**Required Textbooks and Other Course Materials:**

1. Buppert, C., (2012). *Nurse Practitioner's Business Practice And Legal Guide.* (4th ed.). Jones & Bartlett Learning **ISBN: 9780763799748.**

2. Joel, L., (2013). *Advanced Practice Nursing: Essentials for Role Development*. (3rd ed.). F.A. Davis Company **ISBN: 9780803627857.**

**Recommended:**

1. Buppert, C., (2013). *Billing Physician Services Provided By Nurse Practitioners*. (4rd ed.). Annapolis, MA: Buppert Law Offices. ISBN: **9780981848174.**

**Descriptions of major assignments and examinations with due dates**: Students are expected to complete all assignments and provide to faculty at the beginning of class on the due date and/or upload to Blackboard by assigned time of day. See policy regarding late papers or quizzes below.

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| 1. Blackboard Participation/Discussion Board n  | 5% | Weekly Throughout the Semester  |
| 2. Blackboard Assignments/  | 5% | Weekly Throughout the Semester |
| 2. Live Chats  |  | Week 1. Tues: 8/11/15 &Week 2. Thurs.: 8/20/15 |
| 3. Marketing Fact Sheet  | 10% | Week 7. Sat. 11:59 pm |
| 4. NP Promotion Product  | 25% | Week 8. Sat. 11:59 pm |
| 5. Group Project (group grade\*) | 20% | Week 10. Sat. 11:59 pm |
| 6. NP Observation | Credit | Week 11. Sat. 11:59 pm  |
|  Experience (optional) |  |  |
| 7. Quizzes – 2  | 5% | Week 5. Thurs.: 9/10/15 \*11:00 am to 12:00 pm Week 7. Wed.: 9/23/15 \*11:am – 12:00 pm |
| 8. Final Exam  | 30% | Week 11. Thurs.: 10/22/15  \*11:am -2:00 pm |
| Total | 100% |  |

**\* Faculty retains the right to adjust an individual student grade within the group depending on student feedback regarding performance & participation within the group.**

**NOTE: Paper Returns: Please be aware that given the class size, it will take a minimum of one week for papers to be graded and returned.**

**\*\*Late assignments (other than quizzes): Will have a 10 point deduction per day starting with the due date (and then any portion of 24 hour period late, including Saturday and Sunday) up to 2 days. A zero will then be the grade. An assignment is considered “late” if it is received after the scheduled due date and time.**

**\*\*\*Topic quizzes and tests are due in Blackboard on the day/date and by the time cited. Late Quizzes and/or Test will receive a grade of zero. Any technical problem with Blackboard or Respondus Lockdown Browser when completing a quiz and/or test must be reported immediately within 5 minutes of the due time for any special consideration to be given.**

**Special Note: Students are responsible for uploading, downloading and submitting the correct document in the assignment drop box.** **The document submitted/uploaded will be graded and no substitution of the document will be accepted. Verify every upload carefully and/or any paper sent via email! ALL papers must be submitted as MS-Word documents—no exceptions. The faculty is NOT responsible for notifying the student the wrong paper was submitted. These papers will be treated as late papers.**

**\*\*\*\*Each assignment is to have a UT Arlington cover page without exception and an attached grade sheet/rubric, as applicable. The name for the cover sheet is: University of Texas Arlington College of Nursing and Health Innovation.**

All assignments should be accompanied by the **grading criteria/guideline to all assignments as provided in the course syllabus.**

Students are responsible for assigned readings, web-based assignments, and participatory assignments as given by faculty and a grade may be assigned on any of them as outlined 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.

**Attendance Policy:** Regular online class (Live Chats) attendance and participation is expected of all students. 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.

Course Grading Scale

A = 92 to 100

B = 83 to 91

C = 74 to 82

D = 68 to 73 – cannot progress

F = below 74 – 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 are responsible for assigned readings, web-based assignments, and participatory assignments as given by faculty and a grade may be assigned on any of them as outlined 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.

**Expectations of Out-of-Class Study:** A general rule of thumb is this: for every credit hour earned, a student should spend 3 hours per week working outside of class. Hence, a 3-credit course might have a minimum expectation of 9 hours of reading, study, etc. Students enrolled in this course should expect to spend at least an additional 12-18 hours per week on their own time in course-related activities, including reading required materials, completing assignments, preparing for exams, etc.

**Class Participation Policy:**

Participation is an integral part of an on-line course. Each of you brings a wealth of knowledge and experience to the learning environment. Sharing ideas, thoughts, opinions, and experiences through the discussion board activities is a requirement and participation in this activity is mandatory. Please organize your time to accomplish this. Late or early entries do not meet the expectations of active and timely participation and will affect your participation grade.

**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>.

**Make-up Exams:**

You are expected to complete each quiz and test during the scheduled time and will need to arrange your work and personal schedules around the quiz and test time. Otherwise a grade of zero will be assigned. You must notify the faculty before the scheduled quiz and test in order for consideration to be given for a make-up exam arrangements. However, as the quizzes and test are scheduled, there should not be the need for a make-up time to be arranged. Contact the Lead Teacher(s) for make-up exam arrangements. You will need to allow a 24 hour advance notice when scheduling.

**Test Reviews:**

In an online format maintaining the integrity of a quiz or test is difficult yet extremely important. To maintain the integrity of all quizzes and tests you will not be allowed to review any quiz or test. Test reviews will be done by a concept method.

**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://wweb.uta.edu/aao/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 on or before the last day to drop 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 before the last day to drop.

**Deadlines are located on the Academic Partnership website as well as UTA’s,** <http://wweb.uta.edu/aao/recordsandregistration/content/student_services/academicpartnership.aspx>

**Last day to drop or withdraw – October 30, 2015**

**Census Day – September 28, 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 does not discriminate on the basis of race, color, national origin, religion, age, gender, sexual orientation, disabilities, genetic information, and/or veteran status in its educational programs or activities it operates. For more information, visit [*uta.edu/eos*](http://www.uta.edu/hr/eos/index.php). For information regarding Title IX, visit [*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 contact or 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).

**Student Success Faculty:** In order to assist masters nursing students who are at academic risk or who need academic support, there are graduate faculty members available to you. The goal of the success faculty members is to support student achievement in masters-level coursework so students can reach their educational goals. Students may contact a success faculty member directly, or a course instructor may encourage you to contact a success faculty member.

The success faculty in the MSN Program:

Dr. Donelle Barnes is available as a writing coach to assist students in the MSN Core courses; theory, research, and evidence based practice. Since these courses are writing intensive, Dr. Barnes can help students improve the clarity and organization of their written papers. She can be reached via email: donelle@uta.edu.

Dr. Mary Schira is available as a success faculty to assist with diverse resources that may include study skills, testing challenges/approaches, managing multiple responsibilities, and addressing personal issues impacting academic performance.   Course content challenges may also be addressed, with referral to additional resources as indicated.  Dr. Schira can be reached via email:  schira@uta.edu.

**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, at least two to three times weekly.*** 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>. In the event a personal email is needed to be sent, it is imperative you include in the subject of the email the course number of N5350-400 and Coach name.

If you are unable to resolve your issue contact the Helpdesk at helpdesk@uta.edu.

**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:**  **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 handicapped individuals.

**Librarian to Contact:**

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| Peace Williamson – 817-272-6208peace@uta.edu | Lydia Pyburn – 817-272-7593llpyburn@uta.edu | Shawn Lee – 817-272-5352 |

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>

The subject librarian for your area can work with you to build a customized course page to support your class if you wish. For examples, visit <http://libguides.uta.edu/os> and <http://libguides.uta.edu/pols2311fm> .

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**UTA College of Nursing - Additional Information**

**Status of RN Licensure:** All graduate nursing students must have an unencumbered license as designated by the Texas Board of Nursing (BON) to participate in graduate clinical nursing courses. It is also imperative that any student whose license becomes encumbered by the BON must immediately notify 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. This will be applicable for respective assignments identified in the course syllabus. **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.**

**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/>

**Ebola exposure**: Please inform your faculty if you have been in contact with anyone who has Ebola/have traveled to a country that has Ebola virus.

**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.

**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.***

**The English Writing Center (411LIBR)**: [Optional.] Hours are 9 am to 8 pm Mondays-Thursdays, 9 am to 3 pm Fridays and Noon to 5 pm Saturdays and Sundays. Walk In ***Quick Hits*** sessions during all open hours Mon-Thurs. Register and make appointments online at [http://uta.mywconline.com](http://uta.mywconline.com/). Classroom Visits, Workshops, and advanced services for graduate students and faculty are also available. Please see [www.uta.edu/owl](http://www.uta.edu/owl) for detailed information.

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| **DEPARTMENT OF GRADUATE PROGRAMS** |

**Judy Leflore, PhD, RN, NNP-BC, CPNP-PC & AC, ANEF, FAAN**

Interim Associate Dean

Graduate Nursing Programs

Director, PNP, ACPNP, NNP Programs

Office # 518-Pickard Hall

Email: jleflore@uta.edu

**Felicia Chamberlain**,AP Program Coordinator

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

Email: chamberl@uta.edu

**Janyth Arbeau-Mauricio,** Clinical Coordinator

Office # 610-Pickard Hall (817) 272-0788

Email address: mauricio@uta.edu or npclinicalclearance@uta.edu

**Angel Trevino-Korenek**, Clinical Coordinator

Office # 610-Pickard Hall (817) 272-6344

Email address: angel.korenek@uta.edu

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

Office # 510-Pickard Hall (817) 272-1039

Email: jrieta@uta.edu

**Kimberly Doubrava,** Support Specialist II

Office # 612-Pickard Hall (817) 272-9373

Email address: khodges@uta.edu or npclinicalclearance@uta.edu

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| **GRADUATE ADVISORS** |

**Lisa Rose**, AP/Campus Programs, Academic Advisor II (A-G)

Office # 628B – Pickard Hall (817) 272-9591

Email: lrose@uta.edu

 **Rebekah Black,** AP/Campus Programs, Academic Advisor (H-O)

Office # 630- Pickard Hall (817)-272-2291

Email: rjblack@uta.edu

**Caitlin Wade,** AP/Campus Program**,** Academic Advisor II(P-Z)

**Office** 631 **–** Pickard Hall (817) 272-9397

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

 Course Schedule Outline

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| Date | Topic | Required Readings | Weekly Assignments/Due Dates |
| Getting Started-Prior to Week 1 | Preparation for the Course |  | 1. Attestation academic form-sign consent and post in assignments.2. Course Orientation Review Syllabus and course requirements-responsible for all content.  |
| Week 1  | Topic: Individual Student IntroductionsTopic: NP Group Clinical Intervention Project Assignment: Selecting Group Intervention NP Project. | Review assignment guidelines in Blackboard | 1. Student introduction video assignment. \*\*Post your picture on Discussion Board: Individual Information to provide\*\*Give a statement of where you work – city, state, and name of institution, job title & responsibilities, city and state where you live, how long you have been a nurse and other information you would like to share. Due Saturday at 11:59 pm. (CST)2. Live Chat: Blackboard Collaborate Tuesday August 11, 2015, 7:30 pm-9:00 pm (CST)-Brainstorming potential topics for NP Group project. |
| Week 1 | Topic: History and Evolution of Advanced Practice Role: Who Are We & How Did We Get Here and Where are We Going?Topic: APN Role Transitions (RN to NP): Who am I and Where am I? Topic: APN Role Issues & Professional Organizations/Resources | -Joel, Chapters. 1,2,3,4,5;-Buppert, Business Practice and Legal Guide, Chapter 1-Blackboard readings & materials | 1. OTA, etc. assignment. Password is NURS5350 when required. Due Saturday at 11:59 pm (CST)2. Discussion Bds.(1) Why do you want to be a NP? Post by Friday at 11:59 pm. (CST) Response due Saturday at 11:59 pm. (CST) 2) NP issue topic. Post by Friday at 11:59 pm. (CST) Response due Saturday at 11:59 pm (CST) 3) APN professional organization. Post by Friday at 11:59 pm.(CST) Response due Saturday at 11:59 pm. (CST)1. Transition Assignment. Due Saturday at 11:59 pm. (CST)2. NP Issue assignment. Due Saturday at 11:59 pm (CST)3. Study guide questions-student exploration of data. |
| Week 2 | Topic: NP Group Intervention Project |  | Live Chat: Blackboard Collaborate Thursday August 20, 2015, 11:00 am-1:00 pm (CST)-**Finalizing** topics and group members for NP Group project. |
| Week 2 | Topic: Health Care Systems, Policy, Health Care Reform, the NP: Past, Present and Future | -Blackboard readings & materials | 1. Begin development of NP Intervention Projects. 2. **View “Sick Around the World” video (I hour) Per VOD or Google Frontline and title**\*3. Health policy assignment. Due Saturday at 11:59 pm. (CST)4. Affordable Care Act (Health Care Reform) assignment. Due Saturday at 11:59 pm. (CST)5. Discussion Bd.: (1) Your position on costs, etc. Post by Friday at 11:59 pm. (CST) Response due Saturday at 11:59 pm. (CST)6. Study Guide Questions–student exploration of data |
| Week 3 | Topic: APN Legal Parameters (Administrative and Liability) | -Joel, Chapter 7, 8, 25, 26, 27,-Buppert’s Business and Practice Guide, Chapters 2,3,4,7,14-TNA Annotated Guide to Nurse Practice Act (Current)-Blackboard readings & materials | 1. What would you do? Assignment. Due Saturday at 11:59 pm. (CST)2. Consensus Model Assignment. Due Saturday at 11:59 pm. (CST)3. Discussion Bd.: (1) Practice protocol. Post by Friday at 11:59 pm. (CST) Response due Saturday at 11:59 pm. (CST)4. Continuous work on NP group project. 5. Study Guide Questions–student exploration of data |
| Week 4 | Topic: Economics and Productivity for NPs | -Joel, Chapters. 6,11,13-Buppert’s Business and Practice Guide, Chapters 9,10,11-Blackboard readings & materials | 1. What am I worth assignment? Due Saturday at 11:59 pm. (CST)2. Discussion Bd.: (1) Reimbursement. Post by Friday at 11:59 pm. (CST) Response due Saturday at 11:59 pm. (CST)3. Continuous work on NP group project.4. Study Guide Questions–student exploration of data |
| Week 5 | Topic: Collaboration: How to be successfulTopic: Negotiation/Changes: Getting What You WantTopic: Evaluation of NP PracticeTopic: NP Product GuidelinesTopic: Resume & Curriculum Vitae (CV) Guidelines   | -Joel, Chapter 9-Joel, Chapter 28-Joel, Chapter 21-Blackboard readings & materials | 1. Quiz #1. –Topics: Health Care, Legal, Economics. Scheduled: Thurs Sept. 10, 11:00-12:00pm (CST)2. Negotiation scenarios assignment. Due Saturday at 11:59 pm. (CST)3. Discussion Bd.: (1) Primary Advocates Collaboration. Post by Friday at 11:59 pm. (CST) Response due Saturday at 11:59 pm. (CST) 2) Compare and contrast supervision & collaboration. Post by Friday at 11:59 pm. (CST) Response due Saturday at 11:59 pm.(CST) 3) Evaluation. Post by Friday at 11:59 pm. (CST) Response due Saturday at 11:59 pm.(CST)4. Continuous work on NP group project5. Study Guide Questions–student exploration of data |
| Week 6 | Off Week | Off Week | Off Week |
| Week 7 | Topic: NP & Health Care Models Impacting PracticeTopic: Marketing the NP RoleTopic: NP Product-discussed | -Joel, Chapter 23Buppert, Business Practice and Legal Guide, Chapter 11-Blackboard readings & materials | 1. Quiz #2. Topics: Collaboration, Negotiation, Evaluation.Scheduled: Wed. Sept. 23, , 11:00-12:00pm (CST)2. Marketing Fact Sheet assignment Due Saturday at 11:59 pm. (CST)3. Discussion Bd.: (1) Health care center. Post by Friday at 11:59 pm. (CST) Response due Saturday at 11:59 pm. (CST)4. Continuous work on NP group project5. Study Guide Questions–student exploration of data |
| Week 8 | Topic: Overview Position Descriptions and ContractsTopic: Leadership & NPs | Joel, Chapters 24, 25,26Buppert, Business Practice and Legal Guide, Chapter 11Joel, Chapter 21- Blackboard readings & materials | 1.Contract and Position Description assignment Due Saturday at 11:59 pm. (CST)2. NP Product assignment Due Saturday at 11:59 pm. (CST)3. Discussion Bd.: (1) NONPF Leadership. Post by Friday at 11:59 pm. (CST) Response due Saturday at 11:59 pm. (CST)4. Continuous work on NP group project5. Study Guide Questions–student exploration of data |
| Week 9 | Topic: Credentialing and Clinical Privileging for NPsTopic: Social Media, Ethics and the Electronic Medical Record and the NP | Joel, Chapter 8-Blackboard readings & materials | 1. Discussion Bd.: (1) Consensus Model. Post by Friday at 11:59 pm. (CST) Response due Saturday at 11:59 pm. (CST)2. Continuous work on NP group project.3. Study Guide Questions–student exploration of data |
| Week 10 | Topic: Position Interviews & Practice NegotiationsTopic: Practice Management- Making it All Work Together | - Buppert, Business Practice and Legal Guide, Chapter 10;-Buppert, Business and Legal Essentials for Nurse Practitioner, Chapter 8-Joel, Chapter 24-Blackboard readings & materials | 1. NP Group Intervention Project –posted by the group leader. Due Saturday at 11:59 pm. (CST)2. \*\*NOTE: Complete the University Course Evaluation (submissions are anonymous)\*\* 3. Resume &Curriculum Vitae assignment. Due Saturday at 11:59 pm. (CST)4. Elevator speech assignment. Due Saturday at 11:59 pm. (CST)5. Present an interview for a job-video assignment. Post by Friday at 11:59 pm. (CST) Response due Saturday at 11:59 pm. (CST) - post on Discussion Bd.– critique 2 members of the class.6. Discussion Bd. (x1) Practice Management. Post by Friday at 11:59 pm. (CST) Response due Saturday at 11:59 pm. (CST)7. Study Guide Questions–student exploration of data completed. |
| Week 11 | 1.Take the Comprehensive Final Examination2. Submit assignments (The NP Observation-optional) 3. Remember to complete the University course evaluation (anonymous) 4. Complete Study Guide Questions in preparation for the comprehensive final examination | Review All-Lecture recordings-Readings-Blackboard readings & materials | 1. Final Examination- comprehensive-covers all Topics for the course Scheduled: Thurs. Oct. 22, 11:00 am – 2:00 pm (CST)2. Nurse Practitioner Observation Experience (optional). Due Saturday at 11:59 pm. (CST)3. Remember to complete the University course evaluation (submissions are anonymous)  |

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

 **-Dr. Phyllis Adams**

**Guidelines for Communication**

**Guidelines for Blackboard Discussion Postings**

**Your participation will be noted as follows:**

* Response is present
* Substantive reply is present (stating rationale for your view or response)
* Interacting with fellow student responses as may be appropriate revealing that you have read and considered other responses.
* Refer to the Rubric for additional criteria for this assignment.

**Discussion Boards:**

**Discussions boards are a major part of your participation grade. Your submission of the requested topic, to provide your opinion with support of references and to have a dialogue and collaborate with your peers, is a major part of the professional role of a family nurse practitioner. The preparation and the interactions prepare you for similar, if not the same, topics of discussion with the professionals – peers, doctors, nurses, health care team, the patient, the family member members. All of which strengthen the sharing of knowledge about the role of the family nurse practitioner.**

**Guidelines for Communication**

**Emailing:**

1. When emailing via UT Arlington email system, be sure to

-start the subject with **N5350-400 Advanced Role course, etc.**

Or

-Send email through Blackboard that will have in the subject **N5350-400 Advanced Role course, etc.**

-Alert the faculty and the Coaches to differences in name on emails for Blackboard (BB) and/or UT Arlington – example BB has Smith, Jessie and UT Arlington or personal email has Balwin, M. Jessie or other.

1. Allow a 48-72 hour response time. If a response is needed sooner, then call and let the faculty and the Coaches know how late you would like to have a return, for example faculty and Coaches may be able to you back as late as 10:00 pm. Dr. Adams’ cell phone number is 214-793-0606. Dr. Adams is **not** available to respond to messages, email or cell phone, any time on Tuesdays - this is her clinic day. The Coaches will provide their contact information.
2. Post on the discussion board questions that relate to the course so that everyone can benefit from the questions and the responses. Personal concerns that are not course related should be via email to faculty and/or Coach or a phone call.
3. Send to Coaches via BB or UT Arlington email questions that are not open to be shared with the class, more personal in nature. The faculty is available but your Coach should be your first contact.

**Assignments:**

**All** assignments and attachments are to have the approved UT Arlington **cover page without exception, via Blackboard and Email. Be sure the cover page has College of Nursing and Health Innovation. Just because you send through BB or through UT Arlington email, does not mean that attachments are identified with your name.**

**Lack of a cover page will result in a loss of 5 points per respective assignment.**

**\*\*\*Include the grade sheet for each assignment, as applicable**.

**Assignments and Return of Assignments**:

Assignments are designed to increase and enhance knowledge in the various selected topics that have a direct and sometimes critical effect/impact/effect for the family nurse practitioner role and practice. The assignments are to prepare for implementation of the concepts in the various topics upon graduation and their impact on the family nurse practitioner role. The assignments are either individual and/or peer group.

With assignments, you are encouraged to include and distinguish your thoughts from the assignment referenced narrative, as applicable.

Assignments should not be expected to be returned on the day after due date; it may take one week, depending upon the assignment.

Save all assignments and other documents with the last name and the title of the assignment. It would be helpful to make a header as often as possible with this information on assignments

For submitting group assignments, put the leader of the group’s name first and label “leader”.

**Live Chats:**

Each student is expected to participate in the scheduled Live Chats. If you are not able to participate in the Live Chats, notify the faculty, Dr. Adams, by email via UT Arlington email, pcadams@uta.edu. It is better

**Quizzes and Examinations:**

-Be sure Java is **update** for use of Blackboard.

-Be **sure** to take the practice quiz before taking the each of the quizzes and examinations.

-**DO NOT** have Blackboard Collaborate open at the time you are taking the quizzes and the examinations or other software programs.

-**BE** sure to use **Firefox** to open Blackboard. Google Chrome is okay to use. Internet Explorer

**should not** be used.

**ASSIGNMENTS**

**All written assignments must be posted on Blackboard. The student will receive comments on written assignments. All assignments will be posted in 72 hours of posting unless otherwise notified by the Faculty and/or Coaches.**

**Nurse Practitioner Observation Experience (OPTIONAL Experience-for Credit)**

After your observation experience, please write your answers to the questions below.

Identify the NP’s who you observed and describe the practice setting. Observe Clinical Dress Code. Include a UTA Cover Page.

1. Most important things that you learned?
2. What surprised you most about the NP role?
3. What might concern you about the NP role?
4. What was the NP’s schedule like?

 Number of Patient Scheduled?

 Types of patients seen?

1. What was NP documentation like?
2. How is the NP evaluated in the practice?
3. What was most impressive about the experience?
4. What things do you have questions about?

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**Nurse Practitioner Promotion Product Assignment**

Purpose: NPs must be prepared to market themselves to others so that the key characteristics and contributions of their expertise and the role are recognized. This assignment will give you the opportunity to do that.

Develop a written promotion product for the Nurse Practitioner role synthesizing the assignments below:

* 1. The nurse practitioner role questions covered over the semester,
	2. The marketing fact sheet assignment,
	3. Reading assignments, and
	4. Class discussions.

The outcome of this assignment is to develop an end product that promotes you as a nurse practitioner to other health care providers and/or to the lay public. **You decide the target group.**

This is to be a written assignment yet can be developed in many formats. Examples include but are not limited to: brochure, website, graphic display, flyer, office poster, overview book, other visual aids such as a minimum 2 page handout, or other types of props. Be creative! Create materials that would be appropriate for use in you expected healthcare setting.

 Instructions:

1. Attach a page to the product that details the following information about the product:
-Intended target group
-Goals you hope the product will achieve & used to develop it
-How you recommend the product be used in the healthcare setting
-Approximate costs for annual use
2. Post a copy on Blackboard of your product in the assignment drop box. Students will receive comments on submitted projects.
3. For projects that are three dimensional or is a website that cannot be uploaded: Either take pictures of these and/or print out web pages and provide the web link- these will be the representation of the project for turning in the assignment.

Be sure to review the tips provided for developing a brochure or promotion piece posted in Blackboard.

Grading Scale: It will be faculty discretion to assign a numerical grade within the final letter grade.

A - Creative, provocative, compelling, attention-grabbing, clear message

B – Creative, attractive, clear message

C – Attractive, relatively clear message, many improvements needed

D – Message unclear, not attractive, major errors present

F - Unacceptable product.

**MARKETING FACT SHEET**

**Purpose of Assignment:** The marketing fact sheet that you create in this assignment using research-based data will be an important tool for you to use to market the NP role. You can provide copies to prospective employers, bankers approached for small business loans, news reporters, your mother, patients, policy wonks – you get the idea. Make the facts sing for you – be creative! You will learn how to work these research facts into your everyday conversations, much to the dismay of your close friends.

**Assignment:** Develop a 3-4 page summary (minimum) of key **RESEARCH** findings regarding the process and outcomes of nurse practitioner practice. (Do NOT use articles about the NP role or describing the role. **Find specific research articles OR the entire article will be deducted for 10 points.)** Provide bulleted points of key findings with additional research information (e.g., sample size, sample health status, healthcare setting, specific outcomes, etc.). You must provide enough specific information about the study so the research findings are not vague and they can be understood in context. (see example below) Provide appropriate citations for each finding. Use complete sentences.

**Requirement:**

* Minimum of 10 **separate** research articles regarding NP practice must be cited (using APA format)
* Articles must be submitted used in the paper. (You are requested to email a copy of the 10 or more articles as an option to turn in or provide DOI with link in uploaded copy.)
* Majority of key points must focus on patient outcomes related to NP practice (e.g., patient satisfaction, reduced incidence of hospitalization, improved health status, etc.)
* Also include focus on quality of care and cost-effectiveness of NP care (You must have articles that address these outcomes also.)
* **You will lose points for bullet points that are too vague or too limited to be able to “understand” the** **study**
* You will lose points if you write a narrative paper.
* Consider drawing the conclusion for the reader (see example below).

An example of brief overview of an article that addresses outcomes:

* A large randomized study of 3000 patients in public clinics was conducted in NYC. Patients were managed by NPs and physicians for 6 months measuring physiologic variables for HTN, diabetes, and asthma outcomes. Findings revealed essentially no difference between the two provider groups indicating competency of the NPs to manage these chronic illnesses as well as physicians (Mundinger, et al, 2000)

**Evaluation:**

**(YOU must indicate which topic below is addressed by EACH study or you will lose points. List the topic as a SEPARATE HEADING, for example Outcomes of Care prior to the presentation of the bullet points.)**

50 points Outcomes of care

20 points Quality of care provided

20 points Cost-effectiveness of care (must have at least 2 articles on this topic)

10 points Format, grammar, appearance, creativity (If the paper is too poorly written to read, it will be returned for rewrite with 20 point deduction)

Articles should be current within the past 5-7 years. The studies do not have to be in your specialty area but you should try to find these as they will benefit you more. International studies are not as powerful because of different healthcare systems and different cultures but can be used if necessary to count as 1-2 articles.

**Group Project**

**Clinical Assignment**

**NP Clinical Intervention Project**

Purpose: To design an NP intervention that is consistent with the advanced practice role. Most projects will include the design of a major clinical program. This program can be an educational program or clinical service delivery project. For example, students may design such things including but not limited to a program for the primary care of patients with diabetes, a clinic program for educating parents and children about asthma, a weight loss program for adults including clinical and educational strategies, design for a new rural clinic, or development of an NP independent practice. The program must be more substantial than an intervention that includes only a brochure. Typically, you will not implement the project but you will develop a detailed proposal to do so.

**This group project is the focus of your clinical role in this course and is considered a major project. As such, it is expected that the project paper will be a minimum of 20-25 pages not including appendices.**

The group project will result in a paper that contains the following components:

 **Component** **Points**

|  |  |
| --- | --- |
| Description of the Problem to be addressed by the NP intervention (e.g., a disease condition, a health problem, a health system deficit) with Review of Literature regarding the nature, scope, and impact of the problem at the national, state and local levels | 15 points |
| Review of literature of previous interventions addressing the problem with associated outcomes (try to find systematic reviews if available).  | 15 points |
| Identification of the best “evidence-based” intervention (s) that can be implemented and/or modified to address the problem. This is best synthesis of literature. | 10 points |
| Local site/resource that may support and/or implement the intervention. (PILOT\*)* Describe the site (location, patient population, staff and/or patients consulted)
* Describe the program presentation and/or consultation process
* Provide data from the pilot as applicable
 | 10 points |
| Clear description of the intervention with specific, operational components  | 35 points |
| * Program goal (s): To assist patients to \_\_\_\_\_\_\_\_\_.
 | 1 |
| * Program objectives: By end of the program, a patient will be able to\_\_\_\_ (state as expected behavioral outcomes such as “state, describe, list, measure, develop a plan” etc. in reference to the desired behavior.
 | 4 |
| * Brief overall Program description including the target group, timeframe, methodology of intervention)
* \*\*\*If you are developing an educational intervention, you need to include teaching-learning principles with references that were used to develop the education program and give an example of how these are used in the project.
 | 5 |

|  |  |
| --- | --- |
| * Specific Program operations (who, what, when, where, how, etc.)
* Specific target group
* Program sessions and/or processes including session objectives if appropriate
* Program materials and/or resources
* Program facilitators and/or staff with credentials
 | 25 |
| Program Budget for Year 1 (include requested funds and donated funds)* Staff
* Materials/resources
* Equipment
* Travel
* Other
 | 5 points |
| Program evaluation plan for year 1 including a diagram of evaluation process. (Consider including evaluations by health professionals involved in the program as well as patients. Show a diagram of the evaluation plan including the tools to be used and when data is to be collected). | 10 points |

**\*Note: Results of a small pilot project or a clinical consultation are required to be submitted. Please consult with the faculty to develop the plan for this. This will require accessing a clinical site. (10 points)**

**}}}}} Most often, groups will not be able to pilot a study due to the timeframe of the course and/or IRB timing for approval a study before the end of the course. You will, in this instance, contact the decision-maker in the agency or institution you want to conduct your pilot, share with that person the pilot project and obtain on their business letterhead, their agreement or disagreement of completing your project in their institution or agency. The letter should include a critique of the strengths and/or weaknesses. The letter is to include the decision-maker’s name, title, full address, contact email and telephone number. This letter is an imperative – can be a loss of 10 points off of the final grade for the project.{{{{{**

 APA format is required with a professional project paper binding or notebook (Include ALL relevant materials in an appendix). APA errors and grammar/spelling errors will receive deductions over and above component scoring. **A paper that is very poorly written may be returned for revision with an automatic deduction of 25 points that cannot be redeemed.**

 The group project will be posted by the identified group leader on Blackboard. All handouts, appendices are to be posted as well.

**Faculty may adjust an individual student grade within the group depending on student performance and participation using peer feedback.**

Steps:

1. \*\*Select a group leader. Be sure that the name of the group project and the members of the group are to be submitted with each required submission/each communication.
2. The group must submit an overview of the project on the assigned Project Summary Form and this must be approved by faculty before beginning the project.
3. Clear delineation of each student’s role in the project is expected.
4. Each student is expected to spend 45 hours working on the project.
5. Students will evaluate each other’s performance as a group participant.
6. The group will provide a bi-weekly (every two weeks) project progress report to the assigned folder on discussion board to summarize the group’s progress.
	1. Use the basic form provided for each student to list his/her activities over the prior two weeks.
	2. Each student is responsible to complete the form by 11:59 PM (CST) on the day due.
	3. The group will receive a deduction of 2 points per week from the final project grade when the form is not completed by all members.
	4. This form and reporting is implemented to encourage the group to pace and verify its work over the course of the semester.

It is strongly suggested that students agree HOW decisions will be made within the group—do not wait for a problem to occur. Set the ground rules early on. Also, decide HOW the group will deal with a student who is not performing and fulfilling commitments. Do not wait until the last week before the paper is due to figure out how to deal with group problems. Complete the Group Project Charter to describe your group’s decision about its expected function and submit via BB.

I am available to meet with any group that is unable to problem solve a group issue (s).