# FS NURS 1300: Introduction to Professional Nursing

# Syllabus Spring 2016

**Instructor(s): Debra Hurd PhD, RN, CNE**

Section 012 Mon 4:00-6:50, Pickard Hall 204

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 **Kristen Priddy, MSN, RN, CNS**

Section 006 T/Th 1:00-2:20, Pickard Hall 227

Section 007 T/Th 2:30-3:50, Pickard Hall 227

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# Helen Myers, MSN, RN, CNS

 Section 003 Th. 1:00-3:50, Pickard Hall 204

Section 004 Th. 4:00-6:50, Pickard Hall 204

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**Description of Course Content:** Designed to introduce and transition the freshman and transfer pre- nursing student to the language of nursing, critical thinking, the essential academic skills for incoming students and the interpersonal skills required for success in nursing school and the nursing profession. Selected concepts and processes for professional nursing will be included in the course, including an introduction to nursing's theoretical, philosophical, ethical and legal dimensions.

# Student Learning Outcomes:

1. Discuss the components of clinical reasoning, decision making, communication, and evidence-based practice and how a nurse uses these tools to provide comprehensive, efficient, safe, high quality care for patients.
2. Explain the importance of accountability for optimal nursing care, legal and ethical standards, lifelong learning, professional development, promoting the nursing profession and participating as a citizen in our society.
3. Describe University and College of Nursing policies and procedures that impact progression to acquire a degree.
4. Use personal assessment information to identify how learning and personality style affect academic, interpersonal, and professional success.
5. Identify the benefits of networking, mentoring, and participating in University and College of Nursing organizations and activities.
6. Develop self-management, information, literacy, and academic skills necessary for academic and professional success.
7. Identify and apply the principles of self-care related to body, mind, and spirit through self-reflection and awareness.
8. Describe the role of the nurse as provider of patient-centered care, member of a profession, patient safety advocate, and member of the healthcare team.
9. Develop self-management and academic skills necessary for academic and professional success.

# Required Textbooks and Other Course Materials:

Black, B. P. (2013). *Professional Nursing Concepts & Challenges.* (7th ed.). Saunders Elsevier.

ISBN 9781455702701

Martin, (2015). *No Limits: Foundations & Strategies for College Success* (2nd ed.). Hayden-McNeil Publishing, Inc. ISBN 9780738079653

Additional resources required for the course are (these may be purchased after class starts): 3- ring binder (1-2 inch)

 Sheet Protector

 Tabbed Dividers

**Internet access:** Blackboard is available to each enrolled student. It will be very important to check Blackboard at least once daily for course information, announcements, and discussions. The Blackboard discussion board is a public forum, and shall be used to ask questions or make comments about content. It shall not be used to discuss social events.

**Students are responsible for reading the syllabus and course schedule and submitting in BlackBoard the attestation form for N1300. The due date for submitting this form is by Midnight on the first day of class.**

This course requires students to do their own work and only submit assignments that are entirely their own work. Students will not copy the work of any other student (past or present) or collaborate with anyone else on assignments, quizzes, or any other academic work except as directed by the assignment/instructor’s directive. Students will not share answers nor make copies of graded quiz or test questions for any reason. Students will not share personal access codes or passwords with other students. If any behavior is reported to the Office of Student Conduct regarding academic integrity, academic dishonesty, collusion, and cheating that is upheld by that Office, students understand that it may be grounds for dismissal from the program.

# Suggested Textbooks:

An English dictionary is highly recommended. You can use free dictionaries online, purchase a dictionary application for your phone, or purchase a dictionary from the bookstore.

**Descriptions of major assignments and examinations:**

Team Based Learning: This class utilizes Team-Based Learning (TBL). In team-based learning, students are assigned to a team which will participate in in-class assignments throughout the semester (no team work is done outside of class except for assigned class preparation).

The Readiness Assessment Process: Students are required to prepare for course topics by completing all of the assigned reading for those topics. Reading assignments for each topic are available on Blackboard. There will be six Readiness Assessment Tests (RATs) given before topics are discussed in class (see course calendar for specific dates). Readiness will be assessed with individual readiness assessment tests (iRATs) followed by team readiness assessment tests (tRATs). The iRAT, is a 10 question multiple choice quiz given at the beginning of class. The iRATs will be worth 15% of the course grade. The lowest iRAT grade will be dropped. Students will then take the same quiz with their team – the tRAT. The tRATs will be worth 15% of the course grade. The lowest tRAT grade will be dropped. If you are late to class and miss the iRAT, you may still participate in the tRAT, but you will not be able to make up the iRAT.

A comprehensive team review exam will be given during the last regularly scheduled class. The team review exam is worth 5% of the course grade. Students must be present and actively participate to get credit for the comprehensive review exam.

**Assignment % of Final Grade** Specific due dates will be listed on Blackboard.

Portfolio 20%

An academic/professional portfolio is required. The specific guidelines and due dates can be found on Blackboard. The portfolio will be accepted up to 7 days late with a 10% per calendar day deduction. After that time, a grade of ‘0’ will be given.

Reflection Journals 16 %

You will be asked to reflect on the class discussion and complete 4 journals. Each individual student will turn in reflection journal questions at the beginning of class. Specific reflection questions, grading rubrics, and due dates can be found on Blackboard.

Homework 10%

Homework assignments are due on designated dates found in Blackboard. All homework assignments will be submitted in Blackboard. **All homework must be complete, thorough, and follow the grading criteria for the assignment. Homework will also be graded for APA using good grammar, correct spelling, and complete sentences in order to receive full credit**. Late homework may be submitted before the next class period, for a 50% deduction. After that class, a grade of ‘0’ will be given.

Nursing Literature Citation 4%

Nursing literature citation must be submitted electronically by the designated date. **The Nursing Literature Citation must be complete to receive full credit**. It must be submitted by the due date or it is considered late. The Nursing Literature Citation may be submitted late in Blackboard before the next class period, for a 50% deduction. After that class, a grade “0” will be given.

Exploring Nursing Project 15%

You will be required to do an individual project exploring one specialty or occupations role **in nursing**. A rubric for grading will be available on Blackboard in the Supplemental Syllabus. This project will be accepted up to 7 days late with a 10% per calendar day deduction. After this time, a grade of ‘0’ will be entered.

 Individual Readiness Assessment 15%

There will be a total of 6 iRATs given and the grades for 5 iRATs will be counted. The lowest grade will be dropped. You need to be on time for all iRATs. The classroom doors will be locked 5 minutes after the official class start time. The iRATs are paper and pencil quizzes and scantrons will be provided .

 Team Readiness Assessment 15%

The lowest grade will be dropped. You need to be there with your group in order to be graded.

Team Comprehensive Exam 5%

The team comprehensive exam is a review of all content learned in this course. Students must be present and actively participate to get credit for the comprehensive exam.

## Total percentage possible: 100%

In undergraduate nursing courses, all grade calculations will be carried out to two decimal places and there will be **no** rounding of final grades. Letter grades for tests, written assignments and end-of-course grades, etc. shall be:

A= 90.00 – 100.00 B= 80.00 - 89.99

C= 70.00 – 79.99 D= 60.00 – 69.99

The existing rule of C or better to progress remains in effect; therefore, to successfully complete a nursing course, students shall have a course grade of 70.00 or greater.

# No extra credit projects are available to raise individual grades or final grade

Policy on Missed Readiness Assessment Tests (RATs): **Missed RATs cannot be made up.** The lowest iRAT and tRAT scores will be dropped from the final course grade.

Late Policy: Projects can always be submitted to your instructor early. Journals will be graded according to the rubric found in the Supplemental Syllabus. Late homework assignments may be submitted before the next class period for a **10% deduction per day late up until the next class.** After that time, a ‘0’ will be given. **If projects are not turned in on time, there will be a deduction of 10% per calendar day up to seven days for late work submitted.** This includes the Exploring Nursing Project and Portfolio. **Students will receive a zero for the Exploring Nursing Project and Portfolio submitted more than seven calendar days after the due date.**

**Attendance:** At The University of Texas at Arlington, taking attendance is not required. Rather, each faculty member is free to develop his or her own methods of evaluating students’ academic performance, which includes establishing course-specific policies on attendance. The instructors of this course, we will take attendance but will not factor attendance into the grade. Attendance at class meetings is not required but strongly encouraged.

**Expectations for Out-of-Class Study**: Beyond the time required to attend each class meeting, students enrolled in this course should expect to spend **at least an additional 6-9 hours per week** of their own time in course-related activities, including reading required materials, completing assignments, preparing for exams, and participating in assigned activities.

**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://wweb.uta.edu/catalog/content/general/academic_regulations.aspx#19>

**Drop Policy:** Students may drop or swap (adding and dropping a class concurrently) classes through self- service in MyMav from the beginning of the registration period through the late registration period. After the late registration period, students must see their academic advisor to drop a class or withdraw. Undeclared students must see an advisor in the University Advising Center. Drops can continue through a point two-thirds of the way through the term or session. It is the student's responsibility to officially withdraw if they do not plan to attend after registering. **Students will not be automatically dropped for non-attendance**. Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. For more information, contact the Office of Financial Aid and Scholarships ([http://wweb.uta.edu/aao/fao/).](http://wweb.uta.edu/aao/fao/%29)

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

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

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

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

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

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

**Electronic Communication Policy:** 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.](http://www.uta.edu/oit/cs/email/mavmail.php)

**Student Feedback Survey:** At the end of each term, students enrolled in classes categorized as lecture, seminar, or laboratory shall be directed to complete 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.](http://www.uta.edu/sfs)

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

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

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

**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.

# Librarian to Contact: Peace Ossom Williamson, MLS, MS

STEM Librarian | Nursing & Biology Liaison UTA Central Library, Room 216 (Box 19497) peace@uta.edu | (817) 272-6208

Research Information on Nursing:

# <http://libguides.uta.edu/nursing>

**Plagiarism:** Copying another student’s paper or any portion of it is plagiarism. Additionally, copying a portion of published material (e.g., books or journals) without adequately documenting the source is plagiarism. 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 at the end of each paragraph. 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 encouraged to review the plagiarism module from the UT Arlington Central Library via [http://library.uta.edu/plagiarism/index.html.](http://library.uta.edu/plagiarism/index.html) Papers are now checked for plagiarism and stored in Blackboard.

# Electronics in the Classroom: All cell phones and/or digital devices must be in silent mode during class – no vibrations or sounds will be tolerated during class, as this will disrupt class dynamics. Text messaging during class is distracting and disrespectful to the instructor and the students around you. If you have an emergency or anticipate a phone call, please sit near the exit as to minimize disruption. Students are expected to take calls outside of class time. Laptops may only be used in class for the purpose of personal note taking only, and may not be used for social networking or other assignments. Students should refrain from playing games, watching movies, or doing other work during class. Instructors may restrict the use of laptop computers.

* Distractions and disturbances including cell phone use, chatting with peers during lecture, sleeping, talking out of turn, frequently interrupting, not participating in group activities, inappropriate comments, etc. may constitute referral for student misconduct according to university policy.

Recording of class ***is not allowed***, as the class sessions are not lecture, but rather discussion, and may contain private or personal information that others do not want captured on audio.

* Visitors- Anyone not enrolled in the class may not attend. This includes, but is not limited to, children, family, and friends.

# TESTING/QUIZ GUIDELINES FOR IN-CLASS READINESS ASSESSENT TESTS (RATs) and Final Exam

1. Individual Readiness Assessment tests (iRATs) will start on time. The classroom doors will be locked at **5 minutes after the official class start time**. If you arrive late, you will have to wait outside the classroom until the class completes the iRAT. Once the iRAt is completed , you will be allowed into the classroom to take the Team Readiness Assessment Test (tRAT).

# 2. Bring your Mav ID in order to take the test. You will not be able to take the RAT or final exam without your Mav ID.

1. Students may not leave the room during iRAT and tRAT.
2. Eating during iRAT is not permitted. Drinks are permitted, but drink containers must remain on the floor when not in use.
3. All cell phones, pagers, PDA’s, digital music devices, and laptop computers ***must be turned off*** and all personal belongings must be placed on the side or back of the room during RATs.
4. No talking is allowed when the iRAT is being distributed.
5. Hats must be removed prior to testing.
6. Read instructions thoroughly.
7. Scantrons will be provided by the College of Nursing and Health Innovation for the iRATs. The scantron is the official answer sheet. Make sure that your answer choice is clear before you turn in the iRAT.
8. For the tRAT and team final exam the scratch off answer sheet provided by the faculty is the official answer sheet.
9. When you have finished the iRAT, all material distributed before the iRAT must be returned. You may not leave the room with any paper related to the exam.

12. **After the RATs and the final exam, there must be no discussion with students from other sections of this course, or with students who have not taken the exam yet**. Remember, students from other sections may be studying in the hall and may hear you discussing test questions after you take the test. If this occurs, this is academic dishonesty, and is a reportable offense. This is considered cheating and gives unfair advantage to another student. If you are aware that someone is sharing answers with a student who has not taken the test, you are to come forward and report it; failure to do so is considered collusion, and is reportable as scholastic dishonesty. Refer to the University’s policy on “Academic Integrity”.

# COLLEGE OF NURSING INFORMATION:

**UNDERGRADUATE: Holly Woods, *Administrative Assistant I, Pre-nursing,***

 ***& Senior II* SUPPORT STAFF:**

643 Pickard Hall, (817) 272-7295

Email: hwoods@uta.edu

## Suzanne Kyle, Administrative Assistant I, Junior I - Senior I

645 Pickard Hall, (817) 272-0367

Email: skyle@uta.edu

**STUDENT CODE OF ETHICS:**

The University of Texas at Arlington College of Nursing supports the Student Code of Ethics Policy. Students are responsible for knowing and complying with the Code. The Code can be found in the Student Handbook.

# APA FORMAT:

*APA* style manual will be used by the UTACON with some specific requirements for the undergraduate courses. The sample title page & instructions, as well as a Manuscript Preparation document can be found at [http://www.uta.edu/nursing/msn/apaformat.](http://www.uta.edu/nursing/msn/apaformat)

# HONORS COLLEGE CREDIT

Students who are members of the Honors College may wish to take this course for Honors credit. If you wish to do so, please provide the Lead Teacher (or other designated faculty member) with an Honors Credit Contract (downloaded from [http://honors.uta.edu/documents/credit.pdf).](http://honors.uta.edu/documents/credit.pdf%29) You and the Lead Teacher/faculty member will together determine an appropriate supplemental assignment to justify the awarding of Honors credit. If you are not in the Honors College and would like to learn more about the benefits of membership, visit the website at [http://honors.uta.edu/,](http://honors.uta.edu/) where you will find an application form for electronic submission.

# CLASSROOM CONDUCT GUIDELINES:

The Faculty of the BSN Program believes that classroom teaching has two goals: the provision of content pertinent to the discipline of nursing and the socialization of students into the professional role. We are committed to providing the curriculum in an atmosphere conducive to student learning and in a manner that will prepare graduates to be successful in the health care workplace. Refer to the Student Handbook for more information.

# TESTING ENVIRONMENT:

Although faculty strives to provide a quiet learning/testing environment there may be noises and distractions in any testing environment that are beyond the control of the exam proctors. If a student feels that the testing environment is unduly noisy or distracting for any reason, it is the responsibility of the student to report this to an exam proctor as soon as possible during the exam so corrective action may be taken.

# PROFESSIONAL CONDUCT ON BLACKBOARD AND SOCIAL MEDIA SITES

The Blackboard Discussion Board is to be viewed as a professional forum for student discussions. Students are free to discuss academic matters and consult one another regarding academic resources. The tone of postings on the Blackboard Discussion Board is to remain professional in nature at all times. It is not appropriate to post statements of a personal or political nature, or statements criticizing classmates or faculty. Statements considered inappropriate will be deleted by course faculty.

Announcements from student organizations may be posted to the designated level discussion board (not associated with this course). Students are to refrain from discussing this course, including clinical situations, written assignments, peers, or faculty on all social networking sites such as Facebook, Twitter, etc. Failure to comply with these expectations may result in further action including but not limited to removal from the discussion board.

# OBSERVANCE OF RELIGIOUS HOLY DAYS:

Undergraduate Nursing faculty and students shall follow the University policy regarding Observance of Religious Holy Days: (<http://wweb.uta.edu/catalog/content/general/academic_regulations.aspx#6>

***The Student Handbook can be found by going to the following link:*** <http://www.uta.edu/nursing/bsn-program/> and clicking on the link titled BSN Student Handbook located in the lower left-hand corner.

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