



N5367-001 & 002 Evidence-Based Practice Fall 2016

Instructor

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Professor, Clinical Nursing

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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>

Office Hours: Please contact Dr. Baker via email to set up an appointment for either a *Virtual* or Face-to-Face meeting.

Time & Place of Class Meetings

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

Portions of the course will be held in live session and attendance is expected.

- Online (asynchronous) via *Blackboard (Bb)*, and
- Live (synchronous-**real time**) online sessions via *Bb Collaborate* and *Second Life*.

Course Description

Preparation to lead evidence-based project, to interpret best evidence, to plan for change, to evaluate outcomes, and to disseminate the project

Student Learning Outcomes

1. Search for appropriate literature to answer a clinical question.
2. Perform rigorous critique of evidence for nursing practice
3. Synthesize the literature to answer the clinical question.
4. Plan for the change in practice using an EBP model with a team.
5. Develop an evaluation plan for the change in practice.
6. Develop a plan to disseminate project results.

Textbooks, Reading Materials, and Resources

- Brown, S. J. (2014). *Evidence-based nursing: The research-practice connection* (3rd ed.) Burlington, MA: Jones & Bartlett Learning. **ISBN: 9781449697495**
- American Psychological Association. (2010) *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: Author. ISBN: 9781433805615.
- See also the required **UTA-CONHI title page** under Resources section of Bb.

Descriptions of Major Assignments: (See *Blackboard* for detailed information. All Assignments are due by 23:59 on the identified due date unless specified differently in the syllabus schedule or in *Blackboard*).

Graded Course Components	Percentage of Final Grade
PARTICIPATION: Discussions, Quizzes & Short Assignments	10%
PAPER 1	15%
TEST 1	20%
TEST 2	10%
PAPER 2	15%
EBP POSTER PRESENTATION	30%
TOTAL	100%

Attendance and Participation Policy:

At The University of Texas at Arlington, taking attendance is not required but attendance is a critical indicator in student success. Each faculty member is free to develop his or her own methods of evaluating students' academic performance, which includes establishing course-specific policies on attendance. As the instructor of this section, I will take attendance for each live session conducted per the schedule. However, while UT Arlington does not require instructors to take attendance in their courses, the U.S. Department of Education requires that the University have a mechanism in place to mark when Federal Student Aid recipients "begin attendance in a course." UT Arlington instructors will report when students begin attendance in a course as part of the final grading process. Specifically, when assigning a student a grade of F, faculty report the last date a student attended their class based on evidence such as a test, participation in a class project or presentation, or an engagement online via *Blackboard*. This date is reported to the Department of Education for federal financial aid recipients.

- **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 **11-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.

Course Prerequisites & Requirements

The student must:

- Complete the N5327 Exploration of Science and Theories for Nursing and N5366 Principles of Research in Nursing.
- Have basic *Microsoft Office* software skills such as *Word*, *Excel*, and *PowerPoint*, video recording for posting to *YouTube* as well as computer, email, and Internet skills.
- *Mozilla Firefox* is the browser recommended for use with *Blackboard (Bb)* however, others may work such as *Google Chrome*. *Internet Explorer* has been known to be less consistent and therefore, may wish to avoid the use of it. If a problem arises, try switching browser systems to test the issue before contacting the helpdesk or faculty.
- As this course is offered in a blended (online and face-to-face) format, **each student must have a computer with a high speed Internet connection**. The computer should meet UTA's hardware recommendations: <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. Testing will be done online using Respondus browser and monitor (which students must download from a link within Blackboard and install on their computer). The instructor will determine what option is offered to students who are unsuccessful in completing a test online. Students may be required to complete an alternate version of the test using ProctorU for which students must pay a fee.

Note: Papers are graded using the *Track Changes* and *Comments* features in Microsoft Word

Course Topics

1. Welcome and Getting Started
2. Introduction to Evidence Based Practice (EBP)
3. EBP Clinical Practice Guidelines
4. Developing Clinical Questions
5. Gathering Research Evidence
6. Appraising Research Studies
7. Appraising Clinical Guidelines and Systematic Reviews
8. EBP Process
9. Participation in EBP
10. Research Informed Practice
11. Outcomes and Evaluation Methods
12. Implementation Plan

Grading and Evaluation

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 = 90-100	B = 80-89	C = 70-79
D = 60-69 (cannot progress)	F = <60 (cannot progress)	

Grades are extended to two decimals without rounding for the final grade. For example, a final course score of 89.99 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. **UTACONHI 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 89% 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.

MSN Program Expectations:

GPA of 3.0: Students must maintain a GPA of 3.0. Please seek help immediately if you are at risk of dipping below this GPA. Ready to assist you are:

- your course professor
- UTA Student Success Coordinators

- Your advisor
- Your retention specialist

Course Expectations

The amount of time required by students to study and complete assignments in this course will vary according to students' previous professional experiences, prior learning, and, the pace at which one works. While having completed multiple years of practice generally provides students an advantage, these same students sometimes find themselves having to "unlearn" practices that are not supported by the most recent evidence or research. Students with fewer years of nursing experience will generally find themselves working more diligently to quickly increase their overall knowledge base, knowledge that their classmates may have developed over multiple years of working in healthcare settings.

It is recommended that students schedule a minimum of 9-12 hours per week on their own time in course related activities to study and complete their content in this didactic (non-clinical) course, however, some weeks may require fewer hours and other weeks may require more hours.

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://www.uta.edu/aao/fao/>).

Last Date to Drop or Withdraw: November 2, 2016 by 16:00

Americans with Disabilities Act:

UT 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)*, *The Americans with Disabilities Amendments Act (ADAAA)*, and *Section 504 of the Rehabilitation Act*. 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 disability. Students are responsible for providing the instructor with official notification in the form of a **letter certified** by the Office for Students with Disabilities (OSD). Only those students who have officially documented a need for an accommodation will have their request honored. Students experiencing a range of conditions (Physical, Learning, Chronic Health, Mental Health, and Sensory) that may cause diminished academic performance or other barriers to learning may seek services and/or accommodations by contacting:

The Office for Students with Disabilities, (OSD) www.uta.edu/disability or calling 817-272-3364.

Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at www.uta.edu/disability.

Counseling and Psychological Services, (CAPS) www.uta.edu/caps/ or calling 817-272-3671 is also available to all students to help increase their understanding of personal issues, address mental and behavioral health problems and make positive changes in their lives.

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.

Non-Discrimination Policy: *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.*

Title IX: The University of Texas at Arlington (“University”) is committed to maintaining a learning and working environment that is free from discrimination based on sex in accordance with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in educational programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act (SaVE Act). Sexual misconduct is a form of sex discrimination and will not be tolerated. *For information regarding Title IX, visit www.uta.edu/titleIX or contact Ms. Jean Hood, Vice President and Title IX Coordinator at (817) 272-7091 or jmhood@uta.edu.*

Academic Integrity

Students enrolled 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 in their courses by 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. Additional information is available at <https://www.uta.edu/conduct/>.

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/tutorials/Plagiarism>.

Assignment and course grade penalties can occur 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.**

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>.

Student Feedback Survey

At the end of each term, students enrolled in face-to-face and online classes categorized as “lecture,” “seminar,” or “laboratory” are directed to complete an online 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 via the SFS database is

aggregated with that of other students enrolled in the course. Students' anonymity will be protected to the extent that the law allows. UT Arlington's effort to solicit, gather, tabulate, and publish student feedback is required by state law and aggregate results are posted online. Data from SFS is also used for faculty and program evaluations. For more information, visit <http://www.uta.edu/sfs>.

Final Review Week

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

Emergency Exit Procedures

Should we experience an emergency event that requires us to vacate the building, students should exit the room and move toward the nearest exit, which is located at the end of each hall in Pickard Hall. 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.

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 <http://www.uta.edu/universitycollege/resources/index.php>.

The English Writing Center (411LIBR):

The Writing Center Offers free tutoring in 20-, 40-, or 60-minute face-to-face and online sessions to all UTA students on any phase of their UTA coursework. Our hours are 9 am to 8 pm Mon.-Thurs., 9 am-3 pm Fri. and Noon-6 pm Sat. and Sun. Register and make appointments online at <http://uta.mywconline.com>. Classroom Visits, workshops, and specialized services for graduate students are also available. Please see www.uta.edu/ow for detailed information on all our programs and services.

The Library's 2nd floor Academic Plaza offers students a central hub of support services, including IDEAS Center, University Advising Services, Transfer UTA and various college/school advising hours. Services are available during the library's hours of operation. <http://library.uta.edu/academic-plaza>

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.

Librarian to Contact:

Peace Williamson 817-272-6208 peace@uta.edu	Lydia Pyburn 817-272-7593 lpyburn@uta.edu	Heather Scalf 817-272-7436 scalf@uta.edu	Kaeli Vandertulip 817-272-5352 Kaeli.vandertulip@uta.edu
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Contact all nursing librarians:

library-nursing@listserv.uta.edu

Helpful Direct Links to the UTA Libraries' Resources

Research Information on Nursing	http://libguides.uta.edu/nursing
Library Home Page	http://library.uta.edu/
Subject Guides	http://libguides.uta.edu
Chat with the Library	http://ask.uta.edu
Database List	http://libguides.uta.edu/az.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

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>.

College of Nursing & Health Innovation - 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 the Associate Dean- Department of Graduate Nursing. The complete policy about encumbered licenses is available online at: www.bon.state.tx.us

MSN Graduate Student Dress Code

The College of Nursing and Health Innovation expects students to reflect professionalism and maintain high standards of appearance and grooming in the clinical setting. Students must adhere to the [Dress Code Policy](http://www.uta.edu/nursing/file_download/234/BSNDressCode.pdf). www.uta.edu/nursing/file_download/234/BSNDressCode.pdf **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.**

UTA Student Identification

MSN Students MUST be clearly identified as UTA Graduate Students and wear a UTA College of Nursing and Health Innovation 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.

Emergency Phone Numbers

In case of an on-campus emergency, call the UT Arlington Police Department at 817-272-3003 (non-campus phone), 2-3003 (campus phone). You may also dial 911. For non-emergencies, call 817-272-3381.

Dress Code

Realizing the importance of presenting a professional image as a manager/executive the following have been developed as guidelines when representing the UTA College of Nursing to the community including all nursing administration practicum and activities.

Professional business attire is always required.

This eliminates all casual clothes including sandals, flip-flops, jeans, tank tops, etc. for both men and women (regardless of what others may wear.). Men should wear a minimum of slacks and a shirt and tie. Jewelry should be at a minimum meaning one set of (conservative) earrings and no “extra” piercings should be showing. Nails should be clean and neat.

A NAME TAG is required in all agencies identifying you as a UTA Student. You may use your MAV card in a plastic sleeve as a nametag. There are **no exceptions** to this requirement. If you are to be in an area that requires you to wear scrubs such as in the OR or L&D areas, **you must wear business attire to the agency and then change your clothes.** If there is any doubt as to what you are to wear, please discuss with your faculty. Remember, this is your opportunity to present yourself as a professional to enhance your career and dressing professionally gives the image of one who is serious and capable.

Department of Graduate Nursing

Judy LeFlore, PhD, RN, NNP-BC, CPNP-PC & AC, ANEF, FAAN Interim Associate Dean Chair, Graduate Nursing Programs Director, PNP, ACPNP, NNP Programs Pickard Hall Office #518; Email address: jleflore@uta.edu	Kathy Daniel, PhD, RN, ANP/GNP-BC, AGSF Associate Chair, Graduate Nurse Practitioner Programs Pickard Hall Office #615; 817-272-0175 Email address: kdaniel@uta.edu
Lauri John, PhD, RN, CNS Associate Chair, Graduate Educator and Administration Programs Pickard Hall Office #519; 817-272-0172 Email address: ljohn@uta.edu	Rose Olivier Administrative Assistant I Pickard Hall Office # 605; (817) 272-9517 Email address: olivier@uta.edu
Janyth Mauricio (Arbeau) Clinical Coordinator Pickard Hall Office # 610; (817) 272-0788 Email address: janyth.mauricio@uta.edu or npclinicalclearance@uta.edu	Angel Trevino-Korenek Clinical Coordinator Pickard Hall Office # 610; (817) 272-6344 Email address: angel.korenek@uta.edu
Janette Rieta Administrative Assistant – NADM, NEDU Pickard Hall #510; 817-272-1039 jrieta@uta.edu	Christina Gale Support Specialist I (Assisting Vivian and Rose) Pickard Hall Office #510; 817-272-1039 Email address: christina.gale@uta.edu
Graduate Advisors:	
Campus-based Programs: NP Students: last Name A-L and Post MSN Certificate NP Program Students: Sheri Decker, Graduate Advisor III Pickard Hall Office # 611; (817) 272-0829 Email: s.decker@uta.edu	Campus-based Programs: NP Students: Last Name M-Z and ALL NNP Program Students: Luena Wilson, Graduate Advisor I Pickard Hall Office # 613; (817) 272- 4798 Email: lwilson@uta.edu
Off-campus (AP) ADM/EDU/FNP Students: last name A-L Lisa Rose, Graduate Advisor II Pickard Hall Office #628-B; 817-272-9087 Email: lrose@uta.edu	Off-campus (AP) ADM/EDU/FNP Students: last name M-Z Caitlin Wade, Graduate Advisor II Pickard Hall Office #631; 817-272-9397 Email: cwade@uta.edu

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

Additional Information

Assignments and Assessments

Discussions, Assignments, Papers and Tests 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 instructor. **UTA-CONHI Title page** is required for each paper submitted.

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.

Blackboard Requirement

Only assignments submitted through Blackboard will be reviewed and accepted for a grade, regardless of the reason. Assignments that are submitted through email will not be reviewed for feedback or graded; they will be assigned a grade of zero. No exceptions will be made.

Technical Problems

Because technology is vulnerable to experiencing difficulties, you should not wait until the last minute to submit an assignment, complete a quiz, or test. If you experience technical difficulties contact *Blackboard Support* to help resolve the issue. They are open 24 hours a day.

Late Assignments / Assessments

Late assignments will not be accepted for a grade or reviewed for feedback (regardless of the reason) and will be assigned a zero. Quizzes and tests must be started, completed, and submitted prior to the submission due date and time. Any quiz or test submitted after the due date and time will not be accepted. Make-up exams are not provided given the extended period for which exams are open.

For any reason, course work requiring resubmission will be dropped up to one letter grade at the discretion of the faculty and only a maximum of a B or 89% percent can be achieved on any work resubmitted.

APA 6th Edition:

Students are expected to use APA style to document resources. Numerous resources can be found through the UTA Library at the following links:

APA tutorial link:

- <http://www.apastyle.org/learn/tutorials/basics-tutorial.aspx>
- <http://library.uta.edu/sites/default/files/apa2014.pdf>
- <http://libguides.uta.edu/apa>
- <http://library.uta.edu/how-to/paper-formatting-apa-st>

Safe Assign

In this course, you will submit papers as Microsoft Word-compatible documents to a **SafeAssign drop box** in Blackboard. Review the student resources section on Blackboard for more information about the tool. You are encouraged to use the DRAFT function within SafeAssign prior to submitting your FINAL draft. See details below:

1. **DRAFT:** The DRAFT SafeAssign feature allows you to check your paper for potential areas of plagiarism so that you may edit it prior to turning in your final submission. The SafeAssign DRAFT is not reviewed by your instructor. When you upload, please check the “submit as draft” option. The DRAFT box becomes available 72 hours prior to the final submission due date/ time and remains open until the date and time that the paper is due. At busy times, it may take up to 72 hours to receive a report.
2. **FINAL:** This Safe Assign location is separate and is the only one that will be graded. Only one document can be uploaded per SafeAssign. **The document you upload to the FINAL drop box is the one that will be graded, so be certain it is the correct paper.**

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:** <https://library.osu.edu/find/resources/citation-examples/apa/apa-style-guide-electronic-resources/>
- **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 *Student Resources/APA 6th*.

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 UTA-CONHI with some specific requirements for graduate courses. Please use the title page template for all papers in this course. A *Microsoft Word* version of this template is also located in *Blackboard* for your convenience.

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 with your last name first in the file name and then submit it by the due date and time.

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.

Course Schedule and Due Days/Time (Central Time)

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

See *Blackboard* for additional readings, lecture videos, resources weekly details and instructions.

Textbook chapter readings are included as (Ch #) following the Module title for each week.

Course or Module Activity	Due Date/Time
Week 1: Aug 25-28 Module 1: Welcome & Getting Started	
CLASS on campus, Room 205	Aug 25 Thursday 13:00-16:00
CLASS Discussions: <ul style="list-style-type: none"> Post introduction message to the Café Hauz Discussion Board (DB) 	23:59 Saturday
Quizzes & Short Assignments <ul style="list-style-type: none"> Student Information Form APA Quiz Syllabus Quiz Plagiarism Attestation 	23:59 Saturday
Week 2: Aug 29-Sep 4 Module 2: Introduction to EBP (Ch 1-2)	
Quizzes & Short Assignments: EBP Competencies Pre-Test (Self-evaluation)	23:59 Saturday
Week 3: Sep 5-11 Module 3 EBP Clinical Practice Guidelines (Ch 10)	
GROUP Discussions: EbCPG: (See the detailed grading rubric for discussions in Bb. This series of due dates and times is the same for all graded discussions) 23:59 Tuesday Initial posting: 23:59 Wednesday Post replies to 2-colleagues 23:59 Thursday Respond to any questions posed by peer or professor 23:59 Friday Last day to receive credit for any post.	23:59 Friday Last day to receive credit for any post.
Week 4: Sep 12-18 Module 4: Developing Clinical Questions (Ch 11)	
GROUP Discussions: Developing a Clinical Question	23:59 Friday Last day to receive credit for any post.
Week 5: Sep 19-25 Module 5: Gathering Research Evidence (Ch 12)	
GROUP Discussions: PICOTS & supporting Systematic Review	23:59 Friday Last day to receive credit for any post.
Assignments: PAPER 1	23:59 Saturday

Course or Module Activity	Due Date/Time
Week 6: Sep 26-Oct 2	
Module 6: Appraising Research Studies (Ch 13, 16, & Appendix F)	
GROUP Discussions: Critique Research Studies Appraisals	23:59 Friday Last day to receive credit for any post.
Week 7: Oct 3-9	
Module 7: Appraising Clinical Guidelines & Systematic Reviews <i>Ch 10, 14, Appendix A&B; & 9, 15, & Appendix C&D</i>	
CLASS Discussions: Appraising Systematic Reviews	23:59 Friday Last day to receive credit for any post.
Quizzes & Short Assignments: Extraction Questions Chapter 9 Companion Website for Brown text	23:59 Friday
Week 8: Oct 10-16	
Module 8: EBP Process (Ch 17)	
CLASS Discussions: Optional Test Review	23:59 Thursday Last day to post
Test 1: Covers Weeks 1-6 content	08:00 Friday – 23:59 Sunday
Week 9: Oct 17-23	
Module 9: Participation in EBP (Ch 18)	
GROUP Discussions: EBP Process	23:59 Friday Last day to receive credit for any post.
Week 10: Oct 24-30	
Module 10: Research informed Practice (Ch 19)	
GROUP Discussions: Barriers	23:59 Friday Last day to receive credit for any post.
Week 11: Oct 31- Nov 6	
Tests 2	08:00 Friday – 23:59 Sunday
Week 12: Nov 7-13	
Assignments: PAPER 2	23:59 Saturday
Week 13: Nov 14-20	
Module 11: Outcomes & Evaluation Methods	
GROUP Discussions: Evaluation	23:59 Friday Last day to receive credit for any post.
Week 14 THANKSGIVING WEEK Nov 21-27	
Week 15: Nov 28-Dec 4 (last day of classes Dec 7)	
Module 12: Implementation Plan	
GROUP Discussions: Implementation Plan	23:59 Friday Last day to receive credit for any post.
Quizzes & Short Assignments: EBP Competency Post Test (Self-evaluation)	23:59 Saturday
Assignments: POSTER Presentation	23:59 Saturday

Schedule Adjustments

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