

### College of Nursing and Health Innovation N5309 Teaching/Learning Theories, Strategies and Evaluation Summer 2016

Instructor(s): Dolores Aguilar Office Number: Pickard Hall, room 528 Office Telephone Number: 817-272-2776 Email Address: aguilar@uta.edu Faculty Profile: Faculty Profile: https://www.uta.edu/profiles/ms-dolores-aguilar Office Hours: By Appointment; please email for appointment.

#### Section Information: N5309 Section-400

#### Time and Place of Class Meetings:

This course meets on-line using Blackboard or other media as described in this syllabus. This is a 10 week course.

#### **Description of Course Content:**

Teaching/learning theories, strategies, and evaluation for educators.

#### Student Learning Outcomes:

- 1. Apply education theories to promote student learning.
- 2. Demonstrate competence with a variety of research-based instructional strategies with consideration for student learning style.
- 3. Develop strategies to support individual learning styles and diverse student needs.
- 4. Apply appropriate assessment/evaluation models.
- 5. Use a variety of strategies to assess and evaluate student learning in academic and practice settings.
- 6. Employ methodologies that encourage lifelong learning.

#### Required Textbooks and Other Course Materials:

Billings, D. & Halstead, J. (2012). *Teaching in Nursing: A Guide for Faculty, Fourth Edition.* Saunders, ISBN: 9781455705511.

American Psychological Association. (2010). *Publication Manual of the American Psychological Association* (APA) *6th Edition*. Washington, DC: Author. ISBN: 1557987912

#### **Recommended Materials:**

Oermann, M. & Gaberson, K. (2014). *Evaluation and Testing In Nursing Education*. New York: Springer Publishing Company, Inc. ISBN 978-0-8261-9555-5

UTA College of Nursing <u>Graduate Program Student Handbook</u>. UTA, Arlington, Texas as found on the UTA CON web page.

#### Descriptions of major assignments and examinations with due dates:

Graded Course Components	Percentage of Final Grade
Discussion	25%
Synopsis of Teaching/Learning Theory	15%
Presentation of a Teaching/Learning Strategy	15%
Philosophy of Teaching/Learning Paper	20%
Multiple Choice Exam	25%
Total:	100% 🔎

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.

#### Graded Assignments:

**Discussion**: Discussion among classmates is a major component of this course. Throughout this course, you will be asked to respond to prompts from the instructor. Your responses should consist of complete sentences and meet the requirements listed in each of the discussion assignment instructions. Additionally, you are required to post thoughtful and scholarly responses to other student postings each week. *Guidelines for Substantive Posts* are presented later in the syllabus. \*Please note: **late posts will receive no credit**.

**Synopsis of Teaching/Learning Theory:** Each student will consult the literature and develop a synopsis of one Teaching/Learning Theory or Educational Framework. The synopsis should include a scholarly discussion of the theory including premises of the theory, pros and cons of the theory, role of students and faculty in the use of the theory, and potential application of the theory in nursing education. References are to be included with the synopsis. Students will choose a theory/framework from the list provided in the syllabus. The synopsis will be submitted to the grading portal and will also be posted on the designated area of the discussion board, so all students in each group can develop a "library" of theories/frameworks. Your coach will approve your synopsis choice, as it is hoped that each theory/framework will be addressed by at least one student in each group. Depending on the number of students, it is anticipated there will be some duplication.

Topics for synopsis for Teaching/Learning Theory:

Learning Theories:	
Behavioral	
Cognitive-Constructivism	
Cognitive development	
Essentialism	
Multiple intelligences	

Cognitive-Information Processing Cognitive-Assimilation Cognitive dev: Sociocultural historical influences Existentialism Perennialism Progressivism

Reconstructionism

#### Education Frameworks/Philosophies:

Caring
Feminism
Narrative pedagogy
Postmodern discourse

**Presentation of a Teaching/Learning Strategy:** Each student will develop a presentation on an innovative teaching/learning strategy. Students will choose a strategy from the list provided in the syllabus. Each student must choose a different strategy. (Depending on the number of students, there may be some duplication. Your coach will approve your strategy choice.) Using the innovative strategy, you will have 5-10 minutes to present a topic related to an area of expertise (and identified reference group). Creativity and audience engagement are encouraged. Presentations will be posted to YouTube. Presenting a lecture or posting a PowerPoint is not an acceptable approach to this assignment, as the purpose of the assignment is the demonstration of an innovative teaching strategy. In addition, students are required to be visible, active, speaking presenters on the YouTube video; presentations that are completely animated or those using only cartoon characters are not acceptable.

#### **Topics for Teaching/Learning Strategy Demonstration:**

Algorithms	Case Study
Collaborative/Group Learning	Debate/Argumentation
Demonstration	Games
Humor	Imagery
Content Mapping	Problem-based Learning
Reflection	Role Play
Socratic Questioning	Story Telling/Narrative Pedagogy
e e e e e e e e e e e e e e e e e e e	

**Philosophy of Teaching/Learning Paper:** You will develop a statement of your philosophy of teaching/learning, inclusive of clinical teaching. Your philosophical statement should reflect your beliefs about teaching/learning based on a selected review of literature in nursing education, education, philosophy and other related disciplines. This assignment is an opportunity to reflect on multiple and complex variables that have an impact upon learning and thus on teaching. You will make judgments about which concepts/variables to include and how to structure your own philosophical statement. This is a highly personal statement but should also reflect an informed position on what has been documented as best practices in the teaching-learning field.

**Multiple Choice Exam:** A 75-80 item multiple choice exam will be administered under secure conditions during week 10. The exam is patterned after the Certified Nurse Educator exam developed by the National League for Nursing. A test blueprint will be provided. There will be no makeup for this exam. Students are required to take the exam as listed on the course schedule; no other times will be available.

#### Due Dates and Times of Assignments

The assignments are due as designated in Blackboard. Late assignments will only be accepted at the discretion of the faculty; **permission must be granted by the faculty prior to the due date**, and late assignments will result in the following penalties: **5 points/day will be deducted from the grade for the late assignment; and papers submitted more than 5 days past the due date will NOT be accepted.** The due time is the "end of day," which is 23:59. I recommend that you submit your assignments no later than 23:30 on the due date to prevent any submission problems.

**<u>Grading Policy</u>**: 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 = 90 to 100 B = 80 to 89 C = 70 to 79 D = 60 to 69 - cannot progress F = below 60 - cannot progress

<u>Grade Grievances</u>: 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. <u>http://catalog.uta.edu/academicregulations/grades/#graduatetext</u>

#### Expectations of Out-of-Class Study:

Beyond the time required to attend each class meeting or time spent with the online content, students enrolled in this course should expect to spend at least an additional <u>20</u> hours per week on their own time in course-related activities, including reading required materials, completing assignments, preparing for exams, etc.

#### Attendance Policy:

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. As the instructor of this section I have developed the course to be delivered completely online. There are no mandatory in class attendance requirements however you are required to meet the established assignment due dates and times as outlined.

**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 <a href="http://www.uta.edu/uta/acadcal.php?session=20146">http://www.uta.edu/uta/acadcal.php?session=20146</a>

- 1. A student may not add a course after the end of late registration.
- 2. A student dropping a graduate course after the Census Date but on or before the last day to drop may, receive a grade of W. Students dropping a course must:
  - (a) Contact your graduate advisor to obtain the drop form and further instructions before the last day to drop.

Deadlines are located on the Academic Partnership website as well as UTA's: http://www.uta.edu/records/services/accelerated-onlineprograms.php

Last day to drop or withdraw: July 1, 2016

<u>Americans with Disabilities Act</u>: 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 <u>www.uta.edu/disability</u> 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 <u>uta.edu/eos</u>. For information regarding Title IX, visit <u>uta.edu/titleix</u>.

**<u>Academic Integrity</u>**: 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 <a href="http://library.uta.edu/plagiarism/index.html">http://library.uta.edu/plagiarism/index.html</a>

**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.

<u>Student Success Faculty:</u> 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: <u>donelle@uta.edu</u>.

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: <u>schira@uta.edu</u>.

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. <u>All students are assigned</u> <u>a MavMail account and are responsible for checking the inbox regularly.</u> 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 <a href="http://www.uta.edu/oit/cs/email/mavmail.php">http://www.uta.edu/oit/cs/email/mavmail.php</a>.

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

**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 <u>http://www.uta.edu/sfs</u>.

#### Librarian to Contact:

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

Research Information on Nursing: http://libguides.uta.edu/nursing

Library Home Page	http://www.uta.edu/library
Subject Guides	http://libguides.uta.edu
Subject Librarians	http://www.uta.edu/library/help/subject-librarians.php
Database List	http://www.uta.edu/library/databases/index.php
Course Reserves	http://pulse.uta.edu/vwebv/enterCourseReserve.do
Library Catalog	http://uta.summon.serialssolutions.com/#!/
E-Journals	http://pulse.uta.edu/vwebv/searchSubject
Library Tutorials	http://www.uta.edu/library/help/tutorials.php
Connecting from Off- Campus	http://libguides.uta.edu/offcampus
Ask A Librarian	http://ask.uta.edu

The following URL houses a page where we have gathered many commonly used resources needed by students in online courses: <u>http://www.uta.edu/library/services/distance.php</u>

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 <u>http://libguides.uta.edu/os</u> and <u>http://libguides.uta.edu/pols2311fm</u>.

#### Course Schedule

Note: Submit your initial post to the discussion board by 23:59 on Friday each week. You must also post a minimum of 2 substantive comments to classmates by 23:59 on the following Sunday.

All other assignments are due on Sunday by 23:59 unless otherwise noted below

All other assignments are due on ounday by 23.35 diffess otherwise noted below	
Week	Assignment Due Date
Week 1	Student Introduction (required)   Post to Week 1 Discussion   Assignments:   • APA Format Attestation Statement (Wednesday by 23:59)   • MSN in Nursing Education Program Attestation Statement (Wednesday by 23:59)   • Selection of Teaching/Learning Theory Synopsis and Selection Teaching Strategy for the YouTube Presentation
Week 2	Post to Week 2 Discussion Assignment: Teaching/Learning Theory Synopsis
Week 3	Post to Week 3 Discussion
Week 4	Post to Week 4 Discussion
Week 5	Post to Week 5 Discussion Assignment: Post a Standard Outline of your Teaching Strategy

	(YouTube Presentation) Outline
Week 6	Post to Week 6 Discussion
	Assignment: Teaching Strategy Presentation (YouTube Presentation)
Week 7	Post to Week 7 Discussion
Week 8	Post to Week 8 Discussion
	Assignment <i>Preview</i> – Philosophy of Teaching Learning Paper
Week 9	Post to Week 9 Discussion
	Assignment: Philosophy of Teaching Learning Paper
Week 10	<b>Final Exam</b> (multiple choice – 75-80 questions) <b>Friday of week 10 from</b>
	5:00-8:00 PM ONLY, <u>Central</u> time!

**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: <a href="http://www.bon.state.tx.us">www.bon.state.tx.us</a>

<u>MSN Graduate Student Dress Code</u>: The University of Texas at Arlington College of Nursing and Health Innovation expects students to reflect professionalism and maintain high standards of appearance and grooming in the clinical setting. **Clinical faculty has final judgment on the appropriateness of student attire and corrective action for dress code infractions. Students not complying with this policy will not be allowed to participate in clinical.** 

Please View the College of Nursing and Health Innovation Student Dress Code on the nursing website: <u>http://www.uta.edu/nursing/msn/msn-students</u>.

# <u>UTA Student Identification</u>: 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: <u>http://www.cdc.gov/</u>

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

**<u>Confidentiality Agreement</u>**: 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. **<u>Please do not sign</u>** other agency confidentiality forms. Contact your faculty if the agency requires you to sign their confidentiality form.

<u>Graduate Student Handbook</u>: Students are responsible for knowing and complying with all policies and information contained in the Graduate Student handbook online at: <u>http://www.uta.edu/nursing/msn/msn-students</u>

<u>Student Code of Ethics</u>: 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: <u>http://www.uta.edu/nursing/msn/msn-students</u>

**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 <a href="http://www.uta.edu/nursing/student-resources/scholarship">http://www.uta.edu/nursing/student-resources/scholarship</a> 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.

### 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: ileflore@uta.edu

#### Dolores S Aguilar, APRN, MS, CNS, CHN

Interim Director, MSN Nurse Educator Program Office # 528-Pickard Hall (817)-272-2776

**Felicia Chamberlain**, AP Program Coordinator Office # 515- Pickard Hall (817)-272-0659 Email: <u>chamberl@uta.edu</u>

Janyth Arbeau-Mauricio, Clinical Coordinator Office # 610-Pickard Hall (817) 272-0788

Email address: mauricio@uta.edu or npclinicalclearance@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

#### GRADUATE ADVISORS

**Lisa Rose**, AP/Campus Programs, Academic Advisor II (A-G) Office # 628B – Pickard Hall (817) 272-9591 Email: <u>Irose@uta.edu</u>

**Rebekah Black,** AP/Campus Programs, Academic Advisor (H-O) Office # 630- Pickard Hall (817)-272-2291 Email: <u>rjblack@uta.edu</u>

Caitlin Wade, AP/Campus Program, Academic Advisor II (P-Z) Office 631 – Pickard Hall (817) 272-9397 Email: <u>cwade@uta.edu</u>

#### **General Guidelines for N5309 Papers**

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

<u>Please note</u>: Wikipedia (or most ".com" websites) is not an acceptable reference for either online discussions or formal papers.

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

Professional expression of ideas is expected in all work submitted for this class. Any paper that includes errors in grammar, punctuation, format, or expression of ideas that significantly obscure content of the paper will have points taken off as indicated in the rubric.

<u>Submitting assignments</u>: Upload all completed assignments to the appropriate area in Blackboard. Before uploading any assignment, save the file using your last name, first initial, and brief assignment name as the file name (Ex: JohnL Behavioral Learning Theory). **The paper you submit for grading is the paper that will be graded.** 

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

<u>Pagination</u>: Page numbering starts with the title page. Numbering continues through the reference list and any appendices. Arabic (1, 2 etc.) numbers are to be used. Insert page breaks after the title page, before the reference list, and before appendices.

<u>Margins</u>: Margins are to be <u>1 inch</u> on all sides. Text should be <u>left justified</u> only. This means that the right margin may appear irregular. If a word is too long to be completed on one line, it should not be hyphenated.

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

<u>Spacing</u>: <u>Double spacing</u> is to be used for the body of papers and the reference list. Use <u>single</u> <u>spacing</u> for discussion board postings, table titles and headings, figure captions, and long quotations. Indent the first line of each paragraph  $\frac{1}{2}$  inch using the tab key (not manual spacing).

<u>Punctuation</u>: Insert <u>one space</u> after punctuation marks ending sentences. Insert <u>one space</u> after each comma, colon, or semicolon. There are specific rules for when and when not to use each punctuation mark. Review the APA Manual for the specific rules.

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

Headers: Running headers are required.

<u>Headings</u>: **Headings within the paper are essential**. Grading criteria are helpful in determining appropriate headings for specific assignments. There are specific rules for placement and format of headings. See the APA Manual or APA Tutorial for further guidance.

<u>Quotations</u>: It is expected that students will synthesize and paraphrase information obtained from the literature rather than relying on quotes. **Quotations should be rare** and limited to only that which is absolutely essential. Unwarranted use of quotations will result in deductions from the assignment grade. When more than 5 words in a row are directly taken from another source, it is considered a quotation and must be cited as such. In the rare instance when quoting is absolutely necessary, the words must be enclosed in quotes (or if more than 40 words, displayed as an indented block) and the original author or speaker and page number must be cited. See the APA Manual for how to properly cite quotations. Failure to correctly cite quotations is plagiarism, and this will be reported to the appropriate officials.

<u>Reference citations in text</u>: Every sentence that is not your own original idea must have a citation to a source, even in the introduction to the paper. Any sentence that is <u>not</u> clearly linked to a citation means that you are claiming that idea as your own original idea (if it is not your own idea, then it is plagiarism). Sources must be cited during or at the end of each fact (<u>not</u> only at the beginning or end of the paragraph) or be clearly linked to a citation in the previous sentence. There are specific guidelines for citing primary and secondary sources in text (including for first and subsequent citations) as well as for personal communications. See the APA Manual and APA resources on Blackboard for further guidelines. Failure to correctly cite sources is plagiarism, and this will be reported to the appropriate officials.

# Presenting your work from a previous paper or course is Academic Dishonesty UNLESS you have permission of both instructors.

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

#### Additional resources:

- APA Tutorial: <u>http://www.apastyle.org/learn/tutorials/basics-tutorial.aspx</u>
- For the UTA Nursing cover page please refer to the UTA CON website: <u>http://www.uta.edu/nursing/msn/apaformat</u>.