**NURS 3365-600 Pharmacology in Nursing Practice**

**Syllabus Fall 2016**

**Instructor(s):** Sandra Laird DNP, RN, ACNP-BC, AOCNP

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**Office Telephone Number:**

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**Office Hours:**  By Appointment

**Section Information:** NURS 3365-600; 3 credit hours.

**Time and Place of Class Meetings:**  This course is completely online. No in-seat attendance required.

**Description of Course Content:** Introduction to current concepts of pharmacology and their relationship

to nursing practice. Included are basic principles of drug actions, side effects for major drug classifications,

and the role of the nurse in drug therapeutics.

**Student Learning Outcomes:**

1. Identify common alternative healing practices which could potentially interfere with drug therapy.

2. Classify data pertaining to pharmacokinetics and pharmacodynamics.

3. Incorporate knowledge of medications to plan care for patients receiving medications.

4. Determine if medications are safe to administer based on assessment data.

5. Describe the relationship between drug actions, interactions, side effects, dosage, and anticipated effects for selected pharmaco-therapeutic agents and drug classifications.

6. Judge if legal and ethical standards are correctly used, given case studies related to drug therapy.

7. Identify information about medications which need to be communicated to the person and/or health professionals.

8. Describe comprehensive, efficient, and cost-effective drug therapy.

9. Identify the role of genomics and genetics in the development of and selection of pharmaco-therapeutics.

10. Demonstrate the efficient use of technology to plan and monitor care for patients receiving

medications.

**Required Textbooks and Other Course Materials:**

* Lilley L.L., Rainforth Collins, S., & Snyder, J.S., (2017). *Pharmacology and the nursing process,* (**88h ed**.). Elsevier. ISBN: 978-0-323-35828-6
* Smart phone App. Epocrates
* OR a **nursing** drug handbook published no more than 2 years ago. (Must be nursing-oriented. For example, cannot be the Physician’s Drug Reference.)

**Not required** but may be helpful:

* Lilley, L.L., Rainforth Collins, S., Harrington, S., Snyder J.S. (2017). *Pharmacology online for pharmacology and the nursing process (access code).* (8th ed). Elsevier. ISBN 9780323068895
* Lilley, L.L. & Snyder, J.S.  (2011).  *Study Guide for Pharmacology and the Nursing Process*.  (8th ed).  Elsevier. ISBN 9780323066600

**Descriptions of major assignments and examinations:**

1. Assignments:

* There are six Quizzes over the course of the semester, each worth 2.5% (all Quizzes together are worth 15% of grade). See Course Schedule for their dates.
* Quizzes consist of critical thinking questions based on Podcasts, chapter readings, and Key Concept documents. You will get 2 attempts for each quiz. Blackboard will record the higher grade.
* Quizzes cannot be made up if missed.

2. Examinations:

* There are a total of four online exams. See Course Schedule for their dates.
* Exams consist of critical thinking questions based on Podcast content, chapter readings, and Key Concept documents.
* Tests 1, 2, & 3 are not cumulative. They are each worth 20% of your grade.
* Exam 4 is the final exam and *is* cumulative in content. It is worth 25% of your grade.

**3. Using Respondus LockDown Browser and a Webcam for Online Exams and Quizzes**

* This course requires the use of LockDown Browser and a webcam for online exams. The webcam can be built into your computer or can be the type that plugs in with a USB cable. Watch this [short video](http://www.respondus.com/products/lockdown-browser/student-movie.shtml) to get a basic understanding of LockDown Browser and the webcam feature.
* Then download and install LockDown Browser from this link:

<http://www.respondus.com/lockdown/download.php?id=163943837>

**Note:** Don't download a copy of LockDown Browser from elsewhere on the Internet; those versions won't work at our institution.

* To take an online test, start LockDown Browser and navigate to the exam. (You won't be able to access the exam with a standard web browser.) For additional details on using LockDown Browser, review this Student Quick Start Guide (PDF) at:

<http://www.respondus.com/downloads/RLDB-Quick-Start-Guide-Bb-Student.pdf>

* Finally, when taking an online exam, follow these guidelines:
  + Ensure you're in a location where you won't be interrupted
  + Turn off all mobile devices, phones, etc.
  + Clear your desk of all external materials — books, papers, other computers, or devices
  + Remain at your desk or workstation for the duration of the test
  + Because the **webcam is required, make sure it is plugged in or enabled** **before** starting LockDown Browser. You will be recorded during the test to ensure you're using only permitted resources.
  + LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted

**Expectations for Out-of-Class Study**: ***A general rule of thumb is this: for every credit hour earned, a student should spend 3 hours per week working outside of class. Hence, a 3-credit course has a minimum expectation of 9 hours of reading/ study. (I recommend you budget 12 hours because learning pharmacology is like learning a new language).***

**Other Requirements:**

1. Prerequisites for this course: BIOL 2457, 2458, CHEM 1451.

2. To be able to participate fully in assignments and exams in this course, **students must**

* **Have reliable and speedy internet access**. This course requires students to have reliable internet access and fast connection speed, as they will be taking online tests that are timed. For more information on computer needs specific to Blackboard, please go to: <http://www.uta.edu/blackboard/students/index.php>

Alternatively there is the UTA Help Desk 817-272-2208 or [helpdesk@uta.edu](mailto:helpdesk@uta.edu) and/or the Learning Resource Center (LRC) in Pickard Hall: <http://www.uta.edu/nursing/centers/resource/lrc.php>.

* **Have intermediate-level computer competency.** Students will struggle in this course if they not completely comfortable with using email & discussion boards; uploading and downloading documents; and accessing resources such as search engines & websites.
* **This course requires the use of LockDown Browser and a webcam for online quizzes and exams. The webcam can be built into your computer or can be the type that plugs in with a USB cable.**
* **Check Blackboard & UTA email for messages** and important information on a daily or near-daily basis.
* Faculty will respond only to email sent from Blackboard. UTA email must always be used, rather than personal email such as gmail, etc.

3. To receive credit for quizzes (assignments) and tests, a student must submit them by the deadlines stated in the Course Schedule. A student in this course must be very familiar with due dates, and also with the following rules and procedures if a problem occurs in meeting a deadline. This is a very demanding course, by signing up for it you have made a commitment. If outside obligations interfere with completing work on time it will be recommended that you drop until your schedule allows your complete participation.

|  |  |  |
| --- | --- | --- |
| Problem | What to do | Comments |
| **“Computer incident”**  A computer and/or internet error occurs while a student is taking a test or quiz.  **You Must have a reliable computer for this course. In this case computer incident refers to problems with Blackboard not that your personal computer just died and you need to buy a new one or other personal computer problem. Many problems could be avoided or identified early by not waiting until the last minute to attempt a quiz or exam.** | **Immediately send an email to the lead teacher.** The email should detail the problem. It should be very clear as to how the computer issue interfered with submission of assignment or test.  Then click on "24/7 Blackboard Support" on the Bb login page to see if an IT person can help with the problem.  Check your emails inbox frequently for a response from the instructor, who will consider the situation, and if appropriate will “reset” the test or quiz submission for the student.  Example: A student begins to take Test 1 at 2am on Friday. After answering two questions, he notices that his screen has frozen. He immediately shuts down the site, accesses his UTA emails, and sends an explanation of the incident to the instructor. He then accesses the “24/7 Blackboard Support” technician, who is able to explain how to avoid a repeat of the incident. At 8am the next morning the student checks his emails again and sees that the instructor has re-set his test for him. He takes the test without incident. | A student who has a computer incident will be counseled to seek ways of ensuring that another incident does not occur. There will be low tolerance for recurring computer issues, including the possibility that the test or quiz will not be reset and the student will receive no credit.  Updating your passwords is your responsibility and OIT gives you plenty of notice when they will expire. Not having access to Blackboard due to “forgetting” to update your password will not be an acceptable reason for an extension and you will receive a “0” for work not turned in by the deadline. |
| “**Deadline not met”**  There are very adequate windows of time in which to take tests and quizzes and therefore it should be very rare to need a deadline extension.  However, if a deadline is missed for urgent or emergent reasons (*personal illness, critical illness or death of family member, jury duty that cannot be rescheduled, other court or legal circumstances, and military commitments that cannot be rescheduled*) a deadline extension or make-up test **maybe considered if all procedural steps are taken properly.**  **Quizzes open the first day the course opens and you may take quizzes early so plan ahead since there is no make up for the quizzes.**  **Please note:**   * Other excuses that are typically not considered to be valid excuses for missing an assignment or test include: * A “loss of internet access” or computer incident that kept you from accessing the test at your home or apartment. There are many sources of free wireless access: Public library, Starbucks, the Student Center at UTA, etc. * I was scheduled to work and could not take my test. * **I confused this test deadline with another test deadline in another course.**   I could not get Respondus to work on my computer in time (the practice “quiz” is available to you for this purpose). | To obtain an extension of deadline, send an email to instructor with written excuse/verification attached (physician note or release form, obituary of loved one, airline ticket voucher, etc). This email must be sent **prior** the deadline in order for a deadline extension to be considered.  Example 1: A student is hospitalized during the “open window” to take Test 1 and misses the deadline. He sends an email to the instructor, along with the doctor’s excuse, and asks to take the test at 8am on Wednesday. The instructor opens the timed test for him at that time.  Example 2: A reservist must deploy for a week during the open window for Test 1. She sends an email to the instructor at the beginning of the semester, along with a copy of her deployment orders. Arrangements are made to take the test when she returns. | Any test taken after the scheduled test window deadline (for any reason) will be in a format determined by the instructor and may include alternate format questions, such as *fill in the blank, short answer, matching, or essay.*  **Penalties (reduction of 20 points)** may be imposed if a student has more than one “Deadline not met” and or “Computer incident,” depending on the individual situation.  Once an exam is already taken, it is too late to request a extension for extenuating circumstances. **Exam re-takes are not allowed.**  **Without acceptable documentation extensions will not be given. (**Having to work is not an acceptable reason for an extension)  *If you miss an exam and do not have an approved excuse as explained here, you may wish to consider dropping the course. It is highly recommended that you pay very close attention to deadlines in this course.* |
|  |  |  |

4. Students must have unswerving commitment to academic honesty.

Specific examples of maintaining test-taking integrity in this course include

* working alone and without notes or other resources (including electronic ones)when taking online tests. (Most of the questions are critical thinking questions, not just information to memorize, so answering a question correctly will entail true understanding of the content. Thus using forbidden “helpers” such as cheat sheets, etc, will not be particularly helpful anyway.)
* maintaining test securityby not discussing the questions with your peers or attempting to copy the tests in any way. This includes saving the tests to a personal computer, printing them out, and/or using screen shots, all of which are strictly forbidden. Remember, you may be in other pre-nursing classes with students who have not yet taken pharmacology. If you discuss test questions or content of tests with these students, this is a violation of test security, and will result in being reported for academic dishonesty.
* acknowledging the following pledge prior to each test:

*By submitting this test, I certify these responses are entirely my own work and that I have not used notes, the textbook, the internet, or other electronic applications while taking the exam.*

*I have not copied the work of any other student (past or present) or collaborated with anyone on this quiz.*

*I will not share the questions or answers from this test with other students.*

*I understand that I am allowed blank paper and a pencil to work out problems as necessary but that I must shred the paper afterwards. NO other papers or books shall be open in view.*

*I understand that not adhering to the pledge above constitutes academic dishonesty,*

*which is grounds for dismissal from the program.*

**Confirmed cheating on any exam will result in an F in the course.**

***Academic Dishonesty:***

*Academic dishonesty is a completely unacceptable mode of conduct and will not be tolerated in any form at The University of Texas at Arlington. All persons involved in academic dishonesty will be disciplined in accordance with University regulations and procedures. Discipline may include suspension or expulsion from the University.*

*“Academic 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.” (Regents’ Rules and Regulations, Series 50101).*

*I reserve the right, at any time, to require a student to take or re-take any or all exams in a proctored environment. If I deem this necessary, the student is responsible for making the proctoring arrangements, subject to my approval. This policy applies to any and all assignments required in this course.*

As for assignments:

* Active discussion of Assignments as a learning tool, such as during a study group meeting, is allowed.
* However, simply copying someone else’s assignment answers is an example of academic dishonesty.

Whether in regards to test-taking or assignments, all students are ethically bound to report knowledge or suspicions of dishonest behavior in this course.

**Grading**:

UTA College of Nursing grading criteria:

* In order to successfully complete an undergraduate nursing course at UTA, the following minimum criteria must be met:
  + 70% weighted average on exams.
  + 70% weighted average on major written assignments.
  + 90% on math test (if applicable).
  + 90% on practicum skills check offs (if applicable).
* 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. Grades will be accessible via Blackboard. There is no rounding in Nursing courses.

Grading processfor **Pharmacology in Nursing Practice:**

* Quizzes count as 15% of total course grade (7 X 2.5% each, total 15%).
* Tests count as 85% of total course grade (3 X 20% + 1 X 25%, total 85%).
* Note**: At the end of the semester the Assignments grade will only count if the student has at least a 70% weighted *Test* average. If the exam average is less than 70%, the Assignment grades will not be eligible for addition into the course grade. This rule is in accordance with the UTA College of Nursing grading criteria (see above)…a student must have a 70% weighted average on Tests.**
* See the following table for example of grade calculations.

|  |  |  |  |
| --- | --- | --- | --- |
| **WEIGHTED GRADE CALCULATIONS EXAMPLE** | | | |
|  | **Weight in points (ex: 2.5% = 2.5 points)** | **Student Grade in Decimals (ex: 83.5% = 0.835)** | **Weight** |
| Quiz 1 | 2.5% of your grade = 2.5 points | 72% = 0.72 | 2.5 X 0.72 = 1.8 |
| Quiz 2 | 2.5 | 80% = 0.8 | 2.5 X 0.8 = 2 |
| Quiz 3 | 2.5 | 70% = 0.7 | 2.5 X 0.7 = 1.75 |
| Quiz 4 | 2.5 | 83.5% = 0.835 | 2.5 X 0.835 = 2.08 |
| Quiz 5 | 2.5 | 90% = 0.9 | 2.5 X 0.9 = 4.25 |
| Quiz 6 | 2.5 | 80% = 0.8 | 2.5 X 0.8 = 2 |
|  |  | Total assignment points **13.88** | |
| Test 1 | 20 | 70% = 0.7 | 20 X 0.7 = 14 |
| Test 2 | 20 | 80% = 0.8 | 20 X 0.8 = 16.0 |
| Test 3 | 20 | 70% = 0.7 | 20 X 0.7 = 14 |
| Final exam | 25 | 85.7% = 0.85 | 25 X 0.85 = 21.25 |
|  |  | Total test points **65.25** | |
| **13.88** + **65.25** = **79.38** = Course grade of C | | | |

**Figuring out your Test Grade with Weighted Averages**

Example: This student made 70% on everything

Last step: If you divide the 59.5 by 0.85 (85%-the weight of total exams) you will know what the average weighted score is on exams, in this case 70.00.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Weight of Exam** | **Student Grade** | **How to figure** |
| **Exam 1** | **20%** | **70** | **X 0.20 = 14** |
| **Exam 2** | **20%** | **70** | **X 0.20 = 14** |
| **Exam 3** | **20%** | **70** | **X 0.20 = 14** |
| **Final** | **25%** | **70** | **X 0.25 = 17.5** |
| **Total** | **85%** |  | **59.5** |

**Grid for your Grades in Pharmacology (figure YOUR weighted average…)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Exams** | **Weight of Exam** | **Your Grade** | **How to figure** |
| **Exam 1** | **20%** |  | **X 0.20 =** |
| **Exam 2** | **20%** |  | **X 0.20 =** |
| **Exam 3** | **20%** |  | **X 0.20 =** |
| **Final** | **25%** |  | **X 0.25 =** |
| **Total** |  |  |  |

**Last step:** If you divide the total of the fourth column by 85% (the total weight of your exams) you wll know your weighted average score. This is the sum total of the 85% of your grade. You must have **59.5** or more in column 4 to move to the next step of adding in your additional course work/grades. If the 70% weighted average is not achieved, a letter grade commensurate with the weighted average will be awarded as the class grade. Less than a C signifies a non-passing grade.

**UTA College of Nursing and Health Innovation Progression Criteria**

1.  Pharmacology and pathophysiology knowledge are essential to nursing program success.

2.    If you are struggling with the course (ie. exam #1 and #2 grades that are below 65%, seek assistance from your faculty or your advisor and strongly consider dropping the course.

3.    If you fail the course:

a.       You are placed on probation and must meet with your academic advisor each semester to develop a success plan

b.      Admission will be delayed by at least a long semester course  (see chart):

|  |  |  |  |
| --- | --- | --- | --- |
| Application for | Non-Passing Term | Passing Term | Eligible to re-apply |
| Fall 2020 | Fall 2019 | Spring or Summer 2020 | Fall 2020 |
| Fall 2020 | Spring 2020 | Summer 2020 | Spring 2021 |
| Fall 2020 | Summer 2020 | Fall 2020 or Spring 2021 | Fall 2021 |

c.       Must retake the course and earn a grade of “C” or higher

d.      The failing grade will be used to compute your nursing application/admission GPA

4.   If you fail two pre-nursing courses (NURS 3365 or NURS 3366), you are not eligible to start the program for five years.  Please refer to the following policies for more information:

Bachelor of Science in Nursing Policies (pre - licensure). Prerequisite and Upper- Division Nursing Program Eligibility Policies: <http://www.uta.edu/nursing/files/UTACON_BSN_Policies.pdf>

BSN handbook: <http://www.uta.edu/conhi/_doc/unurs/BSN_student_handbook.pdf>.

**Nurs 3365-600 Pharmacology in Nursing Practice**

**Course Schedule Fall 2016**

|  |  |  |  |
| --- | --- | --- | --- |
| **WK** | **Date**  **Sun-Sat** | **Content, Required Weekly Preparation/study, and What’s Due to Submit.** | |
| **General flow of study:** Content is organized as *weekly readings and quizzes.*   * **REQUIRED:** Read Announcements, Q&A /Forum,(discussion board) & UTA emails each day. * **REQUIRED study** for each section of content**:**    + ***“Guidelines for Studying”*** *document*   + ***Listen to my Podcasts ( Content is drawn from your textbook and my clinical practice).***   + ***Assigned Book Chapters (Directed readings)***   + ***Blackboard Animations and Images***   + ***Supplemental “Key Concepts” documents or matching exercises to help you learn; articles as pdfs***   + ***Drug templates***  (on your own, look up and fill in relevant information, using as guidelines your chapters). Answer all 8 questions.   + ***Powerpoints / PPT handouts can be used as outline to write notes when reading chapters.*** * **REQUIRED:** **Submit Quizzess by due date & time**. (*Not submitted = zero points, there is no make up for missed quizzes.) You have 2 attempts for quizzes and the highest grade will be recorded.* * **REQUIRED:** During test weeks, **take test by due date & time**. *(Late or not submitted = zero points unless timely*   and valid*excuse accepted—see syllabus.)*   * Not required but HIGHLY recommended: Carefully review post-test discussion document when posted.   **ALERT**:  **Please “dive in” right away and read all material with *utmost studiousness* or you will get behind! Catching up is almost impossible in an online course.**  Please “dive in” right away and read all material with *utmost studiousness* or you will get behind! | | | |
| **Week1** | **9/4/16**  **thru**  **9/10/16** | | Orientation to course:  **SIGN ATTESTATION FORM AND SUBMIT TO YOUR COACH** *(see “Getting Started” page of course website).*  Read the following **REQUIRED** posted documents:   * Syllabus * Course Schedule and Calendar (this document) * Blackboard (Bb) Instructions * *Weekly guidelines for studying for this course!*   *Week 1 Readings:*  Chapter 1 The Nursing Process and Drug Therapy  Chapter 2 Pharmacologic Principles  Chapter 3 Lifespan Considerations  Chapter 6 Patient Education  Drug Template for each drug class (see example)  **Submit Quiz 1 by Saturday September 10 at 10pm** |
| Week**2** | **9/11/16**  **thru**  **9/17/216** | | *Week 2 Readings:*  Chapter 8 Gene Therapy and Pharmacogenomics  Chapter 5 Medication Errors: Preventing and Responding  Chapter 4 Cultural, Legal, and Ethical Consideration  Chapter 7 Over-the-Counter Drugs and Herbal and Dietary Supplements  **Submit Quiz 2 by Saturday September 17 at 10pm** |
| Week**3** | **9/18/2016**  **thru**  **9/24/16**  **Exam 1**  **Review**  **9/21/164pm-5:30** | | *Week 3 Readings:*  Chapter 20 Cholinergic Drugs  Chapter 21 Cholinergic-Blocking Drugs  Chapter 18 Adrenergic Drugs  Chapter19 Adrenergic-Blocking Drugs  Drug template: Fill in a drug template for each drug class  **Review is live and recorded in Collaborate**  **Submit Exam 1 by Saturday September 24 at 10pm** (material from weeks 1-3) |
| **Week4** | **9/25/16**  **thru – 10/1/16** | | *Week 4 Readings:*  Chapter 22 Antihypertensive Drugs  Chapter 23 Antianginal Drugs  Chapter 24 Heart Failure Drugs  Chapter 28 Diuretic Drugs  Drug Template for each drug class  **Submit Quiz 3 by Saturday October 1 at 10pm** |
| **Week5** | **10/2/ thru**  **– 10/8/16** | | *Week 5 Readings:*  Chapter 27 Antilipemic Drugs  Chapter 26 Coagulation Modifier Drugs  Chapter 54 Anemia Drugs  Rug templates for each Drug class  **Submit Quiz 4 by Saturday October 8 at 10pm** |
| **Week6** | **10/9/16 thru– 10/15/16**  **Exam 2 Review**  **10/12**  **4pm-5;30** | | *Week 6 Readings:*  Chapter 12 Central Nervous System Depressants and Muscle Relaxants  Chapter 13 Central Nervous System Stimulants and Related Drugs  ***Last day to drop:*** <http://academicpartnerships.uta.edu/documents/UTA_Drop_Dates.pdf>    Chapter 14 Antiepileptic Drugs  Chapter 15 Antiparkinson Drugs  Drug template for each drug class  **Review is live and recorded in Collaborate**  **Submit Exam 2 by Saturday October 15 at 10pm** (Material from weeks 4-6) |
| **Week7** | **1016/16 thru – 10/22/16** | | *Week 7 Readings:*  Chapter 32 Antidiabetic Drugs  Chapter 31 Thyroid and Antithyroid Drugs  Chapter 33 Adrenal Drugs  Drug Templates for each drug class  **Submit Quiz 5 by Saturday October 22 at 10pm** |
| **Week8** | **10/23/16 thru –**  **10/29/16** | | *Week 8 Readings:*  Chapter 10 Analgesic Drugs  Chapter 16 Psychotherapeutic Drugs  Chapter 17 Substance Abuse  Chapter 44 Anti-inflammatory and Anti-gout Drugs  Drug Template for each drug class  **Submit Quiz 6 by Saturday July 16 10pm** |
| **Week 9** | **10/30/16 Thru 11/5/16**  **Exam 3 Review**  **11/2**  **4pm-5:30** | | *Week 9 Readings:*  Chapter 38 Antibiotics Part 1  Chapter 39 Antibiotics Part 2  Chapter 40 Antiviral Drugs  Drug template for each drug class  **Review is live and recorded in Collaborate**  **Submit Exam 3 by Saturday November 5 at 10pm** (Material from weeks 7-9) |
| **Week10** | **11/6/16 thru – 11/12/16** | | *Week 10 Readings:*  Chapter 42 Antifungal Drugs  Chapter 36 Antihistamines, Decongestants, Antitussives, and Expectorants  Chapter 37 Respiratory Drugs  Drug template for each drug class |
| **Week**  **11** | **11/13/16 thru – 11/19/16**  **Final exam review**  **11/16**  **4pm-5:30** | | *Week 11 Readings:*  Chapter 50 Acid-Controlling Drugs  Chapter 51 Bowel Disorder Drugs  Chapter 52 Antiemetic and Anti-nausea Drugs  Drug template for each drug class |
| **Week12** | **11/20** | | **Comprehensive Final exam window**  **opens 7AM Sunday 11/20 and closes Monday 11/21 at 10pm**. (Includes material from all chapters) |

*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. Sandra Laird.*

**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. As the instructor of this section, I expect you to participate in all assignments.

**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 undergraduate catalog. <http://wweb.uta.edu/catalog/content/general/academic_regulations.aspx#10>

**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/ses/fao>).

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

**Title IX:** The University of Texas at Arlington does not discriminate on the basis of race, color, national origin, religion, age, gender, sexual orientation, disabilities, genetic information, and/or veteran status in its educational programs or activities it operates. For more information, visit [uta.edu/eos](http://www.uta.edu/hr/eos/index.php). For information regarding Title IX, visit [www.uta.edu/titleIX](http://www.uta.edu/titleIX). **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. As the instructor of this section,

**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 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. If any exams are administered in a non-proctored environment, I reserve the right, at any time, to require a student to take or re-take any or all exams in a proctored environment. If I deem this necessary, the student is responsible for making the proctoring arrangements, subject to my approval. This policy applies to any and all assignments required in this course.

Per UT System *Regents’ Rule* 50101, §2.2, which states *“Academic 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.” S*uspected violations of university’s standards for academic integrity (including the Honor Code) will be referred to the Office of Community Standards. Being found responsible for violating Regents’ Rule 50101, §2.2 by the Office of Community standards will result in course failure. Violators will be disciplined in accordance with University policy, which may result in the student’s suspension or expulsion from the University.

**Student Support Services Available**: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](mailto:resources@uta.edu), or view the information at [www.uta.edu/resources](http://www.uta.edu/resources).

**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>.

**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>.

**LIBRARY INFORMATION: Peace Williamson**, Nursing Librarian

(817-272-7429), Email: [peace@uta.edu](mailto:peace@uta.edu)

Research Information on Nursing:

[**http://libguides.uta.edu/nursing**](http://libguides.uta.edu/nursing)

**UNDERGRADUATE**

**SUPPORT STAFF: Holly Woods, *Administrative Assistant I, Pre-nursing & Senior II***

660 Pickard Hall, (817) 272-2776 ext. 4811

Email: [hwoods@uta.edu](mailto:hwoods@uta.edu)

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

661 Pickard Hall, (817) 272-2776 ext. 4817

Email: [skyle@uta.edu](mailto: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.

**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). 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/, where you will find an application form for electronic submission.

**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>

**NO GIFT POLICY:**

In accordance with Regents Rules and Regulations and the UTA Standards of Conduct, the College of Nursing has a “no gift” policy. A donation to the UTA College of Nursing Scholarship Fund would be an appropriate way to recognize a faculty member’s contribution to your learning. For information regarding the Scholarship Fund, please contact the Dean’s office.

***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.