

**NURS 2300: Introduction to Professional and Clinical Concepts in Nursing
Syllabus Fall 2017**

Faculty:

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Description of Course Content: Designed to introduce the pre-nursing student to specific professional concepts in nursing as well as academic success strategies. Selected concepts and processes for professional nursing will include an introduction to nursing's theoretical, philosophical, ethical, and legal dimensions with an emphasis on professional formation. Course activities will focus on development of teamwork, communication skills, effective decision-making and reflective practice

Student Learning Outcomes:

1. Discuss characteristics of professional nurses as well as the process of forming a professional nursing identity.
2. Recognize multiple components of effective decision making within professional nursing scenarios.
3. Apply effective communication concepts to both patient care and team situations.
4. Demonstrate effective time management, learning, and test taking strategies.

Required Textbooks and Other Course Materials:

Black, B. P. (2017). *Professional nursing: Concepts & challenges* (8th ed.). Maryland Heights, MO: Elsevier/Saunders. ISBN 9780323431125

Straker, K. & Kelman, E. (2007). *Vital skills: Study strategies every nursing student must know*. Houston, TX: Karista Press. ISBN 9780979847509

A personal planner is required. Students may choose any format they prefer (electronic or written) but one that has both monthly and daily or weekly formats is strongly recommended.

Suggested Textbooks and Other Course Materials:

Houghton, P. M., Houghton, T. J., & Pratt, M. M. (2009). *APA: The easy way!* Flint, MI: Baker College.
ISBN 9780923568962

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

Technology information: Blackboard is available to each enrolled student. It is very important to check Blackboard at least once daily for course information and announcements. **Written assignments must be submitted to Blackboard in Microsoft Word.**

Students are responsible for reading the syllabus and course schedule and submitting the attestation form for N2300 in Blackboard. Students will be unable to access any other course information in Blackboard until this form is submitted.

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>.

Percentage of Final Grade

Specific assignment/journal information, grading rubrics, and due dates can be found on Blackboard.

| | |
|--------------------------------------|------|
| Reflection Journals (3 total) | 9 % |
| Homework Assignments (5 total) | 10 % |
| Nursing Philosophy Assignment | 4 % |
| Exploring Nursing Assignment | 6 % |
| Professional Journal Article Summary | 6 % |
| Tests (3 Tests at 15% each) | 45 % |
| Final Exam | 20% |
| Total percentage possible: | 100% |

In order to successfully complete an undergraduate nursing course at UTA, the following minimum criteria must be met:

70% weighted average on proctored exams

70% weighted average on major written assignments (if applicable).

90% on math test (if applicable).

90% on practicum skills check offs (if applicable)

Students are expected to keep track of their performance throughout the semester and seek guidance from available sources if their performance drops below satisfactory level.

In this course, **all exams** count toward the required minimum course grade of 70.00% of proctored exams. **Assignments are not included in this calculation.** In determining the final course grade for N2300, the weighted average on all exams will be checked first. If a student achieves a 70.00% with no rounding of the average on these exams, the assignment grades will count toward the final course grade. If the student did not achieve a 70.00% with no rounding of the average on the four exams, the course grade calculation stops and the grade stands as a D or F as determined by the numerical value from the weighted average on exams.

In undergraduate nursing courses, all grade calculations will be carried out to two decimal places (i.e. 85.679 = 85.68) and there will be **no rounding of final grades**. Letter grades for assignments and end-of-course grades shall be:

- A - 90% - 100%
- B - 80% - 89.99%
- C - 70% - 79.99%
- D - 60% - 69.99%

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

Policy on Missed Tests: Missed tests cannot be made up unless a student contacts the instructor within 24 hours of the scheduled exam and provides documentation of a personal illness, illness of child, critical illness or death of a family member, jury duty that cannot be rescheduled, other court or legal circumstances, and military commitments that cannot be rescheduled. If documentation is provided as noted above, a deadline extension or make-up test **may be considered if all procedural steps are taken properly**. Any test taken after the scheduled test time 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. **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.) for deadline extension to be considered.

GUIDELINES FOR TESTS

1. Tests will start on time. If you arrive late, you will have only the remaining time left on the test. All tests will be collected at the end of the designated exam time.
2. **Bring your Mav ID in order to take the test. You will not be able to take the test or final exam without your Mav ID.**
3. Students may not leave the room during the test.
4. Eating during the test is not permitted. Drinks are permitted, but drink containers must remain on the floor when not in use.
5. All cell phones, pagers, PDA's, digital music devices, Smart Watches, and laptop computers **must be turned off** and placed with all personal belongings on the side or back of the room during the test.
6. No talking is allowed when the test is being distributed.
7. Hats must be removed prior to testing.

8. Read instructions thoroughly.
9. Scantrons will be provided by the College of Nursing and Health Innovation for the tests. The scantron is the official answer sheet. Make sure that your answer choice is clear before you turn in the test.
10. When you have finished the test, all material distributed before the test must be returned. You may not leave the room with any paper related to the exam.

After the tests and the final exam, there must be no discussion with students from other sections of this course, or with students who have not taken the exam yet. Remember, students from other sections may be studying in the hall and may hear you discussing test questions after you take the test. Discussion of test questions outside the classroom is considered collusion to cheat and will be referred to the University Office of Student Conduct for discipline. Likewise, if you are aware of other students discussing exam questions with students who have not taken the test, you are expected to come forward and report it; failure to do so is considered collusion, and is reportable as scholastic dishonesty. Refer to the University's policy on "Academic Integrity".

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

Late Policy on Assignments: Assignments and journals are intended to be submitted by the deadline. 10 points per day will be deducted from assignments and journals submitted past the due date.

Attendance: -This is a classroom-based course. Instructional strategies in the course are designed with the expectation that students will attend class and participate with their classmates in learning activities. Class attendance is not factored into the course grade, but frequent absences will interfere with mastering the content of this course and will therefore result in poor course grades. Instructors may take attendance at their discretion, and as required to maintain records for the University Office of Records and Registration.

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

Grade Grievances: Any appeal of a grade in this course must follow the procedures and deadlines for grade-related grievances as published in the current University Catalog. <http://catalog.uta.edu/academicregulations/grades/#undergraduatetext>

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. 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.** Drops can continue through a point two-thirds of the way through the term or session. The last day to drop classes for the Fall 2017 semester is November 1st. 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/>).

Disability Accommodations: 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) 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. Students may contact CAPS at www.uta.edu/caps/ or by calling 817-272-3671

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 Policy: 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 in all UT Arlington courses are expected to adhere to the UT Arlington Honor Code:

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

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

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

Plagiarism: Copying another student's paper or any portion of it is plagiarism. Additionally, copying a portion of published material (e.g., books or journals) without adequately documenting the source is plagiarism. If five or more words in sequence are taken from a source, those words must be placed in quotes and the source referenced with author's name, date of publication, and page number of publication. If the author's ideas are rephrased, by transposing words or expressing the same idea using different words, the idea must be attributed to the author by proper referencing, giving the author's name and date of publication. If a single author's ideas are discussed in more than one paragraph, the author must be referenced at the end of each paragraph. Authors whose words or ideas have been used in the preparation of a paper must be listed in the references cited at the end of the paper. Students are encouraged to review the plagiarism module from the UT Arlington Central Library via <http://library.uta.edu/plagiarism/index.html>. Papers are now checked for plagiarism and stored in Blackboard.

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

Campus Carry: Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes as prohibited. Under the new law, openly carrying handguns is not allowed on college campuses. For more information, visit <http://www.uta.edu/news/info/campus-carry/>

Student Feedback Survey: At the end of each term, students enrolled in classes categorized as lecture, seminar, or laboratory shall be directed to complete a Student Feedback Survey (SFS). Instructions on how to access the SFS for this course will be sent directly to each student through MavMail approximately 10 days before the end of the term. Each student's

feedback enters the SFS database anonymously and is aggregated with that of other students enrolled in the course. UT Arlington's effort to solicit, gather, tabulate, and publish student feedback is required by state law; students are strongly urged to participate. For more information, visit <http://www.uta.edu/sfs>.

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

Emergency Exit Procedures: Should we experience an emergency event that requires us to vacate the building, students should exit the room and move toward the nearest stairwell. When exiting the building during an emergency, one should never take an elevator but should use the stairwells. Faculty members and instructional staff will assist students in selecting the safest route for evacuation and will make arrangements to assist individuals with disabilities.

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

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 IDEAS Center (2nd Floor of Central Library) offers **free** tutoring to all students with a focus on transfer students, sophomores, veterans and others undergoing a transition to UT Arlington. To schedule an appointment with a peer tutor or mentor email IDEAS@uta.edu or call (817) 272-6593.

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/owl 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>

Librarian Contact Information:

UTA Library's Nursing Library Team, nursinglibrarians@uta.edu

Members: Gretchen Trkay, gtrkay@uta.edu, Central Library, Room 202

Lydia Pyburn, lpyburn@uta.edu, Central Library, Room 516

Heather Scalf, scalf@uta.edu, Central Library, Room 312

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

COLLEGE OF NURSING INFORMATION:

UNDERGRADUATE SUPPORT STAFF:

Holly Woods, Program Coordinator, On-Campus BSN Program

643 Pickard Hall, (817) 272-7295

Email: hwoods@uta.edu

Suzanne Kyle, Testing Specialist, On-Campus BSN Program

645 Pickard Hall, (817) 272-0367

Email: skyle@uta.edu

STUDENT CODE OF ETHICS:

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

APA FORMAT: APA style manual will be used by the UTACON with some specific requirements for undergraduate courses. Please see APA resources in Blackboard.

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; more information can be found here: <https://www.uta.edu/honors/core/forms.php>. 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 <https://www.uta.edu/honors/> where you will find an application form for electronic submission.

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

Electronics in the Classroom: In order to provide an atmosphere conducive to student learning, all cell phones and/or digital devices must be in silent mode during class. Vibrations or sounds during class will disrupt class dynamics. Text messaging during class is distracting and disrespectful to the instructor and the students around you. If you have an emergency or anticipate a phone call, please sit near the exit as to minimize disruption. Students are expected to take calls outside of class time. Laptops may only be used in class for the purpose of personal note taking and may not be used for social networking or other assignments. Students should refrain from playing games, watching movies, or doing other work during class. Instructors may restrict the use of laptop computers.

Distractions and disturbances including cell phone use, chatting with peers during lecture, sleeping, talking out of turn, frequently interrupting, not participating in group activities, inappropriate comments, or other uncivil classroom behavior may constitute referral to the University Office of Student Conduct for discipline according to university policy.

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

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

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

OBSERVANCE OF RELIGIOUS HOLY DAYS:

Undergraduate Nursing faculty and students shall follow the University policy regarding Observance of Religious Holy Days:

http://www.uta.edu/catalog/content/general/academic_regulations.aspx#6

The Undergraduate BSN Student Handbook can be found by going to the following link:

http://www.uta.edu/conhi/doc/unurs/BSN_student_handbook.pdf.

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. Non-emergency number 817-272-3381