

# The University of Texas at Arlington College of Nursing and Health Innovation

# NURS 5339

# Roles and Functions of the Nurse Administrator

## Course Description

Examine and implement administrative and managerial roles in health care organizations.

## Course Outcomes

1. Evaluate the roles and functions of nurse leaders in selected rural/urban health care organizations.
2. Apply knowledge of trends and issues that influence nursing leadership in selected health care organizations.
3. Evaluate management and leadership processes and styles used by nurse leaders in selected health care organizations.
4. Analyze research and evidence based practice findings in decision-making processes.
5. Formulate a personal framework and philosophy
6. Evaluate management processes used by nurse administrators in selected health care organizations.

## Credit hours

3 hours.

## Pre and Co-requisite Courses

[NURS 5311](http://catalog.uta.edu/search/?P=NURS%205311)

## Section

5339-400

## Lead Faculty Instructor(s):

Cynthia Plonien DNP, RN, CENP

Associate Professor

*Email*: plonien@uta.edu

*Faculty Profile*: <https://www.uta.edu/profiles/cynthia-plonien>

## Academic Coach

TBD

## Textbook

Gibson, J. L., Ivancevich, J. M., Donnelly, J. H., & Konopoaske, R. (2012). *Organizations: Behavior, structure, processes*. 14th ed. New York, NY: Irwin McGraw Hill. ISBN: 0078112664 / 9780078112669  (Package with text and premium online resources: ISBN: 0077874544 / 9780077874544). Prior editions used in previous courses are acceptable.

Roussel, Thomas & Harris*. Management and Leadership for Nurse Administrators*. 7th Edition, Jones and Bartlett Learning, Burlington, MA.

## APA 6th Edition

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

* + APA tutorial link: <http://www.apastyle.org/learn/tutorials/basics-tutorial.aspx>
	+ UTA CONHI Cover page link: <http://www.uta.edu/nursing/msn/apaformat>
	+ <http://library.uta.edu/sites/default/files/apa2014.pdf>
	+ <http://libguides.uta.edu/apa>
	+ <http://library.uta.edu/how-to/paper-formatting-apa-st>

## Technology Requirements

Students must have an up-to-date computer system with wired (not wireless) high-speed Internet in addition to e-mail and internet skills. The entire course will be delivered in an online format.

## Communication

### Preferred contact method

Contact your Clinical Instructor as your first line contact. The Clinical Instructor will contact the Faculty as needed.

### Student Email

Students enrolled in online UTA MSN Nurse Educator courses are expected to check their UTA email daily. Students waiting for their next course to start are expected to check their UTA email a minimum of twice weekly**.**

### Faculty and Students – Email

For reasons of web security, faculty, staff, and students must use their **official** UT Arlington e-mail address for all university-related business. As a security measure, and in order to protect student privacy, only emails received through the UTA email system will receive a response. Emails received from any student’s personal email address will be deleted without a response.

### Department Telephone Number

Felicia Chamberlain, (817) 272-0659, chamberl@uta.edu

Coordinator –Accelerated Online MSN Nursing Education Program

### Preferred Methods for Reaching Course Faculty

Email correspondence should be sent to me via YOUR UTA EMAIL. Emails are checked at least once daily on weekdays and weekend days. Should we need to communicate further via telephone or virtual video conferencing, then that may be arranged after the initial email correspondence. **Maximum Timeframe for Responding to Student Communication**

* + Response to student emails can generally be expected within 24 hours with a 48 hour maximum time frame.
	+ Students may expect assignments to be graded within 72 hours.

### Virtual Office Hours

* + Office hours by appointment. Please email the professor or your clinical faculty to request and schedule an individual (or small group) virtual work session. The purpose of virtual office hours is to address those unique instructional challenges or questions that require a response that cannot be answered via email (in this order: course coach, lab/clinical instructor then lead faculty), announcement, or the Q&A forum provided within the course.
	+ If the above resources are not appropriate, please email the lab/clinical instructor or lead faculty to schedule an individual virtual work session Include the purpose of the meeting, what you hope to learn as a result of this meeting, and who will be participating (i.e. coach, lab/clinical instructor and/or lead faculty).

### Zoom

* + Zoom is a user-friendly, online, video-conferencing, screen-share tool. It operates outside of Blackboard. If invited to attend a Zoom conference, students simply need to:
		- Use a computer with video and audio features
		- Download Zoom to their computer the first time they receive a Zoom link (you will do this simply by clicking on the link)
		- Check their video and audio features via the cues provided in Zoom
	+ The Zoom link can also be downloaded to your smart phone. Lastly, Zoom sessions can be saved and made available to all students through a link provided by the professor.
	+ Students do not need a Zoom account to join Zoom meetings hosted by a faculty member or lab/clinical instructor. Zoom tutorial can be found at the following link: <https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials>

## Attendance Policy

Student attendance in this online course is required virtually as needed to successfully complete course assignments and assessments within the required timelines.

## Grading and Evaluation

A = 90-100

B = 80-89.99

C = 70-79.99

D = 60-69.99 (cannot progress)

F = below 60.00 (cannot progress)

Final grades are not rounded up.

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

* Your course professor
* Your advisor
* UTA Student Success Coordinators

| **Required Components for Course Credit** | **Percentage Value****Within the Course** |
| --- | --- |
| Organizational Analysis - Paper (4.0) | 20% |
| Framework and Philosophy – Paper (3.1) | 20% |
| Application Assignments (1.3, 2.2, 2.3, 4.4) | 20% |
| Discussion Boards (1.1, 1.2, 2.1, 2.4.A., 2.4.B, 3.2, 4.1, 4.2, 4.3, 5.1, 5.2.A., 5.2.B., 5.3).  | 40% |

## Late **Assignments / Assessments**

Late Assignment Protocol – MSN Nursing Administration.

Late Assignment Protocol for MSN Nursing Admin Core Courses – N531 - Management, N5339 - Roles, N5340 – Management Seminar, N5341 - Finance, N5342- Operations, N5343 - Leadership, and Policy 5382 (Not included: N5308 Informatics).

Assignments are due at 11:59 on the date assigned.  First Day late - point deduction point deduction is 1 point per minute up to 10 points. Assignments will be accepted as late with the point deduction on day 1.  On Day 2 – the assignment is not accepted and the score will be zero. Example:  Received one day late at 12:00 midnight – minus 1 point, at 12:01 – minus 2, etc …. 12:09 – minus 10. Day two – at 12:00 midnight – assignment not accepted.

Emergent situations in which faculty may consider late assignments, etc. IT IS THE SOLE RESPONSIBIITY OF THE STUDENT TO NOTIFY THEIR COACH AND/OR INSTRUCTOR OF ILLNESS/EMERGENCY. FAILURE TO DO SO DOES NOT GUARANTEE STUDENT ANY EXTENSION OF ASSIGNMENT DUE DATES. Original documentation evidence for absence will be required. Acceptable forms of documentation may include 1) Official statement of student or immediate family member being or having been under medical care during the period of time in question; 2) Police report with student’s or immediate family members’ name(s) during the period of time in question; and 3) any other documentation from an official source that explains an illness/emergency during the period of time in question. Any document appearing to be altered in any way or which lacks required information will not be accepted.

**Plagiarism**

Plagiarism is prohibited. Any assignment determined to have been intentionally plagiarized will be given a zero and the student reported for academic dishonesty. Copying your answers from your textbooks, journal articles, any website or any source is considered plagiarism. All of your work is to be in your own words, paraphrased and referenced according to APA style. Inclusion of quoted sentences may be used sparingly, however, using quoted sentences is not an acceptable manner in which to complete any assignment in this course and does not reflect synthesis of the material. Consequently the frequent use of direct quotes will result in a point deduction up to and including a zero.

**Self-Plagiarism**

Students may reference a previous paper with appropriate citation, building and expanding thought. Not referencing previous papers, however, results in self-plagiarism. Self-Plagiarism is not permitted in in this course, and could result in a score of zero. According to the International Committee of Medical Journal Editors (ICMJE), self-plagiarism is publication of material that is redundant or duplicate, or a paper that overlaps substantially with one already published in print or electronic media.

## Course Format and Design

This course is presented completely online and is administered at an accelerated pace. The course builds upon your undergraduate education and will cover a significant amount of content over a short period of time. It is designed to facilitate and guide your learning. As such minimal written lecture content is provided; you will be required to read the text books and other course materials and to synthesize this information to complete all of the course assignments.

As a graduate student, the expectations of this course and curriculum are different than your undergraduate education. You are expected to synthesize the information from your readings and be able to apply it to clinical scenarios in a manner which is reflective of advanced practice nursing. As a graduate student, you are considered to be an independent learner and if needed identify additional resources to help you understand the concepts in the course.

This class utilizes multiple teaching/learning modalities in the delivery of the content. Supplemental videos and lectures have been provided over select concepts to enhance your learning. These videos and lectures are mandatory to view, and you will find them to be an integral part of learning in this particular course. You are responsible for the content in the text books, lectures, videos, supplemental readings, and any of the other multimedia teaching/learning presentations utilized in this course. In simpler terms, any and all course-related content may be covered on your assignments and exams.

## Course Expectations

**Students are expected to work independently on every assignment in this course unless instructed otherwise**. Collusion or consulting with other students or healthcare professionals concerning assignments is not permitted. Sharing your work or borrowing the work of others will prevent students from fully benefitting from the learning opportunities in this course. It is YOUR work that we are interested in evaluating, NOT the work of others. Collusion or consulting with others is considered a matter of academic dishonesty and will be treated as such.

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

## Course Topics / Lesson Titles

| **Module** | **Module Topics / Titles** | **Lesson Topics / Lesson Titles** |
| --- | --- | --- |
| **1** | Roles and Functions | 1.1. Nurse Executive Competencies1.2. Leadership Standards and Expectations1.3. Behavior Preferences and Leadership |
| **2** | Trends and Issues | 2.1. Internal Culture2.2. External Culture2.3. Resistance to Change2.4. Conflict Negotiation |
| **3** | Personal Framework and Philosophy | 3.1. Personal Framework and Philosophy3.2. Leading Change – Appreciative Inquiry |
| **4** | Managing Human Capital | 4.1. Attaining High Performance4.2. Achieving Organizational Goals4.3. Legal Risks4.4. Just Cultures |
| **5** | Decision Making Processes | 5.1. Global and National Trends5.2. Application of Research and EBP in Decision-Making5.3. High Reliability Organizations  |

### Schedule Adjustments

*As the instructor for this course, I reserve the right to adjust this schedule in any way that serves the educational needs of the students enrolled in this course. If any changes are made, they will be added to the Announcement Board. – Cindy Plonien*

## Assignments

### Description of Major Assignments/Assessments

For all courseassignments/ assessments, please refer to the course calendar in this syllabus for specific due dates and times. Please refer to Blackboard for more details concerning these assignments and for grading rubrics.

*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. If any changes are made, they will be added to the Announcement Board. Cynthia Plonien DNP, RN, CENP*

### Blackboard Required

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

### Technical Problems

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

### Discussion Boards

Discussion participation is crucial to your learning and success in the course.

* In order to receive full credit for each module discussion, you must contribute to discussions through your postings as required by discussion board guidelines and rubrics.
* A substantive post is thoughtful and includes reflection, elaboration, analysis, application, synthesis and/or evaluation. In your initial post you must also provide personal insights which includes:
	+ How this information impacts the role of a nurse educator and
	+ How it can be applied to nursing education
* Please refer to the Guidelines for Substantive Posts and the Discussion board grading rubric.
* Late or missing discussion board posts will result in a zero.

**References**

References are expected to be obtained from professional works published within the past 5 years or from a classic works related to leadership, management or quality improvement. Exceptions are based on needs of the work to be presented and approved in advance by the Clinical Instructor.

## Course Outcomes and Performance Measurement

| Course Objective(s) | Module Number and Objective(s) | Assessment Item |
| --- | --- | --- |
| 1. Evaluate the roles and functions of nurse leaders in selected rural/urban health care organizations | Module 1 |
| Self-reflect, assess and evaluate current competencies required of nurse executives with identification of skills to be obtained. | 1.1 Discussion Board Nurse Executive Competencies |
| Apply knowledge of standards and expectations of nursing administrators that correlate to improving organizational processes in improving patient care outcomes. | 1.2. Discussion Board Nurse Executive Standards and Expectations |
| Discuss and apply the value of individual differences and preferences in the leadership role of nursing administrators. | 1.3. Application Assignment Behavior Preferences and Leadership |
| Module 2  |
| Assess health care needs of populations within the community inclusive of diversity, emerging technologies and socio-economic factors and identify interventions of support by organizations and nurse administrators. | 2.2. Application Assignment Assessing Needs of Populations |
| 2. Apply knowledge of trends and issues that influence nursing leadership in selected health care organizations.  | Module 2 |
| Analyze driving forces of change that impact resistance or acceptance of proposed improvements.  | 2.3. Application Assignment Change – Force Field Analysis  |
| Module 5  |
| Assess and evaluate the impact of global and national trends that affect leader decision-making of organizations in the US.   | 5.1. Discussion BoardGlobal and National Trends |
| 3. Evaluate management and leadership processes and styles used by nurse leaders in selected health care organizations.  | Module 2 |
| Analyze typical behavior in conflict situations, identifying conflict management skills that have worked well and skills that could be better used to achieve leadership/management outcomes.  | 2.4. Discussion Board - Conflict Negotiation.  |
| Analyze specific practices and programs successfully used by nurse leaders to enhance team processes and improve organizational outcomes. | 2.1 Discussion BoardFacilitation of Team Work and High Performance |
| Module 5 |
| Identify and apply principles used by High Reliability Organizations that impact safety and patient centered care. | 5.3. Discussion BoardHigh Reliability Organizations |
| 4. Analyze research and evidence based practice findings in decision-making processes.  | Module 5 |
| Determine the impact of evidence-based health care facility design in promoting wellness for patients as well as staff. | 5.2.A/B Discussion Board Health Care Facility Design – Patient and Employees |
| Module 3  |
| Apply a theoretical basis to leading and managing change to achieve administrative outcomes. | 3.2. Discussion BoardAppreciative Inquiry |
| 5. Formulate a personal framework and philosophy for nursing leadership and practice.  | Module 3 |
| Apply theoretical framework to philosophy of nursing leadership. | 3.1. Assignment - Personal Philosophy and Framework of Nursing Leadership. |
| 6. Evaluate management processes used by nurse administrators in selected health care organizations.  | Module 4 |
| Analyze the effects of stress on employee in the work place and identify changes that can be initiated by leaders to reduce stress and enhance performance. | 4.1. Discussion BoardEnhancing High Performance |
| Appraise and prioritize 3 top priorities of nursing administrators related to management of human resources in achieving organizational goals through the workforce. | 4.2. Discussion Board Attaining Organizational Goals |
| Identify and discuss systems and processes designed to manage personnel and reduce legal risks to organizations. | 4.3. Discussion BoardLegal Risks |
| Describe and explain the organizational value of moving from a "Culture of Blame" to a "Just culture". | 4.4. Application Assignment Creating a Just Culture – Mentoring Moments |

## UTA Policies

### Plagiarism

Plagiarism is prohibited. Any assignment determined to have been intentionally plagiarized will be given a zero and the student reported for academic dishonesty. Copying your answers from your textbooks, journal articles, any website or any source is considered plagiarism. All of your work is to be in your own words, paraphrased and referenced according to APA style. Quoted sentences may be used sparingly, however, using quoted sentences is not an acceptable manner in which to complete any assignment in this course and does not reflect synthesis of the material. Consequently the frequent use of quoted sentences will result in a point deduction up to and including a zero**.**

### Academic Integrity

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 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 Board of Nursing (BON) using rule §215.8 as a guide.**

### 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).** 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](http://www.uta.edu/disability) or calling 817-272-3364.
* **Counseling and Psychological Services, (CAPS):** [www.uta.edu/caps/](http://www.uta.edu/caps/) or calling 817-272-3671.

### Student Feedback Survey

At the end of each term, students enrolled in face-to-face and online classes categorized as “lecture,” “seminar,” or “laboratory” are directed to complete an online Student Feedback Survey (SFS). Instructions on how to access the SFS for this course will be sent directly to each student through MavMail approximately 10 days before the end of the term. Each student’s feedback via the SFS database is aggregated with that of other students enrolled in the course. Students’ anonymity will be protected to the extent that the law allows. UT Arlington’s effort to solicit, gather, tabulate, and publish student feedback is required by state law and aggregate results are posted online. Data from SFS is also used for faculty and program evaluations. For more information, visit <http://www.uta.edu/sfs>.

Students are asked to please complete the anonymous course evaluation upon completion of this course. We use information gathered from student feedback to guide our overall continual improvement process. Thank you!

### 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/>

### Non-Discrimination 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](http://www.uta.edu/titleIX) or contact Ms. Jean Hood, Vice President and Title IX Coordinator at (817) 272-7091 or jmhood@uta.edu.

### 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).

### 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](http://www.uta.edu/universitycollege/current/academic-support/learning-center/tutoring/index.php), [major-based learning centers](http://www.uta.edu/universitycollege/resources/college-based-clinics-labs.php), developmental education, [advising and mentoring](http://www.uta.edu/universitycollege/resources/advising.php), personal counseling, and [federally funded programs](http://www.uta.edu/universitycollege/current/academic-support/mcnair/index.php). 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>.

### Drop Policy

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

### 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: <http://wweb.uta.edu/aao/fao/>

The last day to drop a course is listed in the Academic Calendar available: http://www.uta.edu/records/services/academic-partnershipprograms.php

**Last day to drop or withdraw in this course:**

**2/5/2018**

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 with the agreement of the instructor, receive a grade of W but only if passing the course with a C or better average. A grade of W will not be given if the student does not have at least a C average. In such instances, the student will receive a grade of F if he or she withdraws from the class. Students dropping a course must:
	* Contact course faculty to obtain permission to drop the course with a grade of “W”.
	* Contact your graduate advisor to obtain the form and further instructions

### University Library Resources for Online Students

Librarian to Contact:

* Peace Williamson, 817-272-6208, peace@uta.edu
* Lydia Pyburn, 817-272-7593, llpyburn@uta.edu
* Heather Scalf, 817-272-7436, scalf@uta.edu
* Kaeli Vandertulip, 817-272-5352, Kaeli.vandertulip@uta.edu

Contact all nursing librarians: library-nursing@listserv.uta.edu

### Helpful Direct Links to the UTA Libraries’ Resources

* Research Information on Nursing, <http://libguides.uta.edu/nursing>
* Library Home Page, <http://library.uta.edu/>
* Subject Guides, <http://libguides.uta.edu>
* Chat with the Library, <http://ask.uta.edu>
* Database List, <http://libguides.uta.edu/az.php>
* Course Reserves, <http://pulse.uta.edu/vwebv/enterCourseReserve.do>
* Library Catalog, <http://uta.summon.serialssolutions.com/#!/>
* E-Journals, <http://pulse.uta.edu/vwebv/searchSubject>
* Library Tutorials, <http://www.uta.edu/library/help/tutorials.php>
* Connecting from Off- Campus, <http://libguides.uta.edu/offcampus>

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

## CONHI and Program Policies

### MSN Program Expectations

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

* Your course professor
* UTA Student Success Coordinators
* Your advisor

### Student Success Faculty

In order to assist masters nursing students who are at academic risk or who need academic support, there are graduate faculty members available to you. The goal of the success faculty members is to support student achievement in masters-level coursework so students can reach their educational goals. Students may contact a success faculty member directly, or a course instructor may encourage you to contact a success faculty member.

The following are success faculty in the MSN Program:

Dr. Donelle Barnes is available as a writing coach to assist students in the MSN Core courses; theory, research, and evidence based practice. Since these courses are writing intensive, Dr. Barnes can help students improve the clarity and organization of their written papers. She can be reached via email: donelle@uta.edu

Dr. Mary Schira is available as a success faculty to assist with diverse resources that may include study skills, testing challenges/approaches, managing multiple responsibilities, and addressing personal issues impacting academic performance. Course content challenges may also be addressed, with referral to additional resources as indicated. Dr. Schira can be reached via email: schira@uta.edu

### Status of RN Licensure

All graduate nursing students must have an unencumbered license as designated by the Texas Board of Nursing (BON) to participate in graduate clinical nursing courses. It is also imperative that any student whose license becomes encumbered by the BON must immediately notify the Associate Dean, Department of Graduate Nursing. The complete policy about encumbered licenses is available online at: [www.bon.state.tx.us](http://www.bon.state.tx.us).

### Ebola exposure

Please inform your faculty if you have been in contact with anyone who has Ebola/have traveled to a country that has Ebola virus.

### Student Code of Ethics

The University of Texas at Arlington College of Nursing and Health Innovation supports the Student Code of Ethics Policy. Students are responsible for knowing and complying with the Code. The Code can be found in the student handbook online: <http://www.uta.edu/conhi/students/msn-resources/index.php>.

### 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 Scholarship Funds, found at the following link: is <http://www.uta.edu/nursing/student-resources/scholarship>would be an appropriate way to recognize a faculty member’s contribution to your learning. For information regarding Scholarship Funds, please contact the Dean’s office.

### Online Conduct

The discussion board should be viewed as a public and professional forum for course- related discussions. Students are free to discuss academic matters and consult one another regarding academic resources. The tone of postings should be professional in nature. It is not appropriate to post statements of a personal or political nature, or statements criticizing classmates or faculty. Inappropriate statements/language will be deleted by the course faculty and may result in denied access to the Discussion boards. Refer to CONHI Student Handbook for more information.

### Graduate Student Handbook

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

## Department of Graduate Programs

**Judy Leflore, PhD, RN, NNP-BC, CPNP-PC & AC, ANEF, FAAN**

Associate Dean Graduate Nursing Programs

Office # 518-Pickard Hall

Email: jleflore@uta.edu

**Cynthia Plonien, DNP, RN, CENP**

Director MSN Nurse Admin Program

Office #: 616A Pickard Hall

Email: plonien@uta.edu

**Department of Graduate Programs Staff**

Felicia Chamberlain, Manager of Graduate Programs

Office # 515- Pickard Hall (817)-272-0659

Email: chamberl@uta.edu

**Graduate Advisors – see the link below**

<http://www.uta.edu/conhi/students/advising/nursing-grad.php>