

NURS 3366-600 and 601 Pathophysiologic Processes: Implications for Nursing Summer 2018 Syllabus

****Please note: this course uses Respondus Lockdown Browser and Respondus Monitor for all five exams in the course. Please see the “Exams” section of the Syllabus for more details. ****

Section 600 and 601 Lead Instructor: Regina Urban, PhD, RN-BC, CCRN, CNE

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- **Office Telephone Number:** 817-272-2776 (There is no voice-mail at this number, only a receptionist. The preferred way to contact the instructor is via e-mail.)
- **Email Address:** rurban@uta.edu
- **Faculty Profile:** <https://mentis.uta.edu/explore/profile/regina-urban>
- **Office Hours:** By appointment only. Contact coaches and instructor via email with questions and issues. We make every effort to respond within 24 hours. If you do not receive a response within that time, please re-send your original e-mail to us again.

Section 601 Co-Instructor: Elisa Stehling, MSN, RN

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- **Office Hours:** By appointment only. Contact coaches and instructor via email with questions and issues. We make every effort to respond within 24 hours. If you do not receive a response within that time, please re-send your original e-mail to us again.

Section 600 Instructor: Donna Davis-Livingston, MSN, Ed, RN

- **Office Number:** 544-D Pickard Hall
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- **Office Hours:** By appointment only. Contact coaches and instructor via email with questions and issues. We make every effort to respond within 24 hours. If you do not receive a response within that time, please re-send your original e-mail to us again.

Section Information: AO NURS 3366 sections 600 or 601; 3 credit hours.

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

Description of Course Content: Pathophysiologic alterations, their interactions, and effects on persons across the life span as a basis for therapeutic nursing interventions.

Student Learning Outcomes:

1. Discuss human anatomical structures, physiologic processes and pathologic alterations that are expressed as diseases of cells, organs and body systems across the lifespan.
2. Describe environmental and genetic factors known to influence disease development.
3. Describe epidemiological, etiological, and risk factors associated with prevention, transmission, restoration, and/or modification of disease processes.
4. Describe specific compensatory mechanisms used by the human body in response to pathophysiologic processes.
5. Relate pathophysiologic functioning of selected processes with the resulting signs and symptoms.
6. Apply knowledge of select pathologic processes in the nursing management of patient diseases across the lifespan.
7. Apply current research findings with evidence-based guidelines for the nursing management of selected diseases.

Required Textbook:

Porth, C.M. (2015). *Essentials of Pathophysiology: Concepts of Altered Health States*, 4th ed. Wolters Kluwer: Philadelphia, PA. ISBN-10: 1-4511-9080-8. ISBN-13: 978-1-4511-9080-9

Recommended Textbooks and Other Course Materials:

For reference *as needed*: any nursing/medical dictionary (examples: Mosby's, Tabers); any anatomy and physiology book; any microbiology book.

Course Requirement: Attestation Form

Students are responsible for reading the syllabus and course schedule documents. You are strongly advised to put all course due dates in your personal calendar, as no excuses will be accepted for missed course deadlines. Once you have completed this, submit your completed attestation form for N3366 in Blackboard. The due date for submitting this form is listed in on your course schedule.

Descriptions of major assignments and examinations:**1. Assignments:**

- There are 12 Assignments to be submitted via Blackboard per semester. In the weighted course average they are each worth approximately 0.83%. All 12 assignments together are worth 10% of your weighted total grade. See Course Schedule for their due dates.
- Assignments consist of critical thinking questions based on notes that are called "Required Reading Documents" (RRDs) and other study material.
- Assignments may be taken twice in order to obtain the highest grade possible. No feedback will be given on which questions are missed between your first and second attempts. Your assignment grade is your feedback.
- Assignment answers must be submitted in Blackboard. Emailed assignments will not be accepted or graded.
- **Deadlines are important in nursing school. Submit your assignments PRIOR to the Wednesday 8am deadline. Assignments submitted after the deadline (ie. submitted at 8:01am and later) will not be accepted for a grade.**

2. Exams:

- There are a total of five closed-book online exams, each of which is to be taken using the Respondus Lockdown Browser. In the weighted course average, they are each worth 18%. Unlike the assignments, these may only be taken one time each and are closed-book exams. See Course Schedule for their due dates.
- Exams consist of critical thinking multiple choice and multiple answer questions based on notes that are called "Required Reading Documents (RRDs)," assignments, and other provided study material.
- You are allowed 1.5 minutes for each exam question.
- Tests 1, 2, 3, and 4 are 40 questions each and covers content from their respective RRDs. You will be given 60 minutes to complete these exams. Exam 5 is the final exam. It consists of 70 questions and *is* cumulative in content. You will be given 105 minutes to complete the final exam. These are timed exams in which you will see and answer only one question at a time. You will not be able to go back and forth between questions.
- **Deadlines are important in nursing school. You must submit your exams by the Saturday 6pm deadline in the syllabus. Each exam submitted by a student after the 6pm deadline (ie. submitted at 6:01pm and later) will receive a 20 point penalty.**

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

- 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](#) 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 (below). Students who fail to follow these guidelines will be notified by the coach and/or course instructor and will receive a 10-point penalty on each exam where these rules are not followed.**
 - You must use a webcam and sit where you are visible in the webcam for the entire exam. Do not unplug or cover the camera while testing.
 - You must clearly show your Driver's License, MavID, or other form of government-issued ID that includes a picture of you when requested at the beginning of your exam. *Please note: you are able to verify that a picture was taken in the system. If the system does not show you your picture, please exit out of the system and try again.*
 - You must show your desktop and nearby testing area in the environment check. *Please note: you are able to verify that a picture was taken. If the system does not show you your recorded environment check, please exit out of the system and try again.*
 - Do not have any notes or books in the testing area.
 - Do not have an additional computer screen or any other electronics in the testing area (including tablets, phones, or smart watches).
 - Turn off all mobile devices, phones, and put them in another room.
 - Do not talk to anyone in the room or on the phone during your test.
 - Do not wear headphones or ear buds. Soft foam earplugs with no attached wires are permitted.
 - Remain at your desk or workstation for the duration of the test. No bathroom breaks.
 - Take your exam at a desk or table (not on a couch or sofa). This will help you to stay in view of your computer's camera rather than slowly slouching / sliding out of view.
 - Make sure your room lighting is behind your computer or above you. When the lighting is behind you, your face is in the shadows and the system may "flag" you for potential cheating / difficulty seeing your face.
- **Students with a pattern of behavior that demonstrate the potential for academic dishonesty will be notified by the instructor and may be reported to the office of community standards.**

Attendance: There are no attendance requirements. Any student who enters the course after the first day of class (ie. during late registration), will be responsible for any missed course material. No opportunity will be given for any deadlines that are missed due to late registration.

At The University of Texas at Arlington, taking attendance is not required but attendance is a critical indicator in student success. Each faculty member is free to develop his or her own methods of evaluating students' academic performance, which includes establishing course-specific policies on attendance. As the instructor of these sections **attendance is monitored by coaches and faculty who may reach out to you via email to inquire about inactivity in the course.**

However, while UT Arlington does not require instructors to take attendance in their courses, the U.S. Department of Education requires that the University have a mechanism in place to mark when Federal Student Aid recipients "begin attendance in a course." UT Arlington instructors will report when students begin attendance in a course as part of the final grading process. Specifically, when assigning a student a grade of F, faculty report the last date a student attended their class based on evidence such as a test, participation in a class project or presentation, or an engagement online via Blackboard. This date is reported to the Department of Education for federal financial aid recipients.

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, a student must:
 - have reliable and speedy internet access. This course requires a student to have reliable internet access and fast connection speed, as he or she 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.
 - have intermediate-level computer competency. A student will struggle in this course if he or she is not completely comfortable with using email & discussion boards; uploading and downloading documents; and accessing resources such as search engines & websites.
 - *As an online student, you are responsible for your computer equipment and the speed of the internet services you are using whether you are using your personal equipment or you choose to use public equipment (ie, a computer at UTA or public wi-fi at Starbucks). Using a slow internet connection can result in lost time on your exams and a reduced quality of your exam's video recording. This lost time can negatively impact your grade. Course instructors are not able to return "lost time" to students with a slow or inconsistent internet connection.*
 - *Point penalties (up to a zero on the exam) may be given at the discretion of the course instructor to students who appear to be engaging in academic dishonesty, such as (but not limited to): unplugging their cameras during the exam, leaving the view of the camera during an exam, looking off-screen frequently, using notes, a computer / tablet, or cell-phone, or when others are visible in the room with them. Students will also be referred to the Office of Community Standards.*
 - *If you lose connection with an exam, **please attempt to re-enter the exam immediately.** The timer will continue to run "behind the scenes". Course instructors are not able to return "lost time" to students who have been kicked out of an exam. Students who demonstrate a pattern of multiple entrance into and exits out of exams may receive warnings from instructors and/or point penalties on exams.*
 - *It is a good idea as an online student to always have a back-up computer and internet plan (in case your equipment stops working) and to start an exam with plenty of time to spare so that you can "activate" your back-up plan if you need to prior to the exam deadline. Last minute problems with your computer equipment, your internet service, and / or Respondus will not be an acceptable excuse to take an exam late and without penalty. Plan ahead!!*
 - Check Blackboard & UTA email for messages and important information on a daily or near-daily basis. UTA email must always be used. E-mail messages from personal email accounts (such as gmail, etc.) will not be responded to.
3. 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 rote 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 security by 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 pathophysiology. 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.

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.

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. If this is done off-campus, the cost for proctoring will be paid for by the student. This policy applies to any and all assignments required in this course.

Grading:

UTA College of Nursing and Health Innovation Grading Criteria

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

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).

In this course, all five proctored exams count toward the required minimum course grade of 70.00% of proctored exams. The 12 open book course assignments are not included in this calculation. In determining the final course grade, the weighted average on proctored exams, as outlined above, will be checked first. If a student achieves a 70.00% with no rounding of the average on their weighted exam average, the additional graded items (12 assignments) will count toward the final course grade.

If the student does not achieve a 70.00% with no rounding of the average on the components listed, the grade stands as a D or F as determined by the numerical value from the weighted average on the proctored exams listed above.

In undergraduate nursing courses, all grade calculations will be carried out to two decimal places and there will be no rounding of final grades. Grades will be accessible via Blackboard. Letter grades for exams, 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. *In addition, there are no opportunities for “make-up” assignments or to earn extra credit in this course.*

UTA College of Nursing and Health Innovation Progression Criteria

1. Pharm and patho 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 year. 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.

Grading process for Pathophysiologic Processes: Implications for Nursing:

- Assignments count as 10% of total course grade (12 X .83% each).
- Tests count as 90% of total course grade (5 X 18% each).
- Note: At the end of the semester the Assignments grade will only count if the student has at least a 70% test average. If the test 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 exams.
- See the following table for example of grade calculations:

Step One: Calculating Exam Grades with Weighted Exam Averages

Example #1: This student made 70 on all exams. If you divide 63 by 0.90, the weight of exams, you will know the average weighted exam grade. In this case the weighted average weighted exam grade is 70.

	Weight of exam	Student grade	How to calculate
Exam 1	18%	70	x 0.18 = 12.6
Exam 2	18%	70	x 0.18 = 12.6
Exam 3	18%	70	x 0.18 = 12.6
Exam 4	18%	70	x 0.18 = 12.6
Final Exam	18%	70	x 0.18 = 12.6
Total	90%		Total= 63

Use the following grid to figure **YOUR** weighted exam average. If you divide the total of the last column by 0.90 (90%-the weight of total exams), you will know your weighted average grade.

	Weight of exam	Your Grade	How to calculate
Exam 1	18%		x 0.18 =
Exam 2	18%		x 0.18 =
Exam 3	18%		x 0.18 =
Exam 4	18%		x 0.18 =
Final Exam	18%		x 0.18 =
Total	90%		Total=

Please note:

- You must have **63** or more in the last column to move to the next step of including your remaining course grades in your weighted course average.
- If the 70% weighted exam average is not achieved, a letter grade commensurate with the weighted average will be awarded as the final course grade. A patho grade a D or F signifies a non-passing grade.**

StepTwo: if your exam average is above a 70%, you can calculate a weighted total course grade...

	Weight of assignment or exam	Your Grade	How to calculate
Assignment 1	.87 %		x.0087 =
Assignment 2	.83 %		x.0083 =
Assignment 3	.83 %		x.0083 =
Assignment 4	.83 %		x.0083 =
Assignment 5	.83 %		x.0083 =
Assignment 6	.83 %		x.0083 =
Assignment 7	.83 %		x.0083 =
Assignment 8	.83 %		x.0083 =
Assignment 9	.83 %		x.0083 =
Assignment 10	.83 %		x.0083 =
Assignment 11	.83 %		x.0083 =
Assignment 12	.83 %		x.0083 =
Exam 1	18%		x 0.18 =
Exam 2	18%		x 0.18 =
Exam 3	18%		x 0.18 =
Exam 4	18%		x 0.18 =
Final Exam	18%		x 0.18 =
Total	100%		Total=

Exam Policy:

1. **Excused Absences:** legal obligation, military obligations, pre-approved university-sponsored events, emergency situations, religious holy days, death of family member, or illness
 - Requirements: To be considered for a re-scheduled exam, the student must notify faculty prior to exam start date and time; documentation of incident is required and must be provided within 48 hours following exam due date and time. Documentation for illness requires proof of a visit to a healthcare provider. There are no exceptions to this rule.
 - There will be no point deductions for an excused exam absence.
2. **Unexcused Absences:** oversleeping, exam date oversight, computer / technical issues, or other reasons not listed under excused absences
 - Requirements: To be considered for a re-scheduled exam, the student must notify faculty (not your coach) with their request within 48 hours of the exam due date and time. The exam must be scheduled within 7 days of the original exam due date and time.
 - The make-up exam may include an alternative test format and will have a point penalty of 20 points.
 - Example: Student Ron Weasley misses exam #2 because he confuses the due date and time with an exam in another course. He contacts the instructor within 12 hours of the exam closing date and time. The instructor gives him an opportunity to make up the exam within 24 hours. Ron earns a 76% on exam #2. ***The instructor takes a 20-point penalty from Ron's exam grade and enters a 56% as Ron's final grade for exam #2.***
 - A student may only have one unexcused absence per course. Subsequent unexcused absences will result in a '0' on the exam.
3. **Exam Tardy Policy:**
 - Respondus Lockdown Browser Exams
 - If a student submits an online exam after the due date and time listed in the course schedule, they will receive a 20 point penalty on their grade the first time it occurs.
 - Blackboard will not auto-submit an exam at the due date and time of the exam. The student is responsible for submitting their exam by the assigned due date and time.
 - If the student submits an online exam after the due date and time for a second time in the course, they will receive a zero for that exam.

Please note:

4. Students will only be allowed one 20 point penalty per course, whether it is the result of an unexcused absence or a late submission through Respondus monitor.
5. *Once an exam is already taken, it is too late to request a re-take for extenuating circumstances.*
6. Once a post-exam review document has been posted, you will not be allowed to make up that exam.

Policy on Submitting Late Assignments: Deadlines are important in nursing school. Submit your assignments PRIOR to the Wednesday 8am deadline. Assignments submitted after the deadline (ie. submitted at 8:01am and later) will not be accepted for a grade.

**NURS 3366 600 Pathophysiologic Processes: Implications For Nursing
Course Schedule Summer 2018**

Module / Week	Date	Content, required weekly preparation/study, and what's due to submit All assignment / exam deadlines are in Central Time Zone
<div style="display: flex; align-items: flex-start;"> <div style="border: 2px solid green; padding: 10px; margin-right: 20px; width: 25%;"> <p style="background-color: yellow; text-align: center; margin: 0;">ALERT:</p> <p>Weeks 1-5 have the largest amount and probably most difficult material of the whole semester. You must "dive in" right away with <i>utmost studiousness</i> or you will get behind!</p> </div> <div> <p>General flow each module / week:</p> <ol style="list-style-type: none"> REQUIRED: Read Course Announcements & UTA emails each day. REQUIRED: Read RRD ("Required Reading Document"). REQUIRED: Weekly assignment submitted by due date & time. (<i>Late or not submitted = zero points.</i> Review answers & rationales of assignments when posted. Not required but recommended: <ul style="list-style-type: none"> Fill in Assignment Worksheet as a tool for Assignment Submission. Read "Prep" for each topic as needed, watch / listen to podcasts (lectures), review related quizlet cards, and review any additional study materials that are posted: ie. concept maps, case studies, crossword puzzles, test blueprints, etc Not required but recommended: attend online office hours to get your questions answered at the beginning of the course and prior to exams. REQUIRED: During test weeks, take test by due date & time. (<i>Late submission = 20 point penalty. Not submitted = zero points.</i>) Not required but recommended: Review test review documents when posted. </div> </div> <p style="text-align: center; margin-top: 10px;">↓</p>		
1	5/13 – 5/19	<p>Online Office Hours: Course Orientation Monday 5/14 at 7pm</p> <p>Orientation to course: Read the following REQUIRED posted documents / links:</p> <ul style="list-style-type: none"> Course Announcements. Syllabus and Important Info (left course link). "Patho Hacks" tab (left course link). "Required Reading Document" (RRD #1): <i>Basic Concepts of Pathophysiology & Implications for Nursing, Genetic Influence in Disease, Intracellular Function and Disorders.</i> Do any other optional course documents / activities (as described above) to help you learn the material. Due Saturday 5/19 at 8am: <ul style="list-style-type: none"> Submit your attestation form Download the Respondus Lockdown Browser and Complete the Respondus Practice Quiz in the EXAMS folder. Submit Assignment #1.
2	5/20 – 5/26	<p>Online Office Hours: Q & A for Test #1: Tuesday, 5/22 at 7pm.</p> <p>RRD #2: <i>Alterations in Fluids & Solutes, Altered Cellular and Tissue Biology; Altered Cellular Proliferation</i></p> <ul style="list-style-type: none"> Submit Assignment #2 by 8am Wednesday 5/23. <p>The Test 1 window opens at 6:00am Friday morning, 5/25. It covers content from readings and assignments 1 & 2. It will close at 6:00pm on Saturday, 5/26.</p>
3	5/27 – 6/2	<p>RRD #3: <i>Mechanisms of Defense: Inflammation & Immune Function & Disorders</i></p> <ul style="list-style-type: none"> Submit Assignment #3 by 8am Wednesday 5/30.

4	6/3 – 6/9	RRD #4: Infection • Submit <u>Assignment #4</u> by 8am Wednesday 6/6.
5	6/10 – 6/16	Online Office Hours: Q & A for Test #2: Tuesday, 6/12 at 7pm RRD #5: Disorders of Hematologic System, Continued • Submit <u>Assignment #5</u> by 8am Wednesday 6/13 The Test 2 window opens at 6:00am Friday, 6/15 . It covers content from readings and assignments 3, 4, and 5. It will close at 6:00pm on Saturday, 6/16.
6	6/17 – 6/23	RRD #6: Alterations in the Circulatory System: Peripheral Vascular Disorders & CV Prepcast • Submit <u>Assignment #6</u> by 8am Wednesday 6/20
7	6/24 – 6/30	RRD #7: Alterations in the Circulatory System: Cardiovascular Disorders • Submit <u>Assignment #7</u> by 8am Wednesday 6/27
8	7/1 – 7/7	RRD #8: Alterations in the Pulmonary System • Submit <u>Assignment #8</u> by 8am Wednesday 7/4 Please note: The drop date for this course is: 7/6/18 at 4pm
9	7/8 – 7/14	Online Office Hours: Q & A for Test #3: Tuesday, 7/10 at 7pm RRD #9: Disorders of the Genitourinary and Renal Systems • Submit <u>Assignment #9</u> by 8am Wednesday 7/11 The Test 3 window opens at 6:00am on Friday, 7/13 . It covers content from readings and assignments 6, 7, 8, and 9. It will close at 6:00pm on Saturday, 7/14.
10	7/15 – 7/21	RRD #10: Disorders of the Neurologic System • Submit <u>Assignment #10</u> by 8am Wednesday 7/18 • Create a final exam study plan and start it this week...
11	7/22 – 7/28	RRD #11: Disorders of Endocrine System • Submit <u>Assignment #11</u> by 8am Wednesday 7/25
12	7/29 – 8/4	Online Office Hours: Q & A for Test #4: Tuesday, 7/31 at 7pm. RRD #12: Disorders of the Gastrointestinal System • Submit <u>Assignment #12</u> by 8am Wednesday 8/1 The Test 4 window opens 6:00am on Friday, 8/3 . It covers content from readings and assignments 10, 11 & 12. It will close at 6:00pm on Saturday 8/4.
13	8/5 – 8/10	Online Office Hours: Q & A for Test #5: Tuesday, 8/7 at 7pm. The Final Exam window opens 6:00am on Friday, 8/10 . It is a comprehensive final exam and covers content from readings and assignments 1 - 12. The final exam closes at 6:00pm on Saturday 8/11.

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.

R. Urban, PhD, RN-BC, CCRN, CNE

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. Drops can continue through a point two-thirds of the way through the term or session. It is the student's responsibility to officially withdraw if they do not plan to attend after registering. Students will not be automatically dropped for non-attendance. Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. For more information, contact the Office of Financial Aid and Scholarships (<http://www.uta.edu/aao/fao/>).

The drop date for this course may be found at: <https://www.uta.edu/records/services/accelerated-online-programs.php#summer>

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.

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

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

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

UT Arlington faculty members may employ the Honor Code in their courses by having students acknowledge the honor code as part of an examination or requiring students to incorporate the honor code into any work submitted. Per UT System *Regents' Rule* 50101, §2.2, suspected violations of university's standards for academic integrity (including the Honor Code) will be referred to the Office of Student Conduct. Violators will be disciplined in accordance with University policy, which may result in the student's suspension or expulsion from the University. Additional information is available at <https://www.uta.edu/conduct/>.

Electronic Communication: UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact university-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for checking the inbox regularly. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at <http://www.uta.edu/oit/cs/email/mavmail.php>.

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

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

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>.

University Tutorial & Supplemental Instruction (Ransom Hall 205): UTSI offers a variety of academic support services for undergraduate students, including: 60 minute one-on-one [tutoring sessions](#), [Start Strong](#) Freshman tutoring program, and [Supplemental Instruction](#). Office hours are Monday-Friday 8:00am-5:00pm. For more information visit www.uta.edu/utsior or call 817-272-2617.

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. Students can drop in, or check the schedule of available peer tutors at www.uta.edu/IDEAS, or call (817) 272-6593.

LIBRARY INFORMATION

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

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

Peace Ossom Williamson, peace@uta.edu, Central Library, Room 214A

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>

<http://www.uta.edu/library>

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

UNDERGRADUATE SUPPORT STAFF:

Elizabeth Webb, AP BSN Administrative Assistant I, Pre-nursing & JR1 – JR2

651 Pickard Hall, (817) 272-1237

Email: ewebb@uta.edu

Tabitha Giddings, AP BSN Administrative Assistant I, SR1 – SR2

651 Pickard Hall, (817) 272-9227

Email: tabitha.giddings@uta.edu

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.

The CONHI 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.

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 the undergraduate courses. The sample title page & instructions, as well as a Manuscript Preparation document can be found in the Student Handbook which can be found by going to the following link and clicking on BSN Student Handbook: <http://www.uta.edu/nursing/bsn-program/>

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.