

NURS 3365-601 Pharmacology in Nursing Practice Syllabus Summer, 2018

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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.

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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: NURS 3365-600/601; 3 credit hours.

Time and Place of Class Meetings: This course is completely online.

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

Note: (N3366 Pathophysiology is not a prerequisite but it is highly recommended for successful mastery of the pharmacology content needed to move on to Junior 1)

Description of Course Content: Introduction to current concepts of pharmacology and their relationship to nursing practice. Included are basic principles of drug actions, side effects for major drug classifications, and the role of the nurse in drug therapeutics.

Student Learning Outcomes:

1. Identify common alternative healing practices which could potentially interfere with drug therapy.
2. Classify data pertaining to pharmacokinetics and pharmacodynamics.
3. Incorporate knowledge of medications to plan care for patients receiving medications.
4. Determine if medications are safe to administer based on assessment data.
5. Describe the relationship between drug actions, interactions, side effects, dosage, and anticipated effects for selected pharmaco-therapeutic agents and drug classifications.
6. Judge if legal and ethical standards are correctly used, given case studies related to drug therapy.
7. Identify information about medications that needs to be communicated to the patient and / or health professionals.
8. Describe comprehensive, efficient, and cost-effective drug therapy.
9. Identify the role of genomics and genetics in the development of and selection of pharmaco-therapeutics.
10. Demonstrate the efficient use of technology to plan and monitor care for patients receiving medications.

Required Textbooks and Other Course Materials:

Lilley L.L., Rainforth Collins, S., & Snyder, J.S., (2017). *Pharmacology and the nursing process*, (8th ed.). Elsevier. ISBN: 978-0-323-35828-6 Lilley, L.L., Rainforth Collins, S., Harrington, S., Snyder J.S. (2017). (The online resources for this book are free if you purchase the book new and register for an Evolve account and search in the search bar.)

- Smart phone App.: Epocrates (**Free version**)
- OR a **nursing** drug handbook published no more than 2 years ago. (Must be nursing-oriented. For example, cannot be the Physician's Drug Reference.)

Not required but may be helpful:

- Lilley, L.L. & Snyder, J.S. (2011). *Study Guide for Pharmacology and the Nursing Process*. (8th ed). Elsevier. ISBN 9780323066600

DESCRIPTION OF MAJOR ASSIGNMENTS:

1. Examinations:

- There are five online exams. See Course Schedule for dates.
- Exams consist of critical thinking questions based on recorded lecture content, chapter readings, and Key Concept documents.
- Exams 1, 2, 3, & 4 are not cumulative but will require knowledge of basic concepts of pharmacokinetics, pharmacodynamics, and patient safety and patient education principles.
- Exam 5 is the final exam and is cumulative over all content. Exams are worth 85 % of the **overall course grade**.
- **Exams make up 100% of the 70% rule (see below). The weighted average on these exams determines the student's mastery of the content and progression to Junior 1. Quizzes are not included in the 70% weighted exam average.**

2. Quizzes:

- There are 6 online quizzes. Each quiz is worth 2.5% (All quizzes together are worth 15% of the **overall course grade**). You will have 2 attempts at each quiz. Blackboard will record the higher grade. See Course Schedule for due-dates.
- Quizzes consist of critical thinking questions based on recorded lectures, directed chapter readings, and Key Concept documents.
- Quizzes are closed book. Respondus rules apply.
- **Quizzes cannot be made up if missed.**
- **Failure to take one or more quizzes can significantly alter the overall course grade.**
- **To receive credit for quizzes, a student must submit them by the deadlines stated in the Course Schedule.**
- **The quiz average only counts if the student meets the 70% rule on exams (see below)**

Exam or Quiz tardy policy

- There are very adequate windows for completing assignments in this course.
- If a student submits an online exam after the due date and time, they will receive a **20 point penalty the first time**. Any further late submission will receive a zero.
- 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.
- A make-up exam **may** be allowed for an **unexcused absence** from an exam, however, a **20 point penalty** will be taken.

Note: Students will only be allowed **one 20 point penalty per course**, for an unexcused exam absence through Respondus monitor.

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.

UTA College of Nursing and Health Innovation Grading Criteria:

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, the 5 exams count toward the required minimum course grade of 70.00% of proctored exams. The quizzes are not included in the 70% rule (weighted exam average). In determining the final course grade, the weighted average on exams will be checked first. If a student achieves a 70.00 % with no rounding on the weighted exam average, the quiz average will count toward the final course grade.

If the student does not achieve a 70.00 % with no rounding on the weighted exam, the quiz average will not be added and the grade stands as a D or F

o Weighting for 70% Rule

Exam 1	18.75	Exam 2	18.75
Exam 3	18.75	Exam 4	18.75
Final	25.00		

Total 100%

How to calculate the 70% weighted Exam average (Student Harry Potter) EXAMPLE ONLY

Exam Grade	Weight in Points	Student Grade in Decimals (ex: 83.5 % = .835)	Weight
Exam 1	18.75	70% = 0.7	$18.75 \times 0.7 = 13.13$
Exam 2	18.75	75% = 0.75	$18.75 \times 0.75 = 14.16$
Exam 3	18.75	85% = 0.85	$18.75 \times 0.85 = 15.94$
Exam 4	18.75	83.5% = 0.835	$18.75 \times 0.835 = 15.76$
Exam 5	25.00	89% = 0.89	$25.0 \times 0.89 = 22.25$
Total	100		Exam weighted average 81.24% This will show in the 70% rule column

- In undergraduate nursing courses, all grade calculations will be carried out to two decimal places and there will be **no rounding of final grades**. Letter grades for tests, written assignments and end-of-course grades, etc. shall be:
 A= 90.00 – 100.00
 B= 80.00 - 89.99
 C= 70.00 – 79.99
 D= 60.00 – 69.99
- There is no rounding in nursing courses.**

Grading process for Pharmacology in Nursing Practice:

- Quizzes count as 15% of total **overall course grade** (6 X 2.5% each, total 15%).
- EXAMS count as 85% of total **overall course grade** (1-4 at 16% and Final at 21% total 85%).

WEIGHTED Overall GRADE CALCULATIONS EXAMPLE ONLY			
	Weight in points (ex: 2.5% = 2.5 points)	Student Grade in Decimals (ex: 83.5% = 0.835)	Weight
Quiz 1	2.5% of your grade = 2.5 points	72% = 0.72	2.5 X 0.72 = 1.80
Quiz 2	2.5	80% = 0.8	2.5 X 0.8 = 2.0
Quiz 3	2.5	70% = 0.7	2.5 X 0.7 = 1.75
Quiz 4	2.5	83.5% = 0.835	2.5 X 0.835 = 2.19
Quiz 5	2.5	90% = 0.9	2.5 X 0.9 = 2.25
Quiz 6	2.5	70% = 0.7	2.5 X 0.7 = 1.75
Total	15%	Total Quiz points 11.74 11.74	
Exam 1	16	70% = 0.7	16 X 0.7 = 11.2
Exam 2	16	80% = 0.8	16 X 0.8 = 12.8
Exam 3	16	70% = 0.7	16 X 0.7 = 11.2
Exam 4	16	70% = 0.7	16 x 0.7 = 11.2
Final exam	21	85.7% = 0.85	21 X 0.85 = 17.85
Total	85%	Total Exam points 64.25	
11.74+ 64.25 = 75.99 Overall Course grade of C			

Grade Grievances: Any appeal of a grade in this course must follow the procedures and deadlines for grade-related grievances as published in the current undergraduate catalog. **UTA College of Nursing and Health Innovation Progression Criteria**

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

1. Pharmacology and pathophysiology knowledge are essential to nursing program success.
2. If you are struggling with the course (i.e. 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):
 - c. Must retake the course and earn a grade of “C” or higher
 - d. The failing grade will be used to compute your nursing application/admission GPA.
4. If you **fail two** pre-nursing courses (NURS 3365 or NURS 3366), you are not eligible to start the program for **five years**. Please refer to the following policies for more information: Bachelor of Science in Nursing Policies (pre - licensure). Prerequisite and Upper- Division Nursing Program Eligibility Policies:
http://www.uta.edu/nursing/files/UTACON_BSN_Policies.pdf

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.

https://academicpartnerships.uta.edu/documents/UTA_Drop_Dates.pdf

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. 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/aaofao/>).

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: 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 as they see fit in their courses, including (but not limited to) having students acknowledge the honor code as part of an examination or requiring students to incorporate the honor code into any work submitted. If any exams are administered in a non-proctored environment, I reserve the right, at any time, to require a student to take or re-take any or all exams in a proctored environment. If I deem this necessary, the student is responsible for making the proctoring arrangements, subject to my approval. This policy applies to any and all assignments required in this course. <https://www.uta.edu/conduct/>.

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.

Per UT System Regents’ Rule 50101, §2.2, which states “Academic dishonesty includes, but is not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.”

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

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>.

When **emailing** your Coach or instructor, please follow the guidelines below:

- **Email must be sent from your UTA email not a personal email (yahoo, or g mail)**
- Always include the course name and section(N3365 600/601 number in the subject of your email.
- Use appropriate language – no slang or abbreviations.

- Emails are professional in communication. All email communication is to be written in a civil tone.

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>.

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>.

Counseling and Psychological Services (CAPS) www.uta.edu/caps/ or calling 817-272-3671 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.

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/utsi 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.

The English Writing Center (411LIBR): [Optional.] The Writing Center offers **FREE** tutoring in 15-, 30-, 45-, and 60-minute face-to-face and online sessions to all UTA students on any phase of their UTA coursework. Register and make appointments online at <https://uta.mywconline.com>. Classroom visits, workshops, and specialized services for graduate students and faculty are also available. Please see www.uta.edu/owl for detailed information on all our programs and services.

LIBRARY INFORMATION: _____, Nursing Librarian
(817-272-7429), Email:
Research Information on Nursing:
<http://libguides.uta.edu/nursing>

UNDERGRADUATE SUPPORT STAFF:

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

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NO GIFT POLICY:

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

The Student Handbook can be found by going to the following link: <http://www.uta.edu/nursing/bsn-program/> and clicking on the link titled BSN Student Handbook

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.

Professional Conduct on Blackboard Email 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 all social networking sites such as Facebook, Twitter, etc.**
- Failure to comply with these expectations may result in further action including but not limited to removal from the discussion board.
- **Incivility will not be tolerated.**
- **Check Blackboard & UTA email for messages** and important information on a daily or near-daily basis. Faculty will respond **only to email sent from Blackboard**. UTA email must always be used, rather than personal email such as Gmail, etc.

N3365 UL 600/601 Course Specific Information

TEACHING METHODS

Recorded Lectures, PowerPoint PDF handouts, Required readings, and Key Concept documents will be available in blackboard. **Note:** that additional material may be presented in recorded lectures and you will be required to take active notes.

SELF ASSESSMENT EXERCISES

These may be given to reinforce content. They may be matching exercises, short answer exercises, or case studies. Exercises will be posted in Blackboard. The answer keys will be released prior to the corresponding exam. These are enrichment exercises and are **not graded**.

*Be aware that if unavoidable circumstances result in not finishing an entire lecture content, OR lecture cancellation, **you will still be held responsible for all content for quizzes and exams.***

TECHNOLOGY REQUIREMENTS

LEARNING MANAGEMENT SYSTEM: BLACKBOARD

1. Respondus Lock Down Browser and a Webcam for Online Exams and Quizzes

- This course requires the use of Respondus Lock Down Browser and a webcam for online quizzes and exams. The webcam can be built into your computer or can be the

type that plugs in with a USB cable. Watch this [short video](#) to get a basic understanding of LockDown Browser and the webcam feature.

- Then download and install Lock Down Browser from this link:
<http://www.respondus.com/lockdown/download.php?id=163943837>
Note: Don't download a copy of Lock Down Browser from elsewhere on the Internet; those versions won't work at our institution. **If you are asked for a password to a quiz or exam you have not downloaded UTA's copy of Respondus.**
- To take an online test, start Lock Down 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>

Respondus Rules for Proctored quizzes and exams

- When taking an online exam, follow these rules. Students who fail to follow these rules will be notified by the coach and/or course instructor and will receive a **10-point penalty on each exam or quiz where these rules are not followed.**
- You must use a webcam for the entire quiz or exam. Do not unplug or cover the camera while testing.

Before Starting the Quiz or Exam

- When requested at the beginning of your exam you must clearly show **a picture of your face, a government-issued picture ID (Driver's License, MavID,)**
- You must show **your complete desktop and nearby testing area** in the environment check.
- Do not have any paper, 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. **No one should be in the testing area with you. This includes children.**
- 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.
- **Do not take a quiz or exam in your bed.** This may be viewed as a possible source of academic dishonesty as resources could be sequestered in bedding.
- 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.**

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 quizzes and exams. **(Most of the questions are critical thinking questions, not just information to memorize, so answering a question correctly will entail true understanding of the content. Thus using forbidden "helpers" such as cheat sheets, etc., will not be particularly helpful anyway.)**

- Maintaining test security by not discussing the questions with your peers or attempting to copy the tests in any way. WHILE TESTING IN RESPONDUS YOU WILL BE PREVENTED FROM saving the tests to a personal computer, printing them out, and/or using screen shots, all of which are CONSIDERED CHEATING. Remember, you may be in other pre-nursing classes with students who have not yet taken pharmacology. If you discuss test questions or content of tests with these students, this is a violation of test security, and will result in being reported for academic dishonesty.
- Active discussion of course material as a learning tool, such as during a study group meeting, is allowed.
- However, simply copying someone else's quiz or exam answers is an example of academic dishonesty.
- All students are ethically bound to report knowledge or suspicions of dishonest behavior in this course.
- Acknowledging the following pledge prior to each quiz or exam:

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

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

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

I understand that not adhering to the pledge above constitutes academic dishonesty, which is grounds for dismissal from the program.

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

2. Other Technology Requirements

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

- **Have reliable and speedy Internet access.** This course requires students to have reliable Internet access and fast connection speed, as they will be taking online exams and quizzes 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 and/or the Learning Resource Center (LRC) in Pickard Hall: <http://www.uta.edu/nursing/centers/resource/lrc.php>.
- **Have intermediate-level computer competency.** Students will struggle in this course if they not completely comfortable with using email & discussion boards; uploading and downloading documents; and accessing resources such as search engines & websites.
- 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). 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

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 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.
 - A student may only have one unexcused absence per course. Subsequent unexcused absences will result in a ‘0’ on the exam.
 - In addition, students will not be allowed to take exam in another section without penalty due to an unexcused absence.
3. **Exam Tardy Policy:**

Respondus Lockdown Browser Exams

- If a student submits an online exam after the due date and time, they will receive a zero.
- 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.

- 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 quiz or exam deadline. Last minute problems with your computer equipment, your internet service, and / or Respondus will not be an acceptable excuses to take a quiz or exam late and without penalty. Plan ahead!!

BLACKBOARD ANNOUNCEMENTS

Students **MUST** check Blackboard for messages and important information daily or every other day.

BLACKBOARD DISCUSSION BOARD

Pharm Café

This is the student-to-student forum

Introduce yourself to your classmates, find study buddies or a study group and ask about life at UTA if you are a new Maverick. See Netiquette guidelines in Blackboard.

HOURS OF STUDY PER WEEK

This is a very demanding course; by signing up for it you have made a commitment. If outside obligations interfere with completing work on time it will be recommended that you drop until your schedule allows your complete participation.

Expectations for Study: *A general rule of thumb is this: for every credit hour earned, a student should spend 3 hours per week studying and completing assignments. Hence, a 3-credit course has a minimum expectation of 9 hours of reading / study.* In this course students should expect to spend at least an additional 3-6 hours per week in course-related activities, including reading required materials, completing assignments, preparing for quizzes and exams, etc. **(I recommend 12-15 hours).** This is because **Pharmacology is an applied science.** That means knowledge from all previous science prerequisites will be needed to be successful. Students are advised to develop a daily study plan.

Students must also be familiar with the following rules and procedures if a problem occurs in meeting a deadline.

Problem	What to do	Comments
“Deadline not met” There are very adequate 1. windows of time in which to take quizzes and exams therefore, it should be very rare to need a deadline extension. However, if a deadline is missed for urgent or emergent reasons (legal obligation, military obligations, pre-approved university-sponsored events, emergency situations, religious holy	Excused absences for Exams or Quizzes: To obtain an extension of deadline for an excused absence, send an email to the instructor with official proof of the covered issue with excuse/verification attached. Documentation for illness requires proof of a visit to a healthcare provider. There are no exceptions to this rule. (physician note or release form – must be signed by MD, DO, NP, or PA, not an RN.	Unexcused absences from exams or Quizzes: Unexcused absences are considered to be any other reasons that are NOT LISTED under excused absences. This may include but is not limited to: • I was scheduled to work and could not take my test. • I confused this test deadline with another test deadline in another course so I am not ready to

days, death of family member, or illness a deadline extension or makeup quiz or exam may be considered if all procedural steps are taken properly. Please note: • Once an exam is already taken, it is too late to request an extension for extenuating circumstances. • Once a post-exam review document has been posted, you will not be allowed to make up that exam. It is highly recommended that you pay very close attention to deadlines in this course.	Unsigned form letters are not acceptable. Documentation must identify your relationship to a family member especially if family names are different. This email must be received within 48 hours of the exam due date and time. Example 1: A student is hospitalized during the “open window” to take Exam 1 and misses the exam due date and time deadline. He sends an email to the instructor within 48 hours of the due date and deadline along with the doctor’s signed excuse. The instructor works with the student to create a new exam due date and time. Example 2: A reservist must deploy for a week during the open window for Test 1. She sends an email to the instructor at the beginning of the semester, or within 48 hours of receiving the orders along with a copy of her deployment orders. Arrangements are made to take the test when she returns. Example 3: A student misses a quiz or exam deadline because a sinus infection has made her too sick to concentrate. She sends an email to the instructor with a signed doctor’s excuse within 48 hours of the due date and time deadline. The course instructor will work with the student to identify a new date and time to take the make-up exam. Additional course due dates (ie. future quizzes and exams, will continue to occur according to the schedule.	take the test. • I could not get Respondus to work on my computer in time (the practice “quiz” is available to you for this purpose). • My computer “died” and/or I lost internet access. • I could not get in to Blackboard • I am on a work-related trip or vacation and do not have access to internet services (or my internet back-up plan for this event has failed). • To be considered for a re-scheduled exam, the student must notify faculty 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. No student requests will be considered after the exam due date and time has expired and the post test discussion has been posted. Only one make-up exam per semester will be allowed per student for unexcused absences. A 20 point penalty will be subtracted from the student’s exam grade and the student will be required to make up the exam within 48 hours of the original exam due date and time. Example: Student Sally Muggle misses exam #2 because she confuses the due date and time with an exam in another course. The instructor gives her an opportunity to make up the
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	Excused absences for quizzes or exams do not receive point penalties for being taken after the exam deadline. Computer Incident Example: A student begins to take Exam 1 at 2 am on Saturday. (well before the test availability window deadline). After answering two questions, he notices that his screen has frozen. He immediately shuts down the site, accesses his UTA emails, and sends an explanation of the incident to the instructor. He then accesses the “24/7 Blackboard Support” technician, who is able to explain how to avoid a repeat of the incident. The instructor will consider the situation, review with Blackboard support, and if appropriate will “reset” the exam or quiz submission for the student. A student who has a computer incident will be counseled to seek ways of ensuring that another incident does not occur. There will be low tolerance for recurring computer issues, including the possibility that the test or quiz will <u>not</u> be reset and the student will receive no credit. • It is your responsibility and OIT gives you plenty of notice when they will expire. Not having access to Blackboard due to “forgetting” to update your password will not be an acceptable reason for an extension and you will receive a “0” for work not turned in by the deadline.	exam within 24 hours of the original due date and time. Sally earns a 76 on exam #2. The instructor takes a 20 point penalty from Sally’s exam grade and enters a 56% as Sally’s final grade for exam #2. (Word to the wise- Don’t be a Sam or Sally Muggle!) Note: Any test taken after the scheduled test window deadline (for any reason) will be in a format determined by the instructor and may include alternate format questions, such as <i>fill in the blank, short answer, or essay</i>. In addition, students will not be allowed to take exam in another section without penalty due to an unexcused absence. <u>Exam re-takes are not allowed.</u> <i>If you miss an exam and do not have an approved excuse as explained here, you may wish to consider dropping the course. It is highly recommended that you pay very close attention to deadlines in this course.</i>
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**Pharmacology in Nursing Practice
Course Schedule Summer 2018**

Week 1: 5/14-5/20	Quiz 1 Submit by 10 pm Sunday 5/20
Week 2: 5/21- 5/27	Quiz 2 Submit by 10 pm Sunday 5/27
Week 3: 5/28-6/3 6 pm 5/30 Exam 1 opens 12:01 am Saturday 6/2	*Exam 1 Concept Review in Blackboard Collaborate (Weeks 1,2,3,) Submit Exam 1 by 10 pm Sunday 6/3
Week 4: 6/4-6/10	Quiz 3 Submit by 10 pm Sunday 6/10
Week 5: 6/11- 6/17	Quiz 4 Submit by 10 pm Sunday 6/17
Week 6: 6/18-6/24 6 pm 6/20 Exam 2 Opens 12:01 am Saturday 6/23	*Exam 2 Concept Review in Blackboard Collaborate (weeks 3,4, 5) Exam 2 Submit by 10pm Sunday 6/24
Week 7: 6/25-7/1	Quiz 5 Submit by 10 pm Sunday 7/1
Week 8: 7/2-7/8	No quiz this week Last Day to Drop July 6 by 4 pm
Week 9 7/9-7/15 6 pm 7/11 Exam 3 opens 12:01 am Saturday 7/14	*Exam 3 Concept Review in Blackboard Collaborate(weeks 6,7,8) Exam 3 Submit by 10 pm Sunday 7/15
Week 10: 7/16- 7/22	No quiz this week
Week 11: 7/23- 7/29	Quiz 6 Submit by 10 pm Sunday 7/29
Week 12: 7/30- 8/5 6 pm 8/1 Exam 4 Opens 12:01 am Saturday 8/4	*Exam 4 Concept Review in Blackboard Collaborate (weeks 9,10, 11) Exam 4 Submit by 10 pm Sunday 8/5
Week 13 8/6- 8/10 6 -8 pm Monday 8/6	*Final Exam Concept Review in Blackboard Collaborate

**Comprehensive Final Exam
opens 12:01 am Friday 8/10**

**Submit by 10 pm 8/12
Congratulations! You are done 😊**