



**THE UNIVERSITY OF TEXAS AT ARLINGTON CONHI  
UNDERGRADUATE BSN PROGRAM**

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

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**Office hours: by appointment**

**Course information:**

**NURS 3261 Nursing of Older Adults**

**Section 073 Summer 2018**

**Time/place: online asynchronous**

**Course Description**

Selected concepts and issues related to aging and its impact on society and health care. Introduction to gerontologic nursing principles. Clinical application in diverse settings across the continuum of care. This course is taught entirely online utilizing Blackboard.

**Credit Hours and Clock Hours**

Credit hours (2-0)

**Placement in Curriculum:**

Junior 2I (JR2)

**Course Prerequisites/Corequisites**

NURS 3632 Clinical Nursing Foundations

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**NURS 3261 Holistic Health Assessment Across the Lifespan**

| <b>Student Learning Objectives</b><br><i>At the end of this course,<br/>the student should be able to:</i>  | <b>Performance Measurement</b>         |
|---|--|
| <ul style="list-style-type: none"> <li>Promote adherence to the evidence-based practice of providing restraint-free care (both physical and chemical restraints).</li> </ul>  | Quizzes and Assignments                |
| <ul style="list-style-type: none"> <li>Implement strategies and use online guidelines to prevent and/or identify and manage geriatric syndromes</li> </ul>  | Quizzes, Discussion and Assignments    |
| <ul style="list-style-type: none"> <li>Recognize the complex interaction of acute and chronic co-morbid physical and mental conditions and associated treatments common to older adults</li> </ul>  | Quizzes, Discussion and Assignments    |
| <ul style="list-style-type: none"> <li>Identify actual or potential mistreatment (physical, mental, or financial abuse, and/or self neglect) in older adults and refer appropriately</li> </ul>   | Quizzes, Discussion and Assignments    |
| <ul style="list-style-type: none"> <li>Assess barriers for older adults in receiving, understanding and giving of information</li> </ul>  | Life Review Assignment and Reflections |
| <ul style="list-style-type: none"> <li>Facilitate ethical, non-coercive decision making by older adults and /or families/caregivers for maintaining everyday living, receiving treatment, initiating advance directives and implementing end of care</li> </ul> | Discussion and assignments             |
| <ul style="list-style-type: none"> <li>Recognize and respect the variations of care, the increased complexity and the increased use of healthcare resources in caring for older adults</li> </ul>   | Quizzes and Exams                      |
| <ul style="list-style-type: none"> <li>Incorporate professional attitudes, values and expectations about physical and mental aging in the provision of patient centered care for older adults and their families</li> </ul>                                     | Quizzes, Exams, Discussion             |
| <ul style="list-style-type: none"> <li>Implement and monitor strategies to prevent risk and promote quality and safety (eg., falls, medication mismanagement, pressure ulcers) in the nursing care of older adults with physical and cognitive needs</li> </ul> | Quizzes, Exams, Assignment             |

|   |                            |
|---|----------------------------|
|   |                            |
| <ul style="list-style-type: none"><li>Utilize resources/programs to promote functional, physical and mental wellness in older adults.</li></ul> | Quizzes, Exam, Assignments |

## Required Textbook

Hinkle and Cheever: Brunner and Suddarths Textbook of Medical Surgical Nursing. 14th Ed. – this is the textbook used in the Nursing of Adults course that is taken concurrently with Nursing of Older Adults. There will be some readings assigned from this textbook.

An APA reference book of student's choice (recommend *APA The Easy Way*). You may use the [UTA APA resource](#) as well.

**THERE IS NO additional REQUIRED TEXTBOOK specifically for Nursing of Older Adults. All other readings are done online.**

If a student wishes to utilize a Geriatric nursing book the following **OPTIONAL** text is recommended:  
Touhy, T & Jett, K. (2012). *Ebersole and Hess' toward healthy aging*. (8<sup>th</sup> ed). Elsevier. ISBN 9780323073165

## Teaching and Evaluation Methods

Readings/ internet

Video Lectures

Audiovisual resources

**Written Assignments: Returning students may not use previously submitted work.**

Each student will conduct an interview with an Elder for the purpose of assisting that person in performing a **Life Review**. The guidelines for the interview and paper, as well as the grading rubric will be available ONLINE. Students are expected to work independently on this project. Safe Assign will be used to verify that students' work is original.

Other assignments must be completed and submitted as directed in the courseware: Late penalty of 5 points/day for late submissions if allowed.

**Self-Assessment**

**Life Review Interview Consent Form/Schedule**

**Life Review Ego Integrity Research**

**Life Review Interview**

**Immobility and Functional Decline assignment**

**Grief and Final Reflections**

**Proctored Exams**

**Quizzes**

**Discussion Boards**

## **Discussion Boards**

The discussion board should be viewed as a public and professional forum for discussion. Students are free to discuss academic matters and consult one another regarding academic resources. The tone of postings on the discussion board should remain professional in nature. It is not appropriate to post statements of a personal or political nature, or statements criticizing classmates or faculty. Inappropriate statements will be deleted by the course faculty.

## **Exams and Quizzes**

As future nurses, you are guided by a set of practice expectations, even as a student. A very important part of these expectations is appropriate moral and ethical behavior. Therefore, it is expected that you will work alone and without notes to take each of the online quizzes. You are expected to maintain test security by not discussing the questions with your peers or attempting to copy the quizzes in any way. If you discuss quiz questions or content of quizzes with these students, this is a violation of test security, and will result in being reported for academic dishonesty. We take test-security very seriously at the school of nursing. Violations in test security are considered not just academic violations, but ethical violations, which is unacceptable behavior for future nursing professionals.

Course quizzes will be posted online. Quizzes will be available to students during a specified time period listed on the course schedule. Quizzes will include information from the assigned course content/slide presentations and readings. Please review the online quiz instructions prior to attempting the quiz. Since the quiz is timed, you will be unable to return to any skipped items and the instructor will be unable to restart the quiz for you. Remember to save your answers. The quiz will not be available online after the deadline and students not completing the quiz at that time will receive a "0". Quizzes may be multiple choice, fill in the blank, or short answer. There will be no makeup quizzes. Online quizzes are not included in the minimal weighted exam grade average of 70%.

**Three online quizzes will be given, one at the end of each week's content on the first, second and fourth week..** Before taking an online quiz, you must acknowledge you have read, have understood and will comply with the following statement: In addition, there is a quiz required as part of the Immobility and Functional Decline assignment.

*I certify these responses are entirely my own work. I have not copied the work of any other student (past or present) or collaborated with anyone on this quiz. In addition, I will not share the questions or answers from this quiz with other students. I understand that academic dishonesty is grounds for dismissal from the program.*

All students are expected to take the quizzes and Exams during the scheduled time. In the event a student anticipates that he/she will not be able to meet the deadline for taking a quiz or exam due to circumstances beyond his/her control, the student is expected to notify the Academic Coach **before** the deadline.

**Proctored Exams: There are 2 proctored exams in this course, weeks 3 and 5. These exams are taken on line using Respondus Lockdown Browser and a webcam:** These exams will constitute the majority of your test grade for the course. All academic honesty rules of the University apply to these exams as well. You will be given the exam dates as well as the hours of availability. Log in during the available hours using the following guidelines. Be sure to leave enough time to complete the exam:

### 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 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.

- You must show your desktop and nearby testing area in the environment check.

- 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:** 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 Online summer 3261 7/18

attendance. **As the instructor of this section, attendance is not recorded since this is an online 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.

## **UTA College of Nursing Grading Criteria**

### **70% Rule for the CONHI:**

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, both proctored exams count toward the required minimum course grade of 70.00% of proctored exams. These items are not included in this calculation- **quizzes, assignments and discussion boards**. 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 these course components, the additional graded items 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.

### **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:
- Proctored Exams: If a student arrives late to a proctored exam, they are only allowed the remaining time to complete the exam. For example, for a 60-minute exam, if a student arrives and has only 13 minutes left, that is all the time they will be given to complete their exam.
  - Respondus Lockdown Browser Exams (if applicable):
    - If a student submits an online exam after the due date and time, 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.
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.

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

70% weighted average on proctored exams

**In undergraduate nursing courses, all grade calculations will be carried out to two decimal places, and there will be no rounding of grades.** Letter grades for tests, written assignments, 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.

## Evaluation

| Components to Be Graded                             | %                      |
|---|------------------------|
| Quizzes   | 12%<br>(3 at 4% each)  |
| Proctored Exams                                     | 40%<br>(2 at 20% each) |
| Life Review Project                                 | 25%                    |
| Life Review:  |                        |
| Interview Analysis/Consent Form                     | 20%                    |
| Interview Reflections                               | 2%                     |
| Ego Integrity Research                              | 2%                     |
| Interview Schedule                                  | 1%                     |
| Participation                                       |                        |
| Self-Assessment                                     | 1%                     |
| Discussions   | 15%<br>(5 at 3% each)  |
| Grief & Final Reflections                           | 4%                     |
| Immobility and Functional Decline activity and quiz | 3%                     |
|   | <b>100%</b>            |

Successful completion of the course requires reading the readings, viewing the videos, interacting in the online discussions, completing the required assignments, and participation in course activities.

All participation will be electronically monitored. *Late papers may be penalized up to 5 points for every day late after the date and time due unless **prior arrangements** have been made with the faculty.* Exam and Quiz questions will be oriented toward evaluation of application and analysis. Failure to complete a quiz or Exam as scheduled may result in an “F” for the quiz unless **prior** arrangements have been made with the faculty. Students not taking the quiz or exam on the designated day and time will be required to notify the faculty **on or before** the test day and make arrangements to take the test within five calendar days of the test date. The makeup test will be at the discretion of the faculty member.

**Submitting Late Assignments: Unless specifically approved by the faculty, late assignments will not be accepted later than 2 days after the due date.**



**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>

### **Faculty Responsibilities**

The faculty will provide learning experiences designed to meet essential course content; collaborate with students to facilitate the learning process; support creative, independent learning; and provide guidelines for students in the pursuit of professional development.

Students will receive immediate feedback about exams and timely feedback about written assignments.

### **Student Responsibilities**

The student is responsible for reading assigned materials, viewing the lecture videos, participating in the course discussions, completing assigned work, and reviewing other materials as necessary to support comprehension of course content. Students are responsible for all material provided online, including lecture notes, announcements, and material that results from group discussions. Students are responsible for communicating needs/concerns to their Academic Coach. As necessary, the Academic Coach will communicate with the course faculty member.

Students are expected to participate in the online discussions and students' comments/responses should reflect academic preparation. All written presentations should follow APA format guidelines, using correct grammar, spelling, and punctuation.

### **UTA Information**

#### **Student Code of Ethics**

The University of Texas at Arlington School 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 UTASON Student Handbook.

[https://www.uta.edu/conhi/doc/unurs/BSN\\_student\\_handbook\\_17-18\\_A.pdf](https://www.uta.edu/conhi/doc/unurs/BSN_student_handbook_17-18_A.pdf)

### **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/>.

### **Testing Environment:**

Quizzes will be taken online at the student's discretion. Proctored exams will be taken at the University or clinical site testing area. In some cases students will test at independent testing facilities. If a student has accommodations from the Office of Student Disabilities then testing will be scheduled according to the student needs. All exams are presented on Blackboard and the student will log in using Respondus in order to prevent the possibility of additional windows to the internet being open during testing. Proctors will be present and all rules for student conduct will be enforced.

[https://www.uta.edu/conhi/doc/unurs/BSN\\_student\\_handbook\\_17-18\\_A.pdf](https://www.uta.edu/conhi/doc/unurs/BSN_student_handbook_17-18_A.pdf)

### **Statement for Americans with Disabilities Act**

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](http://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](http://www.uta.edu/disability).

**Counseling and Psychological Services, (CAPS)** [www.uta.edu/caps/](http://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.

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

## **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>.

**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](mailto:resources@uta.edu), or view the information at <http://www.uta.edu/universitycollege/resources/index.php>.

## **Online Conduct**

The discussion opportunities 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 online 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 board.

## **Drop Date**

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 is July 23<sup>rd</sup>, 2018.

**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](http://www.uta.edu/utsi) or call 817-272-2617.

**The IDEAS Center** (2<sup>nd</sup> 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](http://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](http://www.uta.edu/owl) for detailed information on all our programs and services.

The Library's 2<sup>nd</sup> floor Academic Plaza offers students a central hub of support services, including IDEAS Center, University Advising Services, Transfer UTA and various college/school advising hours. Services are available during the library's hours of operation. <http://library.uta.edu/academic-plaza>

## **College of Nursing Information**

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

***[http://www.uta.edu/conhi/\\_doc/unurs/BSN\\_student\\_handbook\\_17-18\\_A.pdf](http://www.uta.edu/conhi/_doc/unurs/BSN_student_handbook_17-18_A.pdf)***

## **APA Format**

All nursing papers are expected to follow American Psychological Association (APA) format. In addition to the APA manual, a brief summary of commonly used APA information may be found under the UTASON Student Handbook.

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

**<http://www.uta.edu/nursing/handbook/toc.php>** or by going to the nursing website **[www.uta.edu/nursing](http://www.uta.edu/nursing)** and using the link provided under Current Students.

## **Policy on Retaining Student Papers:**

According to policy in the UTAN Faculty Handbook, all examinations and other written work on Online summer 3261 7/18

which grades are based, unless returned to the student, will be kept for a period of one semester or summer beyond the end of the semester in which the work is performed. The decision whether to return written materials is the prerogative of the professor.

Faculty members reserve the right to make photocopies of student written materials for accreditation and other school-related purposes.

### **No Gift Policy**

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

## **LIBRARY [library.uta.edu](http://library.uta.edu)**

### **RESOURCES FOR STUDENTS**

#### **Research or General Library Help**

Academic Plaza Consultation Services [library.uta.edu/academic-plaza](http://library.uta.edu/academic-plaza)

Ask Us [ask.uta.edu/](http://ask.uta.edu/)

Library Tutorials [library.uta.edu/how-to](http://library.uta.edu/how-to)

Subject and Course Research Guides [libguides.uta.edu](http://libguides.uta.edu)

Librarians by Subject [library.uta.edu/subject-librarians](http://library.uta.edu/subject-librarians)

Research Coaches <http://libguides.uta.edu/researchcoach>

#### **Resources**

A to Z List of Library Databases [libguides.uta.edu/az.php](http://libguides.uta.edu/az.php)

Course Reserves [pulse.uta.edu/vwebv/enterCourseReserve.do](http://pulse.uta.edu/vwebv/enterCourseReserve.do)

FabLab [fablab.uta.edu/](http://fablab.uta.edu/)

Scholarly Communications (info about digital humanities, data management, data visualization, copyright, open educational resources, open access publishing, and more)  
<http://library.uta.edu/scholcomm>

Special Collections [library.uta.edu/special-collections](http://library.uta.edu/special-collections)

Study Room Reservations [openroom.uta.edu/](http://openroom.uta.edu/)