**NURS 4350:** CAPSTONE Transition to Professional Nursing

Fall 2018

**Instructor**

Patricia Allard, PhD, MSN, RN-BC, LMFT (Lead Teacher)

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**Faculty Profile**

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**Office Hours**

Faculty office hours are by appointment and e-mail request.

**Section Information**

N4350-002 and 003

**Faculty:**

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Clinical Sites:

Individual faculty office hours will vary. Faculty office hours are by appointment and e-mail request.

**Time and Place of Class Meetings:** 0 classroom hours; 135 clinical hours

**Description of Course Content:** Focus on the synthesis of knowledge acquired throughout the curriculum and the enactment of the professional nurse role in a concentrated practicum. Prerequisite or Co-requisite: NURS 4223, 4351, and 4462.

**Student Learning Outcomes:**

1. Apply critical analysis and logical reasoning to clinical judgment and nursing decision-making processes.
2. Apply the nursing process using information technology and evidence-based data in the delivery of competent, culturally sensitive, developmentally appropriate holistic care.
3. Assume professional accountability and responsibility for the quality of nursing care, upholding legal and ethical standards.
4. Foster effective collaboration with individuals and groups, using oral, written, non-verbal, and electronic communication to enhance the therapeutic process and to maintain interdisciplinary professional relationships.
5. Provide safe comprehensive nursing care for a patient population in a health care setting in collaboration with and under the direct supervision of a registered nurse preceptor.

**Description of Course Content:**

Exploration of organizational strategies, leadership theories and societal trends with implications for decision making in health care. Introduction to management skills needed by professional nurses. Prerequisites: NURS 4431, 4441, 4581.

**Student Learning Outcomes:**

Apply leadership & management principles to nurse management roles/responsibilities in decision making, conflict resolution, communication, resource management, and advocacy. Communicate and collaborate effectively in interpersonal, interdisciplinary groups & organizational contexts. Demonstrate effective leadership skills in critical thinking, delegation, patient care management and conflict resolution. Evaluate patient care delivery based on safety, clinical practice outcomes and by identification of potential risks and process improvement opportunities in patient care scenarios. Serves as role model of ethical conduct and professionalism consistent with the UTA College of Nursing Code of Conduct and ANA Code of Ethics for Nurses. Utilize healthcare and organizational resources efficiently and effectively to accomplish goals within a specified timeframe. Utilize reflective evaluation of self and others regarding effective problem solving and decision- making

**Required Textbooks: ATI eBook**

**EVALUATION METHODS:**

**The Capstone course is designed to focus on the integration of knowledge and skills acquired throughout the nursing program.**

There are several evaluations for the Capstone course. **The student must successfully complete ALL course requirements and evaluations in order to participate in the December 2018 College of Nursing Commencement Ceremony.**

The student must demonstrate satisfactory performance in **each** of the following 4 areas:

1. **Comprehensive Proctored Assessment**

The Comprehensive Proctored Assessment will be administered in the Capstone course as a pass/fail activity. Students must pass Phase 1 and Phase 2 to successfully complete the Capstone Course.

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| **Phase 1: Practice Assessment Due October 13, 2018**1. Complete Practice Assessment B  |
| 2. Focused Review: A. Complete Focused Review B. Submit Active Learning Critical Points |
| NOTE: All students will complete Practice Assessment B and Focused review prior to their Comprehensive Standardized Proctored Assessment. **Students who do not complete Practice Test B and Focused Review will not be eligible to take the Standardized Proctored Assessment and will fail the Capstone course.**  |

1. **Medication Math Test**-Must make **90% or above** on test questions. Three attempts to pass. Each student test re-take must be successful to pass medication math test in order to administer medications in Capstone (a clinical expectation).
2. **\*Clinical Skills Validation** in the SMART Hospital. If unsuccessful, student will:
3. Receive feedback and debriefing from skills evaluator
4. Re-test with Clinical Faculty
5. If unsuccessful, work with the Student Success Coordinator
6. Re-test with Clinical Instructor (2 & 3rd attempt)

**A video will be provided for review prior to Skills Practice, Skills Validation or OSCE**

**Students must pass skills validation before advancing to OSCE evaluation.**

\*Clinical skills subject to validation and/or inclusion in OSCE scenario include but are **not limited to** the following items: **Patient Safety**: introduction, identification, allergies, environment, hand-washing, universal precautions; **Assessment**; Vital signs, problem focused, complaint specific, IV site; **Medication Administration**: five rights, allergy confirmation, IV, IV rate adjustments, injections, dose calculation; **Sterile IVPB and IV drip:** IVPB administration with proper technique, IV drip to gravity with appropriate calucaltion; **Communication**: verbal, written, SBAR, telephone orders.

1. **Objective Structured Clinical Exam (OSCE) Scenarios**

The OSCE simulated patient care scenarios are designed for the student to demonstrate mastery of critical thinking, clinical decision making, professional communication, and implementation and evaluation of safe nursing care.

“Students have three attempts to pass the Capstone OSCE before they are allowed to progress to the Capstone preceptor experience. Full remediation is required before the third attempt. **If a student is unsuccessful on the third attempt, he/she will not be allowed to go to clinical and will then fail or drop the course.”**

**If a student fails any part of the OSCE medication administration**, the student will be debriefed by their clinical instructor immediately following the OSCE (1st attempt). The student will then attend practice (remediation) in the Smart Hospital. The student will then be retested by faculty (2nd attempt). If unsuccessful on the second OSCE attempt the student will be directed to schedule additional practice and be re-evaluated by the Lead instructor (3rd attempt).

**Student must pass medication administration in the OSCE with 100%.**

**There are a total of 21 points in the patient assessment component of the OSCE. Student must pass the patient assessment component of the OSCE scenario with a score of 18 points out of 21 (85.71%) or higher** in order to progress to the clinical area. Students who are unsuccessful in the OSCE scenario are **required** to attend a practice (remediation) session in the Smart Hospital prior to a re-evaluation OSCE. **Student must pass the OSCE re-evaluation prior to advancing to the Capstone clinical setting.**

Students scoring below 18 out of 21 points on first OSCE will:

1. Debrief with clinical instructor and attend a “hands on” skill review (IVs, meds etc.) in the Smart Hospital. Student will attend one of the scheduled practices (remediation) in the Smart Hospital then notify clinical instructor of completion of practice, and schedule re-evaluation.
2. The student will return for a 2nd OSCE attempt with their clinical instructor. If unsuccessful, the student will attend additional practice prior to scheduling a 3rd attempt.
3. If a 3rd OSCE attempt is required, the student will return to the Smart Hospital for another OSCE scenario with the clinical instructor, lead teacher, or designee (3rd attempt).

**Student must pass the OSCE evaluation in order to advance to the clinical setting. If unsuccessful, the student will drop or fail the course.**

**Clinical Experience**

**Patient Care-** in the acute care setting **120 hours** working with a nurse preceptor and **Management** **12 hours** following a charge nurse. All on-site clinical hours must be scheduled and completed within syllabus guidelines to meet course requirements. Students may not be in the clinical area without prior schedule approval by the clinical instructor.

The clinical experience is a concentrated practicum in which the student is paired with a registered nurse preceptor in an acute care hospital setting. Nurse Preceptors are arranged and assigned in advance of the clinical start date, through collaboration with CON Clinical Facilities Coordinator, agency Site Coordinators, and Clinical Instructors. The student is expected to respect the established process for procurement of preceptors and to refrain from making individual arrangements outside of the established process. The student is required to work the same schedule as their preceptor.

It is **strongly advised** that clinical hours be completed in a timely manner - students are advised not to wait until the last week of the course to complete the majority of their required hours. Hours should be scheduled in a prompt, timely fashion so that a strong working relationship can be established with the assigned preceptor and to ensure the completion of required clinical hours by the scheduled end of the rotation. Students must perform all procedures, including medication administration, under the direct supervision of their preceptor or clinical instructor. Please refer to the “Clinical” section on Blackboard for more information on the clinical experience and expectations.

Students may begin to complete their Capstone clinical hours under the following conditions:

1. All coursework in N4351 (Nursing Leadership and Management) must be completed before starting Capstone clinical hours.
2. A clinical staff nurse preceptor contract exists between the College of Nursing and the clinical agency, and a work schedule has been negotiated between the student and staff nurse preceptor.
3. **Students must have successfully passed, Medication Math Test, Clinical Skills Evaluation, and OSCE scenario prior to beginning Capstone clinical hours.**

**All clinical hours MUST be completed by December 8, 2018**

Clinical evaluation will be completed by the clinical instructor, and will include both student-provided and preceptor-provided documentation. Students demonstrating consistent satisfactory accomplishment of the clinical objectives will receive a PASS for the clinical experience. Students who fail to demonstrate expected clinical behaviors or are deemed unsafe will **FAIL** the clinical component and receive a course grade **F**. Refer to Undergraduate Handbook for more information.

**The student must successfully complete ALL course requirements in order to participate in the December 2018 College of Nursing Commencement Ceremony.**

**Attendance**

At The University of Texas at Arlington, taking attendance is not required. Rather, each faculty member is free to develop his or her own methods of evaluating students’ academic performance, which includes establishing course-specific policies:

Attendance and participation is expected for lectures, classroom application exercises, quizzes, clinical learning experiences, student clinical conferences, and clinical performance evaluations. *Roll will be taken on class days, and students are expected to be on time for all classroom and clinical activities*. Excessive absences will be reported to the Registrar’s office, and may result in course failure.

**Clinical Attendance/Tardy Policy: Please use current language for your course; this will be addressed in the future**

On scheduled clinical days, students are expected to notify **BOTH** the clinical instructor and clinical preceptor of absences as soon as possible. Students are expected to document weekly clinical hours required for the course with signature verification by the preceptor/designee during the clinical rotation. Absences from clinical will be made up at the discretion of the clinical instructor. **NO CHILDREN MAY BE BROUGHT TO CLASS OR EXAMS**. Do not leave children unattended in the building.

**Grading**: Pass/ Fail

**Exam Policy**

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.

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.

**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.

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.

**Comprehensive Assessment & Preparation Program**

All students enrolled in this course will participate in the Course Content Mastery Assessment, which is a component of the program’s Comprehensive Assessment and Preparation Program (CAPP). The Course Content Mastery Assessment is worth 10% of the total course grade and consists of practice assessments, proctored assessments, focused reviews, and active learning exercises. Students will not receive partial credit for late or incomplete assignments. Any activity submitted after the due date will result in a score of zero for the entire phase. After each proctored assessment, students are categorized into one of four proficiency levels:

LEVEL <1: Scores in the <1 category do not meet minimum expectations for performance in this content area.

LEVEL 1: Scores meeting the Proficiency Level 1 standard can be considered to meet the absolute minimum expectations for performance in this content area.

LEVEL 2: Scores meeting the Proficiency Level 2 standard can be considered to exceed minimum expectations for performance in this content area.

LEVEL 3: Scores meeting the Proficiency Level 3 standard can be considered to exceed most expectations for performance in this content area.

**Comprehensive Assessment & Preparation Program (CAPP)**

All students enrolled in this course will participate in the Course Content Mastery Assessment, which is a component of the program’s Comprehensive Assessment and Preparation Program (CAPP). The Course Content Mastery Assessment is worth **10%** of the total course grade and consists of practice assessments, proctored assessments, focused reviews, and active learning exercises. Students will not receive partial credit for late or incomplete assignments. Any activity submitted after **October 13, 2018** will result in a score of zero for the entire phase. After each proctored assessment, students are categorized into one of four proficiency levels:

LEVEL <1: Scores in the <1 category do not meet minimum expectations for performance in this content area.

LEVEL 1: Scores meeting the Proficiency Level 1 standard can be considered to meet the absolute minimum expectations for performance in this content area.

LEVEL 2: Scores meeting the Proficiency Level 2 standard can be considered to exceed minimum expectations for performance in this content area.

LEVEL 3: Scores meeting the Proficiency Level 3 standard can be considered to exceed most expectations for performance in this content area.

**Phase 1: Practice Assessment B**

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| Phase 1 of the Course Content Mastery Assessment is worth a pass or fail for the course grade. |
| 1. Complete Practice Assessment B
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| 1. **All students submit three critical points for 5 Major Content Areas based on Topics to Review** (for a total of 15 critical points).
 |
| 1. Students who do not complete Phase 1 by the due date (**October 13, 2018)** will not be eligible to take the Proctored Assessment in Phase 2 and therefore will not receive a passing grade in the course regardless of course grade and will not progress to their next clinical course (CAPSTONE).
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**Phase 2: Proctored Assessment**

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| Phase 2 of the Course Content Mastery Assessment is worth a pass or fail for the course grade. |
| 1. All students complete the Comprehensive Proctored Assessment.
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| 1. Students scoring <1 will receive a potential Incomplete for the course.
	1. A learning contract from course faculty will include a due date of (**October 31, 2018**)
	2. Students who complete Practice test A, Focused Review and Active Learning Templates by the assigned deadline (**November 9, 2018**) in the potential Incomplete period will receive full credit for Phase 2 and progress in the program.
 |
| Students scoring <1 who do not satisfactorily complete Practice test A, Focused Review and Active Learning Templates by the assigned deadline will not receive a passing grade in the course regardless of course grade and will not progress to their next clinical course (CAPSTONE). |
| The complete Comprehensive Assessment and Preparation Procedure can be found here: <http://www.uta.edu/conhi/_doc/unurs/capp_procedure.pdf> |

**Phase 2: Standardized Proctored Assessment**

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| 1. **Complete Standardized Proctored Assessment**

 90% or above passing predictability  | **1. Complete Standardized Proctored Assessment**  <90% passing predictability |
| 1. **Optional** Focused Review
 | **2. Required Focused Review** |
| 1. **Optional** Practice Assessment B after Focused Review
 | **3. Required** Practice Assessment Aafter Focused Review |
| 1. **Optional** Submit Active Learning Templates
 | **4. Required** Submit Active Learning Templates  |

**NOTE: Students must complete all components of Phase 1 and 2 by the due date to pass Capstone. No partial credit will be awarded for incomplete submissions.**

**Policy on Submitting Late Assignments: *5 points per day removed for late assignment with a 2 day window only for accepting late assignments.***

**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://wweb.uta.edu/aao/fao/>).

**Disability Accommodations**

UTArlington 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://www.uta.edu/hr/eos/index.php)*.*

**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](file:///C%3A%5CUsers%5Cmandell%5CAppData%5CLocal%5CTemp%5Cjmhood%40uta.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.

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.” S*uspected 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>.

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

**Final Review Week**

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.

**Emergency Exit Procedures:**

Should we experience an emergency event that requires us to vacate the building, students should exit the room and move toward the nearest exit, which is located [insert a description of the nearest exit/emergency exit]. When exiting the building during an emergency, one should never take an elevator but should use the stairwells. Faculty members and instructional staff will assist students in selecting the safest route for evacuation and will make arrangements to assist individuals with disabilities.

**Student Support Services**:

UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include [tutoring](http://www.uta.edu/universitycollege/current/academic-support/learning-center/tutoring/index.php), [major-based learning centers](http://www.uta.edu/universitycollege/resources/college-based-clinics-labs.php), developmental education, [advising and mentoring](http://www.uta.edu/universitycollege/resources/advising.php), personal counseling, and [federally funded programs](http://www.uta.edu/universitycollege/current/academic-support/mcnair/index.php). For individualized referrals, students may visit the reception desk at University College (Ransom Hall), call the Maverick Resource Hotline at 817-272-6107, send a message to resources@uta.edu, or view the information at <http://www.uta.edu/universitycollege/resources/index.php>.

**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](http://www.uta.edu/universitycollege/current/academic-support/learning-center/tutoring/index.php) sessions, [Start Strong](http://www.uta.edu/universitycollege/current/academic-support/learning-center/tutoring/start-strong.php) Freshman tutoring program, and [Supplemental Instruction](http://www.uta.edu/universitycollege/current/academic-support/learning-center/si/index.php). 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 (**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)**: 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 2nd floor Academic Plaza offers students a central hub of support services, including IDEAS Center, University Advising Services, Transfer UTA and various college/school advising hours. Services are available during the library’s hours of operation. <http://library.uta.edu/academic-plaza>

**Emergency Phone Numbers**

In case of an on-campus emergency, call the UT Arlington Police Department at 817-272-3003 (non-campus phone), 2-3003 (campus phone). You may also dial 911. Non-emergency number 817-272-3381.

**COHNI Student Handbook**

***The Undergraduate BSN Student Handbook can be found by going to the following link:*** <https://www.uta.edu/conhi/students/policy/index.php>

**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.

**Code of Professional Conduct**

Nursing students in the UTA CON are considered to be part of the nursing profession.  As members of the profession, students are expected to commit to and maintain high ethical standards.

Students are responsible and accountable for their own academic and professional behaviors and the resulting consequences.

Students will demonstrate self-discipline throughout all aspects of their nursing education, including meeting academic responsibilities and exhibiting professional conduct in the classroom and in the community, as outlined in the Texas Nurse Practice Act and Texas State Board of Nursing Policies.

It is each student’s responsibility to promote scholastic honesty and professional ethics by actively participating with faculty in maintaining a quality academic environment.  Students are expected to guard public safety by immediately reporting to faculty, any incident they observe or are aware of which would allow incompetent, unethical, or illegal practice by another individual. Having knowledge of and failing to report such behaviors constitutes a breach of both academic and professional responsibilities.

Refer to the Student Handbook for more information.

**Classroom Conduct Guidelines**

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

**Testing Environment**

Although faculty strives to provide a quiet learning/testing environment there may be noises and distractions in any testing environment that are beyond the control of the exam proctors.  If a student feels that the testing environment is unduly noisy or distracting for any reason, it is the responsibility of the student to report this to an exam proctor as soon as possible during the exam so corrective action may be taken. While measures are taken to avoid internet connection disruptions, *Web based testing includes the risk of unexpected/uncontrolled connectivity interruptions. In the event such interruptions occur,* faculty will modify exam end time to assure that students have the full scheduled length of time to complete the exam.

**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.