**NURS 3333:** Health Promotion Across the Lifespan

Fall 2018

**Instructor:** Janelle Hennes, MSN, RN

**Office Number:** Pickard Hall 616B

**Office Telephone Number:** College of Nursing & Health Innovation Number: 817-272-2776

**Email Address:** **janhennes@uta.edu****;** Please contact through Blackboard (BB) first.

Email availability: I generally respond to Blackboard email at least once in a 24-hour period Monday-Friday, excluding weekends or holidays. While I may respond more frequently please do not view anything other than the 24-hour period as the expectation.

**Faculty Profile Link:** <https://mentis.uta.edu/explore/profile/janelle-hennes>

**Office Hours:** Monday 11:30- 12:30 pm (face-to-face) Others available by appointment; please email via BB to schedule.

**Section Information:**

**N3333-001**

**N3333-002**

**Time and Place of Class Meetings:**

**N3333-001:** Course meets weekly all semester from 1:00-3:50 pm. on Monday.

**N3333-002:** Course meets weekly all semester from 8:00-10:50 am on Monday.

**Rm. #212 Pickard Hall**

**Credit Hours:** 3 credit hours per semester.

**Description of Course Content:** Focus on health promotion and disease prevention strategies that can reduce morbidity and mortality, promote healthy lifestyles and empower individuals and aggregates to become informed health care consumers.

Prerequisite: Acceptance into the nursing program.

**Student Learning Outcomes:**

* Assess learning needs and risk factors of individuals, families, and groups to provide health promotion, illness prevention, and healthy self-care practices.
* Coordinate resources in planning health promotion programs to individuals, families, and groups.
* Design health teaching plans in collaboration with others.
* Examine methods and strategies for teaching and learning.
* Examine the professional nursing role in the promotion of healthy exercise, stress management, holistic health and healthy nutrition.
* Incorporate current research findings into health teaching.
* Use cultural and age appropriate information for planning health promotion programs.

**Required Textbooks and Other Course Materials:**

**Fahey, Insel & Roth. (2018). *Fit & well: Core concepts and labs in physical fitness and wellness.***

(Connect Access Card). (13th ed). McGraw Hill.

ISBN: 9781260717983

***Note:*** *Students must purchase the access code for the digital Fahey book. Students are unable to only purchase the hard copy print version of Fahey. This includes a print upgrade option, loose leaf color copy of the textbook available -$25.00.*

*The print book is only available after the Connect Access code has been purchased.*

***Leifer & Fleck. (2013). Growth and development across the lifespan.*** (2nd ed). Saunders.

ISBN: 9781455745456

**OR**

***Leifer & Fleck. (2013). Growth and development across the lifespan.*** (2nd ed). Saunders.

ISBN: 9781455759316 Elsevier E-Book on Vitalsource.

***ISBN: 9781455745524 Evolve Resources for Growth and development across the lifespan.***

***Note:*** *The online resources for this Leifer textbook are not required, but are recommended.*

**Req. for all Junior 1 students:**

iClicker2 ISBN 1429280476

***Note:*** *If you have an iClicker from a previous class, do not purchase a new one.*

**Req. for all Junior 1 students:** DocuCare

**Req. for all Junior 1 students:** ATI Resource Package.

**Req. for all Junior 1 students:** Safe Medicate – more information will be given at orientation!

Purchase your Lippincott/Wolters Kluwer books at <https://lippincottdirect.lww.com/UniversityofTexasArlington-801d00000011SANAA2> to save 20% off all electronic supplies!

**Recommended ATI Resources:**

ATI Fundamentals Review Module 9.0

ATI Nutrition for Nursing Module 6.0

ATI resources for the N3333 Health Promotion nutrition content will be discussed during orientation.  Additional information regarding the ATI Nutrition Practice Assessment and participation assignment grade will be distributed to students by the lead instructor during the first class day course orientation. Information will be posted as an addendum to the syllabus on blackboard.

**Descriptions of Major Assignments and Examinations:**

Three proctored examinations (Exam #1, Exam #2 and Final Exam) are administered. There are no major assignments for this course.

Assignments for this course include; Wellness Contract (Initial and final progress form), Group Health Teaching Project, and Online Participation Activities which could consist of but are not limited to a wellness client interview, healthy child case study and healthy adult case study. The ATI Nutrition Practice Assessment Exam will be counted as a graded participation assignment.   Course participation activities could also include Discussion Board Postings on Blackboard, Review Questions, classroom activities, and/ or other independent learning activities which would be announced by the lead instructor in advance.

Students are expected to attend class and actively participate. If a student misses class, whether for an excused or unexcused absence, ANY class quiz or activity for that day may not be made up, and the graded recorded as zero (0). If a student arrives late to class or after the quiz or activity has started, no extra time will be allowed; the student may take the quiz or complete the activity until time is called.

**Group Teaching Project:**

Students will participate in a health promotion teaching project. Project groups and topics will be assigned by course faculty and posted by a designated time listed on the course schedule. Group meetings will be arranged outside of class time so student groups should plan accordingly. Project group members can meet in a variety of methods, including face to face, or via Blackboard discussion groups.

The Teaching Project assigned during this course is considered group work. Therefore, students may collectively work together in their assigned groups to submit one assignment for their group health promotion teaching topic. Any other assignments for this course are to be completed by each student alone, unless specifically designated by faculty. Cheating or collusion on these assignments will result in a N3333 Clinical failure (“F” for the course). You will also be referred to the UTA Office of Student Conduct.

**Project Group Accountability:**

It is expected all group members will participate equally in this project. An individual grade will be assigned to the student groups, however, individual grades may differ based on the participation and contribution of each member.

Group process is a major part of the assigned teaching project. Problems and concerns need to be addressed within the group and with the faculty in a timely manner. Waiting to notify the Lead Teacher of a group process issue until a few days before the assignment is due is not appropriate. Early communication between student group members and Lead Teacher can assist with identification and resolution of group process issues. A Peer Evaluation may be used to document individual group members’ contributions to the overall graded project assignment.

**Electronic Submission of Course Assignments:**

All course assignments are submitted electronically via the Blackboard Assignments Section. Assignments should NOT be emailed to the Course Instructor. For assistance with BB issues, please consult the BB Helpdesk.

**Due Dates for Course Assignments:**

Due Dates for Exams and details of course assignments with due dates are included in the Course Schedule posted on Blackboard.

**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 attendance. As the instructor of this section, below are attendance requirements.

**UTA College of Nursing and Health Innovation Grading Criteria Course Requirements:**

1. Internet Access
2. Blackboard ID & password

|  |
| --- |
| **Course Requirements and Grading** |
| Exam 1 | 20% |
| Exam 2 | 20% |
| Final Exam | 20% |
| Online Quizzes and/ or Unannounced Classroom Quizzes | 10% |
| Wellness Contract *(Initial Form= 2.5%; Progress Report Form= 2.5%)* |  5% |
| Group Health Teaching Project (one assignment submitted per project group) | 15% |
| Course Participation Activities | 10% |

**Grading Policy**:

Students are expected to keep track of their performance throughout the semester and seek guidance from available sources (including the instructor) if their performance drops below satisfactory levels; see “Student Support Services,” below.

If a student has a question about any graded assignment and/ or course exam grade, the student must discuss it with the instructor who graded it within 1 week of the grade being posted on Blackboard.

In undergraduate nursing courses, all grade calculations, including exams, and other assignments will be carried out to two decimal places and there will be no rounding of final grades. Letter grades for exams, quizzes, 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

**Note:** No extra credit projects are available to raise individual exam or final grades.

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.

If a student is not passing the exams with a 70% the student is responsible for making a plan of how to improve future grades and should make an appointment with the Lead Teacher, and the Student Success Coordinator to discuss how remediation will take place.

Final grades are not rounded.

* To pass the course, you must have a 70% weighted exam average on your three

 exams.

* This means the percentage of your grade from quizzes, online assignments, or the

 project grade cannot help your exam grades.

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

* 70% weighted average on proctored exams (Exam #1, #2 and Final Exam).
* 70% weighted average on major written assignments (There are no major written

 assignments for N3333-001 and 002).

* 90% on math exam (if applicable).
* 90% on practicum skills check offs (if applicable).

In this course, [*Exam #1, Exam #2, Final Exam*]count toward the required minimum course grade of 70.00% of proctored exams. These items are not included in this calculation***;*** *[wellness contract, group health teaching project, course participation activities, and quizzes*].In determining the final course grade, the weighted average on [Exam #1, Exam #2, Final Exam] 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 [Exam #1, Exam #2 and Final Exam).

**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.
1. 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.
1. 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.
1. 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.

**Examination Review Policy**:

Typically, you will be allowed to view missed exam items and/ or rationales, at the Lead Teacher’s discretion. The procedure for this may vary. You will be allowed to provide feedback regarding exam items for which you have questions or concerns, and these will be reviewed by the Lead Instructor. Students are not allowed to review previous exams, or to review all exams prior to taking the Final Exam. Examination review is a privileged opportunity for learning. Students may ask questions for the purpose of understanding material and share their perceptions. Arguing is non-professional behavior and is not tolerated.

**Examination Follow-Up:**

Grades will be posted on Blackboard no later than one week following the date of the test. No adjustments to the exam will be made after one week from original posting of grades. Please make sure you contact the Lead Teacher with questions prior to that deadline. Exam scores will not be released until the exam psychometrics have been reviewed by course faculty. Students wishing to discuss their performance on the exam may do so by individual appointment with the lead teacher. Individual test reviews will not be held. **No grades will be given out over the phone or via** **E-mail.**

**Examination Remediation**:

As adult learners, students are responsible and accountable for their own achievement, including seeking consultation with the instructor about concerns related to the course. However, if a student is facing difficulty with examination preparation, test-taking, or unhealthy coping behaviors, it is the student’s responsibility to make an appointment with the lead teacher and/or Student Success Office immediately. This will allow assistance to be arranged, if necessary. If a student achieves a 70% or below on any individual course examination, they

are expected to consult the Student Success Office to arrange a testing appointment within

one week of examination grade notification.

**Examination Integrity:**

In order to maintain the integrity of the exams, instructors may choose not to allow a student to enter the testing area if any student tester has already completed the exam and left the testing area. A student tester that arrives late to the testing area, if allowed in, will only have until the pre-determined end time of that exam to finish.

Additionally all students in this course must read, sign and submit the **Class Honor Code** via Blackboard by the assigned time on the first class orientation day. This Attestation Letter/ Honor Code Form is attached as the last page to this syllabus. Terms related to Scholastic Dishonesty have been described below. Students should also refer to the UTA Academic Integrity and Plagiarism policy included in this syllabus.

SCHOLASTIC DISHONESTY (CHEATING\* AND/OR COLLUSION\*\*) ON EXAMINATIONS/QUIZZES WILL RESULT IN A N3333 COURSE FAILURE (“F” FOR COURSE). THE STUDENT(S) WILL ALSO BE REFERRED TO THE UTA OFFICE OF STUDENT CONDUCT.

**\*Cheating:** copying the work of another; allowing someone to copy your work; engaging in written, oral, or any other means of communication with another OR giving aid to or seeking aid from another WHEN NOT PERMITTED BY THE INSTRUCTOR; using material during an examination that is not authorized by the person giving the examination/quiz such as electronic or digital devices such as cell phones, camera phones, scanner pens, PDAs, or flash drives, etc.; taking or attempting to take an examination for a student; using, obtaining or attempting to obtain by any means, the whole or any part of an examination that is not provided for your use by your instructor; any act designed to give unfair advantage to a student of the attempt to commit such an act.

**\*\*Collusion: Unauthorized collaboration with another in preparing work that is offered for credit.**

**Online and/or Unannounced Quiz Guidelines:**

Quizzes for this course may be given both as online posted on Blackboard and unannounced within the scheduled classroom setting.

All quizzes may be multiple choice, fill in the blank, or short answer. Quizzes will include information from the assigned readings, assignments and lecture/online learning activities posted on BB. Online and Unannounced classroom quizzes are not included in the minimal weighted exam grade average of 70%.

Missed quizzes are counted as 0%. Therefore, if a quiz is missed, a zero will be recorded for the student. Missed quizzes will not be made up. There are no exceptions to this policy. The lowest quiz grade for each individual student (online and/or unannounced classroom) MAY be dropped at the end of the course session. Your course faculty will announce this during the course orientation session held on the first day of class.

**Quiz Integrity:**

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 examination SECURITY very seriously at the College of Nursing. Violations in exam security are considered not just academic violations, but ethical violations, which is unacceptable behavior for future nursing professionals. Please refer to the UTA Academic Integrity policy.

**Online Quizzes:**

1. Online quizzes will be given only during a specified time period listed on the Course Schedule. This is different from the unannounced classroom quizzes.
2. Review the online quiz instructions and take the Practice Quiz prior to attempting the first assigned quiz. The Practice Quiz (posted on BB) is not graded.
3. 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”.
4. Your computer connection must be reliable for the scheduled online quizzes. If you know that you are cut off of the Internet every time you use it, do not rely on your home computer to take the test. There are many options for you to use a reliable computer with a reliable Internet connection, including the public library, the UTA library, and Internet cafes. Since missed quizzes are not made up, please make sure you have a reliable connection before you begin.
5. Each student will have different questions than other students, as the questions are scrambled. No two students will receive the same question in the same order.
6. During a quiz you will be unable to save or print the questions; this is for test security purposes.

**Unannounced Classroom Quizzes:**

1. Classroom quizzes may be given at any time during the scheduled class session. This includes the beginning, middle or end of class period.
2. If a student misses class, whether for an excused OR unexcused reason, the quiz for that day may not be made up and the missed quiz grade is recorded as zero.
3. If a student arrives late to class or after the quiz or activity has started, no extra time will be allowed. This includes students returning from a class break or leaving the class early before the session has ended. The student may take the classroom quiz until time is called.

**Policy on Submitting Late Assignments:**

**Required assignments must be submitted on time.**

If an assignment is late and the student notifies the Lead Teacher prior to the assignment deadline, an extension of the due date may be considered for the following assignments. If an extension is granted by the Lead Teacher, 10% of the assignment grade, per day will be deducted. After 2 days past the assignment deadline, including weekends and holidays, no assignments will be accepted, e.g., if Lead Teacher grants an extension for an assignment due on Feb. 10; no late assignments would be accepted after 23:55 pm on Feb. 12.

**Note:** Situations that commonly constitute an excused absence for an assignment are similar to those for an excused exam absence. These include health care provider documentation of a student’s personal illness detailing the date to return to school, illness of child/children, critical illness or death of a close family member, jury duty that cannot be rescheduled, other court or legal circumstances, as well as military commitments. Documentation is required along with notification of the Lead Teacher prior to the assignment deadline.

**Performance Improvement Plan:**

1. A **Performance Improvement Plan** is a document that details an area of difficulty experienced by a student, including, but not limited to: arriving late or repeatedly missing class and/or class activities, repeatedly missing exams, failing to submit written work or late submissions, and ineffective written or verbal communication, as documented by the Lead Teacher.

2. If a student experiences difficulty, a Performance Improvement Plan will be implemented, setting forth the behavior(s) of the student, and the required actions needed to evidence that behaviors have subsided or improved, including the deadline for completion, and will be filed with the student’s evaluation documents. If a student successfully meets the terms of the

Performance Improvement Plan, no further action is required.

4.The Performance Improvement Plan may include additional assignments or papers to be completed and will detail the consequences of failing to complete said assignments.

5. If the Lead Teacher determines that the student has not met the terms of the **Performance Improvement Plan**, by the time specified, resulting in ability to meet course requirements, **a course failure will result.**

**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. For undergraduate courses see <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. Michelle Willbanks, Title IX Coordinator at (817) 272-4585 or titleix@uta.edu.

**Academic Integrity:** Students enrolled all UT Arlington courses are expected to adhere to the UT Arlington Honor Code:

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

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

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

**Plagiarism:**

Copying another student’s paper or any portion of it is plagiarism. Additionally, copying a portion of published material (e.g., books or journals) without adequately documenting the source is plagiarism. If five or more words in sequence are taken from a source, those words must be placed in quotes and the source referenced with author’s name, date of publication, and page number of publication.  If the author’s ideas are rephrased, by transposing words or expressing the same idea using different words, the idea must be attributed to the author by proper referencing, giving the author’s name and date of publication.  If a single author’s ideas are discussed in more than one paragraph, the author must be referenced at the end of each paragraph. Authors whose words or ideas have been used in the preparation of a paper must be listed in the references cited at the end of the paper.  Students are encouraged to review the plagiarism module from the UT Arlington Central Library via <http://libguides.uta.edu/copyright/plagiarism> and <http://library.uta.edu/plagiarism/>. . Papers are now checked for plagiarism and stored in Blackboard.

**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:**

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 stairwell. 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, 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>.

**Librarian Contact Information:**

**UTA Library:** <http://www.uta.edu/library/help/subject-librarians.php>

**Nursing Librarians:**

Gretchen Trkay gtrkay@uta.edu

Peace Ossom Williamson peace@uta.edu

Lydia Pyburn llpyburn@uta.edu

Heather Scalf scalf@uta.edu

RaeAnna Jeffers raeanna.jeffers@uta.edu

**Research Information on Nursing:** [**http://libguides.uta.edu/nursing**](http://libguides.uta.edu/nursing)

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>

**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. To schedule an appointment with a peer tutor or mentor email IDEAS@uta.edu or call (817) 272-6593.

**The English Writing Center (411LIBR)**: [Optional.] The Writing Center Offers free tutoring in 20-, 40-, or 60-minute face-to-face and online sessions to all UTA students on any phase of their UTA coursework. Our hours are 9 am to 8 pm Mon.-Thurs., 9 am-3 pm Fri. and Noon-6 pm Sat. and Sun. Register and make appointments online at http://uta.mywconline.com. Classroom Visits, workshops, and specialized services for graduate students 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.

**UNDERGRADUATE**

**SUPPORT STAFF: Holly Woods, *Program Coordinator, On-Campus BSN Program***

643 Pickard Hall, (817) 272-7295

 Email: hwoods@uta.edu

 **Suzanne Kyle*, Testing Specialist, On-Campus BSN Program***

 645 Pickard Hall, (817) 272-0367

 Email: skyle@uta.edu

**COLLEGE OF NURSING INFORMATION:**

**CONHI 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.

**Examination 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 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/>

**Honors College Credit:**

Students who are members of the Honors College may wish to take this course for Honors credit. If you wish to do so, please provide the Lead Teacher (or other designated faculty member) with an Honors Credit Contract (downloaded from http://honors.uta.edu/documents/credit.pdf). You and the Lead Teacher/faculty member will together determine an appropriate supplemental assignment to justify the awarding of Honors credit. If you are not in the Honors College and would like to learn more about the benefits of membership, visit the website at http://honors.uta.edu/, where you will find an application form for electronic submission.

**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.

**Please see document on next page.**

**N3333**

**Health Promotion across the Lifespan**

***All students are required to read, sign and submit via Blackboard the UTA College of Nursing Attestation Letter/ Honor Code for N3333 Health Promotion across the Lifespan.*** *This form must be submitted on Blackboard by 23:55 pm on the first class orientation day. Please refer to the Course Schedule for this specific date. Forms should NOT be emailed to the Lead Teacher.*

**Related to Activities on Blackboard**

1. I will not divulge my user ID or password to anyone
2. I and only I will post answers to course assignments using my user ID and password.
3. I and only I will take the online quizzes/exams\*\* using my user ID and password
4. I understand that the on-line quizzes/exams are closed book and I will not refer to my textbooks or references (this includes books, notes, study sheets, PDA’s internet search, individual or group interaction), while taking the quizzes/exams.
5. I will not print or attempt to copy in any manner any part of the exam or reproduce same in any way.
6. I will not divulge the content of the on-line quizzes/exams to any other student/individual, whether enrolled in the class or not.

\*\*To include Computerized quizzes/exams

**Related to Other Class Assignments**

1. I will not share content information about any in-class exam or assignment with another student or individual or use any electronic means of distributing information.
2. I will not receive content information about in class exams or assignments from another individual verbally, written, or electronically.
3. I understand that all assignments, quizzes, & exams are the product of my own work.

**Related to Course Syllabus**

I have read the Course Syllabus and understand what is expected of me and what constitutes appropriate and professional behaviors/expectations.

**Having read the above statements, I understand that violation of this code will constitute an act of Academic Dishonesty and I will be subject to the appropriate sanctions of the University.**

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Student Name *(Typing in my name in the space above signifies as my electronic signature.)*

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Date *(Enter the date the document was signed by the student in the space above.)*

**FORM MUST BE READ, SIGNED AND SUBMITTED VIA BLACKBOARD BY 23:55 PM ON THE FIRST CLASS ORIENTATION DAY! This is the first day we meet as a group for your assigned section.**