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# The University of Texas at Arlington College of Nursing and Health Innovation

**N5313 – 401 & 402 Clinical Procedures for Advanced Practice Nurses**

**Summer 2018**

# Course Description:

A theory and clinical procedures course designed for the Advanced Practice Nurse to acquire skills and procedures in the clinical management of selected clients.

**Student Learning Outcomes:** Upon completion of the course, the student will be able to:

1. Demonstrate selected advanced practice skill in an online simulated patient environment.

2. Select appropriate diagnostic and therapeutic procedures based on patient assessment criteria.

3. Interpret diagnostic test data

4. Analyze research findings and health care organization practices related to selected procedures.

# Pre and Co-requisite Courses:

NURS 5334 or Certificate program standing

# Section:

NURS 5313-400-402 all sections

# Instructor(s):

Office Hours: By Appointment Only

Email Address: patricia.meadows@uta.edu

# Student Email:

Students enrolled in online UTA FNP courses are expected to check their UTA email daily. Students waiting for their next course to start are expected to check their UTA email a minimum of twice weekly**.**

Faculty and Students – Email:

For reasons of web security, faculty, staff, and students must use their **official** UT Arlington e-mail address for all university-related business. As a security measure, and in order to protect student privacy, only emails received through the UTA email system will receive a response. Emails received from any student’s personal email address will be deleted without a response.

Instructor Office or Department Location:

Virtual office only

Instructor Office or Department Telephone Number:

Patricia Meadows, RN, MSN, FNP, email: patricia.meadows@uta.edu

Felicia Chamberlain, (817) 272-0659, chamberl@uta.edu

Coordinator – Nursing Administration and Online Education Programs

Emergency Phone Number for Reaching Faculty:

Felicia Chamberlain, (817) 272-0659, chamberl@uta.edu

Coordinator – Nursing Administration and Online Education Programs

# Faculty Profile:

*.*Faculty Profile: https://www.uta.edu/profiles/patricia-meadows

\*\*\*\*Preferred Methods for Reaching Instructor:

Email: patricia.meadows@uta.edu

# Maximum Timeframe for Responding to Student Communication:

Response to student emails can generally be expected within 24 hours with a 48 hour maximum time frame.

Response to student assignments may be expected within 72 hours.

Virtual Office Hours:

Scheduling of students will be organized by the coach. Please email your coach and they will email the professor to schedule an individual or small group, virtual work session during office hours or at a separate time if necessary. Include the purpose of the meeting, what you hope to learn as a result of this meeting and who will be participating in your email.

The purpose of virtual office hours is to address those unique instructional challenges or questions that require a response that cannot be answered via email, an announcement, or the question and answer forum provided within the course.

# Zoom:

Zoom is a user-friendly, online, video-conferencing, screen-share tool. It operates outside of Blackboard. If invited to attend a Zoom conference, students simply need to:

* Use a computer with video and audio features
* Download Zoom to their computer the first time they receive a Zoom link (you will do this simply by clicking on the link)
* Check their video and audio features via the cues provided in Zoom

The Zoom link can also be downloaded to your smart phone. Lastly, Zoom sessions can be saved and made available to all students through a link provided by the professor.

Students do not need a Zoom account to join Zoom meetings hosted by a faculty member.

Zoom tutorials can be found at the following link:

<https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials>

Academic Coach(es): ***TBD***

# Clinical hours are not required until the last three courses of the program, however preparation for clinical coursework begins early in the degree program. Check your Pathway to Graduation for detailed instructions regarding what you must do concurrently with each academic course to ensure you are ready for your clinical experience!

If you do not have access to your online Pathway to Graduation please notify your advisor. You will need to check and use your Pathway to Graduation concurrently with every course throughout the MSN-FNP degree program.

# Textbooks (Including Titles, Authors, Edition and Publisher) or Equipment - REQUIRED:

**Book package** through UTA bookstore includes:

* Huszar’s ECG and 12-Lead Interpretation 5th edition – Textbook and pocket guide; Author Wesley; ISBN 978-0-323-35575-9 (The 4th edition is fine.)
* Herring Learning Radiology Basics 3 edition; Author Herring; ISBN 9780323328074
* Pfenninger and Fowler, Procedures for Primary Care 3 edition; ISBN 9780323052672

Fischer, M., (2013). *Respiratory Nuts and Bolts.*  American Respiratory Consulting Services. ISBN: 9780982585610

E/M University, “The Basic E/M Coding Curriculum,” available at [www.emuniversity.com](http://www.emuniversity.com) (Peter Jensen, E/M University). Click on the course link on the home page. Each student must register and pay a $21.99 course fee.

Equipment package for Skills 5313-400 **ON-LINE** available at UTA bookstore (5313 Dyn $94.95). This kit is used for Module 3, Suture techniques. The suture kit is not needed until Module 3. The new kit contains:

1 Wound/skin stapler Precise Stainless Steel

2 Suture with needle Nylon monofilament 4-0

1 Skin Biopsy Punch 4 mm Uni-Punch

1 Laceration tray

1 Pocket suture pad 2 ¾” x 3 ¾”

1 Scalpel disposable size #10

Many of you may have access to these supplies by other means. Also, many students have learned to suture on pieces of fruit, pig's feet, etc.  I deliberately put this lecture on week 3 to give students time to collect these supplies or receive the kit from the bookstore.  **It is not a required purchase but a highly recommended one**.

# Attendance Policy:

Student attendance in this online course is required virtually as needed to successfully complete course assignments and assessments within the required timelines. Although course attendance is not necessarily tracked, it is important for you to understand assignments including discussion boards, video submission and test can only be completed in each week’s timeframe.

Course Expectations:

The amount of time required by students to study and complete assignments in this course will vary according to students’ previous professional experiences, prior learning, and, the pace at which one works. While having completed multiple years of practice generally provides students an advantage, these same students sometimes find themselves having to “unlearn” practices that are not supported by the most recent evidence or research. Students with fewer years of nursing experience will generally find themselves working more diligently to quickly increase their overall knowledge base – knowledge that their classmates may have developed over multiple years of working in healthcare settings.

It is recommended that students schedule a minimum of 15 hours per week to study and complete their online content in this didactic (non-clinical) course, however, some weeks may require fewer hours and other weeks may require more hours.

FNP Program Expectations:

1. GPA of 3.0: Students must maintain a GPA of 3.0. Please seek help immediately if you are at risk of dipping below this GPA. Ready to assist you are:

* your course professor
* UTA Student Success Coordinators
* Your advisor
* Your retention specialist

1. Let’s Get Clinical: Successful completion of the required 760 clinical hours during your last three courses is completely dependent upon successful completion of the “Let’s Get Clinical” portion of your Pathway to Graduation. Successful graduation requires both completion of your courses and timely completion of all of the requirements in “Let’s Get Clinical.”
2. Preceptors and Clinical Sites: Students are responsible for arranging their own preceptors and clinical sites according to guidelines provided. This process begins very early in the overall program to ensure readiness when the clinical courses begin.

Course Topics / Lesson Titles:

| **Module** | **Module Topics / Titles** | **Lesson Topics / Lesson Titles** |
| --- | --- | --- |
| **1** | **Introduction to Radiology** | **Lesson 1: Basic Radiology with Chest Radiograph Interpretation, Atelectasis and Airspace Interstitial Lung**  **Lesson 2: Radiology of the Abdomen**  **Lesson 3: Radiology of the Spine** |
| **2** | **Electrocardiograms** | **Lesson 1: Intro to ECG’s**  **Lesson 2: Conduction Pathway of the Heart**  **Lesson 3: Rate, Rhythm, Axis and other Waveform Analysis**  **Lesson 4: MI patterns, Blocks and other Arrhythmias** |
| **3** | **Procedures for the FNP** | **Lesson 1:Procedural Considerations**  **Lesson 2: Wound Preparation**  **Lesson 3: Closure techniques for the FNP**  **Lesson 4: Dermatologic Biopsies** |
| **4** | **MSK injuries, Wound Prevention and Management, and Office Microscopy** | **Lesson 1: MSK injuries**  **Lesson 2: Wound Prevention and Management**  **Lesson 3: Office Microscopy for the FNP** |
| **5** | **Airspace Disease, EENT, and Advanced Radiology** | **Lesson 1: Spirometry and other procedures**  **Lesson 2: EENT procedures and Tympanometry**  **Lesson 3: Advanced Radiology; CT Scans, Ultrasound and MRI** |

# Course Outcomes and Performance Measurement:

*Assessments are not limited to multiple choice exams. They may include performance based assessments using rubrics. One assessment could cover multiple objectives.*

| Course Objective(s) | Module Number and Objective(s) | Assessment Item |
| --- | --- | --- |
| Demonstrate select advanced practice skill in an online simulated patient environment. | Module 1 Lesson 1   * Review the difference in an anterior-posterior (AP) and posterior- anterior (PA) and lateral chest x-ray * Describe normal pulmonary markings on a chest x-ray * Describe 5 key areas  to review on a chest x-ray * Review Radiology lecture, Recognizing Atelectasis * Identify poor quality chest radiographs including rotation, over exposure, under exposure, magnification and angulation * Describe the difference in “silhouette” sign, bronchograms, and interstitial lung disease   Module1, Lesson 2   * Review normal abdomen conventional radiograph * Describe bowel obstruction and ileus on an abdominal radiograph * Describe extraluminal air in the abdomen on an abdominal radiograph * Review Gastrointestinal, Hepatic, and Urinary Tract Abnormalities on an abdominal radiograph | Module 1, Lessons 1,2,3 complete radiology chapter quiz which pertain to interpretation of chest radiographs. There are a couple of editions to the textbook so I cannot list the quizzes or anatomy quizzes ( chest, abdomen, c-spine)  Discussion Board Week 1 – Class introduction (assigned question) and post comments on 2 of their peer’s post  Module 1, Lessons 1,2,3 complete radiology chapter which correlate with abdomen radiographs and anatomy quiz for chest, abdomen, c-spine    Modules 1-5 each have a weekly quiz.  Weekly content exam, Weeks 1, 2 and 3  Comprehensive exam Week 5 |
| Interpret diagnostic test data | Module 2, Lesson 2   * Describe the normal conduction pathway of the heart * Apply knowledge of the heart’s conduction system by interpreting examples of normal ECG’s   Module 2, Lesson 3   * Analyze a 12 lead ECG for common elements such as myocardial ischemia, injury, infarction, hypertrophy, and axis deviation. * Apply knowledge of the heart’s conduction system by interpreting examples of abnormal conduction patterns.   Module 2, Lesson 4   * Analyze a 12 lead ECG for common elements associated with advance ECG diagnosis of myocardial ischemia, injury, infarction, axis and hypertrophy. * Apply knowledge of the heart’s conduction system by interpreting examples of normal ECG’s * Describe how and why heart blocks patterns occur. * Discuss common arrhythmias in pediatric and adult ECG’s such as SupraventricularTachycardia, Wolf - Parkinson - White syndrome, and Long QT syndrome | Module 2, Lesson 2 review chest radiograph from Module 1 to reinforce terms of cardiomegaly and how it impacts ECG changes.  Discussion Board Weeks 1,2,3,4 – Using EBP articles to support their answer, students will answer an assigned question and post comments on 2 of their peer’s post  Modules 1-5 each have a weekly quiz.  Weekly content exam, Weeks 1, 2, and 3  Comprehensive exam Week 5 |
| Analyze research findings and health care organization practices related to selected procedures | Module 3, Lesson 1 Lecture/Media   * Apply appropriate documentation for selected clinical procedures * Develop competencies utilizing the current coding system in clinical practice   Module 3, Lesson 4   * Work along with Procedures consult and videos to practice skills in administration of local anesthesia via video; skills with simple suturing techniques; demonstration of skills with simple dermatologic procedures including simple shave, excision and punch biopsies via video * Module 4, Lesson 3 Lecture/Media * Discuss FNP scope of practice when utilizing microscopy skills * Describe CLIA regulations as applied to outpatient care practice * Review various microorganisms on microscopy examples * Review common microscopy findings in spun urine samples   Module 5, Lesson 1   * Discriminate between obstructive and restrictive pulmonary function tests * Assess spirometry tracings and describe the results * Compare different inhaler devices currently available in the United States   Module 5, Lesson 2   * Review the correct use of selected EENT instruments and procedures to evaluate common problems in the eye, ear, nose, and throat * Review the indications for tympanometry testing | Discussion Board assignments week 1,2,3,4- Using EBP articles to support their answer, students will answer an assigned question and post comments on 2 of their peer’s post  Complete Basic EM coding curriculum and submit evidence of certificate of completion by the end of week 4  Modules 1-5 each have a weekly quiz.  Weekly content exam, Weeks 1, 2, and 3  Modules 1-5 each have a weekly quiz.  Comprehensive exam Week 5 |
| Select appropriate diagnostic and therapeutic procedures based on patient assessment criteria. | Module 1, Lesson 3   * Discussion Board: X-ray topic * Discuss normal features of the vertebral bodies and intervertebral disks * Describe the difference in Jefferson’s fracture, hangman’s fracture, burst fracture and locked facets. * Match the mechanism of injury ( extension, flexion, compression) for stable and nonstable cervical spinal injuries     Module 2, Lesson 1  Discussion Board: ECG topic  Review Recognizing Adult Heart Disease   * Describe cardiomegaly on a chest x-ray in terms of chest:thoracic (CT) ratio * Identify cardiomegaly on an anterior posterior chest x-ray * Identify cardiomegaly on the lateral chest x-ray   Review Radiology - Pediatric Chest Radiographs   * Describe cardiomegaly in infants in terms of CT ratio * Describe situs inversus on a chest x-ray * Discuss the appearance of chest x-rays in common congenital heart defects   Module 3, Lesson 2   * Discussion board: Wound or skin topic assigned * Review administration of local anesthesia * Discuss types of local anesthesia and appropriate locations for administration * Review digital nerve blocks * Discuss indications for incision and drainage of abscesses   Module 3, Lesson 3   * Work along with the videos to practice skills with simple suturing techniques * Work along with videos to practice skills with incision and drainage of superficial abscess   Module 4, Lesson 1 Lecture/Media   * Discussion Board: X-ray or diagnostic test topic assigned * Describe radiographic features of a musculoskeletal injury * Discuss types of fractures, i.e. Salter Harris, stress, suspected child abuse * Review common names for fractures * Describe the application of various splints and orthopedic appliances to upper and lower extremities * Discuss indications and potential complications of splints * Discuss post application patient care and discharge teaching points * Review joint aspiration/injection techniques * Module 4, Lesson 2 Lecture/Media * Review types of chronic wounds and staging criteria * Evaluate and treat common chronic dermatological wounds   Module 5, Lesson 2   * Review the correct use of selected EENT instruments and procedures to evaluate common problems in the eye, ear, nose, and throat * Review the indications for tympanometry testing   Module 5, Lesson 3   * Apply understanding of how to choose proper imaging tests * Demonstrate appropriate choices relative to particular testing needs in select patients * Recognize indications and contraindications of selected noninvasive and invasive imaging tests | Modules 1-5 each have a weekly quiz.  Weekly content exam, Weeks 1, 2, and 3  Comprehensive exam Week 5  Discussion board topics assigned for Modules 1-4. Scholarly responses to two peers. |

# Course Schedule and Due Dates (Central Time):

| **Course or Module Activity** | **Due Date** |
| --- | --- |
| **Pathway to Graduation – Orientation (Course One)** |  |
| Personal Graduation Plan | Must be submitted by the end of a student’s first course in the program. |
| **Pathway to Graduation – Let’s Get Clinical (Courses Two through Fourteen)** |  |
| Items as Indicated Within “Let’s Get Clinical.” | Week Five, Saturday, 23:59 |
| **Module One (All Courses)** |  |
| Attestation Statement | Wednesday 23:59 |
| Discussions | Wednesday 23:59 – post introduction and initial post for assigned discussion  Saturday 23:59 – post replies to 2 colleagues |
| Assignments / Quizzes | Saturday 23:59 |
| Exam | Friday 00:00 – Sunday 23:59 |
| **Module Two** |  |
| Discussions | Wednesday 23:59 – post original discussion  Saturday 23:59 – post replies to 2 colleagues |
| Assignments / Quizzes | Saturday 23:59 |
| Exam | Friday 00:00 – Sunday 23:59 |
| **Module Three** |  |
| Discussions | Wednesday 23:50 – post original discussion  Saturday 23:59 – post replies to 2 colleagues |
| Assignments / Quizzes | Saturday 23:59 |
| Exam | Friday 00:00 – Sunday 23:59 |
| **Module Four** |  |
| Discussions | Wednesday 23:59 – post discussion thread  Saturday 23:59 – post replies to 2 colleagues |
| Assignment (Coding certificate) / Quizzes | Saturday 23:59 |
| Exam | No content exam this week |
| **Module Five** |  |
| Discussions | No discussion this week |
| Quiz | Saturday 23:59 |
| Comprehensive Final Exam | Friday 00:00 – Sunday 23:59 |

# Assignments and Assessments:

## Blackboard Required:

Only assignments submitted through Blackboard will be reviewed and accepted for a grade, regardless of the reason. Assignments that are submitted through email will not be reviewed for feedback nor graded. They will be assigned a grade of zero. No exceptions will be made**.**

## Technical Problems:

Because technology is vulnerable to experiencing difficulties you should not wait until the last minute to submit an assignment, complete a quiz, or test. If you experience technical difficulties contact Blackboard Support to help resolve the issue. They are open 24 hours a day.

## Late Assignments / Assessments:

•         Late assignments and/or quizzes/tests will normally not be accepted for a grade or reviewed for feedback and will be assigned a zero. Emergent situations in which faculty may consider late assignments, etc. IT IS THE SOLE RESPONSIBIITY OF THE STUDENT TO NOTIFY THE LEAD INSTRUCTOR OF ILLNESS/EMERGENCY. FAILURE TO DO SO DOES NOT GUARANTEE STUDENT ANY EXTENSION OF ASSIGNMENT/QUIZ/TEST DUE DATES. Original documentation evidence for absence will be required. Acceptable forms of documentation may include 1) Official statement of student or immediate family member being or having been under medical care during the period of time in question; 2) Police report with student’s or immediate family members’ name(s) during the period of time in question; and 3) any other documentation from an official source that explains an illness/emergency during the period of time in question. Any document appearing to be altered in any way or which lacks required information will not be accepted.  
    
•         Quizzes and tests must be started, completed, and submitted prior to the submission due date and time. Any quiz or test submitted after the due date and time will not be accepted.  It is recommended that students start the test early as technical difficulties will not be accepted as an excuse.    
  
**If you are in the exam 1 minute past midnight Blackboard will enter the test as late and will not calculate the grade. If this happens you will receive a zero. I will not go in and manually grade the test.**

## Plagiarism:

Plagiarism is prohibited. Any assignment determined to have been plagiarized will be given a zero and the student reported for academic dishonesty. Copying your answers from your textbooks, journal articles, any website or any source is considered plagiarism. All of your work is to be in your own words, paraphrased and referenced according to APA style. Using quoted sentences is not an acceptable manner in which to complete any assignment in this course and does not reflect synthesis of the material. Consequently the use of quoted sentences will result in a point deduction up to and including a zero**.**

**Academic Integrity:**

All students enrolled in this course 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.

Per UT System Regents’ Rule 50101, §2.2, suspected violations of university standards for academic integrity (including the Honor Code) will be referred to the Office of Student Conduct. Violators will be disciplined in accordance with the University policy, which may result in the student’s suspension or expulsion from the University.

"Scholastic 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."

As a licensed registered nurse, graduate students are expected to demonstrate professional conduct as set forth in the Texas Board of Nursing rule **§215.8. in the event that a graduate student holding an RN license is found to have engaged in academic dishonesty, the college may report the nurse to the Texas Board of Nursing (BON) using rule §215.8 as a guide.**

# APA 6th Edition:

Students are expected to use APA style to document resources. Numerous resources can be found through the UTA Library at the following links:

* <http://library.uta.edu/sites/default/files/apa2014.pdf>
* <http://libguides.uta.edu/apa>
* <http://library.uta.edu/how-to/paper-formatting-apa-st>

# Grading and Evaluation:

A = 90-100

B = 80-89.99

C = 70-79.99

Students are required to maintain a GPA of 3.0**.**

Final grades are not rounded up.

| **Required Components for Course Credit** | **Weight / Percentage Value**  **Within the Course** |
| --- | --- |
| Module 1 Progress Quiz | 5% |
| Module 1 Discussion | 5% |
| Module 1 Content Exam | 10% |
| Module 2 Progress Quiz | 5% |
| Module 2 Discussion Board | 5% |
| Module 2 Content Exam | 10% |
| Module 3 Progress Quiz | 5% |
| Module 3 Discussion Board | 5% |
| Module 3 Content Exam | 10% |
| Module 4 Progress Quiz | 5% |
| Module 4 Discussion Board | 5% |
| Module 4 Coding Certificate | 10% |
| Module 5 Progress Quiz | 5% |
| Module 5 Final Exam | 15% |

# University Library Resources for Online Students:

**Peace Williamson**, *Nursing Librarian* Phone: (817) 272-7433 E-mail: [peace@uta.edu](mailto:peace@uta.edu)

## Research Information on Nursing:

[**http://libguides.uta.edu/nursing**](http://libguides.uta.edu/nursing%20)

| Library Home Page | <http://www.uta.edu/library> |
| --- | --- |
| Subject Guides | [http://libguides.uta.edu](http://libguides.uta.edu/) |
| Subject Librarians | <http://www.uta.edu/library/help/subject-librarians.php> |
| Database List | <http://libguides.uta.edu/az.php> |
| Course Reserves | <http://pulse.uta.edu/vwebv/enterCourseReserve.do> |
| Library Catalog | <http://discover.uta.edu/> |
| E-Journals | <http://ns6rl9th2k.search.serialssolutions.com/> |
| Library Tutorials | <http://www.uta.edu/library/help/tutorials.php> |
| Connecting from Off-Campus | <http://libguides.uta.edu/offcampus> |
| Ask A Librarian | [http://ask.uta.edu](http://ask.uta.edu/) |

Resources often used by online students: <http://library.uta.edu/distance-disability-services>

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).** 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.

**Counseling and Psychological Services, (CAPS):**

[www.uta.edu/caps/](http://www.uta.edu/caps/) or calling 817-272-3671.

Only those students who have officially documented a need for an accommodation will have their request honored. 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) or by calling the Office for Students with Disabilities at (817) 272-3364.

**Student Evaluation of Course:**

Students are asked to please complete the anonymous course evaluation upon completion of this course. We use information gathered from student feedback to guide our overall continual improvement process. Thank you!

Title IX:

*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)*. For information regarding Title IX, visit* [www.uta.edu/titleIX](http://www.uta.edu/titleIX).

**Schedule Adjustments:**

*As the instructor for this course, I reserve the right to adjust this schedule in any way that serves the educational needs of the students enrolled in this course. – Patricia Meadows*

# Technology Requirements

Students must have an up-to-date computer system with wired (not wireless) high-speed Internet in addition to e-mail and internet skills. The entire course will be delivered in an online format.

# Exams with Respondus and External Webcam Monitoring

Exams will be given using Respondus Lockdown Browser with webcam monitoring. Quizzes will not required a webcam.  You will be required to download Respondus to complete any quiz or exam. Respondus can be downloaded at: <http://www.respondus.com/lockdown/download.php?id=163943837>

**Tripod and Webcam**:

You will need an external high definition (1080p) webcam with a tripod. An external high definition webcam with a tripod is required to allow you to meet the requirements of the video monitoring for each quiz and test. An external webcam is one which is separate from your computer or laptop. A **1080p** webcam is the required webcam for the MSN online program.

# Technology Requirements are listed in separate information area under student resources

**Test Taking Rules and Tips:**

Read the test taking rules and tips prior to each exam. Follow these tips to optimize your computer’s functionality, enhance blackboard’s function, and to minimize technical difficulties.

* Respondus Lockdown Browser with video monitoring will be used to administer each exam. Please make sure to download Respondus prior to taking your first quiz.
* Update Respondus prior to completing each quiz and exam.
* Update Java prior to completing each quiz and exam.
* You will need an external high definition (1080p) webcam with a tripod. This will ensure that your IDs and videos are clearly seen. You will use this webcam throughout the online MSN curriculum. An external webcam is one that is separate from your computer or laptop.
* Using the tripod position the webcam to the side of your desk so that the webcam captures a profile view of you, your computer, and desk. The webcam should provide a clear view of you, the desk and computer from the level of the desk up.
* To ensure your webcam is working properly, complete the webcam test prior to taking every exam.
* If you are kicked out of a test, close your browser completely, reopen it, and log back into Respondus lockdown browser to continue taking the quiz or exam.
* A photo ID is required to take the exam. Show your driver’s license or Mav ID when prompted by the system. Only your driver’s license or Mav ID is acceptable forms of identification. A work ID badge, passport, or other forms of ID are not acceptable and should not be used.
* Your photo ID must be held close enough to the camera to be read. The photo must be facing the camera. If the image of your ID is not legible you will be asked to provide an electronic copy of your driver’s license or Mav ID to verify your identity. Your grade will not be released until your identity has been verified. Failure to verify your identity will result in a zero for the exam.
* You will be asked to show your environment. When you are prompted please rotate the camera to show at 360 degree view of your desk and the room in its entirety.
* Please ensure that there are no lights shining in front of the webcam. This will obscure the images taken by the webcam.
* Your desk must be completely clear of all materials. Papers, pencils, pens, books, electronics, cell phones, tablets etc. are not allowed on or around your desk while taking an exam.
* Drinks are not allowed while taking an exam.
* No one else may be in the room while you are taking a test.
* Once you have started a test you are not allowed to leave your desk. You must complete and submit the test prior to leaving your desk.
* Plug in laptops and computers prior to starting the an exam.
* Talking is prohibited.
* The use of any electronics is strictly prohibited. You may only have one computer screen on the desk and powered.  If you normally use two screens, you must remove the second monitor or screen from the test taking surface and cover it if it is in the room.
* You may take a test while sitting on a bed but you cannot have any part of your body covered with bedding (sheet, blanket, pillow, etc.).
* Hats may not be worn while taking an exam.

**Any violation in the above rules may result in any and all of the following**:

* A point deduction up to and including a grade of zero on the respective test.
* The student may be reported to The Office of Student Conduct. If The Office of Student Conduct determines the reported student has participated in academic dishonesty the consequences may include any or all of the following: a quiz or test score of zero, course failure, probation, suspension or expulsion from the university.

# Plagiarism

Plagiarism is prohibited. Any assignment determined to have been plagiarized will be given a zero and the student reported for academic dishonesty. Copying your answers from your textbooks, journal articles, any website or any source is considered plagiarism. All of your work is to be in your own words, paraphrased and referenced according to APA style. Using quoted sentences is not an acceptable manner in which to complete any assignment in this course and does not reflect synthesis of the material. Consequently the use of quoted sentences will result in a point deduction up to and including a zero.

# Safe Assign

Safe assign is an electronic system which helps to identify plagiarized assignments. All student assignments are subject to being submitted to safe assign at any time to evaluate for plagiarism. Case studies and the electronic poster presentation will automatically be submitted to safe assign and evaluated for plagiarism. Discussion board posts may randomly be submitted to safe assign or may be submitted if plagiarism is suspected.

Plagiarism: Copying another student’s paper or any portion of it is plagiarism. Copying a portion of published material (e.g., books or journals) without adequately documenting the source is plagiarism. Consistent with APA format, 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, according to APA format. 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 expected to review the plagiarism module from the UT Arlington Central Library via <http://library.uta.edu/plagiarism/index.html>This is repeated here. At least one of the two needs to go under global stuff in the orientation, probably both.

# 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 [www.uta.edu/resources](http://www.uta.edu/resources). Does this apply to online? Please find out what specifically applies to them and let’s get that message.

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/>).

**Drop Policy:**

Graduate students who wish to change a schedule by either dropping or adding a course must first consult with their Graduate Advisor. Regulations pertaining to adding or dropping courses are described below. Adds and drops may be made through late registration either on the Web at MyMav or in person through the student’s academic department. 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. Contact the Office of Financial Aid and Scholarships at http://wweb.uta.edu/aao/fao/ . The last day to drop a course is listed in the Academic Calendar available at http://www.uta.edu/records/services/academic-partnership­programs.php#summer Make generic and leave vague for the different potential lengths of courses. Needs to go under program stuff.

A student may not add a course after the end of late registration A student dropping a graduate course after the Census Date but on or before the last day to drop may with the agreement of the instructor, receive a grade of W but only if passing the course with a C or better average. A grade of W will not be given if the student does not have at least a C average. In such instances, the student will receive a grade of F if he or she withdraws from the class. Students dropping a course must: (1) Contact course faculty to obtain permission to drop the course with a grade of “W”. (2) Contact your graduate advisor to obtain the form and further instructions

This course is presented completely online and is administered at an accelerated pace. The course builds upon your undergraduate education and will cover a significant amount of content over a short period of time. It is designed to facilitate and guide your learning. As such minimal written lecture content is provided. You will be required to read the text books and synthesize the information to complete all of the course assignments.

As a graduate student the expectations of this course and curriculum are different than your undergraduate education. You are expected to synthesize the information from your readings and be able to apply it to clinical scenarios in a manner which is reflective of advanced practice nursing. As a graduate student you are considered to be an independent learner and if needed identify additional resources to help you understand the concepts in the course.

Supplemental videos have been provided over select concepts for your review. These videos are not mandatory to view but you may find them helpful in understanding some of the content. For testing purposes you are responsible for the content in the text books and the written lectures which have been provided.

This format will require you to spend an average of 13-17 hours per week to complete all of the required readings and assignments. The majority of the concepts presented in the course are not new but the time you spend weekly will vary depending on many variables.