

**University of Texas at Arlington**  
**College of Nursing and Health Innovation**  
**NURS 2232-600 Professional Nursing and Life Skills**  
**Spring 2019**

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**Lead Faculty:**

Griselle B. Estrada MSN, RN

**Office Number:**

PKH, Room 220

**Office Telephone Number:**

817-272-6507

**Email Addresses:**

[gestrada@uta.edu](mailto:gestrada@uta.edu)

**Faculty Profile:**

<https://mentis.uta.edu/explore/profile/griselle-estrada>

**Office Hours:**

Office hours are by appointment. My usual hours are Monday, Wednesdays, and Thursdays (0930-1530). Please ask for appointment via email.

**Support Faculty:**

Deana Furr, PhD, RN

**Office Number:**

PKH, Room 220

**Office Telephone Number:**

817-272-1746

**Email Addresses:**

[dfurr@exchange.uta.edu](mailto:dfurr@exchange.uta.edu)

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**TIME AND PLACE OF CLASS MEETINGS:**

This is an online course. Students are expected to check Blackboard and their UTA student email daily.

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**DESCRIPTION OF COURSE CONTENT:**

This course will assist students who experience challenges with testing, time management, studying, and/or professional behavior.

**PREREQUISITE OR CO-REQUISITE:** None.

**REQUIRED for COURSE ENROLLMENT:**

Any student, who has a nursing course failure, including pre-nursing courses, such as pathophysiology or pharmacology.

**REQUIREMENTS OF THE COURSE:**

Students who are required to take the course must take the course during their next semester of nursing courses. Students who are required to take the course but do not earn a passing grade, will be required to complete the course again and earn a passing grade.

### **RECOMMENDATION for COURSE ENROLLMENT:**

- Any student who wishes to improve test-taking strategies, time management skills, and study skills
  - Students who have made 75% or less on any nursing course are strongly encouraged to enroll in this course
  - Any student who has dropped a nursing course because of potential failure
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### **STUDENT LEARNING OUTCOMES:**

At the completion of the course, the student will:

- Demonstrate effective time management skills
  - Utilize test taking strategies, using a defined process
  - Implement weekly study plan
  - Identify strengths, weaknesses, and barriers to learning
  - Implement a plan, based on individual learning style, to incorporate skills into studying and test preparation
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### **REQUIREMENTS:**

1. **Attestation Form:** Please print and read attestation before first day of class. Please submit electronically through Blackboard by January 24, 2019.
  2. **Course syllabus:** Students are responsible for all material in the syllabus.
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### **REQUIRED TEXTBOOKS AND OTHER COURSE MATERIALS:**

Silvestri, L. (2017). *Saunders comprehensive review for the NCLEX-RN examination* (7<sup>th</sup> ed) ISBN: 9780323358514. Online resources (obtained via an access code) are required.

Silvestri, L. (2017). *2018-2019 Saunders strategies for test success: Passing nursing school and the NCLEX* (5<sup>th</sup> ed). ISBN: 9780323479608

Straker, K. C. & Kelman, E. G. (2007). *Vital skills: Study strategies every nursing student must know* ISBN: 9780979847509

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### **COURSE POLICIES**

**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 on attendance. This is an online course and attendance is not taken. However, while UT Arlington does not require instructors to take attendance in their courses, the U.S. Department of Education requires that the University have a mechanism in place to mark when Federal Student Aid recipients "begin attendance in a course." UT Arlington instructors will report when students begin attendance in a course as part of the final grading process. Specifically, when assigning a student a grade of F, faculty report the last date a student

attended their class based on evidence such as a test, participation in a class project or presentation, or an engagement online via Blackboard. This date is reported to the Department of Education for federal financial aid recipients.

### **GRADING POLICY:**

#### **Minimum Passing Criteria:**

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

- 70% weighted average on major proctored exams
- 70% weighted average on major written assignments (if applicable)

In determining the final course grade, the weighted average on major proctored exams and/or major written assignments as outlined above will be checked first. If a student achieves a 70.00% with no rounding of the average on these course components, the additional graded items will count toward the final course grade. If the student does not achieve a 70.00% with no rounding of the average on the components listed, the grade stands as a D or F as determined by the numerical value from the weighted average on the major proctored exams and/or major written assignments listed above.

**The following assignments are all included in the 70% weighted average for major written assignments in this course:**

<b>MAJOR ASSIGNMENTS</b>	
Progress check #1	8%
Progress check #2	8%
Quiz #1	2.5%
Quiz #2	5%
Quiz #3	2.5%
Quiz #4	2.5%
Quiz #5	2.5%
Quiz #6	2.5%
Quiz #7	2.5%
Feedback paper	5%
Semester calendar	8%
Weekly calendar #1	4%
Weekly calendar evaluation	4%
ATI Practice Assignment #1	5%
ATI Practice Assignment #2	5%
Silvestri practice test	2.5%
Five-day test plan assignment	4%
Five-day test plan evaluation	4%
NCLEX Practice Questions #1	5%
NCLEX Practice Questions #2	5%
NCLEX Practice Questions #3	5%
NCLEX Practice Questions #4	5%
Study Notes	2.5%

**GRADE CALCULATION:**

In undergraduate nursing courses, all grade calculations will be carried out to two decimal places and there will be no rounding of final grades. Letter grades for tests, written assignments and end-of-course grades, etc. shall be:

A =	90.00 – 100.00
B =	80.00 – 89.99
C =	70.00 – 79.99
D =	60.00 – 69.99

*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.*

**Late Assignments:** Written assignments turned in after the due date will have 5% of the grade deducted per day for 48 hours. Assignments turned in more than 48 hours late will not be accepted for grading and will receive a zero.

**Grade Grievances:** In an attempt to resolve a complaint, the student must first make a serious effort to resolve the matter with the individual with whom the grievance originated. Faculty of the course has the primary responsibility for assigning grades. Appeals of the official grade assigned to a student for a course will not, therefore, be considered at levels above the faculty unless a student offers evidence of:

- Differential treatment – examples might be providing benefits such as extra time for assignments to some but not all students in the class; excluding some students from attendance or other course requirements, OR
- Procedural irregularities – examples might be adding a new requirement that was not listed in the class syllabus; using criteria for grades not made available to the student ahead of time.

The full procedure for student grievances can be found in the College of Nursing Student Handbook: <https://www.uta.edu/conhi/students/policy/index.php>

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

**For this course, students are not allowed to drop unless they are dropping all nursing courses.**

**AMERICANS WITH DISABILITIES ACT:**

UT Arlington is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including *The Americans with Disabilities Act (ADA)*, *The Americans with Disabilities Amendments Act (ADAAA)*, and *Section 504 of the Rehabilitation Act*. All instructors at UT

Arlington are required by law to provide “reasonable accommodations” to students with disabilities, so as not to discriminate on the basis of disability. Students are responsible for providing the instructor with official notification in the form of **a letter certified** by the Office for Students with Disabilities (OSD). Only those students who have officially documented a need for an accommodation will have their request honored. Students experiencing a range of conditions (Physical, Learning, Chronic Health, Mental Health, and Sensory) that may cause diminished academic performance or other barriers to learning may seek services and/or accommodations by contacting: **The Office for Students with Disabilities, (OSD)** <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).

### **NON-DISCRIMINATION POLICY:**

The University of Texas at Arlington does not discriminate on the basis of race, color, national origin, religion, age, gender, sexual orientation, disabilities, genetic information, and/or veteran status in its educational programs or activities it operates. For more information, visit [uta.edu/eos](http://uta.edu/eos).

### **TITLE IX POLICY:**

The University of Texas at Arlington (“University”) is committed to maintaining a learning and working environment that is free from discrimination based on sex in accordance with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in educational programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act (SaVE Act). Sexual misconduct is a form of sex discrimination and will not be tolerated. *For information regarding Title IX, visit [www.uta.edu/titleIX](http://www.uta.edu/titleIX) or contact Ms. Michelle Willbanks, Title IX Coordinator at (817) 272-4585 or [titleix@uta.edu](mailto: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/>

### **ELECTRONIC COMMUNICATION:**

UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact university-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for checking the inbox regularly. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at <http://www.uta.edu/oit/cs/email/mavmail.php>.

### **CAMPUS CARRY:**

Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes as prohibited. Under the new law, openly carrying handguns is not allowed on college campuses. For more information, visit <http://www.uta.edu/news/info/campus-carry/>

### **STUDENT FEEDBACK SURVEY:**

At the end of each term, students enrolled in face-to-face and online classes categorized as “lecture,” “seminar,” or “laboratory” are directed to complete an online Student Feedback Survey (SFS). Instructions on how to access the SFS for this course will be sent directly to each student through MavMail approximately 10 days before the end of the term. Each student’s feedback via the SFS database is aggregated with that of other students enrolled in the course. Students’ anonymity will be protected to the extent that the law allows. UT Arlington’s effort to solicit, gather, tabulate, and publish student feedback is required by state law and aggregate results are posted online. Data from SFS is also used for faculty and program evaluations. For more information, visit <http://www.uta.edu/sfs>.

### **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 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 AVAILABLE:**

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)

**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

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**THE STUDENT HANDBOOK CAN BE FOUND BY GOING TO THE FOLLOWING LINK:**  
<https://www.uta.edu/conhi/students/policy/index.php> and clicking on the link titled BSN Handbook.

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**ACTIVE SHOOTER:**

The safety and security of our campus is the responsibility of everyone in our community. Each of us has an obligation to be prepared to appropriately respond to threats to our campus, such as an active aggressor. Please review the information provided by UTA Police regarding the options and strategies we can all use to stay safe during difficult situations. <https://police.uta.edu/activeshooter>

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**IDEAS CENTER:**

The IDEAS Center (2<sup>nd</sup> Floor of Central Library) offers **FREE** tutoring to all students with a focus on transfer students, sophomores, veterans and others undergoing a transition to UT Arlington. Students can drop in, or check the schedule of available peer tutors at [www.uta.edu/IDEAS](http://www.uta.edu/IDEAS) or call (817) 272-6593.

**ENGLISH WRITING CENTER (411 LIBR)**

The Writing Center offers **FREE** tutoring in 15-, 30-, 45-, and 60-minute face-to-face and online sessions to all UTA students on any phase of their UTA coursework. Register and make appointments online at <https://uta.mywconline.com>. Classroom visits, workshops, and specialized services for graduate students and faculty are also available. Please see [www.uta.edu/owl](http://www.uta.edu/owl) for detailed information on all our programs and services. The Library's 2<sup>nd</sup> floor Academic Plaza offers students a central hub of support services, including IDEAS Center, University Advising Services, Transfer UTA and various college/school advising hours. Services are available during the library's hours of operation.  
<http://library.uta.edu/academic-plaza>

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**LIBRARIANS:** <https://library.uta.edu/subject-librarians>

**NURSING LIBRARIANS:** [nursinglibrarians@uta.edu](mailto:nursinglibrarians@uta.edu)

Gretchen Trkay	<a href="mailto:gtrkay@uta.edu">gtrkay@uta.edu</a>
Peace Ossom Williamson	<a href="mailto:peace@uta.edu">peace@uta.edu</a>
Heather Scalf	<a href="mailto:scalf@uta.edu">scalf@uta.edu</a>
RaeAnna Jeffers	<a href="mailto:raeanna.jeffers@uta.edu">raeanna.jeffers@uta.edu</a>

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**COURSE SCHEDULE:** Available via Blackboard

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.

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**PROFESSIONAL CONDUCT ON BLACKBOARD:**

The Blackboard Discussion Board is to be viewed as a professional forum for student discussions. Students are free to discuss academic matters and consult one another regarding academic resources. The tone of postings on the Blackboard Discussion Board is to remain professional in nature at all times. It is not appropriate to post statements of a personal or political nature, or statements criticizing classmates or faculty. Statements considered inappropriate will be deleted by the lead teachers.

**PLAGIARISM AND ACADEMIC INTEGRITY:**

Copying another student's paper or any portion of it is considered plagiarism. Additionally, copying a portion of published material (e.g., books or journals) without adequately documenting the source is also considered plagiarism. 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://library.uta.edu/plagiarism/index.html>

In this course, the SafeAssign program is used on Blackboard to review submitted assignments. Students are allowed to view the SafeAssign originality report before submitting assignments. If a student submits an assignment that displays clear evidence of scholastic dishonesty, that assignment will receive a zero and the student will be referred to the Office of Student Conduct. For further information on academic integrity please review <https://www.uta.edu/conduct/academic-integrity/index.php>

**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 student learning. For information regarding the Scholarship Fund, please contact the Dean's office.

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**COURSE WORK**

**Written Assignments:** All assignments must be submitted online through the Blackboard assignment drop box. Students who email assignments will not receive credit. Students are encouraged to contact the lead faculty for questions, comments, and/or concerns about assignment submission.

**Quizzes:** Quizzes not turned in by due date/time will receive point reductions:

0-24 hours late – minus 10 points

25-48 hours late – minus 20 points

Not accepted if more than 48 hours late



**Guidelines for test-taking:**

- Students can take the open-book tests in this course at home in a non-proctored environment.
- Students should work alone. Working with other students is considered collusion, a form of academic dishonesty and will be reported to the Office of Student Conduct.
- Students are allowed to use available resources available; however, please keep in mind the guidelines pertaining to academic integrity, APA format, and acknowledgement of sources ( <https://library.uta.edu/plagiarism/index.php> )
- Tests are timed. If a student has computer issues when testing, contact the lead teacher immediately.
- Multiple question types will be used on the test (such as multiple choice, fill in the blank).
- If students are entitled to accommodations, the appropriate documentation must be provided 48 hours prior to the test.
- The 70% Exam Average to pass the class rule does not apply to this class.
- Rationales will be provided at the conclusion of the test.

**Course Content:**

In N2232, content covered includes but is not limited to:

Time Management	Prioritization and delegation
Test preparation and study skills	Stress management
Test-taking strategies	Test anxiety

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**FACULTY RESPONSIBILITIES:**

Faculty members are responsible for

- providing an environment conducive to learning
- facilitating students' learning
- supporting creative endeavors

Students are urged to be actively involved in their own process of learning. Faculty functions more as a facilitator who coaches, mediates, prompts, and helps students develop and assess their understanding, and thereby their learning.

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**STUDENT RESPONSIBILITIES and COURSE EXPECTATIONS:**

- All communication with faculty and other students will be professional and respectful
- Read assigned texts and materials, carry out learning activities, and review other materials as necessary to support comprehension and understanding of course content
- Participate in the class or in discussion board activities as assigned
- Submit all assignments electronically through Blackboard as described in syllabus
- Communicate needs/concerns related to the course directly to the lead teachers
- If necessary, make an appointment with the lead teacher(s) regarding personal progress
- Submit required assignments on time
- Check Blackboard daily for communications/announcements pertaining to the course. Any information posted on Blackboard is considered delivered after 24 hours from the posting