



UNIVERSITY OF  
TEXAS  
ARLINGTON

COLLEGE OF NURSING  
AND HEALTH INNOVATION



## **Course Name and Number : NURS 5341 - 401 - Financial Management in Nursing**

**Course Description:** Analyze and apply financial management concepts to financial planning, budgeting, and reimbursement systems in health care.

**Pre and Co-requisite Courses:** NURS 5311

**Section:** 400

**Instructor(s):** Tammie Peterson, RN, MSN/MPH, CPTC, NEA-BC

**Email:** TAMMIE@uta.edu

### **Student Email:**

Students enrolled in online NP 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:** *By appointment only*

### **Emergency Phone Number for Reaching Faculty:**

Felicia Chamberlain, (817) 272-0659, [chamberl@uta.edu](mailto:chamberl@uta.edu)  
Manager-Graduate Nursing Online Programs

### **Faculty Profile:**

<https://mentis.uta.edu/explore/profile/tammie-peterson>

**Preferred Methods for Reaching Instructor:**

E-mail           TAMMIE@uta.edu

Cell Phone:   214-693-9985

**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 no later than 72 hours after the due date and time.**

**Virtual Office Hours:**

Please 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 Coaches:**

Jeanette Mincey

Patricia Clayton-Levasseur

Bonnie Pigg

jeanette.cagle@iconnect-na.com

patricia.claytonlevasseur@iconnect-na.com

bonnie.pigg@iconnect-na.com

**Clinical Faculty:** None

**Credit Hours:** 3

**Clinical Hours:** None

**Required Textbooks and Other Course Materials:** Leger, J. & Dunham-Taylor, J. (2018). *Financial Management for Nurse Managers: Merging the Heart with the Dollar*. 4th ed. Burlington: Jones & Bartlett Learning. APA 6<sup>th</sup> Edition. ISBN: 9781284127256

UTA Bookstore Link: <http://www.bkstr.com/texasatarlingtonstore/shop/textbooks-and-course-materials>

### Attendance Policy:

Student attendance in this online course is required virtually as needed to successfully complete course assignments and assessments within the required timelines. The course has been developed to be delivered completely online. There are no mandatory in class attendance requirements however you are required to meet the established assignment due dates.

### 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 9 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.

### Course Topics / Lesson Titles:

| Module | Module Topics / Titles                                       | Lesson Topics / Lesson Titles        |
|--------|--------------------------------------------------------------|--------------------------------------|
| 1      | Introduction to Labor Management/Budgetary Concepts          | Introduction to Financial Management |
| 2      | Illustrate a workforce management challenge/conflict         | Labor Cost Allocation                |
| 3      | Summarize the impact of skill mix in labor cost and variance | Labor Variance Management            |
| 4      | Discuss the significance of cost                             | Healthcare and the Economy           |
| 5      | Budget Project                                               | Budget Principles/Final Project      |

### Course Outcomes and Performance Measurement:

| Course Objective(s) | Module Number and Objective(s) | Assessment Item |
|---------------------|--------------------------------|-----------------|
|                     | Module 1                       |                 |

| Course Objective(s)                                                                                    | Module Number and Objective(s)                                                                | Assessment Item                                                                                                       |
|--------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| 1. Evaluate the roles and functions of nurse leaders in selected rural/urban health care organizations | Summarize the impact of quality and value on healthcare.                                      | Discussion Boards: Value Based Purchasing, Quality Relationship with Finance, Nurse Leader Implications<br><br>Survey |
|                                                                                                        | Module 2                                                                                      |                                                                                                                       |
|                                                                                                        | Illustrate a workforce management myth.                                                       | Discussion Board: Workforce Myths                                                                                     |
|                                                                                                        | Evaluate a departmental staffing report.                                                      | Survey<br><br>Assignment: Staffing Module (ongoing)                                                                   |
|                                                                                                        | Apply knowledge of financial management in preparation of a written essay.                    | Survey<br><br>Assignment: Staffing Module (ongoing)                                                                   |
|                                                                                                        | Module 3                                                                                      |                                                                                                                       |
|                                                                                                        | Summarize the impact of skill mix in labor cost and variance.                                 | Discussion: Patient Care Model Design Impact<br><br>Survey                                                            |
|                                                                                                        | Defend the significance that fatigue management has on healthcare workers.                    | Discussion: Fatigue on the Workforce<br><br>Survey                                                                    |
|                                                                                                        | Demonstrate the application of labor productivity standards and variance management.          | Discussion: Importance of Productivity Survey, Productivity Misconceptions<br><br>Survey                              |
|                                                                                                        | Apply labor variance management techniques to achieve desired skill mix and labor cost ratio. | Discussion: Patient Care Model Design Impact<br><br>Survey                                                            |

| Course Objective(s)                                                                                               | Module Number and Objective(s)                                           | Assessment Item                                                                                                    |
|-------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|
|                                                                                                                   | Module 4                                                                 |                                                                                                                    |
|                                                                                                                   | Discuss the significance of cost.                                        | Discussion Board: Cost Control, Cost Defined<br>Survey                                                             |
|                                                                                                                   | Understand the role of case management in a healthcare delivery system.  | Discussion Board: Case Management<br>Survey                                                                        |
|                                                                                                                   | Summarize a proposed budget proposal..                                   | Assignment: Final Budget Issue Project (ongoing)                                                                   |
|                                                                                                                   | Module 1                                                                 |                                                                                                                    |
| 2. Apply knowledge of trends and issues that influence financial budgeting issues in the healthcare organization. | Summarize the impact of quality and value on healthcare.                 | Discussion Boards: Value-Based Purchasing, Quality Relationship with Finance, Nurse Leaders Implications<br>Survey |
|                                                                                                                   | Module 2                                                                 |                                                                                                                    |
|                                                                                                                   | Illustrate a workforce management myth.                                  | Discussion: Workforce Myths<br>Survey                                                                              |
|                                                                                                                   | Module 3                                                                 |                                                                                                                    |
|                                                                                                                   | Defend the significance that fatigue management has on healthcare worker | Discussion: Fatigue on the Workforce<br>Survey                                                                     |
|                                                                                                                   | Module 4                                                                 |                                                                                                                    |
|                                                                                                                   | Understand the role of case management in a healthcare delivery system.  | Discussion Board: Case Management<br>Survey                                                                        |

| Course Objective(s)                                                                        | Module Number and Objective(s)                                                | Assessment Item                                                           |
|--------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|---------------------------------------------------------------------------|
|                                                                                            | Module 5                                                                      |                                                                           |
|                                                                                            | Discuss financial issues with managers.                                       | Assignment: Final Budget Issue Project (ongoing)                          |
| 3. Evaluation personal mission statement with healthcare organization's mission statement. | Module 1                                                                      |                                                                           |
|                                                                                            | Summarize the impact of quality and value on healthcare.                      | Discussion Board: Nurse Leader Implications<br><br>Survey                 |
| 4. Analyze research and evidence based practice findings in decision-making processes.     | Module 4                                                                      |                                                                           |
|                                                                                            | Discuss the significance of cost.                                             | Discussion Board: Cost Control, Cost Defined<br><br>Survey                |
|                                                                                            | Understand the role of the case management in the healthcare delivery system. | Discussion Board: Case Management<br><br>Survey                           |
|                                                                                            | Summarize a proposed budget proposal.                                         | Assignment: Financial Issue Project, Final Budget Issue Project (ongoing) |
|                                                                                            | Module 5                                                                      |                                                                           |
|                                                                                            | Evaluate your financial issue project.                                        | Assignment: Financial Issue Project, Final Budget Issue Project (ongoing) |
|                                                                                            | Discuss the financial issues with managers.                                   | Discussion Board: Budget Implications                                     |
|                                                                                            | Produce a financial issue project.                                            | Assignment: Final Budget Issue Project (ongoing)                          |
|                                                                                            | Module 4                                                                      |                                                                           |

| Course Objective(s)                                                                              | Module Number and Objective(s)                                                | Assessment Item                                                           |
|--------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|---------------------------------------------------------------------------|
| 5. Create a teaching project with solution for financial issue based on evidence-based research. | Discuss the significance of cost                                              | Discussion Board: Cost Control, Cost Defined<br><br>Survey                |
|                                                                                                  | Understand the role of the case management in the healthcare delivery system. | Discussion Board: Case Management<br><br>Survey                           |
|                                                                                                  | Summarize a proposed budget proposal.                                         | Assignment: Financial Issue Project, Final Budget Issue Project (ongoing) |
|                                                                                                  | Module 5                                                                      |                                                                           |
|                                                                                                  | Evaluate your financial issue project.                                        | Assignment: Final Budget Issue Project (ongoing)                          |
|                                                                                                  | Discuss the financial issues with managers.                                   | Discussion Board: Budget Implications                                     |
|                                                                                                  | Produce a financial issue project.                                            | Assignment: Final Budget Issue Project (ongoing)                          |

### Course Schedule and Due Dates (Central Time):

| Course or Module Activity | Due Date                                                                                           |
|---------------------------|----------------------------------------------------------------------------------------------------|
| <b>Module One</b>         |                                                                                                    |
| Attestation Statement     | Wednesday 23:50 (CST)                                                                              |
| Discussions (3)           | Wednesday 23:59 (CST) - original discussion<br>Saturday 23:59 (CST) - post replies to 2 colleagues |
| Survey                    | Saturday 23:59 (CST)                                                                               |
| <b>Module Two</b>         |                                                                                                    |
| Discussions (2)           | Wednesday 23:59 (CST) - original discussion<br>Saturday 23:59 (CST) - post replies to 2 colleagues |
| Survey                    | Saturday 23:59 (CST)                                                                               |
| <b>Module Three</b>       |                                                                                                    |
| Discussions (4)           | Wednesday 23:59 (CST) - original discussion                                                        |

| Course or Module Activity                                 | Due Date                                            |
|-----------------------------------------------------------|-----------------------------------------------------|
|                                                           | Saturday 23:59 (CST) - post replies to 2 colleagues |
| Survey                                                    | Saturday 23:59 (CST)                                |
| Assignment: Staffing Module                               | Saturday 23:59 (CST)                                |
| <b>Module Four</b>                                        |                                                     |
| Discussions (4)                                           | Wednesday 23:59 (CST) - original discussion         |
|                                                           | Saturday 23:59 (CST) - post replies to 2 colleagues |
| Survey                                                    | Saturday 23:59 (CST)                                |
| Assignment: Financial Budget Issue Assignment             | Saturday 23:59 (CST)                                |
| <b>Module Five</b>                                        |                                                     |
| Discussions (1)                                           | Wednesday 23:59 (CST) - original discussion         |
|                                                           | Saturday 23:59 (CST) - post replies to 2 colleagues |
| Assignment: Financial Budget Issue Project (3 components) | Saturday 23:59 (CST)                                |
|                                                           |                                                     |

#### **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 or test. If you experience technical difficulties contact Blackboard Support to help resolve the issue. They are open 24 hours a day. All technical issues must be resolved prior to an assignment or test due date and time. Assignments or tests which are submitted late secondary to technical issues may not be accepted and/or are subject to a point deduction up to and including a zero.

**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.

#### **Course Grading Scale**

A = 90 to 100

B = 80-89

C = 70-79

D = 60 to 69 – cannot progress

F = below 59 – cannot progress

**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**



graduate courses, see <http://catalog.uta.edu/academicregulations/grades/#graduatetext>. For student complaints, see <http://www.uta.edu/deanofstudents/complaints/index.php>.

### Late Assignments:

Late assignments may not be accepted for a grade or reviewed for feedback (regardless of the reason) and/or are subject to a point deduction up to and including a zero. 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 (central standard time) will not be accepted. **Late assignments will require a 10 point deduction on day 1 and a zero for day 2**

### Central Standard Time Zone

The University of Texas at Arlington is located in the central standard time zone. As such all due dates and times are based on the central standard time zone. All students regardless of their physical location are required to adhere to the central standard time zone due dates and times. It is the student's responsibility to know, in which time zone they are located, how it differs from the CST zone, and to ensure they follow the due dates and times accordingly. Late assignments or tests will not be accepted if the student encounters difficulties due to time zone discrepancies.

| Required Components for Course Credit                                                       | Weight / Percentage Value Within the Course |
|---------------------------------------------------------------------------------------------|---------------------------------------------|
| Staffing Module Assignment (Excel Spreadsheet)                                              | 20%                                         |
| Financial Budget Assignment (Formal APA Paper)                                              | 30%                                         |
| Final Financial Budget PowerPoint Presentation with signed Proctor agreement and evaluation | 30%                                         |
| Weekly Discussion Boards and Surveys                                                        | 20%                                         |

### 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://www.uta.edu/fao/> **The last day to drop a course is listed in the Academic Calendar available at:** <http://www.uta.edu/uta/acadcal.php?session=20166>.

1. A student may not add a course after the end of late registration.
2. A student dropping a graduate course after the Census Date but on or before the last day to drop may, receive a grade of W. Students dropping a course must:

(1) Contact your graduate advisor to obtain the drop form and further instructions before the last day to drop.

**Librarian to Contact:**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Nursing Liaison Librarians:</b><br><a href="mailto:nursinglibrarians@uta.edu">nursinglibrarians@uta.edu</a><br>(Use if you need an immediate response)                                                                                                                                                                                                                                                                                                                                                         |
| <b>ReaAnna Jeffers</b><br>Information Literacy and Health Sciences Librarian<br><a href="mailto:raeanna.jeffers@uta.edu">raeanna.jeffers@uta.edu</a><br>817-272-1563<br>Office Hours: 11am – 2pm (Mon., Tues., Wed.)                                                                                                                                                                                                                                                                                              |
| <b>Library Resources</b><br>Library Website: <a href="mailto:library@uta.edu">library@uta.edu</a><br>Nursing Databases:<br><a href="http://libguides.uta.edu/az.php?s=9598">http://libguides.uta.edu/az.php?s=9598</a><br>APA Guide: <a href="http://libguides.uta.edu/apa">http://libguides.uta.edu/apa</a><br>Nursing Guide: <a href="http://libguides.uta.edu/nursing">http://libguides.uta.edu/nursing</a><br>Other Nursing Guides: <a href="http://libguides.uta.edu/?b=s">http://libguides.uta.edu/?b=s</a> |

Contact all nursing librarians:  
[library-nursing@listserv.uta.edu](mailto:library-nursing@listserv.uta.edu)

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

For help with APA formatting, you can go to:

- 1) <http://libguides.uta.edu>
- 2) Scroll down and click on “Nursing”
- 3) Click on “APA Guide” for advice on various aspects of paper writing. This is a short-cut for the APA Manual. When in doubt, refer to the Manual.

In addition to providing the general library guide for nursing (<http://libguides.uta.edu/nursing>), we can put together course specific guides for your students. The subject librarian for your

area can work with you to build a customized course page to support your class if you wish. For examples, visit <http://libguides.uta.edu/os> and <http://libguides.uta.edu/pols2311fm>.

### **Disability Accommodations**

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)**. 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.

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

**The English Writing Center (411LIBR):** 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>

**Student Success Faculty:** In order to assist masters nursing students who are at academic risk or who need academic support, there are graduate faculty members available to you. The goal of the success faculty member is to support student achievement in masters-level coursework so students can reach their educational goals. Students may contact a success faculty member directly, or a course instructor may encourage you to contact a success faculty member.

The success faculty in the MSN Program:

Dr. Lauri John is available as a writing coach to assist graduate nursing students improve the clarity and organization of their written papers. If you have questions about grammar or format as you are writing a paper, she can answer those questions for you by email or in person by appointment. After you have written a strong draft of a written paper, you can send it to her along with the grading criteria/rubric for the paper as email attachments at least 4 days before the paper is due (not including weekends), and she will give you feedback about your writing on a first come, first served basis. She can be reached via email: [ljohn@uta.edu](mailto:ljohn@uta.edu)

Dr. Mary Schira is available as a success faculty to assist with diverse resources that may include study skills, testing challenges/approaches, managing multiple responsibilities, and addressing personal issues impacting academic performance. Course content challenges may also be addressed, with referral to additional resources as indicated. Dr. Schira can be reached via email: [schira@uta.edu](mailto:schira@uta.edu).

### **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).*

### **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 ("University") is committed to maintaining a learning and working environment that is free from discrimination based on sex in accordance with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in educational programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act (SaVE Act). Sexual misconduct is a form of sex discrimination and will not be tolerated. *For information regarding Title IX, visit [www.uta.edu/titleIX](http://www.uta.edu/titleIX) or contact Ms. Jean Hood, Vice President and Title IX Coordinator at (817) 272-7091 or [jmhood@uta.edu](mailto:jmhood@uta.edu).*

**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'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 the 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/>.

"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 BON using rule §215.8 as a guide.**

### **APA 6<sup>th</sup> 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>

**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>

**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>.

If you are unable to resolve your issue contact the Helpdesk at [helpdesk@uta.edu](mailto:helpdesk@uta.edu).

**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>.

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**Graduate Student Handbook:** Students are responsible for knowing and complying with all policies and information contained in the Graduate Student handbook online at: <http://www.uta.edu/conhi/students/policy/index.php>

**Student Code of Ethics:** The University of Texas at Arlington College of Nursing and Health Innovation 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 online: <http://www.uta.edu/conhi/students/msn-resources/index.php>

**No Gift Policy:** In accordance with Regent Rules and Regulations and the UTA Standards of Conduct, the College of Nursing and Health Innovation has a “no gift” policy. A donation to one of the UTA College of Nursing and Health Innovation Scholarship Funds, found at the following link: is <http://www.uta.edu/conhi/students/scholarships/index.php> would be an appropriate way to recognize a faculty member’s contribution to your learning. For information regarding Scholarship Funds, please contact the Dean’s office.

**Online Conduct:** The discussion board should be viewed as a public and professional forum for course-related discussions. Students are free to discuss academic matters and consult one another regarding academic resources. The tone of postings should be professional in nature.

It is not appropriate to post statements of a personal or political nature, or statements criticizing classmates or faculty. Inappropriate statements/language will be deleted by the course faculty and may result in denied access to the Discussion boards. Refer to UTA CONHI Graduate Student Handbook for more information.



***For this course Blackboard communication tools, discussion boards, and UTA MAV email will be used extensively and should be checked often.***

### **Graduate Nursing Support Staff**

|                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>John Gonzalez, DNP, RN, ACNP-BC, ANP-C</b></p> <p>Chair, Graduate Nursing Programs<br/>Assistant Professor, Clinical<br/>Pickard Hall Office #512<br/>Email address: <a href="mailto:johngonz@uta.edu">johngonz@uta.edu</a></p>                  | <p><b>E. Monee' Carter-Griffin, DNP, RN, ACNP-BC</b></p> <p>Associate Chair for Advanced Practice Nursing<br/>Assistant Professor, Clinical<br/>Pickard Hall Office #510<br/>Email address: <a href="mailto:monee@uta.edu">monee@uta.edu</a></p>         |
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