NURS 2232: Professional Nursing and Life Skills
Fall 2018

Lead Teacher:
Deana Furr
Office Number:
Room 220
Office Telephone Number
817-272-1746
Email Addresses:
Please contact through Blackboard first
dfurr@uta.edu

OFFICE HOURS:
Office hours by appointment. My usual hours are Monday-Friday 0900-1700. Please ask for appointment via Blackboard.

TIME AND PLACE OF CLASS MEETINGS:
This is an online course. You are expected to check BB and your UTA student email daily. Please communicate with me through email. I will ONLY respond to emails sent from your UTA accounts. If you would like an appointment, please request via email.

DESCRIPTION OF COURSE CONTENT:

NURS 2232 PROFESSIONAL NURSING AND LIFE SKILLS (2-0). 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 successfully complete the course with a C or above. If you do not pass this course with a C or above, you will be required to repeat this course during your next semester of clinical nursing courses.

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

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

**REQUIREMENTS:**
Please print and read attestation before first day of class. Please submit electronically through Blackboard by **September 1, 2018 2359**. You are responsible for all material in the syllabus.

**Required Textbooks and Other Course Materials:**

You must have the online resources


Descriptions of major assignments and examinations with due dates:
Course Schedule with dates and assignments available on Blackboard. Each assignment has a detailed description and grading rubric. Please refer to the rubric and use it as a guide.

Course Content:
In N2232, the following topics will be covered, but not limited to:
- Time Management
- Test preparation and study skills
- Test taking strategies
- Prioritization and delegation
- Stress management
- Test anxiety

TEACHING METHODS: (not all methods may be used each semester at prerogative of lead teachers)
- Simulation (VCE)
- Reflective journals
- Discussions and discussion board postings
- Computer Assisted Instruction
- Reading and writing assignments
- APA papers
- Case studies or Patient Reviews
- Quizzes
- Nursing Care Plans
- Concept Maps

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.

GRADING POLICY:
In order to pass the course, the student must pass the following written assignments must be completed and submitted. For further information, refer to the Student Handbook.

<table>
<thead>
<tr>
<th>Tests</th>
<th>16%</th>
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<tbody>
<tr>
<td>Test 1</td>
<td>8%</td>
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<tr>
<td>Test 2</td>
<td>8%</td>
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<table>
<thead>
<tr>
<th>Other assignments</th>
<th>84%</th>
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<tbody>
<tr>
<td>Additional Assignments/Quizzes</td>
<td>25%</td>
</tr>
<tr>
<td>Feedback paper</td>
<td>5%</td>
</tr>
<tr>
<td>Semester calendar</td>
<td>8%</td>
</tr>
<tr>
<td>Weekly calendars</td>
<td>8%</td>
</tr>
<tr>
<td>ATI Practice Assignment 1</td>
<td>5%</td>
</tr>
<tr>
<td>ATI Practice Assignment 2</td>
<td>5%</td>
</tr>
<tr>
<td>Five day test plans</td>
<td>8%</td>
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</table>
NCLEX Practice Questions 20%
Total % of grade 100%

Assignments turned in more than 48 hours late will not be accepted for grading and will receive a zero.

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:

\[
\begin{align*}
A &= 90.00 – 100.00 \\
B &= 80.00 – 89.99 \\
C &= 70.00 – 79.99 \\
D &= 60.00 – 69.99
\end{align*}
\]

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.

COURSE WORK: Written Assignments and Quizzes (84%).

All written assignments MUST be submitted online through the BB assignment drop box. Please do not email assignments, you will not receive credit. Submit them through BB. Assignments turned in more than 48 hours late will not be accepted for grading and will receive a zero.

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.

IMPORTANT NOTE:
Any assignment which you submit electronically must be received prior to the due date and time to receive full credit. Please double check that you have properly attached your file and that it is not corrupted. A corrupted file or forgetting the attachment will not be excused as you are responsible for turning in your work on time. Don’t procrastinate—start early. (One objective of this course is to improve time management skills!!) Computer crashes and server downtimes are not valid excuses. A pattern of late papers will be reflected on your final grade. If you have questions or comments, please ask before the due time and date.

Assignments are put through safe assign to check for plagiarism. If a student turns in an assignment that displays clear evidence of copying, that assignment will receive a zero and the student will be referred to the Office of Student Conduct.

If an assignment shows evidence that a student has possession of another student’s work, that assignment will receive a zero.

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. The teacher functions more as a facilitator who coaches, mediates, prompts, and helps students develop and assess their understanding, and thereby their learning. Guided by the teacher, students construct their knowledge actively rather than just mechanically ingesting knowledge from the teacher or the textbook. (Constructivism as a paradigm for teaching and learning (n.d.) retrieved July 3, 2012 from http://www.thirteen.org/edonline/concept2class/constructivism/).

**STUDENT RESPONSIBILITIES:**

**Course expectations:** The student is expected to:

- All communication with faculty and other students will be professional and respectful. (See UNDERGRADUATE Student Handbook).
- Read assigned text, case studies, and computer assisted instructional materials, 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 BB as described in syllabus.
- Communicate needs/concerns related to the course directly to the lead teachers.
- Make an appointment with the lead teacher(s) regarding personal progress as necessary.
- Submit required written course and clinical assignments on time. Students must have a valid reason (serious illness, death in family) for requesting an extension; documentation should be provided.

**Tests:**

**Guidelines for test taking:**

- You can take your tests & at home in a non-proctored environment.
- You 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.
- You are allowed to use resources available to you. If you copy something verbatim, you are required to cite the source. See “Plagiarism” information under Academic Dishonesty (pg. 7).
- Tests are timed. If you have 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 you are entitled to accommodations, you must provide that documentation 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.
- If you think another answer is correct, you must support your response with current nursing reference or textbook.

**GRADE GRIEVANCES:**

Any appeal of a grade in this course must follow the procedures and deadlines for grade-related grievances as published in the current University Catalog.

http://catalog.uta.edu/academicregulations/grades/#undergraduatetext

**Drop Policy:** You are not allowed to drop this course unless you are dropping all of your clinical courses.

http://www.uta.edu/business-affairs/sfs/refunds/summer.php

**AMERICANS WITH DISABILITIES ACT:** The University of Texas at 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). 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 that disability. Any student requiring an accommodation for this course must provide the instructor with official documentation in the form of a letter certified by the staff in the Office for Students with Disabilities, University Hall 102. 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 or by calling the Office for Students with Disabilities at (817) 272-3364.

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.

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 or contact Ms. Jean Hood, Vice President and Title IX Coordinator at (817) 272-7091 or 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 University policy, which may result in the student’s suspension or expulsion from the University.

University Honor Code

All students enrolled in this course are expected to adhere to the UT Arlington Honor Code. 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 Community Standards. Violators will be disciplined in accordance with University policy, which may result in the student’s suspension or expulsion from the University.

1. I will do my own work and only submit assignments that are entirely my own work.
2. I will not copy the work of any other student (past or present) or collaborate with anyone else on assignments, quizzes, or any other academic work except as directed by the assignment/instructor’s directive.
3. I fully understand that academic dishonesty is grounds for dismissal from the program.
4. I will not share my personal access codes or passwords with other students.

ELECTRONIC COMMUNICATION POLICY: 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](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/](http://www.uta.edu/news/info/campus-carry/).

**STUDENT FEEDBACK SURVEY:** At the end of each term, students enrolled in classes categorized as lecture, seminar, or laboratory shall be directed to complete a Student Feedback Survey (SFS). Instructions on how to access the SFS for this course will be sent directly to each student through MavMail approximately 10 days before the end of the term. Each student’s feedback enters the SFS database anonymously and is aggregated with that of other students enrolled in the course. UT Arlington’s effort to solicit, gather, tabulate, and publish student feedback is required by state law; students are strongly urged to participate. For more information, visit [http://www.uta.edu/sfs](http://www.uta.edu/sfs).

**FINAL REVIEW WEEK:** A period of five class days prior to the first day of final examinations in the long sessions shall be designated as Final Review Week. The purpose of this week is to allow students sufficient time to prepare for final examinations. During this week, there shall be no scheduled activities such as required field trips or performances; and no instructor shall assign any themes, research problems or exercises of similar scope that have a completion date during or following this week *unless specified in the class syllabus*. During Final Review Week, an instructor shall not give any examinations constituting 10% or more of the final grade, except makeup tests and laboratory examinations. In addition, no instructor shall give any portion of the final examination during Final Review Week. During this week, classes are held as scheduled. In addition, instructors are not required to limit content to topics that have been previously covered; they may introduce new concepts as appropriate.

**EMERGENCY EXIT PROCEDURES:** Should we experience an emergency event that requires us to vacate the building, students should exit the room and move toward the nearest stairwell. When exiting the building during an emergency, one should never take an elevator but should use the stairwells. Faculty members and instructional staff will assist students in selecting the safest route for evacuation and will make arrangements to assist individuals with disabilities.

**STUDENT SUPPORT SERVICES 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, or view the information at [www.uta.edu/resources](http://www.uta.edu/resources).

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<tr>
<th>Emergency Phone Numbers:</th>
<th>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.</th>
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**THE STUDENT HANDBOOK CAN BE FOUND BY GOING TO THE FOLLOWING LINK:** [http://www.uta.edu/bsn-program/](http://www.uta.edu/bsn-program/) and clicking on the link titled BSN Student Handbook located in the lower left hand corner.
STUDENT CODE OF ETHICS:
The University of Texas at Arlington College of Nursing supports the Student Code of Ethics Policy. Students are responsible for knowing and complying with the Code. The Code can be found in the Student Handbook.

BLACKBOARD:
- **Blackboard is the primary method of communicating with the lead teachers outside of class.** Please use the e-mail and discussion areas provided as often as needed.
- **Students are responsible for checking Blackboard daily.** Any information posted on Blackboard is considered delivered after 24 hours from the posting.
- **Students are responsible for all information on blackboard relating to the course including the weekly course outlines and lecture notes.**
- Course forms and schedules not contained in the syllabus will be found on blackboard
  1. Go to [http://blackboard.uta.edu](http://blackboard.uta.edu)
  2. Log on using the ID name and password given to you during registration.
  3. Click on N2232 Professional Nursing and Life Skills (this course).
*Blackboard is a wonderful way to keep in contact with faculty and other students.*

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

**APA FORMAT:**
APA style manual will be used by the UTACON with some specific requirements for the undergraduate courses. The sample title page & instructions, as well as a Manuscript Preparation document can be found at: [http://www.uta.edu/nursing/file_download/52/APAFormat.pdf](http://www.uta.edu/nursing/file_download/52/APAFormat.pdf)

**OBSERVANCE OF RELIGIOUS HOLY DAYS:**
Undergraduate Nursing faculty and students shall follow the University policy regarding Observance of Religious Holy Days: ([http://wweb.uta.edu/catalog/content/general/academic_regulations.aspx#6](http://wweb.uta.edu/catalog/content/general/academic_regulations.aspx#6))

**NO GIFT POLICY:**
In accordance with Regents Rules and Regulations and the UTA Standards of Conduct, the College of Nursing has a “no gift” policy. A donation to the UTA College of Nursing Scholarship Fund would be an
appropriate way to recognize a faculty member’s contribution to your learning. For information regarding the Scholarship Fund, please contact the Dean’s office.

COUNSELING AND PSYCHOLOGICAL SERVICES (CAPS) Refer to www.uta.edu/caps/ or call 817-272-3671. Services are available to all students to help increase their understanding of personal issues, address mental and behavioral health problems and make positive changes in their lives.

LIBRARY INFORMATION: RaeAnna Jeffers, RN, BSN, MS-IS
Nursing Liaison Librarian, Central Library Office 311
http://www.uta.edu/library | raeanna.jeffers@uta.edu
Research information on nursing:
http://libguides.uta.edu/nursing

UNDERGRADUATE SUPPORT STAFF: Elizabeth Webb, Administrative Assistant I, Pre-Nursing, JR1/2
655 Pickard Hall, (817) 272-2776 ext. 21237
Email: ewebb@uta.edu
Verification of Reading and Understanding Syllabus:

I, _____________________________ have read and I understand the contents of this syllabus. I also have read and I understand the UT Arlington Honor Code. I agree to follow the guidelines outlined in the syllabus and Honor Code and will seek clarification as needed. I understand that if I was required to take this course, I must successfully complete this course with a C or above or I will be required to repeat this course next semester. I have also watched the Introduction Video.

__________________________________________  ____________________________
Name (signed)  Name (printed)
__________________________________________
Date

Please sign and submit electronically by September 1, 2018 2359.