Instructor Information

Instructor(s):
Lead Teacher: Deana Furr, PhD, RN
Baird, Becky, MSN, RN
Other Student Success team members

Office Number:
PKH, Room 220

Office Telephone Number:
817-272-1746

Email Address:
dfurr@exchange.uta.edu
becky.baird@uta.edu

Faculty Profile:
https://mentis.uta.edu/explore/profile/deana-furr

Office Hours:
By appointment. Use the links on the Student Success website to make appointments. Assorted times Monday through Friday are typically available, usually between 0900 – 1700 Monday through Friday.

Course Information

Section Information:
NURS 2232-001

Time and Place of Class Meetings:
This class meets Mondays 4-5:50 PKH Room 206. You are expected to attend class. If you have an unexpected event (hospitalization or death in the family) and have documentation for an excused absence, please email Ms. Baird prior to class time. You are expected to check BB and your UTA student email daily. Please communicate with us through email. We will ONLY respond to emails sent from your UTA accounts. If you would like an appointment, please request via email. Students are expected to check Canvas and their UTA student email daily.

Description of Course Content:
This course focuses on the development and successful use of time management, test-taking skills, study methods, and additional student success strategies that can support students enrolled in the
upper division prelicensure Bachelor of Science in Nursing (BSN) program. Additional content covered includes but is not limited to:
- Prioritization and delegation
- Test preparation and study skills
- Stress management
- Test-taking strategies
- Test anxiety

**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

**Required Textbooks and Other Course Materials:**

Silvestri, L. (2017). *Saunders comprehensive review for the NCLEX-RN examination (7th ed).* ISBN: 9780323358514. The book’s online resources (obtained via an access code) are required. The book must have an access code that will allow you to access the online resources, so **make sure you purchase a book with an unused access code on the inside cover that you can use.** If you buy a used book, the access code may have already been scratched off and used so that you will not be able to access the online resources.


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

**Guidelines for quizzes/progress checks:**
- Students can take the open-book quizzes/progress checks 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](https://library.uta.edu/plagiarism/index.php)). Students should summarize the content from the resource in their own words. If word for word statements from articles, videos, and textbooks are used, it is considered plagiarism if the source is not cited. According to the APA guidelines used in professional nursing: if quoting exactly from a source, include the source, quotation marks, and page number.
- Quizzes/progress checks are timed. If a student has computer issues when testing, contact the
lead teacher immediately.

- Multiple question types will be used on the quizzes/progress checks (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.

**Other Requirements:**
Students who accrue the requirement 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.

**Grading Information**

**Grading:**
The final grade is calculated using the assignment list below, with corresponding weight given to each assignment. Students are expected to keep track of their performance throughout the semester and seek guidance from available sources (including the instructor) if their performance drops below satisfactory levels; see “Student Support Services,” below.

**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). There are no exams or major written assignments in the NURS 2232 class, so the 70% weighted average criteria have no application in this particular class.

<table>
<thead>
<tr>
<th>N2232-001 Major Assignments/Grade Composition</th>
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<tbody>
<tr>
<td>Class Attendance and Participation</td>
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<tr>
<td>Progress check #1</td>
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<tr>
<td>Progress check #2</td>
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<tr>
<td>Science of Productivity/Time Usage</td>
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<tr>
<td>Multitasking</td>
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<tr>
<td>Pre-reading</td>
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<tr>
<td>Study Notes</td>
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<td>Managing Stress</td>
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<td>Pyramid Points</td>
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<td>Health Professional Test Anxiety</td>
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<td>Smart Test-Taking Strategies</td>
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<td>Sleep</td>
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<tr>
<td>Silvestri practice test</td>
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<tr>
<td>Semester calendar</td>
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<tr>
<td>Weekly calendar</td>
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</tbody>
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N2232 Syllabus (Campus-based)

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekly calendar evaluation</td>
<td>4%</td>
</tr>
<tr>
<td>ATI Practice Assignment #1</td>
<td>3%</td>
</tr>
<tr>
<td>ATI Practice Assignment #2</td>
<td>3%</td>
</tr>
<tr>
<td>Five-day test plan assignment</td>
<td>3%</td>
</tr>
<tr>
<td>Five-day test plan evaluation</td>
<td>3%</td>
</tr>
<tr>
<td>NCLEX Practice Questions #1</td>
<td>3.5%</td>
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<tr>
<td>NCLEX Practice Questions #2</td>
<td>3.5%</td>
</tr>
<tr>
<td>NCLEX Practice Questions #3</td>
<td>3.5%</td>
</tr>
<tr>
<td>NCLEX Practice Questions #4</td>
<td>3.5%</td>
</tr>
<tr>
<td>Feedback paper</td>
<td>4%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

**Late Assignment Submission:** Written assignments turned in after the due date will have 10% of the assignment 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. Quizzes cannot be completed late without documentation of extenuating circumstances. The quiz portal in Canvas closes according to the class schedule of due dates.

**Grade Grievances:**

Any appeal of a grade in this course must follow the procedures as published in the College of Nursing and Health Innovation Undergraduate Student Handbook (https://www.uta.edu/conhi/students/policy/index.php).

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.

More information about the university’s grade grievance policies can be found in the Undergraduate Grading Policies section of the catalog (https://catalog.uta.edu/academicregulations/grades/#undergraduatetext). Information regarding grievances for matters other than grades is available in the Student Rights section of the catalog (https://catalog.uta.edu/academicregulations/security/).

**Course Schedule**

A detailed course schedule of due dates is visible in Canvas on the Syllabus page, under the heading of Course Summary.

**Written Assignments:** All assignments must be submitted online through the Canvas assignment drop box. Students who email assignments will not receive credit (unless previous arrangements...
were made with faculty for a specific assignment). Students are strongly encouraged to contact the lead faculty for questions, comments, and/or concerns about assignment submission.

**STUDENT RESPONSIBILITIES and COURSE EXPECTATIONS:**
- Timely, effective, and professional communication with faculty regarding questions, concerns, or issues with the course, due dates, and assignments.
- 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 Canvas 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 Canvas daily for communications/announcements pertaining to the course. Any information posted on Canvas is considered delivered after 24 hours from the posting.

**Institution Information**

UTA students are encouraged to review the below institutional policies and informational sections and reach out to the specific office with any questions. To view this institutional information, please visit the [Institutional Information page](http://www.uta.edu/provost/administrative-forms/course-syllabus/index.php) which includes the following policies among others:

- Drop Policy
- Disability Accommodations
- Title IX Policy
- Academic Integrity
- Student Feedback Survey
- Final Exam Schedule

**Additional Information**

**Attendance:**
At The University of Texas at Arlington, taking attendance is not required but attendance is a critical indicator of student success. Each faculty member is free to develop his or her own methods of evaluating students’ academic performance, which includes establishing course-specific policies on attendance. **As the instructor of this class, I have established the following attendance policy:**

- **Attendance for each class session is required and a participation grade is issued.** Documented attendance at course reviews given by the Student Success faculty can be substituted for in-class attendance on a 1:1 basis. 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 must 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 Canvas. This date is reported to the Department of Education for federal financial aid recipients. When exiting the building during an emergency, do not take an elevator but use the stairwells instead. Faculty members and instructional staff will assist
students in selecting the safest route for evacuation and will make arrangements to assist individuals with disabilities.

**Emergency Exit Procedures:**
Should we experience an emergency event that requires evacuation of the building, students should exit the room and move toward the nearest exit, which is located down the hall to either the left or the right. (Pickard Hall has the shape of a large triangle, and there are exits at each of the three corners.) We encourage students to subscribe to the MavAlert system that will send information in case of an emergency to their cell phones or email accounts. Anyone can subscribe at Emergency Communication System: [www.uta.edu/uta/emergency.php](http://www.uta.edu/uta/emergency.php)

**Student Support Services:** UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include [tutoring](#), [major-based learning centers](#), [developmental education](#), [advising and mentoring](#), personal counseling, and [federally funded programs](#). For individualized referrals, students may visit the reception desk at University College (Ransom Hall), call the Maverick Resource Hotline at 817-272-6107, send a message to resources@uta.edu, or view the information at [http://www.uta.edu/studentsuccess/success-programs/programs/resource-hotline.php](http://www.uta.edu/studentsuccess/success-programs/programs/resource-hotline.php)

The [IDEAS Center](#) (2nd Floor of Central Library) offers **FREE tutoring** to all students with a focus on transfer students, sophomores, veterans and others undergoing a transition to UT Arlington. Students can drop in, or check the schedule of available peer tutors at 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](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 2nd floor Academic Plaza offers students a central hub of support services, including IDEAS Center, University Advising Services, Transfer UTA and various college/school advising hours. Services are available during the library’s hours of operation. [http://library.uta.edu/academic-plaza](http://library.uta.edu/academic-plaza)

**Librarian Contact Information:**

- **Nursing Librarians:** nursinglibrarians@uta.edu
  - Gretchen Trkay: gtrkay@uta.edu
  - Peace Ossom Williamson: peace@uta.edu
  - RaeAnna Jeffers: raeanna.jeffers@uta.edu

**CONHI Student Handbook:** The Undergraduate BSN Student Handbook can be found by going to the following link: [https://www.uta.edu/conhi/students/policy/index.php](https://www.uta.edu/conhi/students/policy/index.php)

**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. Enter the UTA Police Department’s emergency phone number into your own mobile phone.
PROFESSIONAL CONDUCT ON CANVAS:
The Canvas 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 Canvas 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 faculty.

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 Unicheck program is used on Canvas to review submitted assignments. Students are allowed to view the Unicheck 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.