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Instructor: Linda L. Rath, PhD, RNC  
Office: BRB 120  
Office Hours: online and by appointment  
Course Email: lrath@uttyler.edu  
Phone: 903.565.5525  
Fax: 903.566.1981

If you experience any problems please contact the UT Tyler Blackboard Campus Computing Services.

Course Title: NURS 5299.060: Independent Study/Capstone II

Course Description  
Refinement, approval, and implementation of the project developed in Capstone I. Students will work with interprofessional team members and stakeholders. (2 SCH)

Prerequisites  
Capstone I

Course Goals and Objectives  
Upon successful completion of this course, the student will be able to:
  1. Collaborate with the selected interprofessional team to implement strategies developed to achieve project goal(s).
  2. Recommend future strategies and research based on formative and summative evaluations.
3. Disseminate findings into the public domain.
4. Reflect on how his/her personal philosophy of nursing and healthcare has evolved as a result of graduate nursing education

Course Outline
Module 1
Weeks 1-2: Students will establish a weekly schedule to meet project goals; collaborative meetings for approval and project collaboration initiated. Approval documents submitted.
Module 2
Weeks 3-5: Students initiate implementation of project. Progress Report 1 due
Module 3
Weeks 6-8: Continue project implementation; Progress report 2 due
Module 4
Weeks 9-10: Conduct project evaluations
Module 5
Weeks 11-12: Final project implementation paper due
Module 6
Week 14-15: Dissemination of project

Key assignments:
- Project goal(s) and timeframes: Student will establish a weekly timeframe to reflect activities to achieve project goal(s).
- Final approvals: Student will submit letters of approval necessary to implement project. This may include IRB and/or administrative approvals.
- Progress reports: Two progress reports will be submitted. Students submit a progress report to faculty as to how the project is complying with time frame.
- Final project paper reflecting implementation and evaluation of project
- Powerpoint presentation, submission of project to journal for publication, or educational presentation to professional audience.

Course Calendar/Schedule
The course calendar and schedule may be viewed by accessing the documents located in the Syllabus/Orientation folder titled Course Calendar and Weekly Content.

Textbook Information, Other Readings and Materials
No textbook required. Due to diverse nature of projects; students will be using textbooks from previous courses and relevant literature.

Booklists and bookstore links may be accessed at the UT Tyler College of Nursing Graduate Studies page.
Grading Information

Course Requirements

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Goal and Timeframe</td>
<td>10%</td>
</tr>
<tr>
<td>Final approvals</td>
<td>15%</td>
</tr>
<tr>
<td>Progress Reports [2]</td>
<td>20%</td>
</tr>
<tr>
<td>Final Project Paper</td>
<td>40%</td>
</tr>
<tr>
<td>Dissemination</td>
<td>15%</td>
</tr>
<tr>
<td>Blogs or reflective journals</td>
<td>P/F</td>
</tr>
</tbody>
</table>

Specific guidelines and grading criteria are located in the respective modules. Final grades for the course will be determined based upon the following point assignments:

- A - 90-100
- B - 80-89
- C - 70-79
- D - 60-69
- F - Below 60

Discussion Board

The purpose of the discussion board in this independent study is to facilitate timely communication between the student and faculty to track progress, answer questions and discuss issues that may arise during the course of the project. The discussion board for this course is NOT graded.

Reading Assignments

- Assigned readings in graduate education are the beginning, not the endpoint. These readings will point you in the direction of continued reading and pondering of your scholarly thoughts. Each participant is responsible for completing the reading assignments in a timely manner. Deadlines are listed in the Course Schedule.
- Discussion and written assignments are made with the assumption that required reading assignments are completed prior to completion of discussion and written assignments.

Written Assignments

- All written assignments are to be completed in Microsoft Word and submitted in a timely manner. Deadlines are listed in the Course Schedule.
- Please note that all written assignments must be submitted by 8 AM Central Standard Time on the due date.
- All written assignments should be submitted through the assignment links. If your web connection is down for some reason, please contact the course faculty by course email or phone to make arrangements to get the assignment submitted within the posted time constraints.
- Plagiarism is a serious academic offense. Please avoid the consequences of academic dishonesty by citing all sources that you use in your work.
• Late assignments will receive point reductions, unless prior arrangements have been made with course faculty.

Assignments/Projects Turn-In Process
All assignments and projects will be submitted through the assignments link of Blackboard. Use the following process to prepare and submit assignments:

• Prepare your assignment using Microsoft Word. Name your assignment with the following convention: **last name first initial, assignment title** (ex. LastF_AssignmentTitle)
• Click on ”View/Complete Assignment“ in the assignments overview area or project area
• Number 1-shows the assignment instructions
• Number 2-is where you add your comments and attach your completed assignment
• Number 3-when all attached files (your completed assignment files) are uploaded, click submit

When written assignments are received, faculty will open them in Microsoft Word for grading using the “track changes feature.” This will enable us to make comments, ask questions, etc. We will then return your assignment through the Student Gradebook area. We will make an announcement when papers are returned to remind you to check the Student Gradebook. To see comments about your assignment, click on your grade. If you use an alternative to written assignments, the work will be viewed and graded using the Criteria sheet which will be returned through the Student Gradebook area of Blackboard.

If you need more instructions on how to submit files through the assignment link, please read the Blackboard Student Manual located in the Tools area.

Email
To communicate by email within the course with other participants or all participants, click the Communications link on the left side of the Blackboard frame. Click Send E-mail to send a message. You are able to send messages to All Users or Select Users in the course, including the instructor. If you need more instructions on how to send email messages with Blackboard please read the student manual located in the Resources area of the course.

The course email is lrath@utyler.edu

Questions or problems other than technical problems (see Technical Requirements in this Syllabus) may be submitted to the email address above.

Digital Library Resources
Students enrolled in this course have online access to the UT Tyler [Robert R. Muntz Library](http://library.uttyler.edu). Follow this link, and then complete the instructions at those sites for accessing information from a distant site. Many of the database subscriptions funded by student fees give you access to full text journals that you will need for your review of the literature in each course. If a
particular journal is not available, the library staff will procure the article for you using the Iliad feature. Please take the time to update your account and get familiar with the resources available. They are awesome.

Technical Support
If you experience technical problems or have a technical question about this course, you can obtain assistance by emailing itsupport@patriots.uttyler.edu
When you email IT Support, be sure to include a complete description of your question or problem including:
- The title and number of the course
- The page in question
- If you get an error message, a description and message number
- What you were doing at the time you got the error message
You may also visit the Help Tab in Blackboard for helpful information.

Plug-ins and Helper Applications
UT Tyler online courses use Java, JavaScript, browser plug-ins, helper application and cookies. It is essential that you have these elements installed and enabled in your web browser for optimal viewing of the content and functions of your online course.
- Adobe Flash Player allows you to view content created with Flash such as interactive web applications and animations. [http://get.adobe.com/flashplayer/](http://get.adobe.com/flashplayer/)

University Policies

Students Rights and Responsibilities
To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link: [http://www2.uttyler.edu/wellness/rightsresponsibilities.php](http://www2.uttyler.edu/wellness/rightsresponsibilities.php)

Grade Replacement/Forgiveness and Census Date Policies
Students repeating a course for grade forgiveness (grade replacement) must file a Grade Replacement Contract with the Enrollment Services Center (ADM 230) on or before the Census Date of the semester in which the course will be repeated. Grade Replacement Contracts are available in the Enrollment Services Center or at [http://www.uttyler.edu/registrar](http://www.uttyler.edu/registrar). Each
semester’s Census Date can be found on the Contract itself, on the Academic Calendar, or in
the information pamphlets published each semester by the Office of the Registrar.
Failure to file a Grade Replacement Contract will result in both the original and repeated grade
being used to calculate your overall grade point average. Undergraduates are eligible to
exercise grade replacement for only three course repeats during their career at UT Tyler;
graders are eligible for two grade replacements. Full policy details are printed on each Grade
Replacement Contract.

The Census Date is the deadline for many forms and enrollment actions that students need to
be aware of. These include:

- Submitting Grade Replacement Contracts, Transient Forms, requests to withhold
directory information, approvals for taking courses as Audit, Pass/Fail or Credit/No Credit.
- Receiving 100% refunds for partial withdrawals. (There is no refund for these after the
Census Date)
- Schedule adjustments (section changes, adding a new class, dropping without a “W”
grade)
- Being reinstated or re-enrolled in classes after being dropped for non-payment
- Completing the process for tuition exemptions or waivers through Financial Aid

State-Mandated Course Drop Policy
Texas law prohibits a student who began college for the first time in Fall 2007 or thereafter
from dropping more than six courses during their entire undergraduate career. This includes
courses dropped at another 2-year or 4-year Texas public college or university. For purposes of
this rule, a dropped course is any course that is dropped after the census date (See Academic
Calendar for the specific date).
Exceptions to the 6-drop rule may be found in the catalog. Petitions for exemptions must be
submitted to the Enrollment Services Center and must be accompanied by documentation of
the extenuating circumstance. Please contact the Enrollment Services Center if you have any
questions.

Disability Services
In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA)
and the ADA Amendments Act (ADAAA) the University offers accommodations to students with
learning, physical and/or psychiatric disabilities. If you have a disability, including non-visible
disabilities such as chronic diseases, learning disabilities, head injury, PTSD or ADHD, or you
have a history of modifications or accommodations in a previous educational environment you
are encouraged to contact the Student Accessibility and Resources office and schedule an
interview with the Accessibility Case Manager/ADA Coordinator, Cynthia Lowery Staples. If you
are unsure if the above criteria applies to you, but have questions or concerns please contact
the SAR office. For more information or to set up an appointment please visit the SAR office
located in the University Center, Room 3150 or call 903.566.7079. You may also send an email
to cstaples@uttyler.edu
Student Absence due to Religious Observance
Students who anticipate being absent from class due to a religious observance are requested to inform the instructor of such absences by the second class meeting of the semester.

Student Absence for University-Sponsored Events and Activities
If you intend to be absent for a university-sponsored event or activity, you (or the event sponsor) must notify the instructor at least two weeks prior to the date of the planned absence. At that time the instructor will set a date and time when make-up assignments will be completed.

Social Security and FERPA Statement:
It is the policy of The University of Texas at Tyler to protect the confidential nature of social security numbers. The University has changed its computer programming so that all students have an identification number. The electronic transmission of grades (e.g., via e-mail) risks violation of the Family Educational Rights and Privacy Act; grades will not be transmitted electronically.

Emergency Exits and Evacuation:
Everyone is required to exit the building when a fire alarm goes off. Follow your instructor’s directions regarding the appropriate exit. If you require assistance during an evacuation, inform your instructor in the first week of class. Do not re-enter the building unless given permission by University Police, Fire department, or Fire Prevention Services.

Course Evaluation
UT Tyler may ask you to complete a voluntary evaluation to help them make improvements and adjustments in their overall online learning forums.

Also, an end of semester evaluation specifically for this course will be made available for you to complete in the last week of instruction. Your comments and recommendations will be considered seriously as the course is updated. Your input throughout the semester contributes to our commitment to improve continually the quality and relevance of this course.

Netiquette Guide
"Netiquette" is network etiquette, the do’s and don'ts of online communication. Netiquette covers both common courtesy online and informal "rules of the road" of cyberspace. Review and familiarize yourself with the guidelines provided.

Completion Time
You should expect to spend as much time on an online course as you do in a face-to-face course. As a rough guide, you should plan to spend six to ten hours per week on this course. The actual amount of time will vary from individual to individual. This estimate includes the
time you spend in reading, discussions, and assignments. Clinical courses will require additional hours to meet clinical requirements.

You will have access to most of the course materials from the start of the course to the end. You may look and study ahead, or go back and review, at any time during the course. All assignments have set due dates. Due dates are as of midnight Central Standard Time on that date.

**Getting Started**
Please refer to the information contained in this Syllabus anytime you have a question regarding the basic course information. You can access a printable version of this Syllabus by clicking a link below.

Please begin this course by clicking on the Modules button in the left-hand navigation bar, and then choose Module 1.

**NURS 5299.060: Independent Study/Capstone 2**

**Course Calendar—Fall 2014**

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<th>ASSIGNMENT DUE [Note: All assignments are due by 8 AM Mondays, unless otherwise noted]</th>
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<tr>
<td>8/25/14</td>
<td>Classes begin...</td>
</tr>
<tr>
<td>9/1/14</td>
<td>Labor Day Holiday—All offices closed, no classes held!</td>
</tr>
<tr>
<td>8/25-9/8/14</td>
<td>Module 1: Preparation for Project Implementation Establish a weekly schedule to meet project goals; collaborative meetings for approval and initiate project collaboration. Submit approval documents.</td>
</tr>
<tr>
<td>9/8/-9/29/14</td>
<td>Module 2: Project Implementation</td>
</tr>
<tr>
<td></td>
<td>• Progress Report 1 due</td>
</tr>
<tr>
<td>9/29/-10/20/14</td>
<td>Module 3: Project Implementation, cont’d</td>
</tr>
<tr>
<td></td>
<td>• Progress report 2 due</td>
</tr>
<tr>
<td>10/27/14</td>
<td>Last day to withdraw from one or more courses.</td>
</tr>
<tr>
<td>11/3-11/21/14</td>
<td>Module 5: Project Report</td>
</tr>
<tr>
<td>11/24-11/2914</td>
<td>Thanksgiving holidays for faculty and students</td>
</tr>
<tr>
<td>11/21-12/1/14</td>
<td>Module 6: Project Dissemination</td>
</tr>
<tr>
<td></td>
<td>• NOTE: Paper due Friday by 12 N.</td>
</tr>
<tr>
<td>12/9-12/13/14</td>
<td>Final exams for all other classes</td>
</tr>
<tr>
<td>12/12/14</td>
<td>CONHS Commencement</td>
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