THE UNIVERSITY OF TEXAS AT TYLER COLLEGE OF NURSING AND HEALTH SCIENCES

NURS 5347
Internship I

Course Syllabus
Fall 2020

Course Faculty:

WELCOME

Welcome to NURS 5347 **Internship I**.   Your instructor for this course is Dr. Bethany Starks. In this course, you will spend concentrated time in the clinical area and begin taking on the APRN role.
The best way to contact faculty is by their emails.
Dr. Stark's email is bstarks@uttyler.edu.
Office hours are by appointment and as needed. Dr. Starks will have virtual office hours on Tuesday 7-8 pm. Additional office hours are available on Wednesday afternoons. The links for the Zoom office hours are on your course schedule. If you need to schedule additional office hours you may contact Dr. Starks via email and request them.   Dr. Starks is in clinic during the week. Emails may not be answered until the end of day.

Zoom sessions for are on Sunday from 3-4 pm. **The ZOOM meetings will be recorded if you cannot attend. Practicum I will focus on preparing you for the elocution of the nurse practitioner role including: defining nurse practitioners as a profession, application of nursing process to the NP role, documentation of NP practice, interview processes and contract negotiation.**

These other office hours are simply a way for you to connect with the faculty and get your questions answered. Occasionally, guest speakers may join the optional zoom sessions to provide detail on new pharmaceutical products.   Optional Quizzes may be offered during non-mandatory zoom sessions. During the scheduled zooms please be professional and in a quiet private location so you can give your undivided attention to the class. Consideration for your classmates is expected so please limit distractions in your camera view. Have your laptop on a table or desk to limit the camera shaking others will see.
You can request one on one faculty office hours at other times. If you would like to meet with Dr. Starks via Zoom at an alternate time you will need to send an email and a zoom link will be created for this purpose.

Overview This course is designed to provide intensive study of a clinical specialty. Three credit hours of N5347 will meet eligibility requirements for certification as a nurse practitioner. Students spend concentrated time in the clinical setting appropriate to their specialty. Refinement of clinical expertise and *establishment of role identity as an advanced practice registered nurse are expected outcomes*. This course may be taken concurrently with NURS 5349. Prerequisites: 5351, 5353, 5455. Current CPR needed.

OBJECTIVES

Upon completing this course, the learner will have demonstrated the ability to:
 Didactic
1. Articulate the role of the nurse practitioner in the health care delivery system.
2. Discuss coding/reimbursement issues related to practice management.
3. Identify business concepts and management strategies related to a variety of practical settings to maintain quality and control costs.
4. Analyze the influence of economics and fiscal policy on resource management and allocation.
 Clinical
1. Successfully develop a full and detailed plan of care on 75% of patients seen.
2. See at least two patients per hour.

INSTRUCTIONAL METHODS

This course is taught in a web-enhanced format with online readings as well as two mandatory zoom meetings. You will need a web cam for these Mandatory zoom meetings. As part of the web-enhanced format you will be expected to be seen and to interact with your instructors and classmates. For the mandatory Zoom you need to be on zoom and ready by 7pm; class will start promptly. Since class participation is required zoom sessions will not be recorded. Class interaction is necessary for this course. On Tuesday that are not mandatory you may call in if you have question but are not required to stay for the entire session.

To augment the course additional learning opportunities and resources may be presented. All online learning activities, website media and resource links will be accessed via Canvas or zoom

An essential component of this course is the in-person clinical experience. Clinical practicums with preceptors in a primary care site enhance the application and integration of didactic content and clinical skills. Bring all required reference materials to your clinical site. **At the Practicum level it is expected that while your reference materials should be available you should not need to refer to them for each case. This is especially true of medications. If show up to clinicals unprepared you may receive an unsatisfactory score on your CPE.**

You are expected to exemplify the professional role of the nurse practitioner. Dress professionally. Wear your lab coat with UT Tyler patch on the left upper chest at all times while in the direct patient care setting. Students are expected to wear their lab coats even if the provider the student is precepting with does not wear a lab coat.

READING/TIME FOR COMPLETION OF ASSIGNMENTS

Reading of professional materials (books, journals, etc) are an integral aspect of role development as a nurse practitioner. It is recommended that students spend a minimum of 2 hours daily reading materials related to assigned readings, clinical topics, and professional issues associated with the NP role and competencies. This is a 120 clinical hours 15-week course. This means you will have 11 hours of clinical per week and another 8 hours per week to complete the assignments of this course. You are to use the clinical time to see patients as quickly and efficiently as you can. Clinical time should not be used to enter data into Typhon. This data should be entered in Typhon nightly after you return home from clinical. The actual amount of time will vary from individual to individual.

Each participant is responsible for completing assignments in a timely manner. Written assignments are made with the assumption that required reading assignments will be completed prior to completion of the assignment.

When posting assignments to Canvas you must see the posted assignment in the preview panel to consider your assignment posted. Since unlimited postings is available for all assignments (except quizzes) you may not email your assignment to your faculty it must be upload it into Canvas. Links will be available for 1 week after the due dates.

COURSE ELEMENTS

A student's achievement of the course objectives is evaluated based on the following activities: A successful passage of the CPE/OSCE and completion of all clinical hours is required in order to pass this course regardless of other grades.

Should a student not be successful on a CPE/OSCE, additional hours may be added to this semester in 40 hour increments at the discretion of the faculty.

COURSE EVALUATION

Course Grading Scale: **No rounding will be done**.

A = 90 to 100%
B = 80 to 89%
C = 70 to 79%
D = 60 to 69%
F = Below 60%

APEA PRE-predictor Examination must be passed with a score of ≥ 70 to pass this course regardless of other course grades. You may take the pre-predictor exam up to 3 times during the semester and utilize your best score for grading purposes. APEA exams must be scheduled through Proctor U. The PRE-predictor exam is a unique test. General test bank exams and Q-Bank may not be substituted for the PRE-predictor. Go to http://www.apea.com/online-testing-center.html and select PRE- predictor examinations. Then click on the Family Practice Examinations. It is 150 questions and the results will give you rationale for missed questions, detailed score report, identify strengths and weaknesses, and assist you to create a plan of study. The exams are $31.95 per examination. The score of the examination will be submitted into gradebook in the assignment link.

If you do not pass the first predictor examination with ≥ 70 then you *MAY* buy My Q Bank Patient management system for two months on the APEA website. This will give you access to unlimited online tests, answers with rationales, and then guide you to study in your weak areas for $110. This question bank is useful but does contain repeat questions and is less rigorous than the Predictor exam used in 5349. You get access to a system that will monitor your progress and analyze your weak areas. You will have unlimited tests, so you can test on long 150 items tests, test only on your weak areas, or by body system. This test taking will decease test anxiety and help you learn how to think like a test writer. You may take as many *practice* predictor exams as you like to become comfortable with the test. but you have to buy each examination, so it pays to study before repeating the examination. If you make < 70 on the first predictor test is recommended that you take a review course or study additional Certification Review Courses. You may attend a live review course, participate in an online review or purchase a review book. Our goal is to make you successful on the certification examinations. You have access to 1200 questions through your Fitzgerald book. Additional review resources are listed under Optional course texts.

Review courses: highly recommended as they help you organize your study and review for boards. Both FHEA and APEA are great companies and have proved track records to help you pass boards. No clinical hours can be awarded for attendance of a live review course.

To register for Boards costs is $240-315 AANP and ANCC $250-340.
If you fail it on the first try you have to wait 3 months and you lose your job prospects.

Cost of ANCC exam is ($125 (for ANA members or 250-340) and cost of AANP exam is ($240-315).

Fitzgerald FHEA live review courses are available in the following locations:
Oklahoma City, OK April 25th Cost $518, with early register

 Go to FHEA.com for further information and additional dates and locations. Online review courses are also available

APEA review courses are $550. There are group rates and an early bird discount. Go to APEA.org for more details. Group Discount Rates Available: Email nina@apea.com (you will need to talk to your classmates if you want to attend as a group this will not be arranged through the University) **you will not receive the group rate if you register as an individual.**

GRADING ELEMENTS and Course Schedule NURS 5347 Internship I Fall 2020

Date Due	Item Due If there is a * by then it can be submitted in 5347 and 5349 if courses taken concurrently. However, you must submit it in both course assignment links. Please see list below.	Grade %:	Zoom number and link all meetings are on Sunday from 3pm-4pm. This is my personal ZOOM meeting room where all meetings will be held. Bethany Starks is inviting you to a scheduled Zoom meeting. These will be recorded for those who cannot attend. Topic: Bethany Starks' Personal Meeting Room Join Zoom Meeting https://uttyler.zoom.us/j/4296209133 Meeting ID: 429 620 9133
8/31-9/6	Intro to course requirements Syllabi Quiz	2%	Course expectations and Syllabus review – attendance STRONGLY recommended. Syllabi Quiz topics will be reviewed.
9/7	Labor Day: Offices Closed		
9/14	Pre-Predictor Exam #1	5%	Live Proctored through Proctor U. Test between 0800-1200
9/13	Full Clinical schedule due. If < 120 hours per course, then the grade will be 50% or less.	2%	*Hours for 5347 only*
9/20	SOAP Note #1 Due	5%	Use course template
9/21	Exam 1: (Diabetes, Men's Health)	10%	Auto-proctored: 0800-1200
10/1	Deadline for filing for Fall Graduation		
10/4	SOAP Note #2 Due	5%	Use course template
10/5	Pre-Predictor Exam #2	5%	Live proctored through Proctor U (0800-1200)
10/18	Mid-term CPE by preceptor due	2%	
10/19	Exam 2: Coding, Women's Health, Ortho	10%	Auto-proctored: 0800-1200
11/2	Exam 3: Hypertension, Psych, Neuro	10%	Auto Proctored: Available 0800-1200
11/2	Last day to withdraw		
11/8	Resume Due	5%	
11/8	SOAP #3 Due	5%	Use course template

11/16	**OSCE Check Off**	10%	**Online with proctoring: 1300-1700**
11/15	**Reflective Communication**	3%	
11/22	Summary of Clinical Hours	1%	
11/22 11/22	Final Preceptor CPE Site Evaluation/Preceptor Eval	3% 2%	*Summary of Hours for 5347 only – signature sheet, clinical schedule must match*
11/30	**Pre-predictor Exam #3**	15%	Live proctor via proctor you (0800-1200)
11/30	**Final day to submit paperwork**		

Grading Elements:
Syllabi Quiz: 2%
Pre-Predictor Exam : 10% (Best score of up to 3 attempts)
Clinical Schedule: 2%
SOAP Notes 1-3: 15%
Exam 1: 15%
Exam 2: 15%
Exam 3: 15%
Mid-term CPE by preceptor: 2%
Resume: 5%
Faculty OSCE: 10%
Reflective Communication: 3%
Summary of Clinical Hours: 1%
Final Preceptor CPE: 3%
Site Evaluation and Preceptor Evaluation: 2%
Total: 100%

Exam Dates: All exams will be proctored or Auto-Proctored from 0800-1200.
9/14: Pre-predictor #1
9/21: Exam 1
10/5: Pre-predictor #2
10/19: Exam #2
11/2: Exam #3
11/16: OSCE: 1300-1700
11/30: Pre-predictor #3

SUBMISSION INTO Canvas

You will need to upload your documents in canvas in ONE CONTINOUS word, excel, or PDF format document. No JPEG files will be accepted.

You must see the upload in the preview panel to consider your work submitted. There are unlimited attempts for submission allowed on each assignment (except quizzes) to enable you to successfully submit documents. Failure to comply with this submission criteria will result in the work not being eligible for a grade. Late papers are accepted for only five days at a five point penalty per day late fee. After five days the assignment will not be graded. This course is teaching you endurance stamina required of NPs. This will include submission of documents after a long clinical day. Timely submissions are expected as professional behavior. To stay on track please update your typhon submissions after each clinical day.

Reflective communication with faculty assignment: Students will be required to submit a reflective communication using the template provided to their respective faculty via the assignment link by the due date. Each item is to be addressed and you will need to reflect on the **NONPF** criteria for NP education to answer the first question. Thoughtful self- reflection comments are expected with regard to each item for maximum points. Comment like I feel better about … will not earn you credit without more elaboration and application to a clinical event. You cannot say you just feel better about your skills and expect this to be considered a reflective comment. Refer the NONPF competency table that is on your reflective communication assignment link.

Please update all personal information in myuttyler.edu also should there be questions. You can keep your patriots email post-graduation and this is the method of communication I will use should there be questions.

TYPHON TIME LOG INSTRUCTIONS
Typhon Logs are submitted for a total of TWO times**.** You are to Track your clinical experience in Typhon. Through this site, you will not only keep track of clinical hours but will also enter your clinical schedule. A listing of all patients you have cared for during the course and during your NP clinical experiences and your clinical schedule of hours worked is to be recorded using Typhon. Typhon requires demographic data and diagnoses for each patient. Entries using Typhon should be posted daily after the clinic hours are over NOT IN CLINICAL TIME. Your lunch time should not be entered into Typhon. YOUR CLINICAL TIME SHOULD FOCUS ON YOUR PATIENTS AND PRECEPTOR

 Each student should keep a printout or burn a CD/thumb drive of your clinical logs (or both). These logs may be requested by the Board of Nursing if you move to another state and request approval as an APN there. It is the responsibility of the student to keep these logs – THEY WILL NOT BE KEPT BY THE UNIVERSITY. This schedule must be printed in the excel format NOT HTML and submitted into Canvas. You must see the submission in the preview panel to consider your assignment submitted. Please see the format you should submit this in on the assignment link. **The total hours for your Summary of Clinical Hours correlate to the total hours on your preceptor signature sheet. Therefore, you must submit both of them in this assignment.**

Typhon Logs are not required for this course but must be maintained and submitted in Internship II. Login to Typhon: https://www.typhongroup.net/UTTyler For more instruction on how to submit your Typhon Logs see the link under modules for Course Resources. There is also a link on mission possible, under important stuff, NP clinical information, that gives you step by step instructions how to download this in Typhon in a way you can submit it into Canvas in excel. Only Typhon submitted in this format will be graded.

SUMMARY OF CLINICAL HOURS
In addition, **complete the Summary of Clinical Hours form that is located under "Clinical Documents"** (it has blue sections on it) on Canvas at the end of the semester and upload via the assignment icon. **This is due on November 22ⁿᵈ.. Only hours for this course need be included. You must submit this assignment to complete the course regardless of other assignments. *You* will need to add the hours in both the columns and the rows of this document.** You will need the preceptors, their credentials and their addresses for completion of certification documents.

CLINICAL EXPERIENCE
You must have your preceptor sign their signature each day you are in clinical. Please use the preceptor signature sheet located under course documents. You will need to prove your typhon submission hours correlate (match) your preceptor signature sheet. You must add up the time on your preceptor signature sheet and the time on your typhon entries (excluding lunch) and they must correlate.

A minimum of 120 clinical hours is required for satisfactory completion of this course and a total of 675 clinical hours for the entire program. The breakdown of clinical hours for the entire NP program is as follows:
- Pediatrics – 150 hours total
- Women's Health – 75 hours total
- Family Practice – 450 hours total

One half of all hours for the entire program must be completed with an Advanced Practice Nurse. The remainder of your clinical hours may be completed with a physician (MD or DO) or PA**.**

In order to meet the learning objectives, you may choose to work with physicians, physician assistants, and nurse practitioners at a setting that meets your educational needs for the semester. **Please remember that you are not allowed to do your clinicals where you are employed nor with a relative.** Each course has specific focus for clinicals, and clinical sites/preceptors must be approved by your clinical instructor.

Appropriate clinical attire: All clothing should be clean, pressed, and no frayed hems showing. *Lab coat and ID badge are worn at all times*. Men are to wear button up shirts that are tucked in and a belt. Ties are optional. Ladies are to wear dresses or pants and shirts that do not show cleavage. Running shoes and jean are unacceptable and may result in dismissal from the clinic for the day. Should a preceptor advise you to wear scrubs then this is permitted only in that preceptor's setting. Scrubs are not the normal wear of NPs in clinics. Remember you are selling yourself as a NP and you need to look the part.

A Preceptor Handbook is available on Mission possible Canvas for students to give to their preceptors. *In addition, students are expected to develop specific clinical objectives and provide those to each of your preceptors at the beginning of your clinical rotations.*

Please use the facility agreement and preceptor forms that can be found at the Mission Possible NP Canvas organization. There is a link to these forms on canvas for your convenience under "Important stuff" and then click on the NP clinical link. Forms must include all information in order to be processed.

Up to 60 hours may be obtained (but is not required) through clinical activities obtained with "specialists" *as approved by your clinical faculty* for your **whole program** of study. This is designed so you can do a working interview in your last semesters and get clinical credit while doing this. Students should ensure that they complete the required number of hours in women's health and pediatrics for the program. It is possible that a family practice site would satisfy this requirement, if adequate amounts of children and women are seen in the practice. This is not a program requirement but allow students flexibility should they have an area that interests them particularly.

Failure to meet the minimum number of clinical hours as designated here will result in failure of the course, regardless of scores on other course requirements.

CLINICAL PERFORMANCE EVALUATIONS

Students must obtain a passing performance evaluation by the student's faculty member before a grade in the course will be determined**. For this practicum course you are expected to make an appropriate plan of care for 75% of the patients you see in clinical this semester to meet the satisfactory level for this course.** Please see the CPE for specific areas evaluated. Unsatisfactory clinical performance will result in failure of the course, regardless of scores on other components of the course. Students will be evaluated by their clinical faculty member using several means including, but not necessarily limited to, the following: observation, chart review, discussions with the student's preceptor(s), and review of feedback provided by the preceptor CPEs. Clinical performance requires application of key concepts in providing care to individuals and families as evidenced by documentation in the **Clinical Performance Evaluation by faculty/Preceptor** (CPE). **TWO** Clinical Performance Evaluations by the preceptor are required for this course – one mid-term and one final evaluation. Students must satisfactorily complete the clinical performance component of the course to be eligible to pass the course. A minimum of one satisfactory CPE from faculty and a minimum of two satisfactory CPE from the preceptor must be completed to provide evidence of satisfactory performance. Failure to complete the clinical component satisfactorily will result in a course failure.

Student times for their CPE/OSCE are assigned and need to be met. In addition, faculty may make unannounced visits to the clinical site or call the preceptor at any time to evaluate a student's progress. Please be sure to keep your faculty person informed of any changes in your clinical time. Should an unsatisfactory CPE/OSCES be documented, a subsequent CPE/OSCE will be needed. The subsequent CPE/OSCES must demonstrate satisfactory performance in order for the student to pass the clinical portion of the course. Please note the course requirement that ALL site visits (and all clinical hours) must be completed by the last clinical day. **CPE check offs should be scheduled first week of class.**

ATTENDANCE/CLASS PARTICIPATION/PROFESSIONALISM

Graduate students at The University of Texas at Tyler are held to a high standard of professionalism. The UT Tyler student represents not only themselves, but the University as well. Professionalism issues include, but are not limited to the following: 1) timely attendance to zoom or clinical activities (tardiness); 2) appropriate dress and behavior in class and clinical activities (includes turning off cell phones) and appropriate grooming and attire in zooms and in the clinical area); 3) leaving class or clinical area to answer phone or make calls; 4) adherence to the Academic Honesty policy of UT Tyler and course syllabus; 5) repeated absences or tardiness to mandatory zooms or clinical activities; 6) failure to notify the faculty or preceptor about changes in the preceptor agreement; 7) tardiness to the mandatory zooms or clinical site; and 8) failure to adhere to the clinical dress policy. Students are expected to arrive on time to class and to their clinical sites. In addition, students are expected to dress in professional attire and wear a white lab coat with the UT Tyler patch on the left chest and have their student ID badge on.

As adult learners, graduate students are responsible to attend all class required zooms and activities. Students who have emergency situations should contact the course faculty and assigned clinical faculty as soon as possible. Since class attendance is mandatory, missing zooms/class may result in a reduction in the course grade.

Clinical decision-making and diagnostic reasoning must be mastered by the nurse practitioner. The expectation is that students will demonstrate appropriate professional interaction and discussion of clinical experiences, as well as information from reading/studying didactic information. Lack of student discussion and/or class participation may result in deductions from the course grade.

COMMUNICATION

- **With Preceptors**
  Clarity in communication is absolutely critical to the professional role, especially for the advanced practice nurse. Communicate clearly with preceptors about your objectives, learning needs, and clinical hours. Preceptors provide feedback to the student and the faculty about the student's clinical performance.
- **With Faculty**
  Regular communication with the clinical faculty is required to review clinical activities, develop on-going objectives, and evaluate clinical progress. Please look at the course calendar to have the right zoom ID meeting codes. Questions can be asked on Wednesday nights to Dr. Oliver via zoom. Each zoom meeting is set for two hours but only lasts about an hour. Personal questions can be asked at the end of the class while the zoom link is still live. Additional zooms or phone calls are available at student requests. **E-mail is the preferred way of communicating with Dr. Oliver**: aoliver@uttyler.edu
- **On canvas**
  Students are to check the Announcements section of canvas **daily** for announcements and new information.
- **Patriot Email**
  Students must check their **Patriots email** on a daily basis. This is the preferred method of communication by faculty with students. Failure to check your email may result in a lack of feedback regarding course changes and other important information.

ASSIGNMENTS/PROJECTS TURN-IN PROCESS

All assignments and projects will be submitted through the assignments links in canvas. Use the following process to prepare and submit assignments:

- Prepare your assignment using Microsoft Word. **Name your assignment with the following convention: First initial, Last name, Assignment title, Course Number**
- Click on "View/Complete Assignment" in the modules overview area or project area
- Number 1-shows the assignment instructions
- Number 2-is where you add your comments and attach your completed assignment. If there was an exception to any assignment please put a comment in this assignment comment section.
- Number 3-when all attached files (your completed assignment files) are uploaded, click submit. You need to see the assignment in your preview panel to consider your assignment submitted.

If you need more instructions on how to submit files through the assignment link in the modules, please read the Canvas Student Manual located in the tools area on the course canvas page.

All student assignments should be posted for evaluation using the assignment icon in canvas. Assignments for grading must be posted there.

Email: To communicate by email within the course with other participants or all participants, click the Communications link on the left. Click Send E-mail to send a message. You are able to send messages to All Users or Select Student Users in the course. Do NOT email Dr. Oliver through Canvas. If you need more instructions on how to send email messages with canvas please read the student manual located in the Resources area of the course.

Questions or problems other than technical problems (see Technical Requirements in this Syllabus) may be submitted to the faculty email addresses above. You can expect to receive responses to any emails you send during business hours within a day. Faculty will not be available to reply to emails or phone calls after 6pm or over the weekends. If our schedules will make us unavailable to answer emails for a day or two, we will send an announcement out so that you can plan accordingly. Papers submitted will be graded and returned within a week. Technical problems in email systems may slow down responses. Discussion board is checked daily M-F. If there is an urgent course question please email the lead faculty. Please keep in mind all NP faculty have their own clinical schedule one day a week and they will share with you that clinical day as they will not be available on that day. Dr. Roberts clinical day is Tuesdays

EVALUATION OF COURSE AND FACULTY

The University of Texas at Tyler requests that students complete a voluntary evaluation of both the faculty and the course which is due by the date in your email from institutional effectiveness. Evaluations are used to make improvements and adjustments in overall learning forums. Your comments and recommendations will be seriously considered as the course is updated. Your input throughout the semester contributes to faculty commitment to continually improve the quality and relevance of this course.

REQUIRED RESOURCES

Required Booklist: Must bring the Tarascon and Sanford Guide with you to clinicals daily.

Leik, M. (2018). Family Nurse Practitioner Certification Intensive Review   ISBN-10: 0826134297

Ferri, F. (2017). Ferri's Best Test: A Practical Guide to Clinical Laboratory Medicine and Diagnostic Imaging. Fourth Edition. ISBN- 0323511406

Winland-Brown, J., Dunphy, L. (2019) Family Practice and Adult-Gerontology Primary Care Nurse Practitioner Certification Examination   ISBN-10: 0803667183
5th edition

American Psychological Association. (2020). *Publication manual of the American Psychological Association.* (7th ed.). Washington, D.C.: Author**. ISBN** 143383216X

Fitzgerald, M. (2017) Nurse practitioner Certification Examination and Practice Preparation. 5th Ed. F.A Davis:
 Philadelphia ISBN 9780803660427

Weinstock, M.; Neides, D; Chan, M. (2015) Resident's Guide to Ambulatory Care 7th Ed. ISBN 9781890018788 Cost $45-55

Hamilton, R. (Ed.) 2017 Tarascon Deluxe Lab Coat Edition (18th Ed.) ISBN 9781284118957 may want to buy the larger print 8971. Price $22-25

Stanford Guide to Antimicrobial Therapy 2017 (47th Edition) ISBN 9781944272005- may want to buy the larger print to see it better (suggested) ISBN 9781944272029

==Please buy all required text and take to clinical with you. They are useful if your cell phone connection is poor or you lost internet connection. Have these with you at all times. Carry an extra phone cord with you should your battery on the phone go down.==

Web Sites that may be useful:

National Organization of Nurse Practitioner Faculties (**NONPF**) Domains and Core Competencies of Nurse Practitioner Practice – Students can access this document at: **http://www.nonpf.org**

Agency for Healthcare Research and Quality (AHRQ) practice guidelines: http://www.ahcpr.gov
By examining what works and does not work in healthcare, AHRQ's mission includes both translating research findings into better patient care and providing policymakers and other healthcare leaders with information needed to make critical healthcare decisions.

American Academy of Nurse Practitioners: http://www.aanp.org/

Coalition for Nurses in Advanced Practice (CNAP): "The Coalition for Nurses in Advanced Practice was founded in 1991 for the purpose of creating a legal and regulatory climate in which Advanced Practice Nurses can use their full potential to improve the health and well-being of all Texans."
http://www.cnaptexas.org

Medscape: Medscape's goals are to provide clinicians and other healthcare professionals with the most timely source of clinical information that is highly relevant to their patients and practice; make the clinician's task of information gathering simpler, more fruitful, and less time-consuming; make available to a broad medical audience clinical information with the depth, breadth, and validity needed to improve the practice of medicine.
http://www.medscape.com

National Guideline Clearinghouse Practice Guidelines: An initiative of the Agency for Healthcare Research and Quality (AHRQ), the National Guideline Clearinghouse TM (NCG) is a public resource for evidence-based clinical practice guidelines.
http://www.guideline.gov

National Institute of Nursing Research (NINR): Includes links to many nursing and nurse practitioner organizations. http://ninr.nih.gov

Texas Board of Nursing: https://www.bon.state.tx.us/index.html

Texas Nurse Practitioners: The mission of TNP is "to promote accessible, quality healthcare to the people of Texas by promoting the professional growth and welfare of nurse practitioners. http://www.texasnp.org

IMPORTANT UNIVERSITY POLICIES

Immunization and Documentation Requirements
Beginning Fall 2017, all students must have all requirements completed in the Castlebranch system before they attend clinical. Failure to produce documentation of met requirements will result in a missed clinical day.

Repeating a Course

Students repeating a course may not use previously submitted assignments in the current course or previous courses nor utilize the same patients for an assignment. Submitting the same or slightly modified assignments from pervious semesters is considered self-plagiarism and is subject to academic discipline, including failing the assignment or the course.

UT Tyler Judicial Affairs and Scholastic Dishonesty

UT Tyler Honor Code: I embrace honor and integrity. Therefore, I choose not to lie, cheat, or steal, nor to accept the actions of those who do.

It is the student's responsibility to abide by and be aware of The University of Texas at Tyler's academic dishonesty policies:
http://www.uttyler.edu/judicialaffairs/scholasticdishonesty.php

See http://www.uttyler.edu/mopp/documents/8-student-conduct-discipline.pdf
For Chapter 8 Student Conduct and Discipline

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://www.uttyler.edu/academicaffairs/files/syllabuspolicy.pdf

Graduate Nursing Student Handbook
http://www.uttyler.edu/nursing/college/graduate/documents/graduate-nursing-student-guide.pdf

It is the responsibility of each graduate nursing student to read the Graduate Nursing Student Handbook. The section for Masters Degree begins on page 29. It is especially important that students be aware of the selected excerpt below regarding program progression:
Progression
MSN requirements for progression include the following:
1. A minimum grade of "B" is necessary in all required courses for the MSN degree. Students have the responsibility of monitoring grades in the course websites in canvas throughout the semester and in communicating with course instructors regarding grade status. Two course failures will result in dismissal from the program.
2. Two or more semesters of at least 1 withdrawal per semester; the student must submit an appeal form within 10 business days after the official drop date to the Graduate Advisor if they wish to progress in the program.
3. Core courses must be taken in sequence, as indicated in the U.T. Tyler catalog.
4. Students on conditional admissions status will be granted full acceptance status after the successful completion of designated coursework prior to petitioning the Graduate Advisor for a change in admission status.
5. Nursing courses within the MSN curriculum m ay be repeated only once. A course withdrawal is counted as one course attempt. Exceptions may be made for extenuating circumstances.
6. Any elective hours m ay be chosen at the discretion of the student; however, it is recommended that three of those hours be related to the role function.
Revised: Fall 2015

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 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. Each semester's Census Date can be found 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; graduates are eligible for two grade replacements. Full policy details are printed on each Grade Replacement Contract.

Census Date
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 federal law, a student requesting accommodation must provide documentation of his/her disability to the Disability Services counselor. If you have a disability, including a learning disability, for which you request an accommodation, please contact the Disability Services office.

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. At that time the instructor will set a date and time when make-up assignments will be completed.

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.

Student Services (903) 566-7254

The goal of the Student Services Program is to offer a broad range of interventions that may be used by students who wish to improve their academic performance or by those who are on academic probation.

The Learning Strategies Program offers the Learning and Study Strategies Inventory (LASSI), which helps students identify potential areas of improvement. These areas can range from:

- Study Strategies
- Finding the Main Idea
- Test-Taking Skills
- Test Anxiety
- Note Taking Skills

Once these areas are identified, a counselor will aid the student in creating an individualized program that the student may use to help improve his or her academic performance. The individualized program may consist of specific study and learning strategies, additional assessment, individual counseling or referrals to other campus services.

TECHNICAL INFORMATION you can really save money this semester by going to this site while you are still a student. *HiEd Online Shopping - Save up to 80% on various Software and Hardware products! Visit HiEd Online and login with your university email and ID number. Go to http://hied.com/uttyler/*

Dell Products Shopping - New pricing, awesome deals! Start shopping for Dell products at a discounted price. If prompted enter UT Tyler's Member ID: US1407703.

If you experience technical problems or have a technical question about this course, you can obtain assistance by accessing The UT Tyler Campus Computing Center.

Computer Requirements-Minimum hardware requirements and recommended software configurations

These desktop browsers work best with canvas are chrome and firefox.If you have an apple Safari works well.

You will need a cable internet as dial up will not be fast enough for online courses and test taking.

Email Address Email is a vital communication medium in online learning. It is important that you check your patriots email daily.

Virus Protection It is recommended that you protect your computer from viruses. Keep your antivirus software up to date with the latest virus updates. Antivirus and Personal Firewall products may be available to you for free or at a reduced price through the Campus Computing Center. Check with your ISP, network help desk, or search the Internet for more information and product resources.

Spyware & Adware Protection Spyware and Adware are fast-growing threats that represent a major security and privacy risk. **Spyware** is a program that is installed, with or without the user's permission, and can monitor computer activity while broadcasting the information back to an outside party that controls the program. **Adware** displays unwanted advertising to your computer, can track your Web surfing habits and report it back to a central advertising server. It can slow your PC to a crawl by bombarding it with unwanted ads. Spyware and Adware removal tools and protection may be obtained through the Campus Computing Center or online resources.

Canvas live 24 /7 assistance is in the canvas course in the blue bar in the left hand side of your screen. From there you can live chat or use a guide. There is also a number you can call 24/7 and they will help you with canvas technical problems. Use their assistance for technical problems as they will know better than the faculty of the course how to navigate you to the solution.

Getting IT Help – **available 24/7 to students** -If you are having technical problems (other than canvas), please contact the Campus Computing Center:

- o Campus Computing Center
  Business 101
  3900 University Blvd
  Tyler, TX 75799
  (903) 566-7367
  itsupport@patriots.uttyler.edu