



**FNP Internship II  
NURS 5349  
Fall 2025**

**Scheduled Class Days and Times: Online with synchronous zoom meetings and required on campus days.**

**Instructor's Name: Valerie Miller PhD, APRN, FNP-C (All Sections)**

**Office:** Virtual by Zoom

**Phone:** (903) 566-7320

**Email:** vmiller@uttyler.edu\*

**Virtual Office Hours:** Tuesdays 6:30 – 7:30pm or by appointment for phone/video conference. Additional days and times may be arranged upon request. Please email faculty to make arrangements/obtain Zoom link.

\*Best way to contact me.

**Instructor's Name: Scharlotte Spencer, DNP, APRN-CNP, ACHPN, CNEcl**

**Office:** Virtual by Zoom

**Phone:**

**Email:** sspencer@uttyler.edu\*

**Virtual Office Hours: TBA**

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**Course Description:** Provides intensive clinical application of previous didactic content in the population foci. Refinement of clinical expertise and establishment of role identity as an APN. May take concurrently with NURS 5347.

**Prerequisites:** Pre-Requisite or Co-Requisite of NURS 5347 AND Admission to MSN NP program or Pre-Requisite or Co-Requisite of NURS 5347 AND Admission to NP Cert program

**Corequisites:** Pre-Requisite or Co-Requisite of NURS 5347 AND Admission to MSN NP program or Pre-Requisite or Co-Requisite of NURS 5347 AND Admission to NP Cert program

**Student Learning Outcomes:**

Upon completing this course, the learner will have demonstrated the ability to:

1. Synthesize prior clinical and foundational courses to prepare for certification boards.
2. Discuss the laws of Texas that affect nurse practitioners.
3. Prepare the student to successfully take certification boards.
4. Analyze the influence of economics and fiscal policy on resource management and allocation.

### Required Textbooks and Readings:

APEA University Predictor Exam - Additional instructions for this exam will be given the first day of class.

FNP Mastery Application – Additional instructions for this application will be given the first day of class.

Ferri, F. (2025). *Ferri's clinical advisor 2025: 5 books in One*. Elsevier. ISBN 978-0443117244

Fitzgerald, M. (2021). *Nurse practitioner certification examination and practice preparation*. (6<sup>th</sup> ed.). F.A Davis ISBN 9780803677128. Can get this at: [www.FHEA.com](http://www.FHEA.com) (Available online free from the library)

Gilbert, D., Chambers, H., Saag, M., Pavia, A., Boucher, H. (2025). *Sanford Guide to Antimicrobial Therapy, (55<sup>th</sup> ed.)*. Antimicrobial Therapy, Inc. ISBN: 978-1944272319  
Online Subscription Preferred: [www.sanfordguide.com](http://www.sanfordguide.com)

Texas Nurse Practitioners (2021). *The Texas Nurse Practitioner Handbook*. (2<sup>nd</sup> ed.). ISBN-13 : 979-8478581190

In Place/Exxat Subscription – activated through UT Tyler. Students should have previously accessed the In Place/Exxat software in previous courses.

#### Medical Spanish Bar Charts

Rosado, J. (2022) *Spanish Medical Conversation*. Bar Charts, Inc. ISBN 9781423203124  
*Spanish Conversation*. Bar Charts, Inc. ISBN 9781572228474  
(available online free from the library)

### Recommended Course Supplies:

One accordion file with 12 pockets for your professional paperwork.

### Special Course Notes:

#### 1) Proctoring Notice

The content exams in this course will be proctored using the Respondus Lockdown Browser and Respondus Monitor proctoring service. There is no cost to the student for utilizing the proctoring service however, students are required to have an external webcam and a microphone on their computer. The microphone is not required to be external and can be the one embedded within your computer or laptop.

The external webcam should be a high definition (1080p) webcam with a tripod. An external webcam with a tripod is required to allow you to meet the requirements of the video monitoring for each test. An external webcam is one which is separate from your computer or laptop. Logitech tends to be a good brand, but any high-definition external webcam is acceptable. Retail cost: \$30.00 to \$160.00.

If you are not able to provide these items, you must contact faculty by the second week of the course so we can arrange for you to take your exam on campus or another secure location. Details on utilizing the proctoring service and setting up your webcam can be found in the Canvas course.

## **2) FNP Predictor Exams**

This course requires students to use external applications/websites for FNP predictor exams. FNP Mastery and the APEA University Predictor Exam will be the required resources. Additional details for both APEA and FNP Mastery will be posted in your Canvas course the first day of classes. All predictor exams will be proctored live via online proctoring which will require a camera and audio during each exam.

## **3) Weekly Virtual Office Hours Zoom Meetings**

All weekly zoom sessions will be recorded and posted in Canvas. The special topics of each class meeting will focus on certification exam reviews and jumpstarting an NP career - including salary negotiations, malpractice insurance, interviewing tips, clinical practice pearls, etc. Mandatory zoom meetings are highlighted orange in the course calendar.

In graduate education, students learn as much from each other as from instructors. The biggest benefits of weekly class zoom meetings are seen when students are able to help each other with common problems. For example: if a student's preceptor quits suddenly, that student can ask their peers if any of their previous preceptors might have openings which can be valuable information in quickly getting reconnected to a valid clinical site. To receive the greatest benefit from Internship II, students should strive to attend the weekly virtual office hours.

## **4) Email Responses**

To expedite email responses to course questions please put "**NURS 5349**" in the subject line in the email. This alerts faculty that the email is course related. Faculty will strive to answer course questions in a 24hr time period. If the email question is something that can help the entire class, the answer may be posted as an announcement. Please have all announcements roll to your phone. Dr. Miller's clinical practice days are Mondays, which prevents quick responses to emails until Tuesday mornings. Please bring course questions to the weekly zoom meetings. (Many other students may have the same questions.)

## 5) Zoom Etiquette

During the weekly course zoom sessions please be professional and in a quiet private location so as to give undivided attention to the class. Consideration for classmates is expected so please limit distractions in the camera view. Please have laptops on a table or desk to limit the camera shaking. Please sign in with first and last names in the name line and turn the camera on and mute your microphone. **Virtual Office Hours Zoom Meeting Link can be found in the Canvas Module.**

### Assignments and Weights/Percentage/Point Values:

NURS 5349 Course Assignments and Weights	
<b>EXAMS</b> (80 % average on the three unit exams required to pass course)	
*Exam I	20%
*Exam II	20%
*Exam III	20%
<b>Predictor Exams</b> (APEA & FNP Mastery)	5%
<b>QUIZZES/ASSIGNMENTS</b>	
<ul style="list-style-type: none"> <li>Syllabi quiz</li> <li>APRN Quiz</li> <li>Certification Study Plan</li> <li>Pri-Med DEA CME</li> </ul>	20%
<ul style="list-style-type: none"> <li>Update MyUTTyler</li> <li>Certification Exam Registration</li> </ul>	Complete/Incomplete
<b>CLINICAL EVALUATION</b>	
* <b>CLINICAL HOURS:</b> Completed/documentated in InPlace * <b>SIGNATURE SHEETS:</b> Uploaded for <b>All</b> clinical courses	5%
* <b>CLINICAL PRECEPTOR EVALUATIONS</b> <ul style="list-style-type: none"> <li>Midterm Evaluation</li> <li>Final Evaluation</li> </ul>	10%
* <b>FACULTY EVALUATION</b> <ul style="list-style-type: none"> <li><b>Clinical Schedules</b></li> <li>*<b>OSCES – Faculty Clinical Evaluation</b> <ul style="list-style-type: none"> <li>(Must score 80% or higher to pass course)</li> </ul> </li> </ul>	Pass/Fail
<b>Faculty/Preceptor Communication</b>	Complete/Incomplete
<b>Student Evaluation of Clinical Site/Preceptor</b>	Complete/Incomplete
<b>Total</b>	<b>100 %</b>
<b>*Critical Elements</b> – must be passed or completed to pass the course.	

### Grading Scale:

Specific guidelines and grading criteria for all assignments are in the 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

Grades will not be rounded when calculating the average (79.5 is not rounded to 80, and 89.5 is not rounded to 90). The simple average of all unit exam grades, including a final must be at or above 80% to pass the course. Once the student has achieved a simple unit exam average of 80% or higher, course grades will be determined based on the weighted calculation of exams

and other required course work. Students are required to achieve an average of 80% (B) to complete the course successfully.

Although the university policy allows 60 days for grade appeals, the School of Nursing follows a stricter timeline of 10 days to facilitate students' timely progression through the curriculum. In the case of extenuating circumstances, please consult the Associate Dean of Academic Affairs for guidance.

**Academic Integrity:** Cheating of any kind, as defined in Section 8 of the UT Tyler Manual of Policies and Procedures (MOPP) for Student Affairs (<https://www.uttyler.edu/mopp/>), will not be tolerated. Consequences may include:

- reprimand
- exam failure
- course failure
- expulsion from the Nursing program
- expulsion from the University
- other consequences as assigned

**Exam and homework materials, questions, and problems are the intellectual property of faculty, UT Tyler, or publishers.**

- These materials may not be distributed without permission.
- Distributing or uploading them to online resources destroys the integrity of the assignment and the course, allowing others an unfair advantage by letting them view the materials.
- Uploading these materials to online resources is a violation of UT Tyler's academic misconduct policies and may result in formal conduct charges.
- Sanctions for uploading or otherwise divulging the contents of these materials can include:
  - a reduced or failing grade on an assignment
  - a reduced or failing grade for the course
  - removal from the Nursing program
  - removal from UT Tyler

**Late Policy:** 5% will be deducted each day an assignment is past due unless prior arrangements have been made with your course faculty. Extenuating circumstances may apply.

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

**Attendance and Make-up Policy:** Attendance/participation is expected. Make-up for exams, quizzes, assignments, and missed clinical time is at the instructor's discretion.

**Graded Course Requirements Information:**

A student's achievement of the course objectives is evaluated based on the following activities. To achieve the total possible points available in the course, students will be required to complete multiple assignments. However, among the assignments, there are several critical elements that must be met for the student to pass the course.

**Critical Course Elements**

All critical course items below must be met to pass NURS 5349. If an item on this list is not met, the student will not pass the course and will receive a grade of C or lower regardless of other grades in the course.

- 1. Exam Average:** Students must score an average of 80% or higher on the three course-specific content exams. Exams must be auto proctored by Proctor U Record+. (The FNP Mastery & APEA University exams are not calculated in this exam average.) There are three course-specific unit exams that will be taken via the Canvas LMS while utilizing Proctor U Record+. **Exam blueprints for all three course exams will be posted in Canvas early in the semester.** The three Canvas course exams will be comprised of materials from the required texts. 80% of the questions will be taken from the Fitzgerald book and 20% of the questions from the Sanford and Ferri books. As the clinical capstone course, these course exams require students to synthesize the data from the required sources (Fitzgerald, Sanford, and Ferri).
- 2. Objective Structured Clinical Exams (OSCEs):** Internship II requires students to synthesize and apply the content learned in their coursework and clinicals during a live objective structured clinical evaluation process. A student must successfully pass course OSCEs. A minimum score of 640 out of 800 possible points is required to pass OSCEs which is equivalent to an 80% pass rate.  
OSCEs will consist of online quizzes and mandatory on campus, in-person structured clinical skills scenarios which will be evaluated by FNP faculty. Additional information regarding OSCE's will be outlined in Canvas the first day of classes. The clinical skills evaluations are a critical element of the course and students are required to be present on campus for the assigned OSCE day.
- 3. Clinical Preceptor Evaluation:** A passing score on the CPE from Preceptors and/or faculty. The OSCEs will serve as one evaluation of student clinical skills by faculty and there may be other evaluation by faculty as needed. Students must have two passing CPE's from preceptors (an 80% is considered passing).
- 4. Clinical Hours:** Students must complete 120 required clinical hours and log all hours in their InPlace/Exxat logbook. Simulation hours will not be given for on-campus OSCEs.
- 5. Preceptor Signature Sheets:** Students are required to submit all preceptor signature sheets and have 675 clinical hours logged into InPlace that correlate with the preceptor signature sheets. The 50 clinical hours gained in NURS 5352 Advanced Health Assessment and NURS 5339 Diagnostics, will not need a signature sheet page.

### **Other Assignments: FNP Predictor Exams**

As mentioned earlier in the syllabus, students will be required to purchase the FNP Mastery Application and one APEA University predictor exam that are given on separate web-based platforms. The APEA University predictor exam is designed to identify student areas of strengths and weaknesses and assist them in developing a personal study plan for taking their certification exams. A passing score on the APEA exams is considered a 67% or higher. The FNP Mastery predictor exam and question bank is similar and will give students feedback on weak knowledge areas and help them develop a study plan for board certification. Additional information for purchasing the resources will be given the first day of the course.

### **Faculty/Preceptor Communication**

Faculty will work with the students and preceptors to set up an appointment time where all can meet virtually and discuss together the clinical site, the preceptor's thoughts, and the student's performance. This will be scheduled as an assignment for all students to complete. More information will be posted in Canvas about the specific dates, discussion points, and times for these meetings.

### **Assignments & Quizzes**

There are multiple additional assignments in this course including (but not limited to): Canvas quizzes, submissions of a clinical schedule and Student Evaluation of the Clinical Site/Preceptor, Certification Exam Registration, Pri-Med DEA CME, Certification Study Guide development and submission of an update of information on MyUTTyler. Each of these items is assigned to help the student prepare for their clinical time, graduation, and certification. These are not considered in the five critical elements but remain important elements of the course as students near graduation from the program.

All assignments in this course are **due in Canvas on Monday night at midnight.**

*Submitting Canvas assignments* – Students should upload documents in canvas using word, excel, or PDF formats. **Taking a picture with a phone in jpeg or HTML is not acceptable unless specifically directed to do so.** Students must see the posted assignment in the Canvas preview panel to consider the assignment posted. Please do not email assignments to faculty but rather upload them into canvas.

Incomplete submissions, submissions uploaded in incompatible formats, or submission errors will receive a **grade of "12"**. A student seeing a grade of "12" means the student will have 1-2 days to correct the submission error and hence the grade of "12".

**Please Note:** Detailed information along with grading rubrics for course assignments will be provided in Canvas.

### **Clinical Course Requirements Information:**

#### **1) Clinical Hours Required**

NURS 5349 is a 120 clinical hour, 15-week course. Students can expect a minimum of 15 hours of clinical per week.

A minimum of 120 clinical hours is required for satisfactory completion of this course and a total of 675 clinical hours is required for the entire program.

The breakdown of clinical hours for the entire NP program is as follows:

- Pediatrics – 120 hours total
- Women’s Health – 75 hours total
- Family Practice – 480 hours total

Twenty-five percent of all hours for the entire program are recommended to be completed with an Advanced Practice Nurse. The remainder of the clinical hours may be completed with a physician (MD or DO) or PA. To meet the course learning objectives, a student may choose to work with physicians, physician assistants, and nurse practitioners at a setting that meets the educational needs for the semester. **Please remember that students are not allowed to rotate with their supervisor or anyone in their direct line of report or with a relative. Students currently employed at smaller facilities such as physician- or NP-owned clinics will likely need to rotate elsewhere.** Each course has a specific population focus for clinicals, and clinical sites/preceptors must be approved by the clinical instructor.

#### **2) Appropriate Clinical Attire**

**A lab coat with the UT Tyler School of Nursing patch on the left chest and ID badge are worn at all times while in the clinical area.** All clothing should be clean, pressed, with no frayed hems showing. Men are to wear button up shirts that are tucked in and a belt. Ties are optional. Ladies are to wear professional dresses or pants and shirts that do not show cleavage. Running shoes and jeans are considered unacceptable and may result in dismissal from the clinic for the day. Should a preceptor advise the student to wear scrubs then this is permitted only in that preceptor’s setting. Scrubs are not the normal attire of NPs in clinics. Students should ask their preceptor how they should dress prior to arrival at the clinical site. Remember, UT Tyler NP students are representing themselves and the university as future NP’s and need to look the part.

#### **3) Preceptor Handbooks**

Students are required to give each preceptor a UT Tyler Preceptor Handbook and review the contents of the handbook with them. The Preceptor Handbook is available on Mission Possible in Canvas. **In addition, students are expected to develop specific clinical objectives and provide them to each of their preceptors at the beginning of their clinical rotations.**

#### 4) Clinical Hours Documented within InPlace/Exxat

**Clinical hours data should be entered into InPlace/Exxat each night within 72 hours of the clinical date.** Clinical time should not be used to enter data into InPlace/Exxat. The

InPlace/Exxat hours and preceptor signature sheet hours must match.

Students are to use the clinical time to see patients as quickly and efficiently as possible. Do not count lunch into the hours entered into InPlace/Exxat if a break was taken for lunch. If the student ate while charting, then this time will count as clinical hours.

*Confidentiality* - maintain patient confidentiality by not removing any patient identifiers from clinics other than patient initials for the InPlace/Exxat log as this would be considered a HIPPA violation. Students may not take a printed patient schedule, lab, or any other printed information from the clinic setting. No screenshots or copies of any patient records are allowed.

#### 5) Preceptor Signature Sheets

**Preceptor signatures should be obtained each day the student is in clinical.**

Please use the preceptor signature sheet located in Canvas. Students will need to verify their InPlace/Exxat submissions by showing they correlate with their preceptor signature sheets. **The student must add up the time on their preceptor signature sheet and the time on their InPlace/Exxat entries (excluding lunch) and these hours must correlate.**

#### 6) Clinical Performance Evaluations

**Students must obtain a passing clinical performance evaluation by the student's faculty member before a grade in the course will be determined. For this course, the student is expected to make an appropriate plan of care for every patient seen in clinical. Students must also meet the satisfactory level of 80% on CPE and/or OSCES.**

Please see the Clinical Performance Evaluation (CPE) for specific areas evaluated. Students will be evaluated by their clinical faculty member using several means including, but not necessarily limited to, the following: observation, chart review, speed of patients seen, 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 CPE. **TWO CPE's** 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 80% on OSCE performance from faculty and a minimum of two satisfactory CPE's 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.

**Note: At the discretion of the faculty** additional site visits and/or clinical hours (in 40-hour segments) may be added to the student's overall course requirement if the student does not perform satisfactorily during evaluation by either faculty or preceptor. 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 faculty informed of any changes in clinical

schedule/times. Should an unsatisfactory CPE/OSCES be documented, a subsequent CPE/OSCE may 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 that there is a course requirement that ALL site visits (and all clinical hours) must be completed by the date on the course calendar. If the student fails their OCSEs or CPE, this may result in course failure.

**Important Course Dates:**

**August 28th** – Classes begin

**September 1st** – Labor Day

**September 10th** – Census Date

**November 4th** – Last Day to withdraw from the course

**November 24-28th** – Thanksgiving Holidays

**December 12th** - Commencement

**December 13th** – End of Fall Session

**School of Nursing Policies and Additional Information:**

[https://www.utt Tyler.edu/nursing/college/student\\_guide\\_and\\_policies.php](https://www.utt Tyler.edu/nursing/college/student_guide_and_policies.php)

**Artificial Intelligence and Academic Integrity Statements:** <https://www.utt Tyler.edu/digital-learning/ai/>

**Student Resources and University Policies are provided in Canvas.**

### Calendar of Topics, Readings, and Due Dates:

NURS 5349 COURSE SCHEDULE FALL 2025			
Week/Date	Module Content	Assignments/Exams	Date
<b>Week 1</b> 8/28-9/7	<b>Course Orientation - Mandatory Zoom</b> Labor Day Holiday – Sept. 1 <sup>st</sup>	<b>Course Orientation 6:30-7:30pm</b>	8/3
<b>Week 2</b> 9/8-9/14	Diabetes Update/Review Derm Management Review	Syllabi Quiz <b>APEA Predictor Exam</b> Census Day	9/8 9/9 9/10
<b>Week 3</b> 9/15-9/21	Radiology Review Sanford Guide- Review for Best Use	Full Clinical Schedules	9/15
<b>Week 4</b> 9/22-9/28	<b>Mandatory Zoom</b> <b>Guest Speaker:</b> Resume's, Interviewing, & Contract Negotiations	Register for Graduation <b>Exam One</b>	9/22 9/23
<b>Week 5</b> 9/29-10/5	Sports Injury Review Orthopedics Review	Update myUTTyler Graduation Registration Deadline	9/29 10/1
<b>Week 6</b> 10/6-10/12	<b>Mandatory Zoom:</b> Legal Issues for the APRN (APRN Quiz will be completed together during zoom) Policy Updates/Recent Legislative Issues	APRN Quiz	10/7
<b>Week 7</b> 10/13-10/19	Malpractice Insurance Billing & Coding Review	<b>FNP Mastery Predictor Exam</b> Faculty/Preceptor Communication	10/14 10/14-17
<b>Week 8</b> 10/20-10/26	Scope of Practice Review	Midterm Preceptor Evaluation Certification Study Plan	10/24 10/20
<b>Week 9</b> 10/27-11/2	Business Issues Discipline as an NP	OSCE Practice Lab Quiz <b>Exam Two</b>	10/27 10/28
<b>Week 10</b> 11/3-11/9	<b>Mandatory Zoom</b> <b>OSCE Lab Quizzes During Zoom at 6:30pm</b>	<b>Lab Quizzes - OSCEs</b> <b>Last Day to Withdraw</b>	11/4 11/4
<b>Week 11</b> 11/10-11/16	<b>OSCE's</b> On Campus – 11/11 (Tuesday is Tentative for us)		
<b>Week 12</b> 11/17-11/23	Certification Registration Imposter Syndrome	Certification Exam Registration DEA CME Due	11/17 11/17
<b>Week 13</b> 11/24-11/30	<b>Thanksgiving Holidays!</b>		<b>No Assignments!</b>
<b>Week 14</b> 12/1-12/7	Licensure in Texas Completing Paperwork	Site/Preceptor Evaluations Final Preceptor CPE Due <b>Exam Three</b>	12/1 12/1 12/2
<b>Week 15</b> 12/8-12/13	Last Day of Clinical – 12/8 <b>In Place</b> – All 675 hours and paperwork due 12/9.	InPlace Hours & Logs Due Preceptor Signature Sheets <b>Commencement Ceremonies</b>	12/9 12/9 12/13

*For Virtual Office Hours a computer with a webcam is required but students may use phones if there is a problem. Virtual Office Hours are Tuesdays via zoom (6:30-7:30p). All assignments are due Monday at midnight during the week assigned.*