

**THE UNIVERSITY OF TEXAS AT TYLER
COLLEGE OF NURSING**

**NURS 3302
MEDICAL TERMINOLOGY
Syllabus**

Fall 2016

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Web based offering

The content of this syllabus is subject to change at the discretion of the faculty according to current learning needs

[University Policies referenced in Syllabus can be found at:
<http://www.uttyler.edu/academicaffairs/syllabuspolicies.pdf>]

TABLE OF CONTENTS

I.	NURS 3302	Page Number
	1.0 Course Schedule	3-5
	1.1 Course Description	6
	1.2 Course Objectives	6
	1.3 Requires Text & Access Code Info	6
	1.4 Grading Policies	7
	1.5 Academic Integrity	7
	1.6 Course Information	8
	1.6.1 Course Guidelines & Structure	8
	1.6.2 Modules	9
	1.6.3 Unit Quizzes	9
	1.6.4 Midterm and Final Exams	10
	1.6.5 Discussion Board Assignments	10-13
	Writing Center Information	
	Discussion Board Grading Rubric	
II.	Module Objectives	14-19
III.	University Policies	20-21
IV.	Required Forms	22
	4.0 Student Affirmation Form	22
	4.1 Social Networking Policy	23
	4.2 Confidentiality and Privacy Form	24

Fall 2016 COURSE SCHEDULE for NURS 3302

All weeks start on **MONDAY at 0800 AM** and end on the following **Sunday at 10:59 pm**

Dates	Weekly Lessons	Lesson Topics & Assignment & Due Dates	Weekly Due Dates
8/22/16 One week before classes start	No Lesson Activate your access code for MLL 2.0 Enroll in MLL with Class ID: 963A0D3D95	MLL 2.0 Take the Medical Terminology Pretest a. A study guide of your results will be automatically generated b. Save the study guide to refer back to during the semester. Sign and Submit Forms to BBd by 9/4/16	Activate access code for MLL 2.0 Enroll in MLL using Class ID: 963A0D3D95 Take the pretest by 9/4/16 @ 10:59 pm
Lesson 1 8/29/16	Chapter 1 Learning Styles	Due 9/4/16 Read Chapter 1 Watch AV lectures Complete the exercises Take the Test Bank Assignment (TBA) for Ch. 1	Course Begins All assignments for Ch. 1 due by 9/4/16 @ 10:59 pm
Lesson 2 9/5/16	Chapter 2 Medical Word Elements	Due 9/11/16 Read Chapter 2 Watch AV lectures Complete the exercises Take TBA for Ch. 2	All assignments for Ch. 2 due 9/11/16 @ 10:59 pm
Lesson 3 9/12/16	Chapter 3 Levels of Organization	Due 9/18/16 Read Chapter 3 Watch AV lectures Complete the exercises Take the TBA for Ch. 3	All assignments for Ch. 3 due 9/18/16 @ 10:59 pm
Lesson 4 9/19/15	Chapters 7 Lymphatic & Immune Systems	Due 9/25/16 Read Chapter 7 Watch AV lectures Complete the exercises Take the TBA for Ch. 7	All assignments for Ch. 7 due 9/25/16 @ 10:59 pm
Lesson 5 9/26/15	Chapter 14 Special Senses: Eyes & Ears	Due 10/2/16 Read Chapters 14 Watch AV lectures Complete the exercises Take the TBA for Ch. 14	All assignments for Ch.14 due 10/2/16 @ 10:59 pm
Lesson 6 10/3/16	Chapters 9 & 10 Digestive System & Urinary System	Due 10/9/16 Read Chapter 9 &10 Watch AV lectures Complete the exercises Take the TBA for Ch.9 & 10	All assignments for Ch.9 & 10 due 10/9/16 @ 10:59 pm
Lesson 7 10/10/16	Chapter 6 Cardiovascular System	Due 10/16/16 Read Chapter 6 Watch AV lectures Complete the exercises Take the TBA for to Ch. 6	All assignments for Ch.6 due 10/16/16 @ 10:59 pm

Dates	Weekly Lessons	Lesson Topics & Assignments & Due Dates	Weekly Due Dates
Lesson 9 10/24/15	Chapter 4 Integumentary System	Due 10/30/16 Read Chapter4 Watch AV lectures Complete the exercises Take the TBA for Ch.4 Last Day to Drop With a "W" on your Transcript by 10/31/15	All assignments for Ch.4 due 10/30/16 @ 10:59 pm
Lesson 10 10/31/15	Chapter 13 Skeletal & Muscular Systems	Due 11/6//16 Read Chapter13 Watch AV lectures Complete the exercises Take the TBA for Ch.13	All assignments for Ch.13 due 11/6/16 @ 10:59 pm
Lesson 11 11/7/15	Chapter 5 Nervous System	Due 11/13//16 Read Chapter 5 Watch AV lectures Complete the exercises Take the TBA for Ch.5	All assignments for Ch.5 due 11/13/16 @ 10:59 pm
Lesson 12 11/14/16	Chapter 8 Respiratory System	Due 11/20//16 Read Chapter 8 Watch AV lectures Complete the exercises Take the TBA for Ch.8	All assignments for Ch.8 due 11/20/16 @ 10:59 pm
11/21-11/26		Thanksgiving Break	Enjoy
Lesson 13 11/28/16	Chapters 12 Endocrine System:	Due 12/4/16 Read Chapter 12 Watch AV lectures Complete the exercises Take the TBA for Ch. 12	All assignments for Ch. 12 due 12/4/16 @ 10:59 pm
12/5/16	Review for the Final Exam	Final Exam Due 12/12/16 Complete the course Posttest in MLL	Posttest due 12/12/16 Course ends
12/12/16		Complete University Course Faculty Evaluation	

Important dates:

October 31: LAST DAY to withdraw from the course with a "W" on your transcript

November 21-26 Thanksgiving Holidays

December 16 Fall Commencement

I. TITLE
NURS 3302: Medical Terminology

SEMESTER CREDIT HOURS
Three (3) hours didactic

PREREQUISITE: None.

1.1 COURSE DESCRIPTION:

This on-line course will introduce the student to the medical terms used throughout all healthcare settings. The course is designed to prepare the student to use the terms in the correct context, and to interpret their use in the healthcare arena. In addition, the course content will introduce the student to core disease processes and medical procedures.

1.2 COURSE OBJECTIVES:

1. Explore the origin of medical language used in the healthcare industry.
2. Identify, integrate and formulate basic medical terms using basic term components: prefix, root, combining forms, and suffix.
3. Identify different types of documentation used in health records.
4. Identify and demonstrate understanding of common terms and abbreviations used in healthcare used to document in the medical record related to the major systems of the body.
5. Development of interpersonal relationships and peer support during group assignments.

1.3 REQUIRED TEXT & Plus Code Information:

Finnegan, L., & Eagle, S. (23016). *Medical terminology in a flash! A multiple learning styles approach* (3rd ed). Philadelphia, PA: F. A. Davis. ISBN-978-0-8036-4368-0

Medical Language Lab 2.0 (MLL) an online learning environment for this text. The course is set up in the MLL & NOT BBd.

Students HAVE to be able to enroll in the MLL instructor led course in order to participate in Medical Terminology NURS 3302. Please chose one of the following options in order to enroll in MLL.

***During the FIRST week of class (or sooner) every student should go to the Davis Plus site @ <http://davisplus.fadavis.com/>

1. Create a student account
2. Redeem/Purchase a Plus Code
3. Enter the Class ID provided by your instructor to enroll in Medical Language Lab 2.0 (MLL)
4. Start getting familiar with MLL by using the Student Guide for MLL posted in BBd getting started.

***If a student has an earlier edition of the text, chances are the access code will not be valid. In this case please contact Davis Plus @ <http://davisplus.fadavis.com/> customer service & purchase an PLUS code. Complete steps 1-4.

***If a student opted to not purchase a text, please contact Davis Plus @ <http://davisplus.fadavis.com/> customer service & purchase an PLUS code. Complete steps 1-4.

1.4 COURSE GRADING POLICY

Completion of NURS 3302 is based on the satisfactory attainment of all course criteria.

1. **Students must have a grade average of 75 or higher in order to pass the course. An average of 74.5 to 74.9 will not be rounded to a 75.**
2. Paper/Assignment Re-grading Policy: Student assignments will not be re-graded. Students are encouraged to get an early start with any writing assignments to avoid the last minute rush. The Writing Center is a useful resource for having your work reviewed before it is submitted. Additionally, classmates can be very helpful to review assignments before submission. You might consider being a peer reviewer and/or asking a peer to review your work.

3. Assignments	<u>Percent of Grade</u>
Pretest & Posttest (1% each)	2%
Medical Language Lab Participation (13 lessons @1% each)	13%
Test Bank Assignments (TBAs) = (13 Weekly Quizzes @ 5% each)	65%
Final Exam	<u>20%</u>
	100%

4. Letter grades will be assigned according to the following scale:

A	90 -100
B	80 - 89
C	75 - 79
D	60 - 74
F	Below 60

1.5 ACADEMIC INTEGRITY Found @ www.utt Tyler.edu/mainsite/conduct.html

1. Students are expected to assume full responsibility for the content and integrity of all academic work submitted as homework and examinations.
2. Students are advised to review the UTT Academic Dishonesty Policy and Academic Integrity Policy in the current School of Nursing Student Handbook and Academic Integrity Policy for UTT students in the Student Guide. These policies are fully endorsed and enforced by the entire faculty in the College of Nursing.
3. Plagiarism, cheating, and collusion are unacceptable and if found violating any of these standards the student will be disciplined accordingly.
4. The School of Nursing reserves the right to dismiss students from the program for any infraction of a legal, moral, social, or safety nature, pursuant to the procedures detailed in the Regent's Rules.

1.6 Course Information

1.61 Course Guidelines

1. All submitted written materials are the property of the School of Nursing that are maintained in an archived file until graduation.
2. Access to Medical Language Lab (MLL) is mandatory. Each weeks' lessons, lectures, exercises and Test Bank Assignments (TBAs), which are the weekly quizzes, will be posted and completed in MLL.
3. In order to get the most from this class, participation is necessary. Each medical terminology lesson consists of a chapter/chapters of 1) reading, 2) AV lectures and 3) terminology practice exercises. A small percentage of the overall grade is given for participation in MLL. The lessons are designed to facilitate the course objectives.
4. Student learning will be evaluated using 1) Test Bank Assignments (TBAs) and a Final Exam. The TBAs are weekly quizzes and are administered in MLL.

Students should be academically prepared to take each TBA because these are timed and need to be completed in one sitting. The final exam will be administered in MLL.
5. Lessons are scheduled weekly in the MLL, and open at 12: a.m. each Monday. Students can access the materials at any time during the week. Each lesson consists of reading, AV lecture and practice exercises. The practice exercises can be done as many times as is needed during the week in order to master the content.
6. **ALL ASSIGNMENTS assigned to a lesson are due @ 10:59 p.m. every Sunday. Due dates are clearly stated on the Course Schedule. Please keep a copy of the schedule at hand. Late work will not be accepted unless the student has made prior arrangements with their instructor.**
7. **If a student encounters an emergency, illness, illness in the family or major event prohibiting him/her from completing the weeks' lesson, it is the STUDENTS'**

RESPONSIBILITY to contact their instructor BEFORE the week ends to make alternative arrangement to complete the work that was missed. Then, students will have one (1) week to complete the work that was missed.

8. Blackboard will NOT be used for course materials. Rather announcement, emails, getting started, submitting forms, faculty information need to be done via BBd
9. Students are responsible for all announcements made on the Blackboard site. Since this is an online course much of the communication from faculty will be through Blackboard and email.
- 10. Students are expected to check their university email at least every 2- 3 days.**
11. For students who do not have Internet access at home, access is available at The University of Texas at Tyler School of Nursing Computer Lab, the University Center in Longview and on the Palestine campus. There are also computers available in other lab sites on the main campus.
12. Students requiring Blackboard assistance should contact the Blackboard Administrator at (903) 566-7357 or E-mail address: itsupport@patriots.uttyler.edu or at the Office in BUS 101 on the Tyler campus at The University of Texas at Tyler.
13. Technical Assistance for the Medical Language Lab is available from F.A. Davis.
4. The School of Nursing: Guide for Baccalaureate Students is available on the CON website at <http://www.uttyler.edu/nursing/college/documents/GUIDE-FOR-BACCALAUREATE-STUDENTS-FA-11-SP-12.pdf>
5. Students are required to use their student Patriot email accounts for all correspondence.
9. Students are to put the course number **N3302** in the subject line when sending emails to course faculty.
10. Course faculty will respond to email correspondence in a timely manner. If a course faculty member has not responded within 24 hours to emails and/or voice mails, students are encouraged to contact the faculty member again.
Faculty work hours are Monday-Friday 8a-5p.
Non-emergent Emails received after 5p on Friday will be answered on the following Monday.

Late Work:

All course work is due according to the dates/time on the Course Schedule unless other arrangements have been made & approved in advance.

No assignments will be accepted after the due date unless prior arrangements have been approved by the instructor.

There are no extra credit assignments nor are there any make-up assignments.

Successful Study Tips:

Below are broadly recommended and expected guidelines for studying for university science courses.

Become familiar with your particular learning style and use the learning style tips that are recommended in each chapter.

PAY Close ATTENTION DUE DATES and adhere to the course schedule.

1. Read the textbook or eBook for each Lesson. Watch the AV lecture for the Lesson.
2. Complete the exercises assigned to the Lesson.
3. The exercises and other learning tools available for each chapter and subject posted under the weeks' Lesson. For example the pronunciation guide the terms are spoken.
4. Develop a habit to study and reflect on the concepts being discussed.
5. **Ask questions** – faculty cannot help you if they do not know you are having problems.
6. Do not wait until the last hour to take complete the assignments.

1.6.2 Course Content Weekly Lessons

- 1 There will be a Lesson posted in MLL each week. All assignments including exercises, test bank assignments, and the final exam will be administered in MLL.
- 2 Students need access to MLL and should do this in the first week of class. Please refer to Required Text & Plus Code in the syllabus. The same information is posted in BBd under the Getting Started Tab.
- 3 The exercises in MLL are very interactive, engaging and very helpful to use to learn about medical terminology.

1.6.3 Weekly Quizzes

1. A **Test Bank Assignment (TBA)** or **quiz** is included in the assignments for each Lesson. Each TBA is due according to the dates on the Course Schedule, unless prior arrangements have been made.
2. Students need to sign into MLL to take a TBA. Each TBA has 25 questions. The questions consist of a combination of True/False, Multiple Choice, and/or Matching.

3. Each TBA needs to be completed in one sitting and is graded upon the FIRST attempt.

The TBAs are timed. Students are encouraged to review the content for the week before taking the quiz. **TBAs are to be completed in 40 minutes.**

4. There are 13 graded TBAs or quizzes accounting for 65% of the grade. Each quiz is worth 5% of the total grade. TBAs are available 24/7 during the week it is scheduled.
5. If for some reason you experience a connectivity problem while you are testing, please contact the instructor promptly. Then contact Tech Support @ F.A. Davis for assistance.
6. When you are ready to take a quiz, it is strongly suggested that students find a quiet place with reliable internet access with minimal interruptions. The quiz should be taken alone without the use of books, notes, or other reference material. There is not enough time to use outside resources so students should be academically prepared before taking each quiz.
7. Students are encouraged to avoid waiting until the last minute to take on-line TBAs/quizzes or exams as inevitably this is when problems occur and will only serve to increase student stress levels.
8. **If there is an emergency, family illness, or anything of this nature prohibiting a student from taking a TBA during the scheduled week, it is the STUDENTS' RESPONSIBILITY to notify the instructor as soon as possible. Alternative arrangements to test are made at the discretion of the instructor.**

UNIVERSITY OF TEXAS AT TYLER WRITING CENTER (*information from the UTT Writing Center*)
Call 903-565-5995 for an appointment.

- You will be asked for your name and a brief description of your assignment.
- This information will allow our staff to prepare for your visit.
- If all of our tutors are busy with students or you call after-hours, please leave us a concise message with your name and, if possible, a local phone number which we can use to reach you.

- Plan ahead. Because all tutoring is provided on an appointment basis, and business really picks up around midterms and finals, we advise you to contact us for an appointment as soon as you receive a paper assignment.
- Finally, tutoring is not a "once-and-done" arrangement. Although not required, we'd like to see you at least twice as you work on a paper: once, to troubleshoot and plan your draft, and a second time to follow up.
- All appointments are for individuals; we cannot do group.

II. Lesson Objectives

Lesson 1 Chapter 1 Learning Styles

- Describe different learning styles and associated study strategies
- Identify your learning style and how to use your style to learn medical terminology
- Describe the process of memory & behaviors that enhance or detract from developing memory
- Prepare a plan for success for learning and using medical terminology in health settings

Lesson 2 Chapter 2 Medical Word Elements

Word Parts

- Learn the meanings of basic combining forms, prefixes, and suffixes of the medical language
- Use these combining forms, prefixes, and suffixes to build medical words.
- Learn the three steps process for building medical terms
- Divide medical words into their component parts

Suffixes

- Learn new suffixes based on the meaning and how the suffix changes the medical terms
- Gain practice in word analysis by using these suffixes with combining forms to build and understand terms.

Prefixes

- Learn new prefixes based on the meaning and how the prefix changes the medical terms
- Gain practice in word analysis by using these suffixes with combining forms to build and understand terms

Lesson 3

Chapter 3 Levels of Organization

Structure and Function

- Understand the structure and function of cells, tissues, organs, and organ systems
- Define terms that apply to the structural organization of the body.
-

Directions, Planes, Movement, and Cavities, Regions, and Quadrants

- Learn and use terms that describe directions, planes, movements of the body
- Identify the body cavities and recognize the organs contained within those cavities
- Locate and identify the anatomical regions and quadrants of the body.
- Identify the meaning for new word elements and use them to understand medical terms.

Pharmacology

- Begin to identify classifications of medications for organ systems

Lesson 4

Chapter 7 Lymphatic and Immune Systems

Structure and Function

- Understand the basic structure and function of the immune and lymphatic systems
- Learn terms to describe basic elements of the immune system

Terminology

- Utilize the rules of combining forms to develop vocabulary of the immune and lymphatic systems
- Learn how to pronounce the terms correctly by listening to the terminology in the pronunciation guide in MLL

Pathologies, Procedures, and Pharmacology

- Recognize terms that describe various pathological conditions affecting the lymphatic and immune systems.
- Identify laboratory tests, clinical procedures, and abbreviations that are pertinent to the lymphatic and immune systems.
- Begin to identify medications used to treat conditions of the immune and lymphatic systems

Lesson 5

Chapter 14 Special Senses: Eyes & Ears

Structure and Function

- Understand the basic structure and function of the eye
- Understand the basic structure and function of the ears

Terminology

- Identify terms, and build used for the eyes and ears
- Identify combining forms & abbreviations for the special senses
- Learn correct pronunciation of terminology related to the special senses by listening to the pronunciation guide

Pathologies, Procedures, and Pharmacology

- Recognize terms that describe various pathological conditions affecting the special senses
- Identify laboratory tests, clinical procedures, and abbreviations that are pertinent to the eyes and ears
- Begin to identify medications used to treat conditions of the eyes and ears

Lesson 6
Chapter 9 Digestive System
Chapter 10 Urinary System

Structure and Function

- Understand the basic structure and function of the digestive system
- Understand the basic structure and function of the urinary system

Terminology

- Identify terms and build words pertaining to the digestive and urinary systems
- Identify combining forms and abbreviations related to the digestive and urinary systems
- Learn the correct pronunciation of terms by listening to the pronunciation guide in MLL

Pathologies, Procedures, and Pharmacology

- Recognize terms that describe various pathological conditions affecting the digestive and urinary systems
- Identify laboratory tests, clinical procedures, and abbreviations that are pertinent to the digestive and urinary systems
- Begin to identify medications used to treat conditions of the digestive and urinary systems

Lesson 7
Chapter 6 Cardiovascular System

Structure and Function

- Understand the basic structure and function of the cardiovascular system

Terminology

- Identify terms and build words pertaining to the cardiovascular system
- Identify combining forms and abbreviations related to the cardiovascular system
- Learn the correct pronunciation of terms by listening to the pronunciation guide in MLL

Pathologies, Procedures, and Pharmacology

- Recognize terms that describe various pathological conditions affecting the cardiovascular system
- Identify laboratory tests, clinical procedures, and abbreviations that are pertinent to the cardiovascular system
- Begin to identify medications used to treat conditions of the cardiovascular system

Lesson 8
Chapter 11 Reproductive system

Structure and Function

- Understand the basic structure and function of the reproductive system

Terminology

- Identify terms and build words pertaining to the reproductive system
- Identify combining forms and abbreviations related to the reproductive system
- Learn the correct pronunciation of terms by listening to the pronunciation guide in MLL

Pathologies, Procedures, and Pharmacology

- Recognize terms that describe various pathological conditions affecting the reproductive system
- Identify laboratory tests, clinical procedures, and abbreviations that are pertinent to the reproductive system
- Begin to identify medications used to treat conditions of the reproductive system

Lesson 9
Chapter 4 Integumentary System

Structure and Function

- Understand the basic structure and function of the integumentary system

Terminology

- Identify terms and build words pertaining to the integumentary system
- Identify combining forms and abbreviations related to the integumentary system
- Learn the correct pronunciation of terms by listening to the pronunciation guide in MLL

Pathologies, Procedures, and Pharmacology

- Recognize terms that describe various pathological conditions affecting the integumentary system
- Identify laboratory tests, clinical procedures, and abbreviations that are pertinent to the integumentary system
- Begin to identify medications used to treat conditions of the integumentary system

Lesson 10
Chapter 13 Skeletal and Muscular Systems

Structure and Function

- Understand the basic structure and function of the skeletal and muscular systems system

Terminology

- Identify terms and build words pertaining to the skeletal and muscular systems
- Identify combining forms and abbreviations related to the skeletal and muscular systems
- Learn the correct pronunciation of terms by listening to the pronunciation guide in MLL

Pathologies, Procedures, and Pharmacology

- Recognize terms that describe various pathological conditions affecting the skeletal and muscular systems
- Identify laboratory tests, clinical procedures, and abbreviations that are pertinent to the skeletal and muscular systems
- Begin to identify medications used to treat conditions of the skeletal and muscular systems

Lesson 11
Chapter 5 Nervous System

Structure and Function

- Understand the basic structure and function of the nervous system

Terminology

- Identify terms and build words pertaining to the nervous system

- Identify combining forms and abbreviations related to the nervous system
- Learn the correct pronunciation of terms by listening to the pronunciation guide in MLL

Pathologies, Procedures, and Pharmacology

- Recognize terms that describe various pathological conditions affecting the nervous system
- Identify laboratory tests, clinical procedures, and abbreviations that are pertinent to the nervous system
- Begin to identify medications used to treat conditions of the nervous system

Lesson 12
Chapter 6 Respiratory System

Structure and Function

- Understand the basic structure and function of the respiratory system

Terminology

- Identify terms and build words pertaining to the respiratory system
- Identify combining forms and abbreviations related to the respiratory system
- Learn the correct pronunciation of terms by listening to the pronunciation guide in MLL

Pathologies, Procedures, and Pharmacology

- Recognize terms that describe various pathological conditions affecting the respiratory system
- Identify laboratory tests, clinical procedures, and abbreviations that are pertinent to the respiratory system
- Begin to identify medications used to treat conditions of the respiratory system

Lesson 13
Endocrine System

Structure and Function

- Understand the basic structure and function of the endocrine system

Terminology

- Identify terms and build words pertaining to the endocrine system
- Identify combining forms and abbreviations related to the endocrine system
- Learn the correct pronunciation of terms by listening to the pronunciation guide in MLL

Pathologies, Procedures, and Pharmacology

- Recognize terms that describe various pathological conditions affecting the endocrine system
- Identify laboratory tests, clinical procedures, and abbreviations that are pertinent to the endocrine system
- Begin to identify medications used to treat conditions of the endocrine system

III. UNIVERSITY POLICIES

The following University policies must appear on each course syllabus or be provided as an

informational sheet (web-links to these policies may be used in the print or electronic syllabus)
<http://www.uttyler.edu/academicaffairs/syllabuspolicies.pdf>

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>

Grade Replacement/Forgiveness Policy

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>. 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; graduates are eligible for two grade replacements. Full policy details are printed on each Grade Replacement Contract.

Census Date Policy

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.

UT Tyler a Tobacco-Free University:

- All forms of tobacco will not be permitted on the UT Tyler main campus, branch campuses, and any property owned by UT Tyler. This applies to all members of the University community, including students, faculty, staff, University affiliates, contractors, and visitors.
- Forms of tobacco not permitted include cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco, and all other tobacco products.
- There are several cessation programs available to students looking to quit smoking, including counseling, quitlines, and group support. For more information on cessation programs please visit www.uttyler.edu/tobacco-free.

IV. Required Forms

Student Affirmation Form NON-CLINICAL COURSE

- 1. Check each box with your initials affirming your understanding & adherence.**
- 2. Type your signature and date in the space below.**
- 3. Post the completed document to the BBd link for Student Affirmation Form**

I agree to protect the privacy of faculty, peers, patients, and family members of patients by not inappropriately disclosing confidential information about faculty, peers, patients or their family members that is disclosed to me in my capacity as a University of Texas at Tyler nursing student. In addition, I agree not to inappropriately disclose confidential information about any agency or institution that is disclosed to me in my capacity as a University of Texas at Tyler nursing student. I will adhere to HIPAA guidelines.

I have/will read the syllabus of this nursing course I am taking this semester, and I understand the criteria established for grading my course work. I understand that my average must be 75 or higher in order to attain a passing grade for the course.

I agree that I will conduct myself in a manner that exhibits professional values and in accordance with the American Nurses Association (ANA) Code of Ethics for Nurses, the Texas Nurse Practice Act and UTT's Student Academic Dishonesty Policy.

I will maintain and uphold the academic integrity policy of the College of Nursing and will not condone or participate in any activities of academic dishonesty including, but not limited to, plagiarism, cheating, stealing, or copying another's assigned work.

I will not recreate any items or portions of any exam for my own use or for use by others during my enrollment in the College of Nursing

I will not accept or access any unauthorized information related to any exam administered during my enrollment in the College of Nursing.

I will not allow any other student access to any of my paperwork for the purpose of copying.

Student

Signature: _____ Date: _____

Course NURS 3302

APPROVED:

University of Texas System-Spring 1996

Faculty Organization-Spring 1996

Revised: May 2004, Summer 2005, summer 2012

Social Networking Policy

- 1. After reading the social networking policy, type your name & date the form, affirming you understanding and adherence to the policy.**
- 2. Post the completed document to the BBd link for Student Affirmation Form**

Online social networking mediums, such as Facebook® and Myspace®, etc. may be effective modalities for students to connect in positive ways. However, students must be aware of, and, sensitive to, the information and pictures they post (of themselves and others).

The **purpose** of this policy is to outline the privacy and confidentiality issues related to students' postings to ensure safeguarding of The University of Texas at Tyler (U.T. Tyler), College of Nursing's identity, integrity and overall reputation, in an effort to prevent violations of confidentiality and privacy.

Social Networking (definition) – Any activity that involves interaction with other individuals/users in an online environment, *i.e.*, Facebook®, Twitter®, Myspace®, Flickr®, Friendstar®, Classmates.com®, LinkedIn®, Xanga®, Bebo®, etc. (http://en.wikipedia.org/wiki/List_of_social_networking_websites). In addition, the use of other electronic devices to record pictures, images, and other information or data that may be stored, reviewed, or shared with others either immediately or at a future date are considered social networking.

For purposes of this policy, this interaction includes, but is not limited to, browsing other users' profiles/personalized web pages, browsing other users' photos, reading messages sent through social networking forums, and engaging in online messaging services, such as instant messaging or email that is in any way related to U.T. Tyler or the College of Nursing or activities conducted while in attendance at the University. The following provides guidance as to what type of behavior is inappropriate relative to online social networking. These guidelines are not all inclusive; rather, they are intended to be used as a foundation for sound decision making.

Students are encouraged to refer to the following which was prepared by the National Council of State Boards of Nursing (NCSBN): *Professional Boundaries: A Nurse's Guide to the Importance of Professional Boundaries*, located at:

https://www.ncsbn.org/Professional_Boundaries_2007_Web.pdf

Student Signature: _____

Date: _____

Course: NURS 3302

APPROVED:

University of Texas System-Spring 1996

Faculty Organization-Spring 1996

Revised: May 2004, Summer 2005, summer 2012

Confidentiality and Privacy

1. After reading the confidentiality and privacy policy, type your signature and date the form, affirming your understanding and adherence to the policy.
2. Post the signed and dated document to the BBd link for Confidentiality and Privacy Form

Violations of confidentiality include but are not limited to:

1. Photocopying patient documents, removing patient documents from the clinical site, and postings of patient information on Internet social networking sites (Facebook®, MySpace®, Twitter®, YouTube®, etc.) as well as online blogs and journals.
2. Contacting patients/patients' family members through a social networking system.
3. Photographing in any clinical setting. Taking and/or posting any picture taken within a clinical facility without written permission of the facility or patient (even if the patient's identity is not disclosed) is a breach of the Health Insurance Portability and Accountability Act (HIPPA).
4. Discussing/posting any patient information related to the clinical facility one is assigned on Internet social networking sites or in a public place.
5. Social networking, texting, email, and other recreational computer use is prohibited during class or clinical time.
6. Using U.T. Tyler, College of Nursing's name, logo, or other information in one's personal social networking profile. Pictures of oneself should not be posted wearing U.T. Tyler nursing attire. Social networking mediums, blogs, Twitter® and Internet/electronic mail, all are considered public domain.

Failure to comply with the above guidelines will result in disciplinary action which can include dismissal from the program. Any student found in violation of the above mentioned policies and/or any policies related to conduct unbecoming a University of Texas at Tyler student, is subject to procedural disciplinary action as outlined in the U.T. Tyler Manual of Policies and Procedures for Student Affairs: Specifically Sec 8-801 and 8-804:

<http://www2.uttyler.edu/mopp/documents/MOPPChapter8StudentConductandDiscipline-updated011411.pdf>

Student Signature

Date

Student Printed Name

NURS 3302
Course Number

Approved: UG Studies: 5/11

APPROVED:
University of Texas System-Spring 1996
Faculty Organization-Spring 1996
Revised: May 2004, Summer 2005, summer 2012