

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

**NURS 5347
Practicum I**

Course Syllabus

FALL 2016

Course Faculty

**Amy Toone, PhD, FNP assistant instructor
Robert Johnson MSN, FNP clinical adjunct**

WELCOME

Welcome to NURS 5347 –Practicum I. Your instructor for this course is Dr. Amy Toone PhD, FNP-BC. Your faculty doing the CPE check offs is Mr. Bob Johnson RN, MSN, FNP. 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 for Mr. Johnson is by email robertjohnson@uttyler.edu. To reach Dr Toone you can check in on office hours Wednesday from 8-9 CST or email at atoone@uttyler.edu.

Zoom sessions for are on Thursday 8-9 pm. The zoom links are in the course calendar. The zoom meeting time is from 8-9 pm on five selected Thursday nights. **These zoom sessions are required and many course questions will be covered in the sessions. We will discuss common subjects and tips for interviewing. Plan now to attend these mandatory zoom sessions.** There are also weekly virtual office hours from 8-9 pm on the other Wednesday nights there is not a schedule mandatory zoom session. These other office hours are simply a way for you to connect with the faculty and get your questions answered. You can have one on one faculty time during the office hours. During the schedule mandatory 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. Please have your laptop on a table or desk to limit the camera shaking others will see.

Overview This course is designed to provide intensive study of a clinical specialty. Three credit hours of N5347 will meet eligibility requirements to seek 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:

1. Identify business concepts and management strategies related to a variety of practical settings to maintain quality and control costs.
2. Discuss coding/reimbursement issues related to practice management.
3. Articulate the role of the nurse practitioner in the health care delivery system.
4. Analyze the influence of economics and fiscal policy on resource management and allocation.

INSTRUCTIONAL METHODS

This course is taught in a web-enhanced format with online readings as well as five mandatory zoom meetings. You will need a web cam for these zoom meetings as you will need to attend and be on camera. You need to be on zoom and ready by 8pm and class will start promptly. Since class participation is required these will not be recorded. Class interaction is necessary for this course. There are office hours that are weekly from 8-9 pm on Thursday nights and they are not required but it is a time to discuss anything on your mind with the professors. After class students may continue to talk between

themselves for 30 minutes on the zoom as this has proven beneficial to previous classes. There five meetings that are highlighted in yellow are required and the other are not required but just virtual office hours and an opportunity to talk to your classmates. The following learning experiences are included: *Online learning activities and website media will be used. Students will access online course material via Blackboard.*

- Clinical practicums with preceptors in a primary care site will enhance the application and integration of didactic content and clinical skills.

READING/TIME FOR COMPLETION OF ASSIGNMENTS

You must see the posted assignment in the preview panel to consider your assignment posted. Since unlimited postings is available for all assignments you may not email your assignment to your faculty. Reading of professional materials (books, journals, etc) is 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 11 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 to enter into Typhon your clinical data 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.

COURSE ELEMENTS

A student's achievement of the course objectives is evaluated based on the following activities: A successful passage of the CPE 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 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%

How the APEA predictor Exam #2 will be translated into a grade for this class.

| APEA score | Class Grade | AREA score | Class Grade | APEA Grade | Class Grade |
|------------|-------------|------------|-------------|------------|-------------|
| < 74 | 0 | | | 88 | 93 |
| 75 | 80 | 82 | 87 | 89 | 94 |
| 76 | 81 | 83 | 88 | 90 | 95 |
| 77 | 82 | 84 | 89 | 91 | 96 |
| 78 | 83 | 85 | 90 | 92 | 97 |

| | | | | | |
|-----------|-----------|-----------|-----------|---------------|------------|
| 79 | 84 | 86 | 91 | 93 | 98 |
| 80 | 85 | 87 | 92 | 94 | 99 |
| 81 | 86 | | | >95 | 100 |

APEA predictor Examination must be passed with a score of ≥ 75 to pass this course regardless of other course grades. Go to <http://www.apea.com/online-testing-center.html> and select 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 second examination will be submitted into gradebook.

If you do not pass the first predictor examination with ≥ 75 then you need to 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. **You will also be able to do one 150 item test which is acceptable one of your predictor tests for this course.** 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 decrease test anxiety and help you learn how to think like a test writer. Then you take another predictor examination which if ≥ 75 will be added into the grade book. You may take as many predictor exams as it takes to get a score $\geq 75\%$ but you have to buy each examination so it pays to study before repeating the examination. **You must make ≥ 75 on the second predictor examination submitted to gradebook or your score will be recorded as zero and you will not pass this class.** If you make < 75 on the first predictor test is recommended that you take a review course. This review course can be done live or online. Our goal here is to make you successful on the certification examinations

There are four live review courses from APEA this semester. The nearest course are:

- [HOUSTON, TX Nov 11 - 13 - 2016](#)
- [BATON ROUGE, LA Dec 02 - 04 - 2016](#)

To get the best price it is best to register as a group of ≥ 10 or ≥ 5 people. Use the first zoom session to do this if you are interested in being part of a group for registration purposes. If you are interested in other review courses see <http://www.apea.com/home>

There is one Fitzgerald review courses in Texas for fall 2016: October 2, 2016. There are live review courses available in other states. Fitzgerald review courses are available online and MP3. <https://www.fhea.com/Store/DetailProducts.aspx?id=184> Check online early if interested.

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.

GRADING ELEMENTS and Course Schedule NURS 5347 Practicum 1 Spring 2016
SUBMISSION INTO BLACKBOARD You will need to upload your documents in blackboard in word, excel, or PDF format. **You must see the upload in the preview panel to consider your work submitted.** There are unlimited attempts for submission allowed on each assignment 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 how to submit documents after a long clinical day. Timely submissions are expected as professional behavior.

Apply online for national certification examination. You can apply for either the AANP or ANCC certification examination. For this assignment you apply online and then either print your application or other proof your application was submitted. I recommend the AANP examination as it has more clinical questions on it. ANCC has research questions on it. This will give you a testing window (period of time) that you can test after your degree completion date is done. Your degree completion date is **12/2/2016**. This assignment will require you to put in preceptor information in the registration process and it takes an average of 3 hours to complete their form so plan accordingly. You need to show proof you paid for registration for this assignment.

Regular Communication with Faculty

Students will be required to submit a completed reflective communication using the template provided to their respective clinical faculty member via the assignment icon by the posted due date. *Each item within the template is to be addressed. Note: Thoughtful, self-reflective comments are expected with regard to each item for maximum points.*

Typhon Logs submitted for a total of three times.

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 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 BB. **You must see the submission in the preview panel to consider your assignment submitted.** There is 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 blackboard in excel. Only typhon submitted in this format will be graded.

Typhon Time Log Instructions

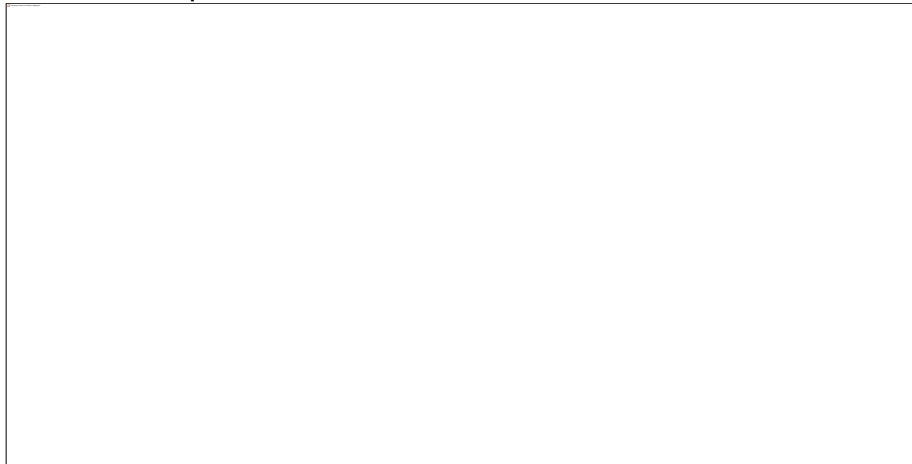
Login to Typhon: <https://www.typhongroup.net/UTTyler/>
Select Data Entry Login
Account number is always 7415

*After you enter Case Logs Make sure you go to **My Time Logs**, under reports and enter Time Log for the day. (There will be a flashing red exclamation with the date(s) that still need a time log)

- Click Create-next to date(s).
- Check the information and click continue.
- Enter shift time, other items as needed and
- Under Notes enter how many patients seen that day. Can do this on final pt. seen this day. **Ex: 8 pts**

Now, you will be ready to submit your time log report to your instructor.

1. Go To Main Menu in Typhon
2. Under Other Activities & Reports select 'My Time Logs'
3. Select date range (select course/all preceptors),
4. Check- Display patient, consult & conference time
5. Show data as: hours
6. Check-**Show notes***
7. Apply Filters
8. Click: View/Export results to excel



9. Open excel file (may have saved in downloads)
10. Delete columns H-P, these are not needed
11. Copy all cells to word document and submit into the class you are enrolled under the appropriate assignment link.

*Make sure
Notes listed

The final submission should look like:

| Date | Course | Preceptor | Preceptor Approval | Shift/On-Call Time | | |
|-----------|------------------------|---------------------|--------------------|--------------------|-----------|----------|
| | | | | Clock In | Clock Out | Duration |
| 1/13/2016 | NURS 5349 -Practicum | Toone, Amy | | 8:30 | 14:30 | 6 |
| NOTES: | 8 pts | | | | | |
| 10/5/2015 | N5366: Primary Care II | Ballard, Elaine FNP | | 8:00 | 18:00 | 10 |
| NOTES: | 4 pts | | | | | |

Please include all above columns AND the TOTAL clinical hours (shows as your last row line).

Summary of clinical hours

Complete the Summary of Clinical Hours form that is located under "Clinical Documents" (it has blue sections on it) on Blackboard at the end of the semester and upload via the assignment icon. **This is due on November 30 and all the program 675 should be on this submission. You must submit this assignment to pass the course regardless of other assignments.** You will need the preceptors, their credentials and their addresses for completion of certification documents.

Clinical Experiences:

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.

A Preceptor Handbook is available on Blackboard 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 NP website under Student Resources. There is a link to these forms on Blackboard for your convenience. 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. 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.

Students times for their CPE is listed under course documents. **Note: Faculty may add additional site visits and/or clinical hours (in 40 hour segments) 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 your faculty person informed of any changes in your clinical time. Should an unsatisfactory CPE be documented, a subsequent site visit by the student's faculty member will be necessary. The subsequent CPE 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 November 30.

CPE check offs will be scheduled with Mr Robert Johnson. Mr. Johnson will provide his clinical availability. Instructions on how to schedule your CPE will be given during the first Zoom session.

In preparation for clinicals with Mr. Johnson the following is applicable: attire-business casual along with your lab coat, ID badge. Bring all references suggested by your instructors and a lunch/snacks. Hours 8A-7P

18118 FM 344 – The big ETMC building, across from Brookshires, on 155.

Pull in the only entrance there is, and go around to the lower level. That is where the entrance to the clinic is. There is plenty of parking.

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 class 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 class or clinical activities; 6) failure to notify the faculty or preceptor about changes in the preceptor agreement; 7) tardiness to the 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. There are 5 zooms that the

student needs to attend from 8-9pm on Wednesday nights- see course calendar. The other zooms are just office hours should you want to get in touch with faculty or other students.

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 meeting codes. Questions can be asked on Wednesday night to Dr. Oliver and Dr Toone 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.

- **On Blackboard**

Students are to check the Announcements section of Blackboard **daily** for announcements and new information. Students may also post questions in the designated areas to other students or the course faculty.

- **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 blackboard. 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.

When assignments are received, we will open them in Microsoft Word or Excel for grading. This will enable us to make comments, ask questions, etc. We will then return your assignment through blackboard.

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

All student assignments should be posted for evaluation using the assignment icon in Blackboard. 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 Users in the course, including the instructors. If you need more instructions on how to send email messages with Blackboard please read the student manual located in the Resources area of the course.

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 24 hours time period. 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.

Name Badges

Nurse Practitioner students are to wear their lab coats and name badges whenever they are in the clinical setting.

Evaluation of the Course and Faculty

The University of Texas at Tyler requests that students complete a voluntary evaluation of both the faculty and the course. ***Students who complete the online evaluations by the deadline will have early access to their grades on myUTTyler.*** 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

Fitzgerald , M (2014) Nurse Practitioner Certification Examination and Practice Preparation 4th Ed. FA Davis Cost \$69- can buy from DA Davis and get 20% off and free shipping. ISBN 978-0-803640740

Weinstock, M.; Neides,D; Chan, M. (2015) Resident's Guide to Ambulatory Care 7th Ed. . ISBN 978-1890018788 Cost \$45

Esherick, J. (2014) Tarascon Primary Care Pocketbook 4th Ed. ISBN 978-1449665753 Cost \$15

Hamilton, R. Ed (2015) Tarascon Pocket Pharmacopoenia ISBN 978-1284058666 Cost \$17

Gilbert, D. Ed. (2015) Sanford Guide to Antimicrobial Therapy ISBN 9781930808843. Cost \$21May buy the larger version to see better.

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.

Recommended Text:

Buppert, C (2014) Nurse Practitioner Business Practice and Legal Guide. ISBN 9781284050912

UpToDate

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>

Web Sites that may be useful:

Agency for Healthcare Research and Quality (AHRQ) practice guidelines:

<http://www.ahrq.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." (Note: A searchable NP directory is "coming soon" to this site whereby members will be able to find TNP members based on geographic location in the state.) <http://www.texasnp.org>

IMPORTANT UNIVERSITY POLICIES

<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://www.uttyler.edu/wellness/rightsresponsibilities.php>

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 Blackboard 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 may be repeated only once. A course withdrawal is counted as one course attempt. Exceptions may be made for extenuating circumstances.
6. Any elective hours may 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

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

- Ensuring you have the proper hardware and software is imperative to your success in an online course. The requirements are based on the results of testing conducted by Blackboard. Additional information is available at
- <http://wiki.uttyler.edu/pages/viewpage.action?pageId=1474652>

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

What are the recommended computer requirements to access Blackboard?

[Blackboard Documentation and FAQ](#) 128 MB of RAM.

- Microsoft Windows 2000, Microsoft Windows XP with the latest critical updates, or Microsoft Vista with the latest critical updates. (note: you will need to turn the text box editor off if you are using Vista as described above.)
- Internet Explorer XP 7.0 with the default settings. (note: you will need to turn the text box editor off if you are using Internet Explorer 7.)
- Microsoft Office XP and 2003 with the latest critical updates.

In addition, you might need the following software installed:

- Adobe Acrobat Reader –

Note: You can buy software at the UT Tyler bookstore at an affordable price.

Audio 16 bit or better sound card and speakers (if your course contains audio content)

Internet Connection Note: Corporate or academic security firewalls may block some course content, such as chat or streaming media

Email Address Email is a vital communication medium in online learning. It is important that you have a working email address to receive communications from your advisor, instructors, and classmates. You are responsible for keeping your email address and other personal information up to date in the Tools Area, Personal Information section.

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.

Browsers Firefox works best with blackboard then explorer is the second best. Chrome works with blackboards but not as well.

Tools [Blackboard Academic Suite User Manual](#)

Resource detailing the tools and functions included as part of the *Blackboard Academic Suite* from the Student or general user perspective

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

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