NURS 5660
Family Nurse Practitioner Practicum

Course Syllabus

Summer 2014

Course Faculty

Elaine Ballard, DNP, APRN, FNP-BC
Sandra Petersen, DNP, APRN, FNP/GNP-BC, PMHMC
Angie Corley, MSN, APRN, FNP-BC
Carol Price, MSN, APRN, FNP-BC
WELCOME
Welcome to NURS 5660 --Primary Care Practicum. Your instructors for this course are Dr. Elaine Ballard, Dr. Sandra Petersen, Ms Angie Corley and Ms. Carol Price. This is the final course of the FNP program. In this course, you will spend concentrated time in the clinical area and begin taking on the APRN role.

COURSE INSTRUCTORS

Dr. Elaine Ballard, DNP, APRN, FNP-BC
Assistant Professor, Director Advanced Practice Nursing

   Email: eballard@uttyler.edu
   Phone: Office: 903-565-5993 / cell: 469-877-3812
   FAX: 903-565-5533
   Office Location: BRB 1135
   Office Hours: By appointment

Dr. Sandra Petersen, DNP, APRN, FNP-BC, GNP-BC, PMHNP
Associate Professor
   Email: spetersen@uttyler.edu
   Phone: Cell: 214-213-4726
   FAX: 866-672-8204
   Office Location: BRB 1130
   Office Hours: By Appointment

Ms. Carol Price, MN, APRN, FNP-C

   Email: cprice@uttyler.edu
   Phone: 903-566-7027
   Office Location: BRB 2280
   Office Hours: By Appointment
   Contact preference: Prefer email

Ms. Angie Corley, MSN, APRN, FNP-BC
Adjunct Faculty

   Email: angiecorleymp@gmail.com
   Phone: 713-397-9773
   Office Hours: By appointment

Overview This course is designed to provide intensive study of a clinical specialty. Six credit hours of N5660 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.
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 scheduled on campus lecture and labs throughout the semester. The following learning experiences are included:

- Online learning activities and website media will be used. Students will access online course material as
- Mandatory face-to-face lecture will be held during the semester for intensive focus on advanced practice nursing skills. These days are MANDATORY.
- Clinical practicums with preceptors in a primary care site will enhance the application and integration of didactic content and clinical skills.

If you are unable to attend any session because of an emergency situation, you must make prior arrangements with Dr. Ballard or your clinical instructor.

READING/TIME FOR COMPLETION OF ASSIGNMENTS

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. As a rough guide, you should plan to spend six to ten hours per week on this course. The actual amount of time will vary from individual to individual. This estimate includes the time you spend in reading, discussions, and assignments.

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:

COURSE EVALUATION
Course Grading Scale:
- A = 90 to 100%
- B = 80 to 89%
- C = 70 to 79%
- D = 60 to 69%
- F = Below 60%

GRADING ELEMENTS

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Grade Percentage</th>
<th>Submission Location</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clinical Case Study Discussion Board Assignment</td>
<td>10%</td>
<td>Discussion Board</td>
<td>June 30, 2014</td>
</tr>
<tr>
<td>Resume/Portfolio</td>
<td>20%</td>
<td>Assignment Icon</td>
<td>July 14, 2014</td>
</tr>
<tr>
<td>Presentation of Issue Related to Advanced Practice (Group Project)</td>
<td>35%</td>
<td>Assignment Icon</td>
<td>July 28, 2014</td>
</tr>
<tr>
<td>Philosophy of Practice/Negotiation Paper</td>
<td>35%</td>
<td>Assignment Icon</td>
<td>August 4, 2014</td>
</tr>
<tr>
<td>Clinical Schedule &amp; Clinical Objectives</td>
<td>P/F</td>
<td>Assignment Icon</td>
<td>June 9, 2014</td>
</tr>
<tr>
<td>Proof of membership in State or National organization</td>
<td>P/F</td>
<td>Assignment Icon</td>
<td>June 16, 2014</td>
</tr>
<tr>
<td>Reflective communication with faculty (2)</td>
<td>P/F</td>
<td>Assignment Icon</td>
<td>1) June 23, 2014</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2) July 21, 2014</td>
</tr>
<tr>
<td>Typhon Logs and submission of Hours Summary</td>
<td>P/F</td>
<td>Assignment Icon</td>
<td>August 11, 2014</td>
</tr>
<tr>
<td>Summary of Clinical Hours Form</td>
<td>P/F</td>
<td>Assignment Icon</td>
<td>August 11, 2014</td>
</tr>
</tbody>
</table>

LATE PAPERS

All late assignments may be assessed a 5 points per day penalty (including weekends) when the assignment is not posted by the due date and specified time unless prior arrangements are made with the instructor. All papers are due by the time (Central Standard Time) specified in the Course Calendar. Assignments must be posted via the assignment icon on Blackboard – NOT by email.
Professional Advanced Practice Nursing National Organization membership (P/F)
Submit proof of your State or National organization membership to the assignment icon link designated. Such membership affords the student and the practicing professional ready access to current information that is relevant to the role of the advanced practice nurse. Such organizations have been (and will continue to be) instrumental in promoting the goals and visions of advanced practice nurses. Another benefit of membership is a reduction in registration fees to conferences sponsored by the organization.

Clinical Case Study Discussion Board (10%)
Post one interesting case that you have seen in your clinical setting via Discussion Board. The case should be an unusual diagnosis, or a complex case that required in-depth evaluation on your part. The case should be posted in the SOAP format, with references for your diagnosis, differential diagnoses (you should have at least 3), and your treatment plan. The posting does not have to be written in APA format, but should be written with correct spelling and grammar. References should be in APA format. Your references should reflect current evidence – no older than 5 years old. UpToDate may be used as one or your references, but should not be your sole reference.

Cover letter/Résumé/Portfolio/Interview questions (20%)
A cover letter will be submitted with the Résumé. The cover letter explains how the student will meet the criteria for a desired position and will get their Résumé “noticed.” The Résumé presents your qualifications, education, and experience in a succinct format. The portfolio gives additional evidence about your professional qualifications, and includes unofficial transcripts, 3 letters of recommendation, a minimum of 3 career goals, any articles/presentations the student has completed in the past 3 years (this can be assignments completed during the program), and continuing education or training for the past 3 years. The student will also briefly answer a list of potential interview questions that future employers might ask during an interview. This assignment will help students prepare for their first interview for a nurse practitioner position.

Philosophy of Practice/Negotiation of First Job (35%)
This paper allows students to examine their philosophy of care and the business side of advanced practice. Students will reflect on what is important to them in a practice and the philosophy that will guide their delivery of care. The paper should be no more than 6 pages in length, and should be written in APA format. Please follow the grading criteria and post the assignment via the assignment link by the due date in the course calendar.

Presentation of Issue related to Advanced Practice (Group project) (35%)
This assignment allows your group to fully investigate an issue related to Advanced Practice Nursing. Your group will present the issue to your peers in class using a PowerPoint format. Each member of the group is expected to present a part of the issue, and the group is expected to generate a discussion regarding solutions to the issue. Students are to select an issue important to Advanced Nursing Practice. Students will form groups of 4-5 and post an issue related to Advanced Practice on Discussion Board.
by June 16, 2014. The issue must be approved by Dr. Ballard before beginning work on the presentation/assignment.

**Regular Communication with Faculty (P/F)**

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, reflective comments are expected with regard to each item.*

**Typhon Logs (P/F)**

Throughout the NP Program, you will be asked to keep track of your clinical hours in a system called 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 within one week of the clinical experience. Typhon will be evaluated by your instructors at mid-term, at the end of the course, and periodically throughout the course. *Each student should keep a printout or burn a CD 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.*

In addition, complete the Summary of Clinical Hours form that is located under "Clinical Documents" on Blackboard at the end of the semester and upload via the assignment icon.

**Clinical Experiences: (P/F)**

*A minimum of 360 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. **PA’s MAY BE USED AS A PRECEPTOR.**

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. **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.

Students must complete the online preceptor/facility agreement that can be found on the NP website under Student Resources. There is also a link to these forms on Blackboard for your convenience. Forms must include all information in order to be processed.

Up to 16 hours may be obtained through approved continuing education or attending conferences as approved by faculty. Up to 60 hours may be obtained through clinical activities obtained with "specialists" as approved by your clinical faculty. 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.

*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 = P/F

Students must obtain a passing performance evaluation by the student's faculty member before a grade in the course will be determined. 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 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.

Students are advised to schedule this visit with their faculty member as soon as possible after the semester begins to avoid scheduling problems later. In some cases, the student may be required to adjust his or her schedule for site visits to meet the faculty member’s travel requirements. **Note: Faculty may add additional site visits and/or clinical hours 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 08/08/14.

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 pagers, and appropriate grooming and attire both in the classroom, 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 Sleeve.

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

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

COMMUNICATION

- **With Preceptors**
  Clarity in communication is absolutely critical to the professional role, especially for the advanced practice nurse. Communicate clearly with preceptors about your objectives, learning needs, and clinical hours. Preceptors provide feedback to the student and the faculty about the student’s clinical performance.

- **With Faculty**
  Regular communication with the clinical faculty is required to review clinical activities, develop on-going objectives, and evaluate clinical progress.

- **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 regular 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 link. 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 (ex. MSmithPediatricCaseStudyN5352)**
- 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
- Number 3-when all attached files (your completed assignment files) are uploaded, click submit

When assignments are received, we will open them in Microsoft Word for grading. This will enable us to make comments, ask questions, etc. We will then return your assignment through the Student Grade book area. To see comments about your assignment, click on your grade.

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.

**All student assignments should be posted for evaluation using the assignment icon in Blackboard. Graded assignments will be posted there also unless your clinical faculty makes alternate arrangements with the student.**

**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 email addresses above. You can expect to receive responses to any emails you send during business hours within a 48 hrs 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. Technical problems in email systems may slow down responses.

**Name Badges**
Nurse Practitioner students are to wear their 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.

**IMPORTANT UNIVERSITY DATES:**

- MAY 19, 2014 – CLASSES BEGIN; Late registration and schedule changes.
- MAY 26, 2014 – MEMORIAL DAY HOLIDAY – NO CLASSES
- JUNE 2, 2014 – CENSUS DATE (12TH CLASS DAY): Deadline for all registrations, schedule changes, and section changes.
- JUNE 5, 2014 – 15TH CLASS DAY (20TH CLASS DAY EQUIVALENT)
- JUNE 16, 2014 – PRIORITY DEADLINE FOR FALL 2013 GRADUATION
- JULY 4, 2014 – INDEPENDENCE DAY HOLIDAY
- JULY 7, 2014 – LAST DAY TO WITHDRAW PASSING
- JULY 15, 2014 – FINAL FILING DAY FOR AUGUST 2014 GRADUATION
- AUGUST 12, 2014 – FINAL GRADES DUE IN FACULTY CENTER BY 12:00 NOON

**CLASS SCHEDULE**

**FRIDAY June 20, 2014**

<table>
<thead>
<tr>
<th>Time</th>
<th>Location</th>
<th>Topic</th>
<th>Presenter</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:30-10:30 am</td>
<td>BRB 1030</td>
<td>Discussion of Course Requirements</td>
<td>Dr. Ballard</td>
</tr>
<tr>
<td>10:30-10:45</td>
<td>BRB 1030</td>
<td>BREAK</td>
<td></td>
</tr>
<tr>
<td>10:45-12:30 pm</td>
<td>BRB 1030</td>
<td>Forms for BON/Cert DEA/DPS/NPI</td>
<td>Dr. Ballard</td>
</tr>
<tr>
<td>12:30-2:00 pm</td>
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<td>LUNCH</td>
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<tr>
<td>2:00-3:30</td>
<td>BRB 1030</td>
<td>Billing and Coding Presentation</td>
<td>TBD</td>
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<tr>
<td>3:30-5:00 pm</td>
<td>BRB 1030</td>
<td>• Coding Practice Session</td>
<td>Faculty</td>
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<tr>
<td></td>
<td></td>
<td>• Evaluating Your First Job</td>
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FRIDAY AUGUST 1, 2014

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<tr>
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<tbody>
<tr>
<td>08:30-10:30</td>
<td>BRB 1030</td>
<td>Student Group Presentations (30 minutes each)</td>
<td>Groups 1, 2, 3, 4</td>
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<td>10:30-10:45</td>
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<td>Break</td>
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<tr>
<td>10:45-12:15</td>
<td>BRB 1030</td>
<td>Student Group Presentations (30 minutes each)</td>
<td>Groups 5, 6, 7</td>
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<tr>
<td>1:30-7:30</td>
<td>21755 Syrah Ln</td>
<td>End of Program Party and Pinning Ceremony</td>
<td>Dr. Ballard’s Home</td>
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REQUIRED RESOURCES

<table>
<thead>
<tr>
<th>AUTHOR</th>
<th>TITLE</th>
<th>EDITION</th>
<th>PUBLISHER and/or ISBN</th>
<th>Required or Recommended</th>
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</thead>
<tbody>
<tr>
<td>Nagelkerk, Jean</td>
<td>Starting your practice: A survival guide for nurse practitioners</td>
<td>978-0-323-02488-4</td>
<td>Recommended</td>
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UpToDate – accessible UpToDate via the link listed on Blackboard. You must log in using your patriot ID and password.

Web Sites that may be useful:

**Agency for Healthcare Research and Quality (AHRQ) practice guidelines:**
http://www.ahcpr.gov

By examining what works and does not work in healthcare, AHRQ's mission includes both translating research findings into better patient care and providing policymakers and other healthcare leaders with information needed to make critical healthcare decisions.

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

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

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

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

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

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

**Texas Nurse Practitioners:** The mission of TNP is "to promote accessible, quality healthcare to the people of Texas by promoting the professional growth and welfare of nurse practitioners." (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. Core courses must be taken in sequence, as indicated in the U.T. Tyler catalog.
3. Students on conditional admissions status will be granted full acceptance status after the successful completion of designated coursework prior to petitioning the Graduate Studies Committee for a change in admission status.
4. Nursing courses within the MSN curriculum may be repeated only once. A course withdrawal is counted as one course attempt.

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

What are the recommended computer requirements to access Blackboard?

Blackboard Documentation and FAQ > 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 - download it here for FREE
- Macromedia Flash Player - download it here for FREE
  Note: If you do not want the Yahoo Tool Bar for your browser, uncheck the box BEFORE you download.
- Real Player - download it here for FREE
  Note: An "installer" program will download first, then you will be prompted to actually download the player.
- Quick Time Player - download the Windows version here for FREE
  Note: If you do not want the newsletter subscriptions, uncheck the boxes.
- Windows Media Player - download it here for FREE

** Note: You can buy Microsoft Windows XP and Microsoft Office 2003 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**
  56.6 KBPS modem, cable modem, DSL, or intranet (T-1)
  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**

  ![Download Safari](https://via.placeholder.com/150)

  - UT Tyler courses use Java, JavaScript, browser plug-ins, helper applications and cookies. It is **essential** that you have these elements installed and enabled in your web browser for optimal viewing of the content and functions of your online course.
  
  - **Unsupported Browsers**—America Online (AOL), Prodigy, Juno, MSN, Yahoo and other Internet Service Providers (ISPs), provide their own internal and proprietary web browsers. These browsers may not be compatible with UT Tyler courses. We strongly recommend downloading and installing one of the Blackboard supported browsers listed above to ensure optimal functionality with the elements of your online course. **Note:** It's not recommended to use IE on Macintosh since it is no longer supported by Microsoft.

- **Plug-ins and Helper Applications**

  ![Get Macromedia Flash Player](https://via.placeholder.com/150)

  - Macromedia Flash Player allows you to view content created with Macromedia Flash such as interactive web applications and animations.
o Shockwave Player allows you to view content created with Macromedia Director such as games and interactive 3D simulations.

o RealPlayer allows you to view and listen to streaming video and audio.

o QuickTime Player allows Mac and Windows users to play back audio and video files.

o Windows Media Player allows you to view, listen and download streaming video and audio.

o Adobe Reader allows you to view, save, and print Adobe Portable Document Format (PDF) files.

o Sun Java Runtime Engine (JRE) allows you to use interactive tools on the web.

o PowerPoint Viewer 2003 lets you view full-featured presentations created in PowerPoint 97 and later versions.

• Tools

  o 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 Help - If you are having technical problems, please contact the Campus Computing Center:

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