

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

**NURS 5352 SYLLABUS**  
**ADVANCED HEALTH ASSESSMENT**

**Spring 2017**

**Faculty:**

**Dr. Carol Rizer, CRNA, MSN, DNP**  
**Dr. Marcie Crisp, DNP, MSN, FNP**  
**Ms. Dinorah Martinez-Anderson, MSN, RN, FNP-C**

**NURS 5352 - Advanced Health Assessment  
Course Syllabus  
Spring 2017**

**WELCOME**

Welcome to **NURS 5352 - Advanced Health Assessment!** As your instructor, I look forward to meeting with you in class sessions as well as in our virtual classroom online. In this course, you will be learning advanced physical assessment skills and how to formulate differential diagnoses and determine risk factors.

Please refer to the information contained in this Syllabus any time you have a question regarding the basic course information. A pdf of the purpose of the syllabi can be found at this link: [Syllabus Policy](#)

**COURSE INSTRUCTORS**

**Dr. Carol Rizer, DNP, MSN, CRNA**

Assistant Professor

**Email:** [crizer@uttyler.edu](mailto:crizer@uttyler.edu)

**Phone:** Office-(903)566-7326

**Cell -** (903) 681-4372 (preferred)

**Office Location:** BRB 1095

**Office Hours:** By Appointment

**Dr. Marcie Crisp, DNP, MSN, FNP**

Assistant Professor

**Email:** [mcrisp@uttyler.edu](mailto:mcrisp@uttyler.edu)

**Phone:** 903. 565.5954

**Cell-** 325.864.2497

**Office Location:** BRB 1105

**Office Hours:** By appointment

**Ms. Dinorah Martinez-Anderson, MSN, RN, FNP-C**

Adjunct Professor

**Email:** [dmartinezanderson@uttyler.edu](mailto:dmartinezanderson@uttyler.edu)

**Phone:** 512-948-5284

**Cell:** 512-948-5284

**Office Location:** shared with Dr. Rizer- BRB 1085

**Office Hours:** online and/or by appointment

## **NURS 5352 - ADVANCED HEALTH ASSESSMENT**

Total Credits: 3 semester credit hours; 20 laboratory hours.

### **COURSE DESCRIPTION**

This course will involve application of advanced health assessment principles and skills for comprehensive examination of clients. Focus will be on common deviations from normal. Populations across the lifespan will be included. Course fee required.

In order to be successful, you should read assigned materials, participate in scheduled on campus classes and laboratory experiences, and complete all assignments in a timely fashion. Components of this course will include four exams, Shadow Health virtual clinical experiences, two SOAP NOTES, 12 module quizzes, a health history assignment, a Denver Developmental assignment, and on-campus lab practice and skills practicum experiences, including a Midterm and Final Practicum with SOAP notes.

Be aware that even though the course sequence focuses on modules of content that are well spaced throughout the semester, you will need to begin to master the examination techniques more quickly, even though the didactic material may not have been covered in the modules by the time the practicums are scheduled. There are videos that show head-to-toe assessment skills so that you can begin your practice right away. It is expected that you will be well-practiced and ready for check-off by mid-semester, even though the mid-term Immersion week will also be a time of learning and perfecting your skills. You should aim to complete the midterm practicum in one hour.

Towards the end of the semester, you should be proficient enough to complete the final practicum head to toe assessment within 45 minutes.

### **COURSE PREREQUISITES**

- Basic health assessment course.
- Minimum grade point average of 3.0 for the last 60 semester credit hours of undergraduate work.
- A Bachelor of Science in nursing degree from a nationally accredited school.
- Current licensure as a Registered Nurse.

### **COURSE OVERVIEW**

This advanced clinical track course builds upon baccalaureate and professional practice physical assessment and history-taking knowledge and skills. It focuses on the skills of assessment necessary in advanced nursing practice.

The course provides opportunities for you to perform comprehensive and problem-specific psychosocial, developmental, cultural, and physical assessments in establishing client-centered

databases. You will analyze data from client-centered databases to determine client health status, identify health problems, and formulate diagnoses.

Clinical lab experiences include opportunities to perform assessment skills and improve history-taking with input from faculty in the skills lab on the UT Tyler campus, and within the virtual Shadow Health clinical setting.

You are expected to be self-directed in your learning and to approach every learning opportunity with a clear understanding of the learning objectives.

***The content of this syllabus or web-based course is subject to change at the discretion of the faculty according to current learning needs. Therefore, it is wise to review assigned readings and assignments on Blackboard at the beginning of each week for possible updates. Notify the faculty immediately if there are issues that would delay submission of assignments.***

### **COURSE GOALS AND OBJECTIVES**

Building upon basic physical assessment and history taking knowledge and skills, this course focuses on knowledge and clinical skills required for advanced practice nursing. Upon successful completion of this course, the student will be able to:

1. Demonstrate the ability to obtain and document a comprehensive health history for individuals across the lifespan.
2. Perform a risk assessment of the patient including the assessment of lifestyle and other risk factors.
3. Assess health promotion behaviors of individuals across the lifespan.
4. Perform and document a complete advanced physical examination of individuals across the lifespan utilizing the full extent of the student's education and training.
5. Perform basic assessment tests and interpret pertinent laboratory and diagnostic data.
6. Relate assessment findings to underlying pathophysiology.
7. Analyze assessment data to determine differential diagnoses.
8. Analyze assessment data to determine nursing diagnoses.
9. Develop an effective and appropriate plan of care for the patient that is research based (evidence-based practice) and takes into consideration life circumstances, cultural, ethnic, and developmental variations.
10. Utilize the skills of advanced nursing assessment and an understanding of advanced practice nursing roles and evidence-based data collection to provide effective continuity of care among collaborating healthcare providers.

### **INSTRUCTIONAL METHODS**

This course is taught in a web-enhanced format with online readings as well as scheduled on-campus labs throughout the semester. The following learning venues are included:

- Online learning activities and website media will be used. Students will access Jones and Bartlett Online Learning Resources related to the required course textbook and Shadow

NURS 5352 Advanced Health Assessment  
Spring 2017

Health virtual patient modules online. Pertinent YouTube videos and Tegrity lectures will enhance the modules.

- Mandatory face-to-face labs will be held during the Learning Immersion Weeks during the semester for intensive focus on advanced assessment skills.
- There will be a midterm and final practicum skills check-off with required SOAP notes.
- There will be several required assignments to be turned in under the Assignments tab on Blackboard.

If you are unable to attend any on-campus session because of an **emergency situation**, you must make prior arrangements with the instructor, if at all possible.

Should you miss an exam for an excusable reason, the makeup exam will consist of essay and fill-in-the-blank type questions. Be aware that the excuse for making up exams primarily consist of emergency situations only. **Work excuses or failure to adequately connect to the internet during exams are not considered reason enough to permit scheduling a makeup exam.** If you have difficulties with internet connection, contact ProctorU and then your faculty right away, so as to limit the delay time in starting an exam. Students should always notify instructor prior to a foreseeable absence.

#### **REQUIRED TEXTBOOKS:**

<b>AUTHOR</b>	<b>TITLE</b>	<b>EDITION</b>	<b>PUBLISHER and/or ISBN</b>
Rhoads, J. & Petersen, S.	Advanced Health Assessment and Diagnostic Reasoning (User Guide, Access Code, and Textbook Package)	2nd Ed.	ISBN: 978-1-4496-9962-8
Seidel, H.M, Ball, J.W., Dains, J.E., Flynn, J. A., Solomon, B.S., Stewart, R.W. 2014	Mosby's Physical Examination Handbook	8th Ed.	ISBN-10: 0323169538 ISBN-13: 978-0323169530
Habif, Campbell, Chapman, James, & Dinulos 2011	Skin Diseases: Diagnosis & Treatment	3rd Ed.	ISBN: 978-00323077002
Seller, R. & Symons, A. 2011	Differential Diagnosis of Common Complaints	6th Ed.	ISBN-10: 1455707724 ISBN-13: 978-1455707720

## **REQUIRED COURSE EQUIPMENT**

(These items should be brought to campus during all Learning Immersion weeks.)

- Quality stethoscope
- Clear plastic ruler, 5-6 inches long
- Penlight
- Lab coat
- Watch with second hand/function, or digital clock with timer function
- UT Tyler student name badge (\$15.00)
- UT Tyler patch – purchased locally at CR Scrubs
- PDA or cell phone with internet access
- Web Cam for your computer

## **REQUIRED COURSE SERVICES/APPS**

### **ProctorU:**

- The cost of this exam proctoring service is around \$25 per exam, depending on how early they are scheduled. See the [ProctorU website](#) or page 14 of this document for more information. **Create your account and register for exams early to avoid extra charges.**

## **PROVIDED COURSE EQUIPMENT**

You will be issued a **Diagnostic kit** (otoscope, ophthalmoscope, percussion hammer, and tuning fork), as well as a **Denver Developmental kit**, at the beginning of the semester. **Please be aware that students should pick up the kits at orientation, if at all possible.** Otherwise, you may make arrangements to have the kits mailed to you at your expense, should you so desire. The kits **must be returned after completion of the FINAL PRACTICUM. Those who fail to return these items, whether lost or stolen, will be responsible for the cost of replacing these items which total \$1000.** Return Diagnostic Kit and Denver Kit by date outlined in the Course Calendar – **This is the date the equipment must be received by the university.** You will not receive an official grade until all equipment is returned.

### **Estimated Time Required 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 eight hours per week on this course, and more hours may likely be necessary, depending on the individual. This estimate includes the time you will spend reading, researching particular items

for more information, and completing assignments. Note that considerably more additional hours may be necessary to fully comprehend the didactic content as well as the clinical skills.

Every student is responsible for completing the recommended reading, completing the course module components, assignments, quizzes, and exams according to due dates in the course calendar. Reading assignments consist of associated materials in the course textbooks and this list may be viewed on the course calendar and in each module. All assignments are made with the assumption that required reading assignments will be completed prior to completion of the assignments.

## 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:

### POINTS

#### Exams:

Exam 1	15%*
Exam 2	15%*
Exam 3	15%*
Exam 4	15%*
<u>Module Quizzes:</u> (12 quizzes total)	10%
<u>Pediatric SOAP Note:</u>	5%
<u>Adult/Geriatic SOAP Note:</u>	5%
<u>Denver Developmental:</u>	5%
<u>Health History Assignment:</u>	5%
<u>Shadow Health Modules:</u>	10%

### Laboratory/Clinical Component (P/F):

Participation in Learning Immersion Week(s)	P/F
Mid-term Practicum & SOAP note	P/F**
Final Practicum & SOAP note	P/F**
Course Clinical Practice Hours (20)	P/F
Typhon Clinical Log	P/F

**\*The average of your exams must be greater than or equal to 80 in order to pass the course. Even if you have enough points to pass otherwise, you will not pass the course without making an 80 average on the four exams.**

**\*\*You must pass the Mid-term and Final practicums to pass the course. Even if you have enough points to pass otherwise, you will not pass the course without passing the**

**practicums. You will receive a % grade for the midterm and final SOAP notes, but understand that these components are Pass/Fail and the % grade is simply for your own information so that you may improve this component as the semester progresses.**

## **COURSE ELEMENTS**

Achievement of the course objectives is evaluated based on the following activities:

### **I. EXAMS:**

- Exams in the course will be given ONLINE, using a service called [Proctor U](#). Please see pages 9 and 16 of this document for more information about ProctorU.
- Students must sign up with Proctor U at the beginning of the semester for all four exams. Each student is responsible for payment for the Proctoring service at \$25 per exam.
- Exams must be taken during the time specifically designated unless other arrangements are made with instructors **prior** to the test. As previously stated, special arrangements must be decided on an as needed basis. There is no guarantee that your request will be approved.
- If you are unable to take the exam on the posted date, notify the course facilitator as soon as possible. If the course faculty decide that an alternate exam will be given, the format and times will be at the discretion of the course facilitator, and the exam will be comprised of essay and fill-in-the-blank questions.
- Exam dates are listed in the Course Calendar.
- Students must achieve an **AVERAGE** of 80 on all four exams to pass the course. Even though you may have enough percentage in other areas to raise your overall grade, you still will not pass the course without an 80 overall **AVERAGE** on all exams.
- Each exam may be opened at any time between the hours of 8:30 AM and 10:00 AM (CST), but you will only have 75 minutes to complete the exam. And, you must finish the exam by 11:30 AM. Please pay strict attention to this time limit!
- Further information is available through [Proctor U](#).
- The module objectives and assigned readings will guide the selection of items for the tests. Emphasis will be on application and synthesis of knowledge.
  - a. **Exam 1 will cover Modules 1, 2, & 3**
  - b. **Exam 2 will cover Modules 4, 5, & 6**
  - c. **Exam 3 will cover Modules 7, 8, & 9**
  - d. **Exam 4 will cover Modules 10, 11, & 12**
- Absolute integrity is expected from every student in all aspects of the course and students may be dismissed from the program for violations. Cheating on exams will not be tolerated. All persons involved in Academic Dishonesty will be disciplined in accordance with University Regulations and Procedures. You are responsible for reading and following the student guidelines on academic integrity in the [Handbook of Operating Procedures](#) for UTTyler.
- Exams are not open-book. No notes, books, papers or other aids are to be used during



any exam. Students are to work individually and submit the test within the allotted time frame.

- At a pre-determined time, after all students have completed the exam online via ProctorU, you will be given an opportunity to challenge any exam question in an online Discussion Board forum. This forum will remain open from noon until 2:00pm on exam day.

The only access the student will have to the exam will be immediately afterwards during which you will be allowed to review your test and see which questions were missed. You should do this while still online with and under the supervision of ProctorU. **Do not disconnect from ProctorU until you are given specific permission to do so. You will have the option to review your exam once after it is submitted. This must be done before disconnecting with ProctorU.** Otherwise, an incident report will be issued and an investigation will be pursuant. There will not be a second look at the exam itself. **Do not copy questions, take screen shots, or copy the exam questions by any other method.**

Proctor U is the proctoring company used at UTTyler, so you may see it again in other courses. ProctorU is a live online proctoring service that allows you to take your exam from the comfort of your home. ProctorU is available 24/7, however you will need to schedule your proctoring session at least 72 hours in advance to avoid any on demand scheduling fees. Creating a ProctorU account is very simple. All you will need to do is visit [go.proctoru.com](http://go.proctoru.com).

ProctorU also provides free technical support to ensure you have the best testing situation possible. That is available at [www.proctoru.com/testitout](http://www.proctoru.com/testitout). On this page, you will also be able to test your equipment, learn about what to expect during your proctoring session, and ask any questions you may have about the proctoring process with a ProctorU representative.

In order to use ProctorU you will need to have a high-speed internet connection, a webcam (internal or external), a windows or apple Operating System, and a government issued photo id. ProctorU recommends that you visit [proctoru.com/testitout](http://proctoru.com/testitout) prior to your proctoring session to test your equipment. For additional technical services needed before your exam, you can click on the button that says “connect to a live person”. Students should test all connections with Proctor U before the first examination. Testing can only be done in the testing window and in a quiet, undistracted environment (no library, coffee shop, or other public domain). **When your test is completed you must disconnect from the test in blackboard PRIOR TO disconnecting from proctor U for test security purposes. Any attempts to copy the examination will be viewed as cheating. If you want to challenge a question this can be done in discussion board at the posted time.** Please do NOT email your instructors with exam question challenges.

- A forum will be available within the course Discussion Board for students to write challenges regarding test questions to be submitted to faculty for review. This forum will be open on exam day ONLY, from noon to 2pm. Please do not email instructors with your exam challenges unless you have not received an answer to your DB questions.
- All question challenges should contain a pertinent rationale with reference and page number. Only those challenges supported by a rationale and reference will be reviewed.
- If necessary, opportunities for **individual review** of questions regarding the exam will be allowed **within 2 weeks** of the administration of the exam. After that time period, the

exam will no longer be reviewed.

- Any adjustment to exam grades will be at the discretion of the faculty.
- Grades will be posted on Blackboard, but should not be considered the official grade for the course until all exams have been taken and final grades posted.

## II. Module Quizzes (10%)

There will be a short Quiz given during each course module. These quizzes will open on the Saturday evening before the corresponding module week. There are 12 total quizzes. The combined total of points for all quizzes will account for 10% of the final grade. The quiz modules will be open for the entire week and may be taken as often as desired in order to review material and/or improve quiz grade.

## III. Shadow Health Modules (10%)

Shadow Health is a virtual patient module experienced online. **The cost of this component of the course is \$89.** This is a one-time fee and will be accessible to the student in other classes should it be required. Please create your account as soon as possible and pay for your course with a credit card by visiting <http://app.shadowhealth.com/>. To register, please visit [app.shadowhealth.com](http://app.shadowhealth.com) and click "Register for a Student Account." Then create their account and enroll in your course with this course-specific PIN: PIN: **January2017-8287-9549-0809-3828**

Some other helpful Shadow Health links:

- Shadow Health Website:** <http://app.shadowhealth.com/>
- Student Account Setup Guide:** [http://bit.ly/How\\_to\\_Register](http://bit.ly/How_to_Register)
- Technical Requirements:** [http://bit.ly/System\\_Requirements](http://bit.ly/System_Requirements)
- Link to Shadow Health Support:** <http://support.shadowhealth.com>

**Other questions regarding SH are answered in the FAQ tab in Blackboard. CAREFULLY review the Registration Guide found in the FAQ section of Blackboard and follow the steps to complete your registration. Review the SH grading rubrics and objectives in order to achieve maximum points credit for each module. A 70% threshold has been set on SH modules beginning with HEENT. The first two modules are not set with a threshold in order to encourage you to spend time learning the process. The threshold on subsequent modules will allow you to spend less time in each module, while still achieving the maximum number of points. In other words, achieving the 70% threshold will equal 100% for the module.**

There is a certain learning curve involved with the technical components of SH, such as learning the ‘vocabulary’ required for Tina to understand your questions, so be patient and persistent, allowing adequate time to become familiar with this virtual learning resource. Reading all the instructions offered in the online modules before you begin will be particularly helpful.

## IV. SOAP NOTES (5% each) (in addition to the SOAP notes done at midterm & final)

- The student is required to submit a total of two additional (2) SOAP NOTES. (This is in addition to the SOAPs you will write for your Midterm and Final practicums.)
- One will be a **Pediatric** SOAP NOTE, and one will be an **Adult/Geriatric** SOAP NOTE.
- The 'patient' you use for this assignment may be virtually anyone who agrees to allow you to conduct the examination. You may not, however, use your own child. You may use a friend or family member's child, as long as you get parental permission. For the adult SOAP, you may use any willing adult you would like.
- Each of these SOAP NOTES is worth 5% of the total course grade. Please use the appropriate grading rubric as a guide for each one.
- Be **VERY SPECIFIC** as you follow the grading rubrics for each: **Pediatric Grading Rubric**, and the **Adult/Geri Grading Rubric**, so that you include ALL components listed in order to achieve maximum possible points.
- The due dates are listed in the course calendar.

#### V. Health History Assignment (5%)

- The assignment is to select a suitable 'patient', do a thorough history and interview, just as you would do as an Advanced Practice nurse. You may use anyone willing to help you with the assignment, perhaps a family member, roommate, or friend.
- Use the grading criteria very specifically to write up the note. **Do not** type this assignment into a template.
- Even though this paper should be a **formal paper in APA format**, complete with a title page and reference list, it is preferable that you use bullets to make the paper more readable and better organized. Please do not write in long, unbroken paragraphs that make it difficult to check off each rubric item. You should write as if you were writing in a clinic chart, making it legible, organized, and easily understandable by the practitioner who reads the chart after you.
- Please note: This paper DOES NOT include the Physical Exam portion. Follow the rubric carefully.

#### VI. Mid-Term Practicum with SOAP note: (Pass/Fail)

- The expectation for this course is that by midterm, you should be able to do a basic history, HPI, and complete head-to-toe physical exam (excluding breast and genitalia) within 60 minutes and be able to write up the findings in a SOAP format **within 48 hours** of your check-off completion time.
- **An 80% or above (using the midterm SOAP grading criteria) is required to pass this assignment.**
- The student will perform this Practicum on a classmate in the lab, or in special circumstances use a friend or family member. For distance Education Track students, who are considered online, a Zoom or Skype session for check off will be acceptable, or the student may elect to come to campus.
- The Practicum will be performed on campus (see schedule), and students will be given a basic chief complaint for the history taking.

- The lab practicum will be **PASS/FAIL** and based upon the [Mid-term Practicum grading criteria](#).
- Please note that other NP faculty will be assisting with midterm and final practice stations and check offs.
- For your preparation and planning, there are several excellent videos available to you on BB. These videos can be accessed by clicking the Instructional Video icon in the left hand main menu. You will see several videos available at this site, including an introduction by Dr. Rizer and several videos available of students performing the head-to-toe assessment at their final practicums. Reviewing these videos should answer a lot of your questions about what to expect at the practicums.

#### **VII. Final Practicum with SOAP note: (Pass/Fail)**

- At the end of the semester, each student will schedule time with their clinical instructor to perform their Final Practicum.
- The Practicum will be performed on a fellow student, unless other arrangements are made.
- Students may prefer to use Zoom as a means to complete the Final Practicum online. This will keep you from coming to campus twice in the semester if you must travel from some distance away. Please schedule this in the appropriate Wiki on Blackboard. This will be posted closer to the date of the Final Practicum Week.
- Students will be evaluated on their ability to perform a complete head to toe assessment as outlined on the Final Practicum Evaluation tool. The student will have **45 minutes** to complete the practicum, and **48 hours** to complete the SOAP write up of the assessment. A chief complaint will be given to each student by their clinical instructor, at the beginning of their Practicum. Students must score at least 80% according to the [Final Practicum grading criteria](#). The final practicum is Pass/Fail.
- A sign-up sheet will be provided towards the end of the semester for students to sign up for their final Practicum time.
- Please note that other NP faculty will be assisting with midterm and final practice stations and check offs. You may sign up for the TIME you prefer or the FACULTY you prefer.

#### **VIII. Attendance/Class Participation/Professionalism, (P/F)**

- 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.
- Students should dress professionally while on campus or at other sites while representing the University, including wearing a white lab coat with the UT Tyler patch **on the upper left chest** for mid-term and final practicum check-offs.
- **Name Badges** may be obtained from the cashier's office on campus.
- Nurse Practitioner students are to wear their Name Badges whenever they are in the clinical setting. For this course, it means wearing all the components of your professional attire when you are in the Midterm and Final Practicum Check-off functioning as a NP

student. When you are playing the patient role, you may dress in loose, comfortable clothing that allows your lab partner to examine you.

- Tardiness or unexcused absences are considered unprofessional conduct.
- Cell phone use or texting while in class will not be tolerated.
- Please use proper Netiquette (proper online decorum) in the online classrooms as well.
- Be aware of the [Academic Honesty policy of UT Tyler](#) and read through the course syllabus thoroughly.
- Please notify the faculty about personal issues that would preclude timely posting of assigned work.
- Lack of class participation may result in deductions from the Professionalism grade.
- The student's section faculty will be responsible for assessing the student's Professionalism grade at the end of the semester.

#### IX. TYPHON CLINICAL/LAB HOURS:

Typhon is the clinical hours tracking system used within the NP program to help students (and their clinical instructor) track the hours logged for each clinical experience within the program. **(\*\*If you are NOT in the FNP track, you will NOT need to purchase or use Typhon.**

**\*If you are NOT in the FNP track, you have the choice of using a clinical preceptor in your area instead of attending the on-campus Immersion week. Be aware that there are specific steps that must be followed in order to get approval for your preceptor by UT Tyler School of Nursing. You are strongly encouraged to attend the Immersion week, if at all possible, since the experience has proven to be extremely beneficial to student learning.**

**\*However, if you decide to use a preceptor, more information regarding the proof of preceptorship forms necessary to upload to Blackboard can be found in the FAQ, particularly the form [Preceptor Verification of Precepted Clinical Hours](#). You must make the faculty aware of your decision early in the semester and begin the approval process asap, in order to complete this in enough time. If you are unsure about this, please post your question to Discussion Board.)**

Use the following link to watch an overview of the Typhon clinical hours tracking system. <http://www.typhongroup.com/products/npst.htm> Click on the large 'Play' button on the screen. Viewing the video will allow you to familiarize yourself with key features of the system.

Each student must record their clinical hours in Typhon in order to receive credit for this Pass/Fail component of the course. Once you become familiar with the Typhon site, you will be able to easily print a summary of your hours, which you should then upload to the appropriate Assignments link. Please be aware of due dates for the completion of Typhon. Students will use the Typhon system to record clinical hours for the remainder of the program.

Throughout the NP Program, you will be asked to keep track of your clinical hours in this way. **Register with the Typhon site when you receive a personal email from Lindsey**

**Heaton in the Graduate Nursing office with your personal PIN number.** Follow the steps to create your account. You will keep this account throughout your APN program.

It is your responsibility to see that your Typhon accounting of hours is up to date and correct, both for this course and others to follow. Each student should keep a printout or keep a zip 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.

**Typhon has a one-time student license fee of \$80.** Once your name is added to the UTTyler account on Typhon, your background color will be pink until you pay for it. However, you will not be able to pay for it until you are sent a username/password from UTTyler. You will be using Typhon throughout your program to record your clinical hours. More information regarding Typhon will be given to you at orientation.

For this course, **posting of Typhon hours and submission of the Summary of Typhon Hours to the Assignments link** must be done prior to Final's week so that grades may be posted in a timely manner. Record 20 clinical hours for this course as Lab hours if you complete all the course components (See Lab/Clinical Hours section of this document). Failure to submit this component can result in an Incomplete or even a Failure for the course.

For other courses throughout the program, the Typhon site will not only keep track of clinical hours (as in this course), but will also allow you to enter your clinical schedule for other courses that require clinical site hours. 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. In most classes, entries using Typhon should be posted within one week of the clinical experience.

#### **X. Book of clinical pearls: (FNP track only)**

It is strongly encouraged that you begin your book of 'Clinical Pearls' during this semester. This is something that you will keep and use often throughout your program and into your practice. This needs to be a loose-leaf notebook that is divided by body systems and tabs covering (ENT, Eyes, Endocrine, CV, Resp, GI, M/S, Peds, OB/GYN, Important #, teaching tips, Coding, Misc).

Put the tips (pearls) you hear from providers on how to treat common diseases seen in the clinic under each tab. Once you look up how to treat a condition put the management in this book in an organized way so you can easily reference this information again. This will enable you to pick up speed in the clinic as you do not have to look up information twice.

Show this to the faculty doing your CPE as this is part of the CPE form. Bring this book every day you are in clinical. You will find something to add each clinical day and this book will be invaluable as you begin your career.

#### **LABORATORY/CLINICAL ELEMENTS**

### A. On-Campus Learning Immersion Week:

- This course involves hands-on practice and evaluation by instructors. This will take place during an on-campus Learning Immersion Week.
- Students should make arrangements to be on campus for a one or two day period in March for practice immersion and Mid-Term Check-Offs. Even students who opt for a preceptor to satisfy the clinical hour requirement will still need to checkoff with faculty at both midterm and final.
- Additionally, some time in April for Final Practicum Check-offs will be offered. A sign-up wiki will be available on Blackboard for this. On campus or Zoom checkoffs will be available.
- Additional practice times will be made available at student's request and the discretion of faculty. The **tentative** Learning Immersion dates will be (you will likely only come one or two of these days):
  - March 6, 10, & 11, 2017 for Midterm**
  - April 19, 20, & 21, 2017 for Final (may use Zoom)**
- Final confirmation of this schedule will be available by end of the first week of class.

### B. Lab (Clinical) Hours:

Students in this course will be given credit for clinical hours for the following activities:

• <b>Learning Immersion Lab Practice</b>	<b>7 hrs. **</b>
• <b>Denver Developmental Assignment (x2)</b>	<b>2 hrs. (1 hr. for each Denver)</b>
• <b>Midterm Practicum and Soap Note</b>	<b>3 hrs. credit</b>
• <b><u>Shadow Health Modules (8 total)</u></b>	<b><u>8 hrs. credit</u></b>
<b>Total Clinical hours:</b>	<b>20 hrs. clinical credit</b>

**\*\*For Education Track Distance students who opt to complete precepted clinical hours in their own community instead of participating in the on-campus Immersion, clinical hours will be recorded as 'Precepted' clinical hours and not lab hours. Contact the course facilitator for more information.**

### ASSIGNMENTS Turn-In Process:

- All assignments and projects will be submitted through the assignments link.
- 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, faculty will open them in Microsoft Word for grading. This will enable us to make comments, ask questions, etc.
- Faculty will 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, You may also visit the Help Tab in Blackboard for useful information or check out **On Demand Learning Center for Students**  
<http://ondemand.blackboard.com/students.htm>

### **LATE ASSIGNMENTS:**

- All assignments 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.**
- **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.

### **ABSENCES/MISSED LAB HOURS:**

Faculty reserves the right to create alternative assignments in cases of missed class days or lab days. Students may also receive point deductions for missed lab or class time, and/or missed assignments.

### **PROCTOR U:**

- All Exams will be taken online using a proctor service by the name of "[Proctor U](#)".
- After you have gone through all the steps on the Proctor U website for setting up and paying for your exam, and checked all your equipment, please contact your clinical faculty if you have any further questions regarding setting up your exams.
- PLEASE BE ADVISED THAT IT IS IN YOUR BEST INTEREST TO SIGN UP FOR THE EXAMS AT THE BEGINNING OF THE SEMESTER.
- All appointments should be made at least three days in advance.
- To make an appointment, test-takers simply create an account at the [ProctorU website](#), clicking on the “new exam” link and selecting the exam, date, and time they desire. Test-takers will receive an email at the email address they provided to Proctor U confirming your reservation.
- IF YOU DELAY, AND HAVE TO SIGN UP LESS THAN 3 DAYS BEFORE THE EXAM, THERE IS AN ADDITIONAL CHARGE OF \$5 IN ADDITION TO THE EXAM FEE. IF YOU SIGN UP "ON DEMAND" -- MEANING WITH NO RESERVATION, THERE IS AN ADDITIONAL FEE OF \$8.75 IN ADDITION TO THE LATE FEE, AND EXAM FEE.
- [Create an account](#) and schedule your exam. Be sure to provide a valid email address and a phone number where you can be reached when you are taking the exam.
- Test your equipment at <http://www.proctoru.com/testitout/> **WELL BEFORE YOUR EXAM APPOINTMENT, IN YOUR CHOSEN TESTING LOCATION** in order to confirm the computer being used is compatible for proctoring. Hospitals, offices, and other organizational



sites often limit internet use by blocking certain ports on your computer when you are connected to their internet. This will keep your computer from being able to properly connect with ProctorU at exam time. The site <http://www.proctoru.com/testitout/> runs an automated check on your system, or connects you with a live person, if needed. **DO NOT WAIT UNTIL TEST DAY TO DO THIS!!**

- ProctorU is a live online proctoring service that allows you to take your exam from the comfort of your home. ProctorU is available 24/7, however you will need to schedule your proctoring session at least 72 hours in advance to avoid any on demand scheduling fees. Creating a ProctorU account is very simple. All you will need to do is visit <http://proctoru.com/portal/uthouston>.
- ProctorU also provides free technical support to ensure you have the best testing situation possible. That is available at [www.proctoru.com/testitout](http://www.proctoru.com/testitout) . On this page, you will also be able to test your equipment, learn about what to expect during your proctoring session, and ask any questions you may have about the proctoring process with a ProctorU representative.
- In order to use ProctorU you will need to have a high-speed internet connection, a webcam (internal or external), a windows or apple Operating System, and a government issued photo id. ProctorU recommends that you visit [proctoru.com/testitout](http://proctoru.com/testitout) prior to **EACH ONE OF your proctoring sessions** to test your equipment. For additional technical services needed before your exam, you can click on the button that says “connect to a live person.”
- **Test Taker Walk Through Video**
- url: <https://vimeo.com/107066503>
- FOR QUESTIONS, CONTACT PROCTOR U AT 855-772-8678, visit [www.proctoru.com](http://www.proctoru.com) or email [help@proctoru.com](mailto:help@proctoru.com).
- You may also watch the demo video in the [How it Works](#) section.

### **ACADEMIC DISHONESTY:**

- Plagiarism is a serious academic offense. Please avoid the consequences of academic dishonesty by citing all sources that you use in your work.
- Academic dishonesty, such as unauthorized collusion, plagiarism and cheating, as outlined in the [Handbook of Operating Procedures](#) for The University of Texas at Tyler, will not be tolerated.
- University regulations require the instructor to report all suspected cases of academic dishonesty to the Dean of Students for disciplinary action.
- In the event that disciplinary measures are imposed on the student, it becomes part of the students' official school records.
- Also, please note that the handbook obligates you to report all observed cases of academic dishonesty to the instructor.
- The University of Texas at Tyler Honor Code is:

**Honor and integrity...will not allow me to lie, cheat, or steal,  
nor to accept the actions of those who do.**

## EVALUATION OF THE COURSE AND FACULTY

- Students are requested to complete an end of semester evaluation of course faculty so that improvements can be made and the course updated from semester to semester. Your comments, critiques, and recommendations are welcomed in this regard and will be taken seriously. An anonymous link will be provided to you towards the end of the semester and your feedback will go directly to Administration and will remain completely anonymous, having no effect whatsoever on your course grade.
- Also, your input throughout the semester contributes to the faculty commitment to continuous improvement in the quality and relevance of this course. If you have ongoing feedback that you feel would improve this course for future students, please feel free to contact the [course facilitator](#).

## IMPORTANT UNIVERSITY DATES

- January 13, 2017 – CLASSES BEGIN; Late registration and schedule changes.
- January 30, 2017 – **\*\*CENSUS DATE (12<sup>TH</sup> CLASS DAY)**: Deadline for all registrations, schedule changes, and section changes.
- March 27, 2017—LAST DAY TO WITHDRAW from one or more courses
- March 13-18, 2017—Spring Break
- May 2-6, 2017—Final Exam Week
- **\*You may view the complete Academic Calendar for UT Tyler [here](#).**

**\*\*[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

## COMMUNICATION

### **A. With Faculty**

- Regular communication with the clinical faculty is required to review clinical lab activities, develop on-going objectives, and evaluate both didactic and clinical progress.
- Faculty will respond by email within 24 hours if on a weekday and by Monday @ 8pm if on the weekend. DB will be monitored in the same fashion. Response times are usually even more prompt than this, since we sincerely want to make ourselves available for your questions.

- An optional Zoom session will be scheduled monthly to facilitate student communication. Joining the sessions is completely optional, but would be an excellent opportunity to get all your questions answered, communicate directly with faculty, and meet other students.

### **B. On Blackboard**

- Students are to check the Discussion Board (DB) of Blackboard **daily** for announcements and new information.
- A **Course Questions** forum is available for posting questions to instructors. In this way, all students may benefit from the question/answer exchanged. Again, we will try to answer within 24 hours on weekdays, and by Monday @ 8pm if on weekends.
- Students may also post questions in **Coffee House** forum to discuss items/questions to other students. This forum will not be consistently monitored by faculty.

### **C. Patriot Email**

- Students must check their *Patriots* email on a regular, **preferably daily**, basis. Second to the Discussion Board forums, this is the preferred method of communication by faculty with students. Personal email addresses should never be used to communicate with faculty.
- Failure to check your email may result in a lack of feedback regarding course changes and other important information. Failure to monitor your email will not constitute an excuse for missed/late assignments.
- To communicate by email with other students or faculty within the course, click the Communications link on the left. Click *Send E-mail* to send a message. In this way, you may 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 through Blackboard, please review the [On Demand Learning Center for Students](#).

### **COURSE OR BLACKBOARD PROBLEMS**

- For general questions about the course, first utilize the [Course Questions](#) forum under the Discussions tab on Blackboard. Questions will usually be answered within 24 hours, or on Monday by 8pm if on the weekend.
- For other questions or problems that may be too personal for placement on the [Course Questions](#) Discussion Board Forum, please email your section faculty, or any course faculty. Emails are usually answered within 24 hours during the week and by Monday at 8pm if on the weekend. Please note that occasionally, technical problems in email systems may slow down response times.
- For technical issues with Blackboard, please check out [On Demand Learning Center for Students](#).

### **ASSUMED PREREQUISITE KNOWLEDGE**

## COMPONENTS OF THE **ENTRY LEVEL** PHYSICAL EXAMINATION

Each student is expected *to enter the course with at least basic abilities in health assessment.*

Upon entry to the course, you should be able to function at the level described below.

Review this content, as needed.

<b>A. GENERAL SURVEY OF CLIENT.</b>
1. Gather name, age, sex, and occupation.
2. Level of consciousness.
3. Coordinate procedures to limit position changes for examiner and client.
4. Wash hands at appropriate times
5. Briefly summarize findings to client, & thank client for his/her time.
6. Use appropriate terminology & correctly pronounce medical terminology with client.
<b>B. STANDING IN FRONT OF CLIENT, CLIENT IS SITTING.</b>
<b>1. Skin/Nails</b>
a. Inspect hands
b. Inspect fingernails, Note nail color
c. Assess for clubbing.
d. Palpate nails for capillary filling and note time: (i.e.<2 secs)
e. Inspect skin color and pigmentation. Note cyanosis.
f. Palpate skin temperature.
g. Palpate skin moisture.
h. Palpate skin texture.
i. Note and describe any lesions
<b>2. Pulses</b>
a. Palpate Radial pulses (Scale 0-4+)
b. Palpate Brachial pulses (Scale 0-4+)
<b>3. Assess Range of Motion</b>
a. Hands
b. Wrist
c. Elbow
d. Shoulders
<b>4. Head and Face.</b>
a. Inspect and palpate scalp, hair, and cranium.
<b>5. Eyes.</b>
a. Six cardinal fields of gaze (EOMs)
b. PERRLA
1. equal and round
c. Inspect and Palpate External structures.
d. Inspect
1. Conjunctivae.
2. Sclerae, Cornea, Iris
<b>6. Ears.</b>
a. Inspect and palpate external ears.

b. Determine if any ear tenderness is present.
<b>7. Nose.</b>
a. Inspect and palpate external nose.
b. Patency of nostrils.
<b>8. Mouth and Throat.</b>
a. Inspect lips and buccal mucosa with penlight and tongue blade.
b. Teeth and gums.
c. Observes swallow
<b>9. Neck.</b>
a. Assess skin characteristics.
b. Inspect for symmetry, plus palpate for lumps and pulsations.
c. Carotid pulse.
d. Trachea.
e. ROM.
<b>C. BACK OF CLIENT, CLIENT SITTING.</b>
1. Chest and Lungs, Posterior.
a. Inspect (verbalize observations):
- Skin characteristics.
- Use of accessory muscles.
- Retractions, heaves, or dyspnea.
- Symmetry.
b. Auscultate breath sounds with diaphragm of stethoscope in organized Sequence -- side-to-side.
- Posterior (6 minimum sites)
- Lateral (5 minimum sites).
c. Describe type of breath sounds heard.
<b>D. FRONT OF CLIENT.</b>
1. Chest and Lungs, Anterior.
a. Inspection
- Respirations.
- Skin characteristics.
b. Palpate
- lumps or tenderness (4 places, upper/lower)
- skin turgor.
c. Auscultates (4 minimum sites)
- breath sounds with diaphragm of stethoscope in organized sequence, side-to-side
- Describe type of breath sound
<b>E. CLIENT SUPINE</b>
1. Heart
a. Inspect precordium for pulsations and heaves.
b. Palpate precordium with palm.
c. Locate, Inspect, Palpate, and Auscultate PMI/ Apical impulse.
d. Auscultate apical rate and rhythm.
e. Locates landmarks.
f. Auscultate heart sounds with diaphragm:

1. Aortic area
2. Pulmonic area
3. Erb's Point
4. Tricuspid area
5. Mitral area
g. Auscultate heart sounds with bell:
1. Aortic area
2. Pulmonic area
3. Erb's Point
4. Tricuspid area
5. Mitral area
2. Abdomen
a. Observe
1. Abdomen at eye level from client's right.
2. Inspect skin characteristics.
3. Inspect contour, symmetry.
4. Inspect umbilicus and pulsations.
b. Auscultate
1. Bowel sounds with diaphragm in all four quadrants.
3. Lower Extremities.
a. Inspect legs
1. Symmetry.
2. Skin characteristics, hair distribution.
3. Nail bed color
b. Palpate legs
1. Temperature.
2. Pretibial edema.
3. Posterior tibial pulses. 0 – 4+ scale.
4. Dorsalis pedis pulses. 0 – 4+ scale
5. Toes for capillary refill. - (i.e. < 2 secs)

### **ACCESSING LIBRARY RESOURCES**

- Students enrolled in this course have several options to access library resources. You may visit your home campus library or the [Robert R. Muntz Library](#) at the University of Texas at Tyler. Follow this link, and then complete the instructions at those sites for accessing information from a distant site.

### **TECHNICAL SUPPORT**

- There are two options to receive UT Tyler technical assistance:
  - Phone: (903) 565-5555 or extension 5555 on campus
  - Email: [itsupport@patriots.uttyler.edu](mailto:itsupport@patriots.uttyler.edu)

- When you call or email IT Support, be sure to include a complete description of your question or problem including:
  - The title and number of the course
  - The page in question
  - If you get an error message, a description and message number
  - What you were doing at the time you got the error message
- You may also visit the Help Tab in Blackboard for useful information or review the [On Demand Learning Center for Students](#).

## Necessary Skills for taking an Online or Hybrid Course

- As an online/hybrid student you will have a much different "classroom" experience than a traditional student. In order to ensure that you are fully prepared for the online portion of your instruction, following is a list of expectations and requirements:
  - a. Self-discipline
  - b. Problem solving skills
  - c. Critical thinking skills
  - d. Enjoy communication in the written word

## MINIMUM TECHNOLOGY SKILLS

As part of your online experience, you can expect to utilize a variety of technology mediums included in the course curriculum:

- Navigate Blackboard
- Ability to send and receive email
- Browsing for and uploading documents and computer files to your Blackboard course
- Downloading and saving files to your computer
- Navigate the Internet using a Web browser such as [Mozilla Firefox](#), [Internet Explorer](#) or [Chrome](#).
- Posting to a discussion board and wiki
- Open PDF files
- Playing and viewing video and audio files

## MINIMUM TECHNOLOGY REQUIREMENTS

- Access to a computer (PC or Mac), personal or on campus
- Internet access (high-speed preferred; Blackboard and the videos may be slow to load on satellite or dial up)
- Microsoft Office, or a Word and PowerPoint compatible program such as [Apple iWork](#) or [Apache Open Office](#) (free) to view handouts and presentations.

## Plug-ins and Helper Applications

UT Tyler online courses use Java, JavaScript, browser plug-ins, helper application 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. Always ensure that you are using the most update version for the browser you choose to access the online learning content.

- **Adobe Reader** allows you to view, save, and print Portable Document Format (PDF) files.  
<http://get.adobe.com/reader/>
- **Java Runtime Environment (JRE)** allows you to use interactive tools on the web.  
<http://www.java.com/en/download/>
- **Adobe Flash Player** allows you to view content created with Flash such as interactive web applications and animations.  
<http://get.adobe.com/flashplayer/>
- **QuickTime** allows users to play back audio and video files.  
<http://www.apple.com/quicktime/download/>
- **Windows Media Player** allows you to view, listen and download streaming video and audio.  
<http://windows.microsoft.com/en-US/windows/products/windows-media-player>

## Blackboard Accessibility

The Blackboard platform contains no barriers for users with disabilities and is both usable and accessible by everyone, regardless of age, ability, or situation. For more information, please review their [Commitment to Accessibility](#).

## Netiquette Guide

Please see [The University of Texas at Tyler's Netiquette Guide](#)

## Campus Directory Quick Reference

Reference	Location	Phone #	Email
<a href="#">Academic Advising</a>	UC 3440	903-565-5718	<a href="mailto:advising@uttyler.edu">advising@uttyler.edu</a>
<a href="#">Bookstore</a>	UC	903-566-7070	<a href="mailto:bookstore@uttyler.edu">bookstore@uttyler.edu</a>
<a href="#">Campus Activities</a>	UC 3400	903-565-5796	<a href="mailto:getconnected@uttyler.edu">getconnected@uttyler.edu</a>
<a href="#">Campus Computing/IT Support</a>	BUS 101	903-565-5555	<a href="mailto:itsupport@patriots.uttyler.edu">itsupport@patriots.uttyler.edu</a>

NURS 5352 Advanced Health Assessment  
Spring 2017



<a href="#">Cashier's Office</a>	ADM 125	903-566-7227	<a href="mailto:cashiers@uttyler.edu">cashiers@uttyler.edu</a>
<a href="#">Financial Aid</a>	ADM 230	903-566-7180	<a href="mailto:enroll@uttyler.edu">enroll@uttyler.edu</a>
<a href="#">Library</a>	LIB	903-566-7342	<a href="mailto:library@uttyler.edu">library@uttyler.edu</a>
<a href="#">Enrollment Services</a>	ADM 230	903-566-7180	<a href="mailto:enroll@uttyler.edu">enroll@uttyler.edu</a>
<a href="#">Student Accessibility</a>	UC 3150	903-565-7079	<a href="mailto:cstaples@uttyler.edu">cstaples@uttyler.edu</a>
<a href="#">Student Business Services</a>	ADM 125	903-566-7227	<a href="mailto:cashiers@uttyler.edu">cashiers@uttyler.edu</a>
<a href="#">Student Counseling Center</a>	UC 3170	903-566-7254	<a href="mailto:mskinner@uttyler.edu">mskinner@uttyler.edu</a>
<a href="#">Writing Center</a>	BUS 202	903-565-5995	<a href="mailto:utwritingcenter@gmail.com">utwritingcenter@gmail.com</a>

## Campus Quick Links

Department/Item	URL
Academics	<a href="http://www.uttyler.edu/academics">www.uttyler.edu/academics</a>
Athletics	<a href="http://www.uttylerpatriots.com">www.uttylerpatriots.com</a>
Blackboard	<a href="http://blackboard.uttyler.edu">http://blackboard.uttyler.edu</a>
Campus Map	<a href="http://www.uttyler.edu/maps">www.uttyler.edu/maps</a>
Career Services	<a href="http://www.uttyler.edu/careerservices">www.uttyler.edu/careerservices</a>
Costs and Financial Aid	<a href="http://www.uttyler.edu/costs">www.uttyler.edu/costs</a>
Course Catalog	<a href="http://www.uttyler.edu/catalog">www.uttyler.edu/catalog</a>
HPC, Fitness Schedule, Rec Sports	<a href="http://www.uttyler.edu/hpc">www.uttyler.edu/hpc</a>
IT Support, Patriot E-mail	<a href="http://www.ccs.uttyler.edu">www.ccs.uttyler.edu</a>
Muntz Library	<a href="http://library.uttyler.edu">http://library.uttyler.edu</a>
myUTTyler	<a href="http://my.uttyler.edu">http://my.uttyler.edu</a>
Registrar's Office	<a href="http://www.uttyler.edu/registrar">www.uttyler.edu/registrar</a>
Student Life & Leadership	<a href="http://www.uttyler.edu/sll">www.uttyler.edu/sll</a>
Student Services	<a href="http://www.uttyler.edu/student-services">www.uttyler.edu/student-services</a>
UT Tyler on Facebook	<a href="https://www.facebook.com/go2uttyler">www.facebook.com/go2uttyler</a>
UT Tyler on YouTube	<a href="https://www.youtube.com/go2uttyler">www.youtube.com/go2uttyler</a>

## University Policies

### 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>

### 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 (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 through the [Registrar's link](#). 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.

NURS 5352 Advanced Health Assessment  
Spring 2017

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.

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 apply 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.

### **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**

The policy of The University of Texas at Tyler is 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.

**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, quit lines, and group support. For more information on cessation programs please visit [www.uttyler.edu/tobacco-free](http://www.uttyler.edu/tobacco-free).

**Emergency Exits and Evacuation**

All persons are 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.