

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

**NURS 5349
Internship II**

Course Syllabus

Fall 2017

**Course Faculty:
Dr. Amy Roberts RN, PhD, FNP-BC
BRB 1155 Phone: Office 903-566-7118**

WELCOME

Welcome to NURS 5349 Internship II Your instructor for this course is Dr. Amy Roberts. In this course, you will spend concentrated time in the clinical area and begin taking on the APRN role. You will spend concentrated time in the clinical area and begin taking on the APRN role.

The best way to contact faculty is by emails. Dr. Roberts email is: aroberts@uttyler.edu. For urgent issues my cell is . Dr. Roberts will have virtual zoom office hours Mondays from 4-5:30 zoom number 603 855 470 and Thursdays 8-9:30pm zoom number 864 516 365. I am in clinic on Tuesdays so that day I do not respond to emails until Wednesday. **For office hours please use the same zoom number on Mondays (603 855 470) and the same zoom number on Thursdays (864 516 365).** There are three mandatory Thursdays night zooms and they will be in the course schedule. I will write a topic I will discuss on Thursday night office hours for your convenience. On the Mondays I will be fielding course questions. Thursdays I tend to cover topics that you will need to get your career going- like how much to ask for in your first salary, malpractice insurance, interviewing tips, practice pearls, etc. The mandatory zooms will be the first Thursday as I go over the course requirements, when I discuss paperwork you need to complete to get your credentials processed, and legal issues on things you are and are not allowed to do by Texas law. I will record and put in the weekly Modules the mandatory office hours but not the other office hours. Many students want to discuss things like their first contract and get an opinion on it during these office hours or discuss their grades. There might be a time we are discussing these private topics and I ask you to leave me in a private conversation with another student for ten minutes but then you are welcome back into the zoom. In graduate education you will learn as much from each other as from instructors. The best thing about office hours is that you all will be able to help each other with common problems. If a preceptor quits suddenly you can ask your peers who they used in the past that has openings and this is valuable information. So come to office hours- esp. Thursday nights and see what you can do to help each other and learn from each other. During the schedule mandatory zooms please be professional and in a quiet private location so you can give your undivided attention to the class. Consideration for your classmates is expected so please limit distractions in your camera view. Please have your laptop on a table or desk to limit the camera shaking others will see. Please sign in with your first and last names in the name line and turn your camera on.

OVERVIEW

This course is designed to provide intensive study of a clinical specialty. Three credit hours of N5349 will meet eligibility requirements to seek certification as a nurse practitioner. Students spend concentrated time in the clinical setting appropriate to their specialty. Refinement of clinical expertise and establishment of role identity as an advanced practice registered nurse are expected outcomes. This course may be taken concurrently with NURS 5349. Prerequisites: 5351, 5353, 5455. Current CPR needed.

OBJECTIVES

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

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

INSTRUCTIONAL METHODS

This course is taught in a web-enhanced format with online readings as well as three mandatory zoom meetings. You will need a web camera for these zoom meetings as you will need to attend and be on camera. You need to be on zoom and ready by 8 pm and class will start promptly. Class interaction is necessary for this course.

There are office hours that are weekly from 8-9:30 pm on Thursdays nights and Mondays 4-5:30. They are not required but it is a time to discuss anything on your mind with the professors or class mates. There are some special topics in some office hours. After class students may continue to talk between themselves for 30 minutes on the zoom link as this has proven beneficial to previous classes. The following learning experiences are included: *Online learning activities and website media will be used. Students will access online course material via Canvas.*

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

READING/TIME FOR COMPLETION OF ASSIGNMENTS

You must see the posted assignment in the preview panel to consider your assignment posted. Since unlimited postings are available for all assignments (except quizzes) you may not email your assignment to your faculty but rather upload it into canvas. Reading of professional materials (books, journals, etc) is an integral aspect of role development as a nurse practitioner. It is recommended that students spend a minimum of 2 hours daily reading materials related to assigned readings, clinical topics, and professional issues associated with the NP role and competencies. This is a 120 clinical hours 15 week course. This means you will have 9 hours of clinical per week and another 9 hours per week to complete the assignments of this course. You are to use the clinical time to see patients as quickly and efficiently as you can. Clinical time should not be used to enter data into Typhon. This data should be entered in Typhon nightly after you return home from clinical. The actual amount of time to enter into Typhon your clinical data will vary from individual to individual. **Do not enter lunch time into Typhon if you took a break for lunch. If you ate while charting then this time will count as clinical hours. Your typhon hours and your preceptor signature sheet hours must match.**

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. Follow instructions for the specific assignment on the assignment link.

COURSE ELEMENTS

Quizzes will be over specific chapters in the Fitzgerald book. Quizzes are weekly and will be open from the first week of class for the entire semester. The quizzes will be closed one week after the due date and will not be reopened should you miss the quiz. Should you have extra time on your hands it is advisable to work ahead on the quizzes to meet all the weekly deadlines. Five points off per day is the late submission fee on any assignments or quiz. Timely submissions are expected. Only one submission is allowed per quiz.

A student's achievement of the course objectives is evaluated based on the following activities: **A successful passage of the CPE and completion of all clinical hours is required in order to pass this course regardless of other grades.** Should a student not be successful on a CPE additional hours may be added to this semester in 40 hour increments at the discretion of the faculty.

COURSE EVALUATION Course Grading Scale: No rounding will be done.

A = 90 to 100% B = 80 to 89% C = 70 to 79% D = 60 to 69% F = Below 60%

APEA predictor Examination must be passed with a score of ≥ 80 to pass this course regardless of other course grades. Go to <http://www.apea.com/online-testing-center.html> and select predictor examinations. Then click on the Family Practice Examinations. It is 150 questions and the results will give you rationale for missed questions, detailed score report, identify strengths and weaknesses, and assist you to create a plan of study. The exams are \$31.95 per examination. The score of the examination will be submitted into gradebook in the assignment link.

If you do not pass the first predictor examination with ≥ 80 then you need to buy My Q Bank Patient management system for two months on the APEA website. My Q bank will give you access to unlimited online tests, answers with rationales, and then guide you to study in your weak areas for \$110. You will have unlimited tests so you can test on long 150 items tests, test only on your weak areas, or by body system. This test taking will decrease test anxiety and help you learn how to think like a test writer. Then you take another predictor examination which if ≥ 80 will be added into the grade book. You may take as many predictor exams as it takes to get a score $\geq 80\%$ but you have to buy each examination so it pays to study before repeating the examination. You may retake the exam if you want a higher score as long as you do this by the due date. **You must make ≥ 80 on the second predictor examination submitted to gradebook or your score will be recorded as zero and you will not pass this class.** If you make < 80 on the first predictor test is recommended that you take a review course. This review course can be done live or online. Our goal here is to make you successful on the certification examinations.

Review courses: highly recommended as they help you organize your study and review for boards. Both FHEA and APEA are great companies and have proven track records to help you pass boards. No clinical hours can be awarded for attendance of a live review course.

To register for Boards it costs \$240-315 AANP . I recommend you take the AANP boards as this is more clinically focused. If you fail it on the first try you have to wait 3 months and you lose your job prospects.

Information about FHEA review courses is at FHEA.com. Go to APEA.org for more details.

See course calendar for course due dates and assignments.

Pinning will be in the Cowen from 9-12. Wear black pants, white button down shirt, lab coats and black shoes. Men black ties. There is time to eat between pinning and graduation. Graduation will be at 3pm (be there 2:30) on . Please invite your preceptors. last day to file for graduation. Post-masters are invited to pinning but may not participate in graduation.

Assignments which can be submitted into both Internship 1 5347 and Internship 2 NURS 5349 if the courses are taken concurrently. However, you need to submit these assignments in each course to receive credit for assignments in each course. **NOTE DUE DATES may vary between 5347 and 5349**

1. Clinical schedule- but it should have all 240 hours on it if submitting the schedule in both classes.
2. APEA predictor examination #1
3. Reflective communication
4. Typhon log #1 (should have about 80 hours on it for both courses)
5. Midterm CPE by preceptor
6. Typhon log #2 (should have 160 hours on it for both courses)
7. APEA predictor test #2 – must be > 80 to count.
8. Faculty CPE
9. Final preceptor CPE
10. Summary of Clinical hours
11. Typhon log #3- MUST HAVE ALL 675 hours on this submission. Must submit preceptor signature sheet with this.

We allow these same assignments to be submitted in both courses as many students will take the two courses concurrently and this will save you time and money. However, not all students take these courses concurrently and therefore we must require them in both courses.

SUBMISSION INTO Canvas

You will need to upload your documents in canvas in word, excel, or PDF format. You must see the upload in the preview panel to consider your work submitted. There are unlimited attempts for submission allowed on each assignment (except quizzes) to enable you to successfully submit documents. Failure to comply with this submission criteria will result in the work not being eligible for a grade. **Late assignments are accepted for only five days late at a five point penalty per day late fee.** After five days the assignment will not be graded. This course is teaching you endurance stamina required of NPs. This will include submission of documents after a long clinical day. Timely submissions are expected as professional behavior. To stay on track please update your typhon submissions after each clinical day. If you get a grade of 12 then that is a signal that your submission was either incomplete or not in the format that opens in canvas. A grade of 12 means you have 1-2 days to correct the submission error.

Reflective communication with faculty assignment: Students will be required to submit a reflective communication using the template provided to their respective faculty via the assignment link by the due date. Each item is to be addressed and you will need to reflect on the NONPF criteria for NP education to answer the first question. Thoughtful self- reflection comments are expected with regard to each item for maximum points. Comment like I feel better about ... will not earn you credit without more elaboration and application to a clinical event. You cannot say you just feel better about your skills and expect this to be considered a reflective comment. Refer the NONPF competency table that is on your reflective communication assignment link.

BON paperwork- this will be discussed in a zoom but you are to download the two page form from the assignment link that applies to your situation (regarding if you took all the required courses at UT Tyler or transferred some in). You are responsible for completion of the form and Dr. Roberts just signs the form. Mail to: University of Texas at Tyler c/o Dr. Roberts BRB 1155 3900 University Blvd Tyler, TX 75799. Include a self-address stamped envelope as I will sign this form and get the school stamp on it 10-12 days post-graduation and mail it back to your HOME address that is on the envelope. You are to mail this form in YOUR COMPLETE BON package as you will need to submit all requirements at once to be eligible for APRN status in Texas. Please update all personal information in myuttyler.edu also should there be questions. You can keep your patriots email post-graduation and this is the method of communication I will use should there be questions.

Typhon Logs submitted for a total of three times.

Track your clinical experience in Typhon. Through this site, you will not only keep track of clinical hours but will also enter your clinical schedule. A listing of all patients you have cared for during the course and during your NP clinical experiences and your clinical schedule of hours worked is to be recorded using Typhon. Typhon requires demographic data and diagnoses for each patient. Entries using Typhon should be posted daily after the clinic hours are over NOT IN CLINICAL TIME. Your lunch time should not be entered into Typhon. YOUR CLINICAL TIME SHOULD FOCUS ON YOUR PATIENTS AND PRECEPTOR. Each student should keep a printout or burn a CD/thumb drive of your clinical logs (or both). These logs may be requested by the Board of Nursing if you move to another state and request approval as an APN there. It is the responsibility of the student to keep these logs. THEY WILL NOT BE KEPT BY THE UNIVERSITY. This schedule must be printed in the excel format NOT HTML and submitted into canvas. You must see the submission in the preview panel to consider your assignment submitted. Please see the format you should submit this in on the assignment link. **The total hours for your typhon log MUST correlate to the total hours on your preceptor signature sheet. Therefore you must submit both of them in this assignment.**

SUMMARY OF CLINICAL HOURS

Complete the Summary of Clinical Hours form that is located under "Clinical Documents" (it has blue sections on it) on canvas at the end of the semester and upload via the assignment icon. **This is due on date on course calendar and all the program 675 should be on this submission. You must submit this assignment to pass the course regardless of other assignments. You will need to add the hours in both the columns and the rows of this document.** You will need the preceptors, their credentials and their addresses for completion of certification documents. This signed form will be returned to you at the end of the semester for your records. You do not mail this form to the Board of Nursing but rather keep it in your files should you need to prove the clinical hours you completed in your education.

CLINICAL EXPERIENCE

You must have your preceptor sign their signature each day you are in clinical. Please use the preceptor signature sheet located under course documents. You will need to prove your typhon submission hours correlate (match) your preceptor signature sheet. You must add up the time on your preceptor signature sheet and the time on your typhon entries (excluding lunch) and they must correlate.

A minimum of 120 clinical hours is required for satisfactory completion of this course and a total of 675 clinical hours for the entire program. The breakdown of clinical hours for the entire NP program is as follows:

- Pediatrics – 150 hours total
- Women's Health – 75 hours total
- Family Practice – 450 hours total

One half of all hours for the entire program must be completed with an Advanced Practice Nurse. The remainder of your clinical hours may be completed with a physician (MD or DO) or PA. In order to meet the

learning objectives, you may choose to work with physicians, physician assistants, and nurse practitioners at a setting that meets your educational needs for the semester. **Please remember that you are not allowed to do your clinicals where you are employed nor with a relative.** Each course has specific focus for clinicals, and clinical sites/preceptors must be approved by your clinical instructor.

Appropriate clinical attire: All clothing should be clean, pressed, and no frayed hems showing. Lab coat and ID badge are worn at all times. Men are to wear button up shirts that are tucked in and a belt. Ties are optional. Ladies are to wear dresses or pants and shirts that do not show cleavage. Running shoes and jeans are unacceptable and may result in dismissal from the clinic for the day. Should a preceptor advise you to wear scrubs then this is permitted only in that preceptor's setting. Scrubs are not the normal wear of NPs in clinics. Remember you are selling yourself as a NP and you need to look the part.

A Preceptor Handbook is available on Mission Possible Canvas for students to give to their preceptors. ***In addition, students are expected to develop specific clinical objectives and provide those to each of your preceptors at the beginning of your clinical rotations.***

Please use the facility agreement and preceptor forms that can be found at the Mission Possible NP Canvas organization. There is a link to these forms on canvas for your convenience under "Important stuff" and then click on the NP clinical link. Forms must include all information in order to be processed.

Up to 60 hours may be obtained (but is not required) through clinical activities obtained with "specialists" ***as approved by your clinical faculty*** for your **whole program** of study. This is designed so you can do a working interview in your last semester and get clinical credit while doing this. Students should ensure that they complete the required number of hours in women's health and pediatrics for the program. It is possible that a family practice site would satisfy this requirement, if adequate amounts of children and women are seen in the practice. This is not a program requirement but allow students flexibility should they have an area that interests them particularly.

Failure to meet the minimum number of clinical hours as designated here will result in failure of the course, regardless of scores on other course requirements.

CLINICAL PERFORMANCE EVALUATIONS

Students must obtain a passing performance evaluation by the student's faculty member before a grade in the course will be determined. **For this practicum course you are expected to make an appropriate plan of care for 75% of the patients you see in clinical this semester to meet the satisfactory level for this course.** By the end of the semester the student should be seeing an average of 2 patients per hour. Please see the CPE for specific areas evaluated. Unsatisfactory clinical performance will result in failure of the course, regardless of scores on other components of the course. Students will be evaluated by their clinical faculty member using several means including, but not necessarily limited to, the following: observation, chart review, discussions with the student's preceptor(s), and review of feedback provided by the preceptor CPEs. Clinical performance requires application of key concepts in providing care to individuals and families as evidenced by documentation in the **Clinical Performance Evaluation by faculty/Preceptor (CPE)**. **TWO** Clinical Performance Evaluations by the preceptor are required for this course – one mid-term and one final evaluation. Students must satisfactorily complete the clinical performance component of the course to be eligible to pass the course. A minimum of one satisfactory CPE from faculty and a minimum of two satisfactory CPE from the preceptor must be completed to provide evidence of satisfactory performance. Failure to complete the clinical component satisfactorily will result in a course failure.

Student times for their CPE/OSCE are assigned and need to be met. **Note: At the discretion of the faculty** additional site visits and/or clinical hours (in 40 hour segments) to the student's overall course requirement if the student does not perform satisfactorily during evaluation by either faculty or preceptor. In addition, faculty may make unannounced visits to the clinical site or call the preceptor at any time to evaluate a student's progress. Please be sure to keep your faculty person informed of any changes in your clinical time. Should an unsatisfactory CPE/OSCE be documented, a subsequent CPE/OSCE may be needed. The subsequent CPE/OSCEs must demonstrate satisfactory performance in order for the student to pass the clinical portion of the course. Please note the course requirement that ALL site visits (and all clinical hours) must be completed by the date on the course calendar. Schedule of CPE/OSCEs is on the CPE/OSCEs assignment link. If the student fails the OSCEs or CPE late in the semester there may not be time for the additional hours and this will result in course failure.

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 zoom or clinical activities (tardiness); 2) appropriate dress and behavior in class and clinical activities (includes turning off cell phones) and appropriate grooming and attire in zooms and in the clinical area); 3) leaving class or clinical area to answer phone or make calls; 4) adherence to the Academic Honesty policy of UT Tyler and course syllabus; 5) repeated absences or tardiness to mandatory zooms or clinical activities; 6) failure to notify the faculty or preceptor about changes in the preceptor agreement; 7) tardiness to the mandatory zooms or clinical site; and 8) failure to adhere to the clinical dress policy. Students are expected to arrive on time to class and to their clinical sites. In addition, students are expected to dress in professional attire and wear a white lab coat with the UT Tyler patch on the left chest and have their student ID badge on.

As adult learners, graduate students are responsible to attend all class required zooms and activities. Students who have emergency situations should contact the course faculty and assigned clinical faculty as soon as possible. Since class attendance is mandatory, missing zooms/class may result in a reduction in the course grade. There are 3 zooms that the student needs to attend from 8-9:30pm on Thursdays nights- see course calendar. The other zooms are office hours with selected topics of discussion. They are also times to talk to faculty and other students should you want to get in touch with faculty or other students. Your camera must be on and your name entered on the mandatory zoom sessions. Clinical decision-making and diagnostic reasoning must be mastered by the nurse practitioner. The expectation is that students will demonstrate appropriate professional interaction and discussion of clinical experiences, as well as information from reading/studying didactic information. Lack of student discussion and/or class participation may result in deductions from the course grade.

COMMUNICATION

- **With Preceptors** Clarity in communication is absolutely critical to the professional role, especially for the advanced practice nurse. Communicate clearly with preceptors about your objectives, learning needs, and clinical hours. Preceptors provide feedback to the student and the faculty about the student's clinical performance.
- **With Faculty** Regular communication with the clinical faculty is required to review clinical activities, develop on-going objectives, and evaluate clinical progress. Please look at the course calendar to have the right zoom ID meeting codes. Questions can be asked on Thursday nights to Dr. Roberts via zoom. Each zoom meeting is set for two hours but only lasts about an hour. Personal questions can be asked at

the end of the class while the zoom link is still live. Additional zooms or phone calls are available at student requests.

- **On canvas** Students are to check the Announcements section of canvas **daily** for announcements and new information. Students may also post questions in the designated areas to other students or the course faculty.
- **Patriot Email** Students must check their **Patriots email** on a daily basis. This is the preferred method of communication by faculty with students. Failure to check your email may result in a lack of feedback regarding course changes and other important information.

ASSIGNMENTS/PROJECTS TURN-IN PROCESS

All assignments and projects will be submitted through the assignments links in canvas. Use the following process to prepare and submit assignments:

- Prepare your assignment using Microsoft Word. **Name your assignment with the following convention: First initial, Last name, Assignment title, Course Number**
- Click on "View/Complete Assignment" in the modules overview area or project area
- Number 1-shows the assignment instructions
- Number 2-is where you add your comments and attach your completed assignment. If there was an exception to any assignment please put a comment in this assignment comment section.
- Number 3-when all attached files (your completed assignment files) are uploaded, click submit. You need to see the assignment in your preview panel to consider your assignment submitted.

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

All student assignments should be posted for evaluation using the assignment icon in canvas. Assignments for grading must be posted there.

Email: To communicate by email within the course with other participants or all participants, click the Communications link on the left. Click Send E-mail to send a message. You are able to send messages to All Users or Select Users in the course, including the instructors. If you need more instructions on how to send email messages with canvas please read the student manual located in the Resources area of the course.

Questions or problems other than technical problems (see Technical Requirements in this Syllabus) may be submitted to the faculty email addresses above. You can expect to receive responses to any emails you send during business hours within a day. Faculty will not be available to reply to emails or phone calls after 6pm or over the weekends. If our schedules will make us unavailable to answer emails for a day or two, we will send an announcement out so that you can plan accordingly. Papers submitted will be graded and returned within a week. Technical problems in email systems may slow down responses. If there is an urgent course question please email the lead faculty. Please keep in mind all NP faculty have their own clinical schedule one day a week and they will share with you that clinical day as they will not be available on that day. Dr. Roberts clinical day is Tuesdays

EVALUATION OF COURSE AND FACULTY

The University of Texas at Tyler requests that students complete a voluntary evaluation of both the faculty and the course which is due by the date in your email from institutional effectiveness. 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. Professionalism is expected in the course evaluations and all work you do this semester.

REQUIRED RESOURCES

Required Booklist: Must buy all four and bring with you to clinicals daily. Bring an extra phone charger in case your phone battery dies.

Fitzgerald, M. (2017) Nurse practitioner Certification Examination and Practice Preparation. 5th Ed. F.A Davis: Philadelphia ISBN 9780803660427

Weinstock, M.; Neides, D; Chan, M. (2015) Resident's Guide to Ambulatory Care 7th Ed. ISBN 9781890018788 Cost \$45-55

Hamilton, R. (Ed.) 2017 Tarascon Deluxe Lab Coat Edition (18th Ed.) ISBN 9781284118957 may want to buy the larger print 8971. Price \$22-25

Stanford Guide to Antimicrobial Therapy 2017 (47th Edition) ISBN 9781944272005- may want to buy the larger print to see it better (suggested) ISBN 9781944272029

You will need a 3 ring notebook with 20 dividers for your book of pearls.

You will need one accordion file that has 12 pockets for your professional paperwork.

Please buy all required text and take to clinical with you. They are useful if your cell phone connection is poor or you lost internet connection. Have these with you at all times. Carry an extra phone cord with you should your battery on the phone go down.

Recommended Text:

Buppert, C (2017) Nurse Practitioner Business Practice and Legal Guide. ISBN 9781284050912

UpToDate Required

National Organization of Nurse Practitioner Faculties (NONPF) Domains and Core Competencies of Nurse Practitioner Practice – Students can access this document at: <http://www.nonpf.org>

Web Sites that may be useful:

Agency for Healthcare Research and Quality (AHRQ) practice guidelines: <http://www.ahrq.gov>

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

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

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

<http://www.cnaptexas.org>

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

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

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

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

Texas Nurse Practitioners: The mission of TNP is "to promote accessible, quality healthcare to the people of Texas by promoting the professional growth and welfare of nurse practitioners. <http://www.texasnp.org>

IMPORTANT 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/academicaffairs/files/syllabuspolicy.pdf>

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 canvas throughout the semester and in communicating with course instructors regarding grade status. Two course failures will result in dismissal from the program.
2. Two or more semesters of at least 1 withdrawal per semester; the student must submit an appeal form within 10 business days after the official drop date to the Graduate Advisor if they wish to progress in the program.
3. Core courses must be taken in sequence, as indicated in the U.T. Tyler catalog.
4. Students on conditional admissions status will be granted full acceptance status after the successful completion of designated coursework prior to petitioning the Graduate Advisor for a change in admission status.
5. Nursing courses within the MSN curriculum may be repeated only once. A course withdrawal is counted as one course attempt. Exceptions may be made for extenuating circumstances.
6. Any elective hours may be chosen at the discretion of the student; however, it is recommended that three of those hours be related to the role function.

Revised: Fall 2015

Grade Replacement/Forgiveness and Census Date Policies

Students repeating a course for grade forgiveness (grade replacement) must file a Grade Replacement Contract with the Enrollment Services Center on or before the Census Date of the semester in which the course will be repeated. Grade Replacement Contracts are available in the Enrollment Services Center or at <http://www.uttyler.edu/registrar>. Each semester's Census Date can be found on the Academic Calendar, or in the information pamphlets published each semester by the Office of the Registrar. Failure to file a Grade

Replacement Contract will result in both the original and repeated grade being used to calculate your overall grade point average. Undergraduates are eligible to exercise grade replacement for only three course repeats during their career at UT Tyler; graduates are eligible for two grade replacements. Full policy details are printed on each Grade Replacement Contract.

Census Date

The Census Date is the deadline for many forms and enrollment actions that students need to be aware of. These include:

- Submitting Grade Replacement Contracts, Transient Forms, requests to withhold directory information, approvals for taking courses as Audit, Pass/Fail or Credit/No Credit.
- Receiving 100% refunds for partial withdrawals. (There is no refund for these after the Census Date)
- Schedule adjustments (section changes, adding a new class, dropping without a “W” grade)
- Being reinstated or re-enrolled in classes after being dropped for non-payment
- Completing the process for tuition exemptions or waivers through Financial Aid

State-Mandated Course Drop Policy

Texas law prohibits a student who began college for the first time in Fall 2007 or thereafter from dropping **more than six courses** during their entire undergraduate career. This includes courses dropped at another 2-year or 4-year Texas public college or university. For purposes of this rule, a dropped course is any course that is dropped after the census date (See Academic Calendar for the specific date). Exceptions to the 6-drop rule may be found in the catalog. Petitions for exemptions must be submitted to the Enrollment Services Center and must be accompanied by documentation of the extenuating circumstance. Please contact the Enrollment Services Center if you have any questions.

Disability Services

In accordance with federal law, a student requesting accommodation must provide documentation of his/her disability to the Disability Services counselor. If you have a disability, including a learning disability, for which you request an accommodation, please contact the Disability Services office.

Student Absence due to Religious Observance

Students who anticipate being absent from class due to a religious observance are requested to inform the instructor of such absences by the second class meeting of the semester. At that time the instructor will set a date and time when make-up assignments will be completed.

Student Absence for University-Sponsored Events and Activities

If you intend to be absent for a university-sponsored event or activity, you (or the event sponsor) must notify the instructor at least two weeks prior to the date of the planned absence. At that time the instructor will set a date and time when make-up assignments will be completed.

Social Security and FERPA Statement:

It is the policy of The University of Texas at Tyler to protect the confidential nature of social security numbers. The University has changed its computer programming so that all students have an identification number. The electronic transmission of grades (e.g., via e-mail) risks violation of the Family Educational Rights and Privacy Act; grades will not be transmitted electronically.

Emergency Exits and Evacuation:

Everyone is required to exit the building when a fire alarm goes off. Follow your instructor's directions regarding the appropriate exit. If you require assistance during an evacuation, inform your instructor in the first

week of class. Do not re-enter the building unless given permission by University Police, Fire department, or Fire Prevention Services.

Student Services (903) 566-7254

The goal of the Student Services Program is to offer a broad range of interventions that may be used by students who wish to improve their academic performance or by those who are on academic probation.

The Learning Strategies Program offers the Learning and Study Strategies Inventory (LASSI), which helps students identify potential areas of improvement. These areas can range from:

- Study Strategies
- Finding the Main Idea
- Test-Taking Skills
- Test Anxiety
- Note Taking Skills

Once these areas are identified, a counselor will aid the student in creating an individualized program that the student may use to help improve his or her academic performance. The individualized program may consist of specific study and learning strategies, additional assessment, individual counseling or referrals to other campus services.

TECHNICAL INFORMATION you can really save money this semester by going to this site while you are still a student. *HiEd Online Shopping - Save up to 80% on various Software and Hardware products! Visit [HiEd Online](http://hied.com) and login with your university email and ID number. Go to <http://hied.com/uttyler/>*

Dell Products Shopping - New pricing, awesome deals! Start shopping for Dell products at a discounted price. If prompted enter UT Tyler's Member ID: US1407703.

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

These desktop browsers work best with canvas are chrome and firefox. If you have an apple Safari works well. **You will need a cable internet as dial up will not be fast enough for online courses and test taking.**

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.

Canvas live 24 /7 assistance is in the canvas course in the blue bar in the left hand side of your screen. From there you can live chat or use a guide. There is also a number you can call 24/7 and they will help you with canvas technical problems. Use their assistance for technical problems as they will know better than the faculty of the course how to navigate you to the solution.

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

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