

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

**NURS 5349
Internship II**

Course Syllabus

Spring 2021 14 week semester

Course Faculty:

**Dr. Amy Roberts PhD, APRN, FNP, FAANP
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**Dr. Bethany Starks DNP, APRN, FNP
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WELCOME

Welcome to NURS 5349 Internship II. Your instructors for this course is Dr. Amy Roberts and Dr. Bethany Starks. In this capstone clinical course, you will synthesize information to prepare you for taking your certification boards and starting your career.

The best way to contact faculty is by attending office hours. This way you will get course questions answered and have the undivided attention of the faculty. The second best way to contact faculty is by email. Here are our emails. Dr. Roberts email is aroberts@uttyler.edu. Dr. Starks's is bstarks@uttyler.edu. For urgent issues Dr. Roberts cell is 325-320-2032.

OFFICE hours: Dr. Roberts will have virtual zoom office hours Wednesdays from 7-8 for study group, 8-9 for class, and individual questions will be asked after office hours or as scheduled. Dr. Roberts is in clinic on Tuesdays so that day I do not respond to emails until Wednesday. Dr. Starks is in clinics M-F. Ask Dr. Roberts course questions for NURS 5349 Internship 2.

Wednesday night zooms will be recorded and cover special topics. Zoom number 975-590-507.

Tutoring and study group: Many want tutoring when they do not do well on the predictor examinations and this is what the 7-8 study group is about. You need to come and there will be faculty and students presenting on topics that will help you pass your boards. There is not additional tutoring available so to get help avail yourself to the study groups. Each student will have two topics they will have to present on in this study group. Students learn more when they know they will have to explain the concept to their class. Study groups will be recorded unless there is a practice OSCEs.

The class will meet at 8-9 on Wed nights and we will cover a topic per week. These will be recorded and posted in each weekly module. We will 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 are highlighted in your course calendar in yellow. I will answer questions in the class and prefer that you are there to ask the questions live verses sending me emails after the fact. The mandatory zooms are 1/13, 2/24,3/24, 3/31. 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 whom they used in the past that has openings and this is valuable information. **So, come to office hours and get more out of this class.**

Zoom etiquette: During the class 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 and mute your microphone.

Wednesday zooms 8-9:30 <https://uttyler.zoom.us/j/975590507> phone 16468769923 Meeting ID: 975 590 507
no password

If you have course questions and put NURS 5349 in the subject line Dr. Roberts will answer these course questions by 1pm daily Monday, Wednesday, Thursday, Friday. If this is something that can help the class I will post an announcement. Please put all announcements to roll to your phone. If the question is after 1pm I will answer it by the next day at 1pm. If I answer questions and then you have more questions I will probably ask for a conversation or quick zoom if there are many questions. I find it easier to have a conversation than have a long email thread especially when the questions are not clear to me.

OVERVIEW

This course design is to provide a capstone clinical experience. Preparing for your certification boards will be the emphasis in this course. You will get to synthesize information you learned all through your curriculum and review books and clinical guidelines. 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 done 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. Synthesize prior clinical and foundational courses to prepare for certification boards.
 2. Discuss the laws of Texas that affect nurse practitioners.
 3. Prepare the student to successfully take certification boards.
 4. Analyze the influence of economics and fiscal policy on resource management and allocation.
- So, in short, the course objectives are to get a job and be able to keep a job- we will help you do just that.

INSTRUCTIONAL METHODS

This course is taught in a web-enhanced format with online readings as well as synchronous 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 8-9:00 pm on Wednesday nights. They are not all required but it is a time to discuss anything on your mind with the professors or classmates. There are some special topics in some office hours. 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.

SUBMITTING ASSIGNMENTS: You must see the posted assignment in the preview panel to consider your assignment posted. You may not email your assignment to your faculty but rather upload it into canvas. This is a 120 clinical hour 14-week course. This means you will have 10 hours of clinical per week and another 10 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 In Place. This data should be entered in InPlace nightly after you return home from clinical. Do not count lunch into the hours you enter in InPlace if you took a break for lunch. If you ate while charting then this time will count as clinical hours. Your InPlace hours and your preceptor signature sheet hours must match. Have your preceptor sign your signature sheet daily.

Confidentiality: maintain patient confidentiality by not removing any identifiers from clinics other than initials for your InPlace log.

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. There is a five percent deduction for late work for 7 days. After an assignment is late on the 7th day the assignment will earn the grade of a zero. This is

to teach you to submit in a timely manner. As a nurse practitioner you must submit your chart within 7 days or you will not be paid. Timely submission of course work is expected.

All assignments in this course are due on **Tuesday night at midnight.**

If you have an issue with an assignment, you are to post a comment in the assignment link under the communication with instructor. If there is something you need to explain to the instructor about your submission of this assignment explain in the comments to instruction link in canvas on the assignment link. This will allow the faculty to comment back to you while grading that assignment.

COURSE ELEMENTS

A student's achievement of the course objectives is evaluated based on the following activities. These items must all be met to pass the course. If an item on this list is not met you will not pass the course regardless of other grades. All exams must be proctored by Proctor U.

1. A successful passage APEA University Exam with a score of 70 or better. This is live proctored.
2. A test average of 80 on the three tests. The APEA University exam is not calculated in this exam average as passing is 70 or up. These tests are from Fitzgerald and are auto proctored.
3. A successful passing of OSCES. Must have 640 of 800 possible points to pass OSCEs which is an 80% for pass rate.
4. A passing score on CPE from Preceptors and/or faculty. The OSCES will serve as one evaluation of your clinical skills by faculty and there might be other evaluation by faculty as needed. You must have two passing CPE from preceptors and 80% is considered passing.
5. Completion of all 120 clinical hours
6. Submission of final InPlace log, and all 675 hours of your course work in preceptor signature sheets. You will need to submit all your preceptor signature sheets in this class. You will have 625 hours on them. Due to Covid 19 pandemic we will take the hours you did in the Spring 2020 in virtual hours in this 625 hours. There are 50 hours you had in AHA and Diagnostics will not need a signature page. InPlace.

These critical six elements must all be met to pass the course. If all these 6 items are not met then a grade of C or lower will be earned.

COURSE EVALUATION Course Grading Scale: No rounding.

A = 90 to 100% B = 80 to 89.99% C = 70 to 79.99% D = 60 to 69.99% F = Below 60%

If you want to take some public predictor exams (where you see answers and rationale) then you may purchase these at <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. **You will need to buy the management Q bank** will give you access to unlimited online tests, answers with rationales, and then guide you to study in your weak areas. You do not need to buy all the Q banks as they cover topics you have already done (like assessment and patho and pharm). 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. You may take as many predictor exams as you want to practice for the University exams that will count for your grade. The goal here is to make you successful on the certification examinations. It is advised to look up your weak areas and study before just buying more exams. There is a difference in the University Predictor Exam and the public exams. In the public exams you might see questions that you found in the data banks and you can see rational to the answers. In the University Predictor

Examinations you will not see the answers and these tests are questions that are not in the my Q bank so they will be all new questions for you.

Review courses: highly recommended as they help you organize your study and review for boards. FHEA, APEA, and Leik 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.

Information about three review courses recommended are below:

- 1) FHEA review courses is at FHEA.com.
- 2) Information about APEA reviews is at APEA.org.
- 3) Leik review is at <http://www.npreview.com>.

To register for Boards it costs \$240-320 AANP. I recommend you take the AANP boards as this is more clinically focused and the same type of questions you are used to from your clinical courses. If you fail it on the first try you have to wait 3 months and you lose your job prospects. You will also lose an average of \$35,000 on your contract. If you wait months to take your exam most employers will assume you failed your boards. Dr. Roberts advises to take boards in the within 10 days of graduation.

You must apply for graduation if you are getting your MSN. If you are a post-masters certificate you do not apply for graduation but rather notify Dr. Roberts so we can process your paperwork. Post-Masters are earning a certificate not a diploma. You are eligible and encouraged to come to pinning but may not participate in graduation ceremonies.

Look at assignment links for specific instructions and rubrics on each assignment.

Look at course calendar for due dates and assignments.

Test blueprints are listed in a module that says test blueprints for the whole semester. Test blueprint for the 3 canvas tests will be questions from the Fitzgerald book and 20% will be questions from the residence guide and Sanford. The topics to be tested on will be the topics in the Fitzgerald book. So, if the chapter in Fitzgerald is over cardiac then all the questions from the Residence guide and Stanford will be over cardiac. This is the clinical capstone course so you will need to synthesize the data from these sources. Only these sources can be used to challenge a question (not something found on the internet).

Points per assignments toward the final grade

Assignment	Number unit(s)	Special instructions	Percentage of total grade
Tests	3	To pass course must have 80 % average on three canvas exams	30
APEA University exam	1	You have 3 chances to make >69 in this exam to pass course.	20
Quizzes	2	Syllabi (4%) and APRN (1%)	5
Clinical schedule	1		4
Diagnosis Study Grid	2	2.5 % each	5
OSCES	1		15
Interview video	1		2
Certification registration	1		2
Summary of clinical hours and InPlace hours and all preceptor signature sheets.	1		7
Preceptor midterm and final eval	2	5 each	10
Total			100

Three assignments will be P/F: update myuttyler, and site/preceptor evaluations.

For all the assignments there are rubrics and specific assignment instructions in the assignment link. Please review these prior to submission.

SUBMISSION INTO Canvas

You will need to upload your documents in canvas in **word, excel, or PDF format**. Taking a picture with your phone in jpeg or HTML are not acceptable. 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 tests and quizzes. This will allow 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 7 days late at a five percent penalty per day late fee.** After 7 days the assignment will earn a grade of zero. 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. One exception to this 7 day rule is the last day to submit paperwork in any semester and that is noted on the course calendar. To stay on track please update your In Place 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 and hence the grade of "12".** A 12 also means a grade place holder I will put there if we are working on submission issues.

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 InPlace submission correlate (match) your preceptor signature sheet. You must add up the time on your preceptor signature sheet and the time on your InPlace 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 – 120 hours total/ Women’s Health – 75 hours total/ Family Practice – 480 hours total

During covid twenty five percent 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 but during covid there are exceptions. Ask your preceptor how you should dress before you arrive. 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 InPlace.

Up to 60 hours may be obtained (**but is not required**) through clinical activities obtained with "specialists" ***as approved by your clinical faculty.*** 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.

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 which is 80% on CPE and/or OSCEs.** 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. 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 informed of any changes in your clinical time. Should an unsatisfactory CPE/OSCES 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 OCSEs 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
- 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;
- 8) Failure to adhere to the clinical dress policy, and maintain confidentiality of patients.

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 4 zooms (highlighted in yellow) that the student needs to attend from 8-9:00pm on Wednesdays nights. 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 Wednesday nights to Dr. Roberts via zoom. 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.

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.

Faculty will not be available to reply to emails or phone calls after 5pm 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. Tuesday emails will be returned on Wednesday.

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 or 6th Ed. F.A Davis: Philadelphia ISBN 9780803660427. Can get this at FHEA.com

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 2020 (50th Edition) ISBN 9781944272159- may want to buy the larger print to see it better (suggested)

Required Medical Spanish Barcharts Both Required ISBN 9781423203124 and ISBN 9781572228474

Recommended Spanish Barcharts: ISBN: 9781572225503, ISBN: 9781423219637, ISBN: 9781572228122 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.

DynaMed – is provided by the university and required

Dr. Roberts got a free Epocrates code for one-year subscription for all in the class- will give details on 1/13 zoom

Web Sites that may be useful:

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>

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

IMPORTANT UNIVERSITY POLICIES

Immunization and Documentation Requirements All students must have all requirements completed in the Castlebranch system before they attend clinical. Failure to produce documentation of met requirements will result in a missed clinical day.

Repeating a Course

Students repeating a course may not use previously submitted assignments in the current course or previous courses nor utilize the same patients for an assignment. Submitting the same or slightly modified assignments from pervious semesters is considered self-plagiarism and is subject to academic discipline, including failing the assignment or the course.

UT Tyler Judicial Affairs and Scholastic Dishonesty

UT Tyler Honor Code: I embrace honor and integrity. Therefore, I choose not to lie, cheat, or steal, nor to accept the actions of those who do.

It is the student's responsibility to abide by and be aware of The University of Texas at Tyler's academic dishonesty policies:

<http://www.uttyler.edu/judicialaffairs/scholasticdishonesty.php>

See <http://www.uttyler.edu/mopp/documents/8-student-conduct-discipline.pdf>

For Chapter 8 Student Conduct and Discipline

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. Nursing courses within the MSN curriculum may be repeated only once. A course withdrawal is considered as one course attempt. Exceptions may be made for extenuating circumstances.
2. If a student has 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.

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) 566-7254The 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

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.

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

Problems with you patriot email-

Please go to this webpage <https://uttyler.service-now.com/sp> where you will find an option for a live zoom session with an IT tech who will assist you.