

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

**N5354 SYLLABUS**

**ADVANCED NURSING  
PHARMACOTHERAPEUTICS**

**BETHANY STARKS, RN, MSN, FNP-C**

## NURS 5354 - Advanced Nursing Pharmacotherapeutics Course Syllabus

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### Welcome

Welcome to **NURS 5354 – Nursing Pharmacotherapeutics!** Your instructor for this course is Bethany Starks, RN, MSN, FNP-C. I look forward to meeting with you in our online classroom. In this course, we will focus on the knowledge and application of advanced pharmacotherapeutic principles related to the health needs of patients through the lifespan.

Please refer to the information contained in this Syllabus any time you have a question regarding the basic course information. You can access a printable version of course material by clicking the Printable Version link. You will need to download a free [Adobe Reader](#) to view PDFs.

One final note: if you are unfamiliar with accessing the Internet or have questions regarding technical requirements, you may want to look at the services available at The University of Texas at Tyler Canvas Website. The basic technical requirements are also listed in this Syllabus for your convenience. In addition, you can access the [UT Tyler](#) website for general information about UT Tyler and its student services, which will be reviewed briefly later in this Syllabus.

### **ZOOM OFFICE HOURS:**

Zoom Office Hours will be held each Wednesday from 12pm-3pm. See course announcements for link and invite.

### **Course Instructor**

Bethany Starks, RN, FNP-C

Adjunct Professor of Nursing, College of Nursing and Health Sciences, The University of Texas at Tyler

### **E-mail**

[bstarks@uttyler.edu](mailto:bstarks@uttyler.edu)

Cell Number: 903-253-7859

Office Hours: Virtual: 7 days/week by appointment.

## **Course Description**

The course focuses on the knowledge and application of advanced pharmacotherapeutic principles related to the health needs of clients. Focus will be on pharmacotherapeutic modalities utilized by advanced practice nurses.

## **Course Credit**

Three (3) semester hours

## **Course Overview:**

The course focuses on the knowledge and application of advanced pharmacotherapeutic principles related to the health needs of clients. Focus will be on pharmacotherapeutic modalities utilized by advanced practice nurses.

## **Course Goals and Objectives**

Upon successful completion of NURS 5354, the student will be able to:

1. Explore the influence of government regulation on the development of selected drugs.
2. Describe legal prescription writing techniques including the scheduling of controlled substances.
3. Analyze the pharmacological properties and general pharmacokinetic parameters of the most commonly used drugs in advanced nursing practice.
4. Compare the differences of drugs within categories including pharmacokinetic action, indication, dosages and side effects.
5. Evaluate indication for drug therapy for specific health problems.
6. Appraise appropriate monitoring parameters for drug effectiveness.
7. Evaluate special needs of obstetric, pediatric, adult, or gerontologic clients receiving drug therapy based on the needs of the individual.

## **Instructional Methods**

This course is taught in an online format.

## **Teaching Strategies**

Textbook readings

Assigned readings and journal reviews

Case studies/discussion board post

Quizzes\*\*

Exams

## **Required Textbooks**

Lehne, Richard A. (2016) Pharmacology for Nursing Care, 9<sup>th</sup> Ed. Saunders ISBN: 978-0-323-32190-7

Here is the information:

For UpToDate, the school pays for the account and the link to the program

is: <https://ezproxy.uttyler.edu/login?url=http://www.uptodate.com/online> or when on campus: [www.uptodate.com/online](http://www.uptodate.com/online). Then just go through the registration process to set up your account, if you want a mobile app. Otherwise, once you click on the links above and the website says “UT Tyler” in the top right you are ready to search.

Program Contact: Marlys Thierry, [mthierry@uttyler.edu](mailto:mthierry@uttyler.edu).

Thanks so much!

## Lindsey

American Academy of Family Practice subscription at AAFP.org (great resource for studying and for discussion board post)

Epocrates subscription (offers student subscription)

Optional Text

Southwick, F.S. (2007). Infectious Disease: A Clinical Short Course. (2<sup>nd</sup> ed.). McGraw-Hill. ISBN: 9780071477222 (or later edition, if available)

Helpful Tools from Advanced Practice Education Associates [www.apea.com](http://www.apea.com)

- Amelie's Antibiotic Cards \$16.00
- Pharm in a Flash – \$29.95
- Topical Steroid Dispensing \$6.00
- Pediatric Dosage Card \$12.00
- Sanford Guide to Anti-Microbial Therapy

## Course Requirements

### Grades and Grading

Evaluation/Grading Methods is as follows:

Course Grading Scale:

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

A letter grade will be deducted for each day an assignment or Exam is late.

*The work you will perform for this course is weighted as follows:*

**Exams (65%) of course grade):**

There will be three (3) exams plus a final worth 65% of your grade. Each exam is worth 15% of your total course grade. The content of the first three exams is related to the chapter(s) being studied as well as **additional readings**. The final exam is comprehensive worth 20% of your total grade and will include 100 questions. The exams will consist of both multiple choice and case study type questions. The exams will be timed.

You must use Proctoru.com as your online testing proctor. You will sign up via Proctoru.com prior to the exam. See additional file related to specific instructions.

**Discussion Board Questions:**

Students will respond in a specific discussion board question each week. The discussion board is comprised of 10 post as well as 10 peer responses worth 20% of your total course grade. The question is listed in the discussion board and under the module tab. The question is designed to facilitate learning and research. See the guidelines listed below.

**Guidelines for Discussion Board Questions:**

- 1. Each student must provide a substantive answer (narrative response with citation from scholarly source). Note: Substantive answers to questions must be at least 300 words, but no more than 800 words in length with at least one citation from a scholarly source (nursing journal, pharmacy journal, medical journal, valid website, etc.)**
- 2. Each student must read other student's responses in the discussion board and respond to a peer's post as specified in the module instructions. The responses must be more than "I agree" or "Nice job." Responses should be no more than 300 words in length, excluding citation. A scholarly reference should be cited at the end of the response. Students may respectfully**

disagree with a peer and offer a citation to support disagreement, make a comment and add an additional resource (citation), or ask a question, citing a reference.

3. Responses to the discussion board questions are due by midnight Sunday when the module ends. Responses to peer discussion board posts are due one week after the module ends. For example, module 1 will be due Sunday night. A response to module 1 is due by the week's end of module 2

**Grading Criteria for Powerpoint: 15% of total course grade**

1. Complete a powerpoint on a selected drug. Each student must select a different drug. A list will be posted on the discussion board and you may sign up. See specific due date based upon drug selection.
2. Include drug pharmacology, name brand, generic, dosing.
3. Include indications for use, side effects, contraindications, pregnancy class.
4. Perform a cost analysis on the drug. Include references on cost from at least 3 sources.
5. Provide a patient case study on a patient in which you would utilize your drug of choice.
6. Provide information related to at least two evidenced based studies related to the drug.
7. Include at least 3 scholarly references.
8. Powerpoint must be a minimum of 10 slides and no more than 20 slides.

**COURSE GRADE:**

**EXAM 1: 15%**

**EXAM 2: 15%**

**EXAM 3: 15%**

**FINAL EXAM 4: 20%**

**Discussion Board: 20%**

**Powerpoint Presentation 15%**

**Quizzes are not graded but just for personal benefit.**



## COURSE OUTLINE AND SCHEDULE NURS 5354 (SEE COURSE SCHEDULE FOLDER)

### **Email and Course Discussions**

#### **Email**

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

Questions or problems other than technical problems (see Technical Requirements in this Syllabus) may be submitted to the email address above. You will receive quick responses to any emails you send during our office hours. Generally speaking, we check our email inbox several times a day during the workweek, less frequently on the weekend, and rarely after 6 p.m. any day. 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. One caveat: technical problems in email systems may slow down responses!!

#### **Discussions**

The Discussions feature in Blackboard is an online discussion forum in which students and faculty can communicate asynchronously (anytime) via message postings.

When you click the Communications link on the left, then the Discussion Board area, a listing of general subject categories will appear in a table format. Each general subject category is represented by a file folder icon.

All threads (topics) pertinent to a general subject category will appear as links under that subject category folder. The instructor has control of what general subject categories are available for discussion in the course. At the instructor's discretion, students may or may not have the option of starting a new thread under the general subject categories and may or may not be able to edit their comments after they have been posted.

Students can respond to threads in the course discussion. To respond to a thread:

- In the Discussion Board area, you will see a list of forums
- Click on a forum link to open it and view the contents within
- Open a message
- Click Reply to respond to the message

Your response will now appear in the table, along with your name as author and date/time of posting. Icons will appear to the right that allows either a response or perhaps editing and deletion options. If the edit icon or the trash can (delete icon) doesn't appear, the student doesn't have editing or deletion privileges.

### **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.

### **TESTING:**

[You will be using the online proctoring service Proctor U. It is your responsibility to set up an account and schedule testing.](#)

### **Proctor U:**

Proctor U is the proctoring company used at UTT. Students will need to try all connections with Proctor U before the first examination. Testing can only be done in the testing window and in a quiet undistracted environment. 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 see PDF file under Course Documents regarding how to use Proctor U service.

**Academic Integrity:**

Students are expected to assume full responsibility for the content and integrity of all academic work submitted as assignments and examinations.

**Grade Replacement:**

If you are repeating this course for a grade replacement, you must file an intent to receive grade forgiveness with the registrar by the 12th day of class. Failure to file an intent to use grade forgiveness will result in both the original and repeated grade being used to calculate your overall grade point average. A student will receive grade forgiveness (grade replacement) for only three (undergraduate student) or two (graduate student) course repeats during his/her career at UT Tyler.

**Students with Disabilities:**

If you have a disability, including a learning disability, for which you request disability support services/accommodation(s), please contact Ida MacDonald in the Disability Support Services office so that the appropriate arrangements may be made. In accordance with federal law, a student requesting disability support services/accommodation(s) must provide appropriate documentation of his/her disability to the Disability Support Services counselor. For more information, call or visit the Student Services Center located in the University Center, Room 282. The telephone number is 566-7079 (TDD 565-5579)." Additional information may also be obtained at the following UT Tyler Web address: <http://www.uttyler.edu/disabilityservices>.

**COURSE FEEDBACK AND INSTRUCTOR PRESENCE**

Since this course is offered 100% online, instructor presence will be in that format, as well. Instructors will participate in discussion boards, usually daily, but at the least, weekly. Should a student desire contact with an instructor, please first post a question/comment directly to the Course Questions forum on discussion board. If the question is of a more sensitive nature, please feel free to email, text, or even call the instructor using the contact information located on page 2 of this document.

Course feedback will consist of discussion board comments, as well as personal emails to the students. Instructors will attempt to contact students with failing grades as early in the course as possible, in order to make a plan for intervention or assistance. If personal contact with an instructor/student is desired by either party, an appointment can be made for the student to come to campus to meet with faculty face-to-face, or a Zoom (online video conference) session may be set up. These conferences are easy to access, provide face-to-face interaction and have been shown to improve student performance.

## **COURSE PROCEDURES**

### **Scheduling:**

Students are expected to progress through the course according to the posted schedule.

### **Examination Procedure:**

Exams will be administered through Proctor U. Please see additional document for specific Proctor U instructions. Once the exam is available, you may schedule via Proctor U. You are not allowed any resources during the exam other than one blank piece of scratch paper. You will have 90 minutes to complete the exam. The exam will consist of 50 multiple choice questions.

### **Late Assignments:**

Late powerpoint presentations will receive a 10% penalty per day that the assignment is past due. Discussion Board assignments will not be counted if submitted late. Exams must be taken at the scheduled time.

## **ZOOM SESSIONS OR COURSE CHATS**

Special topic or ZOOM sessions will be held throughout the course. These dates will be available at the beginning of the course.

## **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.

## **Course Evaluation**

UT Tyler asks you to complete a voluntary evaluation to help them make improvements and adjustments in their overall online learning forums. Also, an end of semester evaluation specifically for this course will be made available for you to complete in the last week of instruction. Your comments and recommendations will be considered seriously as the course is updated. Your input throughout the semester contributes to my commitment to improve continually the quality and relevance of this course.

## **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

### **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:

Students in an online and/or hybrid program should be comfortable with and possess the following skill sets:

- Self-discipline
- Problem solving skills
- Critical thinking skills
- 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 as part of your curriculum:

- Navigate Canvas
- Ability to send and receive email
- Browsing for and uploading documents and computer files to your Canvas 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>

### **Canvas Accessibility**

The Canvas 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](#)

### **Immunization and Documentation Requirements**

Beginning Fall 2017, 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 previous 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

## Campus Directory Quick Reference

<b>Reference</b>	<b>Location</b>	<b>Phone #</b>	<b>Email</b>
<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>
<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

<b>Department/Item</b>	<b>URL</b>
Academics	<a href="http://www.uttyler.edu/academics">www.uttyler.edu/academics</a>
Athletics	<a href="http://www.uttylerpatriots.com">www.uttylerpatriots.com</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/studentservices">www.uttyler.edu/studentservices</a>
UT Tyler on Facebook	<a href="http://www.facebook.com/go2uttyler">www.facebook.com/go2uttyler</a>
UT Tyler on YouTube	<a href="http://www.youtube.com/go2uttyler">www.youtube.com/go2uttyler</a>

### **UT Tyler Honor Code**

Every member of the UT Tyler community joins together to embrace: Honor and integrity that will not allow me to lie, cheat, or steal, nor to accept the actions of those who do.

### **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>

### **Campus Carry**

We respect the right and privacy of students 21 and over who are duly licensed to carry concealed weapons in this class. License holders are expected to behave responsibly and keep a handgun secure and concealed. More information is available at

<http://www.uttyler.edu/about/campus-carry/index.php>

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

### **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. (For Fall, the Census Date is Sept. 12.) 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 Contract itself, 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.

The Census Date (Sept. 12th) is the deadline for many forms and enrollment actions of which students need to be aware. 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/Accessibility Services**

In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University of Texas at Tyler offers accommodations to students with learning, physical and/or psychological disabilities. If you have a disability, including a non-visible diagnosis such as a learning disorder, chronic illness, TBI, PTSD, ADHD, or you have a history of modifications or accommodations in a previous educational environment, you are encouraged to visit <https://hood.accessiblelearning.com/UTTyler> and fill out the New Student application. The Student Accessibility and Resources (SAR) office will contact you when your application has been submitted and an appointment with Cynthia Lowery, Assistant Director of Student Services/ADA Coordinator. For more information, including filling out an application for services, please visit the SAR webpage at <http://www.uttyler.edu/disabilityservices>, the SAR office located in the University Center, # 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**

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 Standards of Academic Conduct**

Disciplinary proceedings may be initiated against any student who engages in scholastic dishonesty, including, but not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

i. "Cheating" includes, but is not limited to:

- ● copying from another student's test paper;
- ● using, during a test, materials not authorized by the person giving the test;
- ● failure to comply with instructions given by the person administering the test;
- ● possession during a test of materials which are not authorized by the person giving the test, such as class notes or specifically designed "crib notes". The presence of textbooks constitutes a violation if they have been specifically prohibited by the person administering the test;
- ● using, buying, stealing, transporting, or soliciting in whole or part the contents of an unadministered test, test key, homework solution, or computer program;
- ● collaborating with or seeking aid from another student during a test or other assignment without authority;
- ● discussing the contents of an examination with another student who will take the examination;

- •  divulging the contents of an examination, for the purpose of preserving questions for use by another, when the instructor has designated that the examination is not to be removed from the examination room or not to be returned or to be kept by the student;
  - •  substituting for another person, or permitting another person to substitute for oneself to take a course, a test, or any course-related assignment;
  - •  paying or offering money or other valuable thing to, or coercing another person to obtain an unadministered test, test key, homework solution, or computer program or information about an unadministered test, test key, home solution or computer program;
  - •  falsifying research data, laboratory reports, and/or other academic work offered for credit;
  - •  taking, keeping, misplacing, or damaging the property of The University of Texas at Tyler, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct; and
  - •  misrepresenting facts, including providing false grades or resumes, for the purpose of obtaining an academic or financial benefit or injuring another student academically or financially.
- ii. “Plagiarism” includes, but is not limited to, the appropriation, buying, receiving as a gift, or obtaining by any means another’s work and the submission of it as one’s own academic work offered for credit.
- iii. “Collusion” includes, but is not limited to, the unauthorized collaboration with another person in preparing academic

assignments offered for credit or collaboration with another person to commit a violation of any section of the rules on scholastic dishonesty.

iv. All written work that is submitted will be subject to review by plagiarism software.

### **UT Tyler Resources for Students**

- [UT Tyler Writing Center](#) (903.565.5995), [writingcenter@uttyler.edu](mailto:writingcenter@uttyler.edu)
- [UT Tyler Tutoring Center](#) (903.565.5964), [tutoring@uttyler.edu](mailto:tutoring@uttyler.edu)
- The Mathematics Learning Center, RBN 4021, this is the open access computer lab for math students, with tutors on duty to

assist students who are enrolled in early-career courses.

- [UT Tyler Counseling Center](#) (903.566.7254)