

The University of Texas at Tyler
MSN Program – Summer 2018



Course Syllabus

COURSE NUMBER: NURS 5382

COURSE TITLE: Capstone

COURSE FACULTY

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[University Policies referenced in Syllabus can be found at:

<http://www.uttyler.edu/academicaffairs/files/syllabuspolicy.pdf>]

PROLOGUE

Welcome, to NURS 5382: Capstone!

Peruse the Canvas course and review each section carefully. If you have any questions, make a note of them and post them in our Course Questions Discussion Board Forum.

Please refer to the information contained in this Syllabus anytime you have a question regarding the basic course information. You will need to download a free Adobe Reader to view PDFs. A list of basic technical requirements is included later in this Syllabus for your convenience.

Welcome to the class!

COURSE DESCRIPTION

Students will implement evidence-based clinical projects based on synthesis of evidence and work in prior core and clinical courses. This project will be comprised of educational, administrative and/or best practice innovations that will actualize the advanced practice nurse role in educational and clinical environments to impact health of individuals and populations.

STUDENT LEARNING OUTCOMES/COURSE OBJECTIVES

Upon successful completion of this course, the student will be able to:

1. Integrate research evidence and evidence-based theory, practice-based evidence, ethical considerations of implementation science, clinical expertise, and patient values into evidence-based projects that impact health care and health education outcomes, including cost effectiveness.
2. Collaborate with interprofessional team members to devise strategies to achieve project goals.
3. Evaluate project process and completion outcomes.
4. Disseminate a completed project.
5. Reflect on how his/her personal philosophy of advanced practice nursing and her/his role in healthcare.

GRADING POLICY

Grades will be based upon the following:

Discussion Board Participation	20%
Assignments	30%
Final Change Project	30%
PowerPoint	20%

The weighted average of the graded assignments must be 80% or above to pass the course. All assignments should be submitted prior to the pre-determined due date, unless prior arrangements have been made with the course faculty and a new due date determined. If an assignment is submitted after the due date and no prior arrangements with the course faculty were made, five points may be deducted each day the assignment is past due.

GRADING SCALE

Final grades for the course will be determined based upon the following numerical grade scale:

- A - 90-100
- B - 80-89
- C - 70-79

D - 60-69

F - Below 60

Grades will not be rounded when calculating the average. (79.5 is not rounded to 80 and 89.5 is not rounded to 90.)

The student must achieve an average of 80% to successfully complete the course.

Census date: June 4, 2018

Last day to withdraw with no penalty: July 16, 2018

REQUIRED TEXTBOOK(S)

Melnyk, B. & Fineout-Overholt, E. (2014). *Evidence-based practice and nursing and healthcare: A guide to best practice* (3rd ed.). Philadelphia, PA: Wolters-Kluwer.

American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: Author.

ACADEMIC INTEGRITY: Students are expected to assume full responsibility for the content and integrity of all academic work submitted as paperwork and examinations. The official policy is available in the *Graduate Nursing Student Guide* and the *UTT Student Guide*.

EXPECTATIONS OF STUDENTS

1. Participate in course learning activities. These activities will focus on application of concepts presented in required reading.
2. Students are responsible being familiar with all course expectations to include information provided within the syllabus and all the information and announcements posted in Canvas.
3. *****Students are expected to check their university email and Canvas announcements at least every 2 working days.***** Since this is an online course much of the communication from faculty will be through Canvas and email.
4. **Course Number (NURS 5382) along with issue in subject line in any emails to faculty to facilitate responses to student email.** Properly identified student emails are first to be read and receive a response. Faculty will only correspond through **university email** (not personal or work emails nor Canvas emails or notifications).
5. Students are expected to make arrangements for online access to course even while traveling. Since this is an online course, lack of internet access during travel etc will not be considered an acceptable excuse for lack of timely participation in course activities.
6. All assignments will be turned in on the date assigned—5% will be deducted each day an assignment is past due unless prior arrangements have been made with the faculty.
7. All assignments including clinical logs and journals will be submitted to the appropriate assignment link. **NO** assignments will be accepted by email except at the discretion of the instructor.
8. Should students find it necessary to withdraw from the course for any reason, the student is strongly encouraged to notify the graduate nursing advisor and the course faculty as a matter of professional courtesy.

EXPECTATIONS OF FACULTY

1. Respond to student emails and discussion board questions in a timely manner. Contact faculty again if you do not have an answer to your question after one working day.
2. Be available **by office phone or cell phone** during office hours posted under Faculty in Canvas.
- 3.

UNIVERSITY POLICIES

The following University policies must appear on each course syllabus or be provided as an informational sheet (web-links to these policies may be used in the print or electronic syllabus)

<http://www.uttyler.edu/academicaffairs/files/syllabuspolicy.pdf>.

UTTYLER 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.

STUDENT 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>

UTTYLER 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.

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 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 SERVICE

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.utt Tyler.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. Revised 05/17

STUDENT ABSENCE FOR UNIVERSITY-SPONORED 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 CONTENT

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 instructors 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.

UTTYLER RESOURCES FOR STUDENTS

- [UT Tyler Writing Center](http://writingcenter@uttyler.edu) (903.565.5995), writingcenter@uttyler.edu
- [UT Tyler Tutoring Center](http://tutoring@uttyler.edu) (903.565.5964), 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](http://counseling@uttyler.edu) (903.566.7254)

WRITTEN ASSIGNMENTS

- The intersection of teams, partnerships and leadership in nursing and health care elements of effective nursing and health care teams and partnerships
- Building a strong team
- Team strategies for success in nursing and health care environments
- Change theories
- Working as a team within the nursing and health care organization
- Organization of medical and health care

Consider the following:

- All written assignments are to be completed in Microsoft Word and submitted in a timely manner. Due dates/times are listed in the Course Calendar.
- Please note that all written assignments must be submitted by midnight Central Standard Time on the due date.
- All written assignments should be submitted through the Learning Management System, Canvas.
- If your web connection is down for some reason, please contact your instructor to make arrangements to get the assignment submitted within the posted time period.
- Plagiarism is a serious academic offense. Please avoid the consequences of academic dishonesty by citing all sources that you use in your work.
- Please consider the UTTyler Honor Code and your professional role and responsibility as a nurse as you complete all work in the course.

- Late assignments may receive point reductions (see Grading Information and Course Requirements section within this Syllabus).

EMAIL

I will make every effort to respond quickly to your emails within 24 hours during the school week. Emails sent on the weekend will be addressed on Monday [or Tuesday after a Monday Holiday!] Occasionally, I may be traveling, and it might take longer to respond. If my schedule will make me unavailable to answer emails for an extended period, I will post an announcement so that you can plan accordingly. One caveat: technical problems in email systems may slow down responses!! My priority is communicating with you, so if there are any problems, we will work to solve them. If you do not receive a response in a timely manner, something might have gone wrong with technology so please send another email or call me!

DISCUSSIONS

The Discussion feature in Canvas is an online discussion forum in which students and faculty can communicate asynchronously (anytime) via message postings. When you click the Discussion button, a listing of general subject categories (forums) will appear in a table format.

Since this is an online class, and the classroom is virtual, the Discussions feature allows conversations to occur that would otherwise occur orally in a face-to-face classroom. Because of this, participation is required.

PARTICIPATION EXPECTATIONS AND DISCUSSION ASSIGNMENTS

Rubrics for how the discussion postings will be graded are provided.

Each participant is responsible for participating in the asynchronous discussions of each forum. This participation will include posting answers to questions posed by the instructor and replying to other participants' postings.

Discussion postings should be made in a timely manner. Deadlines are listed in the Course. Please note that all discussion postings must be completed by midnight Central Standard Time on the due date.

Participants should plan on entering the Discussion area several times a week in order to read and comment on others postings. Posting answers to the questions posed in the Discussion area should be done in advance of the deadline in order to allow other participants to have the opportunity to comment.

Quality of the response is as important as quantity. A participant's comments should add to the discussion. Comments should be supported as required with references cited appropriately. The instructors and/or participants may use synchronous chats as the need arises. Note: When posting to the discussion area, please type in your comments directly into the Discussion. Do not type your comments into a document and then attach it to the discussion-this method is difficult for some students to access. You may type your comments into a Word document, then copy and paste it into the Discussion Board.

TECHNICAL INFORMATION

If you experience technical problems or have a technical question about this course, you can obtain assistance by emailing itsupport@patriots.utt Tyler.edu

When you 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

NETIQUETTE GUIDELINES

"Netiquette" is network etiquette, the do's and don'ts of online communication. Netiquette covers both common courtesy online and informal "rules of the road" of cyberspace. Review and familiarize yourself with the guidelines provided. (URL: <http://www.learnthenet.com/learn-about/netiquette/index.php>)

NAVIGATION

To efficiently and effectively participate in this course, an understanding of how the course is arranged, how to access information, and how to contribute to the learning environment is essential. If you have any questions about how to navigate the course, go to the Help for Students tab.

COMPLETION TIME

Online courses require the same amount of time as those that meet face-to-face. Plan to spend six to ten hours a week on this course. This includes reading, participating in the discussions, and completing assignments. The amount of time will vary from individual to individual.

You will have access to most of the course materials from the start of the course to the end. You may look and study ahead, or go back and review, at any time during the course. All assignments have set due dates. The latest time of submission is midnight Central Standard Time on the specified date.

COURSE EVALUATION

UT Tyler may ask 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 weeks of instruction. Your comments and recommendations will be considered seriously as the course is updated. Your input throughout the semester contributes to our commitment to improve continually the quality and relevance of this course.

GETTING STARTED

Please refer to the information contained in this Syllabus anytime you have a question regarding the basic course information.

EPILOGUE

I am delighted to have you in the course. Many challenges and opportunities related to health care delivery and leadership await. Through the utilization of knowledge related to nursing leadership and health care, you have the ability to help shape crucial decisions in the workplace. Nursing has much to offer and organizational and systems leadership will be greatly enhanced by nurse leaders like you!!

Learning is a partnership between the professor and the students. I am like your travel guide. I am here to highlight the interesting things you need to learn about to be successful, and I am here to take you on a tour to learn about things that you identify as interesting. I have been there, and I have done that so I am the person to guide you on this remarkable journey! As with a travel and working with a travel guide, communication is key!! If you identify you have a need, please communicate it with me so I can best accommodate that need! You can be successful!