

# Advanced Health Assessment for the Nurse Practitioner NURS 5352 Fall 2021

Scheduled Class Days and Times: Online with scheduled on-campus Intensive

Instructor's Name: Dr. Carol Rizer- course facilitator

Office: BRB 1095

**Phone:** 903.681.4372; this is my cell #. Please text me as needed for questions/problems.

Email: crizer@uttyler.edu

Office Hours: Virtual Office Hours: By Appointment and virtual office hours every Monday

evening 7:30pm-9:00pm.

\*Best way to contact me: text or email first, please, then phone call or Zoom.

Instructor's Name: Ms. Annala Shirley, APRN, FNP-C, AGNP-C, OCN

Office: BRB 1095

**Phone:** Cell- 903.508.7078 or 409-370-1136

Email: ashirley@uttyler.edu
Office Hours: By appointment

\*Best way to contact me: text or email first, please, then phone call or Zoom.

Instructor's Name: Dr. Valerie Miller

Office: pending

**Phone:** 325.665.7575

**Email:** pending

**Office Hours:** by appointment \*Best way to contact me: pending

**Course Description:** This course in intended for the nurse practitioner. Incorporates integration of advanced health assessment principles and skills for comprehensive examination of clients that leads to differential diagnosis. Focus will be on common deviations from normal. Populations across the lifespan will be included. **Prerequisite:** Pre-Requisite or Co-Requisite of

NURS 5350 AND Admission to NP programs or Pre-Requisite or Co-Requisite NURS 5350 AND Admission to NP Cert program.

# **Student Learning Outcomes:**

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

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

# **Required Textbooks and Readings:**

\*\*If you are in a clinical course, all students are required to have an active *InPlace* subscription.

\*\*\*The only access code needed is for the Shadow Health bundle!

AUTHOR	TITLE	EDITION	PUBLISHER and/or ISBN
Rhoades and Petersen	Advanced Health Assessment and Diagnostic Reasoning	4 <sup>th</sup> ed.	978-1284170313
Rhoades and Petersen	Advanced Health Assessment and Diagnostic Reasoning—This book is available free as an e-book through our UT Tyler library. It can be accessed from the library's guide: https://libguides.uttyler.edu/textbooks	4 <sup>th</sup> ed.	978-1284170313
	Skin Disease: Diagnosis and Treatment	4 <sup>th</sup> ed.	978-0323442220

Habif, Campbell, and Chapman.			
Ball, Dains, & Flynn	Seidel's Physical Examination Handbook  With  Shadow Health Bundle  Elsevier website: Advanced Health Assessment Digital Clinical Experience Course ID: 165731_crizer8_5001  Full student access instructions here.	9 <sup>th</sup> ed.	978-0323545327
Seller and Symons	Differential Diagnosis of Common Complaints  No access code needed.	7 <sup>th</sup> ed.	978-0323512329

# **Recommended Textbook:**

American Psychological Association	Publication Manual of the American Psychological Association- recommended	7 <sup>th</sup> ed.	978-1433832178

# **Special Course Notes:**

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

\*\* Only when the clinical component is passed will the student be awarded a course grade based on the scored evaluation items listed above. Failing to complete any clinical component satisfactorily will result in an overall course grade no higher than a C.

\*\*\*You must pass the Mid-term and Final practicums to pass the course. Even if you have enough points to pass otherwise, you will not pass the course without passing the practicums. You will receive a % grade for the Midterm and Final SOAP notes but understand that these components are Pass/Fail and the % grade is simply for your own information so that you may improve upon this component as the semester progresses.

\*\*\*\* Graduated learning modules allow *eMurmur University* to have applications in novice to advanced levels of cardiology teaching. For this course, ONE overall course point (applied at the end of the course) will be available if you take advantage of this OPTIONAL ASSIGNMENT. The date of opportunity is very specific (see course calendar) and if you elect to gain the extra point, it will take you approximately 6 hours of study time to complete these modules. This is completely optional but remember that since there is no rounding of grades, this could make the difference in a letter grade for you at the end of the semester FOR THIS ADVANCED HEALTH ASSESSMENT COURSE.

#### **Important Course Dates:**

Note: The complete course schedule is also available in the Course Canvas site.

Census Date: September 10, 2021

Exam Dates: September 23, October 14, November 4, December 2, 2021

Mid-Term Checkoff On-Campus: October 4, 2021

Last Date to Withdraw: November 2, 2021

https://www.uttyler.edu/registrar/registration/withdrawals.php

Final Checkoff Optional On-Campus Date: November 15, 2021

Skills Training/Q&A sessions via Zoom: (may watch the recording if work-related conflict).

August 30; September 6; September 13; September 20; September 27; October 11; October 18; November 1; November 8

**Proctoring Notice:** This course will utilize ProctorU for all four Exams. However, the exams will NOT utilize a live proctoring service, but will utilize AUTO Proctoring. Do NOT contact ProctorU to reserve exam times. All four exams will be accessed through Canvas at the appropriate day/time.

**Alternate Locations of Class:** This course is online except for ONE MANDATORY oncampus date, Monday, October 4, 2021. An alternative/optional on-campus date for the Final Checkoff is November 15, 2021.

#### **Assignments and Weights/Point Values:**

Criteria for Evaluation:	Percentage of Grade:
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Exam #1	15%*
Exam #2	15%*
Exam #3	15%*
Exam #4	15%*
Module Quizzes (12 quizzes total)	10%
Pediatric SOAP Note	5%
Adult/Geriatric SOAP Note	5%
Denver Developmental	5%
Shadow Health Modules	10%
Participation in Learning Intensive	P/F**
Midterm Practicum & SOAP Note	P/F**
Final Practicum SOAP Note	P/F**
Course Clinical Practice Hours (20)	P/F**
Optional Assignment for One OVERALL (non-exam) Course	1***
Point-eMurmur University	

# **Grading Scale:**

Specific guidelines and grading criteria for all assignments are in the Modules. Final grades for the course will be determined based upon the following point assignments:

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). Students are required to achieve an average of 80% (B) to successfully complete the course.

# Exam and homework materials, questions, and problems are the intellectual property of faculty, UT Tyler, or publishers.

- These materials may not be distributed without permission.
- Distributing them or uploading them to online resources destroys the integrity of the assignment and the course, allowing others an unfair advantage by letting them view the materials.
- Uploading these materials to online resources is a violation of UT Tyler's academic misconduct policies and may result in formal conduct charges.
- Sanctions for uploading or otherwise divulging the contents of these materials can include:
  - a reduced or failing grade on an assignment
  - a reduced or failing grade for the course
  - removal from the Nursing program
  - removal from UT Tyler

<u>Late Policy</u>: 5% will be deducted each day an assignment is past due unless prior arrangements have been made with your course faculty. Extenuating circumstances may apply.

**Repeating a Course:** Students repeating this course may not use previously submitted assignments 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.

<u>Attendance and Make-up Policy:</u> Attendance / participation is expected. Make-up for exams, quizzes, assignments, clinical time missed is at the discretion of the instructor.

# **Graded Course Requirements Information:**

# REQUIRED COURSE EQUIPMENT

(These items should be used during all Advanced Practice Skills Learning Sessions and utilized in the on-campus AHA Intensives on October 4, 2021.)

- Quality stethoscope, at least a Cardiology 3 or 4
- Clear plastic ruler, 5-6 inches long
- Penlight
- Small Magnifying glass (with light)
- Small portable mirror to evaluate feet
- Lab coat
- Watch with second hand/function, or digital clock with timer function
- UT Tyler student name badge (\$15.00)
- UT Tyler patch purchased locally at CR Scrubs
- Cell phone or other device with internet access
- Web Cam for your computer

#### PROVIDED COURSE EQUIPMENT

You will be issued a <u>Diagnostic kit</u> (otoscope, ophthalmoscope, percussion hammer, and tuning fork), as well as a <u>Denver Developmental kit</u>, at the beginning of the semester. <u>Please be aware that students should pick up the kits on campus, if at all possible.</u> If you do choose to come to campus to pick this up, please make sure you arrive on a pre-confirmed date/time. This will be posted as an Announcement in Canvas. Otherwise, you may make arrangements to have the kits mailed to you at your expense, should you so desire. See Canvas Course for additional 'first week of school' details about ordering your diagnostic kit. This will be an important part of getting started in the course.

The kits <u>must</u> be returned after completion of the FINAL PRACTICUM. Those who fail to return these items, whether lost or stolen, will be responsible for the cost of replacing these items which total \$1000. Return Diagnostic Kit and Denver Kit by date outlined in the Course Calendar – This is the date the equipment must be received by the university. You will not receive an official grade until all equipment is returned.

# REQUIRED COURSE TECHNOLOGY

Please see the Canvas Page that discusses each item, cost, or component specifically.

- ProctorU
- Shadow Health
- *InPlace* As part of your orientation checklist, you should have purchased an *InPlace* subscription. When you obtain your *InPlace* subscription and successfully complete this course with an A or a B, the 20 clinical hours you will achieve upon completion of this course will be automatically loaded into your *InPlace* account, so be sure to have this set up prior to completion of the course.
- *eMurmur* This component is offered free of charge by the university. Graduated learning modules allow *eMurmur* to have applications in novice to advanced levels of cardiology teaching. For this course, ONE overall course point (applied at the end of the course) will be available if you take advantage of this OPTIONAL ASSIGNMENT. See below for details.

# **Estimated Time Commitment Required for Assignments:**

Reading of professional materials (books, journals, etc.) is an integral aspect of role development as a nurse practitioner. It is recommended that students spend a minimum of 2-hours daily for materials related to assigned readings, clinical topics, and professional issues associated with the NP role and competencies. As a rough guide, you should plan to spend six to eight hours per week on this course, and more hours may likely be necessary, depending on the individual. This estimate includes the time you will spend reading, researching particular items for more information, and completing assignments. Note that considerably more additional hours may be necessary to fully comprehend the didactic content as well as the clinical skills.

Every student is responsible for completing the recommended reading, completing the course module components, assignments, quizzes, and exams according to due dates in the course

calendar. Reading assignments consist of associated materials in the course textbooks and this list may be viewed on the course calendar and in each module. All assignments are made with the assumption that required reading assignments will be completed prior to completion of the assignments.

# Calendar of Topics, Readings, and Due Dates: Fall 2021 Course Calendar

\*\*Corresponding chapters of newer book editions may have changed. Consult table of contents in each text.

Date	Time	Location & Readings	Content	Assignments
August 30- September 5	Online	Canvas, Tegrity, Shadow Health online. Texts: 4 <sup>th</sup> Ed. Rhoads & Petersen text: Ch. 1, 2, & 3 Seidel: Ch. 1	Module 1: Interviewing and History Taking Strategies, Physical Examination Strategies, and Documentation Strategies  • Shadow Health (SH) Orientations – Digital Clinical Experience Tutorial and Digital Standardized Patient Orientation for Advanced Health Assessment www.shadowhealth.com Students can create their accounts by visiting: http://app.shadowhealth.com/ and enrolling in your course with the course-specific PIN: 8196-6903- 6424-4262	
September 5- September 12	Online	Canvas, Tegrity, Shadow Health online. Texts: 4 <sup>th</sup> Ed. Rhoads & Petersen text: Ch. 6 & 7 Seller & Symons text: Ch. 29 Habif, et al. text	Module 2: Mental Health Disorders and Integumentary Disorders	<ul> <li>Quiz #1 due</li> <li>Quiz #2 open</li> <li>SH DCE Module due.</li> <li>SH Health Hx Module due.</li> <li>SH Conversation Concepts due.</li> </ul>
September 10, 2021			CENSUS DAY	

September 12- September 19	Online	Canvas, Tegrity, Shadow Health online.  Texts: 4 <sup>th</sup> Ed. Rhoads & Petersen: Ch. 4, 8; see corresponding Appendices; Seller & Symons: Ch. 11, 17, & 34 Seidel: Ch. 8, 20, 21, 22	Module 3: Eye Disorders and Examination of the Eyes; CAGE Assessment; Providing Care for Diverse Patient Populations	<ul> <li>Quiz #2 due</li> <li>Quiz #3 open</li> <li>SH: Mental Health Module due.</li> </ul>
September 19- September 26	Online	Canvas, Tegrity, Shadow Health online. Texts: 4 <sup>th</sup> Ed. of Rhoades & Petersen: Chapter 11 Seller & Symons: Ch. 7, 9 & 28; Seidel: Ch. 9	Module 4: Respiratory Disorders; Examination of the Thorax; Assessment of the Lungs	<ul><li>Quiz #3 due</li><li>Quiz #4 open</li></ul>
Thursday, September 23, 2021	Online	ProctorU-AUTO	Exam1 covers Modules 1, 2, 3	Exam 1-Thursday, September 23, 2021; exam accessible 5pm-9pm
September 23,	Online	ProctorU-AUTO		September 23, 2021; exam
September 23, 2021 September 19,	Online	Canvas, Tegrity, Shadow Health online. Texts: 4 <sup>th</sup> Ed. of Rhoades & Petersen: Chapter 12 Seller & Symons: Ch. 6, 28, 31; Seidel: Ch. 14	Module 5: Cardiovascular Disorders and Examination of the Heart and Blood Vessels	September 23, 2021; exam accessible 5pm-9pm  • Health History Assignment

Monday, October 4, 2021 – 7:30am	Mi		DUE within 72 hours	
October 14, 2021 Thursday	Online	ProctorU-AUTO	Exam2— covers Modules 4, 5, & 6	<ul> <li>Exam2 – Thursday, October 14, 2021; exam accessible 5pm-9pm</li> </ul>
October 10- October 17	Online	Canvas, Tegrity, Shadow Health online. Texts: 4 <sup>th</sup> Ed. Rhoades & Petersen: Chapter 14  Seller & Symons: Ch. 1, 2, 4, 8, 10, 18, 36  Seidel: Ch. 14; selected parts of Ch. 20 & 22	Module 7: Abdominal Assessment; Gastrointestinal Disorders; Nutrition	• Quiz #6 due
October 17- October 24		Canvas, Tegrity, Shadow Health online. Texts: 4 <sup>th</sup> Ed. Rhoades & Petersen: Chapter 16 Seller & Symons: Ch. 32 & 35 Seidel: Ch. 16, 17	Module 8: Examination of the Male Genitourinary; Related Disorders	*Quiz #7 due *Quiz #8 open *SH: Gastrointestinal Module & Abdominal Pain Concept lab modules due
October 24- October 31	Online	Canvas, Tegrity, Shadow Health online. Texts: 4 <sup>th</sup> Ed. Rhoades & Petersen: Chapter 17 Seller & Symons: Ch. 5, 20, 21, 32, 33, & 35		*Quiz #9 open • Quiz #8 due

		Seidel: Ch. 13, 15, 23		
October 31- November 7	Online	Canvas, Tegrity, Shadow Health online. Texts: 4 <sup>th</sup> Ed. Rhoades & Petersen: Chapter 13 Seller & Symons: Sporadic references to neck; Sporadic references to endocrine; see index Seidel: Ch. 6, 7. (see index)	Module 10: Examination of the Neck; Endocrine Disorders	• Quiz #10 open • Quiz #9 due • SH: HEENT due
October 10, 2021 by mn				Adult/Geri SOAP due
November 2, 2021		Last Day to Withdraw		
November 4, 2021 Thursday	Online	ProctorU-AUTO	Exam 3 covers Modules 7, 8 & 9	Exam 3 – Thursday, November 4, 2021; exam accessible 5pm-9pm
November 7- November 14	Online	Canvas, Tegrity, Shadow Health online. Texts: 4 <sup>th</sup> Ed. Rhoades & Petersen: Chapter 18 Seller & Symon: Ch. 3, 23, 24, 25, & 26 Seidel: Ch. 21, 23	Module 11: Musculoskeletal Examination; Related Disorders	• Quiz #11 open • Quiz #10 due
October 31, 2021 by mn				Pedi SOAP Due
November 15		<u>SOAP</u>	Mote due within 72 hrs.  e schedule & details in Canvas	ils
November 14- November 28	Online	Canvas, Tegrity,	Module 12: Neurological Examination; Related Disorders	Quiz #12 open     Quiz #11 due

		Shadow Health online.  Texts: 4 <sup>th</sup> Ed. Rhoades & Petersen: Chapter 15  Seller & Symons: Ch. 11, 16, 17, 19, 22, 34, & 36  Seidel: Ch. 22, 24, 25		
December 2, 2021 Thursday	Online	ProctorU- AUTO	Exam 4 covers Modules 10, 11, & 12	Exam 4 – Thursday, December 2, 2021; exam accessible 5pm-9pm
November 21- November 28		THANKSGIVING	BREAK	
November 14, 2021 by mn	Online			Denver Developmental due
November 28- December 5	Online	Final Few Days! Wrap-Up.		<ul> <li>Quiz #12 due</li> <li>SH: Neuro, Musculoskeletal and Comprehensive Modules are all due</li> <li>Wrap up. All Grades in.</li> </ul>

# **School of Nursing Policies and Additional Information:**

https://www.uttyler.edu/nursing/college/student\_guide\_and\_policies.php

# Student Resources to assist you in this course:

<u>UT Tyler Student Accessibility and Resource (SAR) Office</u> (provides needed accommodations to students with document needs related to access and learning)

**UT Tyler Writing Center** 

The Mathematics Learning Center

**UT Tyler PASS Tutoring Center** 

**UT Tyler Supplemental Instruction** 

Upswing (24/7 online tutoring) - covers nearly all undergraduate course areas

Robert Muntz Library (Links to an external site.) and Library Liaison

<u>Canvas 101</u> (learn to use Canvas, proctoring, Unicheck, and other software)

Digital Support Toolkit (for supported courses only. Students are automatically enrolled in the toolkit for supported courses)

LIB 422 -- Computer Lab where students can take a proctored exam

The Career Success Center

**UT Tyler Testing Center** 

Office of Research & Scholarship Design and Data Analysis Lab

#### **Resources available to UT Tyler Students**

<u>UT Tyler Counseling Center</u> (available to all students)

TAO Online Support Center (online self-help modules related to mental & emotional health)

Military and Veterans Success Center (supports for all of our military affiliated students)

**UT Tyler Patriot Food Pantry** 

**UT Tyler Financial Aid and Scholarships** 

**UT Tyler Registrar's Office** 

Office of International Programs

Title IX Reporting

Patriots Engage (available to all students. Get engaged at UT Tyler.)

# **University Policies and Information**

Withdrawing from Class: Students you are allowed to withdraw (drop) from this course through the University's Withdrawal Portal. Texas law prohibits students 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 other 2-year or 4-year Texas public colleges and universities. Make sure to consider the impact withdrawing from this class has on your academic progress as well as the financial implications. We encourage you to consult your advisor(s) and financial aid for additional guidance. CAUTION #1: Withdrawing before census day does not mean you get a full refund. Please see the Tuition and Fee Refund Schedule. CAUTION #2: All international students must check with the Office of International Programs before withdrawing. All international students are required to enroll full-time for fall and spring terms.

**Final Exam Policy:** Final examinations are administered as scheduled. If unusual circumstances require that special arrangements be made for an individual student or class, the dean of the appropriate college, after consultation with the faculty member involved, may authorize an exception to the schedule. Faculty members are required to maintain student final examination papers for a minimum of three months following the examination date.

Incomplete Grade Policy: If a student, because of extenuating circumstances, is unable to complete all of the requirements for a course by the end of the semester, then the instructor may recommend an Incomplete (I) for the course. The "I" may be assigned in lieu of a grade only when all of the following conditions are met: (a) the student has been making satisfactory progress in the course; (b) the student is unable to complete all course work or final exam due to unusual circumstances that are beyond personal control and are acceptable to the instructor; and (c) the student presents these reasons prior to the time that the final grade roster is due. The semester credit hours for an Incomplete will not be used to calculate the grade point average for a student.

The student and the instructor must submit an Incomplete Form detailing the work required and the time by which the work must be completed to their respective department chair or college dean for approval. The time limit established must not exceed one year. Should the student fail to complete all of the work for the course within the time limit, then the instructor may assign zeros to the unfinished work, compute the course average for the student, and assign the appropriate grade. If a grade has not been assigned within one year, then the Incomplete will be changed to an F, or to NC if the course was originally taken under the CR/NC grading basis.

**Grade Appeal Policy:** UT Tyler's Grade Appeal policy requires the completion of a Grade Appeal form for this action to take place. The grade appeal begins with the instructor of your course. If you do not agree with the decision of the instructor, you may then move your appeal to the department chair/school director for that course. If you are still dissatisfied with the decision of the chair/director, you may move the appeal to the Dean of the College offering that course who has the final decision. Grade appeals must be initiated within sixty (60) days from the date of receiving the final course grade. The Grade Appeal form is found on the <u>Registrar's Form Library</u>.

**Disability/Accessibility Services:** The University of Texas at Tyler has a continuing commitment to providing reasonable accommodations for students with documented disabilities. Students with disabilities who may need accommodation(s) in order to fully participate in this class are urged to contact the Student Accessibility and Resources Office (SAR) as soon as possible to explore what arrangements need to be made to ensure access. If you have a disability, you are encouraged to visit the <u>SAR Portal (https://hood.accessiblelearning.com/UTTyler/)</u> and complete the New Student Application. For more information, please visit the <u>SAR webpage</u> or call 903.566.7079.

Military Affiliated Students: UT Tyler honors the service and sacrifices of our military affiliated students. If you are a student who is a veteran, on active duty, in the reserves or National Guard, or a military spouse or dependent, please stay in contact with me if any aspect of your present or prior service or family situation makes it difficult for you to fulfill the requirements of a course or creates disruption in your academic progress. It is important to make me aware of any complications as far in advance as possible. I am willing to work with you and, if needed, put you in contact with university staff who are trained to assist you. Campus resources for military affiliated students are in the Military and Veterans Success Center (MVSC). The MVSC can be reached at MVSC@uttyler.edu, or via phone at 903.565.5972.

**Academic Honesty and Academic Misconduct:** The UT Tyler community comes together to pledge that "Honor and integrity will not allow me to lie, cheat, or steal, nor to accept the actions of those who do." Therefore, we enforce the <u>Student Conduct and Discipline policy</u> in the Student Manual Of Operating Procedures (Section 8).

**FERPA:** UT Tyler follows the Family Educational Rights and Privacy Act (FERPA) as noted in <u>University Policy 5.2.3</u>. The course instructor will follow all requirements in protecting your confidential information.

#### **COVID Guidance**

**Information for Classrooms and Laboratories:** Students are required to wear face masks covering their nose and mouth, and follow social distancing guidelines, at all times in public settings (including classrooms and laboratories), as specified by <u>Procedures for Fall 2020 Return to Normal Operations</u>. The UT Tyler community of Patriots views adoption of these practices consistent with its <u>Honor Code</u> and a sign of good citizenship and respectful care of fellow classmates, faculty, and staff.

Students who are feeling ill or experiencing symptoms such as sneezing, coughing, or a higher than normal temperature will be excused from class and should stay at home and may join the class remotely. Students who have difficulty adhering to the Covid-19 safety policies for health reasons are also encouraged to join the class remotely. Students needing additional accommodations may contact the Office of Student Accessibility and Resources at University Center 3150, or call (903) 566-7079 or email saroffice@uttyler.edu.

**Recording of Class Sessions:** Class sessions may be recorded by the instructor for use by students enrolled in this course. Recordings that contain personally identifiable information or other information subject to FERPA shall not be shared with individuals not enrolled in this course unless appropriate consent is obtained from all relevant students. Class recordings are reserved only for the use of students enrolled in the course and only for educational purposes. Course recordings should not be shared outside of the course in any form without express permission.

**Absence for Official University Events or Activities:** This course follows the practices related to approved absences as noted by the Student Manual of Operating Procedures (Sec. 1 -501).

**Absence for Religious Holidays:** Students who anticipate being absent from class due to a religious holiday are requested to inform the instructor by the second class meeting of the semester.

**Campus Carry:** We respect the right and privacy of students 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 <a href="http://www.uttyler.edu/about/campus-carry/index.php">http://www.uttyler.edu/about/campus-carry/index.php</a>.