



**FNP Internship II
NURS 5349
Fall 2022**

Scheduled Class Days and Time: Online blended teaching format with synchronous zoom meetings and required on campus days. Class interaction is necessary for this course. *Clinical practicums with preceptors in a primary care site will enhance the application and integration of didactic content and clinical skills.*

Course Faculty

Valerie Miller PhD, APRN, FNP-C

Office: By Zoom

Phone: Cell (325) 665-7575

****Email:** vmiller@uttyler.edu

Virtual Office Hours: Wednesdays, 3-4:30pm by appointment; Thursdays, 8-9:30 pm via Zoom CST and available via appointment, email, and/or personal Zoom.

Amy Roberts PhD, APRN, FNP, FAANP

Office: BRB 2060

Phone: Ofc 903.566.7118; Cell 325-320-2032 (emergency only)

****Email:** aroberts@uttyler.edu

Virtual Office Hours: Thursdays, 8-9:30 pm via Zoom CST and available via appointment, email, and/or personal Zoom.

*Best way to contact faculty: Attend weekly office hours.

**Second best way to contact is email: vmiller@uttyler.edu and aroberts@uttyler.edu

For urgent issues with clinical or testing, Dr. Miller's cell is (325)665-7575.

Thursday Zoom Office Hours Course Meeting link:

<https://uttyler.zoom.us/j/3734520090?pwd=Sm1uaTllays3cXB5RUUVqSllYK01Ldz09>

Course Description:

NURS 5349 Provides intensive clinical application of previous didactic content in the population foci. Refinement of clinical expertise and establishment of role identity as an APRN. May be taken concurrently with NURS 5347, FNP Internship I.

Corequisite/Pre-Requisite: NURS 5347 AND Admission to MSN NP program or NP Certificate program.

Student Learning Outcomes:

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.

In summary, the course objectives are designed to prepare the learner for employment as a Nurse Practitioner. It, however, does not guarantee employment upon graduation.

Required Textbooks and Online Subscriptions:

APEA University Exam - Additional instructions for this exam will be given the first day of class.

Ferri, F. (2022). *Ferri's clinical advisor 2022: 5 books in One*. Elsevier. ISBN 978-0323755702

Fitzgerald, M. (2021). *Nurse practitioner certification examination and practice preparation*. (6th ed.). F.A Davis ISBN 9780803677128. Can get this at: www.FHEA.com

Gilbert, D., Chambers, H., Saag, M., Pavia, A., Boucher, H. (2022). *Sanford Guide to Antimicrobial Therapy, (52nd ed.)*. Antimicrobial Therapy, Inc. ISBN: 978-1-944272-19-7

Online Subscription Preferred: www.sanfordguide.com

In Place Subscription – activated through UT Tyler. Students should have previously accessed the In Place software in previous courses.

Medical Spanish Bar Charts - Both Required

Rosado, J. (2022) *Spanish Medical Conversation*. Bar Charts, Inc. ISBN 9781423203124

Spanish Conversation. Bar Charts, Inc. ISBN 9781572228474

Recommended Textbooks and Subscriptions:

Spanish Conversations Bar Charts: ISBN: 9781572225503, ISBN: 9781423219637,
ISBN: 9781572228122

Recommended Course Supplies:

One accordion file with 12 pockets for your professional paperwork.

One three-ring notebook with 20 dividers for the book of pearls assignment.

Special Course Notes

1) Proctoring Notice

The content exams in this course will be proctored using ProctorU Auto and Proctor U Live. Students will need to have a webcam and microphone. If students are not able to provide these items, they must contact course faculty by September 5, 2022, so faculty can arrange for them to take their exam on campus or another secure location. There is no cost to the student for utilizing Proctor U Auto. Details on downloading the Proctor U extension and utilizing Proctor U Auto in Canvas can be found at the following link: <https://youtu.be/u8o9SA75ZVI>

2) APEA University Exam

This course requires students to use the APEA University Predictor Exam, accessed on an external website/resource. Students should go to www.apeaotc.com to access the exam and follow the steps below for a flawless exam experience:

- This exam requires the latest version of the Google Chrome browser. To find which browser you are using and if it is up to date, go to the About section on your browser's Help page.
- Be sure to use a strong internet connection, no satellite, or hotspots.
- If the exam freezes, log out and log back in immediately to re-establish the connection and resume the exam.
- Only begin the exam when you are able to complete it in its entirety. Exams are timed and cannot be paused.
- Touch screens and mobile devices are not compatible with testing. Consider using a handheld mouse to avoid accidental right clicks that could result in a University Testing Policy Violation report sent to your university. If using a trackpad, consider turning off right click or secondary click to avoid accidental right clicks that trigger a warning.
- Additional details will be posted in your Canvas course the first day of classes.

3) Weekly Virtual Office Hours Zoom Meetings

Dr. Miller's clinical practice days are Thursdays, which prevents quick responses to emails until Friday mornings or during the Thursday evening course zoom meeting. Please bring course questions to the weekly Thursday night zoom meetings. (Many other students may have the same questions.) All weekly zooms will be recorded and posted in Canvas. The special topics of each class meeting will focus on jumpstarting an NP career - including salary negotiations, malpractice insurance, interviewing tips, clinical practice pearls, etc. Mandatory zooms are highlighted in the course calendar. In graduate education, students will learn as much from each other as from instructors. The biggest benefits of weekly class zoom meetings are seen when students are able to help each other with common problems. For example: if a student's preceptor quits suddenly, that student can ask their peers if any of their previous preceptors might have openings which can be valuable information in quickly getting reconnected to a

valid clinical site. To receive the greatest benefit from Internship II, students should strive to attend virtual office hours weekly.

4) Email Responses

To expedite email responses to course questions please put “**NURS 5349**” in the subject line in the email. This alerts faculty that the email is course related. Faculty will strive to answer course questions in a 24hr time period. If the email question is something that can help the entire class, the answer may be posted as an announcement. Please have all announcements roll to your phone.

5) Zoom Etiquette

During the weekly course zoom sessions please be professional and in a quiet private location so as to give undivided attention to the class. Consideration for classmates is expected so please limit distractions in the camera view. Please have laptops on a table or desk to limit the camera shaking. Please sign in with first and last names in the name line and turn the camera on and mute your microphone.

Thursday Virtual Office Hours Zoom Meeting Link:

<https://uttyler.zoom.us/j/3734520090?pwd=Sm1uaTllays3cXB5RUUVqSilyK01Ldz09>

COURSE EVALUATION

A student’s achievement of the course objectives is evaluated based on the following activities. To achieve the total possible points available in the course, students will be required to complete multiple assignments. However, among the assignments, there are several critical elements that must be met for the student to pass the course.

Critical Course Elements

All critical course items below must be met to pass NURS 5349. If an item on this list is not met, the student will not pass the course and will receive a grade of C or lower regardless of other grades in the course.

1. **Exam Average:** Students must score an average of 80 on the three exams. Exams must be auto proctored by Proctor U Auto. (The APEA University exam is not calculated in this exam average as passing is 70 or up.)
2. **Objective Structured Clinical Exams:** A student must successfully pass course OSCES. A minimum score of 640 out of 800 possible points is required to pass OSCES which is equivalent to an 80% for pass rate.
3. **Clinical Preceptor Evaluation:** A passing score on the CPE from Preceptors and/or faculty. The OSCES will serve as one evaluation of student clinical skills by faculty and there may be other evaluation by faculty as needed. Students must have two passing CPE’s from preceptors (an 80% is considered passing).

4. **Clinical Hours:** Students must complete and log in In Place all 120 required clinical hours.
5. **Preceptor Signature Sheets:** Students are required to submit all preceptor signature sheets and have 675 clinical hours logged in InPlace that correlate with the preceptor signature sheets. The 50 clinical hours gained in NURS 5352 Advanced Health Assessment and NURS 5339 Diagnostics, will not need a signature page.

Approximate Time Requirements for NURS 5349

This course will take an average of 15 hours of study per week in addition to the required 120 clinical hours to pass this course.

NURS 5349 Course Evaluation	
Assignment	% of total grade
*Exams (80 % average on three exams required to pass course) Exam I Exam II Exam III	30 (10% ea. Exam)
*OSCES	20
*Clinical Hours: Complete and documented in InPlace	5
*Signature Sheets: all preceptor signature sheets	5
*Clinical Preceptor Evaluation: Midterm Evaluation Final evaluation	10
APEA University Exams (three)	20
Quizzes Syllabi quiz APRN Quiz	5
Clinical schedule	3
Faculty/Preceptor Communication	2
Student Evaluation of Clinical Site/Preceptor	P/F
Certification Exam Registration	P/F
Update MyUTTyler	P/F
Total	100 %
*Critical Elements – must be passed to pass the course	

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). **The simple average of all unit exam grades, including a final must be at or above 80% in order to pass the course.** Once the student has achieved a simple unit exam average of 80% or higher, course grades will be determined based on the weighted calculation of exams and other required course work. Students are required to achieve an average of 80% (B) to complete the course successfully.

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

Late Policy:

5% will be deducted each day an assignment is past due unless prior arrangements have been made with your course faculty. After one week (7 days) late a grade of zero will be earned. As a Nurse Practitioner, charts must be submitted within 7 days to receive payment for the encounter. Timely submission of course work is expected.

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.

Attendance and Make-up Policy:

Attendance / participation is expected. Make-up for exams, quizzes, assignments, clinical time missed is at the discretion of the instructor.

Graded Course Requirements Information

1) Exams

There are three course exams that will be taken via the Canvas LMS and utilizing Proctor U Auto. **Exam blueprints for all three course exams will be posted in Canvas early in the semester.** The three Canvas course exams will be comprised of materials from the required texts. 80% of the questions will be taken from the Fitzgerald book and 20% of the questions from the Sanford and Ferri books. The topics to be tested on will be the topics found within the Fitzgerald Review book. For example: if the chapter in the Fitzgerald book is over cardiac then all the questions from the Sanford and Ferri books on that exam will be over cardiac. As the clinical capstone course, these course exams require students to synthesize the data from the required sources. Only these specific sources may be used to challenge a question (not information found in other sources). The course exams will open at 0700 and are due by noon.

2) APEA University Exams

As mentioned earlier in the syllabus, students will be required to purchase (\$50/exam) and take three APEA University predictor exams that are given on a separate web-based platform. These exams will be taken using Proctor U Live proctoring. The APEA University predictor exams are designed to identify student areas of strengths and weaknesses and assist them in developing a personal study plan for taking their certification exams. A passing score on the APEA exams is considered a 70% or higher. Additional information for purchasing the exams will be given the first day of the course. Students will also receive a predictor exam blueprint along with helpful study recommendations which will be available in Canvas.

3) OSCEs (Objective Structured Clinical Evaluations)

Internship II requires students to synthesize and apply the content learned in their coursework and clinicals during a live objective structured clinical evaluation process. These OSCEs will consist of online quizzes and **mandatory on campus structured clinical skills scenarios** which will be evaluated by FNP faculty. Additional information regarding OSCE's will be outlined in Canvas the first day of classes. The clinical skills evaluations are a critical element of the course and students are required to be present on campus for the assigned OSCE day.

4) Assignments & Quizzes

There are multiple assignments in this course including: two quizzes given on Canvas, a clinical schedule, faculty/preceptor communication, Student Evaluation of Clinical Site/Preceptor, Certification Exam Registration, and an Update of information on MyUTTyler. Each of these items is assigned to help the student prepare for their clinical time, graduation, and

certification. These are not considered in the five critical elements but remain important elements of the course.

All assignments in this course are **due on Monday night at midnight**.
For all the assignments there are rubrics and specific assignment instructions in each assignment link. Please review these prior to submission.

Canvas assignments – **Students should upload documents in canvas using word, excel, or PDF formats. Taking a picture with a phone in jpeg or HTML is not acceptable.** Students must see the posted assignment in the Canvas preview panel to consider the assignment posted. Please do not email assignments to faculty but rather upload them into canvas.

Incomplete submissions, submissions uploaded in incompatible formats, or submission errors will receive a **grade of “12”**. A student seeing a grade of “12” means the student will have 1-2 days to correct the submission error and hence the grade of “12”.

Clinical Course Requirements Information

1) Clinical Hours Documented in In Place

NURS 5349 is a 120 clinical hour, 14-week course. This means students can expect a minimum of 10 hours of clinical per week and another 15 hours per week to complete course assignments. **Clinical hours data should be entered into InPlace each night after returning home from clinical (Critical Element)**. Clinical time should not be used to enter data into In Place. The InPlace hours and preceptor signature sheet hours must match. Preceptors should sign the student’s signature sheet daily.

Students are to use the clinical time to see patients as quickly and efficiently as possible. Do not count lunch into the hours entered into InPlace if a break was taken for lunch. If the student ate while charting, then this time will count as clinical hours.

Confidentiality - maintain patient confidentiality by not removing any patient identifiers from clinics other than patient initials for the InPlace log as this would be considered a HIPPA violation.

2) Preceptor Signature Sheets

Preceptor signatures should be obtained each day the student is in clinical. (Critical element) Please use the preceptor signature sheet located under course documents. Students will need to prove their InPlace submissions correlate (match) with the preceptor signature sheets. **The student must add up the time on their preceptor signature sheet and the time on their InPlace entries (excluding lunch) and these hours must correlate.**

A minimum of 120 clinical hours is required for satisfactory completion of this course and a total of 675 clinical hours is required 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-19 twenty five percent of all hours for the entire program must be completed with an Advanced Practice Nurse. The remainder of the clinical hours may be completed with a physician (MD or DO) or PA. To meet the course learning objectives, a student may choose to work with physicians, physician assistants, and nurse practitioners at a setting that meets the educational needs for the semester. **Please remember that students are not allowed to do clinicals where they are employed nor with a relative.** Each course has a specific population focus for clinicals, and clinical sites/preceptors must be approved by the clinical instructor.

3) Clinical Performance Evaluations

Students must obtain a passing clinical performance evaluation by the student's faculty member before a grade in the course will be determined. **For this practicum course the student is expected to make an appropriate plan of care for 75% of the patients seen in clinical. Students must also meet the satisfactory level of 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 Clinical Performance Evaluation by faculty/Preceptor (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 CPE’s** by the preceptor are required for this course – **one mid-term and one final evaluation.** (*Critical element*) 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’s 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) may be added 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 faculty informed of any changes in clinical schedule/times. 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 that there is a course requirement that ALL site visits

(and all clinical hours) must be completed by the date on the course calendar. Schedule of CPE/OSCES may be found on the CPE/OSCES assignment link in Canvas. If the student fails their OCSEs or CPE late in the semester, there may not be time for the additional clinic hours, and this will result in course failure.

4) Appropriate Clinical Attire

All clothing should be clean, pressed, with no frayed hems showing. **A lab coat with the UT Tyler School of Nursing patch on the left chest and ID badge are worn at all times while in the clinical area.** Men are to wear button up shirts that are tucked in and a belt. Ties are optional. Ladies are to wear professional dresses or pants and shirts that do not show cleavage. Running shoes and jeans are considered unacceptable and may result in dismissal from the clinic for the day. Should a preceptor advise the student to wear scrubs then this is permitted only in that preceptor's setting. Scrubs are not the normal attire of NPs in clinics. Students should ask their preceptor how they should dress prior to arrival at the clinical site. Remember, UT Tyler NP students are representing themselves and the university as future NP's and need to look the part.

5) Preceptor Handbooks

Students are required to give their preceptors a UT Tyler Preceptor Handbook. The Preceptor Handbook is available on Mission Possible in Canvas. **In addition, students are expected to develop specific clinical objectives and provide them to each of their preceptors at the beginning of their 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 the student's clinical faculty.** This is designed so students can perform a working interview in their last semester and receive clinical credit for these hours. Students should ensure that they have completed 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. The specialist hours are not a program requirement but they allow students' flexibility should they have an area that particularly interests them.

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;
- 7) 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 school of nursing 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 mandatory zooms (highlighted in this syllabus) that the student needs to attend from 8-9:00pm on Thursday nights.** The other zooms are office hours with selected topics of discussion. The weekly zooms 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 turned 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. Questions can be asked on Thursday nights to Dr. Miller and 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. **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. If there is an urgent course question, please email the lead faculty.

- **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. To email within Canvas, click the Communications link on the left. Click Send E-mail to send a message. Additional information for Canvas is found in the student manual located in the Resources area of the course.
- **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.

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.

NURS 5349 Course Schedule Fall 2022			
Week	Assignments Due Monday at midnight	Due Date	Office Hours/Important Dates
Week 1	Intro to Course Requirements	9/1	Mandatory Office Hours (OH) ZOOM Course Orientation: 8pm
Week 2	Syllabi Quiz Due	9/5	
Week 3	Full Clinical Schedules Due. (If < 120 hr., then the grade will be 75% or less.)	9/12	OH Topic: Sanford Guide- Your New Best Friend!
Week 4	Exam 1 open 7-11am	9/19	OH Topic: Epocrates – All the Bells and Whistles
Week 5	Update personal information in myUTTyler	9/26	
Week 6	APRN Quiz Due	10/6	Mandatory OH ZOOM Topic: Legal Issues for the APRN. We will complete APRN Quiz Together
Week 7	Exam 2 open 7-11am	10/10	Mandatory OH ZOOM Topic: Malpractice Insurance; Register for graduation
Week 8	Midterm Preceptor Evaluation Due APEA University Exam #1	10/17 10/17	OH Topic: Certification Exam Registration
Week 9	Exam 3 open 7-11 am	10/24	Mandatory OH ZOOM Topic: Career Night with Nyree Brockman – Resume’s, Interviewing, & contract negotiation
Week 10	Site/Preceptor Evaluations Due- one per site and preceptor (P/F) APEA University Exam #2 OSCE Lab Quizzes (7:30-9:00PM)	10/31 10/31 11/3	OH: OSCE lab Quizzes (7:30-9:00pm)
Week 11	OSCES 9a-5pm	Day TBA 11/7-11/11	Last day to withdraw from course 11/7
Week 12	Certification Proof Due	11/26	Happy Thanksgiving!!!! (No Zoom this week)
Week 13	Final Preceptor CPE Due APEA University Exam #3	11/28 11/28	OH Topic: TX Board of Nursing Paperwork, Imposter Syndrome, & Tips to Find a Job.
Week 14	In Place – including all 675 hours is due if hours finished and latest submission for paperwork is 12/5 at midnight.	12/5	Last day of clinicals is 12/2

For Office Hours a computer with a webcam is required but students may use phones if there is a problem. Please turn on camera and sit down with computer. Thurs zooms (8p-9:30p)

OH Zoom link: <https://uttyler.zoom.us/j/3734520090?pwd=Sm1uaTllays3cXB5RUVqSllyK01Ldz09>

School of Nursing Policies and Additional Information:

https://www.utt Tyler.edu/nursing/college/student_guide_and_policies.php

Student Resources to assist you in this course:

[UT Tyler Student Accessibility and Resource \(SAR\) Office](#) (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](#)

[Robert Muntz Library \(Links to an external site.\)](#) and [Library Liaison](#)

[Canvas 101](#) (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

[UT Tyler Counseling Center](#) (available to all students)

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

[Military and Veterans Success Center](#) (support 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 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 [Registrar's Form Library](#).

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 SAR Portal (<https://hood.accessiblelearning.com/UTTyler/>) and complete the New Student Application. For more information, please visit the [SAR webpage](#) 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 [Student Conduct and Discipline policy](#) in the Student Manual Of Operating Procedures (Section 8).

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

COVID Guidance: The UT Tyler community of Patriots respects the rights of others to wear a mask if they desire to do so. COVID guidelines may change as the situation warrants, and students should follow the instructions warranted by the situation.

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