



NURS 5349: Internship II Spring 2022

Blended teaching format (web enhanced) with synchronous zoom meetings and 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.*

Instructor's Name: Amy Roberts PhD, APRN, FNP, FAANP

Office: BRB 2011

Phone: 903-566-7118

Email: aroberts@uttyler.edu

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

*Best way to contact me: Attend office hours and the second best way is email aroberts@uttyler.edu. For urgent issues Dr. Roberts cell is 325-320-2032. Urgent issues are testing issues (after you have tried to deal with proctor U) and if there was a major situation in clinical or your life. Course assignments are not considered urgent and you should not text about them.

Course Description: 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 take concurrently with NURS 5347. Corequisite Pre-Requisite or Co-Requisite of NURS 5347 AND Admission to MSN NP program or Pre-Requisite or Co-Requisite of NURS 5347 AND Admission to NP Cert 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.

So, in short, the course objectives are to get a job and be able to keep a job- we will help you do just that.

Required Textbooks and Readings:

Fitzgerald, M. (2021) Nurse practitioner Certification Examination and Practice Preparation. 6th Ed. F.A Davis: Philadelphia ISBN 9780803677128. Can get this at FHEA.com

Stanford Guide to Antimicrobial Therapy 2021 (51st^h Edition) *ISBN: 978-1-944272-18-0* may want to buy the larger print to see it better (suggested)

Ferri Clinical advisor 2022. 5 books in One ISBN 978-0323755702

You will need one accordion file that has 12 pockets for your professional paperwork.

Required Medical Spanish Barcharts Both Required ISBN 9781423203124 and ISBN 9781572228474

Recommended Spanish Barcharts: ISBN: 9781572225503, ISBN: 9781423219637, ISBN: 9781572228122 You will need a 3 ring notebook with 20 dividers for your book of pearls.

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

APEA for all of year three covering both Internships

Welcome to APEA! Your university has required that you purchase APEA study materials for this semester. This includes APEA's **Pre-Predictor** (4 exams), **University-Predictor Exam** (4 exams), and a 6-month subscription to APEA's question bank (**MyQBank Management**). You have access to the 2021 Online Review Course from a previous enrollment.

You will receive welcome emails from the APEA Online Testing Center and MyQBank as your accounts are created. These emails will contain your access instructions. The emails will be sent from noreply@apea.com. Here are the purchasing instructions for APEA products required in this course.

Purchasing Instructions

1. Go to: <https://apea.com/products/collection/ut-tyler-88/>
2. Select **UT Tyler Year 3 Bundle** and **Add to Cart**
3. **Click on your shopping bag at the top of the page.**
4. Enter Promo Code: **UTTyr322**
5. **Your discounted total is \$349.00**
6. Log in or create an account using your university email address. Enter your account information, billing information, and payment information. The total for the package required by your university is **\$349.00**. This total reflects your discounts.

You must purchase the required materials to receive access. Purchases made after normal business hours (8 am-4:30 pm CST), on weekends or on holidays are processed on the next business day. Materials purchased through our store, (www.apea.com) **do not** satisfy university requirements. Promo code applies to this university purchase only. **You only need to purchase this once in your year three at UT Tyler.** This is all the materials you will need for both Internships. If you purchased this last semester then talk to your faculty before purchasing.

If you have not already purchased the APEA review course in your last semester then you will need to buy it and here are the purchasing instructions.

1. Go to: <https://apea.com/products/collection/ut-tyler-88/>
2. Select UT Tyler Year 2 - Spring and Add to Cart.
3. Click on your shopping bag at the top of the page.
4. Enter Promo Code: UTTspr22
5. Your total for the course is \$380.00.
6. Log in or create an account using your university email address.

Enter your account information, billing information, and payment information. The total for the bundle required by your university is \$380.00. This gives you 2 years access to the review course.

APEA live support is available during office hours, Monday-Friday 8 am-4 pm Central time (excluding holidays). 800-899-4502 or support at APEA.com. Materials must be purchased by 8:00 AM CST on January 14, 2022.

Special Course Notes: My clinical practice day are Wednesdays, so I do not respond to Wed emails until Thursday. Ask Dr. Roberts course questions on Thursday night zooms as many others will be having the same question. Office hours will be recorded and posted and cover special topics. Zoom number 975-590-507. We will cover topics that you will need to get your career going- like how much to ask for in your first salary, malpractice insurance, interviewing tips, practice pearls, etc. The mandatory zooms are highlighted in your course calendar in yellow. I will answer questions in the class and prefer that you are there to ask the questions live verses sending me emails after the fact. The mandatory zooms are highlighted in yellow on the course calendar. In graduate education you will learn as much from each other as from

instructors. The best thing about office hours is that you all will be able to help each other with common problems. If a preceptor quits suddenly you can ask your peers whom they used in the past that has openings and this is valuable information. **So, come to office hours and get more out of this class.**

Zoom etiquette: During the class zooms please be professional and in a quiet private location so you can give your undivided attention to the class. Consideration for your classmates is expected so please limit distractions in your camera view. Please have your laptop on a table or desk to limit the camera shaking others will see. Please sign in with your first and last names in the name line and turn your camera on and mute your microphone.

Wed zoom

<https://uttyler.zoom.us/j/975590507?pwd=OCthaFpUbTlCdmUvT1FDTjVQOGUwdz09>

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

SUBMITTING ASSIGNMENTS: You must see the posted assignment in the preview panel to consider your assignment posted. You may not email your assignment to your faculty but rather upload it into canvas. This is a 120 clinical hour 14-week course. This means you will have 10 hours of clinical per week and another 15 hours per week to complete the assignments of this course. You are to use the clinical time to see patients as quickly and efficiently as you can. Clinical time should not be used to enter data into In Place. This data should be entered in InPlace nightly after you return home from clinical. Do not count lunch into the hours you enter in InPlace if you took a break for lunch. If you ate while charting then this time will count as clinical hours. Your InPlace hours and your preceptor signature sheet hours must match. Have your preceptor sign your signature sheet daily.

Confidentiality: maintain patient confidentiality by not removing any identifiers from clinics other than initials for your InPlace log as this is a HIPPA violation.

Each participant is responsible for completing assignments in a timely manner. Written assignments are made with the assumption that required reading assignments will be completed prior to completion of the assignment. Follow instructions for the specific assignment on the assignment link. There is a five percent deduction for late work for 7 days. After an assignment is late on the 7th day the assignment will earn the grade of a zero. This is to teach you to submit in a timely manner. As a nurse practitioner you must submit your chart

within 7 days or you will not be paid. Timely submission of course work is expected. To stay on track please update your In Place submissions after each clinical day.

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

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

COURSE ELEMENTS

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

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

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

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

Points per assignments toward the final grade

Assignment	Number unit(s)	Special instructions	Percentage of total grade
Tests	3	To pass course must have 80 % average on three exams	35
APEA University exam	1	You have 4 chances to make >69 in this exam to pass course.	23
Quizzes	2	Syllabi (2%) and APRN (1%)	3
Clinical schedule	1		3
OSCES	1		20
InPlace hours and all preceptor signature sheets.	1		6
Preceptor midterm and final eval	2	5 each	10
Total			100

These assignments will be P/F: update myuttyler, and site/preceptor evaluations, certification registration.

Grading Scale: No rounding will be done. A = 90 to 100% B = 80 to 89.99% C = 70 to 79.99% D = 60 to 69.99% 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

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 late a grade of zero will be earned. This is to teach you how to submit items in a timely manner as otherwise you are not paid for patient care if charting submitted a week late.

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.

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

Test blueprints are listed in a module that says test blueprints for the whole semester. Test blueprint for the 3 canvas tests 80% will be questions from the Fitzgerald book and 20% will be questions from the Sanford, and Ferri. The topics to be tested on will be the topics in the Fitzgerald book. So, if the chapter in Fitzgerald is over cardiac then all the questions from Sanford and Ferri will be over cardiac. This is the clinical capstone course so you will need to synthesize the data from these sources. Only these sources can be used to challenge a question (not something found in other sources).

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

SUBMISSION INTO Canvas: **You will need to upload your documents in canvas in word, excel, or PDF format. Taking a picture with your phone in jpeg or HTML are not acceptable.** You must see the upload in the preview panel to consider your work submitted. There are unlimited attempts for submission allowed on each assignment except tests and quizzes. This will allow you to successfully submit documents. Failure to comply with this submission criteria will result in the work not being eligible for a grade. **If you get a grade of 12 then that is a signal that your submission was either incomplete or not in the format that opens in canvas. A grade of 12 means you have 1-2 days to correct the submission error and hence the grade of "12". A 12 also means a grade place holder I will put there while grading.**

CLINICAL EXPERIENCE

You must have your preceptor sign their signature each day you are in clinical. Please use the preceptor signature sheet located under course documents. You will need to prove your InPlace submission correlate (match) your preceptor signature sheet. You must add up the time on your preceptor signature sheet and the time on your InPlace entries (excluding lunch) and they must correlate.

A minimum of 120 clinical hours is required for satisfactory completion of this course and a total of 675 clinical hours for the entire program. The breakdown of clinical hours for the entire NP program is as follows:

- Pediatrics – 120 hours total/ Women’s Health – 75 hours total/ Family Practice – 480 hours total

During covid twenty five percent of all hours for the entire program must be completed with an Advanced Practice Nurse. The remainder of your clinical hours may be completed with a physician (MD or DO) or PA. In order to meet the learning objectives, you may choose to work with physicians, physician assistants, and nurse practitioners at a setting that meets your educational needs for the semester. **Please remember that you are not allowed to do your clinicals where you are employed nor with a relative.** Each course has specific focus for clinicals, and clinical sites/preceptors must be approved by your clinical instructor.

Appropriate clinical attire: All clothing should be clean, pressed, and no frayed hems showing. Lab coat and ID badge are worn at all times. Men are to wear button up shirts that are tucked in and a belt. Ties are optional. Ladies are to wear dresses or pants and shirts that do not show cleavage. Running shoes and jeans are unacceptable and may result in dismissal from the clinic for the day. Should a preceptor advise you to wear scrubs then this is permitted only in that preceptor's setting. Scrubs are not the normal wear of NPs in clinics but during covid there are exceptions. Ask your preceptor how you should dress before you arrive. Remember you are selling yourself as a NP and you need to look the part. During covid many preceptors wear scrubs- ask your preceptor what is appropriate clinical attire in their setting.

A Preceptor Handbook is available on Mission possible Canvas for students to give to their preceptors. ***In addition, students are expected to develop specific clinical objectives and provide those to each of your preceptors at the beginning of your clinical rotations.***

Please use the facility agreement and preceptor forms that can be found InPlace.

Up to 60 hours may be obtained (**but is not required**) through clinical activities obtained with "specialists" ***as approved by your clinical faculty.*** This is designed so you can do a working interview in your last semester and get clinical credit while doing this. Students should ensure that they complete the required number of hours in women's health and pediatrics for the program. It is possible that a family practice site would satisfy this requirement, if adequate amounts of children and women are seen in the practice. This is not a program requirement but allow students flexibility should they have an area that interests them particularly.

CLINICAL PERFORMANCE EVALUATIONS

Students must obtain a passing performance evaluation by the student's faculty member before a grade in the course will be determined. **For this practicum course you are expected to make an appropriate plan of care for 75% of the patients you see in clinical this semester to meet the satisfactory level for this course which is 80% on CPE and/or OSCEs.** By the end of the semester the student should be seeing an average of 2 patients per hour. Please see the CPE for specific areas evaluated. Students will be evaluated by their clinical faculty member using several means including, but not necessarily limited to, the following: observation, chart review, discussions with the student's preceptor(s), and review of feedback provided by the preceptor CPEs. Clinical performance requires application of key concepts in providing care to individuals and families as evidenced by documentation in the **Clinical Performance Evaluation**

by faculty/Preceptor (CPE). TWO Clinical Performance Evaluations by the preceptor are required for this course – one mid-term and one final evaluation. Students must satisfactorily complete the clinical performance component of the course to be eligible to pass the course. A minimum of one satisfactory CPE from faculty and a minimum of two satisfactory CPE from the preceptor must be completed to provide evidence of satisfactory performance. Failure to complete the clinical component satisfactorily will result in a course failure.

Student times for their CPE/OSCE are assigned and need to be met. **Note: At the discretion of the faculty** additional site visits and/or clinical hours (in 40 hour segments) to the student's overall course requirement if the student does not perform satisfactorily during evaluation by either faculty or preceptor. In addition, faculty may make unannounced visits to the clinical site or call the preceptor at any time to evaluate a student's progress. Please be sure to keep your faculty informed of any changes in your clinical time. Should an unsatisfactory CPE/OSCE be documented, a subsequent CPE/OSCE may be needed. The subsequent CPE/OSCEs must demonstrate satisfactory performance in order for the student to pass the clinical portion of the course. Please note the course requirement that ALL site visits (and all clinical hours) must be completed by the date on the course calendar. Schedule of CPE/OSCEs is on the CPE/OSCEs assignment link. If the student fails the OSCEs or CPE late in the semester there may not be time for the additional hours and this will result in course failure.

ATTENDANCE/CLASS PARTICIPATION/PROFESSIONALISM

Graduate students at The University of Texas at Tyler are held to a high standard of professionalism. The UT Tyler student represents not only themselves, but the University as well. Professionalism issues include, but are not limited to the following:

- 1) Timely attendance to zoom or clinical activities
- 2) Appropriate dress and behavior in class and clinical activities (includes turning off cell phones) and appropriate grooming and attire in zooms and in the clinical area);
- 3) Leaving class or clinical area to answer phone or make calls;
- 4) Adherence to the Academic Honesty policy of UT Tyler and course syllabus;
- 5) Repeated absences or tardiness to mandatory zooms or clinical activities;
- 6) Failure to notify the faculty or preceptor about changes in the preceptor agreement;
- 8) Failure to adhere to the clinical dress policy, and maintain confidentiality of patients.

Students are expected to arrive on time to class and to their clinical sites. In addition, students are expected to dress in professional attire and wear a white lab coat with the UT Tyler patch on the left chest and have their student ID badge on.

As adult learners, graduate students are responsible to attend all class required zooms and activities. Students who have emergency situations should contact the course faculty and assigned clinical faculty as soon as possible. Since class attendance is mandatory, missing zooms/class may result in a reduction in the course grade. There are 4 zooms (highlighted in yellow) that the student needs to attend from 8-9:00pm on Thursday nights. The other zooms are office hours with selected topics of discussion. They are also times to talk to faculty and other students should you want to get in touch with faculty or other students. Your camera must be on and your name entered on the mandatory zoom sessions. Clinical decision-making and diagnostic reasoning must be mastered by the nurse practitioner. The expectation is that students will demonstrate appropriate professional interaction and discussion of clinical experiences, as well as information from reading/studying didactic information. Lack of student discussion and/or class participation may result in deductions from the course grade.

COMMUNICATION

With Preceptors Clarity in communication is absolutely critical to the professional role, especially for the advanced practice nurse. Communicate clearly with preceptors about your objectives, learning needs, and clinical hours. Preceptors provide feedback to the student and the faculty about the student's clinical performance.

- **With Faculty** Regular communication with the clinical faculty is required to review clinical activities, develop on-going objectives, and evaluate clinical progress. Please look at the course calendar to have the right zoom ID meeting codes. Questions can be asked on Thursday nights to Dr. Roberts via zoom. Personal questions can be asked at the end of the class while the zoom link is still live. Additional zooms or phone calls are available at student requests.
- **On canvas** Students are to check the Announcements section of canvas **daily** for announcements and new information. Students may also post questions in the designated areas to other students or the course faculty.
- **Patriot Email** Students must check their **Patriots email** on a daily basis. This is the preferred method of communication by faculty with students. Failure to check your email may result in a lack of feedback regarding course changes and other important information.

All student assignments should be posted for evaluation using the assignment icon in canvas. Assignments for grading must be posted there.

Email: To communicate by email within the course with other participants or all participants, click the Communications link on the left. Click Send E-mail to send a message. You are able to send messages to All Users or Select Users in the course, including the instructors. If you need

more instructions on how to send email messages with canvas please read the student manual located in the Resources area of the course. Please check your canvas course daily for messages.

Faculty will not be available to reply to emails or phone calls after 5pm or over the weekends. If our schedules will make us unavailable to answer emails for a day or two, we will send an announcement out so that you can plan accordingly. Papers submitted will be graded and returned within a week. Technical problems in email systems may slow down responses. If there is an urgent course question please email the lead faculty. Please keep in mind all NP faculty have their own clinical schedule one day a week and they will share with you that clinical day as they will not be available on that day.

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 Spring 2022 schedule and due dates

Date Due	All assignments are do Monday at 8am.	Due date	Computer with camera is required but use phone if there is a problem. Turn on camera and sit down with computer. Thurs zoom #(8p-9:30p) 975 590 507
Week 1	Intro to course requirements		course orientation 1/13
Week 2	Syllabi quiz due University Practice Examination #1	1/17	
Week 3	Full Clinical schedules due. If < 120 hours then the grade will be 75% or less.	1/24 1/24	Sanford guide- your new best friend
Week 4	Test 1 from 7-11	2/1	Epocrates – all the bells and whistles in office hours
Week 5	Update all personal information myuttyler 2/7	2/7	
Week 6	APRN quiz due- will do as a class due	2/10 2/14	Legal issues APRN quiz we will do as a class on 2/10 office hours
Week 7	Test 2 - from 9-1 from 7-11	2/22	Malpractice insurance registration for graduation in office hours 2/17
week 8	Midterm Preceptor Evaluation Due Certification proof due. APEA University Exam #2 7-11a 3/1	2/28 3/1	certification registration in office hours 2/24 Spring break March 7-11
Week 9	Test 3 7-11 3/15	3/15	
Week 10	Site and preceptor evaluations due- one per site and preceptor (P/F) OSCES 9a-5pm 3/23		Last day to withdraw 3/21
Week 11	APEA University Predictor Exam #3 7-11 3/29	3/29	Review of paperwork to start your career office hours
Week 12			Board of nursing paperwork 4/7 during office hours
Week 13	APEA University Exam #4 7-11 Final preceptor CPE due 4/11	4/12	Imposter syndrome and tips to find a job Where to look for jobs
Week 14	In Place – including all 675 hours is due if hours finished and latest submission for paperwork is 4/18 at 8am		Last day of clinicals is 4/15

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](#)

[Upswing \(24/7 online tutoring\) - covers nearly all undergraduate course areas](#)

[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](#) (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.

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 [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 \(https://hood.accessiblelearning.com/UTTyler/\)](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

Student Services (903) 566-7254 The goal of the Student Services Program is to offer a broad range of interventions that may be used by students who wish to improve their academic performance or by those who are on academic probation. The Learning Strategies Program offers the Learning and Study Strategies Inventory (LASSI), which helps students identify potential areas of improvement. These areas can range from:

- Study Strategies, Finding the Main Idea, Test-Taking Skills, Test Anxiety, Note Taking Skills

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 [Procedures for Fall 2020 Return to Normal Operations](#). The UT Tyler community of Patriots views adoption of these practices consistent with its [Honor Code](#) 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 <http://www.uttyler.edu/about/campus-carry/index.php>.