



**UT Tyler**™ **SCHOOL OF NURSING**

## **NURS 5367 PMHNP Practicum I**

### **Your faculty:**

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### **Email (preferred method of contact: use your UT Tyler email to send email):**

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### **Phone:**

Dr. Petersen (214) 213-4726

Dr. Chapman (214) 259-5917

### **Office Hours:**

- Mondays and by appointment
- Virtual Office Hours: Wednesday 6pm-8pm (CST), weekly, and subject to change.
- Best way to contact your faculty is by UT Tyler Email.

## **COURSE DESCRIPTION**

### **Duration: 14 weeks | Credit Hours: 3:**

This course is foundational for advanced practice nurses caring for individuals with mental disorders as well as substance use disorders. The course focuses on key mental disorders across the lifespan. Multifactorial causes for various disorders are explored, including developmental, genetic, injury, trauma, infection, and neurodegeneration. Maintenance of homeostasis within the mind-body relationship will be examined with respect to mental disorders in a precepted setting.

## **Prerequisites:**

NURS 5350 Pathophysiology, NURS 5354 Advanced Pharmacology, NURS 5321 Advanced Health Assessment; NURS 5357 Neurobiology Overview; NURS 5359 Psychopharmacology; NURS 5356 Psych Theory/Modalities.

## **STUDENT LEARNING OUTCOMES:**

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

1. Demonstrate ability to apply theory and research to children, adolescents and families experiencing complex health problems.
2. Develop an age-appropriate treatment plan for mental health problems and psychiatric disorders based on biopsychosocial theories, evidence-based standards of care, and practice guidelines.
3. Apply and integrate appropriate mental health theory and research in clinical application of the care of adults/geriatrics.
4. Demonstrate provision of ethical, evidence-based mental health care to across the lifespan.
5. Generate appropriate differential diagnosis for mental health problems and psychiatric disorders.
6. Assess impact of acute and chronic medical problems on psychiatric treatment.
7. Demonstrate ability to conduct individual and group psychotherapy.
8. Apply supportive, psychodynamic principles, cognitive-behavioral and other evidence-based psychotherapy/-ies to both brief and long-term individual practice.
9. Plan care to minimize the development of complications and promote function and quality of life.
10. Demonstrate ability to develop treatment plans for acute and chronic psychiatric disorders and mental health problems.
11. Demonstrate understanding of the importance of providing consultation to health care providers and others to enhance quality and cost-effective services.
12. Facilitate the transition of patients across levels of care, as appropriate.
13. Demonstrate understanding of the importance of attending to the patient- nurse practitioner relationship as a vehicle for therapeutic change.
14. Demonstrate ability to therapeutically conclude the nurse-patient relationship when transitioning the patient to other levels of care.
15. Demonstrate ability to address sexual/physical abuse, substance abuse, sexuality, and spiritual conflict across the lifespan.
16. Apply principles of self-efficacy/empowerment and other self-management theories in promoting relationship development and behavior change.
17. Identify and maintain ethical and professional boundaries to preserve the integrity of the therapeutic process.
18. Teach patients, families, and groups about treatment options with respect to developmental, physiological, cognitive, cultural ability and readiness.

19. Demonstration of the provision of psychoeducation to individuals, families, and groups regarding mental health problems and psychiatric disorders.
20. Modify treatment approaches based on the patient's ability and readiness to learn.
21. Consider motivation and readiness to improve self-care and healthy behavior when teaching individuals, families, and groups of patients.

### **COURSE OUTLINE: PMHNP Practicum I**

This course provides clinical training in the full role of the psychiatric mental health nurse practitioner. Emphasis is placed on the integration of two content areas: the knowledge and skills for PMHNP practice; and the specific mental health needs across the lifespan. Clinical experiences, lectures, case discussions, and projects allow students the opportunity to develop competencies in the ethical, safe, collaborative, and evidence-based provision of mental health care to adults and older adults in the context of a changing health care system.

*The content of this course is web-based and may be subject to change at the discretion of the faculty according to current learning needs. Therefore, it is wise to review assigned readings and assignments on Canvas at the beginning of each week for possible updates. Notify the faculty immediately if there are issues that would delay submission of assignments.*

*Please refer to the online Course Calendar and online Course Schedule for weekly assignments and Due Dates.*

You are expected to be self-directed in your learning and to approach every learning opportunity with a clear understanding of the learning objectives.

### **INSTRUCTIONAL METHODS**

This course is taught in a web-enhanced format with online readings as well as scheduled on-campus labs throughout the semester. The following learning venues are included:

- Online learning activities and website media will be used. Students will access posted online coursework related to the required course textbook. Pertinent YouTube videos lectures will enhance the modules.
- There will be several required assignments to be turned in under the Assignments tab on Canvas.
- Optional readings and videos may be offered to enhance your learning.

Should you miss an exam for an excusable reason, the make-up exam may consist of essay and fill-in-the-blank type questions or a clinical challenge assignment. Be aware that an excuse for make-up exams primarily consist of emergency situations only and not requests for personal vacations or scheduling conveniences.

**Work excuses or failure to adequately connect to the internet during exams are not necessarily considered reason enough to permit scheduling a make-up exam and may be evaluated on a case-by-case basis.**

If you have difficulties with internet connection, contact *Proctor U*, the online proctored testing platform, and then contact your faculty right away, so as to limit the delay time in starting an exam. Students should always notify instructor prior to a foreseeable absence.

### **Required Materials and Textbooks:**

1. American Nurses Association (2010). Nursing: Scope and standards of practice, 2nd Ed. Silver Springs, MD: Nursingbooks.org. ISBN: 9781558102828
2. American Psychiatric Association (2013). Diagnostic and Statistical Manual of Mental Disorders Fifth Edition Paperback (DSM-5). American Psychiatric Association. ISBN 978-0-89042-555-8
4. Johnson, K. & Vanderhoef, D. (2016). Psychiatric-mental health nurse practitioner, 4th Edition, Maryland, Silver Spring. ISBN: 9781935213826
5. Stahl, S. (2021). The Prescriber's guide, 7th Edition. New York, Cambridge University Press. ISBN: 9781108926010

### **APEA PMHNP Package**

#### **APEA PMHNP Package (WAIT FOR FACULTY DIRECTION AT BEGINNING OF SEMESTER TO PURCHASE!!!).**

1. Go to: <https://apea.com/products/collection/ut-tyler-88/>
2. Select UT Tyler PMHNP Bundle and Add to Cart
3. Click on your shopping bag at the top of the page.
4. Enter Discount (Promo) Code: (Promo code will be given in class, do not purchase early)
5. Your discounted total is \$TBD
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 \$TBD. 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](http://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. If you purchased this last semester then talk to your faculty before purchasing.

### **SUGGESTED MATERIALS:**

6. Sadock, B. J., & Sadock, V. A. (2022). Kaplan & Sadock's Synopsis of psychiatry: Behavioral sciences/Clinical psychiatry, 12th Ed. Philadelphia: Lippincott Williams & Wilkins. ISBN: 97819751455697.

7. Wheeler, K. (2022). Psychotherapy for the advanced practice psychiatric nurse: A how to guide for evidence-based practice 3rd Edition Springer Publishing. ISBN: 9780826193797
8. Zimmerman, Mark (2013). Interview guide for evaluating DSM-5 psychiatric disorders and the mental status examination. East Greenwich, RI: Psych Products Press. ISBN 9780963382115
9. [Do not purchase until discussing with instructors: EHRGO access](#)

### **Reference (optional):**

1. Jameson, J. L., Fauci, A. S., Kasper, D. L., Hauser, S. L., Longo, D. L., Loscalzo, J. (2018). Harrison's principles of internal medicine (20<sup>th</sup>). New York, NY: McGraw-Hill

### **REQUIRED COURSE EQUIPMENT**

- Lab coat
- UT Tyler student name badge (\$15.00)
- UT Tyler patch – purchased locally at CR Scrubs
- Cell phone with internet access
- Web Cam for your computer

### **REQUIRED COURSE TECHNOLOGY**

**Please see the Canvas Page that discusses this specifically.**

- *ProctorU*

### **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 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

## **COURSE EVALUATION**

Course Grading Scale: **Grades will not be rounded when calculating the average (79.5 is not rounded to 80 and 89.5 is not rounded to 90).**

A = 90 to 100%

B = 80 to 89%      B is Passing

C = 70 to 79%

D = 60 to 69%

F = Below 60%

## **GRADING ELEMENTS:** **POINTS**

### Exams:

Clinical Challenge 1 15%\*

Clinical Challenge 2 15%\*

Clinical Challenge 3 15%\*

Clinical Challenge 4 15%\*

GENOGRAM Assignment 20%

Weekly BIRP Notes (at least 10) 10%

**Clinical Documents (Clinical Schedule, Mid-term and Final CPE, Clinical Hour documentation with preceptor signature)** **10%**

**CLINICAL PARTICIPATION:** Each student must log 125 hours of precepted clinical time in this class. Observation is NOT ACCEPTABLE in the clinical setting. You must be actively assessing patients and planning care for them. Clinical time will be awarded for OSCE's and for selected other experiences offered by the instructor throughout the semester. You must attend clinical debrief meetings via zoom as scheduled.

**All hours must be logged into InPlace and all CPE's completed in order to fulfill the clinical requirements of this course.**

**You must submit a Preceptor Signature Document in the assignment link along with CPE's (Clinical Performance Evaluations) and Summary of Clinical hours.**

## **COURSE ELEMENTS**

Achievement of the course objectives is evaluated based on the following activities:

- I. Clinical Challenges (60% of total grade; 100 possible points per challenge):
  - Clinical Challenges in the course will be given ONLINE, using a proctored service called [ProctorU \(Links to an external site.\)](#). Please see pages 9 and 16 of these documents for more information about *ProctorU*.
  - Clinical Challenges, like exams, must be taken during the time specifically designated unless other arrangements are made with instructors **prior** to the test. As previously stated, special arrangements must be decided on an as needed basis. There is no guarantee that your request will be approved.
  - Students must achieve an **AVERAGE** of 80 on all four Clinical Challenges to pass the course. Even though you may have enough percentage in other areas to raise your overall grade, you still will not pass the course without an 80 overall **AVERAGE** on all Clinical Challenges.
  - Each Clinical Challenges may be opened during the designated hours listed within Canvas, but you will only have 240-minutes to complete the exam—including the verified time with *ProctorU*. And, you must finish the exam by the end time established for the exam. Please pay strict attention to this time limit!
  - Further instructional information is available through [ProctorU \(Links to an external site.\)](#).
  - Absolute integrity is expected from every student in all aspects of the course and students may be dismissed from the program for violations. Cheating on clinical challenges will not be tolerated. All persons involved in Academic Dishonesty will be disciplined in accordance with University Regulations and Procedures. You are responsible for reading and following the student guidelines on academic integrity in the [Handbook of Operating Procedures \(Links to an external site.\)](#) for UT Tyler.
  - Clinical Challenges Item Appeals:
    - Students who wish to submit an item appeal need to do so within 24 hours of receiving their grade. Appeals need to provide rational(es) as to why the student provided answer is the correct answer. Appeals need to be APA formatted and sourced with course required materials.

**Do not disconnect from *ProctorU* until you are given specific permission to do so. You will have the option to review your exam once after it is submitted. This must be done before disconnecting with *ProctorU*.** Otherwise, an incident report will be issued, and an

investigation will be pursuant. There will not be a second look at the exam itself. **Do not copy materials, take screen shots, or copy the challenge questions by any other method.**

- **When your Clinical challenge is completed, you must disconnect from the challenge in Canvas PRIOR TO disconnecting from proctor U for test security purposes. Any attempts to copy the examination will be viewed as cheating. If you want to challenge a question this can be done via the appropriate mechanism described on Canvas, and at the posted time.**
- Instructions may be given to email an instructor with your exam challenges. Please review instructions in Canvas for this.
- All question challenges should contain a pertinent rationale with reference and page number. Only those challenges supported by a rationale and reference will be reviewed.
- Any adjustment to challenge grades will be at the discretion of the faculty.
- Grades will be posted on Canvas but should not be considered the official grade for the course until all exams have been taken and final grades have been posted.

## II. **GENOGRAM (20% of total grade)**

A genogram is structurally like a family tree but serves a very different purpose. Imagine a genogram as a family tree with *much* more detail about how the family members interact with one another. For example, a family tree might show us that "Emily and Kevin are married", while a genogram could tell us that "Jon and Jenny are married, but they are emotionally distant from one another".

A genogram becomes most valuable when it includes information about several generations. Patterns that are usually hard to decipher seem to jump out once they've been mapped on paper. Upload your assignment in the assignment.

## III. Weekly BIRP Notes (10% of total grade)-MUST SUBMIT 10 NOTES.

### 1. **Clinical Documents (Submission of clinical documents) - (10% of grade)**

#### **Attendance/Class Participation/Professionalism, (P/F)**


- 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.
- Nurse Practitioner students are to wear their Name Badges whenever they are in the clinical setting.
- Please use proper Netiquette (proper online decorum) in the online classroom.
- Be aware of the *Academic Honesty* policy of UT Tyler and read through the course syllabus thoroughly.



- Please notify the faculty about personal issues that would preclude timely posting of assigned work.
- Lack of class participation may result in deductions from the Professionalism grade.

### SUMMER 2022 COURSE CALENDAR: 5367 & 5358

Courses begin 05/09/2022	<b>Zoom link will be posted in the course: all meetings are on Wednesday 6pm-8pm.</b>		Topic: Zoom Meeting Room Time: This is a recurring meeting
<b>MAY NOT BEGIN CLINICAL ROTATION(S) UNTIL CLINICAL SCHEDULE IS SUBMITTED IN CANVAS</b>			
05/11/22	<b>Intro to course requirements Zoom Meeting 05/11/2022</b>		Course expectations and Syllabus review – Discussion of course requirements, course materials, and grading expectations <b>Zoom attendance STRONGLY recommended</b>
<b>Weekly:</b> Wednesday 6pm-8pm Mandatory attendance with Cameras on	<b>Case Presentation</b>	<b>10%</b>	<b>Debriefing Case Time: First week is course orientation then weeks 2-13 are debriefing, no debriefing on week 14 (12 total)</b>
<b>Weekly:</b> All domains must be complete 8/06	<b>APEA domain quizzes</b>	<b>50%</b>	<b>APEA Domain assignments. Minimum submission grade is an 80%</b>
<b>Weekly</b> <i>First note due by 5/29/22, and weekly thereafter</i>	<b>BIRP NOTES</b>	<b>10%</b>	<b>Total of 10 BIRP Notes</b>
<b>Weekly:</b> <i>First submission by 5/29/22, and weekly thereafter</i>	<b>InPlace</b>	<b>*%</b>	<b>Record clinical hours and patients seen in InPlace. This is required to earn clinical hours.</b>
5/22/22	<b>Genogram</b>	<b>20%</b>	<b>Per course rubric: genogram and reflective paper</b>
05/22/22	<b>Full Clinical schedule due</b>	<b>*%</b>	<b>*All required clinical documents constitute 10% of grade Use course template in WORD submit as PDF</b>
05/29/22	<b>Clinical Challenge one</b>	<b>15%</b>	<b>Course exam: Clinical Challenge one Opens at 12:01 AM and closes at 1159PM**</b>
06/15/22	<b>Final Filing Deadline for Summer 2022 Graduation</b>		

06/19/22	Clinical Challenge two	15%	<b>Course exam: Clinical Challenge two Opens at 12:01 AM and closes at 1159PM**</b>
07/04/22	Fourth of July holiday		
07/01/22	Mid-term CPE by preceptor due	*%	*All required clinical documents constitute 10% of grade Download from InPlace and Upload the PDF into the appropriate assignment tab
07/12/22	LAST DAY TO WITHDRAW		
07/17/22	Clinical Challenge three	15%	<b>Course exam: Clinical Challenge three Opens at 12:01 AM and closes at 1159PM**</b>
07/24//22	Clinical Challenge four	15%	<b>Course exam: Clinical Challenge four Opens at 12:01 AM and closes at 1159PM**</b>
<b>NOTE:</b> <i>do NOT schedule clinicals on finals week (8/7-8/13) without prior permission from course professor</i>			
08/07/22	OSCE's	10%	<b>Plan for the full day: do not work or schedule clinical on this day.</b>
08/08/22	Clinical Schedule Hours Signature page	*%	*All required clinical documents constitute 10% of grade Download WORD doc and follow directions, upload complete PDF into course assignment tab
08/08/22	Final Preceptor CPE	*%	*All required clinical documents constitute 10% of grade Download from InPlace and upload PDF into course assignment tab
08/12/22	End of 14 Week Session		
<b>All students are required to have an active InPlace subscription.</b>			
** strongly advised you do not work on clinical challenge days as they can take up to 6 hours to complete			

## School of Nursing Policies and Additional Information

[https://www.utt Tyler.edu/nursing/college/documents/son\\_student\\_guide.pdf](https://www.utt Tyler.edu/nursing/college/documents/son_student_guide.pdf)

## Covid-19

The COVID-19 situation continues to be fluid, with SON and university policies and procedures changing in response. Please keep apprised of the most recent updates through your SON program site in Canvas (<https://www.uttyler.edu/coronavirus/>)

## **University Policies and Additional Information**

The following course policies may be found at the website listed below: absence for religious observance, absence for university-supported trips, services to students with disabilities, grade replacement, state mandated course drop policy, and Social Security and privacy.

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

## **UT Tyler Honor Code**

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

## **Students Rights and Responsibilities**

To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link: <http://www.uttyler.edu/wellness/rightsresponsibilities.ph>

## **UT Tyler a Tobacco-Free University**

All forms of tobacco will not be permitted on the UT Tyler main campus, branch campuses, and any property owned by UT Tyler.

This applies to all members of the University community, including students, faculty, staff, University affiliates, contractors, and visitors. Forms of tobacco not permitted include cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco, and all other tobacco products.

There are several cessation programs available to students looking to quit smoking, including counseling, guide +3lines, and group support. For more information on cessation programs please visit

<http://www.uttyler.edu/tobacco-free>

## **Grade Replacement/Forgiveness and Census Date Policies**

Students repeating a course for grade forgiveness (grade replacement) must file a Grade Replacement Contract with the Enrollment Services Center (ADM 230) on or before the Census Date of the semester in which the course will be repeated. Grade Replacement Contracts are available in the Enrollment Services Center or at <http://www.uttyler.edu/registrar>.

Each semester's Census Date can be found on the Contract itself, on the Academic Calendar, or in the information pamphlets published each semester by the Office of the Registrar.

Failure to file a Grade Replacement Contract will result in both the original and repeated grade being used to calculate your overall grade point average. Undergraduates are eligible to exercise grade replacement for only three course repeats during their career at UT Tyler; graduates are eligible for two grade replacements. Full policy details are printed on each Grade Replacement Contract. The Census Date is the deadline for many forms and enrollment actions of which students need to be aware. These include:

- Submitting Grade Replacement Contracts, Transient Forms, requests to withhold directory information, approvals for taking courses as Audit, Pass/Fail or Credit/No Credit.
- Receiving 100% refunds for partial withdrawals. (There is no refund for these after the Census Date).
- Schedule adjustments (section changes, adding a new class, dropping without a "W" grade)
- Being re-instated or re-enrolled in classes after being dropped for non-payment
- Completing the process for tuition exemptions or waivers through Financial Aid.

## **Student Success Plan**

A Student Success Plan is issued for any nursing student who is doing less than satisfactory work in a School of Nursing (theory and/or clinical) course. Examples of unsatisfactory behaviors may include but are not limited to the following: tardiness, late assignments, absenteeism, violation of safety rules, incivility, leaving early, failure to meet student learning outcomes, unprofessional conduct, and violation of school/program/university/clinical agency policies, and academic integrity violations. This plan may be issued at any point in the semester per faculty discretion.

## **Process for Issuing a Student Success Plan Notice.**

1. The student's academic advisor and director of the respective nursing program are notified of the initiation of the success plan.
2. Faculty complete all elements of the Success Plan form except for the student plan of correction. Documentation must include the specific infraction warranting the success

plan along with reference to the corresponding policy, objective, or standard that has been violated. Copies of the specific policy, objective, or standard may be included.

3. The expected behavior and consequence section is collaboratively developed by the faculty involved and the respective program director. The program director approves the corrective action plan before it is discussed with the student. Page 7 of 9
4. The faculty member meets with the student in a private space or over the phone and/or via web based conferencing for online students to discuss the student's lack of progress in the course and go over objectives not met. At the faculty's discretion, a witness may be present.
5. The faculty member presents the success plan document to the student and discusses rationale for the plan, expected behavior, timeframe for re-evaluation, and consequences if not met. The student completes the student's plan section.
6. After discussion, the student signs the plan and is provided a copy of the plan. The student's signature documents that the student has had a chance to read and review the information; the signature does not indicate agreement.
7. Faculty and student plan to meet regularly throughout the remainder of the semester to go over student progress.
8. Copies will be shared with the program director, advisor, dissertation chair, and/or DNP mentor as appropriate. It is recommended the faculty member retain a copy of the plan until the student graduates or leaves the nursing program.
9. The Student Success Plan is maintained in the student's academic file. Patterns of behaviors will be monitored and reported throughout the student's tenure in the SON.

Behaviors involving sexual harassment, sexual misconduct, scholastic dishonesty, or other concerning behaviors will be reported to the Office of Judicial Affairs at <http://www.uttyler.edu/judicialaffairs/index.php>

### **State-Mandated Course Drop Policy**

Texas law prohibits a student who began college for the first time in Fall 2007 or thereafter from dropping more than six courses during their entire undergraduate career.

This includes courses dropped at another 2- year or 4-year Texas public college or university. For purposes of this rule, a dropped course is any course that is dropped after the census date (See Academic Calendar for the specific date).

Exceptions to the 6-drop rule may be found in the catalog. Petitions for exemptions must be submitted to the Enrollment Services Center and must be accompanied by documentation of the extenuating circumstance. Please contact the Enrollment Services Center if you have any questions.

## **Disability/Accessibility Services**

In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University of Tyler at Texas offers accommodations to students with learning, physical and/or psychological disabilities.

If you have a disability, including non-visible a diagnosis such as a learning disorder, chronic illness, TBI, PTSD, ADHD, or you have a history of modifications or accommodations in a previous educational environment, you are encouraged to visit <https://hood.accessiblelearning.com/UTTyler> and fill out the New Student application

The Student Accessibility and Resources (SAR) office will contact you when your application has been submitted and an appointment with Cynthia Lowery, Assistant Director Student Services/ADA Coordinator. For more information, including filling out an application for services, please visit the SAR webpage at <http://www.utt Tyler.edu/disabilityservices>, the SAR office located in the University Center, # 3150 or call 903.566.7079.

## **Student Absence due to Religious Observance**

Students who anticipate being absent from class due to a religious observance are requested to inform the instructor of such absences by the second-class meeting of the semester

## **Student Absence for University-Sponsored Events and Activities**

If you intend to be absent for a university-sponsored event or activity, you (or the event sponsor) must notify the instructor at least two weeks prior to the date of the planned absence. At that time the instructor will set a date and time when make-up assignments will be completed.

## **Social Security and FERPA Statement**

It is the policy of The University of Texas at Tyler to protect the confidential nature of social security numbers. The University has changed its computer programming so that all students have an identification number. The electronic transmission of grades (e.g., via e-mail) risks violation of the Family Educational Rights and Privacy Act; grades will not be transmitted electronically.

## **Emergency Exits and Evacuation**

Everyone is required to exit the building when a fire alarm goes off. Follow your instructor's directions regarding the appropriate exit. If you require assistance during an evacuation, inform your instructor in the first week of class. Do not re-enter the building unless given permission by University Police, Fire department, or Fire Prevention Services

## **Student Standards of Academic Conduct**

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

"Cheating" includes, but is not limited to:

- copying from another student's test paper.
- using, during a test, materials not authorized by the person giving the test.
- failure to comply with instructions given by the person administering the test.
- possession during a test of materials which are not authorized by the person giving the test, such as class notes or specifically designed "crib notes". The presence of textbooks constitutes a violation if they have been specifically prohibited by the person administering the test.
- using, buying, stealing, transporting, or soliciting in whole or part the contents of an unadministered test, test key, homework solution, or computer program.
- collaborating with or seeking aid from another student during a test or other assignment without authority.
- discussing the contents of an examination with another student who will take the examination; Page 9 of 9
- divulging the contents of an examination, for the purpose of preserving questions for use by another, when the instructors have designated that the examination is not to be removed from the examination room or not to be returned or to be kept by the student.
- substituting for another person or permitting another person to substitute for oneself to take a course, a test, or any course-related assignment.

- paying or offering money or other valuable thing to, or coercing another person to obtain an unadministered test, test key, homework solution, or computer program or information about an unadministered test, test key, home solution or computer program.
- falsifying research data, laboratory reports, and/or other academic work offered for credit.
- taking, keeping, misplacing, or damaging the property of The University of Texas at Tyler, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct; and
- misrepresenting facts, including providing false grades or resumes, for the purpose of obtaining an academic or financial benefit or injuring another student academically or financially

ii. “Plagiarism” includes, but is not limited to, the appropriation, buying, receiving as a gift, or obtaining by any means another’s work and the submission of it as one’s own academic work offered for credit.

iii. “Collusion” includes, but is not limited to, the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the rules on scholastic dishonesty.

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

### **Regarding Assignments for Students Repeating the 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.

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

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



- The Mathematics Learning Center, RBN 4021, this is the open access computer lab for math students, with tutors on duty to assist students who are enrolled in early-career courses
- UT Tyler Counseling Center (903.566.7254)
- UT Tyler Muntz Library (903 566-7343), Library Liaison for Nursing, Suzanne Abbey (903.566.7165) email: [sabbey@uttyler.edu](mailto:sabbey@uttyler.edu)