INSTRUCTOR INFORMATION

Section 602 Leslie Jennings, RN, MSN/Ed.; Clinical Assistant Professor (Lead Faculty)
Office: 613 Pickard Hall
Office Telephone: 817-272-2776
E-mail: lesliej@uta.edu
Faculty Profile: https://mentis.uta.edu/explore/profile/leslie-jennings
Office Hours: Online posted in course or by appointment

Section 603 Kristy Sterling, RN, MSN
Office: 616A Pickard Hall
Office Telephone: 817-272-2776
E-mail: kristin.sterling@uta.edu
Faculty Profile: https://mentis.uta.edu/explore/profile/kristy-sterling
Office Hours: Online posted in course or by appointment

COURSE INFORMATION

Section Information:
NURS 2300 Sections 602 & 603

Time and Place of Class Meetings:
This course meets entirely online for five weeks, in an asynchronous environment. Please see course schedule and Canvas for specific due dates.

Description of Course Content:
Designed to introduce the pre-nursing student to specific professional concepts in nursing as well as academic success strategies. Selected concepts and processes for professional nursing will include an introduction to nursing's theoretical, philosophical, ethical, and legal dimensions with an emphasis on professional formation. Course activities will focus on development of teamwork, communication skills, effective decision-making and reflective practice.

Student Learning Outcomes:
- Discuss characteristics of professional nurses as well as the process of forming a professional nursing identity.
- Recognize multiple components of effective decision making within professional nursing scenarios.
- Apply effective communication concepts to both patient care and team situations.
- Demonstrate effective time management, learning, and test taking strategies

Required Textbooks:

Recommended Textbooks:

Other Required Course Materials:
- Webcam; Please see applicable section of syllabus for exam information.

Please note: **this course uses Respondus Lockdown Browser and Respondus Monitor for all exams in the course. Please see applicable section of the syllabus for more details.**

Technology Requirements:
Canvas is available to each enrolled student and will be used in this course. It is very important to check Canvas at least once daily for course information and announcements. In addition, Microsoft Office is the standard office productivity software utilized by faculty, students and staff. All assignments must be submitted to Canvas in Microsoft Word. Mac users, please be aware that we do not accept assignments in Pages (.pages) or other formats that are not in Microsoft Word. See the Supplemental Syllabus for additional information.

Major Assignments and Examinations:

<table>
<thead>
<tr>
<th>Title</th>
<th>Percent towards final grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exam 1</td>
<td>22%</td>
</tr>
<tr>
<td>Exam 2</td>
<td>22%</td>
</tr>
<tr>
<td>Final exam</td>
<td>28%</td>
</tr>
</tbody>
</table>

Grading Information

**Required Coursework & Percentages of Overall Course Grade**
- **Reflective Journals (6%)**
  - 2 Reflective Journals, 3% each
- **Skills Assessments (7%)**
  - 7 Vital Skills Assessments, 1% each
- **Discussion Boards (5%)**
  - 5 Weekly Discussion Boards, 1% each
- **Assignments (10%)**
  - Background Check Survey, 1%
  - Respondus Practice Exam, 1%
  - Exploring Nursing Assignment, 3%
  - Nursing Article Summary, 4%
  - Medication Administration Activity, 1%
- **Exams (44%)**
  - 2 Exams, 22% each
- **Comprehensive Final Exam (28%)**
- **TOTAL=100%**

Students are expected to keep track of their performance throughout the semester and seek guidance from available sources (including the instructor) if their performance drops below satisfactory levels; see “Student Support Services,” below.

**Minimum Passing Criteria:**
In order to successfully complete an undergraduate nursing course at UTA, the following minimum criteria must be met:
- 70% weighted average on major proctored exams

The following exams are included in the 70% weighted average for major proctored exams: **Exams 1, 2, and Final Exam.**
In determining the final course grade, the weighted average on major proctored exams and/or major written assignments as outlined above will be checked first. If a student achieves a 70.00% with no rounding of the average on these course components, the additional graded items will count toward the final course grade. If the student does not achieve a 70.00% with no rounding of the average on the components listed, the grade stands as a D or F as determined by the numerical value from the weighted average on the major proctored exams and/or major written assignments listed above. On all tests, the grades are rounded to two decimal places (i.e., 85.679=85.68). For the final course grade there will be no rounding (i.e., 89.67=B, 69.99=D). A final course grade of C or better is required in all nursing courses to pass.

Exam Policy:
Exam scheduling and administration procedures are standardized among all pre-nursing and upper-division courses in the pre-licensure nursing program. The full policy, located in the CONHI Policy and Handbook Library, includes details related to exam development, exam scheduling and accommodations, exam administration, testing environment, and post-exam procedures.

1. Excused Absences: legal obligation, military obligations, pre-approved university-sponsored events, emergency situations, religious holy days, death of family member, or illness
   - Requirements: To be considered for a re-scheduled exam, the student must notify faculty prior to exam start date and time; documentation of incident is required and must be provided within 48 hours following exam due date and time. Documentation for illness requires proof of a visit to a healthcare provider. There are no exceptions to this rule.
   - The make-up exam may include alternative questions and/or test format. There will be no point deductions for an excused exam absence.

2. Unexcused Absences: oversleeping, exam date oversight, computer / technical issues, or other reasons not listed under excused absences
   - Requirements: To be considered for a re-scheduled exam, the student must notify faculty with their request within 48 hours of the exam due date and time. The exam must be scheduled within 7 days of the original exam due date and time.
   - The make-up exam may include alternative questions and/or test format and will have a point penalty of 20 percentage points.
   - A student may only have one unexcused absence per course. Subsequent unexcused absences will result in a '0' on the exam.
   - Students will not be allowed to take exam in another section without penalty due to an unexcused absence.

3. Exam Tardy:
   - Proctored Exams: If a student arrives late to a proctored exam, they are only allowed the remaining time to complete the exam. For example, for a 60-minute exam, if a student arrives and has only 13 minutes left, that is all the time they will be given to complete their exam.
   - Online Proctored Exams (if applicable):
     ▪ The Learning Management System will auto-submit an exam at the due date and time of the exam. For example, if an exam is due at 10 p.m and the student begins the exam at 9:47 p.m., the student will have only 13 minutes to complete their exam. If the student has not completed all questions at that time, the exam will be scored based on what has been completed and students will not be allowed to complete questions left unanswered.

4. Students will only be allowed one 20 percentage point penalty per course.

Late Assignment Submission:
- Vital Skills Assessments Survey: No late points will be given for late assessment surveys.
- Assignments/Journals: There will be 10 percentage points deducted for each day an assignment is late up for 2 days only at which time the assignment will be a 0 UNLESS you have approval PRIOR to the due date from your coach or faculty for an extension.
- Exams: Exams must be completed and submitted by the due date and time. Please see policy above specific to exams.
The official time for assignments, journals, and exams will be determined by the submission time to Canvas and is based on Central Time.

Final Week Deadline:
Due to the short nature of this course, **all course work must be completed and/or submitted no later than the last day of the course** which is **Saturday at 11:59 p.m. (CENTRAL TIME) of Week 5. After the final week no late assignments will be accepted.**

Grade Grievances:
Any appeal of a grade in this course must follow the procedures as published in the College of Nursing and Health Innovation Undergraduate Student Handbook ([https://www.uta.edu/conhi/students/policy/index.php](https://www.uta.edu/conhi/students/policy/index.php)).

In an attempt to resolve a complaint, the student must first make a serious effort to resolve the matter with the individual with whom the grievance originated. Faculty of the course has the primary responsibility for assigning grades. Appeals of the official grade assigned to a student for a course will not, therefore, be considered at levels above the faculty unless a student offers evidence of:

- Differential treatment – examples might be providing benefits such as extra time for assignments to some but not all students in the class; excluding some students from attendance or other course requirements, **OR**
- Procedural irregularities – examples might be adding a new requirement that was not listed in the class syllabus; using criteria for grades not made available to the student ahead of time.

More information about the university’s grade grievance policies can be found in the Undergraduate Grading Policies section of the catalog ([https://catalog.uta.edu/academicregulations/grades/#undergraduatetext](https://catalog.uta.edu/academicregulations/grades/#undergraduatetext)). Information regarding grievances for matters other than grades is available in the Student Rights section of the catalog ([https://catalog.uta.edu/academicregulations/security/](https://catalog.uta.edu/academicregulations/security/)).

Institution Information
UTA students are encouraged to review the below institutional policies and informational sections and reach out to the specific office with any questions. To view this institutional information, please visit the [Institutional Information](http://www.uta.edu/provost/administrative-forms/course-syllabus/index.php) page which includes the following policies among others:

- Drop Policy
- Disability Accommodations
- Title IX Policy
- Academic Integrity
- Student Feedback Survey
- Final Exam Schedule

Additional Information
Attendance:
At The University of Texas at Arlington, taking attendance is not required but attendance is a critical indicator of student success. Each faculty member is free to develop his or her own methods of evaluating students’ academic performance, which includes establishing course-specific policies on attendance. As the instructor of this section, **there are no attendance requirements. This course is entirely online. Any student who enters the course after the first day of class will be responsible for any missed course material. No opportunity will be given for any deadlines that are missed due to late registration.** However, while UT Arlington does not require instructors to take attendance in their courses, the U.S. Department of Education requires that the University have a mechanism in place to mark when Federal Student Aid recipients “begin attendance in a course.” UT Arlington instructors will report when students begin attendance in a course as part of the final grading process. Specifically, when
assigning a student a grade of F, faculty report must the last date a student attended their class based on evidence such as a test, participation in a class project or presentation, or an engagement online via Canvas. This date is reported to the Department of Education for federal financial aid recipients.

**Student Support Services:** UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include tutoring, major-based learning centers, developmental education, advising and mentoring, personal counseling, and federally funded programs. For individualized referrals, students may visit the reception desk at University College (Ransom Hall), call the Maverick Resource Hotline at 817-272-6107, send a message to resources@uta.edu, or view the information at http://www.uta.edu/studentsuccess/success-programs/programs/resource-hotline.php

The **IDEAS Center** (2nd Floor of Central Library) offers **FREE tutoring** to all students with a focus on transfer students, sophomores, veterans and others undergoing a transition to UT Arlington. Students can drop in, or check the schedule of available peer tutors at www.uta.edu/IDEAS, or call (817) 272-6593.

The **English Writing Center (411LIBR):** The Writing Center offers **FREE** tutoring in 15-, 30-, 45-, and 60-minute face-to-face and online sessions to all UTA students on any phase of their UTA coursework. Register and make appointments online at https://uta.mywconline.com. Classroom visits, workshops, and specialized services for graduate students and faculty are also available. Please see www.uta.edu/owl for detailed information on all our programs and services. The Library’s 2nd floor Academic Plaza offers students a central hub of support services, including IDEAS Center, University Advising Services, Transfer UTA and various college/school advising hours. Services are available during the library’s hours of operation. http://library.uta.edu/academic-plaza

**Librarian Contact Information:**
**UTA Library:**  http://www.uta.edu/library/help/subject-librarians.php
- Nursing Librarians: nursinglibrarians@uta.edu
- RaeAnna Jeffers: raeanna.jeffers@uta.edu
- Laura Haygood: laura.haygood@uta.edu

**CONHI Student Handbook:** The Undergraduate BSN Student Handbook can be found by going to the following link: https://www.uta.edu/conhi/students/policy/index.php

**Emergency Phone Numbers**

In case of an on-campus emergency, call the UT Arlington Police Department at 817-272-3003 (non-campus phone), 2-3003 (campus phone). You may also dial 911. Non-emergency number 817-272-3381. Enter the UTA Police Department’s emergency phone number into your own mobile phone.