Instructor Information

Instructor(s): Ann Birka, MSN, RNFA, CNS, ACNP-BC
Office Number: 624A
Office Telephone Number: (817) 272-2776 Office Fax: (817) 272-5006
E-mail: ann.birka@uta.edu
Office hours: By Appointment, Wednesday 1200-1300

Course Information

Time and Place of Class Meetings: UTA at the Ft. Worth campus at 1401 Jones St.
(just behind the Sheraton Hotel. Class meets on Wednesday, per Master schedule)

Description of Course Content: Theory and practice of holistic health
assessment of individuals and families across the life span designed for the
Registered Nurse (RN-BSN Students only). (3 semester hours)

Student Learning Outcomes:

<table>
<thead>
<tr>
<th>Performance Outcomes</th>
<th>Measurement Strategies</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Demonstrate appropriate techniques to conduct holistic health assessment, patient health history, and ability to document findings across the lifespan.</td>
<td>Quizzes Assessment Assignments</td>
</tr>
<tr>
<td>2. Identify normal, variations of normal and abnormal assessment findings based on variations across the lifespan, and document these appropriately.</td>
<td>Quizzes Assessment Assignments</td>
</tr>
<tr>
<td>3. Conduct comprehensive assessments of individuals and families to include nutritional, physical, psychosocial, cultural and spiritual dimensions and demonstrate ability to document such assessments.</td>
<td>Quizzes Assessment Assignments</td>
</tr>
</tbody>
</table>

COURSE REQUIREMENTS: Course Prerequisite: N3645 Professional Nursing
(may be enrolled concurrently).
1) Internet access
2) Canvas ID & password
ATTENDANCE:
At The University of Texas at Arlington, taking attendance is not required. Rather, 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 course:

**Attendance in class is expected of each student. Students absent from class are responsible for the content and directives provided in class.**

**Student Responsibilities:**
1. All students are expected to pursue their scholastic careers with honesty and integrity. Academic dishonesty includes, but is not limited to, cheating on a test or other course work, plagiarism (offering the work of another as one’s own), and unauthorized collaboration with another person. Students found guilty of dishonesty in their scholastic pursuits are subject to penalties which may include suspension or expulsion from the University. Please see the academic dishonesty section of this syllabus.
2. Students are responsible for contacting faculty members for consultation regarding a problem with, or questions about, the course. Any student with a grade of 70 or less on any assignment should contact the lead instructor to discuss their progress.
3. The textbook, course syllabus and, or class information packet may be used during class discussion.

**Class:** Students disruptive to class may be asked to leave. Bring your textbook to each class. Written work due dates posted in the RN-BSN Junior Schedule on Canvas. There will be 5 points deducted per day for late submissions. All assignments are to be uploaded to Canvas.

**TEACHING METHODS may include:**
Lecture
Films
Games
Role playing
Canvas
Human patient simulation

**TOPICS:**
Interview Techniques
Nursing Process
Health History
Nutritional Assessment
Mental Status
Skin, Hair, Nails
Breast, Neck, Lymphatic, & Head
Culture & Spirituality
Family Assessment
Eye & Ear

<table>
<thead>
<tr>
<th>Thorax &amp; Lung</th>
<th>Thorax &amp; Lung</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heart, Neck, and Peripheral Vascular</td>
<td>Heart, Neck, and Peripheral Vascular</td>
</tr>
<tr>
<td>Abdomen</td>
<td>Abdomen</td>
</tr>
<tr>
<td>Anus, Prostate, &amp; Rectum</td>
<td>Anus, Prostate, &amp; Rectum</td>
</tr>
<tr>
<td>Male &amp; Female Reproductive</td>
<td>Male &amp; Female Reproductive</td>
</tr>
<tr>
<td>Neurological</td>
<td>Neurological</td>
</tr>
<tr>
<td>Musculoskeletal</td>
<td>Musculoskeletal</td>
</tr>
<tr>
<td>Older Adult</td>
<td>Older Adult</td>
</tr>
<tr>
<td>Infants, Children, Adolescents</td>
<td>Infants, Children, Adolescents</td>
</tr>
<tr>
<td>Childbearing</td>
<td>Childbearing</td>
</tr>
</tbody>
</table>
REQUIRED TEXTBOOKS:

1. Weber, J. & Kelley, J. (2017). Health assessment in nursing (6th ed.). Philadelphia: Lippincott. *** Please note EBook does not have page numbers and some students have preferred hardcopy because of that. There are, however, linked resources available with the e-book that do not come with the hard copy. Either option is acceptable, we advise you to use the format with which you are most comfortable.

GRADING INFORMATION

Descriptions of major assignments and examinations (see master schedule for due dates):

<table>
<thead>
<tr>
<th>Component</th>
<th>% of grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekly quiz</td>
<td>All quizzes together = 40%</td>
</tr>
<tr>
<td>Assignments (11 total</td>
<td>Module 1: (1 assignment)</td>
</tr>
<tr>
<td>assignments worth 5% each.)</td>
<td>Module 2: (2 assignments)</td>
</tr>
<tr>
<td></td>
<td>Module 3: (2 assignments)</td>
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<tr>
<td></td>
<td>Module 4: (2 assignments)</td>
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<tr>
<td></td>
<td>Module 5: (2 assignments)</td>
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<tr>
<td></td>
<td>Module 6: (2 assignments)</td>
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<tr>
<td></td>
<td>Total assignment grade = 55%</td>
</tr>
<tr>
<td>Discussion Boards</td>
<td>Module 1 – 3: 2.5%</td>
</tr>
<tr>
<td></td>
<td>Module 4 – 6: 2.5%</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
</tr>
</tbody>
</table>

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.

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 proctored tests (none in this class)
- 70% weighted average on written assignments

In undergraduate nursing courses, all grade calculations will be carried out to two decimal places and there will be no rounding of grades.

Letter grades for tests, written assignments, end of course grades, etc. shall be:
A: 90.00 - 100.00
B: 80.00 - 89.99
C: 70.00 - 79.99
D: 60.00 - 69.99

The existing rule of C or better to progress remains in effect; therefore, to successfully complete a nursing course, students shall have a course grade of 70.00 or greater.

Expectations for Out-of-Class Study:
Beyond the time required to attend each class meeting, students enrolled in this course should expect to spend at least an additional 8 hours per week of their own time in course-related activities, including reading required materials, completing assignments, preparing for exams, etc.

TESTING GUIDELINES:

- Each student must bring his/her student ID to each exam and place under his/her chair. These will be checked. Students must have student ID to take exam.
- The student must be on time for quizzes.
- If you miss a quiz, the grade for that quiz is 0. No make-up quizzes are given without clinician documentation or police report (for accident) or other documentation as appropriate. However, the lowest quiz score for the session is dropped automatically. If you miss a quiz that will be the lowest score of 0, so it is the one dropped.
- All books, papers, and backpacks must be put on the side of the room for testing and quizzes.
- All cell phones, pagers, palm pilots, and laptop computers must be turned off and placed on the side of the room.
- All food items and drinks must be placed on the side of the room.
- No talking is allowed during exams. If a student is talking, he/she will receive a “0” on the exam/quiz.
- All testing materials must be returned at the end of the exam/quiz.
- The student must fill out his/her name and bubble on Scantron sheet first. Quizzes/exams without names will not be accepted. All answers must be put on Scantron sheet before the end of the exam. No extra time will be given at the end of the exam/quiz to fill out name/answers.
- No restroom breaks will be allowed after the first test is turned in.
- Students must take off employee badges during exams.

Although faculty strives to provide a quiet learning/testing environment there may be noises and distractions in any testing environment that are beyond the control of the exam proctors. If a student feels that the testing environment is unduly noisy or distracting for any reason, it is the responsibility of the student to report this to an exam proctor as soon as possible during the exam so corrective action may be taken.
Late Assignment Submission:

a. Assignments only accepted up to 48 hours late with 5pts per day deducted. Assignments submitted after 48 hours will be a 0 unless prior approval and communication from faculty was accepted.

b. Discussion boards-original posting accepted up to 48 hours late with 5 pts per day deducted. After 48 hours original posting will not be accepted. Any and all replies posted late will not be accepted after the discussion board closes.

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).

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). Information regarding grievances for matters other than grades is available in the Student Rights section of the catalog (https://catalog.uta.edu/academicregulations/security/).

Course Schedule

*RN-BSN Schedule provided separately to students prior to 1st day of class*

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 page (http://www.uta.edu/provost/administrative-forms/course-syllabus/index.php) which includes the following policies among others:

- Drop Policy
- Disability Accommodations
- Title IX Policy
- Academic Integrity
DROP POLICY:
Students may drop or swap (adding and dropping a class concurrently) classes through self-service in MyMav from the beginning of the registration period through the late registration period. After the late registration period, students must see their academic advisor to drop a class or withdraw. Undeclared students must see an advisor in the University Advising Center. Drops can continue through a point two-thirds of the way through the term or session. It is the student’s responsibility to officially withdraw if they do not plan to attend after registering. Students will not be automatically dropped for non-attendance. Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. Contact the Financial Aid Office for more information.

As in the past, the last date to drop a RN-BSN course is adjusted. The adjusted date will now reflect a point two-thirds of the way through the course.

Adjusted drop dates in the Fall 2020 semester for Junior RN-BSN courses are as follows:

N3315 Holistic Health Assessment Across the Lifespan – DROP DATE: October 2, 2020

Additional Information

Mandatory Face Covering Policy:
All students and instructional staff are required to wear facial coverings while they are on campus, inside buildings and classrooms. Students that fail to comply with the facial covering requirement will be asked to leave the class session. If students need masks, they may obtain them at the Central Library, the E.H. Hereford University Center’s front desk or in their department. Students who refuse to wear a facial covering in class will be asked to leave the session by the instructor, and, if the student refuses to leave, they may be reported to UTA’s Office of Student Conduct.

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, as the instructor of this course:
Attendance in class is expected of each student. Students absent from class are responsible for the content and directives provided in class. 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.

**Emergency Exit Procedures:**
Should we experience an emergency event that requires evacuation of the building, students should exit the room and move toward the nearest exit, the exit doors are located in the hall outside of the classroom, and they lead directly to the outside. When exiting the building during an emergency, do not take an elevator but use the stairwells instead. Faculty members and instructional staff will assist students in selecting the safest route for evacuation and will make arrangements to assist individuals with disabilities.

**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
Gretchen Trkay gtrakay@uta.edu
Peace Ossom Williamson peace@uta.edu
RaeAnna Jeffers raeanna.jeffers@uta.edu

**RN-BSN PROGRAM**
SUPPORT STAFF: Pamela Smith, Coordinator III, Special Programs
Room 650 Pickard Hall, 6th floor
(817) 272-2776 ext. 4814
Email: pamsmith@uta.edu

Electronic Devices:
Any use of electronic devices must be approved prior to use by the lead
instructor including but not limited to tape recorder, cell phones, palm organizers,
electronic and programmable calculators, camera and/or videotaping.
**Classroom Conduct Guidelines:**

The Faculty of the RN-BSN Program believes that classroom teaching has two goals: the provision of content pertinent to the discipline of nursing and the socialization of students into the professional role. We are committed to providing the curriculum in an atmosphere conducive to student learning and in a manner that will prepare graduates to be successful in the health care workplace. Refer to the Student Handbook for more information.

**CANVAS Conduct:**

The CANVAS discussion board should be viewed as a public and professional forum for course related discussions.

Students are free to discuss academic matters and consult one another regarding academic resources. The tone of CANVAS postings should be professional in nature.

It is not appropriate to post statements of a personal or political nature, or statements criticizing classmates or faculty.

Inappropriate statements/language will be deleted by the course faculty and may result in denied access to the Main Discussion board.

Refer to UTACON RN-BSN Student Handbook for more information.

1. **Rules for Canvas**
   - It is the student’s responsibility to check Canvas every day for course related information.

2. **Canvas Etiquette**
   - Discussion postings are for class-related activities only. No political postings or non-related class postings are allowed. Separate discussion board is created by Pam Smith for discussions related to senior activities like pinning, Sigma Theta Tau induction and/or Graduation information.
   - Questions posted on the discussion board by students will be answered in a timely manner. On weekends or evenings, questions may not be answered. Please post questions about exams early the day before the exam, as these may not be answered after 5:00 p.m. If a student has a question about an exam that may benefit the entire group, please post it on the discussion board.

**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](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.