Instructor Information

Faculty: Susan Justice, MSN, RN, CNS
Office Number: Pickard Hall 633
Office Telephone Number: 817-272-2776
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Faculty Profile: https://www.uta.edu/profiles/susan-justice

Office Hours: Office numbers will not work before 0800 or after 1700. Please check with your faculty for emergency contact information. Office hours vary during week due to meetings. Please request an appointment via Canvas.

Clinical Instructors:

Office Number: Pickard Hall

Clinical Instructors will provide additional contact information. See list of instructors listed below.

Marcia Monghate, MSN, MPH, RN, APRN, PMHCNS-BC, CNE monghate@uta.edu
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Course Information

Section Information: NURS 3481 PSYCHIATRIC MENTAL HEALTH NURSING OF INDIVIDUALS, FAMILIES, AND GROUPS – Sections 001 and 002.

Time and Place of Class Meetings:
Section 001 – 8-9:50 am, Wednesday PKH 204
Section 002 – 10-11:50 am, Wednesday PKH 204

Description of Course Content:
NURS 3481 PSYCHIATRIC MENTAL HEALTH NURSING OF INDIVIDUALS, FAMILIES, AND GROUPS (2-6) Application of the nursing process with emphasis on critical thinking, therapeutic nursing interventions, and effective communication and interpersonal skills as they relate to persons with psychiatric mental health conditions. Prerequisite: NURS 3632.

Student Learning Outcomes (course):
Upon Completion of this course, the student is expected to:

1. Apply knowledge from the art and science of nursing and other scientific and humanistic disciplines in the provision of holistic psychiatric-mental health care of individuals, families, and groups.
2. Use analytical and critical reasoning for clinical judgment and nursing decision-making.
3. Relate core professional values and legal/ethical principles in the provision of holistic psychiatric-mental health care of individuals, families, and groups.
4. Use therapeutic communication techniques and effective interpersonal skills in the provision of psychiatric-mental health care of individuals, families, and groups.
5. Demonstrate ethical behaviors and conflict management skills in all professional interactions in order to implement change.
6. Employ collaboration between individuals, families, and others in establishing priorities for the provision of competent and cost-effective psychiatric-mental health care that promotes health and prevents illness.
7. Practice life-long learning, self-reflection and awareness in the provision of psychiatric-mental health care of individuals, families, and groups.
8. Model the standards of nursing practice and promote safety and quality improvement in the provision of psychiatric-mental health care of individuals, families, and groups.
9. Employ informatics in the planning, delivery, and evaluation of psychiatric-mental health care of individuals, families, and groups.
N3481 Syllabus

Spring 2020

Required Textbooks and Other Course Materials:

ATI (2019). RN mental health nursing content mastery series review module. (11th ed). Assessment Technologies Institute (eBook included in ATI purchase from J1). Req. for all Junior 2 students: ATI Resources (from Junior 1) Cohort = 0521 TRAD

Lippincott Williams & Wilkins (2019). vSim for Nursing: Psychiatric Mental Health. This ISBN is for vSim for Nursing, Mental Health, eCommerce, One-Year Instant Access for Standalone Sales and Packaging with Non-CoursePoint product only! To make sure you receive the correct product and the discount, please only use the Lippincott Direct site to purchase the product, as this is where you will receive your UTA discount: There is only one option here, and it is $74.96 with the UTA discount. (lippincottdirect.lww.com)

1. If you don’t already have access to vSim for Nursing | Mental Health, redeem your ACCESS CODE and complete registration at http://thePoint.lww.com/activate.
2. From the “My Content” page, click on vSim for Nursing | Mental Health.
3. On the welcome screen or from “My Classes”, select “Join a Class”, enter your CLASS CODE: D1FEE02D, and click “Enroll”.
   If you experience any problems, check the code again and re-enter it. If it does not work, contact Lippincott Online Product Support at 1-800-468-1128 or techsupp@lww.com for assistance.

Optional:


Texas Board of Nursing https://www.bon.texas.gov/

Other Course Materials:
1. Course Syllabus: Available in Canvas (NURS 3481 PSYCHIATRIC MENTAL HEALTH NURSING OF INDIVIDUALS, FAMILIES, AND GROUPS). Please read before the first day of class and/or clinical simulation. Students are responsible for reading all information including material in the syllabus, related course content, and resources.
2. Course Calendar: Available in Canvas (NURS 3481 PSYCHIATRIC MENTAL HEALTH NURSING OF INDIVIDUALS, FAMILIES, AND GROUPS). Please read before the first day of class, clinical orientation, simulation. Students are responsible for all due dates in the calendar.
3. Attestation Form: Students are also responsible for completing and submitting the Attestation Form for N3481 Clinical Nursing Mental Health in Canvas. The due date for submitting the Attestation Form is also indicated in Canvas in the Course Calendar and Attestation Form Section. (Note: Please refer to the instructions on how to submit the Attestation Form, which can be found in the Attestation Form Section).
4. Simulation and Clinical Forms are available in Canvas in the Clinical Section. Students are responsible for printing forms from Canvas for weekly clinicals and bringing forms to all skills practice and graded performance evaluation check-offs.

Major Assignments and Examinations:

<table>
<thead>
<tr>
<th>Exam 1</th>
<th>25%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exam 2</td>
<td>25%</td>
</tr>
</tbody>
</table>
Grading Information

Grading:
In undergraduate nursing courses, all grade calculations will be carried out to two decimal places and there will be no rounding of final grades. Letter grades for tests, written assignments, and 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. Students are reminded that any student, who fails two nursing courses, is no longer eligible to continue coursework toward a BSN from UTA CONHI.

70% Weighted Exam Average
In order to successfully complete an undergraduate nursing course at UTA, a student must achieve a minimum 70% weighted average on proctored exams. In this course, that includes the three exams that compile the 80% of the final grade. None of the additional course work (20%) is calculated into the grade unless the 70% weighted average is reached.

<table>
<thead>
<tr>
<th>Exams</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exam 1</td>
<td>25%</td>
</tr>
<tr>
<td>Exam 2</td>
<td>25%</td>
</tr>
<tr>
<td>Psych Comprehensive Final</td>
<td>30%</td>
</tr>
<tr>
<td>Total for Weighted Average</td>
<td>80%</td>
</tr>
</tbody>
</table>

Calculating your Exam grade with Weighted Averages

Example: This student made 100% on all exams:

<table>
<thead>
<tr>
<th>Exams</th>
<th>Weight of Exam</th>
<th>Student 70% Grade</th>
<th>How to calculate:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exam 1</td>
<td>25%</td>
<td>100</td>
<td>x 0.25 = 25</td>
</tr>
<tr>
<td>Exam 2</td>
<td>25%</td>
<td>100</td>
<td>x 0.25 = 25</td>
</tr>
<tr>
<td>Comprehensive Final</td>
<td>30%</td>
<td>100</td>
<td>x 0.30 = 30</td>
</tr>
<tr>
<td>Total</td>
<td>80%</td>
<td>100</td>
<td>Total = 80</td>
</tr>
</tbody>
</table>

Last step: If you divide the 80 by 0.80 (80%—the weight of total exams) you will know what the average weighted score is on exams, in this case 100.00.

Example: This is the student who makes 70% on everything.

<table>
<thead>
<tr>
<th>Exams</th>
<th>Weight of Exam</th>
<th>Student Grade</th>
<th>How to calculate:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exam 1</td>
<td>25%</td>
<td>70</td>
<td>x 0.25 = 17.5</td>
</tr>
<tr>
<td>Exam 2</td>
<td>25%</td>
<td>70</td>
<td>x 0.25 = 17.5</td>
</tr>
<tr>
<td>Comprehensive Final</td>
<td>30%</td>
<td>70</td>
<td>x 0.30 = 21.0</td>
</tr>
</tbody>
</table>

Non-Proctored Assignments

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>ATI Practice A/IPP/Critical Points Template</td>
<td>4%</td>
</tr>
<tr>
<td>ATI Proctored Exam/IPP</td>
<td>6%</td>
</tr>
<tr>
<td>8 Virtual Simulations</td>
<td>4%</td>
</tr>
<tr>
<td>Video Assignment APA Paper</td>
<td>2%</td>
</tr>
<tr>
<td>Care Plan</td>
<td>2%</td>
</tr>
<tr>
<td>Process Recording</td>
<td>2%</td>
</tr>
<tr>
<td>Total Non-Proctored Assignments</td>
<td>20%</td>
</tr>
</tbody>
</table>
Last step: If you divide the 56 by 0.80 (80% - the weight of total exams) and multiply x 100, you will know what the average weighted score is on exams, in this case 70.00.

Grid for your Grades in Psychiatric Mental Health (calculate YOUR weighted average)

<table>
<thead>
<tr>
<th>Exams</th>
<th>Weight of exam</th>
<th>Your grade</th>
<th>How to calculate:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exam 1</td>
<td>25%</td>
<td>x 0.25</td>
<td></td>
</tr>
<tr>
<td>Exam 2</td>
<td>25%</td>
<td>x 0.25</td>
<td></td>
</tr>
<tr>
<td>Comprehensive Final</td>
<td>30%</td>
<td>x 0.30</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>80%</td>
<td>Total =</td>
<td></td>
</tr>
</tbody>
</table>

Last step: If you divide the total of the fourth column by 80% (the total weight of your exams) you will know your weighted average score. This is the sum total of the 80% of your grade. You must have 56 or more in column 4 total in order to meet the 70% minimum for your proctored exam total to move to the next step of adding in your additional course work/grades. If the 70% weighted average is not achieved, a letter grade commensurate with the weighted average will be awarded as the class grade. Less than 70% signifies a non-passing grade.

**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
- 70% weighted average on major written assignments (if applicable)
- Completion of ATI CAPP (Comprehensive Assessment and Preparation Program) requirements
- Passing score for the clinical component of the course, including minimum passing score requirements for the Medication Administration Competency Assessment: 100% on Essential Medication Skills Assessment (90% minimum score for students enrolled in NURS 3632) and 90% on Advanced Medication Skills Assessment

Student must pass clinical which requires the student to
- Acquire a minimum of 90 clinical hours which includes Clinical Site Hours, Labs and Simulation Days, Psychological 1st Aid Simulation, Trauma Informed Care Training, Mandatory Reporter Training and Community Support Group Assignment.
- Successfully complete the Initial Client Interview, Care Plan, Process Recording, Psychopharmacology Presentation.
- The following exams are included in the 70% weighted average for major proctored exams: Exam1, Exam 2, Comprehensive 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 lead 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 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):
  ▪ If a student submits an online exam after the due date and time, they will receive a 20-point penalty on their grade the first time it occurs.
  ▪ If the student submits an online exam after the due date and time for a second time in the course, they will receive a zero for that exam.
  ▪ The Learning Management System will not auto-submit an exam at the due date and time of the exam. The student is responsible for submitting their exam by the assigned due date and time.

4. Students will only be allowed one 20-point penalty per course, whether it is the result of an unexcused absence or a late submission.

5. Students who test using an online video-monitored proctoring service are expected to adhere to technology and exam security requirements outlined in the Video Proctored Exam Procedure. The following activities will result in point penalties:
  - Failure to properly perform environmental scan and/or identity verification
  - Prohibited behaviors during testing
  - Presence of prohibited items in the testing environment
  - Failure to adhere to post-exam procedures

The full Video Proctored Exam Procedure can be found in the Undergraduate Pre-licensure Nursing Program Testing Policy: [https://www.uta.edu/conhi/_doc/unurs/UNURS-PRELIC-TestingPolicy.pdf](https://www.uta.edu/conhi/_doc/unurs/UNURS-PRELIC-TestingPolicy.pdf)

**Comprehensive Assessment and Preparation Program (CAPP):** All students enrolled in this course must participate in the Course Content Mastery Assessment, which is a component of the program’s Comprehensive Assessment and Preparation Program. The Course Content Mastery Assessment is worth 10% of the total course grade and consists of practice assessments, proctored assessments, focused reviews, and active learning exercises. After each proctored assessment, students are categorized into one of four proficiency levels:

- **LEVEL <1:** Scores in the <1 category do not meet minimum expectations for performance in this content area.
- **LEVEL 1:** Scores meeting the Proficiency Level 1 standard can be considered to meet the absolute minimum expectations for performance in this content area.
- **LEVEL 2:** Scores meeting the Proficiency Level 2 standard can be considered to exceed minimum expectations for performance in this content area.
- **LEVEL 3:** Scores meeting the Proficiency Level 3 standard can be considered to exceed most expectations for performance in this content area.

Phase 1 of the Course Content Mastery Assessment is worth 4% of the course grade. All students complete a Practice Assessment and submit three critical points for 5 Major Content Areas based on Topics to Review (for a total of 15 critical points). Critical Points must be handwritten, legible and accessible to receive credit. Students must complete all components of Phase 1 in accordance with the grading rubric by the due date to receive credit for Phase 1. Late assignment submissions will not be accepted.

Phase 2 of the Course Content Mastery Assessment is worth 6% of the course grade and is based on the score received for the proficiency level achieved. All eligible students must complete the Proctored Assessment. Students scoring <1 will receive an Incomplete for the course and will complete the Focused Review and hand-written Active Learning Templates for all Topics to Review listed on the Individual Performance Profile. Active Learning Templates must be handwritten, legible and accessible to receive credit. A learning contract from course faculty will include a due date for completion of the Focused Review and Active Learning Templates during the Incomplete period. Students who complete Focused Review and Active Learning Templates by the assigned deadline in the Incomplete period will receive full credit for Phase 2 based on the score received for the Level achieved and progress in the program. Students scoring <1 who do not satisfactorily complete Focused Review and Active Learning Templates by the assigned deadline will not receive a passing grade in the course regardless of course grade and will not progress to their next clinical course. The complete Comprehensive Assessment and Preparation Procedure can be found here:
Late Assignment Submission:
Late submissions may receive a 10-point deduction for each day late with a maximum of 20 points deducted. Assignments submitted after two days will not be accepted. This late assignment submission section does not apply to clinical assignments or ATI/CAPPs requirements.

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.

The full procedure for student grievances can be found in the College of Nursing Student Handbook: https://www.uta.edu/conhi/students/policy/index.php

**CLINICAL POLICIES**

**Clinical Performance Requirements & Evidence of Clinical Competence:** Clinical courses are classified as PASS/FAIL courses. In order to progress in the College of Nursing, students must receive a passing grade in the lecture components as well as satisfactorily meet the clinical course requirements. Nursing is a practice profession in which client and family safety must be protected (Texas Board of Nursing). If clinical performance has been deemed unsafe, students may not drop or withdraw from any clinical course. They will be immediately removed from the clinical setting, forfeit further clinical experiences, and receive a grade of F. The following Clinical Failing Behaviors will result in a clinical failure regardless of the drop or withdrawal date and are based on professional nursing standards set forth by the Nurse Practice Act, the Texas Board of Nurse Examiners, and program policy related to client safety in the clinical setting:

<table>
<thead>
<tr>
<th>Clinical Failing Behaviors</th>
<th>Matched to NPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Performance is unsafe.</td>
<td>1,2,3,5,6,7,9,10,11,12,13,14</td>
</tr>
<tr>
<td>2. Questionable decisions are often made.</td>
<td>1,2,3,4,5,6,7,8,9,10,11,12,13,14</td>
</tr>
<tr>
<td>3. Lacks insight into own behaviors and that of others.</td>
<td>1,2,3,4,5,6,8,9,10,11,12,13,14</td>
</tr>
<tr>
<td>4. Continues to need additional guidance and direction.</td>
<td>1,2,3,5,6,7,8,9,10,11,14</td>
</tr>
</tbody>
</table>

**Standards of Professional Nursing Practice (BON 213.27, 217.11, 217.12)**

1. Knows rationale for side effects of medications and treatments, and correctly administers same 217.00 (1) (C).
2. Documents nursing care accurately and completely, including signs and symptoms, nursing care rendered medication administration. Contacts health care team concerning significant events in client health 217.11 (1) (D).
3. Implements a safe environment for clients and/or others, i.e., bed rails up, universal precautions 217.11 (1) (B).
4. Respects client confidentiality 217.11 (1) (E).
5. Accepts assignments commensurate with educational level, preparation, experience and knowledge 217.11(1) (T).
6. Obtains instruction and supervision as necessary when implementing nursing procedures or practices 217.11(1) (H).
7. Notifies the appropriate supervisor when leaving an assignment 217.11(1) (I).
8. Recognizes and maintains professional boundaries of the nurse/client relationship 217.11(1) (J).
9. Clarifies orders, treatments, that nurse has reason to believe are inaccurate, non-effective or contraindicated 217.11(1) (N).
10. Able to distinguish right from wrong 213.27(b) (2) (A).
11. Able to think and act rationally 213.27(b) (2) (B).
12. Able to keep promises and honor obligations 213.27(b) (2) (C).
13. Accountable for own behavior 213.27(b) (2) (D).
14. Able to promptly and fully self-disclose facts, circumstances, events, errors and omissions when these disclosures will enhance health status of clients or protect clients from unnecessary risk or harm 213.27(b) (2)(G).

Refer to the Board of Nursing at www.BON.state.tx.us for any additional information regarding the Texas Nursing Practice Act.

In addition to professional standards of nursing practice, the following program requirements are associated with client safety and will result in clinical failure without regard to drop or withdrawal time frames:

- Failure to meet minimum score requirements on the Medication Administration Competency Assessment (below)
- Non-compliance with Clinical Clearance Requirements
- Non-compliance with Drug and Alcohol Screening policy
- Unlawful behavior prohibiting sufficient background check required for clinical participation

These clinical failures will be reviewed and approved by the Associate Chair/Chair of Undergraduate Nursing Programs.

Clinical Attendance: It is expected that students will attend all assigned clinical activities. In the case of illness, remember to take appropriate health precautions. Students should not attend clinical experiences if they are febrile or have any potential communicable disease. Students are expected to notify clinical faculty immediately if they will be late or absent to the clinical site. No call No show is defined as not calling or being present in clinical as scheduled. No call No show may result in a clinical failure unless there was a documented emergency. Notification will not necessarily prevent a performance improvement plan from being generated and placed in the student file. Acceptable methods of notification to clinical faculty will be either phone or text. E-mail is not acceptable. Acceptable methods of notification to clinical agency will be phone unless the student is with a preceptor, then they may reach them by phone or text.

Tardiness: defined as greater than 0 minutes of the assigned clinical time.

- The first tardy will result in a verbal warning (verbal warnings are written at the top of the Performance Improvement Plan (PIP) form.
- Students with two (2) tardies may be placed on a PIP with Penalty (i.e. Review two articles and discuss implications for patient safety, collegial relations, etc. or Reflect on impact of this behavior for, patients, peers and as a professional responsibility, or penalty is up to the lead teacher, etc.) which will be kept in the student’s permanent file. Students who are placed on a PIP are ineligible for a clinical award and faculty may not write a letter of recommendation.
- Students with 3 tardies may receive a clinical failure.
- Time will count towards the total or direct patient care clinical time missed and students will be required to make up the time missed.

Clinical Absence: Clinical is defined as any direct patient care within a healthcare setting and laboratory or simulation as outlined in the clinical supplement. All clinical experiences as defined above will be considered when determining absences.

- Student may be placed on a performance improvement plan (PIP) after first clinical missed.
- Students MUST make up clinical. Where feasible the clinical will be made up with an equivalent experience (simulation with simulation, direct patient care with direct patient care, etc.)
- When a comparable experience is not feasible simulation, case studies or other appropriate make-up experiences may be assigned. The experience will be equivalent to actual clinical hours missed; however, it may take longer for some students to complete the assignment.
- In order to adequately evaluate a student, (regardless of the reason for missing clinical) a student with total clinical absences of equal to or greater than 15% of the total clinical time will not be allowed to progress. Students may choose to drop if the clinical absences occur before the drop date. If a student is not eligible to drop the course (i.e. after the drop date), the absences will result in a clinical failure. In extraordinary non-academic circumstances with appropriate documentation, a late drop may ONLY be considered.

Absence of any part of a clinical day will require make-up in the simulation lab or another alternative at the clinical faculty’s discretion. Medical illnesses/emergencies or other dire circumstance may be an acceptable reason to miss an assigned clinical. If a clinical experience is missed due to illness, a medical release will be required prior to returning to the classroom/clinical setting. In the case of other dire circumstance, you will be required to show acceptable proof of the extenuating circumstances that kept you from clinical. Elective medical procedures, work, childcare or travel issues are not an excused absence from clinical and will be considered an unexcused absence. Unexcused absences may result in clinical failure. The first tardy will result in a verbal warning. Students with two (2) tardies will be placed on a Performance Improvement Plan (PIP) which will be kept in the student’s permanent file. Students who are placed on a PIP are ineligible for a clinical award and faculty may not write a letter of recommendation. After 3 (three) tardies, the student may receive a clinical failure.

Exposure to Bloodborne Pathogens: In the event of injury, needle stick, and/or exposure of the nursing student to blood or body fluids, the nursing student should immediately notify the nursing clinical faculty. The faculty will follow
the Exposure to Bloodborne Pathogens Procedure in place at the facility. Any expense or treatment required is the responsibility of the student.

**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
- Student Feedback Survey
- Final Exam Schedule

**Additional Information**

**Attendance Policy:** 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. Regular class attendance and participation is expected of all students. Students are responsible for all missed course information. 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 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 us to vacate the building, students should exit the room and move toward the nearest exit, which is located at the northeast corner of Pickard Hall; exit the classroom and turn right. When exiting the building during an emergency, one should never take an elevator but should use the stairwells. Faculty members and instructional staff will assist students in selecting the safest route for evacuation and will make arrangements to assist individuals with disabilities. Evacuation plans may be found at http://www.uta.edu/campus-ops/ehs/fire/Evac_Maps_Buildings.php. Subscribe to the MavAlert system to receive information in case of an emergency to your cell phones or email accounts. https://mavalert.uta.edu/ or https://mavalert.uta.edu/register.php

**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/owf 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 to Contact:** http://www.uta.edu/library/help/subject-librarians.php

**Research Information on Nursing:** http://libguides.uta.edu/nursing
Nursing Librarians:  nursinglibrarians@uta.edu
Gretchen Trkay  gtrkay@uta.edu
Peace Ossom Williamson  peace@uta.edu
RaeAnna Jeffers  raeanna.jeffers@uta.edu

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.