Instructor(s):
Dr. Candida Constantine-Castillo
DHA, MSN, MBA, FACHE, CEN, CPHQ, CPHRM, CENP, NEA-BC, HACP, CNML
Office Number: Pickard Hall - 522
Office Telephone Number: email for appointment for phone call
Email Address: candida@uta.edu
Faculty Profile: https://mentis.uta.edu/explore/profile/candida-constantine
Office Hours: By appointment
Section Information: NURS 6320, Section 403
Course Start Date: 3-16-2020

Description of Course Content: http://catalog.uta.edu/nursing/

This course focuses on the DNP nurse influencing health systems change at any level. DNP or PhD Program.
Prerequisite for success in this course:
- Completion of a graduate level statistics course
- Knowledge of American Psychological Association (2011) formatting of manuscripts

Student Learning Outcomes:

<table>
<thead>
<tr>
<th>DNP Essential</th>
<th>Course Objective (Program Objective)</th>
<th>Assessment Item (Showing Mastery)</th>
</tr>
</thead>
<tbody>
<tr>
<td>#8</td>
<td>Analyze the DNP role and contribution of DNP prepared nurses to the healthcare system (1, 8)</td>
<td>Discussion Boards 1, 8</td>
</tr>
<tr>
<td>#2</td>
<td>Analyze personal leadership styles, traits, and characteristics that influence strategic decision-making and delegation (1, 5, 7, 8)</td>
<td>Discussion Board 1, 8, Self-Assessment of Leadership Skills 1, 8, PICOT Assignment</td>
</tr>
<tr>
<td>#2</td>
<td>Apply selected leadership and change theories to the DNP role (1, 2, 3, 4)</td>
<td>Discussion Boards 1, 2, 3, 4</td>
</tr>
<tr>
<td>DNP Essential</td>
<td>Course Objective (Program Objective)</td>
<td>Assessment Item (Showing Mastery)</td>
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<tr>
<td>---------------</td>
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</tr>
<tr>
<td>#2</td>
<td>Assess the factors necessary to develop a comprehensive change plan (2, 3, 4, 5, 6, 7, 8)</td>
<td>Quiz: Gap Analysis</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Innovation Paper</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Discussion Boards 2, 3, 4, 6, 8</td>
</tr>
<tr>
<td></td>
<td></td>
<td>IPE Activity project in a team/Team evaluation</td>
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<tr>
<td></td>
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<td>PICO(T) assignment</td>
</tr>
<tr>
<td>#2</td>
<td>Complete a thorough risk/needs assessment (7, 8)</td>
<td>Discussion Board 8</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Assessment assignment</td>
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<tr>
<td></td>
<td></td>
<td>Budget assignment</td>
</tr>
</tbody>
</table>

**Required Textbooks and Other Course Materials:**


**Descriptions of major assignments with due dates**

**Discussion Boards**  
Due on Wednesday, 23:59 (CT) with responses by Saturday, 23:59 (CT) of module that discussion is assigned  
(Except: Module 8 discussion due by **Friday**, 23:59 CT)

**IPE Group Activity**  
Due Sunday 23:59 (CT) of assigned Module

**Evaluation of Team Process**
Due Sunday 23:59 (CT) of assigned Module

Innovation Paper
Due Sunday 23:59 (CT) of assigned Module

Assessment Assignment
Due Sunday 23:59 (CT) of assigned Module

Quiz: Gap Analysis
Due Sunday 23:59 (CT) of assigned Module

Self-assessment of Leadership Skills
Due Wednesday 23:59 (CI) of assigned Module

PICOT Writing Assignment
Due Friday 23:59 (CT) of assigned Module

Attendance Policy: Student attendance in this online course is required virtually as needed to successfully complete course assignments and assessments within the required timelines. The course has been developed to be delivered completely online. There is no mandatory in class attendance requirements however you are required to meet the established assignment due dates.

Other Requirements: The course information is offered in an online format through Canvas. It is a requirement and responsibility of each student to have access to a computer and a high speed Internet connection on a daily basis. Review UT Arlington’s hardware recommendations: http://www.uta.edu/oit/cs/hardware/student-laptop-recommend.php and Canvas’s browser requirements: https://community.canvaslms.com/docs/DOC-10720-67952720329

Students in this course are required to set Canvas notifications preferences to get immediate notifications of email inbox messages and Announcements posted by the faculty. Please check UTA email, your Canvas inbox, and Announcements daily.

You will use your Netid and password to login to Canvas at https://www.uta.edu/uta/. It is your responsibility to become familiar with Canvas and how to access course components. This course requires the use of word processing and presentation software that is compatible with Microsoft Office formats. Students may purchase this software (in person or by mail) at a significant discount from the UT Arlington bookstore http://www.uta.edu/bookstore

ALL papers must be submitted as MS-Word documents—(unless specifically directed for pdf or excel). Papers sent in non-word documents will not be graded and resubmitted papers will be treated as late. All discussion question responses are to be posted on Canvas; attachments are not accepted
General Guidelines for APA Formatted Papers

Professional expression of ideas is expected in all work submitted for this class. Any paper that includes errors in grammar, punctuation, format, or expression of ideas that significantly obscure content of the paper will have points deducted.

Students in the DNP program are expected to purchase and use the most recent Publication Manual of the American Psychological Association (APA). The current Edition of the APA Publication Manual is to be used in conjunction with the guidelines in this syllabus and instructions given in class to demonstrate correct style and format in all papers (including grammar and punctuation, use of numbers and abbreviations, tables, and citation of sources).

Submitting assignments: Upload all completed assignments to the appropriate area in Canvas. Before uploading any assignment, save the file using your last name, first initial, and brief assignment name as the file name (Ex: Behan D Hofmann K PICOTS). Before uploading articles and benchmarks cited in the papers, save them using the last name of the first author (& additional authors as needed) and publication year (Ex: Headley et al 2004, or AHRQ 2005). Do not include any extra punctuation in file names uploaded to Canvas. Be sure to upload all needed files before submitting the assignment. The paper you submit for grading is the paper that will be graded.

Title page: Each paper is to have a formal title page at the beginning of the paper. This page should include the following: Title of the paper in bold, student’s name, name of the course, name of the instructor, and date of completion or submission, and page number. Note running headers are no longer a component of student papers in the APA 7th edition. An example that can be copied and pasted is provided in the syllabus. Do not include the line that is at the bottom of the page since it is part of the syllabus only. (pp.30-31, 46)

Pagination: Page numbering starts with the title page. Numbering continues through the reference list and any appendices. Arabic (1, 2 etc.) numbers are to be used. Insert page breaks after the title page, before the reference list, and before appendices. (p.44)

Margins: Margins are to be 1 inch on all sides. Text should be left justified only. This means that the right margin may appear irregular. If a word is too long to be completed on one line, it should not be hyphenated. (p.45)

Type size and font: Type should be 12 characters per inch. The font for papers in this course should be Times New Roman even though other fonts are acceptable.

Spacing: Double spacing is to be used for the body of papers. Indent the first line of each paragraph ½ inch using the tab key.

Punctuation: One space should follow each comma, colon, or semicolon. Insert one space after punctuation marks ending sentences. There are specific rules for when and when not to use each punctuation mark. Review the APA Manual for the specific rules (p. 153-161).
**Figures and tables:** Figures and tables should be inserted into the body of the paper as close as possible to where they are discussed in text (NOT at the end of the paper). Review the APA Manual for specific rules (p. 195-250).

**Running Headers:** Running header is required on the title page of a manuscript, it is not required on a student class paper. See the APA manual for further guidance (30, 37).

**Headings:** Headings within the paper are essential. Grading criteria are helpful in determining appropriate headings for specific assignments. There are specific rules for placement and format of headings. See the APA Manual for further guidance (p. 47-48).

**Quotations:** It is expected that students will synthesize and paraphrase information obtained from the literature rather than relying on quotes. **Quotations should be rare and limited to only that which is absolutely essential.** Unwarranted use of quotations will result in deductions from the assignment grade. When more than 5 words in a row are directly taken from another source, it is considered a quotation and must be cited as such. In the rare instance when quoting is absolutely necessary, the words must be enclosed in quotes (or if more than 40 words, displayed as an indented block) and the original author or speaker and page number must be cited. See the APA Manual for how to properly cite quotations. Failure to correctly cite quotations is plagiarism, and this will be reported to the appropriate officials.

**Reference citations in text:** Every sentence that is not your own original idea must have a citation to a source, even in the introduction to the paper. **Any sentence that is not clearly linked to a citation means that you are claiming that idea as your own original idea (if it is not your own idea, then it is plagiarism, and you will not receive credit for that portion of the paper).** Sources must be cited during or at the end of each fact. The citation should not be only at the beginning or end of the paragraph, instead, it must be clearly linked to the sentence. There are specific guidelines for citing primary and secondary sources in text (including for first and subsequent citations) as well as for personal communications. It is preferred all citations be the primary source, do not use secondary sources. See the APA Manual for further guidelines. Failure to correctly cite sources is plagiarism, and this will be reported to the appropriate officials.

**Reference list:** The reference list includes only the references cited within the paper. There are specific guidelines for citation of various types of sources. These guidelines include spacing, commas, periods, capitalization, italicization, and order of elements of the citation. Format your reference list using the hanging indent function in Microsoft Word (in paragraph formatting) rather than manual spacing. Use double spacing within and between references.
APA Guidelines for Students Submitting Papers in the Graduate Nursing Program

Student A. Studious and Student B. Studious

College of Nursing and Health Innovation, The University of Texas at Arlington

NURS 6320: Leadership in Healthcare Systems

Dr. Deborah Behan

Assignment Due Month Date, Year
APA Guidelines for Students Submitting Papers in the Graduate Nursing Program

Notice that main title is repeated above. First paragraph and all paragraphs are indented one half inch. When typing, be sure to type to the end of the line and continue typing without hitting the Enter key on your keyboard. If you hit the Enter key on your keyboard, your paper will not have correct double spacing because you will not be using word wrapping. It is important that your intro paragraph be 2-5 sentences long and that the last sentence is your paper’s thesis sentence.

Put Subtitle Here

Begin your second paragraph here. This is a body paragraph. It should follow the SESC formula: State, Explain, Support, Conclude. The first sentence states the paragraph’s topic. The second sentence explains the paragraph’s topic with more detail. The third, fourth, and fifth sentences should provide support for the paragraph’s topic. If you are using sources, a good place to put them is in the support section. The last sentence of the paragraph concludes and refers back to the paragraph’s main topic.

Level Two Heading

Level Three Subheading

Conclusion

This is the place for your conclusion paragraph. It does not have to be long. It should definitely refer back to the thesis of your paper. The conclusion restates the problem the paper addressed and the main points.

References

Lastname, I. (2010). Title of article with only first word capped or any proper noun. Title of Publication, 22(3), 325-340. doi or URL

After References in the following order are footnotes, tables, figures, and appendices
**Grading Policy:** 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.

**Course Grading**

Assignments are graded as follows:
- Discussion boards are graded by Tuesday midnight of the week following the discussion board due date
- Quizzes are automatically graded after submission
- Papers are graded by Friday of the week following the assignment due date
- Should there be a delay in grading the students will be notified

**Course Grading Scale**

- A = 92 to 100
- B = 83-91.99
- C = 74-82.99
- D = 68 to 73.99 – cannot progress
- F = below 68 – cannot progress

**Student Complaints and Grade Grievances:** Any appeal of a grade in this course must follow the procedures and deadlines for grade-related grievances as published in the current University Catalog. For additional information on grade grievances and student complaints go to the following links:
  - [Grievance Procedures Related to Grades Graduate Catalog](#)
  - [Office of the Dean of Students: Student Complaints](#)
  - [Graduate Nursing Student Complaint and Grievance Procedures](#)

**Late Assignments / Assignments:** Students are expected to submit assignments timely. Assignments not completed by due date will result in a zero (0) grade. (If a death or hospitalization of immediate family, notify me prior to the assignment due date, not after)

**Make-up Exams:** There are no make-up exams in this course.

**Test Reviews:** Individual test reviews are not permitted. Test feedback will be provided to the class as a whole. For questions please contact your course faculty.

**Expectations of Out-of-Class Study:** Students enrolled in this course should expect to spend at least an additional 15 to 20 hours per week of their own time in course-related activities, including reading required materials, completing assignments, preparing for exams, etc.

**Institutional Information:**


Includes the following policies among others:
- Drop Policy
- Disability Accommodations
• Title IX Policy
• Academic Integrity
• Student Feedback Survey
• Final Exam schedule

Central Standard Time Zone: The University of Texas at Arlington is located in the Central Standard Time zone. As such all due dates and times are based on the Central Standard Time zone. All students regardless of their physical location are required to adhere to the Central Standard Time zone due dates and times. It is the student’s responsibility to know, in which time zone they are located, how it differs from the CST zone, and to ensure they follow the due dates and times accordingly. Late assignments or tests will not be accepted if the student encounters difficulties due to time zone discrepancies.

CONHI Drop Information:
DNP students who wish to change a schedule by either dropping or adding a course must first consult with the academic advisor at DNP@uta.edu.

Regulations pertaining to adding or dropping courses are described below. Adds and drops may be made through late registration either on the Web at MyMav or in person through the student’s academic department. 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 Office of Financial Aid and Scholarships at http://www.uta.edu/fao/. The last day to drop a course is listed in the Academic Calendar available at http://www.uta.edu/uta/acadcal.php?session=20176.

1. A student may not add a course after the end of late registration.
2. A student dropping a graduate course after the Census Date but on or before the last day to drop may, receive a grade of W. Students dropping a course must:
   (1) Contact your graduate advisor to obtain the drop form and further instructions before the last day to drop.

Drop Date: https://www.uta.edu/records/services/accelerated-online-programs.php

Academic Integrity: All students enrolled in this course are expected to adhere to the UT Arlington Honor Code:

"Scholastic dishonesty includes but is 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."

Click on the University Honor Code link to view the code.
Students in the Graduate Nursing Programs are expected to follow the rules of academic integrity and submit only academic work and assignments that are entirely their own work. Academic dishonesty (violations of academic integrity) may include cheating, plagiarism, and collusion. Information regarding dishonesty may be found in the University Catalog. For additional information regarding student conduct and discipline click on the UT Arlington Policy link.

In addition to the general rules of academic integrity, students are expected to comply with the following:

- Students may not collaborate with anyone else on assignments, quizzes, examinations, or any other academic work except as directed by the assignment/instructor’s directions.

- Students may not resubmit any assignment or part of a previous assignment – written, audio, or video recorded - for which they previously received a grade. This applies to courses from which a student withdrew and/or in which a failing course grade was achieved.

- Students may not submit the same assignment (written or recorded) or portion of an assignment to more than one course unless specifically allowed or directed by the instructor’s directions. This applies to both graded and non-graded assignments.

- Students may not resubmit any work which has previously been submitted for course credit at any educational institution unless prior written approval is received. Written approval for resubmitted work must be received from both the current course instructor and the instructor of the course in which the work was previously submitted.

- Students may not copy or share any course materials or documents, past or present assignments, nor quiz/examination questions on any social platform or publicly available website.

- Students may not seek, acquire, receive, or provide unauthorized information or assistance regarding an exam, quiz, or assignment (such as purchasing, using, or distributing any unauthorized course materials in order to gain academic advantage).

- Students are expected to accurately and completely document and record clinical practice hours completed and patient/client care activities. Falsifying any documents related to clinical hours or patient/client care activities (including documenting as fact, information not obtained through one’s own direct assessment and examination of a patient or falsely recording clinical practice hours) constitutes dishonesty.

- Students are expected to accurately collect and submit data collected for completion of course and program requirements. Falsification of data or data collection methods constitutes academic dishonesty

Students suspected of committing academic dishonesty will be referred to the Office of Community Standards. Students found responsible for academic dishonesty are subject to a grade penalty for the assignment in question, which may include a point deduction up to and including a zero and/or course failure. As noted in the University catalog, sanctions may include probation, suspension and expulsion from the university. Procedures and additional information
related to academic dishonesty and violations of the University Honor Code may be found on the Office of Student Conduct website.

As a licensed registered nurse, graduate students are expected to demonstrate professional conduct as set forth in the Texas Board of Nursing rule §215.8. in the event that a graduate student holding an RN license is found to have engaged in academic dishonesty, the college may report the nurse to the Texas BON using rule §215.8 as a guide.

**Plagiarism**: Copying another student’s paper or any portion of it is plagiarism. Copying a portion of published material (e.g., books or journals) without adequately documenting the source is plagiarism. Consistent with APA format, if five or more words in sequence are taken from a source, those words must be placed in quotes and the source referenced with author’s name, date of publication, and page number of publication. If the author’s ideas are rephrased, by transposing words or expressing the same idea using different words, the idea must be attributed to the author by proper referencing giving the author’s name and date of publication. If a single author’s ideas are discussed in more than one paragraph, the author must be referenced, according to APA format. Authors whose words or ideas have been used in the preparation of a paper must be listed in the references cited at the end of the paper. Students are expected to review the plagiarism module from the UT Arlington Central Library via http://library.uta.edu/plagiarism/index.html

**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 by appointment, drop-in tutoring, mentoring (time management, study skills, etc.), major-based learning centers, counseling, and federally funded programs. For individualized referrals, students may call the Maverick Resource Hotline at 817-272-6107, send a message to resources@uta.edu, or view the information at Resource Hotline (http://www.uta.edu/studentsuccess/success-programs/programs/resource-hotline.php).

The **IDEAS Center** (https://www.uta.edu/ideas/) (2nd Floor of Central Library) offers **FREE** tutoring and mentoring 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 the Writing Center (https://uta.mywconline.com). Classroom visits, workshops, and specialized services for graduate students and faculty are also available. Please see Writing Center: OWL for detailed information on all our programs and services.

The Library’s 2nd floor **Academic Plaza** (http://library.uta.edu/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.
**Student Success Faculty:** In order to assist masters nursing students who are at academic risk or who need academic support, there are graduate faculty members available to you. The goal of the success faculty member is to support student achievement in masters-level coursework so students can reach their educational goals. Students may contact a success faculty member directly, or a course instructor may encourage you to contact a success faculty member.

The success faculty in the MSN/DNP Program:

Dr. Joy Don Baker is available as a writing coach to assist graduate nursing students improve the clarity and organization of their written papers. If you have questions about grammar or format as you are writing a paper, she can answer those questions for you by email or in person by appointment. After you have written a strong draft of a written paper, you can send it to her along with the grading criteria/rubric for the paper as email attachments at least 5 days before the paper is due, and she will give you feedback about your writing on a first come, first served basis. She can be reached via email: [JDBaker@uta.edu](mailto:JDBaker@uta.edu)

Dr. Mary Schira is available as a success faculty to assist with diverse resources that may include study skills, testing challenges/approaches, managing multiple responsibilities, and addressing personal issues impacting academic performance. Course content challenges may also be addressed, with referral to additional resources as indicated. Dr. Schira can be reached via email: [schira@uta.edu](mailto:schira@uta.edu).

**Electronic Communication:** UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact university-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for checking the inbox regularly. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at [http://www.uta.edu/oit/cs/email/mavmail.php](http://www.uta.edu/oit/cs/email/mavmail.php).

If you are unable to resolve your issue contact the Helpdesk at [helpdesk@uta.edu](mailto:helpdesk@uta.edu).

Please subscribe to the MavAlert system that will send information in case of an emergency to their cell phones or email accounts. Anyone can subscribe at [https://mavalert.uta.edu/](https://mavalert.uta.edu/) or [https://mavalert.uta.edu/register.php](https://mavalert.uta.edu/register.php)

**Librarian to Contact:**

<table>
<thead>
<tr>
<th><strong>Nursing Liaison Librarians:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:nursinglibrarians@uta.edu">nursinglibrarians@uta.edu</a> (Use if you need an immediate response)</td>
</tr>
<tr>
<td><strong>ReaAnna Jeffers</strong></td>
</tr>
<tr>
<td>Information Literacy and Health Sciences Librarian</td>
</tr>
<tr>
<td><a href="mailto:raeanna.jeffers@uta.edu">raeanna.jeffers@uta.edu</a></td>
</tr>
<tr>
<td>817-272-1563</td>
</tr>
<tr>
<td>Office Hours: 11am – 2pm (Mon., Tues., Wed.)</td>
</tr>
</tbody>
</table>

**Library Resources**

Library Website: [library@uta.edu](mailto:library@uta.edu)
NURS 6320 – 403 – Leadership in Health Care Systems AO – Spring 2020 Syllabus

Nursing Databases: http://libguides.uta.edu/az.php?s=9598
APA Guide: http://libguides.uta.edu/apa
Nursing Guide: http://libguides.uta.edu/nursing
Other Nursing Guides: http://libguides.uta.edu/?b=s

Contact all nursing librarians:
library-nursing@listserv.uta.edu

Helpful Direct Links to the UTA Libraries’ Resources

<table>
<thead>
<tr>
<th>Research Information on Nursing</th>
<th><a href="http://libguides.uta.edu/nursing">http://libguides.uta.edu/nursing</a></th>
</tr>
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<tbody>
<tr>
<td>Library Home Page</td>
<td><a href="http://library.uta.edu/">http://library.uta.edu/</a></td>
</tr>
<tr>
<td>Subject Guides</td>
<td><a href="http://libguides.uta.edu">http://libguides.uta.edu</a></td>
</tr>
<tr>
<td>Ask us</td>
<td><a href="http://ask.uta.edu">http://ask.uta.edu</a></td>
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<tr>
<td>Database List</td>
<td><a href="http://libguides.uta.edu/az.php">http://libguides.uta.edu/az.php</a></td>
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<td>Course Reserves</td>
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<td>Library Catalog</td>
<td><a href="http://uta.summon.serialssolutions.com/#!/">http://uta.summon.serialssolutions.com/#!/</a></td>
</tr>
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<td>E-Journals</td>
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</tr>
<tr>
<td>Library Tutorials</td>
<td>library.uta.edu/how-to</td>
</tr>
<tr>
<td>Connecting from Off-Campus</td>
<td><a href="http://libguides.uta.edu/offcampus">http://libguides.uta.edu/offcampus</a></td>
</tr>
<tr>
<td>Academic Plaza Consultation</td>
<td>library.uta.edu/academic-plaza</td>
</tr>
<tr>
<td>Services</td>
<td></td>
</tr>
<tr>
<td>Study Room Reservations</td>
<td>openroom.uta.edu/</td>
</tr>
</tbody>
</table>

For help with APA formatting, you can go to:

1) http://libguides.uta.edu
2) Scroll down and click on “Nursing”
3) Click on “APA Guide” for advice on various aspects of paper writing. This is a short-cut for the APA Manual. When in doubt, refer to the Manual.

In addition to providing the general library guide for nursing (http://libguides.uta.edu/nursing), we can put together course specific guides for your students. The subject librarian for your area can work with you to build a customized course page to support your class if you wish. For examples, visit http://libguides.uta.edu/os and http://libguides.uta.edu/pols2311fm.
## Nursing 6320: Leadership in Healthcare Systems

### Course Schedule for Due Dates (Central Time) *

23:59 CT is 11:59 pm Central Time

<table>
<thead>
<tr>
<th>Course Activity</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Week 1</strong></td>
<td>Completed by:</td>
</tr>
<tr>
<td>DNP Program Orientation, DNP Quiz, and Course Overview must be completed prior to completing the Attestation Statement</td>
<td></td>
</tr>
<tr>
<td>Attestation Statement (must be completed prior to having access to course materials)</td>
<td></td>
</tr>
<tr>
<td>Complete your introduction to the class and reply to another student</td>
<td>Post your introduction to the class by Wednesday of this module 23:59 CT</td>
</tr>
<tr>
<td></td>
<td>Post replies to 3 colleagues by Saturday of this module 23:59 CT</td>
</tr>
<tr>
<td><strong>Week 1 Module 1</strong></td>
<td>Complete by:</td>
</tr>
<tr>
<td>Discussion Question</td>
<td>Post initial discussion thread by Wednesday of this module 23:59 CT</td>
</tr>
<tr>
<td></td>
<td>Post replies to 3 colleagues by Saturday of this module 23:59 CT</td>
</tr>
<tr>
<td><strong>Week 2 Module 2</strong></td>
<td>Complete by:</td>
</tr>
<tr>
<td>Discussion Question</td>
<td>Post initial discussion thread by Wednesday of this module 23:59 CT</td>
</tr>
<tr>
<td></td>
<td>Post replies to 3 colleagues by Saturday of this module 23:59 CT</td>
</tr>
<tr>
<td><strong>Week 3 Module 3</strong></td>
<td>Complete by:</td>
</tr>
<tr>
<td>Assignment: Interview and Innovation Paper</td>
<td>Sunday 23:59 of Module 5 (Upload in Module 5 by the due date and time)</td>
</tr>
<tr>
<td>Discussion Question</td>
<td>Post initial discussion thread by Wednesday of this module 23:59 CT</td>
</tr>
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<td>Post replies to 3 colleagues by Saturday of this module 23:59 CT</td>
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<td>Week 4 Module 4</td>
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<td>Assignment: Interview and Innovation Paper</td>
<td>Sunday 23:59 of Module 5 (Upload in Module 5 by the due date and time)</td>
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| Discussion Question | Post initial discussion thread by Wednesday of this module 2359 CT  
Post replies to 3 colleagues by Saturday of this module 2359 CT |

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<th>Week 5 Module 5</th>
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<td>Assignment: Group IPE Activity</td>
<td>Sunday 2359 Module 6 (Upload in Module 6 by the due date and time)</td>
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<td>Assignment: Interview and Innovation Paper</td>
<td>Sunday 2359</td>
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| Discussion Question | Post initial discussion thread by Wednesday of this module 2359 CT  
Post replies to 3 colleagues by Saturday of this module 2359 CT |
| Assignment: Group IPE Activity | Sunday 2359 |

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<th>Week 7 Module 7</th>
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<td>Assignment: Assessment</td>
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<td>Quiz: Gap Analysis Methods</td>
<td>Sunday of this module 2359 CT</td>
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<th>Week 8 Module 8</th>
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| Discussion Question | Post initial discussion thread by Wednesday of this module 2359 CT  
Post replies to 3 colleagues by Friday of this module 2359 CT |
| Assignment: Self-assessment of Leadership Skills | Wednesday of this module 23:59 CT |
UTA College of Nursing and Health Innovation - Additional Information:

Clinical/Practicum Placement, Requirements, Performance and Clearance Overview (Nurse Educator, Nurse Practitioner, DNP)

Students are responsible for reading and following the clinical policies and procedures in InPlace. The following policies are posted in InPlace:

- UTA Clinical Practicum Acknowledgement
- Graduate Student Clinical Placement Policy and Procedure
- Graduate Student Clinical Performance Policy
- Graduate Student Clinical Site and Preceptor Policy
- Students Experiencing Difficulties with Clinical Placements

**Castle Branch:** All students must have current immunizations and other compliance documents on file with the university to legally perform clinical hours each semester. These requirements are submitted to Castle Branch. Your clinical clearance in Castle Branch must be current and remain in compliance throughout the duration of your clinical experiences. Failure to maintain compliance will result in removal from your clinical site until compliance is achieved. If you are not able to complete clinical hours due to noncompliance in Castle Branch, this may result in a course failure.

**DNP Practicum I Approval:** To be cleared for Practicum, this means you have submitted the online self-placement request through InPlace, submitted facility information for project site electronic self-placement request forms in InPlace, and received approval for your site placement from your clinical coordinator. This approval includes a fully executed affiliation agreement by the clinical facility and UTA Legal Department. Additionally, IRB approval through the Graduate Nursing Review Committee must be completed prior to enrolling in the Practicum.

**DNP Electronic Logs:** DNP students are expected to log their hours weekly in InPlace. Electronic logs are both a student learning opportunity and an evaluation method for practicum activities. **Hours which are not logged will not receive credit.** Upon completion of the Program, students will have access to an executive summary of their log entries for their professional portfolio.

**Status of RN Licensure:**
All graduate nursing students must have an unencumbered license as designated by the Texas Board of Nursing or the individual state in which the student resides to participate in graduate
courses with a clinical practice requirement. It is also imperative that any student whose license becomes encumbered by their Board of Nursing (or licensing board) must immediately notify the Chair, Graduate Nursing, their Associate Chair, Program Director or the graduate nursing program in which they are enrolled. The complete policy about encumbered licenses is available online at: [www.bon.state.tx.us](http://www.bon.state.tx.us)

**Graduate Student Dress Code:** The College of Nursing and Health Innovation expects students to reflect professionalism and maintain high standards of appearance and grooming in the clinical setting. **Clinical faculty has final judgment on the appropriateness of student attire and corrective action for dress code infractions. Students not complying with this policy will not be allowed to participate in clinical.**

**UTA Student Identification:** DNP Students MUST be clearly identified as UTA Graduate Students and wear a UTA College of Nursing and Health Innovation ID in the clinical environment.

**Verification of Medical Insurance Coverage:** All newly admitted UTA Graduate Nursing Students are required to provide Verification of Medical Insurance Coverage that includes Emergency Department coverage and follow-up treatment for needle sticks and blood borne diseases. This mandatory requirement has been approved by the UT System Board of Regents.

**Injury, Blood and Body Fluids Exposure:** 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 is responsible for notifying the appropriate person at the agency where the incident occurred and completing the agency’s documentation if appropriate. The faculty will also notify CONHI’s Clinical Compliance Coordinator. Life threatening emergency treatment will be implemented at the clinical facility. If emergency treatment is not available on site, 911 should be activated. If the clinical facility does not provide care indicated for the injury/incident or it is a non-emergent situation, the student may select a health care provider of their choice.

The faculty will be responsible for completing the Injury/Illness Report form for Students and Visitors located in Canvas and the Faculty Student Incident Check List. The Injury/Illness Report form should be forwarded to The University of Texas at Arlington Environmental Health and Safety Department.

**Confidentiality Agreement:** You signed a Confidentiality Form in orientation and were provided a copy of the form. Please take your copy of this Confidentiality Form with you to your clinical sites. **Please do not sign** other agency confidentiality forms. Contact your faculty if the agency requires you to sign their confidentiality form.

**Graduate Student Handbook:** Students are responsible for knowing and complying with all policies and information contained in the Graduate Student handbook online at: [http://www.uta.edu/conhi/students/policy/index.php](http://www.uta.edu/conhi/students/policy/index.php)

**Student Code of Ethics:** The University of Texas at Arlington College of Nursing and Health Innovation supports the Student Code of Ethics Policy. Students are responsible for knowing
and complying with the Code. The Code can be found in the student handbook online:  
http://www.uta.edu/conhi/students/msn-resources/index.php

**No Gift Policy:** In accordance with Regent Rules and Regulations and the UTA Standards of Conduct, the College of Nursing and Health Innovation has a “no gift” policy. A donation to one of the UTA College of Nursing and Health Innovation Scholarship Funds, found at the following link: is http://www.uta.edu/conhi/students/scholarships/index.php would be an appropriate way to recognize a faculty member’s contribution to your learning. For information regarding Scholarship Funds, please contact the Dean’s office.

**Online Conduct:** The 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 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 Discussion boards. Refer to UTA CONHI Graduate Student Handbook for more information.

*For this course Canvas communication tools, discussion boards, and UTA MAV email will be used extensively and should be checked often.*

**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. For non-emergencies, call 817-272-3381.
**Graduate Nursing Support**

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<tr>
<th><strong>Position</strong></th>
<th><strong>Name</strong></th>
<th><strong>Contact Information</strong></th>
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<tbody>
<tr>
<td>Chair, Graduate Nursing Programs</td>
<td>John Gonzalez, DNP, RN, ACNP-BC, ANP-C</td>
<td>Pickard Hall Office #512&lt;br&gt;Email address: <a href="mailto:johngonz@uta.edu">johngonz@uta.edu</a></td>
</tr>
<tr>
<td>Associate Chair for Advanced Practice Nursing</td>
<td>E. Monee’ Carter-Griffin, DNP, RN, ACNP-BC</td>
<td>Pickard Hall Office #510&lt;br&gt;Email address: <a href="mailto:monee@uta.edu">monee@uta.edu</a></td>
</tr>
<tr>
<td>Associate Chair, DNP, PhD, Graduate Educator and Administration Programs</td>
<td>Margarita Trevino, PhD, RN, CHN</td>
<td>Pickard Hall Office #520A&lt;br&gt;817-272-6347&lt;br&gt;Email address: <a href="mailto:trevinom@uta.edu">trevinom@uta.edu</a></td>
</tr>
<tr>
<td>Manager of Graduate Nursing Programs On-line Programs support</td>
<td>Felicia Chamberlain</td>
<td>Pickard Hall Office #515&lt;br&gt;817-272-0659&lt;br&gt;Email Address: <a href="mailto:chamberl@uta.edu">chamberl@uta.edu</a></td>
</tr>
<tr>
<td>Coordinator of Special Programs Graduate Nursing Programs</td>
<td>Debbie Berry</td>
<td>Pickard Hall Office #512A&lt;br&gt;817-272-3794&lt;br&gt;Email address: <a href="mailto:debbie.berry@uta.edu">debbie.berry@uta.edu</a></td>
</tr>
<tr>
<td>AO Program Coordinator Graduate Nursing Programs</td>
<td>Caitlin Wade</td>
<td>Pickard Hall Office #520&lt;br&gt;817-2725769&lt;br&gt;Email address: <a href="mailto:cwade@uta.edu">cwade@uta.edu</a></td>
</tr>
<tr>
<td>Director of the DNP Program</td>
<td>Donna L. Hamby, DNP, RN, APRN, ACNP-BC</td>
<td>Pickard Hall Office #547&lt;br&gt;Email address: <a href="mailto:donna.hamby@uta.edu">donna.hamby@uta.edu</a></td>
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<tr>
<td>Support Specialist II Graduate Nursing Programs</td>
<td>Stacy Shelton</td>
<td>Pickard Hall Office #509&lt;br&gt;817-272-0659&lt;br&gt;Email address: <a href="mailto:stacy.shelton@uta.edu">stacy.shelton@uta.edu</a></td>
</tr>
<tr>
<td>Graduate Advisors</td>
<td>Graduate Advisors</td>
<td><a href="mailto:dnp@contactcenter.uta.edu">dnp@contactcenter.uta.edu</a></td>
</tr>
<tr>
<td>Graduate Clinical Coordinators</td>
<td>Graduate Clinical Coordinators</td>
<td><a href="mailto:DNPplacements@uta.edu">DNPplacements@uta.edu</a>&lt;br&gt;817-272-3374</td>
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