

NEW COURSE FORM

1. General Information.				
a.	Submitted by the College of: Nursing	Today's Date:	October 10, 2011	
b.	Department/Division: _____			
c.	Contact person name: Patricia Burkhart	Email: pvburk2@email.uky.edu	Phone:	859-323-6253
d.	Requested Effective Date:	<input checked="" type="checkbox"/> Semester following approval	OR	<input type="checkbox"/> Specific Term/Year ¹ : Spring 2012
2. Designation and Description of Proposed Course.				
a.	Prefix and Number:	NUR 899		
b.	Full Title:	Nursing Skills Lab Interns		
c.	Transcript Title (if full title is more than 40 characters):	_____		
d.	To be Cross-Listed ² with (Prefix and Number):	_____		
e.	Courses must be described by <u>at least one</u> of the meeting patterns below. Include number of actual contact hours ³ for each meeting pattern type.			
	_____ Lecture	_____ Laboratory ¹	_____ Recitation	_____ Discussion
	_____ Clinical	_____ Colloquium	_____ Practicum	_____ Research
	X Seminar	_____ Studio	x Other – Please explain:	Nursing enrichment opportunity
f.	Identify a grading system:	<input type="checkbox"/> Letter (A, B, C, etc.)	<input checked="" type="checkbox"/> Pass/Fail	
g.	Number of credits:	1-3 credit hours		
h.	Is this course repeatable for additional credit?			YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
	If YES:	Maximum number of credit hours:	4	
	If YES:	Will this course allow multiple registrations during the same semester?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
i.	Course Description for Bulletin:	This independent study course is designed to enhance the teaching learning process by using practical experiences assisting beginning nursing students in learning clinical nursing and med math skills using a variety of teaching learning techniques.		
j.	Prerequisites, if any:	NUR 870/NUR 871		
k.	Will this course also be offered through Distance Learning?			YES ⁴ <input type="checkbox"/> NO <input checked="" type="checkbox"/>
l.	Supplementary teaching component, if any:	<input type="checkbox"/> Community-Based Experience	<input type="checkbox"/> Service Learning	<input type="checkbox"/> Both
3.	Will this course be taught off campus?			YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>

¹ Courses are typically made effective for the semester following approval. No course will be made effective until all approvals are received.

² The chair of the cross-listing department must sign off on the Signature Routing Log.

³ In general, undergraduate courses are developed on the principle that one semester hour of credit represents one hour of classroom meeting per week for a semester, exclusive of any laboratory meeting. Laboratory meeting, generally, represents at least two hours per week for a semester for one credit hour. (from SR 5.2.1)

⁴ You must *also* submit the Distance Learning Form in order for the proposed course to be considered for DL delivery.

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4.	Frequency of Course Offering.		
a.	Course will be offered (check all that apply):	<input checked="" type="checkbox"/> Fall	<input checked="" type="checkbox"/> Spring <input type="checkbox"/> Summer
b.	Will the course be offered every year?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
	If NO, explain:	_____	
5.	Are facilities and personnel necessary for the proposed new course available?		
		YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
	If NO, explain:	_____	
6.	What enrollment (per section per semester) may reasonably be expected?	20	
7.	Anticipated Student Demand.		
a.	Will this course serve students primarily within the degree program?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
b.	Will it be of interest to a significant number of students outside the degree pgm?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
	If YES, explain:	_____	
8.	Check the category most applicable to this course:		
	<input type="checkbox"/> Traditional – Offered in Corresponding Departments at Universities Elsewhere		
	<input type="checkbox"/> Relatively New – Now Being Widely Established		
	<input type="checkbox"/> Not Yet Found in Many (or Any) Other Universities		
9.	Course Relationship to Program(s).		
a.	Is this course part of a proposed new program?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
	If YES, name the proposed new program:	_____	
b.	Will this course be a new requirement ⁵ for ANY program?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
	If YES ⁵ , list affected programs:	_____	
10.	Information to be Placed on Syllabus.		
a.	Is the course 400G or 500?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
	If YES, the <i>differentiation for undergraduate and graduate students must be included</i> in the information required in 10.b . You must include: (i) identification of additional assignments by the graduate students; and/or (ii) establishment of different grading criteria in the course for graduate students. (See SR 3.1.4.)		
b.	<input checked="" type="checkbox"/>	The syllabus, including course description, student learning outcomes, and grading policies (and 400G-/500-level grading differentiation if applicable, from 10.a above) are attached.	

⁵ In order to change a program, a program change form must also be submitted.

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Signature Routing Log

General Information:

Course Prefix and Number: NUR 899

Proposal Contact Person Name: Patricia Burkhart Phone: 859-323-6253 Email: pvburk2@email.uky.edu

INSTRUCTIONS:

Identify the groups or individuals reviewing the proposal; note the date of approval; offer a contact person for each entry; and obtain signature of person authorized to report approval.

Internal College Approvals and Course Cross-listing Approvals:

Reviewing Group	Date Approved	Contact Person (name/phone/email)	Signature
Undergraduate Faculty	10/17/11	Patricia Burkhart / 3-6253 / pvburk2@email.uky.edu	
Dean	10/17/11	Jane Kirschling /	
		/ /	
		/ /	
		/ /	

External-to-College Approvals:

Council	Date Approved	Signature	Approval of Revision ⁶
Undergraduate Council			
Graduate Council			
Health Care Colleges Council			
Senate Council Approval		University Senate Approval	

Comments:

⁶ Councils use this space to indicate approval of revisions made subsequent to that council's approval, if deemed necessary by the revising council.

**UNIVERSITY OF KENTUCY
COLLEGE OF NURSING**

NUR 899- NURSING SKILLS LABORATORY INTERNSHIP

SPRING 2012

Syllabus

- Course Title:** NUR 899 Nursing Skills Laboratory Internship Nursing Enrichment Option: Hands on Experience working with Nursing Skills Laboratory instructors and/or Undergraduate Faculty)
- Credit Hours:** 1 credit hour (1 semester credit hour is a **4-hour lab practicum per week**). Days and times of the practicum (generally flexible based on the student's class schedule) are negotiated between the nursing skills laboratory intern and the Nursing Skills Laboratory Internship Coordinator.
- Course Description:** This independent study course is designed to enhance the teaching earning process by using practical experiences assisting beginning nursing students in learning clinical nursing and med math skills using a variety of teaching and learning techniques.
- Faculty:** Claudia Diebold, MSN, RN, CNE
Nursing Skills Laboratory Internship Coordinator
Senior Lecturer
Undergraduate Faculty College of Nursing
E-mail: cmdieb0@uky.edu
Office # 441B
Office Phone: 859-3213-6645
Office Hours: By appointment

Student Learning Outcomes:

- Develop an understanding of and implement teaching – learning principles
- Assess student learning needs related to nursing and med math skills
- Work with undergraduate students in learning and practicing nursing skills
- Work with undergraduate students in learning and practicing med-math skills
- Assist in setting up nursing skills laboratory experiences
- Assist in the development and implementation of nursing laboratory simulation experiences
- Participate in nursing laboratory simulation experiences

Method of Study/ Description of Experience Planned for the Practice Interns:

- Hands-on mentored experience teaching in a nursing skills laboratory setting
- Hands-on experience working one on one with students practicing nursing skills and med math problems.
- Participation in simulation activities.
- Development and implementation of a teaching-learning project in collaboration with a Nursing Skills Laboratory instructor and the Nursing Skills Laboratory Internship coordinator.

Course Grading: Pass/Fail

The final grade will be based on the nursing skills laboratory intern meeting the learning objectives. Students will be required to fulfill their 4 hour commitment by being actively involved in the teaching-learning process throughout the semester and will be evaluated by the skills laboratory instructor and/or the undergraduate faculty member they are assigned to work with at midterm and at the end of the semester. The final grade will be determined by a satisfactory laboratory evaluation and at least a 76% on the participation/attendance rubric.

Optional Teaching learning Project

Graduating skills lab interns will be recognized at the College of Nursing Undergraduate Pinning Ceremony if the intern has completed at least 3 credit hours as a Nursing Skills Laboratory intern, has developed and implemented a high quality nursing skills laboratory teaching-learning project, and is recommended by the faculty mentor and nursing skills lab coordinator.

Benefits:

- Increase knowledge and application of teaching-learning principles
- Increase proficiency with clinical nursing skills as a result of teaching others
- Explore a teaching role as a possible career choice

Skills Laboratory Intern Eligibility: The following are eligibility requirements for a skills lab intern. The Skills Laboratory Internship Program coordinator will make the final decision admission decisions based on these criteria and space available in the program.

- Junior and Senior level nursing majors
- A minimum of 3.0 cumulative and nursing GPA
- Demonstrate critical thinking skills, communication skills, creativity, self direction, perseverance, and integrity
- Letter of recommendation from student's current clinical instructor or course coordinator
- Not participating in another nursing enrichment opportunity (i.e., research intern or nursing skills lab intern)

Steps for Application and Registration for the Nursing Skills Laboratory Internship Program:

- Talk to the Nursing Skills Laboratory Internship Coordinator about your interest in being a nursing skills lab intern.
- Obtain an application (Each semester application due dates will be announced)
- COMPLETE AND SUBMIT APPLICATION PACKET TO THE NURSING SKILLS LABORATORY COORDINATOR to include:
 - Cover sheet with contact information
 - A one page description of why you want to be a skills laboratory intern. Include any experience or skills that you feel will be an asset to your role as a skills laboratory intern
 - A letter of recommendation from your current clinical instructor or course coordinator
 - An unofficial transcript
- An interview will be scheduled with the applicant and the Nursing Skills Laboratory Internship Coordinator.
- Upon notification of acceptance register for NUR 899
- Complete a prospectus outlining goals and objectives to be achieved (see attached guidelines). Submit to Nursing Skills Laboratory Internship Coordinator prior to beginning of the semester as an intern. (A new prospectus with objectives must be submitted EACH semester a student is registering for the internship.)

Course Policies:

Attendance Policy.

Excused Absences:

Students need to notify the laboratory instructor of absences prior to class when possible. S.R. 5.2.4.2 defines the following as acceptable reasons for excused absences: (a) serious illness, (b) illness or death of family member, (c) University-related trips, (d) major religious holidays, and (e) other circumstances found to fit “reasonable cause for nonattendance” by the professor.

Students anticipating an absence for a major religious holiday are responsible for notifying the instructor in writing of anticipated absences due to their observance of such holidays no later than the last day in the semester to add a class. Information regarding dates of major religious holidays may be obtained through the religious liaison, Mr. Jake Karnes (859-257-2754).

Students are expected to withdraw from the program if more than 20% of the classes scheduled for the semester are missed (excused or unexcused) per university policy.

Verification of Absence:

Students may be asked to verify their absences in order for them to be considered excused. Senate Rule 5.2.4.2 states that faculty have the right to request “appropriate verification” when students claim an excused absence because of illness or death in the family. Appropriate notification of absences due to university-related trips is required prior to the absence.

Academic Integrity:

Per university policy, students shall not plagiarize, cheat, or falsify or misuse academic records. Students are expected to adhere to University policy on cheating and plagiarism in all courses. The minimum penalty for a first offense is a zero on the assignment on which the offense occurred. If the offense is considered severe or the student has other academic offenses on their record, more serious penalties, up to suspension from the university may be imposed.

Plagiarism and cheating are serious breaches of academic conduct. Each student is advised to become familiar with the various forms of academic dishonesty as explained in the Code of Student Rights and Responsibilities. Complete information can be found at the following website: <http://www.uky.edu/Ombud>. A plea of ignorance is not acceptable as a defense against the charge of academic dishonesty. It is important that you review this information as all ideas borrowed from others need to be properly credited.

Part II of *Student Rights and Responsibilities* (available online

<http://www.uky.edu/StudentAffairs/Code/part2.html>) states that all academic work, written or otherwise, submitted by students to their instructors or other academic supervisors, is expected to be the result of their own thought, research, or self-expression. In cases where students feel unsure about the question of plagiarism involving their own work, they are obliged to consult their instructors on the matter before submission.

When students submit work purporting to be their own, but which in any way borrows ideas, organization, wording or anything else from another source without appropriate acknowledgement of the fact, the students are guilty of plagiarism. Plagiarism includes reproducing someone else’s work, whether it be a published article, chapter of a book, a paper from a friend or some file, or something similar to this. Plagiarism also includes the practice of employing or allowing another person to alter or revise the work which a student submits as his/her own, whoever that other person may be.

Students may discuss assignments among themselves or with an instructor or tutor, but when the actual work is done, it must be done by the student, and the student alone. When a student’s assignment involves

research in outside sources of information, the student must carefully acknowledge exactly what, where and how he/she employed them. If the words of someone else are used, the student must put quotation marks around the passage in question and add an appropriate indication of its origin. Making simple changes while leaving the organization, content and phraseology intact is plagiaristic. However, nothing in these Rules shall apply to those ideas which are so generally and freely circulated as to be a part of the public domain (Section 6.3.1).

Accommodations due to disability:

If you have a documented disability that requires academic accommodations, please make an appointment to meet with me soon as possible.. In order to receive accommodations in this course, you must provide a Letter of Accommodation from the Disability Resource Center (Room 2, Alumni Gym, 257-2754, email address: jkarnes@email.uky.edu) for coordination of campus disability services available to students with disabilities.

***** GENERAL QUESTIONS about the Skills Laboratory Nursing Skills Laboratory Internship can be directed to:**

Claudia Diebold, RN, MSN, CNE
Nursing Skills Laboratory Internship Coordinator
E-mail: cmdieb0@uky.edu
Office # 441B
Office Phone: 859-323-6645

Attachment A

Skills Laboratory Internship Laboratory Evaluation tool
(to be completed at midterm and the end of the semester)

Skills Lab Interns must have a satisfactory in all of the learning outcomes in order
to successfully pass this course

Intern Name _____

Date _____

The Skills Lab Intern demonstrates the ability to:

Learning Outcome	Satisfactory	Unsatisfactory	Comments
Demonstrates a professional appearance adhering to the skills laboratory dress code			
Demonstrates appropriate communication skills with students, instructors and faculty			
Assess student learning needs related to nursing and med math skills			
Effectively work with undergraduate students in learning and practicing nursing skills			
Implement teaching – learning principles.			
Assist in setting up nursing skills laboratory experiences			
Assist in the development and implementation of nursing laboratory simulation experiences			
Participate in nursing laboratory simulation experiences			

Skills Lab Intern Assignment _____

Evaluating Instructor / Faculty _____

Overall Comments:

Attendance and Participation Grading Rubric -- Attachment B

CATEGORY	Full Credit	Partial Credit 1	Partial Credit 2	No Credit	Points Awarded
Attendance	40 POINTS Attends all required/assigned skills laboratory activities or has met with faculty mentor within 2 weeks of an absence to arrange and has completed suitable substitute for missed activity in a timely and satisfactory manner.	30-39 POINTS Attends at least 75% of required/assigned skills laboratory activities or has met with faculty mentor within 2 weeks of an absence to arrange and has completed suitable substitute for missed activity in a timely and satisfactory manner.	20-29 POINTS Attends at least 50% of required/assigned skills laboratory activities or has met with faculty mentor within 2 weeks of an absence to arrange and has completed suitable substitute for missed activity in a timely and satisfactory manner.	0 POINTS Attends less than 50% of required/assigned skills laboratory activities or has not met with faculty mentor or has arranged but not completed suitable substitute for missed activity in a timely and satisfactory manner.	
Participation	40 POINTS Participates meaningfully in all required skills lab activities attended.	30-39 POINTS Participates meaningfully in at least 75% of required skills lab activities attended.	20-29 POINTS Participates meaningfully in at least 50% of required skills lab activities attended.	0 POINTS Participates meaningfully in less than 50% of required skills lab activities attended.	
Preparation	20 POINTS Demonstrates adequate preparation for all required skills lab activities attended.	15-19 POINTS Demonstrates adequate preparation for at least 75% of required skills lab activities attended.	10-14 POINTS Demonstrates adequate preparation for at least 50% of required skills lab activities attended.	0 POINTS Demonstrates adequate preparation for less than 50% of required skills lab activities attended.	
Total Points					

Teaching/ Learning Presentation (Optional)

Presentation Grading Rubric: Attachment C

Present Grading Rubric: Attachment B

Presentation Criteria	Possible Points	Actual Points/Comments
Assessment performed	2	
Content accuracy-synthesis of information from relevant sources	8	
Quality of presentation	4	
Logical flow/clarity	4	
Response to questions	2	
Total	20	