1. General Information

1a. Submitted by the College of:  NURSING

   Date Submitted:  10/28/2015

1b. Department/Division:  Nursing

1c. Contact Person

   Name:  Zim Okoli
   Email:  ctokoli1@uky.edu
   Phone:  3-6606

   Responsible Faculty ID (if different from Contact)

   Name:  
   Email:  
   Phone:  

1d. Requested Effective Date:  Specific Term/Year  

   Spring 2016

1e. Should this course be a UK Core Course?  No

2. Designation and Description of Proposed Course

2a. Will this course also be offered through Distance Learning?:  Yes

2b. Prefix and Number:  NUR 909

2c. Full Title:  Proposal Development

2d. Transcript Title:

2e. Cross-listing:

2f. Meeting Patterns

   LECTURE:  5
   OTHER:  10

   OTHEREXPLAIN:  online activities: modules, discussion board

2g. Grading System:  Graduate School Grade Scale

2h. Number of credit hours:  1

2i. Is this course repeatable for additional credit?  No

   If Yes: Maximum number of credit hours:

   If Yes: Will this course allow multiple registrations during the same semester?  No
2j. Course Description for Bulletin: This course focuses on writing and critical thinking skills for development of a proposal for funding. Students will apply their knowledge related to evaluation of evidence and data collection to develop a proposal based on critical review of the literature that identifies gaps in knowledge and appropriate methods to address specific aims and/or objectives.

2k. Prerequisites, if any: NUR 915; NUR 916; and STA 569 or 570

2l. Supplementary Teaching Component:

3. Will this course taught off campus? No
   If YES, enter the off campus address:

4. Frequency of Course Offering: Spring,
   Will the course be offered every year? Yes
   If No, explain:

5. Are facilities and personnel necessary for the proposed new course available?: Yes
   If No, explain:

6. What enrollment (per section per semester) may reasonably be expected?: 20

7. Anticipated Student Demand
   Will this course serve students primarily within the degree program?: Yes
   Will it be of interest to a significant number of students outside the degree pgm?: No
   If Yes, explain:

8. Check the category most applicable to this course: Traditional – Offered in Corresponding Departments at Universities Elsewhere,
   If No, explain:

9. Course Relationship to Program(s).
   a. Is this course part of a proposed new program?: No
      If YES, name the proposed new program:
   b. Will this course be a new requirement for ANY program?: Yes
      If YES, list affected programs: DNP program

10. Information to be Placed on Syllabus.
    a. Is the course 400G or 500?: No
    b. 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: No

Distance Learning Form
Instructor Name:  Zim Okoli
Instructor Email:  ctokoli1@uky.edu
Internet/Web-based:  No
Interactive Video:  No
Hybrid:  Yes

1. How does this course provide for timely and appropriate interaction between students and faculty and among students? Does the course syllabus conform to University Senate Syllabus Guidelines, specifically the Distance Learning Considerations?  Students will meet up to 5 times per semester in person (face to face class meetings), and will also participate in Blackboard/Canvas discussions and interactive learning such as case studies. Syllabus conforms to Senate Guidelines.

2. How do you ensure that the experience for a DL student is comparable to that of a classroom-based student’s experience? Aspects to explore: textbooks, course goals, assessment of student learning outcomes, etc.  Textbooks, student learning objectives, and assessments of students are identical to the experience in a traditional course. Students have the opportunity to interact with fellow students online and at the face to face meetings.

3. How is the integrity of student work ensured? Please speak to aspects such as password-protected course portals, proctors for exams at interactive video sites; academic offense policy; etc.  Students are required to login to UK learning management system (BB/Canvas) for all course materials. Cheating and plagiarism policies are stated on the syllabus, and all policies are given to students in the CON graduate student handbook, as well as the Student Rights and Responsibilities.

4. Will offering this course via DL result in at least 25% or at least 50% (based on total credit hours required for completion) of a degree program being offered via any form of DL, as defined above?  The Doctor of Nursing Practice program is currently offered as a distance learning program.

   If yes, which percentage, and which program(s)?  100%

5. How are students taking the course via DL assured of equivalent access to student services, similar to that of a student taking the class in a traditional classroom setting?  Students taking this course via DL have access to the same services as students in a traditional classroom setting. They are given access to library services, and all course materials on blackboard/canvas. In addition, faculty are available via phone, email, or in person for consultation about the course. Students are also given contact information for the 24/7 UK IT Help Desk which includes learning management system support and password reset support.

6. How do course requirements ensure that students make appropriate use of learning resources?  Course requires students to use blackboard/canvas for electronic discussions as well as to access course documents and for submission of assignments.

7. Please explain specifically how access is provided to laboratories, facilities, and equipment appropriate to the course or program.  All students are given a UK user ID and then create a unique myUK password which is then used as their logon for myUK and learning management system. Course communications are sent to the students official university email account only. Students have access to the Nursing building and to the graduate student study area via badge access.
8. How are students informed of procedures for resolving technical complaints? Does the syllabus list the entities available to offer technical help with the delivery and/or receipt of the course, such as the Information Technology Customer Service Center (http://www.uky.edu/UKIT)? The syllabus lists contact information for the instructor and the 24/7 UK IT HELP Desk.

9. Will the course be delivered via services available through the Distance Learning Program (DLP) and the Academic Technology Group (ATL)? YES

If no, explain how student enrolled in DL courses are able to use the technology employed, as well as how students will be provided with assistance in using said technology.

10. Does the syllabus contain all the required components? YES

11. I, the instructor of record, have read and understood all of the university-level statements regarding DL.

Instructor Name: Zim Okoli
Course: NUR 909: Proposal Development

Placement: Spring, Fall Semester

Credit Hours: 1 credit hour

Faculty: Chizimuzu Okoli, PhD, MSN, MPH, RN
Assistant Professor
Office: 517 College of Nursing
Phone: (859)323-6606
(859) 866-8508 (cell)
FAX: (859) 323-1057
E-mail: ctokol1@uky.edu

Faculty Office Hours:
Course faculty is available to meet with students by appointment. Appointments may be made by students using faculty e-mail addresses (preferable method) or phone numbers listed on the front of the syllabus. Students can expect that faculty will respond to email or telephone messages within 48 hours during the regular business week.

**COURSE DESCRIPTION:**

This course focuses on writing and critical thinking skills for development of a proposal for funding. Students will apply their knowledge related to evaluation of evidence and data collection to develop a proposal based on critical review of the literature that identifies gaps in knowledge and appropriate methods to address specific aims and/or objectives.

**Course Prerequisites:** NUR 915; NUR 916; STA 569 or 570

**STUDENT LEARNING OUTCOMES:** At the completion of this course, the student will be able to:

1. Apply critical appraisal of the evidence to support, identify, and justify the need to address a problem in nursing practice (DNP Essentials: I, VI)
2. Apply knowledge of research/evidence-based practice to develop a proposal for a study/evidence-based project to address a problem in nursing practice (DNP Essentials: I, III)
3. Demonstrate critical thinking and synthesis of course content (DNP Essentials I, III)
STANDARDS

1. AACN DNP Essentials
   I. Scientific Underpinnings for Practice
   III. Clinical Scholarship and Analytical Methods for Evidence-Based Practice
   VI. Interprofessional Collaboration for Improving Patient and Population Health Outcomes

REQUIRED TEXTS AND REFERENCES:


Nursing Granting Agencies
National League for Nursing: http://www.nln.org/researchgrants/sttigrants.htm
National Institute of Nursing Research: http://www.ninr.nih.gov/
Sigma Theta Tau International: http://www.nursingsociety.org/Research/Grants/Pages/grantsbydate.aspx

Optional Texts/Materials:

LEARNING METHODS

Course activities will be individualized to the learning needs and interests of students, as possible to meet the course objectives. Learning methodologies will include:

- Lecture/ In class discussion
- Required reading (text, Internet, and journals)
- Computer and Web assisted instruction
- In class consultative group work
- Web based modules

GRADING SCALE:

Grading scale for graduate students:

90-100% = A
80 – 89% = B
70 – 79% = C
<69 = E

Incomplete grades
Prior to taking an incomplete grade for the course students MUST have permission from the faculty. Permission for an incomplete grade will be granted for acceptable circumstances. Students will have six months to resolve incomplete grades as follows:

- It is expected that all incomplete assignments will be turned in within the first 3 months.
- Within the first 3 months, earned grades for all incomplete assignments will be reduced by one letter grade (Ex. A to B, etc.).
- If the student chooses to continue the “incomplete” beyond the first 3 months, up to and at the end of the six month period, the earned course grade will be reduced by one letter grade.
- After six months, if work is not completed, the course grade will become an “E”.

This policy will apply except in those situations that are considered to be beyond the control of the student.
EVALUATION:

4 Graded writing assignments (40 points)
  1 Final paper (50 points)
  1 presentation (10 points)

Summary Description of Course Assignments

<table>
<thead>
<tr>
<th>Component</th>
<th>Due Date</th>
<th>Proportion of final grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Purpose, Specific aims/Objectives page &amp;</td>
<td>Week 3</td>
<td>10%</td>
</tr>
<tr>
<td>Background for Study</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B. Approach/ Project Description</td>
<td>Week 6</td>
<td>10%</td>
</tr>
<tr>
<td>C. Budget and Justification</td>
<td>Week 9</td>
<td>10%</td>
</tr>
<tr>
<td>D. Human Subjects</td>
<td>Week 12</td>
<td>10%</td>
</tr>
<tr>
<td>E. Final Proposal</td>
<td>Week 14</td>
<td>50%</td>
</tr>
<tr>
<td>F. Proposal Presentation</td>
<td>Week 15</td>
<td>10%</td>
</tr>
</tbody>
</table>

ASSIGNMENTS:

A. **Purpose, Specific aims/Objectives page & Background for Study Post to CANVAS by Midnight on XXX**

This first formal writing assignment will serve three purposes: (a) to introduce the need for your proposal idea (b) to discuss objectives/specific aims (c) and justify why this proposal idea is pertinent to the funding organization.

1. Develop a **1 page** (maximum) **Specific Aims/Objectives page** section:
   - Statement of the significance of the problem/need
   - What you intend to do to address the problem/need
   - The specific aims/objectives of your study/project.
   - Concluding statement of the relevance of this study/project to the aims of the funding agency.

2. Develop a **2-page** (maximum) **Background/Needs**
   - The scope of the problem
   - What has been done to address the problem
   - What needs to be done to address the problem
   - The relevance of your proposed study/project in addressing the problem
   This assignment should be single-spaced and document margins should be 0.5 inches all around

B. **Approach/ Project Description Post to CANVAS by Midnight on XXX**

This second formal writing assignment will serve four purposes: (a) Your approach to meeting specific aims/objectives, (b) The design of your study/project, (c) How you will evaluate the outcomes of your study/project, and (d) The timeline of your study/project
Develop a 3 page (maximum) **Approach/Project Descriptions** section:
- Describe your approach to meeting each specific aim/objective
- What activities will you employ to achieve these objectives
- What research design, measures, and analytical approaches will you use to evaluate your outcomes.
- Timeline of events with milestones of project components (you may want to develop a Gantt Chart).

This assignment should be single-spaced and document margins should be 0.5 inches all around

C. **Budget and Justification Post to CANVAS by Midnight on XXX**
   This third formal writing assignment will serve the purpose of: (a) Critically thinking about the financial scope of your study/project, (b) developing a reasonable budget to meet your study/project, and (c) justify the inclusion of resources needed to complete your project within the allotted timeline

Develop a 1-page (maximum) **Budget and Justification**
- List the resources (personal, equipment, support services) you will require to carry out your project
- Estimate the expenses associated with the resources
- Justify the inclusion of each resource and associated expenses

This assignment should be single-spaced and document margins should be 0.5 inches all around

D. **Human subjects section Post to CANVAS by Midnight on XXX**
   This fourth formal writing assignment will serve the primary purpose of stating how you will ensure the protection of human subjects and data you will use for your project

Develop a 1-page (maximum) **Human subjects section which**
- Describes potential issues of ethical concern related to your project
- How you will address these issues of ethical concern
- How you will ensure the protection of human subjects and/or data you will obtain as a result of the study/project
E. **FINAL PROPOSAL**

Grading Criteria for Final Proposal:
Grading criteria for the proposals will be as below, unless the student(s) completes an analysis that does not align with the below criteria. If this occurs, the student(s) is/are to develop and present to the course coordinator the evaluation criteria by which his/her/their proposal should be graded (to be approved by the third in-class session XXX).

<table>
<thead>
<tr>
<th><strong>Specific Aims</strong></th>
<th>10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Specific Aims, Questions, or Hypotheses, as applicable.</td>
<td></td>
</tr>
</tbody>
</table>

**Background and Significance (2 pages maximum)**
1. Introduction to the population of interest
2. Gaps in the literature regarding the problem to justify why it needs to be studied.
3. Theoretical framework (if applicable)

<table>
<thead>
<tr>
<th><strong>Approach/Project Description</strong></th>
<th>20</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Description of design and activities</td>
<td></td>
</tr>
<tr>
<td>2. Recruitment and/or data collection</td>
<td></td>
</tr>
<tr>
<td>a. Description of setting (i.e., outpatient clinic, hospital setting, research units, etc)</td>
<td></td>
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<tr>
<td>b. Description of sampling technique (i.e., convenience sample, random sample, purposive sample, quota sampling could be persons or practices)</td>
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<tr>
<td>c. Description of recruitment or method of obtaining data sources (i.e., electronic chart records, surveys)</td>
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<tr>
<td>d. Inclusion Criteria; Exclusion criteria for participants.</td>
<td></td>
</tr>
<tr>
<td>e. Describe roles of stakeholders (i.e., research/staff/organizations involved)</td>
<td></td>
</tr>
<tr>
<td>3. Measures/Instruments</td>
<td></td>
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<tr>
<td>Table of measures stating how will measure/assess variables/etc</td>
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<tr>
<td>4. Data analysis</td>
<td></td>
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<tr>
<td>a. Validity/reliability of instruments</td>
<td></td>
</tr>
<tr>
<td>b. Appropriate statistical tests</td>
<td></td>
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<tr>
<td>5. Timeline of procedures</td>
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</table>

*Note: Points for grammatical issues will be deducted from each section of the paper if applicable.*

<table>
<thead>
<tr>
<th><strong>Human Subject Protection Plan</strong></th>
<th>10</th>
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</thead>
<tbody>
<tr>
<td>a. IRB approval from UK/appropriate health department or hospital</td>
<td></td>
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<tr>
<td>b. Consent forms (if necessary)</td>
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<tr>
<td>c. Other ethical considerations</td>
<td></td>
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<tr>
<td>d. Data storage</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Budget and Justification</strong></th>
<th>10</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Resources</td>
<td></td>
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<tr>
<td>b. Costs/Expenses</td>
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<tr>
<td>c. Justification</td>
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</table>

**Total Possible Points** 50

This assignment should be single-spaced with document margins 0.5 inches all around
F. PRESENTATION

**Students are to present a basic overview of their proposal.** Presentations are scheduled for XXX and should be no longer than 5 minutes in length. Grading criteria for the presentations will be as below, unless the student(s) completes an analysis that does not align with the below criteria. If this occurs, the student(s) is/are to develop and present to the course coordinator the evaluation criteria by which his/her/their presentation should be graded (to be approved in advance before the day of the presentation).

<table>
<thead>
<tr>
<th>Specific Aims (1 slide)</th>
<th>2</th>
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</thead>
<tbody>
<tr>
<td>Specific Aims, Questions, or Hypotheses, as applicable.</td>
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<table>
<thead>
<tr>
<th>Background and Significance (1 slide)</th>
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<tbody>
<tr>
<td>1. Introduction to the population of interest</td>
<td></td>
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<tr>
<td>2. Brief literature review demonstrating the problem</td>
<td></td>
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<tr>
<td>3. Gaps in the literature regarding the problem to justify why it needs to be studied</td>
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<tr>
<td>4. Theoretical framework if applicable</td>
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<table>
<thead>
<tr>
<th>Design and Methods (2 slides)</th>
<th>4</th>
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</thead>
<tbody>
<tr>
<td>1. Description of design {i.e; Randomized control trial; Quasi-experimental (experimental group vs. control group); Observational/Descriptive study; Program/Outcome evaluation; Quality Assurance; Fidelity study; Other }</td>
<td></td>
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<tr>
<td>2. Sample and Setting</td>
<td></td>
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<tr>
<td>a. Description of setting (i.e., outpatient clinic, hospital setting, research units, etc)</td>
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<tr>
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<tr>
<th>Budget (1 slide)</th>
<th>2</th>
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</table>

| Human subjects considerations (1 slide) | 2 |

**Total Possible Points** 10
## CLASS SCHEDULE

**Fall 2015 Content and Calendar (tentative course schedule)**

<table>
<thead>
<tr>
<th>Date</th>
<th>Course Content (Readings from texts in parentheses)</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 27</td>
<td><strong>First Class Meeting</strong>: on campus meetings are highlighted</td>
</tr>
<tr>
<td></td>
<td>- Funding opportunities and Funding Agencies</td>
</tr>
<tr>
<td></td>
<td>- Writing Purpose, specific aims/objectives</td>
</tr>
<tr>
<td></td>
<td>- Structuring the Background and Justification of need</td>
</tr>
<tr>
<td>8/28-9/4</td>
<td><strong>Assignment:</strong></td>
</tr>
<tr>
<td></td>
<td>Online Lecture Module 1</td>
</tr>
<tr>
<td></td>
<td>Bowers-Lanier, R. chapters 1-4</td>
</tr>
<tr>
<td>9/4-9/11</td>
<td><strong>Complete Assignment 1</strong></td>
</tr>
<tr>
<td>9/18-9/24</td>
<td><strong>Assignment:</strong></td>
</tr>
<tr>
<td></td>
<td>Online Lecture Module 2</td>
</tr>
<tr>
<td></td>
<td>Bowers-Lanier, R. chapters 5 &amp; 6</td>
</tr>
<tr>
<td>9/25-10/2</td>
<td><strong>Work on Assignment 2</strong></td>
</tr>
<tr>
<td>Date Range</td>
<td>Assignment</td>
</tr>
<tr>
<td>---------------</td>
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</tr>
<tr>
<td>10/3-10/10</td>
<td>Work on Assignment 2</td>
</tr>
<tr>
<td>10/10-10/16</td>
<td>Complete Assignment 2</td>
</tr>
<tr>
<td></td>
<td>Approach/Project Description section due by Midnight 10/14</td>
</tr>
<tr>
<td>October 15</td>
<td><strong>Third Class Meeting:</strong></td>
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<tr>
<td></td>
<td>• Budget/Justification</td>
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<td></td>
<td>• Human subjects protection</td>
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<tr>
<td>10/16-10/29</td>
<td><strong>Assignment:</strong></td>
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<tr>
<td></td>
<td>Online Lecture Module 3</td>
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<tr>
<td></td>
<td>Bowers-Lanier, R. chapter 8</td>
</tr>
<tr>
<td>10/30-11/5</td>
<td>Budget section due by Midnight 11/3</td>
</tr>
<tr>
<td>11/6-11/19</td>
<td>Work on Assignment 4</td>
</tr>
<tr>
<td>11/20-11/27</td>
<td>Humans subject section due Midnight 11/24</td>
</tr>
<tr>
<td>11/28-12/3</td>
<td>Work on Final proposal/Final proposal powerpoint</td>
</tr>
<tr>
<td>12/3-12/10</td>
<td>Final Proposal/PowerPoint Due 12/9 by Midnight.</td>
</tr>
<tr>
<td>December 10</td>
<td><strong>Last Class Meeting:</strong></td>
</tr>
<tr>
<td></td>
<td>• Proposal Presentations</td>
</tr>
</tbody>
</table>
WHAT DOES ONLINE LEARNING MEAN?
This means that the course materials will be available to you on the web and that you will turn assignments in on the web. This does not mean; however, that the course is not interactive. For example, you may participate in online discussions with other class members and faculty as needed using virtual meeting technology available through Canvas. **Because no technology is ever completely fail-safe, we ask that students maintain back-up copies of all coursework.** Characteristics of successful distance learners should be reviewed at [http://www.uky.edu/DistanceLearning/current/resources/dlReadiness.html](http://www.uky.edu/DistanceLearning/current/resources/dlReadiness.html)

DISTRIBUTED LEARNING CLASS FORMAT
This course uses a distributed learning format. There will be 4 class meeting; the remainder of the course is taught via a web- enhanced format and independent learning activities. The on-line portion of the course will be facilitated using the Canvas Server. The course will be interactive both in class and on-line. Approximately 1/4 of the course will consist of traditional face-to-face methods and the remainder will consist of interactive learning assignments, electronic technology and experiential work.
This means that some of the course materials are available to you on the web. In-class meetings are scheduled once each month.

**Online Class Conduct**
Your messages/words/media reflect YOU. Think about your audience and the relevance of your message before hitting the ‘submit’ button. Take time to make sure your message is correct in its form and content. You can do this by being concise and descriptive. Remember that the people in this class, including the faculty, are someone like you; they deserve and appreciate respect. Reviewing your message by watching it or reading it out loud will help you to ensure that it is appropriate.

**Canvas Protocol (LMS)**
Online education requires excellent time management and self-motivation. As an online class, this means receiving Canvas notifications ASAP and checking these notifications daily for messages, announcements, or assignment information. Budgeting your time carefully for coursework and reading/studying as if you were attending a class on a campus will help you avoid unforeseen delays and procrastination that will affect your overall performance.

**Computer requirements:** This web-enhanced course requires the following: (1) a computer with high speed access to the internet (Ethernet, broadband cable or DSL connection) and an internet browser.

**Minimum required laptop computer hardware:**
- Processor: Dual Core 1.8 Ghz or higher
- RAM: 4 GB minimum (more preferred)
- Hard Drive: 250 GB or larger preferred (minimum 100 GB or larger)
- Wireless card: 802.11n preferred (minimum 802.11 b/g compatible)
- Operating system: Most recent version for your hardware (for example, Mac OS 10.10+ or Windows 8+)
- Up-to-date virus software, preferably installed before coming to campus
- Webcam (many laptops come with an integrated webcam and will not require an external device)
• Headphones or headset with microphone
• Other helpful options: 2 GB or higher USB Flash Drive, external hard drive (for data backup/extra storage), wired or wireless external mouse, video out adapters (dvi/hdmi), and a laptop security cable

**Minimum required tablet computer hardware:**
• Processor: Dual Core 1.3 Ghz or higher | Apple A5 or higher
• Storage capacity: 32 GB or larger
• Operating system: Most recent version for your hardware (for example, Windows 8.1, Windows RT, iOS 8)

Because tablets have less storage than laptops, tablet users with high-speed Internet connectivity can use UK’s virtual desktop and application solution (www.uky.edu/VirtualDEN) to expand the number of applications available to them. See further below in this document about the software this service provides. Also, many tablets have HDMI or USB ports for connecting external monitors, keyboards, mouse, headset, and other devices.

**Software**
1) Visit [https://download.uky.edu/](https://download.uky.edu/) to learn about software available free of charge or at a reduced rate.
2) An active University of Kentucky e-mail account that is not forwarded to another email address, and
3) Microsoft Office 2007, which is available free to all university students from [http://e5.onthehub.com/WebStore/Welcome.aspx?ws=f43536c5-bbb4-dd11-b00d-0030485a6b08&vsro=8&JSEnabled=1](http://e5.onthehub.com/WebStore/Welcome.aspx?ws=f43536c5-bbb4-dd11-b00d-0030485a6b08&vsro=8&JSEnabled=1).

Contact the University of Kentucky Instructional Technology Customer Service Center (257-1300) for download instructions.
It is important to have a basic understanding of how to use the World Wide Web (web) as well as Microsoft Office products (Word, PowerPoint, Excel, and Exchange). If you need assistance, help is available in The Hub, located in the basement of W.T. Young Library. For more information, visit [http://www.uky.edu/Libraries/hub](http://www.uky.edu/Libraries/hub). In addition, students should be able to use the internet to access the Medical Center and other UK Libraries, search library databases, and obtain literature necessary for class work and assignments.

**COMMUNICATION**
**Email or Canvas Messaging are the preferred methods of communication**
**Students should check UK email account and Canvas Notifications daily and must respond to faculty communication within 2 business days of receipt**
*Faculty will respond to student emails within 2 business days of receipt.*

**UK E-Mail Account**
Course faculty may communicate via UK e-mail. Students must use UK e-mail account for email correspondence and check UK e-mail account daily

**Library Access**
In addition, students should be able to use the internet to access the Medical Center and other UK Libraries, search library databases, and obtain literature necessary for class work and assignments. For information on Distance Learning Library Services, please see [www.uky.edu/Libraries/DLLS](http://www.uky.edu/Libraries/DLLS) or contact the Distance Learning Librarian via local phone (859) 257-0500 ext 2171; long distance (800) 828-0439 (option #6) or email dllservice@email.uky.edu.
POLICIES:

Submission of Assignments:
- All assignments are due by **12:00 Midnight** on the due dates.
- All assignments must be uploaded to a corresponding Assignment Drop Boxes on Bb course site. **NO ASSIGNMENTS ARE ACCEPTED THROUGH E-MAIL (UNLESS REQUESTED BY INSTRUCTOR)**
- All assignments must be turned in **on time**. Late assignments will have a deduction of **5% per day** from the final grade. Late assignments will not be accepted after the 2nd day. Life happens so it is your responsibility to discuss inability to submit assignments on time to your instructor prior to the due date.

Attendance Policy.
In a graduate seminar, each class member’s preparation and contribution is vital to the quality of both his/her own individual learning and that of the other class members. Therefore, attendance is required and will be included in the Class Participation Grade. Tardiness and unexcused situations where students arrive in class late or leave early, at the end of class, will also be considered in the computation of the Class Participation Grade. University policies related to excused and unexcused absences are found in the University of Kentucky Student Rights and Responsibilities Guidelines (Please refer to Administrative Resources at [http://www.uky.edu/StudentAffairs/Code/](http://www.uky.edu/StudentAffairs/Code/)). Each of these features (attendance, promptness, preparation, and thoughtful, active discussion) will be considered in computation of the Class Participation Grade. **Remember, by missing even one of the class meetings, you will miss 20% of the class time and will lower your participation grade!**

Inclement weather
The University of Kentucky has a detailed policy for decisions to close in inclement weather. The snow policy is described in detail at [http://www.uky.edu/PR/News/severe_weather.htm](http://www.uky.edu/PR/News/severe_weather.htm) or you can call (859) 257-5684. In general, the University is not closed for severe weather, but the instructor may decide to cancel the class, in which case, he will contact you via e-mail (or cell phone) and let you know before the class begins.

Excused Absences:
Students need to notify the professor 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 class if more than 20% of the classes scheduled for the semester are missed (excused or unexcused) per university policy.

**Verification of Absences**
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.

**INCOMPLETE GRADES**
Prior to taking an incomplete grade for the course, students MUST have permission from the faculty. Permission for an incomplete grade will only be granted for acceptable circumstances.

Grades will be reduced when incompletes occur (see criteria below).

Students will have 6 months to resolve incomplete grades as follows:

- It is preferred that the course will be completed and that all incomplete assignments will be turned in within the first 3 months after the semester ends. For assignments completed within the first 3 months after the course ends, earned grades for each/all incomplete assignments will be reduced by one letter grade (Ex. A to B, etc.).
- If the student chooses to continue the “incomplete” beyond the first 3 months, up to and at the end of the six month period, the course grade will be reduced by one additional letter grade.
- After six months, if work is not completed, the course grade will become an “E”.

This policy will apply except in those situations that are considered to be beyond the control of the student.

**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](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
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, yourself-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).

**Please note:** Any assignment you turn in may be submitted to an electronic database to check for plagiarism.

**Accommodations due to disability:**
If you have a documented disability that requires academic accommodations, please see me as soon as possible during scheduled office hours. In order to receive accommodations in this course, you must provide me with 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.

**Classroom Behavior Policies**
a. Cell phones or pagers should be turned off or on vibrate during class. If you are expecting an Emergency, please inform the instructor prior to class. Text messaging during class is **not permitted**; if you have an emergency and need to
send someone a message or make a phone call during class, please leave the classroom to do so.

b. Students should not be on the internet or using their laptop for “non-course related reasons” during class. **Laptops are not to be used in class unless we are doing an activity that requires the use of student computers because this can be distracting to other students. Texting or non-course related use of the internet will result in loss of the class discussion points.**

**Health Sciences Student Professional Behavior Code**
The College of Nursing ascribes to the Health Sciences professional behavior code. Please see the following web site for additional information:
www.uky.edu/Regulations/AR/ar083.pdf

**Teacher/Course Evaluations**
“The University policy on faculty performance review requires that faculty obtain student evaluations of teaching for every course every semester. To meet this requirement, the College of Nursing uses web-based surveys on a confidential site for faculty and course evaluation. All students enrolled in this course are required to access the CoursEval website to fill out evaluations or to decline the opportunity within the designated time frame. Students who don’t visit each survey available to them within the designated time will receive an incomplete in the course that will remain until the surveys are accessed. Students should take this opportunity to provide serious input regarding faculty performance and course evaluation. These evaluations are used by the College of Nursing to improve the curriculum and enhance faculty teaching. Evaluations are completely anonymous. The information is compiled and shared with individual faculty members and appropriate administrators only after final grades are submitted. **To receive announcements about the evaluations, students must activate and use their UK email addresses. Forwarding UK email to an alternate address is not a viable option.**”

**Identification Badges**
All students using Medical Center facilities for any purpose are issued an identification badge. If you lose or misplace the badge, you will be required to replace it at your expense. Without this badge, you will be unable to use Medical Center facilities. Graduating students will not receive final grades or transcripts until return of the ID badge to the Office of Student Services on the final day of classes. The Office of Student Services will assist with the badge process.
Licensure
Registered nurse licensure without limitations in the state in which your clinical will take place is prerequisite to a clinical practicum or research. This means you will need a Kentucky R.N. license and a license for any out-of-state clinical.