

# NURS 5616 - Int Psyc-Mental Health Pract

## Fall 2024 Syllabus, Section 180, CRN 15308

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### Instructor Information

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Office Hours:  
Tuesdays 4:00 - 7:00 pm (face to face or virtual)  
Wednesday 4:00 - 6:00 pm (face to face or virtual)  
Thursday 10:30 - 11:30 am (virtual by appointment)  
Other times available by appointment  
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### Times and Location

Does Not Meet Face-to-Face

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### Course Description

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### Additional Course Information

Review clinical practicum policies & preceptor packet in course overview folder in blackboard.

### Program Learning Outcomes

#### MSN Program Learning Outcomes

Upon completion of the MSN post-master's PMHNP program, graduates will:

1. Critically analyze, interpret and utilize appropriate knowledge, research and theories to meet the health care needs of diverse client populations across the lifespan.
2. Collaboratively plan the delivery of culturally sensitive health care with organizations and the community.
3. Contribute to the advancement of nursing profession through evidenced-based research and practice.
4. Synthesize the leadership management, negotiating, teaching/coaching and consulting roles to foster continual improvement in order to meet changing societal and environmental needs.
5. Operationalize ethical, legal, political, and economic principles in application to management of healthcare delivery across the lifespan.
6. Advocate for advanced nursing practice through a commitment to lifelong learning and community service.

## Student Learning Outcomes

1. Utilize evidence-based knowledge to validate knowledge relevant to the psychiatric mental health care of individuals and families throughout the lifespan.
2. Integrate cultural, spiritual, ethnic, age, gender, and sexual orientation components in development of patient-centered plans of care for individuals with complex acute and chronic psychiatric disorders and mental health problems.
3. Integrate data obtained from patient history and mental health assessment to develop a diagnosis and customize a plan of care for individuals with acute or chronic psychiatric disorders and mental health problems across the lifespan.
4. Evaluate patient and family outcomes for the purpose of monitoring and modifying care ensuring patient safety.
5. Collaborate with other health care professional to provide comprehensive health services to individuals and families with psychiatric disorders and mental health problems across the lifespan.
6. Implement the psychiatric mental health nurse practitioner role in the diagnosis and management of common acute and chronic psychiatric mental health illness across the lifespan.
7. Educate individuals and families with psychiatric disorders and mental health problems in community skills and behaviors to promote, maintain or restore health.
8. Appraise the association of access to care, cost, quality and safety elements and the effect on the delivery of health care to individuals and families with psychiatric disorders and mental health problems.

## Important Dates

Visit the Academic Calendar ([tamui.edu](https://www.tamui.edu)) (<https://www.tamui.edu/academiccalendar/>) page to view the term's important dates.

## Textbooks

Group	Title	Author	ISBN
Required	(2022). Diagnostic and statistical manual of mental disorders, Text revision Dsm-5-Tr. 5th Ed.	American Psychiatric Association	ISBN-13 978-0890425763
Required	Psychiatric-Mental Health Nurse Practitioner Review Manual 4th Edition with 2020 Addendum. American Nurses Association Enterprise	Johnson, K., Vanderhoef, D. & Magrath, N	ISBN: 9781935213796
Required	Stahl's Prescribers Guide, 8th Ed.	Stahl, S. M	ISBN-10 1009464736 ISBN-13 978-1009464734
Required	Psychotherapy for the advanced practice psychiatric nurse: A how to guide for evidence-based practice. 3rd Edition	Wheeler, K.	ISBN-10 082619379X ISBN-13 978-0826193797

## Other Course Materials

To go to the bookstore, [click here \(https://www.bkstr.com/texasaminternationalstore/home/\)](https://www.bkstr.com/texasaminternationalstore/home/).

Required reading: **Self Directed Study** - use required texts & other resources to develop patient centered plans of care in the clinical setting, self-remediation & preparation for the PMHNP certification exam.

Assigned Readings: Textbooks from previous semesters should be used as references during your clinical practicum. The PMHNP Board Certification Exam Review Text is required. ( you will use this text to prepare for your board certification examination). Check Blackboard for additional assigned readings. The certification review text & the APEA Certification prep packet is **designed for self-study. Please create your plan accordingly.**

**APEA certification prep packet** - contact bookstore.

Additional texts include those you have acquired throughout your program. Please be sure to have a **psychopharmacology textbook or App** on your smartphone which you will need while in clinical practicum.

Optional: other review books or online resources - PMHNP - BC certification with practice questions & answers. Examples: board vitals, examedge.com, ANCC practice questions, PMHNP pocket prep .....

**Required Reading: Self Directed Study:**

You will develop a plan for preparing for the board certification examination using resources, and a required text for this final semester, This is a self-paced assignment so make your plans accordingly but there is a written assignment where you will outline your plan.

**American Nurses Credentialing Center (ANCC) PMHNP Board Certification Examination Information**

Psychiatric-Mental Health Nurse Practitioner (Across the Lifespan) Certification (PMHNP-BC™) (Links to an external site.) (<https://www.nursingworld.org/our-certifications/psychiatric-mental-health-nurse-practitioner/>)

**Initial Certification Application**

You may apply for this computer-based test year round and test during a 90-day window at a time and location convenient to you. The exam allows 3.5 hours to answer 175 questions (150 scored plus 25 pretest questions that are not scored).

**Note that there are substantial discounts if you are a member of one or more of your professional organizations.**

The non-member cost for initial certification is \$395. American Nurses Association members have access to a discounted rate of \$295. Members of the American Psychiatric Nurses Association have access at \$220. Please check the ANCC web page (link above) for more details and updated pricing.

## Grading Criteria

GRADE	PERCENTAGE
A	91-100
B	80-90.9
C	75-79.9
F	Below 74
Written, Presentation & Oral Assignments	>75% Pass
Clinical Experience	Pass/Fail

## Grade Breakdown

ASSIGNMENT	VALUE
Assignment #1 Typhon weekly Documentation, 270 hours logs, midterm & final graphical Reports & Evaluations	Pass/Fail
Assignment #2 SOAP Notes Paper (1) (must earn an average >75%) (3 if any one is <75)	20 %
Assignment #3 Seminar Reflective Discussions (1)/voice thread (1)	40 %
Assignment #4 Patient Management presentation (1)	20%
Assignment #5 Barkley post-test & Remediation plan	10 %
Assignment #6 APEA Board pre-certification packet & plan	10%
All written Assignments	Pass/Fail (75% or higher)

## Schedule of Topics and Assignments

Week of	Agenda/Topic	Reading(s)	Due
8/26	Course Orientation Course Objectives Assignments & Due Dates Typhon case & hours log documentation	Syllabus & course policies acknowledgement Preceptor agreement & placement schedule  Develop self-directed study plan & review APEA packet	9/3/24
9/2	In Clinical Self-study plan	Weekly Typhon case & hours logs according to self-study plan	
9/9	In Clinical Self-study plan APEA pretest	Weekly Typhon case & hours logs according to self-study plan APEA packet	9/10/24 APEA pretest
9/16	In Clinical Self-study plan	Weekly Typhon case & hours logs according to self-study plan	
9/23	In clinical Self-study plan Soap Note #1	Weekly Typhon case logs & hours according to self-study plan SOAP Note #1 Voice thread recording	9/24/24 Soap note #1 VT
9/30	In clinical Self-study plan	Weekly Typhon case logs & hours according to self-study plan	
10/7	In clinical Self-study plan Seminar Reflective Presentation	Continue Typhon & self-study Seminar Reflective Presentation #1 virtual meeting on 10/8/24 @ 7-9 pm	10/8/24 Virtual meeting
10/14	In clinical Self-study plan Midterm evaluations	Continue Typhon & self-study Complete midterm evaluations (Midpoint check ~135 hours) 10/20/24	10/20/24
10/21	In clinical Self-study plan Soap Note #2	Continue Typhon & self-study Soap Note #2 Voice thread (if #1 <75)	10/22/24 SN #2 VT
10/28	In clinical Barkley DRT post test	Continue Typhon & self-study Barkley DRT posttest (10/30/24)	10/30/24 Barkley posttest
11/4	In clinical Self-study plan Seminar Reflective #2 Voice Thread Presentation	Continue Typhon & self-study Seminar Reflective #2 Voice Thread Presentation 11/5/24	11/5/24 Seminar Reflective #2 VT
11/11	In clinical self-study plan	Continue Typhon & self-study	
11/18	In clinical Self-study plan	Continue Typhon & self-study APEA Post test	11/19/24 APEA Post Test
11/25	In clinical Self-study plan Schedule Evaluations	Continue Typhon & self-study Complete final evaluations Patient Management presentation virtual seminar on 11/26/24 @ 7-9 pm 11/28 -11/30/24 Thanksgiving Holidays	11/26/24 Virtual meeting 12/3/24
12/2	Complete clinical practicum, Weekly Typhon case logs & hours, graphical reports & evaluations 12/3/24 Last Day of Classes ANCC Board certification exam plan (Barkley's post test) & APEA results remediation plan	ANCC Board certification Exam Plan with Remediation due & APEA results remediation plan	12/3/24
12/9	Submit all 270 Typhon hours, case logs, reports, evaluations & documentation		12/9/24

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## University/College Policies

Please see the University Policies below.

### COVID-19 Related Policies

If you have tested positive for COVID-19, please refer to the Student Handbook, Appendix A (Attendance Rule) for instructions.

### Required Class Attendance

Students are expected to attend every class in person (or virtually, if the class is online) and to complete all assignments. If you cannot attend class, it is your responsibility to communicate absences with your professors. The faculty member will decide if your excuse is valid and thus may provide lecture materials of the class. According to University policy, acceptable reasons for an absence, which cannot affect a student's grade, include:

- Participation in an authorized University activity.
- Death or major illness in a student's immediate family.
- Illness of a dependent family member.
- Participation in legal proceedings or administrative procedures that require a student's presence.
- Religious holy day.
- Illness that is too severe or contagious for the student to attend class.
- Required participation in military duties.
- Mandatory admission interviews for professional or graduate school which cannot be rescheduled.

Students are responsible for providing satisfactory evidence to faculty members within seven calendar days of their absence and return to class. They must substantiate the reason for the absence. If the absence is excused, faculty members must either provide students with the opportunity to make up the exam or other work missed, or provide a satisfactory alternative to complete the exam or other work missed within 30 calendar days from the date of absence. Students who miss class due to a University-sponsored activity are responsible for identifying their absences to their instructors with as much advance notice as possible.

### Classroom Behavior (applies to online or Face-to-Face Classes)

TAMIU encourages classroom discussion and academic debate as an essential intellectual activity. It is essential that students learn to express and defend their beliefs, but it is also essential that they learn to listen and respond respectfully to others whose beliefs they may not share. The University will always tolerate different, unorthodox, and unpopular points of view, but it will not tolerate condescending or insulting remarks. When students verbally abuse or ridicule and intimidate others whose views they do not agree with, they subvert the free exchange of ideas that should characterize a university classroom. If their actions are deemed by the professor to be disruptive, they will be subject to appropriate disciplinary action (please refer to Student Handbook Article 4).

### TAMIU Honor Code: Plagiarism and Cheating

As a TAMIU student, you are bound by the TAMIU Honor Code to conduct yourself ethically in all your activities as a TAMIU student and to report violations of the Honor Code. Please read carefully the Student Handbook Article 7 and Article 10 available at <https://www.tamtu.edu/scce/studenthandbook.shtml> (<https://www.tamtu.edu/scce/studenthandbook.shtml>).

We are committed to strict enforcement of the Honor Code. Violations of the Honor Code tend to involve claiming work that is not one's own, most commonly plagiarism in written assignments and any form of cheating on exams and other types of assignments.

Plagiarism is the presentation of someone else's work as your own. It occurs when you:

1. Borrow someone else's facts, ideas, or opinions and put them entirely in your own words. You must acknowledge that these thoughts are not your own by immediately citing the source in your paper. Failure to do this is plagiarism.
2. Borrow someone else's words (short phrases, clauses, or sentences), you must enclose the copied words in quotation marks as well as citing the source. Failure to do this is plagiarism.
3. Present someone else's paper or exam (stolen, borrowed, or bought) as your own. You have committed a clearly intentional form of intellectual theft and have put your academic future in jeopardy. This is the worst form of plagiarism.

Here is another explanation from the 2020, seventh edition of the Manual of The American Psychological Association (APA):

"Plagiarism is the act of presenting the words, idea, or images of another as your own; it denies authors or creators of content the credit they are due. Whether deliberate or unintentional, plagiarism violates ethical standards in scholarship" (p. 254). This same principle applies to the illicit use of AI.

**Plagiarism:** Researchers do not claim the words and ideas of another as their own; they give credit where credit is due. Quotations marks should be used to indicate the exact words of another. Each time you paraphrase another author (i.e., summarize a passage or rearrange the order of a sentence and change some of the words), you need to credit the source in the text. The key element of this principle is that authors do not present the work of another as if it were their own words. This can extend to ideas as well as written words. If authors model a study after one done by someone else, the originating author should be given credit. If the rationale for a study was suggested in the discussion section of someone else's article, the person should be given credit. Given the free exchange of ideas, which is very important for the health of intellectual discourse, authors may not know where an idea for a study originated. If authors do know, however, they should acknowledge the source; this includes personal communications (p. 11). For guidance on proper documentation, consult the Academic Success Center or a recommended guide to documentation and research such as the Manual of the APA or the MLA Handbook for Writers of Research Papers. If you still have doubts concerning proper documentation, seek advice from your instructor prior to submitting a final draft.

TAMIU has penalties for plagiarism and cheating.

- **Penalties for Plagiarism:** Should a faculty member discover that a student has committed plagiarism, the student should receive a grade of 'F' in that course and the matter will be referred to the Honor Council for possible disciplinary action. The faculty member, however, may elect to give freshmen and sophomore students a "zero" for the assignment and to allow them to revise the assignment up to a grade of "F" (50%) if they believe that the student plagiarized out of ignorance or carelessness and not out of an attempt to deceive in order to earn an unmerited grade; the instructor must still report the offense to the Honor Council. This option should not be available to juniors, seniors, or graduate students, who cannot reasonably claim ignorance of documentation rules as an excuse. For repeat offenders in undergraduate courses or for an offender in any graduate course, the penalty for plagiarism is likely to include suspension or expulsion from the university.
  - *Caution:* Be very careful what you upload to Turnitin or send to your professor for evaluation. Whatever you upload for evaluation will be considered your final, approved draft. If it is plagiarized, you will be held responsible. The excuse that "it was only a draft" will not be accepted.
  - *Caution:* Also, do not share your electronic files with others. If you do, you are responsible for the possible consequences. If another student takes your file of a paper and changes the name to his or her name and submits it and you also submit the paper, we will hold both of you responsible for plagiarism. It is impossible for us to know with certainty who wrote the paper and who stole it. And, of course, we cannot know if there was collusion between you and the other student in the matter.
- **Penalties for Cheating:** Should a faculty member discover a student cheating on an exam or quiz or other class project, the student should receive a "zero" for the assignment and not be allowed to make the assignment up. The incident should be reported to the chair of the department and to the Honor Council. If the cheating is extensive, however, or if the assignment constitutes a major grade for the course (e.g., a final exam), or if the student has cheated in the past, the student should receive an "F" in the course, and the matter should be referred to the Honor Council. Additional penalties, including suspension or expulsion from the university may be imposed. Under no circumstances should a student who deserves an "F" in the course be allowed to withdraw from the course with a "W".
  - *Caution:* Chat groups that start off as "study groups" can easily devolve into "cheating groups." Be very careful not to join or remain any chat group if it begins to discuss specific information about exams or assignments that are meant to require individual work. If you are a member of such a group and it begins to cheat, you will be held responsible along with all the other members of the group. The TAMIU Honor Code requires that you report any such instances of cheating.
- **Student Right of Appeal:** Faculty will notify students immediately via the student's TAMIU e-mail account that they have submitted plagiarized work. Students have the right to appeal a faculty member's charge of academic dishonesty by notifying the TAMIU Honor Council of their intent to appeal as long as the notification of appeal comes within 10 business days of the faculty member's e-mail message to the student and/or the Office of Student Conduct and Community Engagement. The Student Handbook provides more details.

## Use of Work in Two or More Courses

You may not submit work completed in one course for a grade in a second course unless you receive explicit permission to do so by the instructor of the second course. In general, you should get credit for a work product only once.

## AI Policies

Your instructor will provide you with their personal policy on the use of AI in the classroom setting and associated coursework.

## TAMIU E-Mail and SafeZone

Personal Announcements sent to students through TAMIU E-mail (tamiu.edu or dusty email) are the official means of communicating course and university business with students and faculty –not the U.S. Mail and no other e-mail addresses. Students and faculty must check their TAMIU e-mail accounts regularly, if not daily. Not having seen an important TAMIU e-mail or message from a faculty member, chair, or dean is not accepted as an excuse for failure to take important action.

Students, faculty, and staff are encouraged to download the SafeZone app, which is a free mobile app for all University faculty, staff, and students. SafeZone allows you to: report safety concerns (24/7), get connected with mental health professionals, activate location sharing with authorities, and anonymously report incidents. Go to <https://www.tamiu.edu/adminis/police/safezone/index.shtml> for more information.

## Copyright Restrictions

The Copyright Act of 1976 grants to copyright owners the exclusive right to reproduce their works and distribute copies of their work. Works that receive copyright protection include published works such as a textbook. Copying a textbook without permission from the owner of the copyright may constitute copyright infringement. Civil and criminal penalties may be assessed for copyright infringement. Civil penalties include damages up to \$100,000; criminal penalties include a fine up to \$250,000 and imprisonment. Copyright laws do not allow students and professors to make photocopies of copyrighted materials, but you may copy a limited portion of a work, such as article from a journal or a chapter from a book for your own personal academic use or, in the case of a professor, for personal, limited classroom use. In general, the extent of your copying should not suggest that the purpose or the effect of your copying is to avoid paying for the materials. And, of course, you may not sell these copies for a profit. Thus, students who copy textbooks to avoid buying them or professors who provide photocopies of textbooks to enable students to save money are violating the law.

## Students with Disabilities

Texas A&M International University seeks to provide reasonable accommodations for all qualified persons with disabilities. This University will adhere to all applicable federal, state, and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal education opportunity. It is the student's responsibility to register with the Office of Student Counseling and Disability Services located in Student Center 126. This office will contact the faculty member to recommend specific, reasonable accommodations. Faculty are prohibited from making accommodations based solely on communications from students. They may make accommodations only when provided documentation by the Student Counseling and Disability Services office.

## Student Attendance and Leave of Absence (LOA) Policy

As part of our efforts to assist and encourage all students towards graduation, TAMIU provides LOA's for students, including pregnant/parenting students, in accordance with the Attendance Rule (Section 3.07) and the Student LOA Rule (Section 3.08), which includes the "Leave of Absence Request" form. Both rules can be found in the TAMIU Student Handbook (URL: <http://www.tamiau.edu/studentaffairs/StudentHandbook1.shtml> (<http://www.tamiau.edu/studentaffairs/StudentHandbook1.shtml/>)).

## Pregnant and Parenting Students

Under Title IX of the Education Amendments of 1972, harassment based on sex, including harassment because of pregnancy or related conditions, is prohibited. A pregnant/parenting student must be granted an absence for as long as the student's physician deems the absence medically necessary. It is a violation of Title IX to ask for documentation relative to the pregnant/parenting student's status beyond what would be required for other medical conditions. If a student would like to file a complaint for discrimination due to his or her pregnant/parenting status, please contact the TAMIU Title IX Coordinator (Lorissa M. Cortez, 5201 University Boulevard, KLM 159B, Laredo, TX 78041, [TitleIX@tamiau.edu](mailto:TitleIX@tamiau.edu), 956.326.2857) and/or the Office of Civil Rights (Dallas Office, U.S. Department of Education, 1999 Bryan Street, Suite 1620, Dallas, TX 75201-6810, 214.661.9600). You can also report it on TAMIU's anonymous electronic reporting site: <https://www.tamiau.edu/reportit> (<https://www.tamiau.edu/reportit/>).

TAMIU advises a pregnant/parenting student to notify their professor once the student is aware that accommodations for such will be necessary. It is recommended that the student and professor develop a reasonable plan for the student's completion of missed coursework or assignments. The Office of Equal Opportunity and Diversity (Lorissa M. Cortez, [lorissam.cortez@tamiau.edu](mailto:lorissam.cortez@tamiau.edu)) can assist the student and professor in working out the reasonable accommodations. For other questions or concerns regarding Title IX compliance related to pregnant/parenting students at the University, contact the Title IX Coordinator. In the event that a student will need a leave of absence for a substantial period of time, TAMIU urges the student to consider a Leave of Absence (LOA) as outlined in the TAMIU Student Handbook. As part of our efforts to assist and encourage all students towards graduation, TAMIU provides LOA's for students, including pregnant/parenting students, in accordance with the Attendance Rule and the Student LOA Rule. Both rules can be found in the TAMIU Student Handbook (<https://www.tamiau.edu/scce/studenthandbook.shtml> (<https://www.tamiau.edu/scce/studenthandbook.shtml/>)).

## Anti-Discrimination/Title IX

TAMIU does not discriminate or permit harassment against any individual on the basis of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation or gender identity in admissions, educational programs, or employment. If you would like to file a complaint relative to Title IX or any civil rights violation, please contact the TAMIU Director of Equal Opportunity and Diversity/Title IX Coordinator, Lorissa M. Cortez, 5201 University Boulevard, Killam Library 159B, Laredo, TX 78041, [TitleIX@tamiau.edu](mailto:TitleIX@tamiau.edu), 956.326.2857, via the anonymous electronic reporting website, ReportIt, at <https://www.tamiau.edu/reportit> (<https://www.tamiau.edu/reportit/>), and/or the Office of Civil Rights (Dallas Office), U.S. Department of Education, 1999 Bryan Street, Suite 1620, Dallas, TX 75201-6810, 214.661.9600.

## Incompletes

Students who are unable to complete a course should withdraw from the course before the final date for withdrawal and receive a "W." To qualify for an "incomplete" and thus have the opportunity to complete the course at a later date, a student must meet the following criteria:

1. The student must have completed 90% of the course work assigned before the final date for withdrawing from a course with a "W", and the student must be passing the course;



2. The student cannot complete the course because an accident, an illness, or a traumatic personal or family event occurred after the final date for withdrawal from a course;
3. The student must sign an "Incomplete Grade Contract" and secure signatures of approval from the professor and the college dean.
4. The student must agree to complete the missing course work before the end of the next long semester; failure to meet this deadline will cause the "I" to automatically be converted to an "F"; extensions to this deadline may be granted by the dean of the college. This is the general policy regarding the circumstances under which an "incomplete" may be granted, but under exceptional circumstances, a student may receive an incomplete who does not meet all of the criteria above if the faculty member, department chair, and dean recommend it.

## WIN Contracts

The Department of Biology and Chemistry does not permit WIN contracts. For other departments within the college, WIN Contracts are offered only under exceptional circumstances and are limited to graduating seniors. Only courses offered by full-time TAMIU faculty or TAMIU instructors are eligible to be contracted for the WIN requirement. However, a WIN contract for a course taught by an adjunct may be approved, with special permission from the department chair and dean. Students must seek approval before beginning any work for the WIN Contract. No student will contract more than one course per semester. Summer WIN Contracts must continue through both summer sessions.

## Student Responsibility for Dropping a Course

It is the responsibility of the student to drop the course before the final date for withdrawal from a course. Faculty members, in fact, may not drop a student from a course without getting the approval of their department chair and dean.

## Independent Study Course

Independent Study (IS) courses are offered only under exceptional circumstances. Required courses intended to build academic skills may not be taken as IS (e.g., clinical supervision and internships). No student will take more than one IS course per semester. Moreover, IS courses are limited to seniors and graduate students. Summer IS course must continue through both summer sessions.

## Grade Changes & Appeals

Faculty are authorized to change final grades only when they have committed a computational error or an error in recording a grade, and they must receive the approval of their department chairs and the dean to change the grade. As part of that approval, they must attach a detailed explanation of the reason for the mistake. Only in rare cases would another reason be entertained as legitimate for a grade change. A student who is unhappy with his or her grade on an assignment must discuss the situation with the faculty member teaching the course. If students believe that they have been graded unfairly, they have the right to appeal the grade using a grade appeal process in the Student Handbook and in the Faculty Handbook.

## Final Examination

All courses in all colleges must include a comprehensive exam or performance and be given on the date and time specified by the Academic Calendar and the Final Exam schedule published by the Registrar's Office. In the College of Arts & Sciences all final exams must contain a written component. The written component should comprise at least 20% of the final exam grade. Exceptions to this policy must receive the approval of the department chair and the dean at the beginning of the semester.

## Mental Health and Well-Being

The university aims to provide students with essential knowledge and tools to understand and support mental health. As part of our commitment to your well-being, we offer access to Telus Health, a service available 24/7/365 via chat, phone, or webinar. Scan the QR code to download the app and explore the resources available to you for guidance and support whenever you need it. The Telus app is available to download directly from TELUS (tamiu.edu) (<https://www.tamiu.edu/counseling/telus/>) or from the Apple App Store and Google Play.

## Distance Education Courses

### Online Courses and On-Campus Meetings

Texas Administrative Code (TAC), Title 19, Part 1, Chapter 2, Subchapter J, Section 2.202 ([https://texreg.sos.state.tx.us/public/readtac\\$ext.TacPage?sl=R&app=9&p\\_dir=&p\\_rloc=&p\\_tloc=&p\\_ploc=&pg=1&p\\_tac=&ti=19&pt=1&ch=2&rl=202](https://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=19&pt=1&ch=2&rl=202)), defines distance education as the formal educational process that occurs when students and instructors are not in the same physical setting for the majority (more than 50%) of instruction. Distance education includes hybrid and 100% online courses and programs as defined by the Texas Higher Education Coordinating Board (THECB):

- **Hybrid Course** - A distance education course in which more than 50 percent but less than 100 percent of instructional activity takes place when the student(s) and instructor(s) are in separate physical locations.
- **100-Percent Online Course** - A distance education course in which 100 percent of instructional activity takes place when the student(s) and instructor(s) are in separate physical locations. **Requirements for on-campus or in-person orientation, testing, academic support services, internships/fieldwork, or other non-instructional activities do not exclude a course from this category.**



**In this online course, there will be two synchronous virtual meetings required.**

## Course Structure

The student should contact & meet with a preceptor to coordinate an agreement for the semester. No clinical can be started at any clinical site until a Preceptor agreement packet is completed, submitted to the graduate office in hand, email or fax, and approved by the faculty/staff. The student is expected to will complete 270 hours of clinical practicum, case logs, hours log & documentation on Typhon by end of semester. There will be a 2-point check at midterm & before final week for typhon submission status.

After reviewing the syllabus, the student will set up an account with APEA precertification packet & develop a personalized self-study plan to prepare for boards. There will be a pre & posttest, practice questions & review modules in the APEA packet. There will be 2 synchronous required virtual meeting case studies presentations (reflective seminar on critical incident & patient management using the essentials), (1-2) Soap note papers, reflective presentations (2)/ voice thread recordings. There will be a 2-point check at midterm & before final week for typhon submission status. There will be a Barkley post test & APEA post test.

Student-Instructor Communication Policy and Response Time

### Announcements/Course Messages/Emails

Students must check their dusty email account every 24 hours to ensure that they are able to respond to any email communication from their course faculty with 24-48 of receiving the email. Emails sent to the course faculty should be emailed to Bb email address and the faculty will respond within 24-48 business hours. If the faculty has not responded within 48 business hours, the student must call or resend the email to the faculty to ensure that the original email was received. Students should read any email sent by the course faculty thoroughly to ensure that they respond within the designated time frame or within the requested time frame. Announcements will be posted on Mondays and as needed. This is considered a professional responsibility.

### Assignments and Assessments

The faculty will grade assignments and return assignments submitted within 7-14 business days. Exams will be graded within 72 hours. Quizzes will be graded and grades will be submitted within one week and formal paper assignments will be graded and feedback provided to students within 7-14 days. Feedback will be noted on graded assignments.

### Formal Paper Policy

It is expected that all scholarly papers will be written using APA 7th edition format. Please ensure that the final draft is the copy the student plans to submit. If the copy submitted into Blackboard is found to have plagiarism, the excuse of "it was my rough draft I accidentally submitted," will NOT be a valid reason. The student will receive a "zero" for the assignment and the matter will be forwarded to the University Honor Council and possible sanction or dismissal.

### Course Communication Guidelines (Netiquette)

There are course expectations concerning etiquette or how we should treat each other online. We must consider these values as we communicate with one another. Visit **Instructional Technology and Distance Education Services' web page on Netiquette** (<http://www.tamui.edu/distance/students/netiquette.shtml/>) for further instruction.

## Accommodations/Accessibility Policy

Texas A&M International University seeks to provide reasonable accommodation for all qualified persons with disabilities. This University will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to register with the Director of Student Counseling and to contact the faculty member in a timely fashion to arrange for suitable accommodation. For more information, contact the online at **Office of Disability Services for Students (DSS)**, via phone at 956.326.3086 or by visiting the staff at the Student Center, room 118. A link to the Disabilities Services for Students site has also been included under the "Resources" tab inside the course.

## Student Support Resources

The University wishes to have all students succeed in their courses. To provide support to our students, an array of services in the areas of technology support, academic support, student support, and accessibility support may be found at the University. For more information, visit the Instructional Technology and Distance Education Services page on **University Resources and Support Services**.

## Computer/Technology Requirements

When participating in distance education courses, it is vital to consider the technology involved in order to have a successful course. Online students will need regular access to a personal computer that runs on a broadband Internet connection.

It is recommended that you meet the technical requirements listed on the Instructional Technology and Distance Education Services' webpage when using the learning management system (LMS) of the University.

**Additional Hardware.** For this class, you will need the following additional hardware: [a **webcam and microphone for VoiceThread discussions.**] Recently purchased laptops may have these built-in web cameras. If you do not have this equipment, it is recommended to purchase a stand-alone webcam, microphone, or a webcam with a built-in microphone from your local electronic store or any online store.

**NOTE:** Instructional Technology and Distance Education Services may check out available webcams to students on a first-come, first-served basis. To check out a webcam, please stop by Killam Library, Room 259, and request an available webcam.

**Additional Software.** You will need the following additional software: [Microsoft PowerPoint for preparing & viewing lesson presentations and Microsoft Word for viewing course files and submitting assignments.] TAMIU Students may access online versions of this software through their Dusty Office 365 account at <https://dusty.tamtu.edu/>. This site also provides students access to download the Microsoft suite for educational use. See instructions for downloading the Microsoft Office suite.

**Note:** Students, if you do not own the required hardware or software or do not have access to the Internet, it will be highly challenging for you to make any progress in this class. However, my goal is to assist you in finding solutions and guide you appropriately most of the required materials can either be found free of charge at TAMIU's library, classrooms, and available computer labs. Visit **Media Services' web page on the availability of on-campus computer labs.** In addition, you may also purchase any of these items at any electronic store.

## Learning Management System (Blackboard)

Students are provided with an orientation (\*eLearning (Blackboard) Student Orientation\*) and access to guides on how to use the Blackboard LMS. Guides may be available at **Instructional Technology and Distance Education Services' Student eLearning Tutorial Videos page** or by contacting the eLearning team at [elarning@tamtu.edu](mailto:elarning@tamtu.edu).

## Minimum Technical Skills Expected

When participating in distance education courses, it is vital to consider the technology involved in order to have a successful course. Students in distance education should have knowledge of basic computer and Internet skills, as mentioned on the **Instructional Technology and Distance Education Services' webpage.**

## Technical Support Services

Because of the nature of distance education courses, the Office of Information Technology (OIT) computing and information services are vital to the success of online students. This webpage covers contact information for Distance Education Services (Blackboard Support), the OIT Help Desk, and E-mail support: **Technical Support Services.**

## Web Conferences/Synchronous sessions

There will be **2 required synchronous virtual meeting sessions for a seminar reflective presentation & patient management presentation via Blackboard ultra collaborate.** The student will present to the group near the middle & end of the course. In each presentation, each student will share with the **seminar group** based on specific criteria found in the course content folder in blackboard.

Review the course objectives as these are essential in progressing successfully through this course. Overall, the objectives refer to **initiating appropriate patient-centered interventions.** One focus of this course is enhancing your **ability to understand and provide patient-centered care.** We also emphasize the integration of social, cultural, and spiritual components in patient-centered plans of care in addition to utilizing evidence in guiding your care decisions. **Each SOAP note and the patient management presentation must include clearly defined patient-centered care elements and references.** Refer to the course content folders which outlines all of the requirements, criteria and elements needed to be successful.

## Final Grade (review grading criteria section)

In determining the final course grade, the overall grade for the clinical practicum is Pass/Fail.

## Rubrics

Rubrics are included in the overview section in the course and located in the content folder in blackboard. The rubrics will provide an understanding of how the student will be assessed on the course's assignments.

## Late Work Policy

Papers must be submitted by 11:00 pm on the due date. Late papers will not be accepted for grading and will be given a score of 0 (Zero), unless the course faculty grants permission in advance. It is the student's responsibility to request permission to submit a late paper as soon as the student is aware that they will be late in submitting their paper. It is also the responsibility of the student to make sure that the faculty member has received the paper through blackboard or Turnitin receipts by the due date and time.

## Course Evaluation

At the end of this course, students are encouraged to complete a course evaluation that will be distributed to them via email and through a course link. Also, there are several evaluations required on Typhon by student, preceptors and faculty. Please review that all these evaluations are scheduled and completed.

### Typhon Tracking Documentation Requirements:

Each student is required to maintain an electronic record of patient encounters using Typhon. The student will document patient encounters in Typhon in a timely fashion, and as soon as feasible following the clinical experience, but no less than once per week. The student is responsible for accurate and complete records in Typhon. The student is required to submit Typhon tracking reports at regular intervals during the semester. The experience summary and experience hours reports must be submitted on due dates and times in order to pass the clinical practicum. (Requirements table located in blackboard overview).

### Web Site for Typhon:

<http://typhongroup.net/tamiu> (<http://typhongroup.net/tamiu/>)

### Proctoring

#### Respondus LockDown Browser (Free) and Monitor (\$15 fee) Requirement

This course requires using LockDown Browser and Respondus Monitor (webcam) for online exams. The webcam can be built into your computer or can be the type that plugs in with a USB cable.

Watch this short video (<http://www.respondus.com/products/lockdown-browser/student-movie.shtml/>) to get a basic understanding of what LockDown Browser and Respondus Monitor (the webcam feature) are. A student Quick Start Guide (PDF) (<https://web.respondus.com/wp-content/uploads/2020/04/RLDB-Quick-Start-Guide-BbUltra-Student.pdf>) is also available.

## Download Instructions

Click the *Assist* navigation link in Blackboard or visit TAMIU's Respondus LockDown Browser and Respondus Monitor web page (<https://www.tamiu.edu/distance/technology/respondus-ldb-and-monitor.shtml/>). Scroll down to the section on the *Respondus LockDown Browser*. Click the link to access the webpage for the software and additional information.

## To Access Your Test

1. First, be sure the Respondus LockDown Browser software is full installed on your computer.
2. Open a regular web browser (Google Chrome, Mozilla Firefox, MS Edge, Safari)
3. Log into Blackboard Learn.
4. Navigate to the course and test.
5. Start your attempt.
6. This will launch the Respondus LockDown Browser software.
7. Complete the Respondus Monitor wizard, and begin your test.

Note: You won't be able to access tests with a standard web browser. If this is tried, an error message will indicate that the test requires the use of LockDown Browser. Simply start LockDown Browser and navigate back to the exam to continue.

## Cost for Respondus Monitor

There is a **\$15 fee** for the webcam feature used by LockDown Browser (called *Respondus Monitor*). This one-time fee is valid for 12 months (365 days) for all courses or exams that use Respondus Monitor. You will be prompted to purchase a Respondus Monitor license the first time an exam requires using LockDown Browser's webcam feature. Payment can be made with PayPal, Visa, or Mastercard.

To pay for Respondus Monitor:

1. Start Respondus LockDown Browser ([http://www.jsu.edu/online/current-students/resp\\_lock\\_browser\\_students.html](http://www.jsu.edu/online/current-students/resp_lock_browser_students.html)).
2. Navigate to your test.
3. Complete the set-up process, which includes a payment screen for entering credit card information.
4. Payment and entering credit card information is only necessary one-time per course.

## Guidelines

When taking an online exam that requires LockDown Browser and a webcam, remember the following guidelines:

- Ensure you're in a location where you won't be interrupted
- Turn off all other devices (e.g. tablets, phones, second computers) and place them outside of your reach
- Before starting the test, know how much time is available for it, and also that you've allotted sufficient time to complete it
- Clear your desk or workspace of all external materials not permitted - books, papers, other devices
- Remain at your computer for the duration of the test
- If the computer, Wi-Fi, or location is different than what was used previously with the "Webcam Check" and "System & Network Check" in LockDown Browser, run the checks again prior to the exam
- To produce a good webcam video, do the following:
  - Avoid wearing baseball caps or hats with brims
  - Ensure your computer or device is on a firm surface (a desk or table). Do NOT have the computer on your lap, a bed, or another surface where the device (or you) are likely to move
  - If using a built-in webcam, avoid readjusting the tilt of the screen after the webcam setup is complete
  - Take the exam in a well-lit room, but avoid backlighting (such as sitting with your back to a window)
- Remember that LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted

## Getting Help

Several resources are available if you encounter problems with LockDown Browser.

- The Windows and Mac versions of LockDown Browser have a "Help Center" button on the toolbar. Use the "System & Network Check" to troubleshoot issues.
- If you have problems downloading, installing, or taking a test with Respondus LockDown Browser, email the TAMIU eLearning Team at [elarning@tamiu.edu](mailto:elarning@tamiu.edu).

## Webcam Checkout for Personal Computer

If students cannot use personal or borrowed computers and equipment, students may stop by the Instructional Technology and Distance Education Services office to check out webcams (with built-in microphones). The office is located at **Killam Library 259** (down the hall from the HelpDesk) and is open **Monday through Friday from 8 a.m. to 7 p.m.** Checkout for a webcam is on a first-come, first-service basis. Speak with an eLearning staff member to check out a camera. Students will sign an Equipment Loaner Agreement, making them responsible for the care of the camera. Webcams checked out must be returned within five business days of the checkout date.

### Accessibility and Privacy Statements on Course Technologies

At Texas A&M International University, we believe that all students should have equal technology opportunities in the classroom. These technologies/sites may also require user data, such as the creation of a username and password. You may find the accessibility and privacy policies of the technologies used in this class on the following pages: **Accessibility Statements and Privacy Statements**.

### Syllabus Subject to Change

While information and assurances are provided in this course syllabus, it should be understood that content may change in keeping with new research and literature and that events beyond the control of the instructor could occur. Students will be informed of any substantive occurrences that will produce syllabus changes.