NURS 5515 - Adv Practice Nur Practicum II

Fall 2026 Syllabus, Section 181, CRN 19297

Instructor Information

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By appointment
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Times and Location

Does Not Meet Face-to-Face

Course Description

Additional Course Information

Clinical Requirements: There are 225 hours of practicum required (Recommendations are 150 hours in Adults/Geri and 75 hours in pediatric)

GenAI Policy

In this course, students may leverage generative artificial intelligence (GenAI) tools (e.g., ChatGPT, Gemini, Microsoft Copilot, writing tools) to assist with assignments specified by the instructor. The use of GenAI is intended to support [specific learning objectives, e.g., critical analysis, creative thinking, or productivity in content creation]. with the following guidelines in place to ensure academic integrity:

Permissible Uses: Students are welcome to use AI tools for tasks such as brainstorming, creating outlines, exploring different perspectives on a topic, data visualization, data analysis or drafting ideas. However, **for assignments requiring critical analysis or personal reflections, AI tools are not permitted unless explicitly allowed by instructor.**

Documentation of AI Use: For each assignment where GenAI is utilized, please provide:

- Tool Used: Specify the AI application or tool (e.g., ChatGPT, Microsoft Copilot).
- Purpose: Describe how GenAI contributed to your work (e.g., idea generation, grammar improvement). Evaluation: Reflect briefly on the AI output's accuracy and relevance.
- Integration: Explain how you incorporated and refined the GenAI content into your final submission.

Students are responsible for maintaining academic integrity by ensuring all GenAI use is properly documented and credited. When AI contributes significantly to the development of an assignment, students are required to cite the tool in APA format (e.g., "ChatGPT, OpenAI"). This citation should explain how the tool was used.

Students are responsible for ensuring the accuracy of all content submitted, as AI-generated content may contain inaccuracies. Review and verify all information independently.

Failure to disclose the use of GenAI tools or presenting AI-generated content as one's original work constitutes academic misconduct and may result in disciplinary action.

Program Learning Outcomes

Upon completion of the MSN 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

Upon completion of this course, the student will:

1. Demonstrate patient-centered care incorporating the elements of cultural, spiritual, ethnic, age, gender, and sexual orientation sensitive mental health care in populations with complex acute and chronic psychiatric disorders and mental health problems.

2. Demonstrate advanced learning of clinical experience and course concepts by applying knowledge to the diagnosis and management of acute and chronic psychiatric disorders and mental health problems in individuals and families across the lifespan.

3. Use differential diagnosis for complex acute and chronic psychiatric disorders and mental health problems of individuals and families, integrating biopsychosocial theories.

4. Apply the elements of a comprehensive mental health assessment, to include history of a mental status examination, diagnostic testing, imaging techniques and neuropsychological testing.

5. Apply evidence based psychopharmacological and non-pharmacological interventions in the management of complex acute and chronic psychiatric disorders and mental health problems.

6. Demonstrates an inter-professional collaborative environment that integrates the biomedical, and psychosocial model of patient-centered care.

7. Integrate elements of holistic care that recognizes ethno-cultural, spiritual, and demographic characteristics in individuals and families with psychiatric disorders and mental health problems.

8. Demonstrate professional development in the role of the Psychiatric Mental Health Nurse Practitioner.

9. Participate in informed legal and ethical decision-making in providing complex acute and chronic care to patients with psychiatric disorders and mental health problems in the primary, secondary, and tertiary care settings.

10. Apply family and developmental theory in the care of individuals and families with psychiatric disorders and mental health problems across the lifespan.

Important Dates

Visit the Academic Calendar (tamiu.edu) (https://www.tamiu.edu/academiccalendar/) page to view the term's important dates.

Textbooks

Group	Title	Author	ISBN
Required	Diagnostic and statistical manual of mental disorders, Text revision Dsm-5-Tr: 5th Ed.	American Psychiatric Association. (2022)	ISBN-13 978-0890425763
Required	The Psychiatric Interview. 5th ed.	Carlat, D.	978-1975212971

Required	DSM 5 Handbook of Differential Diagnosis.	First, M.B. (2024)	ISBN: 9781615373598
Required	Stahl's Prescribers Guide, 7th Ed.	Stahl, S. M. (2021)	ISBN-13 978-1108926010
Required	Psychotherapy for the advanced practice psychiatric nurse: A how to guide for evidence-based practice, 3rd Edition	Wheeler, K.	ISBN:970-0-8261-9379-7
Required	Child and adolescent behavioral health: a resource for advanced practice psychiatric and primary care practitioners in nursing.	Yearwood, E.L., Pearson, G.S. & Newland, J.A. (2021)	ISBN-13 978-1119487579
Required	Psychiatric Mental Health Guidelines for Advanced Practice Nurses.	Marshall, B., Bliss, J., & Drake, S. (2025)	ISBN: 978-1615372348

Other Course Materials

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

- **Online subscription:**
  - Required reading: Self Directed Study - use required texts from course(s) & other resources to develop patient centered plans of care in the clinical setting, self-remediation & preparation for the PMHNP certification exam.
  - apea.com (pmhnp certification practice questions, Qbank)
  - **(Optional) Neuroscience Education Institute** – Membership Student rate https://www.neiglobal.com/Members/Become/MBRRates/tabid/192/Default.aspx Full Time Students Discount membership. The purpose of this course material is to give the student comprehensive tools for neuroscience, psychopharmacology & principles of medication management. Besides assignments, there is optional supplemental learning with case studies, self- assessments & other learning activities. The student can earn CEUs approved by ANCC if desired.
- **Required supplies:** TAMIU graduate student name badge (from ZSC 131), time log sheets, notebook, pen, preceptor agreements
- Professional attire & appearance according to agency policy & MSN student handbook (lab coat, blazer, business casual…)

Grading Criteria

All students must obtain an overall "satisfactory = P" for all course work to pass this course. This course is graded Pass/Fail. Not passing this course will negatively impact your GPA.

Grade Breakdown

ASSIGNMENT	VALUE
Assignment #1 Typhon weekly documentation of hours, 225 clinical hours log, midterm & final graphical reports & evaluations	Pass/Fail
Assignment #2 Typhon SOAP Notes Documentation	50%
Assignment #3 Case study: SOAP Note Paper	25%
Assignment #4 Seminar Patient Management Presentation	25%
All Assignments	Pass/Fail (80% or higher)

Schedule of Topics and Assignments

Week of	Agenda/Topic	Reading(s)	Due
8/24	Clinical Practicum overview, meet & greet	Review syllabus & Acknowledge Preceptor Agreement and clinical schedule DUE Virtual Meeting 8/26 at 7pm	Log in hours daily on clinical day
8/31	Clinical Hours & Case Logs on Typhon		Log in hours daily on clinical day

9/7	Clinical Hours & Case Logs on Typhon		Log in hours daily on clinical day
9/14	Clinical Hours & Case Logs on Typhon		Log in hours daily on clinical day
9/21	Clinical Hours & Case Logs on Typhon		Log in hours daily on clinical day
9/28	Clinical Hours & Case Logs on Typhon		Log in hours daily on clinical day
10/5	Clinical Hours & Case Logs on Typhon		Log in hours daily on clinical day
10/12	Clinical Hours & Case Logs on Typhon		Log in hours daily on clinical day
10/19	Midterm	SUBMIT screenshot of clinical hours and clinical notes Mid-Term Evaluations	Log in hours daily on clinical day
10/26	Clinical Hours & Case Logs on Typhon	Patient Management Presentation	Log in hours daily on clinical day
11/2	Clinical Hours & Case Logs on Typhon	Patient Management Presentation	Log in hours daily on clinical day
11/9	Clinical Hours & Case Logs on Typhon	Patient Management Presentation	Log in hours daily on clinical day
11/16	Clinical Hours & Case Logs on Typhon	Patient Management Presentation	Log in hours daily on clinical day
11/23	Clinical Hours & Case Logs on Typhon		Log in hours daily on clinical day
11/30	Clinical Hours & Case Logs on Typhon	Telepsychiatry Assignment due 11/29	Log in hours daily on clinical day
12/7	Submit Final reports & evaluations on typhon, graphical reports, & time log report Completed Soap notes for 225 hours	Total notes & hours due Submit Final notes, reports & evaluations on typhon, graphical reports, & time log report	

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)

In the classroom, students are expected to listen attentively, participate respectfully, and adhere to established rules. Behavior that interferes with the class lecture may result in disciplinary action, ensuring a productive and respectful learning environment for everyone. Any disputes over academic matters should be addressed calmly and constructively, ideally during designated times such as office hours or after class. If a student does not agree with a decision, they can request a meeting with the instructor to discuss their concerns in more detail. Should further resolution be needed, the

student may escalate the matter to the department head or use formal grievance procedures as outlined in the sections below. (please refer to Student Handbook Article 4 (https://www.tamiu.edu/handbook/article-04.shtml)).

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 Student Handbook (https://www.tamiu.edu/handbook/index.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 SafeZone (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 Disability Services for Students located in Student Center 124. 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 Office of Disability Services for Students.

For accommodations or assistance with disabilities, contact the Disability Coordinator, Karla Pedraza, at karla.pedraza@tamiu.edu, call 956.326.2763, or visit Student Center 124.

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: Student Handbook (https://www.tamiu.edu/handbook/index.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. Students who experience or observe alleged or suspected discrimination due to their pregnant/parenting status, should report to the TAMIU Title IX Coordinator (Lorissa M. Cortez, 5201 University Boulevard, KLM 159B, Laredo, TX 78041, TitleIX@tamiu.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, *Report It*, at https://www.tamiu.edu/reportit (https://www.tamiu.edu/reportit/index.shtml).

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 Compliance (Lorissa M. Cortez, lorissam.cortez@tamiu.edu) can assist the student and professor in working out the reasonable accommodation. For other questions or concerns regarding Title IX compliance related to pregnant/parenting students, contact the Title IX Coordinator. In the event that a student needs 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 LOAs 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*.

For parenting-related rights, accommodations, and resources, contact the Parenting Liaison, Mayra Hernandez, at mghernandez@tamiu.edu, call 956.326.2265, or visit Student Center 226.

For pregnancy-related rights, accommodations, and resources, contact the TIX Coordinator, Lorissa Cortez, at lorissaM.cortez@tamiu.edu, call 956.326.2857, or visit Killam Library 159.

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, 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@tamiu.edu, 956.326.2857, via the anonymous electronic reporting website, ReportIt (https://www.tamiu.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), 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 person, email or fax, and approved by the faculty/staff. The student is expected to will complete 225 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 begin to prepare for boards. There will be practice questions & review modules in the APEA packet. There will be 2 synchronous required virtual meeting case studies presentations (patient management using the essentials), (1-2) Soap note papers, 1 voice thread recording. There will be a 2-point check at midterm & before final week for typhon submission status. There will be a Barkley Exam pre-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 expcted that all scholarly papers will be written using APA 7th edition format or OWL Pardue online. 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.tamiu.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 (https://www.tamiu.edu/distance/students/technology-requirements.shtml) 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 Cowart Hall, and request an available webcam. 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.

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.tamiu.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 **elearning@tamiu.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 &/or 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.

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).
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 atelearning@tamiu.edu.

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**.

In this class, we will utilize: [voice thread]. Instruction for set up located in blackboard overview "start here section."

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.