

University of Colorado, College of Nursing
 Graduate Course Syllabus

Course Number	Course Name			
NURS 6025	<u>Veteran and Military Health Care Administrative Internship</u>			
			Didactic:	Clinical
Term:	Spring 2024	Course Credits:	0 Didactic	2 credits/90 hours
Course Website:	https://passport.ucdenver.edu/login.php or https://ucdenver.instructure.com			

Instructor(s):	Mona Pearl Treyball, PhD, RN, CNS, CCRN-K, FAAN Colonel (Ret.), USAF, NC Professor and Specialty Director Veteran and Military Health Care Academic Programs	Class Meeting: Day/Times	On-line via Canvas LMS (Learning Management System) and Internship Site Jan 22, 2024, to May 17, 2024
Phone:	Office Phone: 303-724-8539 Cell Phone: 505-553-4776	Class Location: Building/Room	Internship site and online via Zoom
Email:	Mona.PearlTreyball@cuanschutz.edu	Lab Location: Building/Room (if applicable)	Internship site
Office Hours:	By Appointment: https://calendly.com/mona-pearltreyball/meeting-45-minutes		

COURSE OVERVIEW

Welcome:

Welcome to your internship! I am excited to be on this journey with you as you make the difference you want to make in the world. In this internship you will select a project to complete that will benefit the veteran and/or military population. You coordinate your preceptor and site of internship. Faculty will meet regularly with students to guide and assist, as you find an area you are passionate about and want to make a difference.

University Course Catalog Description:

This course enables students to integrate and apply veteran and military health care competencies in an advanced nursing practice role. The preceptored internship facilitates engagement in administrative roles and empowers students to innovate in health care delivery practices.

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Course Overview:

In the Veteran and Military Health Care Administrative Internship students are precepted by specialist(s) in a health care setting or along the continuum of services to veterans and services members. Settings may include a hospital, health system, ambulatory care, or any place that veterans or service members receive health related services. Students are given the opportunity to apply their knowledge, gained through the Veteran and Military Health Care program, to real world situations. As part of the practicum students, in conjunction with a preceptor and instructor, will identify and complete an innovative project that is of value to the organization.

Content Outline and Course Schedule

Dates	Activities	Zoom Classes Mondays 5-7 PM MST Course Calendar & Dates Assignments Due
Before Logging clinical hours	Select preceptor and internship site	Clinical Requirements
Jan 22 – Feb 4th	Identify Project and PICOT Start Clinical Log Start Literature Review	Mon Jan 22nd 5-7 PM - Introduction <ul style="list-style-type: none"> - Course and Project Requirements - InPlace Clinical Log - IRB /COMIRB v QI/EBP - APN and APRN Roles - APN in VMHC Mon Jan 29th - 5-7 PM – Literature Review & PICOT Guest Speaker – Ellie Svoboda, Information Specialist
Feb 5 th – Feb 18 th	Literature Review and Table of Evidence Develop Project Steps	Mon Feb 5th - 5-7 PM – PICOT Guest Speaker – In Place Krista Neu Mon Feb 12th - PICOT & Methods Only for those students graduating this term: DEADLINE: May Diploma/Graduation Application Closes Friday February 2, 2024 DEADLINE: MS Students - Fall Application for Candidacy Due - Friday February 9th
Feb 19 – Mar 10 th Holiday! Monday Feb 19th is President’s Day	Finalize PICOT and start project implementation	Mon Feb 26th 5-7 PM — – Theory Conceptual Framework Mon Mar 4th 5-7 PM - Project Development, Project Implementation Feb 27th – Submit Problem Statement, PICO, Literature Review /Table of Evidence

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Mar 11-Apr 7 th	Project Implementation	Mon Mar 11th 5-7 PM - Project implementation, Results, Analysis & Conclusions - Abstract & PPT Requirements <i>Monday Mar 18th – optional group meeting or Individual 1:1 meeting Mar 18-22 as desired</i>
 Mar 18-22 – Spring Break <i>Dr. Pearl Treyball in Japan Mar 22-Apr 2</i>		
Apr 8 – Apr 21	Project Completion and Evaluation – Present Slides/Poster	Mon Apr 8th 5-7 PM – Power Point Presentations, & Designing a Poster Mon Apr 15th – 5-7 PM - Practice Poster Presentations Apr 9th - Abstract & PowerPoint Slides Due
Apr 22 - Apr 28	Comprehensive Exam Presentations	Monday Apr 22nd – 5-7 PM - Comprehensive Exam Poster Presentations Fri Apr 26th – Poster Due Friday April 26th Last Day to take MS/PGC Comp Exam
Apr 29 – May 17	VMHC Advanced Practice Nurse Portfolio Complete Clinical Log Course Evaluation Clinical Evaluations Preceptor Evaluation	Mon Apr 29th 5-7 PM – Review & Portfolio Assembly Mon May 6th 5-7 PM – Portfolio Presentations or Mon May 13th 5-7 PM Portfolio Presentations May 15th - Portfolio VMHC Advanced Practice Nurse May 15th - Annotated Log of Completed Clinical Hours May 15th - Evaluations - Student Evaluations: <ul style="list-style-type: none"> - Evaluation of Preceptor - Evaluation of Clinical Site - Self-Evaluation - Course Evaluation

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		Preceptor Evaluation of Student (upload for your preceptor)
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Commencement Ceremony Monday May 20th **
SUGGESTION - PRINT THIS PAGE TO KEEP TRACK OF MEETING TIMES!

Topic: NURS 6025 Clinical Conferences – REQUIRED MEETINGS

Join Zoom Meeting

<https://ucdenver.zoom.us/j/97733784702>

Every week on Mon, until May 13, 2024, 14 occurrence(s)

Jan 22, 2024 05:00 PM

Jan 29, 2024 05:00 PM

Feb 5, 2024 05:00 PM

Feb 12, 2024 05:00 PM

Note – No Feb 19th meeting – Holiday!

Feb 26, 2024 05:00 PM

Mar 4, 2024 05:00 PM

Mar 11, 2024 05:00 PM

Mar 18, 2024 05:00 PM – optional *Note – No meetings Mar 25th and Apr 1st.*

Apr 8, 2024 05:00 PM

Apr 15, 2024 05:00 PM

Apr 22, 2024 05:00 PM

Apr 29, 2024 05:00 PM

May 6, 2024 05:00 PM – May 6 or May 13 – we may not need both

May 13, 2024 05:00 PM

Please download and import the following iCalendar (.ics) files to your calendar system.

Weekly: https://ucdenver.zoom.us/meeting/tJMqdOqvpi8tGtYv7KuAgHC-gCpooX_CpsZF/ics?icsToken=98tyKuCvqTgpHdvRtxmFRoWEB4jCb-3xiClajbdkikjOFgFUSiC7McFSPb1HL_vA

One tap mobile

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+12532050468,,97733784702#

Phone

• +1 253 205 0468

Meeting ID: 977 3378 4702

Course Outcomes:

Student competencies required to be successful in this course:

- 1) Engage in the roles of advanced practice in nursing to veterans and service members.
- 2) Integrate theories, principles, and concepts from appropriate sciences to practice in the delivery of care to veterans and service members.
- 3) Critically use decision making/problem solving strategies in the practice of nursing with veterans and service members.
- 4) Implement advanced nursing practice roles in relationship with other health disciplines.
- 5) Use research findings and conceptual frameworks relevant to providing health care to veterans and service members.

Course Prerequisites: Completion of a minimum of four Veteran and Military Health Care specialty courses. Clinical Compliance Requirements.

Affiliation Agreements and Compliance with Clinical Requirements

Students will choose their preceptor, complete the Clinical Placement Form, and coordinate with the Office of Academic Programs to be sure that there is an affiliation agreement in place. First, meet with faculty to determine if your chosen project and preceptor will meet the course requirements. Then coordinate with the Office of Academic Programs by submitting the Clinical Placement Form so that they can determine if an affiliation agreement exists or if it needs to be accomplished. Krista Neu is the points of contact for Affiliations Agreements: Krista.Neu@cuanschutz.edu

Compliance with clinical requirements with immunizations, OSHA, and CPR must be accomplished prior to logging hours. Complete OSHA renewals in your ADB (Complio) account. If you have any questions or issues contact the Experiential Learning Team - nursing.elc@cuanschutz.edu

Required Texts and Materials:

Based on the internship project required and optional texts will be assigned.

Evidence Based Practice for Nursing Tutorial

<https://library-cuanschutz.libguides.com/Evidence/Home>

Evaluation

I. Assignments

To be successful in this practicum the student will complete:

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- Project - a meaningful project that is valued by the organization.
- Literature Review and Table of Evidence (15%)
- Abstract and PowerPoint Presentation – Slides include Abstract, Problem, Background (literature review), PICOT, Theory, Methods/Implementation, Results, Discussion, Limitations, Implications/Recommendations, Role of VMHC APN (30%)
- Poster Presentation Comprehensive Exam (30%)
- Portfolio of you as a VMHC Advanced Practice Nurse (15%)
- Log - Submit a log of your completed hours, including a description of activities. This log must be verified by your preceptor. (10%)
- Student Evaluations – Complete evaluations of preceptor, clinical site, and self-evaluation. Self-Evaluation includes how learning objectives were accomplished, how student specific goals were accomplished, and an evaluation of the overall learning experience. (Complete/Incomplete)
- Preceptor Evaluation – Preceptor completes evaluation of the student. (Complete/Incomplete)
- Course Evaluation

Students will be involved in several types of learning activities.

A. Preceptor/Clinical Experience: This may occur in a variety of settings and may be with a variety of specialists who deliver care to the veteran and military population. These specialists could be in the following roles: administrators, managers, clinical nurse specialist, advanced practice nurse, consultant, or clinical expert, for example. All experiences should contribute to your project.

B. Project: During VMHC Internship the student will complete a project that:

- Is mutually beneficial to the organization and student, i.e. projects must be individualized to meet a need with the veteran and military population and meet course outcome competencies.
- Relates directly to the student's learning needs, career goals, and to the critical concepts for advanced nursing practice.
- Does not reproduce earlier graduate work but it can build on earlier work.

C. Comprehensive Literature Review - Table of Evidence - Present a review of extant research that elucidates the topic and provides the evidence to guide practice. Provide the databases selected and articulate the level of evidence. This will be used as part of your comprehensive exam. Be sure to include columns that show citation, purpose, sample, variables/methods, results, your comments/analysis/critique. A template will be available on canvas.

D. Abstract and PowerPoint Presentation describing the project includes the theoretical framework applied to the project as well as the evidence or research associated with the project. A critical analysis and summative evaluation of the project along with any limitations and implications should be discussed. The presentation is:

- Focused, well-organized and unified.
- Covers the problem/issue, literature background, conceptual framework/theory guided approach,

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- methods, evaluation, results/discussion, limiting factors, future recommendations.
- Uses language that: complies with standard English usage and references are noted in APA; is free of errors in grammar, punctuation, word choice, spelling, and format; reflects language consistent with professional practice and appropriate for the audience and correctly documents and cites sources
 - Minimum of 25 slides – no max
 - Abstract should reflect Problem, Background (use Evidence), Theoretical Framework, Methods/Implementation, Results, and Discussion in 500 words or less – write this at the end of your project and make it the first slide in your presentation.
- E. Poster (one slide) of Project – Comprehensive Exam Presentation
- Students are strongly encouraged to keep the presentation simple.
 - Use Bullets for key items
 - Abstract and Poster should reflect Problem, Background (use Evidence), Theoretical Framework, Methods/Implementation, Results, Evaluation, Limitations, Future Research/Application to Practice, and Incorporate the Advanced Practice Role.
- F. Portfolio of you as a VMHC Advanced Practice Nurse – This will include:
- Resume or CV
 - Statement of how you met the competencies associated with this practicum and how you see yourself in the role of an Advanced Practice Nurse in Veteran and Military Health Care
 - Examples of your work from throughout the program that illustrate your accomplishments of these competencies
- G. Maintain a log of all your clinical hours in InPlace. This log includes: dates, times and a summary of the activities you were involved with during that session. Annotate with a reflection of the learning that occurred during those hours. There is a minimum of 90 clinical hours required. Follow the template in InPlace.
- H. Self-Evaluation: By the end of the practicum, students will complete a Student Evaluation. This evaluation will address how learning objectives were accomplished, how student specific goals were accomplished, and an evaluation of the overall learning experience. You can use what you include in your portfolio about a statement of how you met the competencies and role of APN in VMHC.
- I. Preceptor Evaluation: Preceptors will be asked to provide feedback about the student’s performance in achieving competency outcomes. Preceptors will be asked to complete a form and provide a narrative assessment of outcomes. The faculty supervisor will communicate with the preceptor throughout the clinical experience.
- J. Clinical Conferences—zoom conferences are scheduled on regular dates (see calendar) to address any issues and for you to give a regular report of progress. These conferences will include a seminar discussion with faculty and other students about your clinical experiences and your insights/reflections about your role as an advanced practice nurse with the veteran and military population.
Mondays 5-7 PM MST– see calendar for dates and link

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II. Basis for Final Grade

Course Requirements	Points/ Percentage of Final Grade	Due Date
Literature Review and Table of Evidence	15%	Feb 27 th
Abstract & Power Point Presentation	30%	Apr 9 th
Poster Presentation MS Comprehensive Exam	30%	Apr 26 th
Portfolio of you as a VMHC Advanced Practice Nurse	15%	May 15 th
Log - Annotated Log of Completed Clinical Hours verified by preceptor	10%	May 15 th
Student Evaluations - Evaluation of Preceptor - Evaluation of Clinical Site - Self-Evaluation - Course Evaluation	Complete/Incomplete	May 15 th
Preceptor Evaluation - Preceptor Evaluation of Student	Complete/Incomplete	May 15 th

III. Grading Scale

Letter Grade:	Points:	Percent:
A		94 – 100%
A-		90 – 93%
B+		87 – 89%
B		84 – 86%
B-		80 – 83%
C+		77 – 79%
C		74 – 76%
C-		70 – 73%
D+		67 – 69%
D		64 – 66%
D-		60 – 63%
F		0 – 59%

IV. Grade Dissemination

Graded tests and assignments in this course will be returned via the course's Canvas course shell. You can access your scores at any time within the Canvas grade book.

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XIV. UNIVERSITY POLICIES

Course Procedures

I. Course Policies: Grades

a. *Rounding of Final Course Grades*

- i. Final Course letter grades are calculated and submitted to the registrar based on whole numbers. A minimum standard of rounding in all courses is necessary to provide consistency and transparency to students. Only the final course grade that represents the completion of all coursework will be used for rounding purposes. The calculated final course grade will be rounded using the number in the tenth position after the decimal of the final grade calculations. Final course grades of 0.5 and higher will be rounded up to the next whole number. When the number at the tenth decimal place is less than 0.5 the grade is rounded down to the next whole number. For example, a final course grade of 87.52% will be rounded up to 88%. A final course grade of 87.49% will result in a final grade of 87%.

b. *Attendance Policy:*

- i. Class attendance and participation is a professional expectation.
 1. Take responsibility for keeping up with the readings and assignments for each scheduled class or content area.
 2. Class participation and completion of all learning activities is required for successful completion of this course.
 3. Participate in discussions (in class or online) to define, interpret, summarize, give examples, make conclusions, etc. about the concepts discussed and about what your classmates have discussed.

UC Denver Student Attendance and Absences Policy:

https://www.ucdenver.edu/docs/librariesprovider284/default-document-library/7000-student-affairs/7030---student-attendance-and-absences.pdf?sfvrsn=beaffdba_4

c. *Late Work Policy:*

- i. Due dates for assignments are clearly posted on the syllabus. It is your responsibility to submit these assignments on time and according to their defined critical elements. Late assignments turned in 24 hours after a posted deadline will not be graded and the student will receive a zero for that assignment unless previous arrangements have been made with the instructor.

d. *Late work is defined as: An assignment turned in after the posted deadline.*

e. *The consequence for late assignments is as defined in CON policy.*

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f. Make-up Exam Policy: N/A

g. Extra Credit Policy: N/A

h. Grades of Incomplete Policy:

- i. The current university policy concerning incomplete grades will be followed in this course. Incomplete grades are given only in situations where unexpected emergencies prevent a student from completing the course and the remaining work can be completed the next semester. Your instructor is the final authority on whether you qualify for an incomplete. Incomplete work must be finished by the end of the subsequent semester or the “I” will automatically be recorded as an “F” on your transcript.

i. Rewrite/Resubmit Policy: If faculty requests rewrite/resubmit then a date will be assigned as appropriate.

j. Group Work Policy: Group work is optional but not required. If you choose to work as a group, you will be equally responsible for what is submitted. Feedback will be given back to the group. Everyone in the group should upload the assignment in canvas so a grade can be assigned.

II. Course Policies: Technology

a. E-Mail Policy:

- i. Students and faculty must use University of Colorado assigned email addresses or Canvas for all email correspondence. The College of Nursing has the right to send communications to students via e-mail and the right to expect that those communications will be received and read in a timely fashion. Not reading e-mail does not absolve a student from the responsibilities associated with communication sent to his or her official e-mail address.

CU CON Online Communication Policy: <https://nursing.cuanschutz.edu/student-life/student-handbooks/section-iv-policies-responsibilities#ac-student-email-6>

b. Canvas Policy:

- i. Canvas will be the primary tool used to access class notes, announcements and track your grade for this course. It is your responsibility to access Canvas frequently for announcements and class materials, as well as information about your clinical assignments. Any questions about access or utilities on Canvas should first be directed to Canvas help site.

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c. Laptop and Mobile Device Usage Policy:

- i. Laptops are allowed in class during all class lectures, but must be turned off and stored during exams. Turn off or mute cell phones and pagers during class time. NO cell phone conversations or text messaging is permitted during class or exam time.

d. Classroom Devices Policy:

- i. A basic calculator for medication calculation exercises is allowed in class and during examinations. Please ask the specific lecturers regarding recording of their lectures.

e. Classroom Response Clickers:

- i. Responseware technology will be used throughout the course for interactive participation in class.

III. Course Policies: Student Expectations

Students are expected to attend all class sessions and are responsible for all content and class work assigned and/or covered in class or online.

- CU CON Policy Statement Professional Role Behaviors: <https://nursing.cuanschutz.edu/student-life/student-handbooks/section-vii-conduct-focused-policies#ac-professional-role-behaviors-prb-1>

a. Professional Role Behavior and Honor Code:

- i. Students are expected to engage in conduct that a) is consistent with designated policies and procedures of the course and college and b) demonstrates professional behaviors. Students are expected to have read and abide by the **CU-CON Policy Statement for Professional Role Behaviors and the Student Honor and Conduct code**: “The health professions are based on a high degree of trust by the individuals they serve. Students entering the health professions have a particular obligation, therefore, to conduct themselves at all times in a manner that reflects honesty, integrity and respect for others” (Student Handbook).

b. Graduate Program Policies and Procedures:

- i. Please refer to the Student Handbook, which can be found online at the main College of Nursing webpage.
<https://nursing.cuanschutz.edu/student-life/student-handbooks>

c. Students Called for Military Duty:

- i. Please contact the course coordinator if you are called for military duty. Plans will be made according to the length of military service and class or clinical time missed.

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d. Course Ethics:

- i.** Merriam-Webster's online dictionary (2005) defines plagiarizing as: *To steal and pass off (the ideas or words of another) as one's own: use (another's production) without crediting the source...to commit literary theft: present as new and original an idea or product derived from an existing source.* (Merriam-Webster's Online Dictionary, <http://www.m-w.com>, accessed 08/26/07).
- ii.** The CU College of Nursing Student Honor and Conduct Code policy requires that course professors and fellow students who suspect plagiarism or other violations of the honor code must immediately report the incident to the Student Honor and Conduct Committee. This committee evaluates the situation and determines the appropriate consequences. Potential consequences include termination of the student's enrollment in the College of Nursing. If you are caught violating the honor code, faculty will recommend your dismissal to this committee and to the Dean.
- iii.** Your personal integrity is something that takes you a lifetime to build, but only seconds to destroy. Faculty will expect that all work submitted by you is authentic; and that all online testing answers are your individual work, without any assistance from any other person, the Internet, or any other sources, unless I have stipulated that you may use a specific source to complete the assignment.

e. Professional Behavior:

- ii.** The expected outcomes of the student's ability to conduct oneself in a professional manner, and to lead and to engage in effective group interaction will be demonstrated by the student's professional behaviors in the classroom and to their peers. Successful achievement of these outcomes is based on the following critical elements: The student will:
 - 1.** Adhere to the CON Guidelines for Professional Role Behaviors and the UCD Student Honor and Conduct Code.
 - 2.** Be considerate of your classmates and faculty and help promote an effective learning atmosphere.
 - 3.** Communicate to faculty and peers in a professional and respectful manner at all times.
 - 4.** Email: Professional communication is expected in all emails sent to faculty or other students. Use of professional titles, appropriate subject lines, and proper written communication structure.
 - 5.** Turn off or mute pagers and cell phones during class time. NO cell phone conversations or text messaging is permitted during class or exam time.
 - 6.** Take responsibility for keeping up with the readings and assignments for each scheduled class or content area.
 - 7.** Class participation and completion of all learning activities is required for successful completion of this course. Participate in discussions (in class or online) to define, interpret, summarize, give examples, make conclusions, etc. about the concepts discussed and about what your other classmates have discussed.

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8. Children are not allowed in classrooms. Students must find alternative childcare during class time.
 - **Professional Behavior:** refer to the CU CON Policy Statement Professional Role Behaviors: <https://nursing.cuanschutz.edu/student-life/student-handbooks/section-vii-conduct-focused-policies#ac-professional-role-behaviors-prb-1>
 - CU CON Children in the Workplace and/or Classroom Policy: <https://nursing.cuanschutz.edu/student-life/student-handbooks/section-iv-policies-responsibilities#ac-learning-environmentphysical-space-8>

f. Civility:

- i. Our commitment is to create a climate for learning characterized by respect for each other and the contributions each person makes to class. We ask that you make a similar commitment.

g. Inclement Weather Policy:

<https://ucdenver.edu/emergencymanagement#ac-natural-disasters-and-severe-weather-conditions-1>

UC Denver Emergency Weather: (877) 463-6070 or <https://www.cuanschutz.edu/police/cu-alerts/anschutz-alerts>

CU CON Inclement Weather Policy (refer to the policy for Anschutz, AMC and Legacy) <https://nursing.cuanschutz.edu/student-life/student-handbooks/section-iv-policies-responsibilities#ac-inclement-weatherfacility-closure-9>

h. Campus Assessment, Response & Evaluation (CARE):

- i. The purpose of the team is to assess whether individuals pose a risk to themselves or others and to intervene when necessary and, more generally, to identify and provide assistance to those in need. The team takes a preventive approach to risk assessment by offering resources, referrals, and support to both the concerning individual and those impacted by their behavior. Additional information regarding this resource may be found at: <http://www.ucdenver.edu/life/services/CARE/Pages/default.aspx>

i. Writing Center:

- i. Writing assistance is available through the Writing Center. Additional information regarding this resource may be accessed at: <https://clas.ucdenver.edu/writing-center/locations/writing-center-cu-anschutz>

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j. Religious Observances:

- i. The University of Colorado Denver, Anschutz Medical Campus has a legal obligation to accommodate students who must be absent from an educational activity in order to observe religious holidays or other observances. Students should speak to the faculty member to request accommodations for religious observances in advance during the first week of class. Requests received by faculty must be kept confidential and should be considered unless they create an undue hardship. If the student and faculty member cannot agree on an accommodation, the matter should be referred to the Assistant Dean for Graduate Programs for resolution.

University Policies

I. Access

- I. **Disability Access:** the University of Colorado Anschutz Medical Campus is committed to providing equitable access to our programs for students with disabilities (e.g., psychological, attentional, learning, chronic health, sensory, and physical).
- II. To engage in a confidential conversation about the process for requesting reasonable accommodations in the classroom and clinical settings please contact **The Office of Disability, Access, and Inclusion** at: disabilityaccess@cuanschutz.edu or begin the process via the website: <https://www.cuanschutz.edu/offices/office-of-disability-access-and-inclusion>. Accommodations are not provided retroactively, therefore, students are encouraged to begin this process early.

II. Nondiscrimination and Sexual Misconduct:

- I. The University of Colorado Denver is committed to maintaining a positive learning, working and living environment. University policy and Title IX prohibit discrimination on the basis of race, color, national origin, sex, age, disability, pregnancy, creed, religion, sexual orientation, veteran status, gender identity, gender expression, political philosophy or political affiliation in admission and access to, and treatment and employment in, its educational programs and activities. University policy prohibits sexual misconduct, including harassment, domestic and dating violence, sexual assault, stalking, or related retaliation.

Title IX requires the university to designate a Title IX Coordinator to monitor and oversee overall Title IX compliance. The University Title IX Coordinator is available to explain and discuss: your right to file a criminal complaint; the university's complaint process, including the investigation process; how confidentiality is handled; available resources, both on and off campus; and other related matters. Students may report allegations of discrimination or harassment through the Office of Equity: <https://www.ucdenver.edu/offices/equity>.

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III. Academic Honesty

I. *Student Code of Conduct:*

- a. Students are expected to know, understand, and comply with the ethical standards of the university, including rules against plagiarism, cheating, fabrication and falsification, multiple submissions, misuse of academic materials, and complicity in academic dishonesty.
- b. For suggestions on ways to avoid academic dishonesty, please see the Academic Honesty Handbook at <https://clas.ucdenver.edu/writing-center/students/plagiarismturnitin>

II. *Plagiarism*

- a. is the use of another person's ideas or words without acknowledgement. The incorporation of another person's work into yours requires appropriate identification and acknowledgement. Examples of plagiarism when the source is not noted include: word- for-word copying of another person's ideas or words; the “mosaic” (interspersing your own words here and there while, in essence, copying another's work); the paraphrase (the rewriting of another's work, while still using their basic ideas or theories); fabrication (inventing or counterfeiting sources); submission of another's work as your own; and neglecting quotation marks when including direct quotes, even on material that is otherwise acknowledge.

III. *Cheating*

- a. involves the possession, communication or use of information, materials, notes, study aids, or other devices and rubrics not specifically authorized by the course instructor in any academic exercise, or unauthorized communication with any other person during an academic exercise. Examples of cheating include: copying from another's work or receiving unauthorized assistance from another; using a calculator, computer, or the internet when its use has been precluded; collaborating with another or others without the consent of the instructor; submitting another's work as one's own.

IV. *Fabrication*

- a. involves inventing or counterfeiting information - creating results not properly obtained through study or laboratory experiment. Falsification involves deliberate alteration or changing of results to suit one's needs in an experiment or academic exercise.

V. *Multiple submissions*

- a. involves submitting academic work in a current course when academic credit for the work was previously earned in another course, when such submission is made without the current course instructor's authorization.

VI. *Misuse of academic materials*

- a. includes: theft/destruction of library or reference materials or computer programs; theft/destruction of another student's notes or materials; unauthorized possession of another student's notes or materials; theft/destruction of examinations, papers, or assignments; unauthorized assistance in locating/using sources of information when forbidden or not authorized by the instructor; unauthorized possession, disposition, or use of examinations or

