



**Bowie State University
Nursing Program
Student Handbook**

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Purpose of Handbook

The Faculty of the Department of Nursing is pleased to have you as a student of this Department. You have chosen a major in a discipline that is demanding and exacting. For the remainder of the time that you are in the nursing program, you will be learning to care for clients who will be dependent upon you to exercise good judgment and be accountable for your actions at all times. For this reason, this Handbook has been prepared for you and is to be used to assist you in adapting to the professional nursing student role. It contains information about regulations that are prerequisites to and requisites for success in the nursing program.

This information is to be used as a supplement to the University Catalog.

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Bowie State University is an Equal Educational and Employment Opportunity Institution.

The provisions in this Nursing Student Handbook do not constitute a contract between a student and the Department of Nursing. The nursing faculty, through appropriate University procedures, reserves the right to revise any provision or policy at any time within the student's term of enrollment, if deemed advisable. Advance notice of any changes will be given whenever possible.

Greetings from the Chair

Welcome to the Department of Nursing at Bowie State University. We take great pride in your selection of professional nursing as your career choice.

This nursing program will present you with many challenges. You will learn how to overcome those challenges to become the professional you want to be. Overcoming the challenges will be done through your fortitude, persistence, inquiry, and preparation for each class day. Your goal is to remain focused on your desired outcome, and your successful completion of the NCLEX-RN examination on the 1st attempt to enable you to join the nursing profession as a registered nurse.

The Department of Nursing has established purposes and goals that direct and guide us to achieve positive outcomes that benefit students, faculty, and the community. The Department of Nursing has the responsibility for educating its students to be responsible practitioners, life-long learners, inquisitive users of medical and nursing science, and practitioners of evidence-based knowledge. The faculty in the Department of Nursing is vested in preparing future nurses who: 1) can work within the diverse segments of nursing; 2) understand the nature of cultural diversity; 3) can work with diverse populations, and 4) use evidence-based practice to advance clinical reasoning.

The Department of Nursing offers a Bachelor of Science degree in Nursing (BS). The Department also offers a RN-BS track for registered nurses prepared in diploma or Associate degree nursing programs who desire to earn a BS in nursing. Individuals who have a degree in other disciplines and or approved transfer credits may be eligible for admission to the Accelerated 2nd Degree Program in the Department of Nursing. For nurses seeking a Master's Degree in Nursing, the Department offers the Masters of Science in Nursing (MSN) degree. This track focuses on Family Nurse Practitioner and Nurse Educator preparation. Nurses with a Masters in Nursing (MSN) may be eligible for admission to earn the Certificate for Advanced Studies (CAS). The Certificate Program's focus areas include the Family Nurse Practitioner and the Nurse Educator.

The Department of Nursing is currently accredited by the Accreditation Commission for Education in Nursing (ACEN).

Again, I welcome you to the Department of Nursing. This will be an enriching experience for you and for the faculty of the Department.

With warm regards,

Rena Boss-Victoria, DrPH, MPH, MS, BSN, RN, CNS, APRN
Chair and Associate Professor
Department of Nursing
College of Professional Studies
Bowie State University
Bowie, Maryland

Vision

The Department of Nursing will promote a pathway to academic excellence to address the evolving global health care environment with special emphasis on:

- Diversity
- Evidence based practice
- Technology
- Practice innovation

Mission

The mission is to provide quality academic programs offering learners the opportunity to expand their knowledge base and pursue advanced study. The nursing curricula prepare professional nurses who demonstrate excellence in using new methods in evidence based practice, think critically, apply ethical principles and clinical reasoning, demonstrate leadership skills, value diversity, and participate or conduct research which benefits the global community. The Department of Nursing is committed to increasing diverse representation in the nursing profession.

Philosophy

Nursing curricula are developed and implemented based on the faculty's beliefs about professional nursing education and professional nursing practice, the nature of the client, health, and the environment. In order to meet the current and future needs of global communities, professional nursing education must prepare graduates to provide therapeutic and culturally congruent care in a variety of settings. Professional nursing education encourages the development of caring behaviors, therapeutic communication, cultural competence, social awareness and collaborative skills that facilitate academic and personal development. The faculty believes professional nursing education prepares learners to think critically, to apply clinical reasoning, to adapt to technological changes, and to pursue continued education as a goal directed lifelong process.

Professional nursing practice is dynamic, complex, and integral to the health care system. Through evidence-based practice, nurses use research findings to make clinical decisions that facilitate health promotion, disease prevention, and health restoration to clients across the lifespan. The demonstration of caring behaviors, therapeutic communication, and culturally congruent care are vital in the provision of client-centered care. Professional nursing practice adheres to an established framework of ethical principles, legal regulations, and standards of practice in order to provide high quality, safe and competent care.

The professional nursing role utilizes the nursing process and incorporates research activities, health policies, information technology and clinical leadership in caring for the client. Thus, lifelong education is crucial to professional growth and development.

Clients are the consumers of nursing services. They are comprised of individuals, families, groups, and communities. We believe the client is continually responding to the internal and external environment, and is capable of achieving optimal health, or a dignified death.

Health is a variable state that exists along a continuum of wellness to illness, and is defined by the client. Health is influenced by a variety of factors such as, spirituality, cultural practices, and environmental stimuli. Health outcomes are determined by the client's ability to cope with environmental factors, and to access the health care system.

Environment is the internal and external factors that impact the client's state of health. The environment influences the client, regardless of whether it is actual or perceived.

Undergraduate nursing education is a composition of knowledge in the natural sciences, liberal arts, nursing technology, research, and clinical decision-making. The undergraduate nursing educational process prepares the learner, as a generalist, to practice holistically in a variety of settings within the ethical and legal framework of professional nursing. Graduates are educated to become leaders, advocates, and consumers of research, and collaborators as members of the health care team. The following concepts are essential to undergraduate nursing education: caring behaviors, communication, culturally congruent care, evidence-based practice, professional nursing roles, and critical thinking.

Graduate nursing education builds upon the generalist foundation of undergraduate education to prepare nurses for advanced practice roles. Graduate education provides the student with opportunities to develop expertise and specialized knowledge in the care of clients and populations. The graduate program is organized using core, supporting, and specialty content. Graduate nursing education incorporates evidence-based practice that enables nurses to participate in health policy development, research, health promotion, and management, with an emphasis on diverse and vulnerable populations. Advanced practice nursing roles include Nurse Practitioners, Clinical Nurse Specialists, Nurse Administrators, and Nurse Educators. We believe that advanced practice nursing roles are integral to meeting the current and future health needs of society.

Goals

1. To provide quality programs supportive of the learning needs of diverse learners so that they may accomplish their educational goals.
2. To provide an environment supportive of quality instruction, the use of technology, scholarly endeavors, and critical thinking.
3. To maintain faculty support systems and staff development programs that foster creativity and facilitate the faculty's contributions to higher education and the nursing profession.
4. To maximize opportunities for students and faculty to participate in the internal operations of the University so as to foster optimal communications and ensure maximum involvement in the development and maintenance of programs and services.
5. To engage in cooperative and collaborative relationships with regional communities that promote health and nursing.

Conceptual Framework for the Undergraduate Program

The conceptual framework is an extension of the philosophy and objectives of the Department of Nursing. It provides the design for sequencing the curriculum. The design enables faculty and students to comprehend, integrate, and synthesize curriculum content.

The curriculum is designed based on two major organizing themes: pervasive and progressive. The pervasive concepts comprising this framework, as it relates to client-centered care, are caring behaviors, cultural congruency, within an ethical and legal framework. The progressive concepts are reflected in the level objectives, and throughout the curriculum. They include critical thinking, communication, professional nursing role, research and evidence-based practice, and leadership. These progressive concepts indicate the successive levels of skill acquisition expected of nursing students as they progress in the program. Each of these organizing themes is defined and elaborated within the level objectives and courses.

Undergraduate Curriculum Program Student Learning Outcomes

Upon completion of the Undergraduate Nursing Program, the graduate will be able to:

1. Implement nursing processes and caring behaviors to individuals, families, and communities.
2. Use communication, technology, and collaborative skills to provide safe and effective care.
3. Apply culturally congruent care for clients across the life span.
4. Utilize evidence-based findings for decision-making that advances sociocultural, political, economic, legal, and ethical issues in nursing.
5. Integrate health policies from legislative and governing bodies into nursing practice.
6. Employ and lead the development of program policies in collaboration with professional organizations to advocate optimal wellness for families and communities.
7. Demonstrate accountability for meeting the changing health care needs of diverse populations representing the global community, through the continuation of personal, professional, and educational development.
8. Integrate critical thinking, clinical reasoning to promote optimal wellness to clients, families and communities.

Undergraduate Curriculum Level Concepts

	Concepts	Freshman: Level I	Sophomore Level: II	Junior Level: III	Senior Level: IV
1	Caring Behaviors	<p>Define the Concept of caring.</p> <p>Explain the significance of caring behaviors in nursing practice.</p>	<p>Demonstrate caring behaviors in the performance of basic nursing skills.</p>	<p>Integrate caring behaviors in nursing interventions.</p>	<p>Evaluate the impact of caring behaviors on patient outcomes.</p>
2	Culturally Congruent Care	<p>Define culture and recognize your own cultural beliefs, values, and behaviors.</p>	<p>Identify the influence of culture on health beliefs and practices.</p> <p>Differentiate health beliefs and practices that vary among selected groups.</p>	<p>Recognize the impact of culture on the nurse-patient relationship.</p> <p>Integrate interventions that respect and are consistent with the cultural beliefs, behaviors, and traditions of the client.</p>	<p>Appraise the effectiveness of culturally congruent care on client outcomes.</p>
3	Ethical and Legal Framework	<p>Identify ethical behaviors of the student.</p> <p>Define terms related to the legal aspects of nursing.</p>	<p>Describe ethical standards that guide nursing practice.</p> <p>Describe the purposes and roles of the Maryland government in legislating nursing practice.</p> <p>Demonstrate adherence to the policies and standards of the BSU Department of Nursing.</p>	<p>Integrate ethical behaviors into nursing care. Implement nursing interventions within the legal scope of practice, as interpreted by the Maryland Nurse Practice Act.</p>	<p>Debate the outcomes of ethical dilemmas in client care situations.</p> <p>Appraise health policies and proposed laws that effect nursing practice.</p>
4	Critical Thinking	<p>Define Critical thinking and 6the</p>	<p>Apply critical thinking skills in the</p>	<p>Utilize critical thinking skills to determine</p>	<p>Integrate critical thinking with</p>

	Concepts	Freshman: Level I	Sophomore Level: II	Junior Level: III	Senior Level: IV
		characteristics of a critical thinker.	performance of basic nursing assessment and practices.	priority nursing care needs for individuals and families.	independent judgment to promote optimal wellness for families and communities.
5	Communication	Demonstrate the essential components of basic oral and written communication.	Apply therapeutic communication techniques in nurse-client interactions. Demonstrate basic clinical documentation skills.	Implement therapeutic communication skills that incorporate appropriate strategies of care for clients across the lifespan. Implement effective communications skills with members of the healthcare team.	Appraise the effects of communication techniques on proposed outcomes.
6	Professional Nursing Roles	Identify the role and function of the professional nurse in the health care system.	Explain how the professional nurse utilizes the nursing process in the nurse-client relationship.	Demonstrate assimilation into the professional role by: participating as a member of the nursing team; and seeking out new learning experiences.	Assume accountability for meeting the changing health care needs of diverse populations representing the global community, through the continuation of personal, professional, and educational development.
7	Research and Evidence-based Practice		Describe how nurses use research. Define evidence-based practice.	Examine the research process. Identify components of research publications.	Utilize research findings for decision-making and rationale for nursing interventions.

	Concepts	Freshman: Level I	Sophomore Level: II	Junior Level: III	Senior Level: IV
					Critique components of research studies.
8	Leadership		Explore the leadership role within the context of group.	Demonstrate accountability and beginning leadership abilities in nursing practice.	Evaluate as a leader, the concepts of power and empowerment and autonomy and advocacy in managing nursing practice. Compares and contrasts leadership styles within the nursing structures and health care systems in reference to Sociocultural, political, economic, legal, and ethical influences.

Undergraduate Nursing Student Policies

The policies in this section of the handbook are applicable to **undergraduate students** enrolled in the various nursing program tracks. These policies are consistent with and supplement the principle document governing policies and procedures for students. Students are responsible for accessing and reviewing the documents that govern undergraduate students.

Admission Policies

The Bowie State University (BSU) Nursing Program allows the following types of admission:

- Freshman (Traditional Program)
- Transfer Student
- Second Degree Student (Accelerated Program)
- Registered Nurse (RN to BS Program)

BSU ADMISSION

These admission policies can be found at the following sites:

- <http://www.bowiestate.edu/admissions-financial-aid/undergraduate-admissions/>
- <https://www.bowiestate.edu/academics-research/colleges/college-of-professional-studies/departments/nursing/>

BOWIE STATE UNIVERSITY SOPHOMORE STUDENT (TRADITIONAL PROGRAM)

Traditional nursing admission is designed for sophomore status students at Bowie State University, who have completed the required general education courses to become eligible for admission to the Traditional Undergraduate Nursing Program. **Candidates for this program track are admitted for the fall semester only.**

The length of the Traditional program is at least 4 years, but not more than 5 years. The first year consists of Freshman pre-requisites at Bowie State University (BSU). Sophomores may apply during the Sophomore Spring semester for a Fall admission into the Junior year of the nursing program.

In order to be considered for this program track, you must meet the following requirements:

Requirements:

Candidates can apply for admission to this program track during the second semester of their Sophomore year. They must have completed a full Freshman year and a first semester as a Sophomore at Bowie University to be considered. Candidates must meet the following requirements:

- Acceptance to Bowie State University (BSU)
- Cumulative GPA of 2.75 or better
- GPA of 3.0 or better in prerequisite sciences
- Successful completion of the English Proficiency Examination (EPE)
- Successful completion of the NURS 101 course requirement
- Completion of all required Science courses within 5 years of their admission date to the program
- No more than a total of two withdrawals in any pre-requisite course (*Withdrawals cannot be within the same course*)
- No failure or grade less than a C in any pre-requisite course
- Must have evidence of success as a full-time student (*12 or more credits in one semester*)
- Standardized Examination for Pre-Nursing Basic Knowledge required
- Submission of an application to the Department of Nursing during the second semester of their Sophomore year (*See nursing web site for application deadlines*). **The Department of Nursing will not accept applications until the established application submission dates.**
- Sealed official transcripts from each institution attended submitted with the nursing application as ONE packet (*Nursing courses are not transferable to BSU*)
- A personal statement of your goals and objectives (400 words, typed and double-spaced)

TRANSFER STUDENT (TRADITIONAL PROGRAM)

Transfer nursing admission is designed for those transfer students maintaining 35 or less credits.

Candidates for the Traditional Program track are admitted for the fall semester only.
Pre-Nursing basic knowledge standardized examinations will be required.

The length of the Traditional Program is at least 4 years, but no more than 5 years. Typically, the first year consists of Freshman pre-requisites at a college other than BSU. Transfer students and those who were not eligible for admission in their Sophomore year may apply during the Sophomore Spring semester for a Fall admission into the Junior year of the nursing program.

Requirements:

- Acceptance to Bowie State University (BSU) in a Fall semester.
- Cumulative GPA of 2.75 or better
- GPA of 3.0 or better in prerequisite sciences
- Successful completion of the English Proficiency Examination (EPE)
- Successful completion of NURS 101 course requirement
- Completion of all required Science courses within 5 years of admission date to the program
- No more than a total of two withdrawals in any pre-requisite course. (*Withdrawals cannot be within the same course*)
- No failure or grade less than a C in any pre-requisite course
- Must have evidence of success as a full-time student (*12 or more credits in one semester*)
- Standardized Examination for Pre-Nursing Basic Knowledge required
- Submission of an application to the Department of Nursing during the second semester of their Sophomore year (see nursing web site for application deadlines). **The Department of Nursing will not accept applications until the established application submission dates.**
- Sealed official transcripts from each institution attended submitted with the nursing application as ONE packet (*Nursing courses are not transferable to BSU*)
- A personal statement of your goals and objectives (400 words, typed and double-spaced)

SECOND DEGREE STUDENT (ACCELERATED PROGRAM)

Accelerated admission is designed for those transfer applicants maintaining 53 or more transfer credits or for those applicants possessing a prior undergraduate degree.

Candidates for this program track are admitted for the summer semester only.
Pre-Nursing Basic Knowledge standardized examinations will be required.

The length of the Accelerated Program is at least 18 months, but no more than 3 years. Typically, the 18 months consists of a Summer Session, Fall Session, Winter Session, Spring Session, Summer Session and a Fall Session. Candidates should apply during the Spring session before the Summer Session during which they seek to begin their studies.

Requirements:

- Graduation from an accredited higher education program with an Associate or Bachelor's degree
- Acceptance to Bowie State University (BSU)
- Cumulative GPA of 3.0 or better

- GPA of 3.0 or better in prerequisite science and math courses
- Completion of all required Science courses within 5 years of their admission date to the program
- No more than a total of two withdrawals in any pre-requisite course. (*Withdrawals cannot be within the same course*)
- No failure or grade less than a C in any pre-requisite course
- Registrar documentation of all transfer credits prior to eligibility for conditional and or gateway criteria admission
- Sealed official transcripts of each institution attended with the nursing application as ONE packet (*Nursing courses are not transferable to BSU*)
- Must have evidence of success as a full-time student (*12 or more credits in one semester*)
- This program begins in the summer and requires year round study for 18 months
- Submission of an application to the Department of Nursing in the Spring Semester (*See nursing website for application deadlines and required information for Pre-Nursing Basic Knowledge Standardized Testing*)
- A personal statement of your goals and objectives (400 words, typed and double-spaced)

REGISTERED NURSE (RN TO BS PROGRAM)

Eligible candidates are admitted to this nursing program track for each fall and spring semester. Candidates are required to follow the RN-BS curriculum progression plan and complete all prerequisite courses to become eligible for transition into the RN-BS core nursing courses. All prerequisite courses must be successfully completed with a grade of "C" or higher. Upon completion of all prerequisite courses and consultation with a Nursing academic advisor, candidates will then be required to submit an application for admission to the program. The length of the RN to BS Program is at 2 years, but no more than 3 years. Typically, the 2 years consists of a Junior and Senior year. Candidates should apply during the Spring session before the Fall Session.

Requirements:

- Graduation from an accredited higher education program with a minimum of an Associate Degree in Nursing
- Acceptance to Bowie State University BSU)
- Licensure as a Maryland RN
- Completion of all general education courses as required per program of study
- Successful completion of nursing prerequisite courses with a grade of "C" or higher
- Minimum cumulative GPA of 2.0 on a 4.0 scale
- Sealed official transcripts of each institution attended with the nursing application as ONE packet.
- Three letters of recommendation (a reference from your immediate supervisor and two from professional colleagues)
- Submission of the RN to BS application (*See website for application dates and deadline information*)
- Current CPR certification
- Current Maryland RN licensure
- A personal statement of your goals and objectives (*400 words, typed and double-spaced*)
- A completed physical examination/health history (*Form provided in application*)
- Current professional resume
- Student profile sheet (*Form provided in application*)

Nursing Progression Plans

TRADITIONAL - BS in Nursing Progression Plan				ACCELERATED - BS Transfer Nursing Progression Plan			
PRE-NURSING PROGRAM PREREQUISITES				PROGRAM PREREQUISITES			
YEAR ONE				YEAR ONE			
Fall	Cr Hrs	Spring	Cr Hrs	Cr Hrs		Cr Hrs	
FRSE 101	3	HIST 114 or 115	3	ENGL 101	3	HIST 114 or 115	3
ENGL 101	3	ENGL 102	3	BIOL 102*	4	ENGL 102	3
BIOL 102	4	CHEM 107	4	PSYC 101	3	CHEM 107	4
PSYC 101	3	BIOL 311	4	MATH 125 or 141	3	BIOL 311	4
MATH 125 or MATH 141	3	NURS 101	2	BIOL 310	4	BIOL 312	4
TOTAL	16	TOTAL	16	COMM 101 or 103	3	COSC 110 or 111	3
TOTAL CREDIT HOURS = 32				PHIL 103	3	SOCI 101	3
YEAR TWO				YEAR TWO			
Fall	Cr Hrs	Spring	Cr Hrs	The above courses are required for program admission eligibility. *May substitute another four(4) credit (102 or higher) college level science in lieu of BIOL 102			
COMM 101 or 103	3	COSC 110 or 111	3	YEAR ONE			
PHIL 103	3	SOCI 101	3	Summer	Cr Hrs	Fall	Cr Hrs
BIOL 310	4	NURS 203	4	NURS 101	2	NURS 308	3
BIOL 312	4	NURS 215	3	NURS 201	3	NURS 315	3
NURS 201	3	NURS 302	3	NURS 215	3	NURS 348/349	3/2
EPE	0	TOTAL	16	NURS 203	4	NURS 368	2
TOTAL	17	Summer	Cr Hrs	NURS 302	3	EPE	0
TOTAL CREDIT HOURS = 36				MATH 155 or PYSCH 204	3	TOTAL	13
YEAR THREE				TOTAL	3	TOTAL CREDIT HOURS = 44	
Fall	Cr Hrs	Spring	Cr Hrs	YEAR TWO			
NURS 308	3	NURS 380/381	3/2	Summer	Cr Hrs	Fall	Cr Hrs
NURS 315	3	NURS 385/386	3/2	NURS 406/409	3/2	NURS 410/411	3/2
NURS 348/349	3/2	NURS 400	3	NURS 415/416	3/2	NURS 425/412	3/2
NURS 368	2	SOWK 300	3	*Nursing Electives include: IDIS 210, IDIS 450, IDIS 470 and NURS 401 (Accelerated BS student graduate December of each Fall semester)			
TOTAL	13	TOTAL	16	YEAR TWO			
TOTAL CREDIT HOURS = 29				Summer	Cr Hrs	Fall	Cr Hrs
YEAR FOUR				NURS 406/409	3/2	NURS 410/411	3/2
Fall	Cr Hrs	Spring	Cr Hrs	NURS 415/416	3/2	NURS 425/412	3/2
NURS 406/409	3/2	NURS 410/411	3/2	*Nursing Electives include: IDIS 210, IDIS 450, IDIS 470 and NURS 401			
NURS 415/416	3/2	NURS 425/412	3/2	TOTAL CREDIT HOURS = 26			
IDIS 460	3	*NURSING ELECTIVE	3	YEAR TWO			
TOTAL	13	NURS 499	0	Summer	Cr Hrs	Fall	Cr Hrs
TOTAL CREDIT HOURS = 123				NURS 406/409	3/2	NURS 410/411	3/2
YEAR FOUR				NURS 415/416	3/2	NURS 425/412	3/2
Fall	Cr Hrs	Spring	Cr Hrs	*Nursing Electives include: IDIS 210, IDIS 450, IDIS 470 and NURS 401			
NURS 406/409	3/2	NURS 410/411	3/2	TOTAL CREDIT HOURS = 26			
NURS 415/416	3/2	NURS 425/412	3/2	YEAR TWO			
IDIS 460	3	*NURSING ELECTIVE	3	Summer	Cr Hrs	Fall	Cr Hrs
TOTAL	13	NURS 499	0	NURS 406/409	3/2	NURS 410/411	3/2
TOTAL CREDIT HOURS = 123				NURS 415/416	3/2	NURS 425/412	3/2
YEAR FOUR				*Nursing Electives include: IDIS 210, IDIS 450, IDIS 470 and NURS 401			
Fall	Cr Hrs	Spring	Cr Hrs	TOTAL CREDIT HOURS = 26			
NURS 406/409	3/2	NURS 410/411	3/2	YEAR TWO			
NURS 415/416	3/2	NURS 425/412	3/2	Summer	Cr Hrs	Fall	Cr Hrs
IDIS 460	3	*NURSING ELECTIVE	3	NURS 406/409	3/2	NURS 410/411	3/2
TOTAL	13	NURS 499	0	NURS 415/416	3/2	NURS 425/412	3/2
TOTAL CREDIT HOURS = 123				*Nursing Electives include: IDIS 210, IDIS 450, IDIS 470 and NURS 401			
YEAR FOUR				TOTAL CREDIT HOURS = 26			
Fall	Cr Hrs	Spring	Cr Hrs	YEAR TWO			
NURS 406/409	3/2	NURS 410/411	3/2	Summer	Cr Hrs	Fall	Cr Hrs
NURS 415/416	3/2	NURS 425/412	3/2	NURS 406/409	3/2	NURS 410/411	3/2
IDIS 460	3	*NURSING ELECTIVE	3	NURS 415/416	3/2	NURS 425/412	3/2
TOTAL	13	NURS 499	0	*Nursing Electives include: IDIS 210, IDIS 450, IDIS 470 and NURS 401			
TOTAL CREDIT HOURS = 123				TOTAL CREDIT HOURS = 26			
YEAR FOUR				YEAR TWO			
Fall	Cr Hrs	Spring	Cr Hrs	Summer	Cr Hrs	Fall	Cr Hrs
NURS 406/409	3/2	NURS 410/411	3/2	NURS 406/409	3/2	NURS 410/411	3/2
NURS 415/416	3/2	NURS 425/412	3/2	NURS 415/416	3/2	NURS 425/412	3/2
IDIS 460	3	*NURSING ELECTIVE	3	*Nursing Electives include: IDIS 210, IDIS 450, IDIS 470 and NURS 401			
TOTAL	13	NURS 499	0	TOTAL	10	TOTAL	13
TOTAL CREDIT HOURS = 123				TOTAL CREDIT HOURS = 23			
TOTAL PLAN CREDIT HOURS = 123				TOTAL PLAN CREDIT HOURS = 120			

Nursing Progression Plans

ACCELERATED - BS 2nd Degree Nursing Progression Plan				RN to BS Progression Plan			
PROGRAM PREREQUISITES				PROGRAM PREREQUISITES			
	Cr Hrs		Cr Hrs		Cr Hrs		Cr Hrs
BIOL 102*	4	HIST 114 or 115	3	ENGL 101	3	PSYC 101	3
MATH 125/141	3	CHEM 107	4	ENGL 102	3	SOWK 300	3
BIOL 310	4	BIOL 311	4	COMM 101 or 103	3	MATH 125 or MATH 141	3
PHIL 103	3	BIOL 312	4	PHIL 103	3	BIOL 310	4
SOWK 300	3	PSYC 204 OR MATH 155	3	SOC 101	3	CHEM 107	4
TOTAL	17	TOTAL	18	COSC 110 or 111	3	BIOL 311/312	8
TOTAL CREDIT HOURS = 35				TOTAL	18	TOTAL	25
The above courses are required for program admission eligibility. *May substitute another four(4) credit(102 or higher) college level science in lieu of BIOL 102				TOTAL CREDIT HOURS = 43			
YEAR ONE				YEAR THREE CORE COURSES			
Summer	Cr Hrs	Fall	Cr Hrs	Fall	Cr Hrs	Spring	Cr Hrs
NURS 101	2	NURS 308	3	HIST 114 or 115	3	NURS 315	3
NURS 201	3	NURS 315	3	PSYC 204 or MATH 155	3	NURS 368	2
NURS 203	4	NURS 348/349	3/2	NURS 215	3	NURS 400	3
NURS 215	3	NURS 368	2	NURS 350	3	HUMANITIES ELECTIVE*	3
NURS 302	3	EPE	0	NURS 302	3	TOTAL	11
TOTAL	15	TOTAL	13	TOTAL	15	TOTAL CREDIT HOURS = 26	
				*English Proficiency Examination must be completed during the FALL of Year Three nursing courses.			
Winter	Cr Hrs	Spring	Cr Hrs	YEAR FOUR CORE COURSES			
Nursing Elective	3	NURS 385/386	3/2	Fall	Cr Hrs	Spring	Cr Hrs
TOTAL	3	NURS 380/381	3/2	NURS 401	3	NURS 425/412	3/2
				NURS 406/409	3/2	IDIS 460	3
				TOTAL	13	NURSING ELECTIVE**	3
TOTAL CREDIT HOURS = 44				TOTAL	11	TOTAL	11
YEAR TWO				TOTAL CREDIT HOURS = 22			
Summer	Credit Hrs	Fall	Credit Hrs	* Choose from Art, Music (except applied courses), Philosophy, Foreign Language, Literature, Theatre, and Communications			
NURS 406/409	3/2	NURS 410/411	3/2	**Nursing Electives include: IDIS 210, IDIS 450, IDIS 460 and IDIS 470			
NURS 415/416	3/2	NURS 425/412	3/2	***30 Maryland Articulation Model Credits			
		IDIS 460	3	52 General Education Credits			
		NURS 499	0	39 Nursing Credits w/Nursing Electives			
TOTAL	10	TOTAL	13	TOTAL PLAN CREDIT HOURS (91 + 30***) = 121			
TOTAL CREDIT HOURS = 23							
TOTAL PLAN CREDIT HOURS = 124							

General Policies

Academic Honesty and Dishonesty General Policy Statement.

Nursing students are expected to conform to a strict standard of academic honesty. In addition to the Bowie State University Undergraduate Catalog, academic dishonesty includes exhibiting unethical or illegal behaviors including falsification of documents. Students are required to sign the Academic Honesty and Dishonesty form, which is placed in the student's academic folder in the Nursing Department. Students will be recommended for dismissal from the nursing program when academic dishonesty is confirmed. The Plagiarism checker is used for all written assignments submitted to the Safe Assign or Turnitin instruments. Please refer to the BSU Undergraduate Catalog for additional policies about academic dishonesty.

Test-Taking Protocol for the Department of Nursing (Effective December 8, 2016)

These "Test-Taking Protocols are to be read to the students assembled at the time of Test-Taking. If any of the items below are documented by the proctor, the consequences will be enforced to the fullest extent of the University Plagiarism and Academic Honesty and Dishonesty Policies.

1. Students may only bring a pen or pencil into the testing area. All materials passed out with the tests are collected from each student when the test is passed in
2. The Proctor does not answer any questions once the tests are passed out.
3. The following items **may not be brought into the Test-Taking areas nor accessed** at any time during the examination session.
 - Any educational, test preparation or study materials (books, notes of any kind).
 - Cell/mobile/smart phones, smart watches, bluetooth, players of any kind, fitness bands, pagers, jump drives, cameras or any other electronic devices.
 - Coats, sweaters with hoods, jackets with hoods (no hoodies), smart watches, smart wrist watches, tablets, calculators, nor beverages.
 - No earplugs.
4. Students are seated every other chair and/or assigned randomized seating. Large classes maybe divided up to maintain the integrity of the Test-Taking environment.
5. The test items are randomized and a different test given every other seat.
6. At least two or more proctors are used in the Test-Taking areas to maintain the integrity of the environment.
7. Students must remain in their seats for the duration of the examination. Student who are unable to sit continuously for a two-hour examination related to an emergency circumstance, must be accompanied by a Proctor / Escort to be permitted back into the Test-Taking area.
8. Students who leave the Test-Taking area without a Proctor/Escort, will not be permitted back into the Test-Taking area.
9. You may not engage in disruptive behavior at any time while in the Test-Taking area.

10. Students are suspected of cheating if they display the following behavior (s):
 - a. Looking on another student's paper.
 - b. Holding their test paper in the air.
 - c. Wondering eyes.
 - d. Sitting idle, looking all around without writing.
 - e. Looking at palms of hands, arms, and desktops in a manner as though they are looking for notes.
 - f. Talking to other students or trying to get their attention.
 - g. Picking up items from the floor.
 - h. Attempting to not take the examination with the class for the assigned session.
11. Based on the findings of the proctor, students' demonstrating suspect behavior of cheating may receive one or all of the following consequences:
 - a. Student may be re-seated elsewhere.
 - b. The test taken and a different test provided for the student to take.
 - c. Student may be asked to leave the Test-Taking areas and forfeit taking the examination based on objective findings that breach the "Test-Taking Integrity" process.
 - d. An Incident report form will be completed immediately by the proctor.
12. The computer, nor the Test, or the Test-Taking Booklet should be tampered with or mutilated in any manner.

Confidentially According to NCLEX (2016) guidelines below, the Bowie Department of Nursing follows these same guidelines:

- You may not disclose or discuss with anyone, including instructors, information about the items or answers seen in your examination (this includes posting or discussing questions on the internet and social media websites).
- You may not reconstruct exam items using your memory of your exam or the memory of others.
- You may not seek help from any other party in answering items (in person, by phone, text or by email) during your examination.
- You may not remove examination items and/or responses (in any format) or notes about the examination from the Test-Taking area.
- You may not copy or reconstruct exam items during or following your examination for any reason.
- If you witness any of the above behavior, or any irregular behavior that is in violation of maintaining the integrity of the Test-Taking process and or environment, a note may be dropped in a designated box for confidentiality.

Policy adopted by the Department of Nursing Faculty at a Faculty meeting on Thursday, December 8, 2016 to be effective immediately (12-8-2016).

References

1. Bowie State University Nursing Program Student Handbook Fall of 2016
2. Bowie State University Department of Nursing Faculty 2016
3. NCLEX rules. (2016). Retrieved December 8, 2016, from <https://www.ncsbn.org/1268.htm> In-line Citation: ("NCLEX rules," 2016)

(Some of the guidelines have been adapted from the NCLEX Rules)

Communication Methods – The faculty and staff provide program and curriculum information through the use of Bowie State University email accounts, Blackboard, and the Nursing Department web site. Students are expected to review these electronic sources at least weekly. Technology is an integral part of the nursing curriculum.

Financial Aid – Financial assistance at BSU is available through various sources. Opportunities are available to students to receive funds if they meet the specified criteria. Personnel in the Financial Aid Office will assist students in exploring financial assistance for which they may be eligible. The Financial Aid Office is located in the Henry Building.

Governance – It is expected that students will participate in governance within the Department of Nursing (DON) and in the University. The mechanism for participation in governance of the University is through the BSU Student Government Association. The mechanism for participation in the governance of the Department of Nursing is through the Student Nurses Association and student representation on the DON Curriculum Committees. Input from students is encouraged and welcomed regarding the courses and activities of the DON. It is therefore the responsibility of students to serve as representatives to the Undergraduate Curriculum Committee (UCC). The Student Nurses Association will hold elections annually in the fall to select representatives to the Undergraduate Curriculum Committee. The Student Nurses Association shall elect one student representative from each cohort admitted. The Student Nurses Association shall have one vote through its collective student representatives.

Office Hours – The office of the Department of Nursing is open Monday through Friday from 8:30 a.m. until 5:00 p.m. All faculty maintain office hours which are listed on each course syllabus. A listing of the office hours for each faculty member is available for review in the nursing office, and outside the office door of the faculty member.

Request for Leave of Absence – Students may request a leave of absence for personal or family medical emergencies. Students requesting a leave of absence for medical emergencies must have official documentation to support the request. The request must be made in writing 14 days prior to the start of the intended leave. The student must also meet with his/her Advisor regarding the request. The approval for the leave request will be made by the Faculty Organization. Student progression in the nursing program will be based on course availability.

Required Fees – Throughout the nursing program, students are required to pay for the following items:

- Assessment Technologies Institute (ATI)
- Comprehensive Exit Exam
- Clinical Laboratory

RN-BSN students are required to pay for the following items:

- Clinical Laboratory

These fees are collected as part of the semester charges and are in addition to any and all charges for tuition, room, board, and other general BSU student fees.

Course Policies

Class Attendance – Students are expected to attend and to participate in all class sessions. Students are required to notify faculty of absences or delays. Students are responsible for all academic content covered at all times.

Clock Hours and Credit Hours – In lecture courses one credit hour is equal to a 50 minute time period per week. In clinical courses one credit hour is equal to four (4) clock hours of clinical per

week. In lab courses one credit hour is equal to three (3) clock hours.

Cancellation of Classes – Any cancellation of classes by the University is broadcast over local radio, Bowie State Electronic Emergency System (BEES), and television stations. When classes are cancelled clinical experiences are also cancelled.

Grading Criteria – The grading scale for undergraduate students in the Department of Nursing is as follows:

- A = 90-100
- B = 80-89.99
- C = 75-79.99
- D = 60-74.99
- F = 0-59.99

Final course grades 74.5 or higher in all nursing courses will be rounded up to the next whole number. A grade below 75 will result in failure of the nursing course.

Late Assignments – Assignments turned in late will not receive credit unless a specific authorization has been granted by the faculty for health reasons or other reasons beyond the student's control. In the event of illness or an emergency, students are responsible for making arrangements with the appropriate faculty member to submit the late assignment.

Progression Policies

Progression – Nursing course content is planned in a sequential constructionist and progressive manner so that each course builds upon previous course content. Students must complete all courses sequentially as outlined in the progression plan. Students must be enrolled in the corresponding clinical nursing courses when enrolled in the didactic course. Students must satisfactorily complete the clinical and didactic courses to progress to the next level. Students who are unsuccessful in one of the courses must retake the didactic and corresponding clinical course.

In order to progress in the nursing program, students must earn a “C” or better in the general education courses.

Progressive testing and/or assignments will be used to evaluate student competence of completed course materials. Students must achieve the minimal proficiency level on the end-of-course standardized examination for the level in order to progress in the nursing program.

Students must complete the nursing program within five (5) years from the date of admission into the nursing program.

Students may not transfer from one progression plan to another.

Academic Standing – All students are required to complete a minimum of 62 credits in their nursing major according to the progression plan. Nursing students must earn a grade of “C” or higher in all nursing courses and maintain a 2.5 grade point average (GPA) to be in good academic standing.

Student Advisement – All students must meet with their Advisor to prepare for registration each semester and in a proactive manner throughout the semester. Advisement sessions are used for planning student progression, discussing professional issues and concerns, and obtaining assistance that may be needed for remediation. Students are encouraged to make an appointment for advisement.

Academic Warning – Students earning a grade less than “C” in a nursing course at mid-term must meet with the course faculty member to develop a written plan of action to assist the student to improve his/her academic standing. The plan of action will be documented on the academic risk or progress report form. This document is placed in the student’s Department of Nursing record and the student will receive a copy. Students will receive a mid-semester grade report from the School of Professional Studies Retention Director.

Dismissal from the Program – When a student is recommended for dismissal from the nursing program, the Department Chairperson will provide written notification of dismissal. Students will be recommended for dismissal from the undergraduate nursing program under the following conditions:

1. Earning a grade lower than “C” in two different nursing courses or in one repeated nursing course.
2. Failing to meet the requirements for progression based on the recommended course remediation plan.
3. Earning a grade of “W” or an “AU” in three nursing courses.
4. Exhibiting conduct that is unprofessional, incompetent, unethical, or illegal in the clinical/practicum settings as outlined by the *American Nurses’ Association Code for Nurses*, the *DON Academic Honesty and Dishonesty* document, and the clinical agency policy.
5. Cheating on examinations, plagiarism, or improper documentation or falsification of clinical activities as outlined in the *BSU Undergraduate Catalog and the DON Academic Honesty and Dishonesty* document.
6. Performing in an unsafe manner while providing care to a client. (*In addition, the student will be removed immediately from the clinical area.*)
7. If a student presents to the clinical area chemically impaired by drugs or alcohol. (*In addition, the student will be removed immediately from the clinical area.*)

Grade Appeal – Students should follow the procedures outlined in the BSU Undergraduate Catalog for grade appeals.

Grievance Policy – Students should attempt to resolve all grievance issues at the lowest level (with the responsible faculty member). In the event the issue needs further review, the chain of command within the DON should be followed. If there is no resolution within the DON, sources outside the Department may become involved. The grievance process pertains to *all matters except grades*. The time frame for initiating a grievance is within five (5) weekdays of the event.

The grievance process must be followed in the sequence listed below:

Grievances of Clinical Faculty decisions - if not resolved at this level notify the Course Coordinator of the continuing grievance within 5 weekdays of the decision.

Grievances of Course Faculty decisions or any progression issue - if not resolved at this level notify the Admission Progression and Graduation Committee (APG) Chairperson within 5 weekdays of the decision. The grievance must be typed and include a description of the original event. Submit the written statement to the Chair of the APG committee.

The APG Committee may invite other nursing student representatives to hear grievances related to clinical practice. The recommendation of the APG Committee will be referred to the DON

Faculty Organization for final decision. The DON Faculty Organization decision will be submitted as a recommendation to the Chair of the Department.

Prior to rendering a decision, the Faculty Organization may invite the student to present all documents and other evidence during the Faculty Organization meeting. A decision will be rendered within 30 days.

Students who wish to continue the grievance process prior to going outside of the DON should consider consulting with their Faculty Advisor during the process.

Chain of Command within the DON

- Faculty of course
- Course Coordinator
- Program Coordinator
- Faculty Advisor
- Chair of DON

Students who wish to continue the grievance process outside of the DON must follow the BSU policy related to grievances.

Chain of Command outside the DON

- Dean, School of Professional Studies
- Provost and Vice President for Academic Affairs
- The President of Bowie State University

Application for Graduation – Students who anticipate meeting all requirements for graduation must apply for graduation by the deadline date as posted by the Registrar on the BSU website. The University establishes graduation fees and sets deadline dates. The Office of Admission, Registration, and Records can assist students in matters related to this issue.

English Proficiency Examination – The English Proficiency Examination (EPE) is a graduation requirement that must be satisfied by all students receiving a bachelor's degree from BSU. All pre-nursing students should take the examination upon completion of English 102. However, transfer students who completed their English requirements at another university should take the examination during their first semester of enrollment at Bowie State University. Students must successfully complete the English Proficiency Exam prior to admission into the Nursing Program.

Graduation Requirements – Graduation requirements for the Bachelor of Science in Nursing (BSN) degree are:

1. Successful completion of all general education and prerequisite course requirements.
2. Successful completion of the English Proficiency Examination.
3. Completion of all nursing course requirements and electives as specified by the DON.
4. Completion of a minimum of 120 credit hours with a minimum cumulative GPA of 2.75 on a 4.0 scale and a minimum grade of "C" in all Nursing courses. Refer to the Undergraduate Catalog for a discussion of quality points and grade point averages.
5. Successful completion of the Department of Nursing Comprehensive Exit Examination.
6. Submission of the Application for Graduation.

7. Clearance of all financial obligations by the Business Office.

Standardized NCLEX -RN Comprehensive Predictor Exit Exam – Pass/Fail for the Final Course Grade

Students must pass the exit examination within the approved cut off scoring range. Students are given the opportunity to take the Standardized NCLEX-RN Comprehensive Predictor Exit Exam.

The NCLEX RN Comprehensive Predictor Examination will be given two times during the semester. Students must achieve a 94% -95% predicted probability of passing NCLEX –RN on the first attempt, in order to pass the course with a grade of “P” for Pass. If a student is unsuccessful after the second attempt of the NCLEX -RN Comprehensive Predictor Examination, they will receive a course grade of “F” for Fail. The student must repeat the N499 course in the following semester.

Students will be informed of the passing score prior to the first administration of the RN-NCLEX Comprehensive Predictor Examination. If the passing score is adjusted during the examination period, students will be informed prior to the administration of the next examination, and the adjusted score will apply to all students.

The RN -NCLEX Comprehensive Predictor Exit Examination is the BS Degree in Nursing Program terminal objective. Student application for graduation is directly linked to successful completion of program student learning outcomes. Students are required to sit for and successfully pass the RN-NCLEX Comprehensive Predictor Exit Examination to meet the nursing program policy for the exit standard. The successful completion of the exit examination must occur during the academic semester in which the application for graduation is submitted to the Office of the Registration.

Exit Survey – Graduating students will participate in an exit survey during their final semester of study. The survey is designed to obtain information about your experiences in the nursing program.

Clinical Policies

Students are expected to abide by the policies of the healthcare facility and the Department of Nursing. The clinical nursing faculty must know the location of all students during the entire clinical period. Students are not to leave the assigned area/floor and grounds of the healthcare facility without faculty approval. This includes lunch breaks and early dismissals.

Clinical courses must be taken concurrently with the corresponding theory course. All undergraduate students must achieve a grade of “C” or above in the theory course and clinical course in order to progress to the next level in nursing.

Lateness/Absence

Students are expected to report to the clinical setting on time (specific time as defined by the faculty in the course). Students must provide appropriate notification of lateness or absence to the clinical instructor, preceptor, and/or clinical site. If a student is late, the clinical instructor or preceptor has the right to tell the student that they cannot participate in clinical activities for that day. Lateness will be converted to absences. The following formula will be used to convert lateness to absences:

2 occurrences of lateness in a 2 credit course = 1 absence

Two Absences may result in failure of the theory and clinical course. Clinical Absences must be made up per the instructor’s requirements.

Insurance

All students are required to be covered by professional student liability insurance. The University purchases insurance on the student's behalf. Fees for the insurance are included in the student's tuition bill. **Registered Nurse** students are also encouraged to independently purchase professional liability insurance.

Students may purchase liability insurance from any company of their choosing. The following company provides insurance policies for nursing students.

NSO (Nursing Service Organization) Malpractice Insurance
159 E. County Line Rd, Hartford, PA 19040
Phone: 1-800-247-1500 Fax: 1-800-739-8818
Website: nso.com

Health Requirements

The Department of Nursing (DON) does not discriminate on the basis of physical disabilities. However, any applicant with a physical or emotional problem that may impact clinical or classroom performance must notify their Academic Advisor in the DON upon submission of application to the DON.

The DON requires submission of the following information prior to the first day of class. Effective Summer 2015 all documents must be electronically submitted to Castlebranch:

1. The completed BSU Physical Examination/Health History Form
2. Immunization History – Documentation required
3. Polio series completed
4. DTP series completed
5. Tetanus Booster: Td within 10 years of completion of DTP series, and thereafter
6. MMR Titer or MMR Vaccinations #1 and # 2 if you are non-immune
7. Hepatitis B Series – 3 doses (Strongly Recommended) or a Signed Waiver
8. Varicella Titer or Varicella Vaccination if you are non-immune
9. Current Documentation of negative PPD (within one year) or documentation of a normal Chest X-ray within the last five years
10. Completed criminal background clearance through Criminal Justice Information Services (CJIS)
11. Urine Drug screen is required healthcare facilities. Information for online application and payment will be provided by the Department of Nursing
12. Annual Flu Vaccine
13. Blood Test for Tuberculosis

14. Documentation of current CPR certification (American Heart Association BLS – Health Care Provider course)

Some services are available to students at the Wellness Center on campus for a nominal fee. Contact the Wellness Center at (301) 860-4171 for more information or to schedule an appointment.

Professional Documentation for Clinical Experiences – Prior to starting the clinical all students are required to submit and maintain a copy of:

- All students who are Registered Nurses are required to maintain a current Maryland nurse's license that substantiates their legal standing for the practice of nursing and current nurse liability insurance
- Student Nurse Liability Insurance may also be required for traditional nursing students.

All of the above documentation must be electronically submitted to Castlebranch for verification prior to the first day of class. The deadline will be strictly enforced; there is no grace period. Students will be notified in writing if they do not meet the above requirements. Students will not be allowed to attend clinical if the above requirements have not been met (these will be counted as absences/ see absence policy).

Clinical Course Policies – The following policies apply to BS clinical courses:

- Clinical site assignments for students are made at the discretion of the course faculty member
- If the student is placed in an agency where he/she is employed, the clinical assignment will not be on the unit where he/she is currently employed
- Students are responsible for their own transportation to clinical sites. The DON uses a variety of healthcare agencies for clinical placements. These agencies are located in the Baltimore-Washington metropolitan area

Uniforms

All students must purchase the designated BSU nursing student uniform (pants with tops or dress, and lab coat) with BSU patch in the semester before beginning clinical. The BSU patch must be sewn onto the left sleeve at the shoulder line.

1. An identification badge with the student's name must be worn at all times and BSU Identification with picture must be in the possession of the student during clinical.
2. Hair must be worn above the uniform collar. If hair length is below the collar, it must be worn pinned up or tied back.
3. Full length white lab coats or washable white or navy blue sweaters may be worn in the clinical area. Students are expected to remove their sweater or lab coat when providing direct client care.
4. Fingernails must be without polish and no longer than ¼ of an inch. Polished, designer and artificial nails are not permitted.
5. Jewelry is limited to one pair of stud earrings, wedding rings, and a watch.

6. Students must maintain appropriate personal hygiene; strongly scented cosmetics are not permitted.
7. All white leather shoes with a closed toe and a closed, low heel are required.
8. Lab coats must be worn when not in uniform during visits to the clinical areas when care will not be given. Name pins and the DON patch must be worn on the lab coats. Students must introduce themselves to staff. Blue jeans may NOT be worn under lab coats. Lab coats must be white and full length.
9. Lab coats must be worn in the nursing lab during simulation and when practicing skills.
10. A white long sleeve t-shirt may be worn under the uniform.

Women

1. All skirts or dresses must be at an appropriate length for bending and stretching activities. Students will be dismissed from clinical if the instructor considers the uniform too short.
2. Pantsuits may be worn.
3. A full length non-cling slip must be worn under the uniform dress.
4. White stockings or panty hose are to be worn with dresses.
5. White knee high stockings must be worn with pants.
6. Undergarments should be of a neutral color and not be visible through the uniform.

Men

1. White pants and top.
2. Pants must be fitted and an appropriate length.
3. White socks must be worn with pants.

Uniforms during Community Health and Psychiatric Mental Health Experiences

Nursing students must adhere to the course-specific uniform policy. Information regarding the policies will be given to students by the course faculty.

Failure to adhere to these uniform requirements may result in dismissal from the clinical area, and will be reflected in the clinical evaluation as an absence.

Equipment Required for Clinical Experiences

1. A watch with a sweep second hand.
2. A stethoscope with bell and diaphragm.
3. Black ink pen.
4. Pin light.
5. Other equipment as specified in the course syllabus.

Accidents During Clinical Experiences

If a nursing student is injured during the clinical experience he/she should report the injury

immediately to the faculty member and charge nurse on the unit. Students may be required to go to Employee Health or the Emergency Department depending on the severity of the injury and the policies of the agency.

Fees for these visits may not be covered by the agency; students are required to maintain their own health insurance.

Reporting of Illness/Absence

1. It is the responsibility of the student to follow the course instructor's procedure for reporting an absence due to illness.
2. When the student is hospitalized, the DON must be notified immediately.
3. Students who have experienced a hospitalization or extensive illness (3 days or longer) must submit to the course faculty in writing, an official statement from the health care provider permitting their return to clinical practicum.

Pregnancy

1. A student who is pregnant may continue in clinical experiences as long as her health status is satisfactory and she is able to complete her clinical assignments.
2. Students who are pregnant should consult with the faculty member in advance of their clinical assignment. Some agency regulations determine assignments during pregnancy.
3. For the safety of the student who is pregnant, she must not enter areas where radioisotopes or x-ray therapy is being administered.
4. Students who deliver during the semester must present in writing an official statement of health clearance from the health care provider permitting return to clinical practicum.

Standard Precautions – Students are required to implement Standard Precautions in all clinical settings where they may come into contact with blood and other body fluids. Standard Precautions should be used when in contact with human tissues, cerebrospinal, synovial, pleural, peritoneal, pericardial, and amniotic fluids. Students who are exposed to body fluids while in the clinical/practicum setting should notify the preceptor, responsible faculty, and the appropriate supervisory person in the agency. The student should follow-up with procedures available for employees of the clinical facility. This includes the right to request patient testing, individual counseling, and obtaining follow-up information for health care.

Procedures for Handling Blood and Body fluids:

1. Handle all blood and body fluids following Standard Precautions.
2. Wash hands and other skin surfaces before and immediately after contact with body fluids.
3. Wear protective barriers appropriate for the procedure being performed when anticipating exposure to body fluids.
4. Use gowns for splashes, goggles and masks for splatters, and gloves when handling fluids.
5. Do no recap or manipulate needles or sharps in any way. Place them immediately in puncture resistant containers after use.

6. Place resuscitation equipment where respiratory arrest is predictable. Refrain from direct client care if you have exudative lesions.

The Department of Nursing reserves the right to update and change the above policies at any time. A copy of the policies is posted on the Department's web site. It is each student's responsibility to stay current and informed of the changes. If any changes occur students will be notified, when possible, and they will be able to view the changes on the department's web site. Significant changes made to the policies will require students to sign and date a new acknowledgement form. All new nursing students are responsible for reading the policies and signing/dating the acknowledgement form attached. This must be submitted on the first day of class.

Etiquette and Professionalism

Stress is a reality for nursing students and professional nurses. How we respond during highly stressful situations is paramount to our effectiveness as professionals and nurses. During difficult situations in the classroom or in a clinical situation be mindful of what you are communicating to your peers, the staff, faculty, patients and other healthcare providers. Nonverbal language is very powerful; this includes your posture, distance from the person you are speaking to and inflection.

Take a moment to reflect on what you are about to say, particularly in difficult situations. Profanity and threats will not be tolerated and will be managed according to the University's policy, as well as the policies of the healthcare agency, when applicable. This includes e-mail and or letters written by students.

Also, carefully review any information or photos you plan to post on websites that are accessible to the public. Keep in mind that you represent yourself, your peers, the University and the nursing profession.

Corresponding via the internet is a common practice today. Therefore, carefully review your message before clicking the send button to ensure that the message is appropriate. Remember, the text, tone, and font used in your message are all important (e.g. capitalized lettering in a written text suggests you are "YELLING" at the recipient).

In order to reduce the risk of passing computer viruses and to ensure correspondence has a professional tone, it is important to use your Bowie State University (BSU) e-mail account.

Faculty and staff will only respond to messages sent from BSU e-mail addresses. Therefore, if you are having difficulty with your email account or you are not sure how to access your account, please see or contact the Helpdesk.

The Helpdesk office is located in the same building as the library. You cannot access their office using the front door. You need to use the entrance located at the rear of the building.

Be sure to delete items from your BSU email account regularly. That mailbox fills quickly and you may not be able to receive important messages.

Developing Effective Study Strategies

Nursing school is challenging and at times overwhelming. As you prepare to study consider your learning style. What is your learning style? Are you a:

Visual Learner
Auditory Learner
Kinesthetic Learner

Global Learner
Detail Learner

If you are not sure, explore the websites listed below:

<http://nwlink.com/~donclark/hrd/styles.html>

<http://www.vark-learn.com/english/page.asp?p=questionnaire>

http://www.metamath.com/multiple/multiple_choice_questions.html

Reading Techniques

Read to understand course materials
Get to know your textbook – take notes from the text, create study cards
Review all diagrams, charts, tables, and graphs
Be an active reader
Read at your BEST!
Increase your reading rate! **Rapid Eye Movement**

Keep in mind, learning is a process! The Learning Process Moves from:
Knowledge > Comprehension > Application > Analysis > Synthesis > Evaluation

Basic Classroom Skills

1. Be prepared for class/lecture.
2. Pay special attention to what is communicated in the classroom by the instructor.
3. Keep the lines of communication open between you and your instructor.
4. Be an active listener:
 - Avoid interfering behaviors
 - Recognize main ideas
 - Learn to identify important points

Attitude and Motivation

Develop a winning attitude
Accept support from others and use all available resources
Exercise your attitude (Take care of yourself)
Maintain a consistently positive attitude
Motivate yourself (Keep your eyes on the prize!)
Periodically reward yourself





Set Goals

- ✓What do you want to achieve?
- ✓Focus on learning goals,
- ✓Set short-term and long-term goals.
- ✓Goals should be realistic, measurable and achievable.
- ✓Write them down.

Study Strategies

Select a study area
Have good lighting

Set the room to a comfortable temperature
Create pleasant surroundings
Be physically comfortable
Take breaks periodically
Get started and set the compass, plot the course of action

 **READ**
 **REWRITE**
 **RECITE**
 **REVIEW**

Effective Note-Taking Skills

Use shorthand and abbreviations
Organize your notes after class
Write your notes in a personal way
Avoid using tape recorders - record only with the permission of the Instructor
Develop an orderly format for note taking; use an outline format
Keep notes in a loose-leaf binder
Don't write down every word during the lecture
Use clear and legible penmanship
Sit at the front of the class
Review your notes after class

Learning Technology

All students should be familiar with navigating the Learning Management System (LMS). For more information or assistance with LMS, please contact the Helpdesk.

Helpful Websites

American Nurses Association: www.nursingworld.org
APA Style Help: www.apastyle.org
APA Help – Perdue: <http://owl.english.purdue.edu/owl/resource/560/01/>
Center for Disease Control: www.cdc.gov
Discover Nursing: www.discovernursing.com
FAFSA: Financial Aid: www.fafsa.ed.gov
Maryland Board of Nursing: www.mbon.org
Maryland Higher Education Commission
<http://www.mhec.state.md.us/financialAid/descriptions.asp>
National Association of Hispanic Nurses: www.thehispanicnurses.org
National Black Nurses Association: www.nbna.org
National Coalition of Ethnic Minority Nurses Associations (NCEMNA)
www.ncemna.org
National Institutes for Health and Medicine: www.nih.gov
National League for Nursing: www.nln.org
National Student Nurses Association: www.nсна.org
Nursing Organization Links: www.nurse.org
Scholarship Listings: <http://www.minoritynurse.com/financial/scholarships.html>

Department of Nursing Directory

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Disclaimer

The information in this handbook is subject to change. Students will be notified of any changes through and addendum by faculty and require the student's signature at the time of the change(s).

Syllabus

Additional Recommendation:

STATEMENT OF LEARNING: It is expected that students will take responsibility for their own learning, understanding of course material, and submit assignments when due. Students are expected to follow the guidelines set forth in this syllabus in order to successfully complete this course.

Standardization of Evaluation Method Recommendation:

Unit Exams (3) @ 20%	60%
Assignment	5%
Adaptive Learning Class Activities	5%
ATI Proctored Exam	10%
Final Examination	20%

Clinical Practicum*

Failure to complete all assignments will result in failure of the course or an incomplete (at the student's request) for the course.

***NOTE:** A failing clinical evaluation will result in failure of clinical.

Grading Scale

<i>Recommendation:</i>	90-100	A
	80-89.99	B
	75-79.99	C
	60-74.99	D
	0-59.99	F

A minimal numerical grade of 80.0 is required to pass each nursing course.