Penn State College of Nursing

Bachelor of Science
Nursing Student Handbook
RN to B.S.N. Program

210 Nursing Sciences Building
University Park, PA 16802
(814) 863-2229
(814) 863-2925 – Fax

The information in this version of the RN to B.S.N. Student Handbook is subject to change without notice. This handbook is not intended to nor does it contain all regulations that relate to students.

Revised: 7/5/2017

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WELCOME FROM THE DEAN

On behalf of the faculty and staff, I welcome you as you begin your studies at Penn State's College of Nursing. We are pleased that you have chosen to major in nursing and believe it is an exciting time to enter the nursing profession. The nursing faculty and I are committed to preparing you in the best way possible for leadership roles alongside health care workers from other disciplines to improve both local and global health.

As a member of the nursing profession, you will have countless opportunities to affect the lives of the patients with whom you come in contact. Nurses, as the most trusted professional, have a responsibility to be knowledgeable and highly competent in the delivery of care. You also will be expected to provide leadership in the transformation of health care. You will develop clinical competence and leadership skills if you commit to investing time and effort in the academically rigorous curriculum we have prepared for you. You will also be expected to be caring, compassionate, and empathetic. Your investment in learning now will yield a lifetime of rewards as you grow as a professional nurse.

You will have leadership, management, community, and research opportunities. We hope that you choose to become involved in the faculty's research related to critical health issues such as care of childbearing women with diabetes; end of life care; health care in prisons; care of elders; and care of cardiovascular patients in the context of their families. More than 80 highly qualified masters and doctorally prepared nursing faculty members stand ready to guide your learning experiences. I would encourage you to think of your classmates and the people you care for as rich resources, from whom you will gain invaluable knowledge and personal insights. Remember, there is much to learn outside of your coursework.

The College of Nursing and the University have assembled numerous resources to help you gain the most from your time here. We encourage you to use these resources to make this program work for you. Based on the experience of prior students, we have put together this handbook to help you access and use resources; however, please know that the faculty and staff of the College of Nursing are always available to provide additional assistance.

Wishing you a wonderful Penn State experience,

Paula Milone-Nuzzo, RN, PhD, FHHC, FAAN
Dean and Professor
College of Nursing

COLLEGE OF NURSING CONTACT INFORMATION

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Commonwealth Campuses include: Abington, Altoona, Erie, Fayette, Harrisburg, Mont Alto, New Kensington, Schuylkill, Shenango, University Park (World Campus) and Worthington Scranton

Campus Coordinators:

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COLLEGE OF NURSING

MISSION

The mission of the College of Nursing is to improve the health care of all people in the Commonwealth of Pennsylvania, the nation and the world through the development of qualified nurse leaders at all levels of practice, the development of nursing science, and the provision of nursing care to individuals, families and communities. This is accomplished through the integrated programs of nursing, education, research, scholarship, and outreach.

Revised: June 2014

VISION

Create a dynamic and engaged community of scholars who integrate excellence in academics, nursing research and clinical scholarship, and outreach to the community with a commitment to improving the quality of life for all people.

Revised: June 2014

CORE VALUES

ETHICS (Equity and Fairness)	Integrity
Sustainability of Human/Natural Resources	Citizenship-Health Policy
Advocacy	Commitment
Goal Directed Change Agency	Service
Civility/Conflict Resolution	Excellence
Transparency/Open Communication	Diversity/Cultural Sensitivity
ONE College of Nursing, Geographically Dispersed	Scholarship

PHILOSOPHY

The College of Nursing is an integral part of the Pennsylvania State University (Penn State). The faculty at the College of Nursing believe that education for nursing is best achieved under the auspices of institutions of higher education and accept accountability for the academic functions of teaching, research, and service. Beliefs shared by the faculty emphasize and support the importance of diversity and human development throughout the life span. These beliefs serve as a basis to assist individuals, families, and communities to develop desirable health patterns.

Human Beings. Human beings are unique and unitary. They are constantly evolving in the direction of increasing complexity as the individual accumulates experiences, life not only

involves a fuller potential, but also offers a greater variety of behavioral repertoire. Important dimensions of human beings include: growth and development across the life span; communications and relationships that develop between individuals and within families, groups, and communities; and those characteristics identified with human consciousness such as values, creativity, feelings, choices, and will. The capacity for thought and emotion enables individuals to be introspective, purposeful, and self-directed. His/her learning behaviors are motivated in response to perceived needs.

Environment. Environment is viewed as the contextual systems in which the individual, the family, the group, and the community exist and interact. The environmental contexts include: the personal environment consisting of significant others and social support systems in the life of the individual; the group environment, consisting of characteristics which emerge and develop as he/she relates in a group situation; the supra-personal environment that represents the norm of the person's proximal environment; the social environment consisting of those societal forces impacting the individual; and the physical environment, that portion of the person's environment that is reducible to matter. Human beings, as open systems, are in mutual, simultaneous process with the environment and continually change together during that process.

Health. Health, which fluctuates throughout the life span, is a gestalt of wellness and illness. Wellness and illness are coexisting and interacting phenomena. The unitary person interacts with the totality of the environment, and the unique quality of this interaction influences one's health. Health is a synthesis of dynamic patterns of energy within the individual and between the person and environment. Health patterns maintain themselves and manifest multiple configurations of individual and environmental relations. Health is self-perceived and relative to each person's or group's beliefs and values. Common approaches to the understanding of the phenomenon of health stem from theories of human development, stress, disease, adaptation, crisis, life style, change, and consciousness. Because health patterns are dynamic, the recognition, identification, and facilitation require periodic assessment.

Nursing. Nursing is a humanistic profession which respects the human being's dignity, integrity, and right to self-determination. The focus of nursing is the health of the person throughout the life span. Based on the assumption that the person has a responsibility for his/her own health, the goals of nursing are to utilize the nursing process in assisting clients in the recognition of health patterns and, when necessary, in the identification and facilitation of desirable alternatives. Nursing assumes a responsibility to society to develop and transmit knowledge and to provide service to individuals, families, groups, and communities as clients. Nursing educators, acting as an autonomous body, accept the responsibility for the development of professionals who are able to invest of self as therapeutic agents, who utilize critical thinking and decision-making skills to provide leadership in health care, and who have defined values and ethics relating to practice and research. The nature of nursing as a professional discipline includes its history, philosophy, science, and practice.

BELIEFS ABOUT LEARNING/NURSING EDUCATION

Learning: Learning is a continuous, life-long process of self-discovery, knowledge development, evaluation, and growth. It is individualistic and proceeds in a simple to complex manner from the level of development, interests, and motivations of the learner. The teaching-learning process is reciprocal and interactive with faculty and students sharing the cooperative enterprise of learning, inquiry, teaching, and evaluation. The learner is an active participant who assumes responsibility for his/her own learning, and independent learning is fostered by encouragement and support of the learner's self-directed inquiry. The role of the faculty is to facilitate the learning process and to provide and foster opportunities for life-long learning.

Nursing Education: Nursing is primarily an intellectual endeavor and requires that its practitioners develop critical habits, intellectual curiosity, and disciplined modes of inquiry that are used in the practice of nursing. Nurses and nursing students should develop an understanding of the humanities, learn the fundamentals of the natural and social sciences, and acquire skills and perspectives unique to the field of nursing. One of the faculty's major responsibilities is to develop and implement a nursing curriculum that draws from other disciplines; that organizes content around the fundamental concepts of health, humankind, and environment; and develops full appreciation of nursing's special obligation to teach. The faculty is equally aware of the responsibility to students and nurses to engage actively and continuously in opportunities that will enhance nursing competence and personal awareness. Furthermore, the faculty is sensitive to variations among students that may influence how rapidly and expertly they may be able to assume adequate nursing knowledge and related responsibilities. They encourage personal expressions of interest and preferences within the academic traditions of the University.

The faculty support the concept of educational mobility to provide opportunities for qualified students to enter new careers. The faculty recognizes that students learn in many ways and their competencies may be validated by a variety of internal and external evaluative measures. Continuing education is a part of nursing education and supportive to the concept of life-long learning.

The focus of baccalaureate education in nursing is to prepare an individual with general nursing skills, knowledge, and values, who can function as a nurse within the health care system to provide comprehensive service to individuals, families, groups, and communities. The graduate of the baccalaureate program is prepared to (1) be accountable for his/her own nursing practice, (2) accept responsibility for the provision of nursing care through others, (3) develop methods of working collaboratively with other health professionals, and (4) practice in a variety of health care settings.

The Baccalaureate Program in Nursing is characterized by a foundation in scientific and humanistic disciplines inherent in learning upon which is built the major in nursing. In addition to nursing courses, upper division studies include courses that complement the nursing component and increase the depth of general education. The structure of the Baccalaureate Program in nursing follows the same pattern as that of other baccalaureate programs at the University.

Differences may be found in practice settings and in the level of autonomy. However, the complexity of decision-making within the nursing process is a major component in the differentiation of roles and levels of nursing practice between the associate degree nurse and the baccalaureate-prepared nurse.

The <u>focus of master's education</u> in nursing is to prepare a nursing scholar as an advanced practice nurse with a specialty focus in clinical nursing. The master's degree specialists include clinical nurse specialists and acute and primary care nurse practitioners who serve individuals, families, and aggregate groups within diverse populations and settings.

The <u>focus of the practice doctoral degree</u> in nursing is on the translation of research into practice, transformational leadership, and advanced nursing practice across health care settings.

The <u>focus of research doctoral education</u> in nursing is to develop nurse scientists who are expert research scholars who are able to provide leadership in nursing practice, policy, research, and education.

Graduate education in nursing is characterized by a philosophy of expanding ideas and emphasis on knowledge development in nursing and health care. The primary goal of graduate nursing education is the development, transmission, and organization of nursing knowledge and the translation of that knowledge into practice in order to promote the health of individuals, families, and communities throughout society. The graduate nursing programs are an integral part of the Graduate College and graduate education at Penn State.

Approved: 01/99
Revised: 3/09
Revised and Approved: 4/13/15

ACCREDITATION

The College of Nursing's Bachelor of Science, Associate of Science, and Master of Science Programs are approved by the Pennsylvania State Board of Nursing and accredited by the:

Accreditation Commission for Education in Nursing (ACEN)
3343 Peachtree Road, NE
Suite 850
Atlanta, GA 30326
(404) 975-5000 – Phone
(404) 975-5020 – Fax
http://www.acenursing.org/

The College of Nursing's Bachelor of Science and Master of Science Programs are also accredited by the:

Commission on Collegiate Nursing Education (CCNE)
One DuPont Circle, NW
Suite 530
Washington, DC 20036
(202) 887-6791- Phone
(202) 887-8476 – Fax
http://www.aacn.nche.edu

COLLEGE OF NURSING COMMITTEES

Students are represented on the following College of Nursing committees:

B.S.N. Council
RN to B.S.N. Council
Diversity Enhancement Committee
Graduate Affairs Committee
Undergraduate Affairs Committee

Student representatives are appointed for each committee.

END OF PROGRAM LEARNING OUTCOMES

The graduate nurse will:

- Integrate theory and knowledge from the sciences, social sciences, humanities, and nursing as a foundation for nursing practice.

- Apply the nursing process to manage care of individuals, families, and populations with respect for diversity in a variety of health care settings.

- Facilitate inter-professional and intra-professional communication and collaboration to improve practice, minimize risks, and optimize health outcomes.

- Critically analyze research studies and apply evidence-based findings to advance clinical practice.

- Demonstrate the inherent professional values and behaviors in the delivery of individual, families, and population-centered care.

- Participate in activities that support lifelong learning, professional growth and the advancement of the profession.

- Integrate information management and patient care technology to improve quality and safety across a variety of health care settings.

- Apply the competencies of leadership, quality improvement and patient safety to improve health outcomes for individuals, families, and populations.

- Integrate knowledge of current health care policy, including financial and regulatory policy to influence delivery of care.

Revised: 02/04
Reviewed: 2014
Revised Spring 2016: Effective Fall 2016

UNDERGRADUATE NURSING PROGRAM
ACADEMIC POLICIES

STANDARDS OF CONDUCT

The University is a community that promotes learning; any behaviors that are inconsistent with that goal are unacceptable. Irresponsible behaviors, including alcohol or drug abuse and the use of violence against people or property, undermine the educational climate by threatening the physical and mental health of members of the community. Individual misconduct reflects upon the practices, values, integrity and reputation of the nursing profession.

A nursing student is expected to maintain a high standard of behavior by adhering to Penn State's Code of Conduct (http://studentaffairs.psu.edu/conduct/codeofconduct/) and respecting the rights of others.

Violation of the Student Code of Conduct may result in suspension or immediate dismissal from the academic program.

ACADEMIC INTEGRITY STATEMENT

Academic integrity is the pursuit of scholarly activity free from fraud and deceptions and is an educational objective of this institution. Academic dishonesty includes, but is not limited to, cheating, plagiarizing, fabricating of information or citations, facilitating acts of academic dishonesty by others, having unauthorized possession of examination, making copies in any manner of exams or papers, submitting work of another person or work previously used without informing the instructor, or tampering with the academic work of other students. At the beginning of each course, it is the responsibility of the instructor to provide a statement clarifying the application of academic integrity criteria to that course. A student charged with academic dishonesty will be given oral or written notice of the charge by the instructor. If students believe they have been falsely accused, they should seek redress through normal discussion with the instructor, department head, dean, or campus executive officer. If the instructor believes that the infraction is sufficiently serious to warrant referral of the case to the Office of Student Conduct, or if the instructor will award a final grade of "F" in the course because of the infraction, the student and instructor will be afforded formal due process (review Academic Integrity information, policy and procedure on the College of Nursing website at http://www.nursing.psu.edu/undergraduate/academic-integrity).

CLASS AND CLINICAL ATTENDANCE POLICY

Attendance and active participation are essential. The student is expected to attend all classes and to willingly participate in class discussions. Attendance for each class will be taken and missing classes may be reflected in your grade. The lecture objectives for each week shall be reviewed and the assigned readings completed prior to the lecture for that material. **Unexcused clinical absences will result in failure of the course**. Examples of unexcused clinical absences would include vacation, medical and dental appointments and job interviews.

ESSENTIAL FUNCTIONAL STANDARDS REQUIRED FOR CLINICAL PRACTICE POLICY

Per the Pennsylvania State Board of Nursing, "in addition to character and academic qualifications, students desirous of becoming nurses must have the necessary behavioral, communication, sensory, and physical requirements to be able to practice nursing as it is defined in the law." "He/she must have adequate cognitive, sensory, and psychomotor functioning to effectively implement nursing care." Additionally, "a student must be able to tolerate physically taxing activities and exercise restraint during stressful situations in order to meet the demands of the profession." (Memo from the PA State Board of Nursing, Factors which Impact on Nursing Education Program Policies, February 28, 2001.)
Students who are not licensed in PA will refer to the Nurse Practice Act in their states of licensure. Students who meet the criteria for standard nursing practice with or without reasonable accommodations will not be excluded on the basis of disability.

Revised Spring 2017

DISABILITY STATEMENT

Penn State welcomes students with disabilities into the University's educational programs. Every Penn State campus has an office for students with disabilities. The Office of Student Disability Resources (SDR) website provides contact information for every Penn State campus: http://equity.psu.edu/student-disability-resources/dcl. For further information, please visit the Student Disability Resources website: http://equity.psu.edu/student-disability-resources.

In order to receive consideration for reasonable accommodations, you must contact the appropriate disability services office at the campus where you are officially enrolled, participate in an intake interview, and provide documentation: http://equity.psu.edu/student-disability-resources/guidelines. If the documentation supports your request for reasonable accommodations, your campus's SDR will provide you with an accommodation letter. Please share this letter with your instructors and discuss the accommodations with them as early in your courses as possible. You must follow this process for every semester that you request accommodations.

World Campus has its own Disability Liaison who can be contacted by completing the form at http://student.worldcampus.psu.edu/student-services/disability-services/contact-form.

University Policy   Confirmed by faculty 06/04

DIVERSITY STATEMENT

The faculty and staff of the College of Nursing value and are committed to fostering diversity in the classroom, the University, and the profession. By respecting differences in culture, age, gender, gender expression, race, ethnicity, national origin, differing abilities, sexual orientation, and religious affiliation, we enrich the learning environment, improve the practice and profession of Nursing, and enhance personal creativity and professional growth.

Approved by Faculty: 2/15/2010

POLICY FOR REQUESTING STUDENT RECORDS

This policy applies to all records retained by the College of Nursing.

1. All students are to retain a copy of all compliance records prior to submission of originals to the Records Office.
2. All students have the right to review (but not copy) all records maintained by the College of Nursing.
3. The College of Nursing will provide a copy of records such as evaluations and remediation plans upon request by the student.

Approved Spring 2016

ADVISING, CURRICULUM, AND SCHEDULING INFORMATION

ACADEMIC ADVISER

The advisers in the College of Nursing look forward to building a strong relationship with our students.

All students will be assigned an academic or faculty adviser who should be consulted with questions or concerns about courses, clinical experiences, and/or career options.

Consult with your assigned adviser to learn how best to communicate with them throughout the year. Some options may include:

- Open Walk-In Hours. Walk-ins are used for quick questions and are on a first-come, first-served basis. Your adviser will notify you if/when open walk in-hours are offered.

- Schedule an appointment. An appointment allows time to discuss more in-depth issues such as transitioning to college, minors or certificates, academic difficulty, etc. You can schedule an in-person or phone appointment with your adviser.

- Send an email or call your adviser directly. This is an option if you have a quick question. Please remember that your adviser may be in meetings, working with other students, or out of the office and might not be able to respond immediately. Allow your adviser time to return your email or phone call. If you are sending multiple emails or calling frequently, it may be best to schedule an in-person appointment.

To get the most out of your advising sessions:

1. Know your responsibilities:
   a. Schedule regular appointments or make regular contact with your adviser throughout the semester. Be on time and prepared for appointments. Be considerate by calling ahead to cancel or reschedule appointments, when needed.
   b. Prepare for your advising appointments with thoughtful questions. Participate actively in the session.
   c. Check your email daily to be aware of important notices and communications from the University, the College of Nursing and your adviser. Respond to emails professionally and in a timely manner.
   d. Become knowledgeable about University and College programs, policies and procedures. Ask questions if you do not understand an issue or have a specific concern. Please refer to the Undergraduate Advising Handbook (https://handbook.psu.edu/) for more specific information.
   e. Understand your Academic Plan, keep track of your progress and make revisions as needed.

f. Be empowered to take responsibility for your choices related to your educational goals and grow from these choices, actions, and outcomes. We are here to <u>advise</u>; It is your responsibility to <u>decide</u>.

g. Work to clarify your personal values, goals, interests and abilities. Discuss these openly with your adviser to facilitate individualized advising sessions to support you in your unique path.

h. Take care of yourself by practicing good wellness habits regarding physical activity, nutrition, sleep patterns, stress management, financial literacy, and safe social and sexual interactions. Consult with us to learn about available resources and services that will enhance your self-care.

2. Know your Adviser's responsibilities:

a. Maintain posted Walk-In Hours and provide time for scheduling in-person meetings.

b. Respond to e-mail and phone messages within 3 business days of receiving them.

c. Effectively communicate the curriculum and graduation requirements for the Nursing program. Help you monitor your progression towards degree completion. Provide insight into appropriate course sequencing.

d. Clearly explain University and College policies relating to your course of study.

e. Guide and support you in your exploration of personal, career, and academic goals; your assessment of your own interests and abilities; and your development of short- and long-term goals.

f. Help you develop an understanding of the purpose and goals of higher education, your roles and opportunities in the University community, and the connection between your University experience and your career and personal goals.

g. Provide accurate information on the University resources available to help you with academic, career and life planning. Refer you to support services to help you address academic or non-academic needs that arise.

h. Maintain confidentiality of your records and our conversations as required by law.

i. Assist you with developing wellness habits to practice effective self-care.

COUNSELING AND PSYCHOLOGICAL SERVICES (CAPS)/RESOURCES

The CAPS staff specialize in working with undergraduate and graduate students to help address their concerns in a caring and supportive environment. Through group therapy, individual counseling, crisis intervention, and psychiatric services, CAPS can help students resolve personal concerns that may interfere with their academic progress, social development, and satisfaction at Penn State. Some of the more common concerns include anxiety, depression, difficulties in relationships (friends, roommates, or family); sexual identity; lack of motivation or difficulty relaxing, concentrating or studying; eating disorders; sexual assault and sexual abuse recovery; and uncertainties about personal values and beliefs.

For all students: For general information, please visit the "Nursing Student Mental Health Guide" at http://www.cnaclasses.org/nursing-student-mental-health/.

For those students who are attending a Commonwealth Campus, please refer to the following:

> ### Abington:
> Visit http://abington.psu.edu/counseling-services for more information.
> Or for immediate crisis information, see the following information:
> Emergencies – Call 911
> CAPS Main Phone Number – 215-881-7577
> CAPS Location – 103 Lares Building
>
> ### Altoona:
> Visit http://www.altoona.psu.edu/healthwellness/counseling_students.php for more information.
> Or for immediate crisis information, see the following information:
> Emergencies – Call 911
> CAPS Main Phone Number – 814-949-5540
> CAPS Location – Health and Wellness Center, Sheetz Family Health Center
>
> ### Erie:
> Visit http://psbehrend.psu.edu/student-life/student-services/personal-counseling for more information.
> Or for immediate crisis information, see the following information:
> Emergencies – Call 911
> CAPS Main Phone Number – 814-898-6504
> CAPS Location – First Floor, Room 1, Reed Union Building
>
> ### Fayette:
> Visit http://www.fe.psu.edu/StudentServices/counseling.htm for more information.
> Or for immediate crisis information, see the following information:
> Emergencies – Call 911
> CAPS Main Phone Number – 724-430-4122
> CAPS Location – Room 122 Williams Building

Harrisburg:
    Visit http://harrisburg.psu.edu/counseling-services for more information.
    Or for immediate crisis information, see the following information:
    Emergencies – Call 911
    CAPS Main Phone Number – 717-948-6025
    CAPS Location – 109 Swatara Building

Mont Alto:
    Visit http://montalto.psu.edu/StudentLife/32401.htm for more information.
    Or for immediate crisis information, see the following information:
    Emergencies – Call 911
    CAPS Main Phone Number– 717-749-6094
    CAPS Location – 209 Conklin Hall

New Kensington:
    Visit http://newkensington.psu.edu/counseling-services for more information.
    Or for immediate crisis information, see the following information:
    Emergencies – Call 911
    CAPS Main Phone Number– 724-334-6744
    CAPS Location – 053 Conference Center

Schuylkill:
    Visit http://schuylkill.psu.edu/personal-counseling for more information.
    Or for immediate crisis information, see the following information:
    Emergencies – Call 911
    CAPS Main Phone Number– 570-385-6127
    CAPS Location – 210A Health and Wellness Building

Shenango:
    Visit http://shenango.psu.edu/StudentServices/counseling.htm for more information.
    Or for immediate crisis information, see the following information:
    Emergencies – Call 911
    CAPS Main Phone Number– 724-983-2969
    CAPS Location – Sharon Hall 207

Worthington-Scranton:
    Visit
    http://worthingtonscranton.psu.edu/StudentServices/HealthServices/healthsvc.htm
    for more information.
    Or for immediate crisis information, see the following information:
    Emergencies – Call 911
    CAPS Main Phone Number (Health & Wellness Center) – 570-963-2681
    CAPS Location – 10 Study Learning Center

World Campus Resources:

Below are resources provided for Penn State World Campus students, including a brief description of the resource and why a student may utilize it. Please refer to the World Campus Student Services link provided to find links for the following services.

- Online Tutoring Resources
- Technology Resources
- Help Desk (Technical Support)
- Library Services
- Disability Accommodations
- Career Services
- Military Services

Online Tutoring Resources:

Tutor.com:
Tutor.com connects students with online professional tutors in various course subjects, including writing assistance. Online tutors can provide assistance with understanding concepts and working through Penn State World Campus course assignments. Students can access Tutor.com 24 hours a day, 7 days a week. If a Penn State World Campus course is supported by Tutor.com, instructions for using this technology will be available in the syllabus.

Penn State Learning:
For students who are taking **STAT 200: Elementary Statistics**, tutoring sessions are available through Penn State Learning and take place in an online collaboration tool. Sessions are guided by former students who have completed the course with a B or higher. Students can ask questions, review material for quizzes and tests, receive test preparation and study tips, and establish short- and long-term study goals. Appointments can be made with tutors online through the Penn State Learning website.

Technology Resources:

Tech Tutors:
Tech Tutors provide real-time tech support with technologies that are commonly used in Penn State courses. They offer online drop-in times to connect with trained peer tutors or students can request an appointment. Students can ask for general assistance, or bring a specific assignment to their tutoring session to be shown how best to use the required technology.

Lynda.com:
Lynda.com offers more than 2,000 how-to videos, created by industry experts, on hundreds of software programs and applications. Videos are available 24 hours a day by logging into lynda.psu.edu with a Penn State user ID and password.

Tech Camp:
Tech Camp is a free non-credit course that introduces essential technology that will be used often throughout the course of a student's online education at Penn State World Campus.

HelpDesk (Technical Support):

The HelpDesk provides computer and technical support for many areas, including the Penn State Access Account, password assistance, ANGEL or Canvas, Penn State email, general operating systems, web browsers and basic technical requirements for World Campus courses. Students can connect with the HelpDesk via email, phone or online chatting.

Library Services:

Library Services provides World Campus students with access to the eighth largest research library in North America including books, e-books, maps, CDs, DVDs, journals (many available online and in full text), and research databases. Students can locate any of these materials via the online catalog, known as the CAT, or the Libraries' search tool, LionSearch. Students can also chat live online with a reference librarian, to help guide their search.

Disability Accommodations:

A Disability Services liaison can help students to identify accommodations needed to pursue their degree. The liaison provides education on accommodation documentation guidelines and assists with requesting reasonable accommodations to help students succeed with their educational goals.

Career Services:

Career Services provides access to personalized support through career counseling and on-demand career planning resources. The World Campus career counselors help students build confidence in their career decisions, identify careers that are suited to their skill set and background, improve their self-marketing via resume, cover letter, and interview guidance, and increase their self-awareness and connect that self-understanding to occupations or majors. Students can make an online appointment to connect with a career counselor.

Military Services:

Military Services assists active or veteran military students with understanding the unique policies and support services available to them, including guidance on managing academic status with the University during active duty assignments, course registration, exam proctoring and receiving credit for prior military training and experience.

Recommended Academic Plan for Nursing RN to B.S.N. Degree Program (NURN at Penn State Abington, Altoona, Erie, Fayette, Harrisburg, Mont Alto, New Kensington, Schuylkill, Shenango, World Campus, Worthington Scranton)
Effective Spring 2011   **Vote Spring 2016 = Approved by the RN to B.S.N. Council**

Semester 1	Credits	Semester 2	Credits
BIOL 141 (GN) Introductory Physiology	3	*BIOL 129* (GN) Mammalian Anatomy	4
BIOL 142 Physiology Laboratory	1	*HD FS 129* (GS) Intro to Human Development and Family Studies	3
PSYCH 100 (GS) Introductory Psychology	3	*NUTR 251* (GHA) Introductory Principles of Nutrition	3
ENGL 15 (GWS) or ENGL 30^S (GWS) Rhetoric & Composition/Rhetoric Honors Composition	3	Quantification (GQ)	3
Humanities (GH)	3	CAS 100A, CAS 100B, or CAS 100C (GWS) Effective Speech	3
Arts (GA)	3	**Portfolio Credits for RN License** *Student must request that adviser initiate portfolio paperwork	33
Total Credits:	16	Total Credits:	49
Semester 3	**Credits**	**Semester 4**	**Credits**
CHEM 101 (GN) or *CHEM 110* (GN) **&** *CHEM 111* (GN) Intro to Chemistry/Chemical Principles **I & Lab**	3-4	*SOC 001* (GS) or *SOC 005* (GS) Intro to Sociology/Social Problems	3
MICRB 106 (GN) Elementary Microbiology	3	*STAT 200* (GQ) or *STAT 250* (GQ) Elementary Statistics or Intro. to Biostatistics	3-4
MICRB 107 (GN) Elementary Microbiology Laboratory	1	**NURS 251** Health Assessment OR **NURS 352** Advanced Health Assessment for the RN *45 hour clinical component required*	3
NURS 390 (US) Transition to Professional Nursing	3	**NURS** Supporting Course	3
NURS 357 Introduction to Nursing Informatics	3	Humanities (GH)	3
Elective	2-3		
Total Credits:	15-17	Total Credits:	15-16
Semester 5	**Credits**	**Semester 6**	**Credits**
NURS 417 (US;IL) Family & Community Health Concepts *45 hour clinical component required*	4	**NURS 200W** Principles of Nursing Research and Evidence-Based Practice	3
Arts (GA)	3	**NURS 465** Health Concepts for Adults with Complex Health Care Needs *45 hour clinical component required*	3
Elective	3	ENGL 202A, ENGL 202B, ENGL 202C, or ENGL 202D (GWS) Effective Writing	3
Total Credits:	10	Total Credits:	9
Semester 7	**Credits**	**Semester 8**	**Credits**
NURS 400-level Supporting Course	3	**NURS 475** Integrated Concepts in Nursing Practice *90 hour clinical component required*	3
Total Credits:	3	Total Credits:	3
		Overall Total Credits	120-126

- **Bold** type indicates courses requiring a quality grade of C or better.
- *Italic* typ*e* indicates courses that satisfy both major and General Education requirements.
- ***Italic Bold*** type indicates courses requiring grade of C or better that satisfy major and General Education requirements.
  GWS, GHA, GQ, GN, GA, GH, and GS are codes used to identify General Education requirements.
- US, IL, and US;IL are codes designating courses that satisfy PSU United States/International Cultures requirements.
- W is the code used to designate courses that satisfy University Writing Across the Curriculum requirement.
- Y is the code used to designate courses that satisfy University W and US;IL requirements.

Program Notes: Typically, students entering NURN may fulfill General Education and/or Major requirements with previously completed coursework; speak with an adviser to have transcripts evaluated.

Academic Advising Notes: MATH 021 or placement into MATH 022 are prerequisites for CHEM 101, placement into MATH 021 is a prerequisite for STAT 200 or STAT 250. MATH 022 is prerequisite for CHEM 110. STAT 200 or STAT 250 is a prerequisite for NURS 200W; NURS 390 should be taken in the first semester and NURS 475 should be taken in the final semester of the RN B.S.N. program.

NURSING ACADEMIC REQUIREMENTS/DEGREE AUDIT

The *Academic Requirements*, previously called the *Degree Audit* in eLion, is how the College of Nursing tracks progress towards graduation. Your Academic Requirements can be accessed through LionPATH: (http://www.launch.lionpath.psu.edu). Log-in to LionPATH and go to the Student Center. In the "Academics" section of your Student Center, choose "Academic Requirements" in the drop-down menu and click ">>"

Students are responsible for monitoring their progress toward completing their program. Consult with your Academic Adviser for support in reviewing and understanding your degree requirements as listed in this document.

When viewed as a pdf file (click on the green "view report as pdf" at the top), the top shows your name, cumulative GPA, assigned adviser, program of study and requirement term. Next, is a section called "In Progress Courses", listing courses currently in progress or scheduled courses for the current and upcoming semesters.

The rest of the document lists University and Major Requirements, divided into categorical sections. Each section lists either specific courses or a minimum required credit count needed to complete that category. Sections that are completed will collapse, showing just the blue heading bar. Sections that have requirements remaining will stay open until all requirements in that portion are met or in progress.

First, University-level requirements are listed; all baccalaureate degree-seeking students at Penn State must fulfill these requirements. Examples of University-level requirements include Writing Across the Curriculum (W), First Year Seminar, and United States and International Cultures (US and IL).

Next, the Academic Requirements tool shows your progress towards completing the General Education Requirements, listing the number of credits needed in Writing and Speaking (GWS), Quantification (GQ), Natural Sciences (GN), Arts (GA), Humanities (GH), Social and Behavioral Sciences (GS), and General Health Activities (GHA). Specific major-required courses that also fulfill General Education requirements will be listed in their appropriate section. Following this, you will find the requirements for the major. These courses must be completed with a "C" or better to count towards degree requirements.

Finally, the Academic Requirements tool shows the "Electives and Total" section, indicating your total credits counting towards your degree and courses used towards General Electives. To obtain a B.S.N. degree, you must complete at least 120 credits. Keep in mind, this section states a minimum required number of general electives credits, but you may need more to reach the 120 minimum total credits required for graduation. This section is followed by a list of courses not used to satisfy degree requirements in your major. These courses are not included in the total credit count towards your degree. They may include extra electives or courses that you have repeated.

General Education

General Education requirements are common to all degree programs at Penn State. Students must complete 45 credits of General Education courses selected from the approved list. Please note these important points:

1. Some Nursing major requirements are permitted to also complete General Education requirements (e.g. BIOL 129, BIOL 141, BIOL 142, NUTR 251, HD FS 129, SOC 001, PSYCH 100). When a course is used to satisfy more than one requirement, the credits in the course can be counted toward graduation only once. (See the next page.)

2. Because Nursing students are required to complete 9.0 General Social and Behavioral Sciences (GS) courses (PSYCH 100, SOC 001 or SOC 005, and HD FS 129), they may elect to utilize the University's 3-6-9 exception to allow for flexibility in their general education area. In this case, the 3-6-9 exception permits students to apply 3.0 credits of GS to either the General Humanities (GH) or General Arts (GA) requirement.

3. The pass/fail grading system may not be used for courses taken to satisfy General Education.

4. Students who have not completed 2 years of study of the same world language in high school must take one 3-4 credit language course within the first 60 credits. This requirement does not apply to students who can demonstrate fluency in a world/second language. Credits earned to make up the deficiency cannot be counted toward graduation.

Students must complete at least 120 credits in order to receive a baccalaureate degree. Furthermore, Faculty Senate Police 83-80 requires that all students complete 36 of their last 60 credits at Penn State.

CREDIT BY PORTFOLIO ASSESSMENT FOR THE LICENSED REGISTERED NURSE (RN)

The Pennsylvania State University College of Nursing will award credits by portfolio assessment for non-PSU pre-licensure fundamental nursing courses. The Portfolio Award is a total of 33 credits. Pre-licensure Nursing credits that transfer into the University from an accredited Associate's Degree program will be counted toward the portfolio award, and the College will award credit for the difference, up to 33 credits. Pre-licensure Nursing credits from a Diploma program or other non-accredited RN program will not transfer into the University, thus the College of Nursing will award the full 33 Portfolio credits towards the B.S.N. degree.

You should ask your adviser to add your portfolio credits to your record in the semester prior to your graduating semester. *To receive the portfolio award, students must possess a current and valid RN license.*

Many of the required courses for the RN to B.S.N. program have portfolio courses as prerequisites. It is assumed that you have fulfilled these prerequisites and will be able to register for the course.

The Portfolio provides you with credit for the following PSU courses:

- **NURS 225 Pathophysiology –** 3 Credits.
- **NURS 230 Introduction to the Fundamentals of Nursing –** 4 Credits.
- **NURS 250 Professional Role Dev I: Intro to Professional Issues in Nursing Practice and Nursing Informatics –** 2 Credits.
- **NURS 301 Nursing Care of the Adult Client Requiring Medical-Surgical Intervention –** 4 Credits.
- **NURS 305 Introduction to Pharmacological Concepts –** 3 Credits.
- **NURS 306 Nursing Care of Children and Adolescents –** 3 Credits.
- **NURS 310 Therapeutic Nursing Care of the Older Adult Client in a Variety of Settings –** 3 Credits.
- **NURS 320 Nursing Care of the Childbearing Family and Gynecological Client –** 3 Credits.
- **NURS 405B Nursing Care of the Adult Client with Complex Health Problems: Part B –** 4 Credits.
- **NURS 420 Mental Health Nursing –** 4 Credits.

THE PENNSYLVANIA STATE UNIVERSITY
COLLEGE OF NURSING

CREDIT BY PORTFOLIO ASSESSMENT FOR THE LICENSED REGISTERED NURSE (RN)

The College of Nursing of the Pennsylvania State University awards up to 33 credits by portfolio assessment for non-PSU fundamental nursing courses. Number of credits awarded depends upon the number of nursing credits transferred from another program/university. *To receive the portfolio award, students must possess a current and valid RN license.* A fee will be applied to the student's tuition bill and is payable at the time of the portfolio credits award. All students must earn at least 36 of their last 60 credits at Penn State in order to receive a degree from Penn State. In their next-to-last semester, students should contact their adviser to request that their portfolio credits be awarded.

Student Name: _____ PSU ID Number: _____

Date: _____

Current License: State_____ License Number_____ Expiration Date_____

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Portfolio Credits Awarded (up to 33 credits):

NURS 225   3 credits   NURS 230 4 credits
NURS 250   2 credits   NURS 301 4 credits
NURS 305   3 credits   NURS 306 3 credits
NURS 310   3 credits   NURS 320 3 credits
NURS 405B 4 credits   NURS 420 4 credits

Diploma Program? _____Yes _____No

Diploma graduates receive 33 portfolio credits.

Associate's degree (AS) graduates receive credits as needed to meet 33 portfolio credits.

Associate's degree program? _____Yes _____No

AS NURS Credits _____ + Portfolio Credits_____ = 33 credits

Adviser or Nursing Program Coordinator Signature: _____

Date: _____

<div align="right">Revised: Fall 2012
Revised: Fall 2015</div>

TRANSFER OF CREDITS EVALUATION (for RN to B.S.N. Post-Licensure Program)

1. Transfer of credits is subject to University policies and procedures as outlined in the current *Policies and Rules for Undergraduate Students* (http://senate.psu.edu/policies-and-rules-for-undergraduate-students/). All such credits are evaluated by the Office of Undergraduate Admissions (http://admissions.psu.edu/info/future/transfer/credit/) for entry on the student transcript.

2. Once the University has accepted your advanced standing (transfer) credits and you have officially been admitted to the RN to B.S.N. degree program, your credits will be evaluated.

3. An appointment with your Adviser is suggested to review credit evaluations and plan toward completion of the program.

4. All Associates-level and higher nursing credits accepted in transfer from accredited colleges/universities to Penn State meet the criteria for use as general education electives.

5. Nursing transfer credits may be granted with Adviser recommendation and approval from the RN to B.S.N. Student Admission and Standards Committee

   a. One transfer nursing course petitioned for a core theory course (NURS 390, NURS 357, NURS 200W) if earned within the past 5 years.
   b. One transfer clinical nursing course petitioned for a core clinical course (NURS 251 or 352, NURS 417, NURS 465) if earned within the past 5 years.

      NOTE: Transfer credits in Nursing must have been completed within the past five years. Student submits syllabi to Academic Adviser or Faculty Adviser with a request that specified nursing transfer credits be accepted to meet the requirements for a specified nursing course within the Penn State curriculum. This petition, with course syllabus and adviser recommendation, is sent to the chair of the RN to B.S.N. Student Admissions and Standards Committee for review and approval. The student will be notified by the adviser or faculty of the decision. **This process may take up to six weeks.**

   c. One transfer course can be petitioned as a Nursing Supporting course with Academic or Faculty Adviser recommendation.

      NOTE: For nursing supporting courses, the transfer course does **not** need to have been completed within the past five years. Student emails a request along with the transfer course syllabus to the Academic Adviser or Faculty Adviser.   Faculty or Academic Adviser submits request through the course substitution system (CSRS) for review. Adviser recommendation and review and approval by the Associate Dean for Undergraduate Programs and Outreach is required for courses not on the college's list of previously approved courses. This review will be completed by the CON Records Office.

6. Transfer nursing course credits will **not be accepted for NURS 475**, which is the recognized RN to B.S.N. capstone clinical course.

7. Some general education courses accepted by Penn State from other accredited colleges and universities are direct equivalents of Penn State general education courses. The five-year requirement does not apply to these courses.

8. Some courses accepted by Penn State from other accredited colleges and universities as general credits (i.e., not as direct equivalent) must be petitioned to substitute for specific Penn State courses. The five-year requirement does not apply to these courses; only to Nursing courses or Nursing Supporting courses.

9. A policy of the Undergraduate Admissions Office is to articulate transfer credits to a Penn State student's record upon receipt of an official transcript from an institution that holds regional accreditation. All transcripts for transfer credits must be received **to Penn State Admissions** by:

    ➢ March 1 for Spring graduation
    ➢ October 1 for Fall graduation
    ➢ June 1 for Summer graduation

    Taking course work at another institution during the semester you intend to graduate could interfere with graduation if the credits are not transferred to their record by the deadline. **It is the student's responsibility to ensure that official transcripts with grades are received in the Undergraduate Admissions Office for timely posting to the student's Penn State transcript.**

10. To submit transfer coursework to Penn State, the student requests that an official transcript from the institution where the courses were completed be sent to the Undergraduate Admissions Office. This can be done one of three ways:

    •The institution mails an official transcript to the Undergraduate Admissions office at 201 Shields Building, University Park, PA 16802.

    •The institution faxes the official transcript to 814-863-7590. The fax MUST be sent from the institution, NOT the student.

    •The institution sends the official transcript through Parchment or eScrip-Safe to admissions@psu.edu or DASE@psu.edu. Please do not send the transcript to a specific person in the Undergraduate Admissions Office.

    ATTENTION:

    Tuition increases when a student accumulates 59.1 credits, including portfolio, transfer, and Penn State credits. If transfer credits are posted during the semester, and total credits is more than 59, a mid-semester tuition increase bill will be sent.

NURSING COURSE REQUIREMENTS AND COURSE DESCRIPTIONS

Required and Supporting Nursing Courses and their descriptions are listed on the subsequent pages, organized into their specific category.

Please note: all prerequisite, required nursing courses, and Nursing Supporting courses must be successfully completed with a grade of a "C" or higher.

While required courses and their prerequisites are outlined here, you should always consult with your Academic Adviser for guidance when planning and registering for courses, as each student's situation is unique.

Please use "Search for Classes" to determine course offerings through your specific campus. Nursing Supporting Courses may not be offered at all campus locations, and they may not be offered every semester. Some electives are only offered through Continuing Education and/or World Campus.

Key to Semester Hour Designation

4 SH (2,2) = **4 S**emester **H**ours (2 semester hours in *lecture, 2* semester hours in *lab/clinical*)

Each semester hour in *lecture* = 50 minutes contact

Each semester hour in *lab/clinical* = 3 hours (or 180 minutes) contact

Therefore, this 4 credit course would meet for two (2) 50-minute lecture periods and six hours of clinical (2 x 3 hours) per week over a semester.

REQUIRED NURSING COURSES - All prerequisite courses must be successfully completed with a "C" or higher.

*Indicates course credits awarded by portfolio assessment

NURS 200W Principles of Nursing Research and Evidence-Based Practice – 3 SH (3,0)
Introduction to principles and methods of nursing research and application of research evidence to practice.
Prerequisite: STAT 200 or STAT 250, NURS 225; or STAT 250 and NURS 390 for NURN major

*NURS 225 Pathophysiology – 3 SH (3,0) Designed to explore the illness component of health with emphasis on the pathophysiological and psychosocial aspects.
Prerequisite: NURS 250, NURS 251, BIOL 129, BIOL 141

*NURS 230 Introduction to the Fundamentals of Nursing – 4 SH (2,2) Introduction to the nursing process, clinical competencies and psychosocial skills.
Prerequisite: NURS 250, NURS 251

*__NURS 250__ (US) **Professional Role Dev I: Intro to Professional Issues in Nursing Practice and Nursing Informatics –** 2 SH (2,0) Introduction to professional nursing practice and health-related issues emphasizing application of nursing informatics.
Prerequisite: __BIOL 129__, __BIOL 141__

__NURS 251__ **Health Assessment –** 3 SH (2,1) Designed to broaden the student's knowledge and skills in health assessment and physical examination across the lifespan.
Prerequisite: __BIOL 129__, __BIOL 141__; or eligibility for NURN major for RNs.

*__NURS 301__ **Nursing Care of the Adult Client Requiring Medical-Surgical Intervention –** 4 SH (2,2) Therapeutic nursing care of the adult client in a variety of primarily medical-surgical settings.
Prerequisite: __NURS 225__, __NURS 230__

*__NURS 305__ **Introduction to Pharmacological Concepts –** 3 SH (3,0) Study of basic concepts of pharmacology and relevant nursing implications.
Prerequisite: __NURS 225__, __NURS 230__; or approval of program; Concurrent: __NURS 301__, __NURS 310__

*__NURS 306__ **Nursing Care of Children and Adolescents –** 3 SH (2,1) Common health problems and nursing intervention for children and adolescents.
Prerequisite: __NURS 225__, __NURS 230__, __NURS 305__

*__NURS 310__ **Therapeutic Nursing Care of the Older Adult Client in a Variety of Settings –** 3 SH (2,1) Nursing concerns and intervention in promoting the health of the older adult.
Prerequisite: __NURS 225__, __NURS 230__

*__NURS 320__ **Nursing Care of the Childbearing Family and Gynecological Client –** 3 SH (2,1) Therapeutic nursing care of the childbearing family and gynecological client.
Prerequisite: __NURS 225__, __NURS 230__, __NURS 305__

__NURS 352__ **Advanced Health Assessment for the Registered Nurse** – 3 SH (2,1) Designed to extend the student's knowledge and skills in health assessment and physical examination across the lifespan.
Prerequisite: Eligibility for NURN major for RNs

__NURS 390__ (US) **Transition and the Professional Nursing Role** – (3) Transition to baccalaureate education and professional nursing practice, emphasizing leadership, management, and issues influencing nursing education and practice.
Prerequisite: eligibility for NURN major for RNs

__NURS 417__ (US;IL) **Family and Community Health Concepts –** 4 SH (3,1) Study of the concepts of family and community based nursing care emphasizing multicultural influences on health practices.
Prerequisite: NURS 390 and current and valid RN license; Prerequisite or concurrent: NURS 357

*__NURS 405B__ **Nursing Care of the Adult Client with Complex Health Problems: Part B –** 4 SH (2,2) In-depth study of care of patients with acute and complex health problems, utilizing evidence based practice.
Prerequisite: all 300-level required NURS courses must be completed

*NURS 420 Mental Health Nursing – 4 SH (2,2) Emphasizes clinical application of mental health theory in nursing care of patients with acute and chronic mental health problems.
Prerequisite: all 300-level required NURS courses must be completed

NURS 465 Health Concepts for Adults with Complex Health Care Needs – 3 SH (2,1) In-depth study and application of the theoretical principles and roles of adult clients and families with complex healthcare needs.
Prerequisite: NURS 390 and current and valid RN license; Prerequisite or concurrent: NURS 357

NURS 475 Integrated Concepts in Nursing Practice – 3 SH (1,2) Project-based capstone course for application of nursing concepts to health promotion/disease prevention in populations.
Prerequisite: NURS 417; and current and valid RN license

NURSING SUPPORTING COURSES - Please use "Search for Classes" to determine course offerings. Nursing Supporting Courses may not be offered every semester at each campus location and some are only offered through Continuing Education (CE) and/or World Campus (WC).

NURS 115 Medications and the Elderly Client – 1 SH (1,0) Nursing implications of medication therapy with the elderly client.

NURS 203 (GHA) **First Aid and CPR** – 3 SH (3,0) An introductory first aid course designed to provide the basic knowledge and skills to provide assistance to someone injured/ill.

NURS 245 (GS) **Violence and the Impact on Society** – 3 SH (3,0) Interdisciplinary discussion of violence, its perpetrators, victims and its impact on society as well as possible solutions for violence reduction.

NURS 303 Clinical Application of Laboratory Tests – 1 SH (1,0) A study of the background, meaning, and nursing implications of laboratory test results.
Prerequisite: NURS 250, NURS 225, NURS 230, NURS 251

NURS 401 (IL) **Concepts of Health** – 3 SH (3,0) Exploration of current and ancient concepts of health and their respective modes of intervention.
Prerequisite: PSYCH 100 or SOC 001

NURS 402 (US;IL) **Holistic Health** – 3 SH (3,0) Examination of emerging conceptualizations of health and therapy based on a holistic view of human beings.
Prerequisite: NURS 401

NURS 403 School Health and Emergency Care of Children and Adolescents – 3 SH (3,0) Techniques for higher-level care for school health and emergency situations and application-based education.
Prerequisite: BIOL 129, BIOL 141, HD FS 129

NURS 404 Cardiac Dysrhythmias: Interpretation, Treatment, and Nursing Management – 1 SH (1,0) An introductory course with a focus on dysrhythmia recognition and interpretation of abnormal 12-lead electrocardiograms (EKG, ECG).
Prerequisite: BIOL 141, BIOL 129 or equivalent or approval of program

NURS 407 Drugs of Abuse and Mental Health Issues – 3 SH (3,0) Examines the health care needs across the lifespan of clients who have an alcohol or other drug disorder.
Prerequisite: BB H 143 or PSYCH 100 or approval of program

NURS 408 Clinical Application of Pharmacological Concepts – 1 SH (1,0) Study of the application of pharmacological concepts to the clinical setting.
Prerequisite: NURS 305, NURS 301, NURS 310, NURS 320

NURS 409 Introduction to Forensic Nursing – 3 SH (3,0) Provides an introduction to the forensic health sciences, forensic nursing, and the nursing role in the scientific investigation of violence.
Prerequisite: NURS 250, NURS 225, NURS 230

NURS 410 Forensic Evidence Collection and Preservation – 3 SH (3,0) Examines forensic nurse's role recognizing injuries/patterns of injury. Evidence collection procedures are examined from collection to courtroom presentation.
Prerequisite or concurrent: NURS 245 and NURS 409

NURS 411 Seminar in Forensic Nursing – (3) Seminar to discuss current topics, trends and research related to forensic nursing.
Effective: Spring 2013 Ending: Fall 2016
Prerequisite: Current and Valid RN License; Prerequisite or concurrent: NURS 410

NURS 430 Organization and Administration for the Nurse Manager – 3 SH (3,0) Introduction to organizational theory and principles of practice in the administration of nursing services and patient care.
Prerequisite: RN license or eligible for NURN major

NURS 431 Data Management for Nurse Managers – 3 SH (2,1) Analysis of information systems to manage nursing service organizations; includes financial management, the budgeting processes, and productivity measurement.
Prerequisite: Prerequisite or concurrent: NURS 430 and permission of the program

NURS 432 Nursing Management of Human Resources – 3 SH (3,0) Human resource management and related factors in nursing service organizations.
Prerequisite: Prerequisite or concurrent: NURS 430 and permission of the program

NURS 433 Seminar for Nurse Managers – 3 SH (3,0) Course focuses on the application of management principles in the role of the nurse manager.
Prerequisite: Prerequisite or concurrent: NURS 430 and permission of the program

NURS 440 Trauma/Critical Care Nursing – 3 SH (3,0) Focuses on the impact of and the nursing care of persons experiencing acute trauma and/or critical illness.
Prerequisite: NURS 301, NURS 310, NURS 320 or approval of nursing program

NURS 452 (US) (BB H 452, WMNST 452) **Women's Health Issues** – 3 SH (3,0) Exploration of major health issues concerning women today, with an emphasis on social, cultural, and medical influences.
Prerequisite: BIOL 141 or PSYCH 100

NURS 458 Ethical Challenges in Healthcare Informatics – 3 SH (3,0) A case based collaboratory designed for the exploration and analysis of the ethical dilemmas facing healthcare informatics practitioners.

NURS 459 Legal and Professional Issues in School Nursing – 3 SH (3,0) Legal and professional issues of school nurses and delivery impact of health care in school environment.
Prerequisite: PSYCH 100 or SOC 001 or HD FS 129

NURS 460 Advanced Concepts in Clinical Nursing Informatics – 3 SH (3,0) An exploration of clinical informatics tools to support informatics practice.
Prerequisite: NURS 357 and NURS 458   Concurrent: NURS 458

NURS 461 Perioperative Nursing – 4 SH (2,2) Comprehensive introduction regarding fundamental principles and practices of the Operating Room Nurse when managing the care of the surgical patient.
Prerequisite: RN license required

NURS 462 Psychotropic Drugs and Children/Adolescents – 1 SH (1,0) Study of psychotropic medications used to treat children and adolescents, including indications, actions, adverse reactions and implications for school nurses.
Prerequisite: RN license or permission of program

NURS 463 Compassionate Counseling for Children/Adolescents Dealing with Dying, Death, Other Life Crises – 3 SH (3,0) Compassionate Counseling for Children and Adolescents Dealing with Dying, Death, and Other Life Crises.
Prerequisite: PSYCH 100 or SOC 001 or HD FS 129

NURS 464 (US;IL) **Dying and Death** – 3 SH (3,0) Explores attitudes toward death and dying; concept of grief; responsibilities to the dying person and the family.
Prerequisite: PSYCH 100 or SOC 001

NURS 467 Medication Update and Health Teaching Interventions for School Nurses – 1 SH (1,0) Study of current pharmacologic concepts, including health teaching, prescribed for acute and chronic conditions commonly encountered in school nursing.
Prerequisite: RN license or permission of program

NURS 468 Client Education Strategies for Nurses and Other Health Care Providers – 3 SH (3,0) Explores current and emerging roles of client education in the knowledge era.
Prerequisite: PSYCH 100 or SOC 001 or HD FS 129 300-level standing or approval of the program

NURS 470 Autism Spectrum Disorders: Care Overview – 1 SH (1,0) Overview of autism spectrum disorders including resources related to children with autism spectrum disorders.
Prerequisite: PSYCH 100 or SOC 001 or HD FS 129 or program approval

NURS 471 Issues in Bullying for Health Professionals – 1 SH (1,0) Explores the impact of bullying on individuals, schools, teachers, families, of the target and the bully.
Prerequisite: PSYCH 100 or SOC 001 or HD FS 129 or approval of program

NURS 492 Emergency Care and Safety – 3 SH (3,0) A comprehensive first aid course designed to provide knowledge of pre-hospital emergency care at the First Responder level.
Prerequisite: BIOL 141, BIOL 129 or equivalent or approval of program

NURS 495 Nursing study in Specialized Setting – (1-12) Designed to provide student with in-depth study and practice in clinical specialty area of choice.
Prerequisite: seventh-semester standing

NURS 496 Independent Studies – (1-18) Creative projects, including research and design, which are supervised on an individual basis and which fall outside the scope of formal courses.

VARIABLE CREDIT INDEPENDENT STUDY OR SPECIAL TOPICS OFFERINGS (Consult with your adviser regarding these courses.)

NURS 197—Special Topics. 1-9 SH   **NURS 495 – Independent Studies. (Clinical)** 1-12

NURS 296—Independent Studies. 1-18 SH   **NURS 496 – Independent Studies. (Theory)** 1-18

NURS 297—Special Topics. 1-9 SH   **NURS 497 – Special Topics.** 1-9 SH

NURS 298—Special Topics. 1-9 SH   **NURS 498 – Special Topics.** 1-9 SH

NURS 397—Special Topics. 1-9 SH   **NURS 499 – Foreign Study.** 1-9 IL

NURS 398—Special Topics. 1-9 SH

INDEPENDENT STUDIES IN NURSING

Nursing 495: Nursing Study in Specialized Setting (Effective Fall Semester 1992)

Policies

The student has the responsibility of initiating a *Request for Assignment to NURS 495* in writing no later than the end of the seventh week of the semester immediately preceding the one for which the NURS 495 is requested. Students will have completed all 300-level courses prior to enrollment in NURS 495. Additional requirements for enrollment in NURS 495 include:

- Students are limited to one NURS 495 enrollment in their academic career at Penn State with the following exception: the student has faculty permission to enroll in a second NURS 495 after all other first-time NURS 495 requests have been granted.

- Students who are graduating the semester in which they have requested a NURS 495 will be given enrollment priority.

- Enrollment in NURS 495 must be approved by the sponsoring faculty member prior to student enrollment.

- If clinical sites and/or clinical supervisors are unavailable or are inappropriate, it may not be possible to place students in the agencies of their choice.

Students should request the specific number of semester credits using the following credit/and clinical hour equivalencies:

- 1 credit = 45 hours per semester
- 2 credits = 90 hours per semester
- 3 credits = 135 hours per semester
- 4 credits = 180 hours per semester
- 5 credits = 225 hours per semester
- 6 credits = 270 hours per semester

In order to meet course objectives and agency requirements, **students are encouraged to enroll in a maximum of 3.0 credits for a NURS 495**. Faculty and student must be confident that this can be completed.

Procedures

1. Obtain a *Request for Assignment to NURS 495* application from the College of Nursing's website https://sites.psu.edu/collegeofnursing/files/2016/09/N495Form-29no1kc.pdf.
2. Student will confer with a faculty member on the specifics of the NURS 495 including credits, placement, objectives, and evaluation.
3. The sponsoring faculty member signs the request and the form is submitted to the College of Nursing's Associate Dean for Undergraduate Programs and Outreach or CON Commonwealth Campus Program Coordinator.

Responsibilities

Student
1. In consultation with the Nursing Program Coordinator and the Associate Dean for Undergraduate Programs and Outreach, initiate contact with the clinical preceptor and obtain curriculum vitae.
2. Once approval is received, develop with the assigned course/clinical instructor specific clinical objectives and desired learning experiences related to course objectives.
3. Maintain weekly contact with course/clinical instructor.
4. Assume responsibility for seeking learning experiences in conjunction with clinical preceptor and course/clinical instructor.
5. Participate in his/her evaluation with clinical preceptor and course/clinical instructor.
6. Participate in evaluation of course/clinical instructor and clinical agency.
7. Abide by agency policies.
8. Notify clinical preceptor in advance of absence or tardiness.

Course/Clinical Instructor
1. Provide and discuss with clinical preceptor and student the educational level, course objectives, desired learning experiences, and criteria for evaluation.
2. Maintain regular contact with clinical preceptor and student as appropriate.
3. Submit evaluations to the College of Nursing, and enter final grades on LionPATH within 48 hours after last day of classes.

Clinical Preceptor
1. Participate in the orientation of student(s) to the clinical environment.
2. In conjunction with student, select learning experiences to meet the objectives of the course.
3. Engage in continuous on-site teaching of student.
4. Allow students to work in a collaborative relationship.
5. Provide the majority of the clinical guidance and/or supervision as dictated by the learning experience.
6. Maintain open dialogue with faculty preceptor and student.
7. Evaluate student progress continuously and provide feedback.

Criteria for Selection of a Clinical Preceptor
1. Currently licensed as a Registered Nurse in the United States; RNs outside the U.S. will be evaluated individually.
2. Preferably a minimum of a baccalaureate degree in nursing.
3. Tangible evidence of commitment to further education and/or competency (workshops, conferences, certification, or enrollment in courses as documented on the curriculum vitae).
4. Experience as a Registered Nurse for at least one year in the clinical area of the present preceptorship.
5. Employment time in the setting sufficient for the clinical preceptor to be thoroughly familiar with the institution. (The actual time can be determined jointly by the clinical preceptor, agency, and course/clinical instructor.)
6. Voluntary acceptance of preceptor role.

The Pennsylvania State University
COLLEGE OF NURSING

Request for Assignment to NURS 495

Last Name: [ ]   First Name: [ ]   Middle Initial: [ ]

PSU ID #: [ ]   Date: [ ]

Student Local Address: [ ]

Include Apt. #, Street address, zip code

Tel #: [ ]   Current Semester Standing: [ ]

	First Choice	**Second Choice**
Agency:		
Geographic Location:		
Clinical Specialty Area:		
Instructor:		

Brief Justification for Request:

[ ]

Number of Credits (see instructions): [ ]   Semester: [ ]   Year: [ ]

Previous NURS 495?   ☐ No   ☐ Yes   If yes, when & # of credits: [ ]

For College Use Only

Faculty: [ ]   ☐ Approved   ☐ Denied

Date: [ ]   Comments: [ ]

Associate Dean or Campus Coordinator: [ ]   ☐ Approved   ☐ Denied

Date: [ ]   Comments: [ ]

Processed: [ ]

Return completed form to: College of Nursing's Academic Affairs Office at University Park (210 Nursing Sciences Building), Hershey Medical Center (1300 ASB/A110), or the CON Commonwealth Campus Nursing office.

Revised 8/26/2015 - lmh

The Pennsylvania State University
COLLEGE OF NURSING

NURS 495 - Evaluation

Last Name: [   ] First Name: [   ] Middle Initial: [   ]

PSU ID #: [   ]

Clinical Preceptor Name: [   ] Vita: ☐ Yes ☐ No

Title: [   ]

Agency: [   ] Unit: [   ]

1. Clinical evaluation by clinical preceptor (telephone, in-person, written):

    A. Student Strengths:

[   ]

    B. Student Areas Needing Improvement:

[   ]

    C. Overall Narrative Summary:

[   ]

2. Recommended clinical evaluation (satisfactory/unsatisfactory): [   ]

3. How well were the program and/or student objectives achieved/not achieved?

[   ]

Final Grade: [   ]

Clinical Preceptor Signature: [   ] Date: [   ]

Faculty Preceptor Signature: [   ] Date: [   ]

Student Signature: [   ] Date: [   ]

Return completed form to: College of Nursing's Academic Affairs Office at University Park (210 Nursing Sciences Building), Hershey Medical Center (1300 ASB/A110), or the CON Commonwealth Campus Nursing office.

Revised 8/26/2015 - lmh

Nursing 496: Independent Study
Policies

The Nursing 496 Independent Study (NURS 496) involves independent theory course work (i.e., no clinical component). The student has the responsibility of initiating a *Request for Assignment to NURS 496* in writing before the beginning of the semester for which NURS 496 is requested. Students will have completed all 300-level courses prior to enrollment in NURS 496. Exceptions to this policy must be cleared through the Associate Dean for Undergraduate Programs and Outreach or the College of Nursing Commonwealth Campus Nursing Program Coordinator. The student should request the specific number of semester credits to be assigned.

- Students are limited to one NURS 496 enrollment in their academic career at Penn State with the following exception: the student has faculty permission to enroll in a second NURS 496 after all other first-time NURS 496 requests have been granted.

- Students who are graduating the semester in which they have requested NURS 496 will be given enrollment priority.

- Enrollment in NURS 496 must be approved by the sponsoring faculty member prior to student enrollment.

- If project sites and/or supervisors are unavailable or are inappropriate, it may not be possible for students to complete the project of their choice.

Students should request the specific number of semester credits using the following credit/and clinical hour equivalencies:

- 1 credit = 45 hours per semester
- 2 credits = 90 hours per semester
- 3 credits = 135 hours per semester
- 4 credits = 180 hours per semester
- 5 credits = 225 hours per semester
- 6 credits = 270 hours per semester

Procedures

1. Obtain a NURS 496 application from the College of Nursing's website at https://sites.psu.edu/collegeofnursing/files/2016/09/N496Form-2l5s0xc.pdf.
2. Make an appointment with the instructor. The student and faculty member must complete the *Request for Assignment to NURS 496* and Section I of the *Record of Independent Study*, and submit both forms to the Nursing Program Coordinator.
3. **The student is responsible for following campus guidelines for registering for the course via LionPATH.**
4. A signed copy of the *Request for Assignment to NURS 496* and a copy of the *Record of Independent Study* will be returned to the student and instructor.
5. The completed *Record of Independent Study* form will be returned to the instructor at the end of the semester; Section II is then completed.
6. Evaluations (*Record of Independent Study*) are due in the College of Nursing's Academic Affairs Office for UP/HMC, or CON Commonwealth Campus Nursing office within 48 hours after the last day of classes in the semester.
7. Final grades must be posted to LionPATH within 48 hours after the last day of classes in the

semester.

The Pennsylvania State University
COLLEGE OF NURSING

Request for Assignment to NURS 496

Last Name: [ ] First Name: [ ] Middle Initial: [ ]

PSU ID #: [ ] Date: [ ]

Student Local Address: [ ]

Include Apt. #, Street address, zip code

Tel #: [ ] Area of Study: [ ]

Brief Justification for Request:

[ ]

Number of Credits (see instructions): [ ] Semester: [ ] Year: [ ]

Previous NURS 496? ☐ No ☐ Yes If yes, when & # of credits: [ ]

- -

For College Use Only

Faculty: [ ] ☐ Approved ☐ Denied

Date: [ ] Comments: [ ]

Associate Dean/Campus Coordinator: [ ] ☐ Approved ☐ Denied

Date: [ ] Comments: [ ]

Processed: [ ]

Return completed form to: College of Nursing's Academic Affairs Office at University Park (210 Nursing Sciences Building), or Hershey Medical Center (1300 ASB/A110), or CON Commonwealth Campus Nursing office.

Revised 8/26/2015 - lmh

NURS 496 - Record of Independent Study

This *Record of Independent Study* must be used for all independent or individually arranged student learning experiences. It is to be completed by the student and faculty and submitted to the Associate Dean for Undergraduate Programs and Outreach for those at UP/HMC or the CON Commonwealth Campus Nursing Program Coordinator before the beginning of the semester.

Section I:

1. Title or descriptive statement of the Independent Study.

2. Purpose of the Independent Study.

3. Program and/or student objectives and experiences for the Independent Study.

4. Method used to evaluate the objectives (e.g., oral/written examination, paper, report, observation, etc.).

Section II: (To be completed at the end of the semester)

1. How well were the program and/or student objectives achieved/not achieved?

Number of credits :   **Grade:**

Faculty Signature: Date:

Student Signature: Date:

Student PSU ID #:

Revised 8/26/2015 - lmh

UNDERGRADUATES ENROLLING IN GRADUATE COURSES

Any senior with a 3.50 or higher cumulative grade-point average may be admitted to 500-level courses with the consent of the instructor (i.e. form does NOT need to be returned to Graduate Enrollment Services).

Any senior with a 3.00 to 3.49 cumulative grade-point average may be admitted to 500-level courses by **completing the form** "Undergraduate Students to Take 500-Level Courses", obtaining all required signatures, and returning it to the Graduate Enrollment Services, 114 Kern Building.

MULTIPLE CAMPUS REGISTRATION

Every Penn State student is assigned a home campus where he/she must register. Multiple-campus registration is a procedure for students who want to enroll in courses at his/her assigned campus and at another Penn State campus (or campuses) in the same semester or session.

- When planning a multiple-campus registration, the student should consult with his/her adviser.
- NURN students may schedule nursing courses via World Campus without needing special permission.
- Courses can be scheduled for World Campus by calling 1-800-252-3592. Select option #1 for Current Students, then option #1 to schedule a course.
- At least one half of the student's total semester credits must be from courses offered by the home campus.
- If a student is taking more than 50% of credits at a campus other than their home campus, the student should request a temporary change of campus.

Student Action if the other campus (including World Campus) is not University Park:

1. Register for a course or courses at your assigned campus.
2. Use the Class Search to identify courses you would like to schedule at another campus and save them in your LionPATH shopping cart.
3. Contact the Registrar's office at the other campus for permission to add the course(s).
4. With permission, the course(s) can be added on or after your registration date.

Student Action if the other campus is University Park:

1. Register for a course or courses at your home campus.
2. Obtain permission from the University Park department that offers each course that you want.
3. If permission is granted, the department will add the course to your schedule.

Summer Registration at Alternative Penn State Campuses

Without requesting a change of campus, a student may register for course work at one or more alternate Penn State campuses during summer session(s) and then return to his/her assigned campus for fall semester.

Student Action

1. Discuss a summer schedule plan with your academic adviser.
2. Decide on the Penn State campus(es) and consult the Class Search for summer.
3. To register, follow the directions for Registration.
4. Keep your local address up to date so you will receive critical information. Use LionPATH to change your personal information if necessary.

Note: Students are expected to return to their assigned Penn State campus for fall semester unless a change of campus has been processed for fall.

Temporary Change of Campus (Other than Summer)

A student may request a change of campus on a temporary basis for one semester (for example, if a student needs to be closer to home). This is the appropriate action even if it's a student's final (graduating) semester. The student's request must be approved by officials at both the student's assigned campus and the requested campus. An approved temporary change of campus will automatically result in a return to the original campus for the next semester.

Student Action

Consult with your appropriate dean's office. Approval of the change request is based on the rationale for the change, the plan for meeting degree requirements at the desired Penn State campus, and the space available at the desired campus.

Students who want to change campuses for more than one semester will need to repeat the temporary change of campus procedure for a succeeding semester.

RETURNING AFTER TIME AWAY FROM THE UNIVERSITY

The admissions process for resuming studies as a Penn State student is called either re-enrollment or reinstatement. Students planning to resume studies with Penn State World Campus can visit http://www.worldcampus.psu.edu/admissions/returning-students for more information that can be helpful in determining which path to take.

Re-enrollment

Re-enrollment allows former degree-seeking students to resume their studies. Traditional-aged students need to apply for re-enrollment after being away from school for one semester. Adult learners need to apply for re-enrollment after being away from school for 3 or more years. Students who qualify for re-enrollment:

- have a 2.00 or higher cumulative GPA as of their most recent semester at Penn State
- meet the entrance-to-major requirements of their intended degree program
- are in good disciplinary standing with the University.

In order to re-enroll with Penn State, students will need to fill out the Re-enrollment Form and submit the Re-enrollment fee to the campus in which they plan to enroll.

Adult Learners

An adult learner who wants to return to the University after a period of non-enrollment does not need to follow the re-enrollment procedures if all of the following criteria apply:

- the period of non-enrollment has been less than three years,
- the student is seeking entrance to a major in which they were previously enrolled, and
- the requested major is authorized to be eligible for this exception. (Nursing has authorized this for RN to B.S.N. students.)

The adult learner who does not meet the above criteria must apply for re-enrollment.

Reinstatement

Reinstatement is a procedure that allows former degree candidates who have been dropped for poor scholarship to resume degree candidacy after meeting the criteria for reinstatement either by enrolling as a non-degree-conditional student or through academic renewal. Students who qualify for reinstatement:

- have a cumulative GPA below 2.00
- were dropped for poor academic performance or have non-degree conditional status as of their most recent semester at Penn State
- otherwise meet the admissions requirements for their intended degree
- are in good disciplinary standing with the University

In order to be reinstated with Penn State, students need to fill out the Reinstatement Form and submit the Reinstatement fee to the campus in which they plan to enroll.

Academic Renewal

For students considering reinstatement, academic renewal is frequently an option. To qualify, returning students must not have taken any Penn State courses in the last four years. Academic renewal allows a returning student to retain any Penn State courses with a C or higher letter grade and to reset their GPA.

It is necessary for the student to meet with an academic adviser to consider carefully the advantages and disadvantages of academic renewal in relation to his or her academic record and progress toward a degree. For example, if the student has received a D in a number of courses that would meet degree requirements, the renewal might not be appropriate because it could unnecessarily delay the student's progress.

ACADEMIC SUCCESS

DEFINITION OF GRADES

For undergraduates, the grades of A, A-, B+, B, B-, C+, C, D, and F indicate a gradation in quality from excellence to failure and are assigned the following grade-point equivalents:

College of Nursing Grading Scale

Grade	Grade-Point Equivalent	College of Nursing Grading Scale
A	4.00	94-100
A-	3.67	90-93
B+	3.33	87-89
B	3.00	83-86
B-	2.67	80-82
C+	2.33	77-79
C	2.00	75-76
D	1.00	68-74
F	0	Below 68

*Note that coursework completed outside of the College of Nursing may adhere to an alternate grading scale.

NURSING COURSE EXAMINATION ROUNDING POLICY

Purpose: To provide a consistent method of calculating individual grades that utilizes standard rounding practices and is equitable and fair for all students in all courses in the College of Nursing.

SYLLABUS STATEMENT:

A student must achieve a minimal final course grade of [75% for UG and 83% for Grad] for successful completion of the course. Each individual examination score is reported to the hundredth place, e.g. 92.76 and not rounded up. Only the final course grade will be rounded up. A final course grade of X.50 will be rounded to the next highest whole number (example 72.50 = 73). A final course grade of X .49 would not round up (example 72.49 = 72).

Procedure:
- All individual course grades are recorded throughout the semester to the nearest 100th (2 decimal places with no rounding).
- Individual grades are then added and weighted for a final grade.
- Only the final course grade is rounded to the nearest whole number using standard mathematical rounding.
  Note: Standard mathematical rounding requires at least 0.50 to round up. For example, 74.49 would <u>not</u> round up to 75; it would round down to 74. Rounding 74.49 up to 75 is referred to as double rounding and is not mathematically correct.

Effective: Spring 2016

STUDENT ACADEMIC DIFFICULTY

One of the responsibilities of the RN to B.S.N. Student Admissions and Standards Committee is to monitor the academic progression of students in the nursing curriculum. The committee believes that the student is ultimately responsible for seeking assistance when experiencing academic difficulty. However, the student may need to know that their progress is being monitored and that the faculty is committed to helping the student achieve success. This plan for early identification and follow-up of students experiencing academic difficulty is designed to insure that students are well informed about strategies for success, including university resources and assistance.

Plan for Early Identification of Academic Difficulty and Follow-up

1. All students must achieve a "C" or better (75% or greater) in all required nursing courses in the program.
2. The Chair of the RN to B.S.N. Student Admissions and Standards Committee will request that all nursing faculty identify at mid-semester (week 7–8) any student earning less than 75% in the theory portion of a course, or any student performing below satisfactory levels in clinical. Faculty who have a course following an alternative time frame (e.g., 7-week or front loading of clinical) are responsible for notification to the committee of students in academic difficulty at mid-course.
3. The campus program coordinator will send a letter of concern on behalf of the Chair of the RN to B.S.N. Student Admissions and Standards Committee to all students who have been identified in academic difficulty.
4. A copy of the letter will be sent to the adviser, course coordinator, and placed in the student's file.
5. Students are responsible for meeting with the course coordinator and/or adviser within one week and for returning the signed form (attached to the letter) to the Nursing Program Coordinator.
6. The Chair of the RN to B.S.N. Student Admissions and Standards Committee and the Associate Dean for Undergraduate Programs and Outreach will be informed of all students earning a "D" or "F" in a nursing course. With a course failure, a letter will be sent to the student from the campus program coordinator on behalf of the Chair of the Committee reviewing suggestions for success in future nursing courses.
7. All RN to B.S.N. students should review the University Policy on Repeating Courses (University Senate Policy 47-80).

Revised: Summer 2012
Revised: Fall 2015
Revised: Spring 2016

Academic Difficulty Notification Letter

Date:

Student Name:
Student Address:

Dear Student Name:

One of the charges of the Student Admissions and Standards Committee of the College of Nursing is the mid-semester identification of students experiencing academic difficulty. We are committed to helping you be successful in the nursing curriculum.

We have been notified at mid-semester that you are experiencing difficulty in (Course name and section). While the ultimate responsibility for success in a course is yours, we suggest the following steps to assist you in attaining that success:

> ➢ Contact the course coordinator and/or clinical instructor for specific suggestions related to success in the course.
> ➢ Contact your adviser to review progress and to get suggestions for seeking help from other University resources such as counseling services, testing assistance, study skills, or peer tutoring.
> ➢ Students are responsible for:
>> • contacting or meeting with the course instructor and/or adviser within one week
>> • contacting the RN to B.S.N. program coordinator within two weeks regarding the plan to succeed in the course

If either one of the above actions is unsatisfactory to you, you may contact the Chair of the Student Admissions and Standards Committee for the assignment of an advocate from the committee.

Please let me know if we can be of further assistance to you. We wish you success in the future.

Sincerely,

Marianne Adam

Marianne Adam, PhD, RN, CRNP
Chair, RN to B.S.N. Student Admissions and Standards Committee
College of Nursing, The Pennsylvania State University
mta133@psu.edu; 570-385-6061

cc: Nursing Adviser
        Course Coordinator
        Student File
        RN to B.S.N. Coordinator

Mary Alyce Nelson, RN, MSN
Nursing Instructor
World Campus Coordinator, RN to B.S.N. Program

The Pennsylvania State University
College of Nursing

REPORT OF STUDENT INITIATED CONTACT FOR ACADEMIC DIFFICULTY

DATE: _____

STUDENT NAME: _____

COURSE: _____

TYPE OF CONTACT:
☐ Phone
☐ Meeting
☐ E-Mail
☐ Other: _____
☐ Student made no attempt at contact *(skip to bottom of form and*
sign)

RECOMMENDATIONS MADE: _____

_____

_____

_____

_____

_____

_____

Continue on back of form if necessary.

SIGNATURE: _____

☐ Faculty Adviser   ☐ Course Coordinator   ☐ Clinical Instructor

Due By: _____

Return form to: Nursing Program Coordinator

Revised: Summer 2012

ACADEMIC GRIEVANCE PROCEDURES

The following assumptions are acknowledged:

- All members of the University community, students, faculty, and administration have rights and responsibilities which support Penn State as an institution of higher learning
- Students, faculty, and administration sometimes have differing perceptions of what these rights and responsibilities are
    - Students of the Nursing Program are subject to procedures for resolving grievances of an academic nature in accordance with *The University Faculty Senate Policies and Rules for Undergraduate Students* at http://senate.psu.edu/policies-and-rules-for-undergraduate-students/.

GRADE MEDIATION AND ADJUDICATION

The College of Nursing follows Penn State's policies stated in Senate Policies on Grades (*Senate Policies 47-00; 48-00; 49-00*), and *Senate Resolution of Student Classroom Problems* at http://senate.psu.edu/policies-and-rules-for-undergraduate-students/.

CERTIFICATE PROGRAMS

Undergraduate Nursing Certificate Programs

You can enhance your professional credentials by earning one of our specialized certificates as you move from an RN to a B.S.N. Choose from the certificate in Nursing Forensics, Nursing Informatics, or Nursing Management to help set yourself apart from others on the career ladder. Some of the credits you earn in one of the certificate programs can be applied toward the requirements for your B.S.N. degree.

All Students who enroll in certificate programs must be defined as Penn State students. Students can complete the certificates as a degree-seeking student in addition to their major or as a non-degree student. International RN license is accepted for non-clinical courses.

Nursing Forensics

Learn to bridge the gap between medicine and law with this 12-credit undergraduate certificate program. Professionals in forensic nursing are often the first line of defense for victims of violence, abuse, or neglect when they enter the health care system. Their role goes far beyond medical care to include knowledge of the legal system and injury identification, evaluation, and documentation.

Courses
NURS 245 Violence and the Impact on Society
NURS 409 Introduction to Forensic Nursing
NURS 410 Forensic Evidence Collection and Preservation
NURS 411 Seminar in Forensic Nursing

Nursing Informatics

Nurses can give their careers a boost with the Nursing Informatics online certificate program, a 9-credit course series designed to prepare nurses with the knowledge to use informatics tools in technology-rich health care environments. The curriculum includes key informatics topics such as electronic health records, clinical decision support tools, and data mining to promote safe and efficient care. Registered nurses who are working toward a B.S.N. at Penn State can apply all 9 credits toward the bachelor's degree. Nurses may also take the courses as a stand-alone series for the purpose of enhancing their career prospects.

Courses
NURS 357 Introduction to Nursing Informatics
NURS 458 Ethical Challenges in Healthcare Informatics
NURS 460 Advanced Concepts in Clinical Nurse Informatics

Nursing Management

Set yourself apart from other registered nurses on the career ladder by gaining the tools needed for nurse manager positions. Enrich your knowledge of basic health care organizations and administration. Receive your certificate in Nursing Management from the Penn State College of Nursing here at Penn State.

Courses
NURS 430 Organizations and Administration for the Nurse Manager
NURS 431 Data Management for Nurse Managers
NURS 432 Nursing Management of Human Resources
NURS 433 Seminar for Nurse Managers

Student Action:

1. Apply to the certificate by going to http://www.nursing.psu.edu/undergrad/certificate-programs/. Go to Undergraduate Certificates and fill out the **intent form**.
2. Students who successfully complete all required courses specific to the certificate program will earn a certificate.
3. Once you have completed the certificate, go to the above web site and fill out the **completion form**.

RN to B.S.N. CLINICAL COMPLIANCE REQUIREMENTS

All students must contact the clinical site at least one month prior to beginning the required clinical course.

NOTE: A current U.S. RN license is required in the state where the clinical site is to be scheduled. Knowledge of the institution's (clinical site) requirements is the responsibility of the student. The student is responsible for obtaining necessary compliances and providing necessary proof of compliances to the institution/clinical site.

Possible compliances that may be requested by the clinical site include (but are not limited to):

1. Health Examination
2. Health Insurance
3. Malpractice Insurance
4. CPR
5. Child Abuse History
6. Criminal Record Check
7. Fingerprinting
8. Influenza Vaccination Verification

RN TO B.S.N. PROGRAM CLINICAL COMPLIANCE REQUIREMENTS (CR)

The following documents are required by the College of Nursing as part of your compliance requirements. The two forms listed below must be completed and returned to your Campus Coordinator.

Information Release

A federal law (The Family Educational Rights and Privacy Act of 1974) prohibits The Pennsylvania State University from releasing information from your education record without your written permission. This includes your Social Security number and/or grade point average and compliance checks for clinical facilities, educational institutions, honor societies, and potential employers. Your signature is required on the Information Release Form to release this information.

Some clinical sites require copies of various clearance forms as well as the student's entire Social Security number, which will be provided directly to the clinical institution by the student.

<h1 style="text-align:center">STUDENT NOTIFICATION OF PROGRAM REQUIREMENTS</h1>

Directions: Please read and complete this form.

1. **HANDBOOK:** The student is accountable for all policies and information contained within the Student Handbook. The student handbook can be found online at the following website:

   http://www.nursing.psu.edu/undergrad/handbooks/

2. **INFORMATION RELEASE:** Information from the student's education record/file (e.g. grades, cumulative GPA, courses completed, compliances for clinical *may be* released to clinical facilities, educational institutions, honor societies, and potential employers for purposes of membership application, compliance and/or reference checks, letters of recommendation, etc. Some clinical sites require copies of various clearance forms as well as the student's entire Social Security number, which will be provided directly to the clinical institution by the student.

   _____	Information from my education record as stated above *may be* released.

   _____	Information from my education record as stated above *may not be* released.

3. **CONFIDENTIALITY:** All students must keep strictly confidential, and shall not divulge to anyone, the identity of any patient, their medical condition, or their treatment. All students are required to be familiar with all Standards of Nursing Conduct regarding confidentiality (Pennsylvania Code, Title 49 Professional and Vocational Standards, 21.18).

   Students who violate patient confidentiality in any format (verbally, email, text, social media, pictures, etc.) will fail the course. Also, the clinical facility reserves the right to terminate any student's clinical experience if the facility's confidentiality (HIPAA) policies are violated. This would result in course failure because course objectives cannot be met without clinical experience.

Your signature on this form signifies that you have read and understand these requirements. Failure to complete and submit this form will result in noncompliance which will impact progression in the nursing program. This form is in effect until the student's graduation.

PRINT NAME_____ PSU ID # _____

SIGNATURE_____DATE_____

Please complete the form and return to your Campus Coordinator.

RN TO B.S.N. POLICY FOR REQUIRED CLINICAL EXPERIENCE

The RN to B.S.N. program of study includes several clinical experiences, as well as a clinical capstone experience designed by the Registered Nurse (RN) student to meet their individual professional goals. The RN, under the guidance of the course coordinator, selects either a health-related project or to be in an agency or clinical site. A local preceptor specific to the requirements of the clinical course is needed.

The following courses include credits for clinical experiences:

NURS 251 or NURS 352 – 1 clinical credit – the clinical time is satisfied through practicing physical assessment skills and recording an actual physical exam.
NURS 357 – 1 clinical credit – the clinical time is embedded in the course. The assignments are built to meet the clinical requirements.
NURS 417 – 1 clinical credit – the clinical experience is a community-based activity. It can consist of a health-related project or an experience in a healthcare setting.
NURS 465 – 1 clinical credit – the clinical experience can be a health-related project or an experience in a healthcare setting.
NURS 475 – 2 clinical credits – This clinical experience involves working with an individual within a community and it can be completed within or outside of a healthcare system. Some of the clinical time/experience is also embedded within the course.
NURS 495 – up to 3 clinical credits – This clinical experience is an Independent Study, developed and initiated by the student with approval from the College of Nursing faculty.

The clinical components of NURS 465, NURS 417, NURS 475 and NURS 495 (an elective) are arranged by the student in consultation with the course coordinator. The following information should be referenced when designing the clinical experience, whether doing a project or a clinical/community practicum:

- Clinical experiences allow the RN student an exciting opportunity to analyze and evaluate aspects of healthcare that align with the student's career and behavioral goals. For a focused growth experience, a variety of opportunities exist; please discuss options with your instructor and refer to the project and opportunity examples that follow

  The experiences should meet the course objectives outlined in the syllabus Clinical experiences require the RN student to work directly or indirectly under the preceptor's supervision. A clinical preceptor (see Criteria for Selection of Preceptor) may be the course coordinator. Required clinical hours include working collaboratively with health care team members

- Clinical preparation hours, research, and clinical conferences may **not** constitute more than 25% of total required clinical time

- Professional conferences or seminars may **not** count for more than 10% of the total required clinical time associated with a course and requires prior approval of the course coordinator

- Clinical experiences fulfill academic requirements and may **not** be part of the RN student's paid employment. Ideally, the student's experiences should be *outside* of her/his usual place of employment. However, the student's employment location may offer *other* educationally appropriate experiences. Such opportunities should be selected in consultation with the course coordinator and still must occur outside of the student's paid employment

- Clinical hours may not be used to satisfy requirements for more than one course. Using the same clinical hours to satisfy requirements for more than one course is a violation of academic integrity

- Always remember to wear professional attire and identify yourself as a Penn State College of Nursing RN to B.S.N. student in any clinical facility or project location

Revised Fall 2015

Clinical Experience Guidelines

A clinical experience is a "Health-Related Activity":
The student may be in a healthcare setting **or** complete a health-related project. The student develops goals (based upon Bloom's Taxonomy) and submits these to the instructor. If a student wants to use an agency (e.g., hospital) it is the student's responsibility to contact staff development, find a preceptor (often the staff development nurse assists with this), set up the experience, and obtain any compliances required by that agency (CPR certification, immunizations, malpractice insurance, etc.). The course instructor approves the site and preceptor or the project (if a student is not going to an agency).

If the student is planning to have a hands-on, inpatient experience, an affiliation agreement will be required. Please contact the RN to B.S.N. Program Campus Coordinator at the designated campus for a list of clinical agencies. If a contract does not exist, it may take up to six months to get one in place. If this is the case, the student is strongly encouraged to consider another option.

The College of Nursing Campus office needs a copy of the following signed by the student by the end of the first week of class: (Documents located in the Student Handbook)
     Student Notification of Program Requirements Form – submitted once
     Copy of RN License – send in again if renewed.

RN student action steps:
1. Submit the documents listed above.
2. Develop clinical or project goals.
3. Decide upon an experience or a project as the Health-Related Activity for the clinical experience that fulfills the goals

4. Ensure the agency has an affiliation agreement with Penn State, if completing a clinical experience.
5. If using an agency – contact their staff development, find a preceptor, have the [Preceptor Form] and the [Agency Letter of Agreement] paperwork signed, and obtain any agency compliances.
6. Obtain instructor approval.

The course instructor needs to:
1. Approve the student's goals.
2. Approve the site and preceptor or any project, if not using an agency.
3. Receive the signed forms: Preceptor Form and the Agency Letter of Agreement, if student is going to an agency.

Developing Goals:
The student is encouraged to think about some of the following questions before submitting the goals to the instructor for approval:

1. What health-related activity (either in an agency or as a project) will help me to meet my career goals?
2. How do I view health, illness, healthcare, nursing, etc.?
3. How do other persons define health, illness, healthcare, nursing, etc?
4. How would I like to impact healthcare regulations (governmental), accreditation issues (Safety, Quality indices), insurance, etc.?
5. Do you need to investigate a particular area of healthcare or nursing role **or** can you help someone or a group who has a health or healthcare issue?

Logs:
Most instructors require logs. This communication pathway demonstrates how well you analyze your clinical activities and facilitates progression towards meeting your goals and course objectives. Your instructor will give you more information about the logs.

Examples of previous RN students' experiences:
- Interviewed Guided Care Managers and designed a presentation of the new Guided Care role
- Case Management with insurance company (BC/BS)
- Care Management with a Trauma Care Coordinator
- Case Management in Obstetrics and an obstetric project
- Quality Improvement observation & project
- Developed a lecture and presented to nursing students
- Developed a post-clinical teaching experience for nursing students about pain medication with pre- & post-test
- Developed an evidence-based practice (EBP) policy for nursing home staff for measuring temperature, included intervention protocol for hypothermia & hyperthermia

- Developed and organized a Brown Bag Medication Health Teaching session at a Senior Center
- Collaborated with an agency to identify, investigate, develop, implement, and evaluate a pilot evidence-based practice (EBP) project following a specific EBP model (was completed over two clinical courses)
- Developed a Heart Healthy Education Program to be implemented in K-6 physical education classes in elementary schools
- Collaborated with a School of Nursing Simulation Laboratory Coordinator to develop and implement comprehensive case studies using Simulation technology
- Developed, implemented, and evaluated a comprehensive weight management program, presented bi-weekly during the semester, with adults living in an assisted living apartment complex (provided B/P screenings to encourage attendance)
- Collaborated with a school nurse to develop, implement, and evaluate a health education fair at a local school
- Administered a BP screening and assessment of clients at a homeless shelter
- Interview of persons working at homeless shelter

Other suggestions:
- Shadow an administrator of a nonprofit, profit, or public agency
- Investigate allocation and/or utilization of healthcare resources in a geographical setting
- Join and/or lead a support group – review group dynamics and current research on topic
- Client/Community education
- Compare regulations (Governmental, Accrediting bodies – e.g., JACHO) between healthcare agencies
- Analyze a professional health or nursing organization at the local level vs. the national level
- Examine program planning at agencies, e.g., Red Cross – explore what is involved in planning for blood donation drives
- Develop simulation case scenarios

Any questions about the RN to B.S.N. Program's clinical experiences, please contact the RN to B.S.N. Program Campus Coordinator at the designated campus.

Revised SP16

Criteria for Selection of a Preceptor

1. Currently licensed as a Registered Nurse in the United States; RNs outside the U.S. will be evaluated individually.

2. Preferably a minimum of a baccalaureate degree in nursing.

3. Tangible evidence of commitment to further education and/or competency (workshops, conferences, certification, or enrollment in courses as documented on the curriculum vitae).

4. Experience as a Registered Nurse for at least one year in the clinical area of the present preceptorship.

5. Employment time in the setting should be sufficient for the clinical preceptor to be thoroughly familiar with the institution (The actual time can be determined jointly by the clinical preceptor, agency, and course/clinical instructor).

6. Voluntary acceptance of preceptor role.

Evaluation of the Clinical Experience (Pass/Fail):

The clinical performance is evaluated by reviewing data from clinical logs and communication with mentor(s). (See **Guidelines for Clinical Evaluation** in the RN to B.S.N. Handbook) Clinical log requirements are established by the course coordinator.

Approved: Spring 2008

Revision: Fall 2015

Clinical Evaluation Forms:

<div align="center">

The Pennsylvania State University
College of Nursing
RN to B.S.N. Student
NURS 417 Clinical Evaluation Form

</div>

TO BE COMPLETED BY STUDENT, PRECEPTOR, AND FACULTY

Name: _____

Course: _____ Section: _____ Semester & Year: _____

Instructor: _____

Preceptor Name: _____ Email: _____

Title: _____

Agency: _____ Unit: _____

Agency Address: _____

_____

1. Clinical Evaluation:

   A. Student Strengths:

   B. Students Areas Needing Improvement:

   C. Overall Narrative Summary:

2. Recommended Clinical Evaluation (Satisfactory/Unsatisfactory):_____

3. How well were the program and/or student objectives achieved/not achieved?

Preceptor Signature: _____ Date: _____

Student Signature: _____ Date: _____

The Pennsylvania State University
College of Nursing
RN to B.S.N. Student
NURS 465 Clinical Evaluation Form

TO BE COMPLETED BY STUDENT, PRECEPTOR, AND FACULTY

Name: _____

Course: _____ Section: _____ Semester & Year: _____

Instructor: _____

Preceptor Name: _____Email: _____

Title: _____

Agency: _____ Unit: _____

Agency Address: _____
_____

1. Clinical Evaluation:

   A. Student Strengths:

   B. Students Areas Needing Improvement:

   C. Overall Narrative Summary:

2. Recommended Clinical Evaluation (Satisfactory/Unsatisfactory): _____

3. How well were the program and/or student objectives achieved/not achieved?

Preceptor Signature: _____ Date: _____

Student Signature: _____ Date: _____

The Pennsylvania State University
College of Nursing
RN to B.S.N. Student
NURS 475 Clinical Evaluation Form

TO BE COMPLETED BY STUDENT, PRECEPTOR, AND FACULTY

Name: _____

Course: _____ Section: _____ Semester & Year: _____

Instructor: _____

Preceptor Name: _____Email: _____

Title: _____

Agency: _____ Unit: _____

Agency Address: _____

_____

1. How well were the program and/or student objectives achieved/not achieved?

COURSE OBJECTIVE	SATISFACTORY (S)	UNSATISFACTORY (U)
Synthesize knowledge from nursing and related sciences for application to evidence-based nursing practice		
Interpret legislative and regulatory processes relevant to the capstone project		
Collaborate with members of the health team to provide continuity of care through appropriate communication, consultation, and referral		
Communicate effectively using written, verbal, nonverbal, and emerging technology methods		
Apply biostatistical, epidemiological, and research findings to enhance the delivery of		

COURSE OBJECTIVE	SATISFACTORY (S)	UNSATISFACTORY (U)
evidence-based nursing care		
Provide evidence-based nursing care that contributes to safe and high-quality patient outcomes within healthcare microsystems		
Participate in the development and implementation of theory-based and a population-focused health promotion project		
Facilitate change in the healthcare microsystems affecting the provision of nursing care to diverse populations throughout the lifespan		
Demonstrate accountability in the delivery of professional nursing care		
Integrate the concept of life-long learning into professional nursing practice		

2. Preceptor and faculty comments:

   A. Student Strengths:

   B. Student Areas Needing Improvement

   C. Overall Narrative Summary:

3. Recommended Clinical Evaluation (Satisfactory/Unsatisfactory): _____

Preceptor Signature: _____   Date: _____

Student Signature: _____   Date: _____

Faculty Signature: _____   Date: _____

Revised 2015 (BMH)

The Pennsylvania State University
College of Nursing

AGENCY LETTER OF AGREEMENT

The Pennsylvania State University College of Nursing offers a B.S.N. completion program for registered nurses (RN to B.S.N. program). The program of study includes several clinical experiences, as well as a clinical capstone experience designed by the RN student to meet personal professional goals. The RN, under the guidance of the course professor, selects a clinical site and a preceptor for the course-related clinical experiences and the capstone experience.

_____ RN, in NURS_____ section ____ Instructor_____

is requesting approval to complete a clinical experience or observation experience or internship

in the _____ area of your clinical facility under the clinical

supervision of_____(preceptor) during the_____ semester.

The student and preceptor will mutually determine the specific dates and times of this experience.

Knowledge of the clinical institution's requirements (e.g. clearances, liability insurance, CPR, HIPAA, etc.) is the responsibility of the student. The student is responsible for obtaining necessary compliances and providing necessary proof to the clinical agency.

I request that the _____Agency approve the clinical experience. I understand that I am responsible for meeting the clinical institution's requirements (e.g. professional liability insurance, clearances, and CPR, etc.) and providing proof of compliances, if requested.

Student _____ Date _____

Please complete the following: We agree to permit the aforenamed student to complete a clinical experience in our facility. We understand that we may terminate this agreement at any time for poor performance or unprofessional conduct by the student.

Director or Administrator _____ Date _____

Title _____

Preceptor _____ Date _____

Title _____

Course Instructor_____ Date _____

The Pennsylvania State University
COLLEGE OF NURSING
RN to B.S.N. Program
Preceptor Approval Form

Student Name

PSU ID Number

Mailing Address

Home Phone

Work Phone

PSU Email

Course Name and Number

Semester

Specialty Area

Preceptor Name

Preceptor Phone

Preceptor Email

Academic Degrees

Certification (if applicable)

RN License Number

Employment history related to preceptorship

Agency Name

Accreditation Status

Area to be used for the experience

Student Signature: I, _____ request the College of Nursing's approval for clinical experience with the above named preceptor.

Preceptor Signature: I, _____ agree to provide the experience as described above in my agency. The preceptor is responsible for verifying that the RN student meets all the clinical institution's requirements (e.g. Liability, clearances and CPR).

Instructor Signature: I, _____ approve the experience as described above.

Please Note: A copy of the preceptor's CV may be requested by the course instructor.
Routing: Student collects information from the preceptor and initiates approval form. The text boxes should be filled in electronically, then printed for signatures and mailed. Students are not permitted to begin a precepted experience until the instructor has granted approval.

Revised 3/16/2017 - lmh

CLINICAL POLICIES

All students in the B.S.N. Program will be required to complete clinical learning experiences to fulfill the requirements of the baccalaureate degree in nursing. Please be advised that the following policies are applicable to all students, and failure to meet any clinical requirements will impact your progression and timely completion of the program. The policies may be requirements of the clinical facilities, the College of Nursing, and/or the University.

PRECLUDED STUDENTS FROM CLINICAL INSTITUTION

All students will be expected to comply with all requirements set forth by the clinical institution, including their code of conduct. The institution reserves the right to prevent entry or request withdrawal from the clinical site any student the institution believes constitutes a risk of harm to patients, visitors or employees or who fails to follow the institution's policies and procedures.

If students are precluded from a clinical site by an institution, the College of Nursing has no obligation to find an alternative clinical site for the student, and this may prevent the student from progressing in the Nursing Program.

PATIENT CARE

The student nurse will not discriminate, while providing nursing services, on the basis of age, marital status, sex, sexual preference, race, religion, diagnosis, socioeconomic status, or disability. This is in accordance with Pennsylvania Code Title 49. Professional and Vocational Standards 21.18.

CLINICAL SAFETY POLICY

When health issues (physical or psychological) are involved, both student and client safety will be considered.
- Student is advised to consult with the nursing faculty member or adviser regarding health-related issues that may put either student or client in danger.
- All requirements of the clinical institution will be followed and may require the student to provide evidence from his/her health care provider that the student may fully participate in all clinical activities without restrictions and that the student's health concerns will not negatively affect students and clients.
  - The student may need to withdraw from nursing courses in order to allow time to receive treatment and improve his/her health condition and to maintain the safety of clients. Refer to University Leave of Absence (http://handbook.psu.edu/content/leave-of-absence) and Withdrawal (http://handbook.psu.edu/content/withdrawal) policies.
- Specific policies related to health follow.

Approved: Fall 2011

IMPAIRED STUDENT NURSE POLICY

I.   POLICY

The intent of this Policy is to offer assistance to those who are in need, while sending a clear message that all students enrolled in the College of Nursing ("CON") at The Pennsylvania State University ("The University") are strictly prohibited from possessing or being under the influence of alcohol or illegal drugs while engaged in any Clinical Activities.

II.   STATEMENT OF PURPOSE AND INTENTION

A. Students enrolled in the CON at the undergraduate and graduate level engage in clinical rotations and training on the campus of The University and at various types of health care facilities, including, but not limited to, University skills or simulation laboratories, hospitals, private practice offices, long-term care facilities, clinics, schools, and community agencies.

B. Drug and alcohol use may adversely affect the educational process and the quality of care provided by students in the clinical setting. Drug and alcohol use may also pose serious safety and health risks to the student, patients, and others.

C. The University and the CON require all nursing students engaged in Clinical Activities be free from the influence of illegal drugs and alcohol.

D. This Policy is enacted in accordance with a position statement on the subject of substance abuse in nursing education published by the American Association of Colleges of Nursing, and also with the standards set forth in Pennsylvania's Professional Nursing Law (63 P.S. § 224, *et. seq.).*

III.   DEFINITIONS

A. "Alcohol" means beer, wine and all forms of distilled liquor containing ethyl alcohol.

B. "Clinical Activities" shall refer to those duties or activities required of CON students, whether on the campus of The Pennsylvania State University or at an outside Host Facility, which involve direct patient care or interaction with a patient or research subject for purposes of medical care, treatment, or testing, and/or as part of a Clinical Program.

C. "Clinical Program" shall refer to the assignment of CON students to health care facilities, University skills or simulation laboratories, etc., for the purpose of gaining practical experience and/or engaging in patient care, in fulfillment of degree or course requirements.

D. "Drug" means any substance that has known mind or function-altering effects on a human subject (i.e. psychoactive substances), including, but not limited to, substances controlled by State or Federal laws.

E. "Drug Paraphernalia" means all equipment, products, and materials of any kind, which are used for injecting, ingesting, inhaling, or otherwise introducing a drug into the human body. This includes, but is not limited to, all equipment, products, and materials prohibited or controlled by State or Federal laws.

F. "Host Facility" shall mean any place other than a campus of The Pennsylvania

State University where a student is engaged in Clinical Activities in fulfillment of degree or course requirements, including but not limited to health care facilities, hospitals, physician offices, long-term care facilities, clinics, schools, and community agencies.

G. "Student" is an undergraduate or graduate student enrolled in the CON.

H. "Supervisor" is the person assigned to oversee a student while engaged in performance of a Clinical Program and/or while engaged in Clinical Activities. This person may be a professor instructor in the CON, or an employee of the facility at which a Clinical Program takes place.

Note: Defined terms are capitalized herein.

IV.   DRUG AND ALCOHOL POSSESSION AND USE

A. Prohibitions. Except as provided in paragraph C below:
1. No Student engaged in Clinical Activities shall use, consume, transport, promote, or sell Alcohol, Drugs, or Drug Paraphernalia while on the site of a Clinical Program, or while engaged in Clinical Activities.
2. No Student may report to the premises of a Clinical Program or remain on duty, or engage in any Clinical Activities, while under the influence of or impaired by Alcohol or Drugs, to any degree. This is a **zero** tolerance policy.
3. This policy is not directly applicable to Students who are in traditional classroom/lecture situation; however, all Students of The University are prohibited from being under the influence of Alcohol or Drugs while taking part in on-campus activities. Violations of this nature may be subject to sanctions under the Student Code of Conduct and/or other University or CON rules and regulations.

B. Exceptions. The following circumstances may constitute exceptions to this Policy:
1. Prescribed and over-the-counter drugs. The use or possession of prescribed or over-the-counter drugs and/or drug paraphernalia is not prohibited by this Policy, if legally obtained, used for the purpose for which it was prescribed or manufactured, and if taken at the prescribed or authorized dosage; provided that use of the drug and/or drug paraphernalia does not interfere with the safe and efficient performance of the Student's Clinical Activities.
2. Legitimate distribution of medications. The prohibitions set forth in this Policy do not apply to legitimate distribution of medication as may be an assigned duty in a clinical program.

C. Students who participate in Clinical Programs at outside facilities are subject to the rules and regulations of the Host Facility. This may include drug and/or alcohol testing. Testing for illegal drugs or alcohol may be required by the Host Facility prior to commencement of a clinical program, on a random basis, following an accident, or upon observation of conduct which may be indicative of drug or alcohol use. Neither The University nor the CON has control over the manner in which testing is carried out by a Host Facility. If a test indicates the presence of illegal drugs or alcohol, and if the test results are provided to the CON, this information will be utilized in the manner set forth herein.

V. PROCEDURES

A. Failure to cooperate with the procedures set forth herein may result in termination of a Student's clinical program, which will carry with it serious consequences for the Student's ability to complete his or her course of study in the CON.

B. In order to assure compliance with this Policy and as a condition of continuing to participate in Clinical Activities and/or a Clinical Program, Students are required to cooperate with the procedures outlined herein, including Drug and Alcohol testing. Such tests may be administered upon a finding of reasonable suspicion that a Student has used Drugs or Alcohol while engaged in Clinical Activities. Reasonable suspicion shall be determined by the Supervisor, based upon various factors, including but not limited to observation of signs or symptoms commonly associated with intoxication, such as: impaired mental ability, inability to maintain balance, odor of alcohol, boisterous or slurred speech, drowsiness, dilated pupils, staggering, awkward movements, or erratic behavior. In making a determination of reasonable suspicion, the Supervisor may take into account observations of lay persons, other staff or faculty of the CON, and/or health care professionals.

C. When finding of reasonable suspicion is made, the following steps will be implemented by the CON:

1. The Supervisor shall instruct the Student to leave the clinical area and will address the Student in private to discuss the behavior(s) observed. The Supervisor will specifically inquire about whether the Student has used Drugs or Alcohol and, if so, the details of such use. The Supervisor shall consult with the Campus Nursing Program Coordinator for undergraduate students or the Graduate Option Coordinator, for graduate students, as practicable, and shall make a determination as to whether to refer the Student for Drug and Alcohol testing.

2. If the Supervisor and/or Campus Nursing Program Coordinator for undergraduate students or the Graduate Option Coordinator for graduate students decides to send the Student for testing, the Student shall be notified that he or she will be tested for the presence of Drugs and/or Alcohol. The CON will incur costs associated with the initial testing only. A Student who refuses to undergo testing shall be presumed to have violated this policy. Transportation to and from the location for testing (see Urine Drug Screen Clinic Sites) will be arranged and paid for by the CON. The Student will be accompanied by a CON representative at all times to the testing site. Tests shall be accomplished via urine sample or other reliable method. The testing process will be carried out pursuant to the testing protocols of the clinical agency or the University's Office of Occupational Medicine. Samples shall be collected by the clinical agency or the designated screening clinic of the University's Office of Occupational Medicine. A split sample shall be collected. Test results will be interpreted by the University's Medical Review Officer, who shall verify documentation of appropriate chain of custody and shall make the determination of whether a test is positive for the presence of Drugs or Alcohol. A negative result on a test will not necessitate further testing, and no further action shall be taken. In the case of a positive test, the Student shall be contacted by the Medical Review Officer, who shall

determine whether there is any **legitimate** explanation for the positive test. If no legitimate explanation can be verified by the Medical Review Officer, <u>the Student shall be given the option of having the second sample tested, at the expense of the Student</u>. If testing of the second sample yields a negative result, no further action shall be taken. The Medical Review Officer shall advise the appropriate Associate Dean of the CON of testing results.
NOTE: If testing is necessary during a time that the screening clinic is closed, testing will be done at Clinical agency, and results will be obtained by the University's Office of Occupational Medicine.

3. After testing is complete, the student will be counseled against driving, and if unable or unwilling to call a family member or friend to transport them home, transportation will be arranged and paid for by the CON.
4. The University will make reasonable efforts to maintain confidentiality in the administrative handling of matters relating to Student Drug and Alcohol testing.
5. The Supervisor will prepare a written report documenting the observed Student behaviors and submit it to the Campus Nursing Program Coordinator for undergraduate students or the Graduate Option Coordinator, for graduate students, and the appropriate Associate Dean of the CON.

D. A Student who has been sent for a Drug and Alcohol test shall be suspended from participation in Clinical Activities until the results are returned. Test results shall be provided by the Medical Review Officer to the appropriate Associate Dean of the CON. If the results are negative, the Student shall be permitted to resume his or her regular Clinical Activities immediately. If the test results are positive for the presence of Drugs or Alcohol, or if the Student refused to submit to testing, the following steps shall be followed.

1. A meeting will be held, within a reasonable period of time, with the Student, the Supervisor involved, and the Campus Nursing Program Coordinator for undergraduate students or the Graduate Option Coordinator for graduate students to discuss the incident, allow all parties to provide any relevant information, and to discuss sanctions and/or academic consequences related to the alleged violation. Sanctions may include suspension from all Clinical Programs, a failing grade for a given course, or for repeat offenders, dismissal from the CON.
2. The Student will execute a written agreement to seek an initial drug and alcohol consultation at Counseling and Psychological Services (CAPS) and/or a drug and alcohol evaluation with a certified or licensed professional capable of providing this service. The Student must sign an informed consent form to allow release of the evaluation results to be provided to the appropriate Associate Dean of the CON. The Student shall be required to follow any treatment plan which may be recommended as a result of the substance abuse evaluation. Refusal to undergo substance abuse evaluation or failure to comply with any recommended treatment may result in the Student's dismissal from the CON. Following successful completion of any such treatment plan and/or upon certification by an appropriate substance abuse counselor that the Student is fit to return to Clinical Activities, the Student shall be permitted to resume full participation in the CON curriculum.

3. The fact of a positive test result shall be conveyed by the CON to the Office of Student Conduct for evaluation of whether the behavior has violated the Student Code of Conduct. The Office of Student Conduct will investigate and process the matter in accordance with standard University procedures and the Student Code of Conduct. The Designee or staff from the Office of Student Conduct will investigate the allegation. When it appears that a violation may have occurred, the Student will be subject to the University's disciplinary process. The CON will be notified of the outcome of this process.

4. Any student with a confirmed positive drug screen must contact the Pennsylvania Nurse Peer Assistance Program (PNAP) as part of the evaluation process. If the student is diagnosed with abuse or dependence of a substance, the student must enroll with PNAP monitoring.

VI. APPEALS

A. A Student may appeal any aspect of the application of this policy by sending a written statement of the basis for the appeal to the appropriate Associate Dean of the CON, within ten (10) days after the action which is being appealed. The Student's written appeal shall succinctly set forth the basis for the appeal, with supporting documentation, as appropriate.

B. Within a reasonable period of time after the filing of an appeal, the appropriate Associate Dean of the CON shall convene a meeting with the Student in an attempt to amicably resolve the matter. If no resolution can be reached, the appropriate Associate Dean of the CON shall convene a hearing committee, consisting of three (3) faculty members from the CON, one of whom shall serve as committee chair. The hearing shall be convened as soon as practicable. The following rules shall apply to the hearing:

1. The purpose of the hearing is one of fact finding.
2. The committee shall have full authority to conduct the hearing in a manner that is fair, efficient, and respectful.
3. Formal rules of evidence do not apply, but irrelevant, immaterial or unduly repetitious evidence may be excluded at the discretion of the committee.
4. In light of the nature and spirit of the proceeding, representation by legal counsel is prohibited.
5. The hearing shall be closed, meaning that no one beyond the persons involved in the hearing will be admitted.
6. Participants shall include the Student and the Supervisor who observed or was involved in the incident in question. Others with knowledge of the circumstances in question may be permitted to participate, with the permission of the chair of the committee.
7. The Supervisor will address the committee first, followed by the Student. The committee may ask questions of the Supervisor and the Student. The Supervisor or faculty member and the Student may also ask questions of each other, in a polite and respectful manner.
8. Requests for additional information may be made by the committee to the

faculty member and the Student.

9. At the conclusion of the hearing, the committee shall dismiss the participants and deliberate in private. The committee members shall then vote on the outcome of the hearing, with each member having one vote. The chair of the committee will inform the Student of committee's decision within one business day after the hearing.

10. The decision of the committee shall be final.

VII. REINSTATEMENT TO CLINICAL PROGRAM/ACTIVITIES

A. As a condition for being considered for reinstatement to a Clinical Program and/or participation in Clinical Activities, Students must consent to release to the CON the findings, reports and/or recommendations of any drug and alcohol counselors, physicians, psychiatrists, psychologist, etc., as well as the outcome of any actions undertaken by the Office of Student Conduct.

B. A Student who has been removed from a Clinical Program for a violation of this Policy shall be permitted to return to the Clinical Program upon fulfillment of the following conditions:

1. Expiration of any academic suspension or disciplinary suspension.
2. Written documentation of successful completion of all drug and alcohol services recommended or any recommendations by the Office of Student Conduct.
3. Agreement to voluntarily participate in random Drug or Alcohol screening, the cost of which must be paid by the Student.

C. A Student's return to any Clinical Program at a non-Penn State Host Facility will be contingent upon re-acceptance by the Host Facility.

VIII. ASSISTANCE TO STUDENTS WITH DRUG OR ALCOHOL PROBLEMS

Students with drug or alcohol problems, whether or not engaged in Clinical Activities, are encouraged to voluntarily seek assistance through University's Center for Counseling & Psychological Services. Professors, instructors and advisers in the CON will assist Students with referrals, as requested.

NOTE: Any situation that may arise that does not fall within the policy guidelines will be addressed on a case by case basis, in consultation with the College of Nursing, University Occupational Medicine and University Risk Management.

Approved Fall 2005
Revised Fall 2009
Revised Spring 2013
Revised Fall 2013

INFECTIOUS DISEASE POLICY

Clinical Agencies

A. Clinical agencies utilized by the College for clinical practice experiences are to have written infection control plans designed to minimize or eliminate exposure to infectious disease.
B. The clinical agency's infection control plan shall include:
   1. A schedule and method of implementing the infection control plan.
   2. A schedule for reviewing and updating the plan to reflect significant changes in tasks, policies, and procedures.
   3. A method of dealing with and documenting occupational exposure.
C. Clinical agencies are required to make the infection control plan available to the College's administration for examination and copying.

Standard Precautions and Isolation Practices

All students will follow standard precautions and second tier isolation practices as defined by the CDC and the agency policy and procedures to minimize exposure to infectious disease.

Accidental Exposure, Post-Exposure, and Follow-up

A. Clinical agencies utilized by the College for clinical practice experiences are to have written post-exposure plans including follow-up of the exposed faculty or student, including antibody or antigen testing, testing of the source patient, counseling, illness reporting, and safe and effective post-exposure prophylaxis according to standard CDC recommendations and Pennsylvania State Law.
B. In the event of significant exposure to blood or body fluid, defined by the CDC as: "a percutaneous injury (e.g., needle stick or cut with a sharp object) or contact of mucous membrane or no intact skin (e.g., exposed skin that is chapped, abraded, or with dermatitis) with blood, saliva, tissue, or other body fluids that are potentially infectious",

   The nursing student will:
   1. Immediately and thoroughly wash or rinse (if mucous membrane) the exposed area
   2. Report the incident to the clinical instructor

   The clinical instructor will:
   1. Report the incident immediately to the appropriate representative at the clinical facility
   2. Facilitate completion of the steps for follow up as outlined by the policies and procedures at the clinical facility.

Note: All testing and/or treatment after exposure will be at the student's expense.

Revised: 11/06

STUDENT DRESS CODE POLICY

Students enrolled in the RN to B.S.N. Program at Penn State represent the University and the College of Nursing and are expected to dress in a professional manner at all times while in the clinical setting.

The following dress code guidelines for students in the clinical setting have been adopted by the College of Nursing:

1. A name pin and photo ID (if required by the facility) should be worn and visible at all times while in any clinical setting. The student's given first name and last name with the student's credentials should appear on the first line and "Penn State University" should appear on the second line. If a facility requires students to wear identification supplied by the facility, it is the student's responsibility to comply with the policy and pay any subsequent costs. Name pins may be purchased from any vendor as long as they follow the guidelines noted above.

2. Attire must comply with the dress policy of the facility and the following guidelines of the College of Nursing.
   - Various combinations of shirts, pants and skirts may be worn. Shirts should be of a length long enough to be tucked into pants or, if untucked, must completely cover the midriff with no skin showing at any time. No skin should be exposed along midriff area.
   - Lab coats must be clean and pressed with the name pin visible at all times.
   - Shoes should be clean and in good condition. Students are advised not to wear clogs/crocs, as some institutions prohibit them. However, a white leather athletic shoe may be worn. High top athletic shoes may **NOT** be worn. The shoe of choice may not have any openings, including open-toed shoes.
   - Hosiery without patterns may be worn by females when wearing skirts. White socks without patterns or decorations may be worn with slacks. Sweaters may be worn and must be cardigans.
   - Students involved in some clinical courses, such as family, community, mental health, etc. may wear appropriate street attire in accordance with the policy of the facility. Blue jeans, faded clothing, sweatshirts, sweatpants, tank tops, t-shirts, halter-tops, shorts, and tight or revealing clothing may **NOT** be worn.

3. In the clinical area, the following is **NOT** acceptable:
   - strong perfume or aftershave colognes
   - acrylic nails, tips, glue-on nail decorations, or dark colored nail polish
   - dangling earrings, bracelets, necklaces, and rings (other than wedding bands)
   - visible tattoos - **ALL** tattooing on the body needs to be concealed
   - obvious body piercings except ears (limited to **one** pair of earrings)
   - heavy makeup
   - long and/or dirty fingernails - **ALL** nails must be clean and short (not beyond the end of the finger)
   - long and/or unkempt hair. Hair must be neatly worn off the collar. Large ornamental hair attachments are not considered to be proper in the clinical setting
   - Chewing gum

4. Male students should be clean-shaven or have neatly trimmed beards or mustaches.
   Note: Additional requirements related to attire or behavior in the hospital, or other clinical areas, may be made by any faculty member responsible for class or clinical instruction (e.g. some religions do not allow women to wear pants). Violations of the dress code may result in the student being asked to leave the clinical area. Also, dress code violations will be reflected in the student's clinical evaluation.

<div align="right">Revised: Fall 2012</div>

POST-SURGICAL RETURN TO CLINICAL

Students enrolled in clinical courses who require surgery must provide verification from a physician that return to clinical activities without restrictions will not impact their recovery. In addition, any student who has a cast or must use crutches, etc., will be required to follow the clinical institution's policy.

<div align="right">Approved: 10/2009</div>

STUDENT PREGNANCY POLICY

For the safety of the pregnant student, she should be aware of potential risks related to some learning experiences such as, but not limited to, communicable disease[s], strenuous activity, toxic substances including radiation, and the potential for bodily harm. The student should consult with her faculty member prior to the clinical experience to be made aware of any clinical agency policies related to pregnant individuals such as not entering where radiation therapy is being administered. Neither The Pennsylvania State University nor its affiliating clinical agencies assume responsibility for any harm that might occur to a fetus or a pregnant student.

<div align="right">Approved: 11/04</div>

TRANSPORTATION TO AND FROM CLINICAL AGENCIES POLICY

All nursing majors have clinical experiences in a variety of settings that involve travel to a clinical site. The College of Nursing requires that students assume responsibility for providing their own transportation to and from the clinical site. The use of a car and/or carpooling is a necessity.

SOCIAL MEDIA POLICY

The Social Media policy provides Penn State College of Nursing (CON) students with rules to participate in social media, including Penn State College of Nursing social media and in non-Penn State CON social media.

Definition: Social Media is a conventional term of electronic communication through which users create online communities to share information, ideas, personal messages, email, or video hosting sites.

First and foremost, all nursing students must recognize their ethical and legal obligation to maintain patient privacy and confidentiality at all times. As a nursing student, it is important to represent Penn State College of Nursing in a fair, accurate, and legal manner while protecting the College's reputation.

1. Students may be held personally liable for proprietary, defamatory, or libelous material posted on any form of social media.
2. Students will face sanctions for posting materials that are defamatory, profane, threatening, harassing, hateful, or humiliating to patients, students, hospital staff, preceptors, nurses, Penn State faculty and staff, employers, and co-workers. Sanction will be determined by the University Office of Student Conduct, the CON Academic Integrity Committee, or the appropriate CON Academic Administrator.
3. Improper use of social media may result in being sued for defamation, invasion of privacy, or harassment.
4. Occurrences of inappropriate use of social and electronic media may be submitted to the State Board of Nursing, which may affect licensure or eligibility for licensure.
5. The use of pseudonymous email addresses or online identities can be investigated and traced; their use does not protect the student from responsibility and any liabilities related to social media and/or posting materials online.
6. Students must promptly report any identifiable breach of confidentiality of privacy in regard to self, other nurses, and/or other nursing students.
7. Students must be knowledgeable of hospital and health care institution policies, relevant state and federal laws, and professional standards regarding patient privacy and confidentiality and their application to social and electronic media.
8. The CON may take action to dismiss any student from the Nursing Program who violates the social media statement.
9. Students may not transmit any electronic media of any patient-related information or image that violates patient rights to confidentiality or privacy or that might otherwise degrade or embarrass the patient and/or families.
10. Students must not share, post, or otherwise disseminate any information (including images) about a patient or information gained in the nurse-patient relationship with anyone, unless there is care-related need to disclose the information or other legal obligation to do so.
11. Students must not use social media during clinical hours or at any time on the clinical agency's equipment or property.

References:
ANA (2011). Principles for social networking and the nurse.
ANA (2011). Six tips for nurses using social media.
Carlow University School of Nursing, Social Media Policy (with permission)
National Council State Board of Nursing (2011). White paper: A nurse's guide to the use of social media.

Approved by Administration: June 2013
Approved by Undergraduate Affairs: Fall 2013
Approved by Graduate Affairs: June 2013

USE OF ELECTRONIC DEVICES IN CLINICAL POLICY

This policy is to establish guidelines for appropriate and professional use of electronic devices (e.g. cell phones, smart phones, tablets, computers) during clinical by nursing students. "Clinical" is defined as the various settings utilized in any clinical nursing course (for example, skills laboratory, acute care facilities, sub-acute care and rehabilitation facilities, long-term care facilities, clinics and physician offices, and community settings). Students **must first adhere to the policies of the clinical facility**, as well as this CON policy, regarding the use of electronic devices in clinical settings.

If electronic devices are approved for use according to clinical facility policy, the following restrictions apply:

- Electronic devices may only be used for clinically-related reasons as approved by each clinical instructor and/or course coordinator.
- All devices must be kept on "silent" or "vibrate" mode in the clinical setting.
- Use of electronic devices for personal communication (e.g. email, text, social media) or other personal reasons unrelated to clinical is strictly prohibited.
- Taking any voice recordings, photographs, or videos during clinical is strictly prohibited.
- Students are responsible for adhering to the federal Health Insurance Portability and Accountability Act (HIPAA) and Information Technology for Economic and Clinical Health (HITECH) regulations regarding protected health information. Students may not download or store any confidential client data on a personal electronic device.

Violations of this CON policy and/or the policy of the clinical facility may result in clinical remediation or failure.

Approved: Spring 2008
Revised: Fall 2015
(Formerly Clinical Cell Phone Policy)

CLINICAL CANCELLATION GUIDELINES
(Includes: Inclement weather, other disasters)

1. Penn State's decision to delay or cancel classes is almost always because of hazardous travel conditions. If bad weather requires the University to cancel classes, the local radio and television stations are informed.
2. Decisions are campus-specific (e.g. cancellation of classes at Behrend Campus but not University Park). World Campus students will need to use their best judgment and communicate about clinical attendance with their clinical preceptors.
3. If your campus cancels the next day's classes the day or night <u>before</u> clinical, then clinical is cancelled. For example, if, on Tuesday, the University cancels classes for Wednesday, then Wednesday clinical is cancelled.
4. If faculty and students are at the clinical facility when the campus classes are cancelled, then the instructor should decide, based on current and anticipated weather/travel condition, whether clinical should be cancelled.
5. If the Campus has not cancelled classes, clinical may still be cancelled if hazardous travel conditions exist. In this instance, Faculty will evaluate the weather and travel situation of their specific clinical facility/location and notify students according to an established student notification process previously communicated with the class.
6. Students must additionally use their best judgment in traveling when clinical is not cancelled. Faculty cannot know all weather/travel conditions if the student is traveling from outside the immediate area.
7. Bottom line—Safety First!

CLINICAL FAILURE POLICY

At the completion of the semester, a student who receives an unsatisfactory clinical performance in the final clinical evaluation is deemed unsafe or inadequate in the application of knowledge that is expected at the course level. This unsatisfactory rating will then denote clinical failure and subsequent course failure for the student.

GUIDELINES FOR CLINICAL EVALUATION AND REMEDIATION PLAN

- Student performances in clinical courses, N417, N465, N475, NURS 495 (elective) should be evaluated by the instructor based upon clinically related assignments which are graded P/F or letter graded and/or by a Clinical preceptor evaluation.
- A remediation plan may be used at any time to help the student to meet course objectives. The remediation plan will be jointly prepared by the faculty member and the student. The faculty member and student must both sign the plan. A copy is given to the student, and the original is included in the student's file.

Approved: Spring 2012

The Pennsylvania State University
College of Nursing

REMEDIATION PLAN AND OUTCOME

COURSE: _____

AREAS OF CONCERN (involving following clinical objective(s))
_____
_____
_____

PLAN

The skills, knowledge, and COMPETENCIES that must be demonstrated to meet course objective(s):
_____
_____
_____
_____

Suggested resources and activities:
_____
_____
_____
_____

OUTCOME (if Plan/Objectives are not met)
_____
_____
_____

Instructor's Signature: _____ Date: _____

Student's Signature: _____ Date: _____

Date of Follow-up Conference: _____

OUTCOME

Follow-up conference (Please check one of the following):

☐ Has overcome deficiencies and now meets objective(s)
☐ Has not overcome deficiencies and does not meet objective(s)

Comments:
_____
_____
_____
_____
_____
_____

Instructor's Signature: _____ Date: _____

Student's Signature: _____ Date: _____

☐ Copy to Student   ☐ Copy to Student File

Revised 06/22/2011

SIGMA THETA TAU INTERNATIONAL - BETA SIGMA CHAPTER MEMBERSHIP

Philosophy of Membership Eligibility

Sigma Theta Tau International's philosophy of membership eligibility is based upon the purposes of the society. Membership is a reward for achievements of the membership criteria of Sigma Theta Tau International. Awarding membership encourages, fosters, and actively supports further professional development, thus promoting nursing scholarship, leadership, creativity, and commitment to nursing, fulfilling the purposes of the honor society.

Sigma Theta Tau International endeavors to seek out and reward all students in baccalaureate or higher degree nursing programs who have demonstrated ability in nursing as evidenced by superior academic achievement. Personal achievement of the purposes of Sigma Theta Tau International is a developmental process; therefore, individuals who do not meet the eligibility requirements as undergraduate students may emerge to meet the requirements later in their graduate program or professional careers as community nurse leaders. The growth of the society and its continued support of the purposes are reflected through the membership selection process. Chapters, which are the mechanisms for inducting eligible candidates, take an imperative position to seek and recognize all qualified candidates in their geographic area.

Purpose of Sigma Theta Tau International

Recognize superior achievement and scholarship
- Recognize the development of leadership qualities
- Foster high professional standards
- Encourage creative work
- Strengthen commitment to the ideals and purposes of the profession

Membership Invitation

Candidates for membership from all baccalaureate programs are reviewed annually in late August. Invitations are extended to all B.S.N. students who meet the Sigma Theta Tau International's membership criteria, which include *portion of the nursing curriculum completed, cumulative GPA and rank in clas*s. Eligible RN to B.S.N. students who will graduate in the Fall are eligible to be inducted while students. All May and August RN to B.S.N. graduates are able to apply for induction post-graduation by submitting their CV to the Beta Sigma President.

SCHOLARSHIPS AND AWARDS

Penn State awards a number of scholarships to undergraduate students each year. In addition, grants, loans, and the College Work-Study program are available for those who qualify. For more information on undergraduate financial aid, contact the Office of Student Aid, 314 Shields Building, University Park, PA 16802-6508, phone: (814) 865-6301, or visit the Web site at: http://www.psu.edu/studentaid/

Listed below are some possible sources of scholarships and financial assistance:

ROTC Scholarships. All branches of the military are located in Wagner Building at the University Park campus and can be contacted for additional information. Air Force: (814) 865-5453; Army: (814) 863-0368; Marines: (814) 865-6289; and Navy: (814) 865-6289.

The American Association of Colleges of Nursing often has information on scholarship programs for nursing students. They are located at One Dupont Circle, NW, Suite 530, Washington, DC 20036, phone: (202) 463-6930, or visit the World Wide Web home page at: http://www.aacn.nche.edu/Education/financialaid.htm

The National League for Nursing has information on financial aid: 61 Broadway, 33rd Floor, New York, NY 10016, phone: (800) 669-1656 or (212) 812-0300, or visit the World Wide Web home page at: http://www.nln.org/

The Hospital Council of Western Pennsylvania has scholarship information. They are located at 500 Commonwealth Drive, Warrendale, PA 15086-7513, phone: (800) 704-8434, or visit the World Wide Web home page at: http://www.hcwp.org

The Nightingale Awards of Pennsylvania has scholarship information. They are located at 2400 Ardmore Blvd, Ste 302, Pittsburgh, PA 15221. Phone: (412) 871-3353. Web page at: http://www.nightingaleawards.org/

The College of Nursing has scholarship information. Visit the web Scholarships and Financial Aid page at http://www.nursing.psu.edu/undergraduate/financial-aid

Many hospitals and other health care institutions offer their own scholarship programs. For example, a hospital offers a tuition stipend with the understanding that a student will commit two or three years of continuous employment following graduation.

ALUMNI ASSOCIATION

Students who graduate from Penn State are eligible for membership in the Penn State Alumni Association. Membership in this organization automatically provides membership in the College of Health and Human Development Alumni Association, which includes the College of Nursing.

OTHER

State Authorization and Reciprocity Agreement (SARA):

The State Authorization Reciprocity Agreement (SARA) is an agreement among member states, districts, and territories in the United States, which establishes comparable national standards for interstate offering of postsecondary distance education courses and programs. It is intended to simplify the process of taking online courses for credit offered by post-secondary institutions based in another state. SARA is overseen by a national council (NC-SARA) and administered by four regional education compacts. Penn State has been approved by the Commonwealth of Pennsylvania to participate in NC-SARA and was accepted as a SARA institution on January 25, 2017.

For more information on SARA, please visit http://www.worldcampus.psu.edu/state-authorization

State Authorization Complaint Resolution:

During your education, you may encounter situations that require the assistance of others to resolve. As a Penn State World Campus student, you have access to experienced representatives who can help. The action you take will depend on the nature of the issue you are experiencing. Please view the following link to determine which method of reporting is right for you. http://www.worldcampus.psu.edu/complaint-resolution

State Authorization Disclosures:
The following information is provided to distance learning (on-line) students regarding State Authorization Disclosures. Students are responsible for ensuring awareness and understanding of any specific additional requirements for within the State that the student holds a professional nursing license and intends to complete clinical/practicum hours. http://www.worldcampus.psu.edu/state-authorization/disclosures

LINKS TO OTHER IMPORTANT INFORMATION

Academic Calendar
http://registrar.psu.edu/academic_calendar/calendar_index.cfm

Admissions
http://admissions.psu.edu/

Advising Portal
http://www.advising.psu.edu

Bookstore
http://psu.bncollege.com

Bursar
http://www.bursar.psu.edu/

Career Services
http://studentaffairs.psu.edu/career/

College of Nursing Website
http://www.nursing.psu.edu/

Counseling Services (CAPS)
http://studentaffairs.psu.edu/counseling/

ID+ Card
http://www.idcard.psu.edu/

Information Technology Services
http://its.psu.edu

Nursing Student Mental Health Guide
http://www.cnaclasses.org/nursing-student-mental-health/.

Registrar
http://www.registrar.psu.edu/

Scheduling Information
https://lionpath.psu.edu

Student Affairs
http://studentaffairs.psu.edu/

Student Aid
http://studentaid.psu.edu/

Student Disability Resources
 http://equity.psu.edu/student-disability-resources

Study Tools
 iStudy for Success – Online training tutorials
  http://istudy.psu.edu/
 Kahn Academy – Tutoring to Test Prep
  www.khanacademy.org
 lynda.com – Access to online training library
  http://lynda.psu.edu
 Penn State Learning
  http://pennstatelearning.psu.edu/

Tuition Information
 http://tuition.psu.edu/

Women's Resource Center (off campus)
 http://www.ccwrc.org