



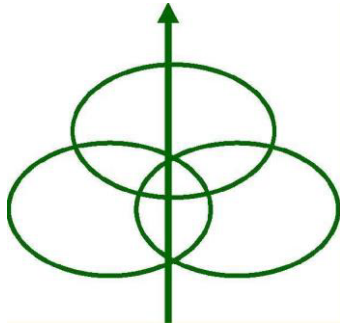
EASTERN MICHIGAN UNIVERSITY
School of Nursing

RN to BSN & R2B Online
Completion Program
Student Handbook

2023-2024

311 Marshall Bldg.
Ypsilanti, MI 48197
734.487.2310
www.emich.edu/nursing

The Eastern Michigan University School of Nursing Emblem



The emblem to the left was developed when the School of Nursing was established in 1973. At that time, the profession of nursing was very concerned with the metaparadigm of the profession including person, environment, health, and environment. As a result, this emblem was designed and used until 2020; when a new nursing logo was developed.

The three circles represent:

- The health-care delivery system
- People and their environment
- The health-illness continuum
- The arrow bisecting the three circles represents the nursing process.

The new nursing emblem, as of Fall 2020, depicts the Florence Nightingale lamp and textbooks representing the caring and knowledge needed to be professional nurses. It may be displayed as silver or gold background with green and white writing stating Eastern Michigan University School of Nursing.



The content of this Handbook is subject to revision at any time. The University and the School of Nursing right to revise includes, but is not limited to, policies, programs, grading guidelines, graduation requirements, courses, services, fees, and personnel.

Table of Contents

Welcome!	iv
<i>General, But Important, Information</i>	1
Policies Affecting You at EMU	1
NURSING CURRICULUM.....	2
RN to BSN Completion Curriculum: Required Nursing Courses	2
GENERAL INFORMATION	5
Student Orientation.....	5
Syllabi	5
Participation/Attendance Expectations.....	5
Assessment/Evaluation of Learning.....	5
Writing Intensive Coursework	5
APA Style.....	6
Professional Integrity	6
Program Grading Scale.....	6
Academic Problem-Solving Sequence	7
School of Nursing Complaint Policy.....	8
Academic Advising	9
Practice Experience – Capstone Course	10
Mandatory Requirements	10
OSHA & Communicable Disease Policy	11
Ethics in Communicable Disease and Patient Care.....	11
Incident Occurrences	12
Dress Code for Clinical Capstone Activities	12
Transportation	13
Course Fees	13
PROGRESSION POLICIES	13
INTERRUPTED BSN PROGRAM OF STUDY	16
Policy for ALL Returning Students	16
Repeating a Nursing Course	16
Procedure for Returning After Receiving a Failing Grade	17
Student Appeal Process for Reinstatement to the Program.....	17
Permanent Dismissal	17
University Academic Probation... ..	17
GRADUATION POLICIES.....	18
Graduation Audit.....	18
Application for Graduation.....	18
Graduation Ceremonies	18
APPENDICES.....	19
APPENDIX A	20

E-mail Guidelines for Students	20
APPENDIX B	23
Unsafe Practice Guidelines.....	23
APPENDIX C.....	24
History.....	24
Legal Operating and Professional Accreditation	24
APPENDIX D	25
EMU Mission Statement	25
School of Nursing Philosophy.....	25
School of Nursing Mission Statement.....	26
BSN Program Goals (approved 3/16/09 & reviewed 3/26/21)	26
Program Level Student Learning Outcomes (approved 3/16/09 & reviewed 3/26/21).....	26
APPENDIX E.....	27
Overview of the AACN Essentials.....	27
APPENDIX F	28
Additional Resources for Students	28
APPENDIX G	30
Student Input Processes.....	30
Individualized Learning Experiences	31
APPENDIX H	33
International and Foreign Student Information	33
APPENDIX I.....	34
Complaint Form	34
APPENDIX J.....	35
Incident Policy.....	35
Incident Report Form	37
APPENDIX K	39
School of Nursing Faculty & Staff Roster.....	39

Welcome!

August 28, 2023

Dear Nursing Students:

CONGRATULATIONS and welcome to the School of Nursing at Eastern Michigan University!

On behalf of our faculty and staff, I would like to welcome you and let you know that we are here to support you in your journey to become a professional registered nurse. Nursing is a rewarding but challenging career, and no doubt you will feel similarly about your coursework throughout your nursing education. Do not hesitate to ask questions or seek assistance when you need it. Our nursing coordinators and your faculty are here to help--ask them for resources that you need and turn to them if you're struggling!

This handbook is lengthy and contains many of the important policies and guidelines specific to the BSN program and you at EMU. This handbook is supplement to the university's EMU Student Handbook, located at www.emich.edu/studenthandbook. These guidelines should serve as your roadmap to successful completion of the BSN program (as you think of questions, chances are the answer is within these pages).

Before you know it, you will have completed the BSN program at EMU! We look forward to seeing you through your program and celebrating with you at the School of Nursing Convocation and Pinning Ceremony indicating that you have completed all the requirements for the BSN!

Regards,



Jennifer Sjostedt Avery, PhD, RN, GNP-BC
Interim Director, School of Nursing



August 28, 2023

Dear RN to BSN Completion Nursing Students:

We are pleased to extend a warm welcome to you on behalf of the Undergraduate Committee for Admission and Retention of Students (UCARS), Undergraduate Curriculum and Instruction Committee (UCIC), and all nursing faculty at EMU. This handbook was developed through input from faculty and previous nursing students to assist you in progressing through the nursing major. It is your obligation to review the contents of this handbook, as you will be held responsible for its contents throughout your program of study within the School of Nursing.

The program you are entering is designed to prepare you to:

1. Respect the dignity and worth of humans while providing holistic care in a variety of healthcare settings.
2. Assume accountability for own and delegated nursing care to individuals, families, groups, communities, and populations.
3. Practice from an evidence base to promote safe, quality patient care for diverse patients across the lifespan and health-illness continuum.
4. Use critical thinking, clinical reasoning, ethical inquiry, and leadership skills to collaborate with consumers and healthcare providers to address simple to complex health situations.
5. Care for self while engaging in continuous professional development.

Your presence here indicates your commitment to learning or expanding on your knowledge of the nursing profession at Eastern Michigan University. Faculty expect you to be an active participant in identifying and meeting your learning objectives as well as self-evaluation of your progress.

In the days ahead, you will make new friends, experience new struggles, and take steps toward lifelong learning as a professional registered nurse. You will have many opportunities to learn from and work with health care professionals in a variety of settings such as community health agencies, public schools, clinics, nursing homes, hospitals, and emerging new community health facilities.

We are pleased that you have chosen EMU's nursing program and hope that you have a rewarding, satisfying, and successful experience with us.

Sincerely,

Undergraduate Curriculum and Instruction Committee (UCIC)
Undergraduate Committee on Admission and Retention of Students (UCARS)

General, but Important, Information

Name/Address/Phone Number Change

It is your responsibility to immediately notify the Office of Records & Registration and the School of Nursing of any name, address, e-mail, or telephone number change(s). This is now possible through the my.emich services tab online. We also ask that you provide an updated address, e-mail and telephone numbers upon graduation so we can keep in contact with you as an alumnus.

Student Records and References

Confidential academic files for each student are maintained by the School of Nursing. A student's file contains the admission application, clinical evaluations, grade reports, certificates, health records, and advising notes. If a student wishes to access that file, a written request must be submitted to the school Director and an appointment made to review the file. Students may request copies of materials in the folder with 48 hours advance notice.

Announcements & Electronic Communication

The School of Nursing uses primarily electronic means (e-mail) to communicate with students. It is the responsibility of each EMU nursing student to check my-emich e-mail frequently for important announcements, information and messages. The my.emich e-mail system is the ***required*** system for communication between students and faculty/staff/School of Nursing. The faculty of the School of Nursing recognize the importance of presenting oneself in a professional manner when communicating through e-mail. Appendix A provides valuable guidelines for professional e-mail communication.

The School of Nursing has established a website: www.emich.edu/nursing. This site provides a wide variety of information about the program and student organization/activities as well as links to faculty and other sites.

EMU Student Handbook

Each year, Eastern Michigan University makes available School of Nursing student policies and other important information in the *EMU Student Handbook*. These are published on the university's website. To access the handbook, go to www.emich.edu and type in "Student Handbook" in the search bar. The Eastern Michigan University Student Handbook contains information for students about available university services, university policies and procedures, and helpful information to aid in student success. The School of Nursing Student Handbook can be accessed by going to www.emich.edu and typing in "Nursing Student Handbook."

NURSING CURRICULUM

This handbook is specifically prepared for students admitted to the RN to BSN Completion (fully online) at EMU.

RN to BSN Completion Curriculum: Required Nursing Courses

The Essentials of Baccalaureate Education developed by the American Association of Colleges of Nursing are responsive to the changes occurring in the discipline and within the practice of professional registered nurses. As such, this framework is seen as the most contemporary and proactive structure for continuous improvement in nursing education for EMU students. The undergraduate nursing curriculum for the RN to BSN student includes the courses in the table below. These courses are typically offered as 7-1/2-week online courses given in a carousel format. All students take NURS 300W as their first course and NURS 483LR as a final capstone course. All courses must be completed with a minimum grade of C (2.0 on a 4.0 Scale) to progress in the program.

BSN Completion Curriculum

Course #	Course Name/credits	Credits	Notes
NURS 300W	Reading and Writing in Nursing Studies	3 cr.	Prerequisite for other NURS courses
NURS 221	Health Assessment for RNs	3 cr.	Prerequisite for NURS 483L4
NURS 265	R.N. Essentials of Professional Nursing Practice: The Professional Role	3 cr.	Prerequisite for NURS 483L4
NURS 365W	R.N. Essentials of Professional Nursing Practice: Nurse as Advocate	3 cr.	Prerequisite for NURS 483L4
NURS 374	Nursing Research Concepts for Practice	3 cr.	Prerequisite for NURS 483L4
NURS 453	Community-based Nursing for RNs	3 cr.	Prerequisite for NURS 483L4
NURS 465	R.N. Essentials of Professional Nursing Practice: Nurse as Leader	3 cr.	Prerequisite for NURS 483L4
NURS XXX	Additional Nursing (NURS) coursework	6 cr.	Prerequisite for NURS 483L4
NURS 483LR	RN to BSN Population Focused Capstone Practice Experience	3 cr.	Satisfies Learning Beyond the Classroom requirement (GELB)
Total credit hours		30 cr.	

Effective Fall 2017, the BSN completion program was revised to allow students to complete 30 credits in the BSN major courses. For students who started the BSN curriculum prior to Fall 2017 the table **below** indicates course numbers for both the prior courses and the new courses. Students who completed 2 credit courses in the earlier program plan must take additional courses at EMU to complete the 30 credits of EMU coursework required for degree requirements.

Old Course #	Old Course Name/ credits	New Course #	New Course Name/ credits
IHHS 200	Reading and Writing in Nursing Studies/ 3cr.	NURS 300W	Reading and Writing in Nursing Studies/ 3cr.
NURS 220	Health Assessment/ 2cr.	NURS 221	Health Assessment for RNs/ 3cr.
NURS 265	R.N. Essentials of Professional Nursing Practice I/ 3cr.	NURS 265	R.N. Essentials of Professional Nursing Practice: The Professional Role/ 3cr.
NURS 365W	R.N. Essentials of Professional Nursing Practice II/ 3cr.	NURS 365W	R.N. Essentials of Professional Nursing Practice: Nurse as Advocate/ 3cr.
NURS 372	Nursing Research/ 2cr.	NURS 374	Nursing Research Concepts for Practice/ 3cr.
NURS 450	Community Health Nursing/ 3cr.	NURS 453	Community-based Nursing for RNs/ 3cr.
NURS 451	Community Health Nursing Clinical/ 2cr.	NURS 483	RN to BSN Population Focused Capstone Practice Experience/ 3cr.
NURS 465	R.N. Essentials of Professional Nursing Practice III/ 3cr.	NURS 465	R.N. Essentials of Professional Nursing Practice: Nurse as Leader/ 3cr.
NURS XXX	Additional Nursing (NURS) coursework/ 5 cr.	NURS XXX	Additional Nursing (NURS) coursework/ 3cr.
Total cr.	26 cr.		30 cr.

GENERAL INFORMATION ABOUT THE LEARNING ENVIRONMENT

Student Orientation

R2B Fully Online Program

Student “orientation” occurs over multiple weeks via email messages sent to your myemich email address prior to starting the R2B program. Introduction to University resources including the online learning system is included in the orientation. All new nursing students receive information about how to access the Student Handbook and important policies, procedures, and guidelines within the school.

Syllabi

Each course has a syllabus which describes the course, the course objectives, course requirements, grading system, deadlines and dates, assignments, and quiz and test policies. Students are expected to meet all course objectives. Failure to meet deadlines reflects an inability to meet course objectives for professional accountability and will affect the student's grade. The syllabus serves as a student-faculty contract for meeting course requirements. Extenuating circumstances may necessitate modifications in the course and syllabus. Students will be notified of changes.

Participation/Attendance Expectations

Students are expected to participate in all learning experiences. Failure to complete assignments, participate in online discussions or meet course objectives may lead to course failure. Students are expected to communicate with course faculty should problems arise. Opportunities for late submission or make-up assignments are determined by the faculty assigned to that course and described in the clinical course syllabus. Repeated absences, tardiness, or failure to meet course objectives may lead to course failure. If a student cannot be in clinical at an assigned time, the instructor must be notified in advance of the time the clinical begins.

Assessment/Evaluation of Learning

Assessment/Evaluation focuses on the student’s ability to analyze, synthesize, and apply learning from her or his liberal arts education and all of the Essentials of Professional Nursing to the practice of professional nursing. A variety of assessment/evaluation methods are used to determine the learner’s ability to understand and integrate knowledge (e.g. faculty-developed tests, nationally standardized tests, written assignments, presentations, online threaded discussions, clinical evaluation tools, and others).

Writing Intensive Coursework

Most courses with the RN to BSN Completion program require written assignments. NURS 365W RN Essentials of Professional Nursing Practice II is designed to enhance the student’s abilities to convey their thinking clearly, concisely, and accurately in written format using proper APA style and conventions. Writing resources will be identified in each course to support student achievement of the course.

American Psychological Association (7th ed.)

All assigned papers must be written using the format outlined American Psychological Association Publication Manual 7th ed. (APA, 2019). Students are expected to utilize and cite the most current or relevant reference sources.

Professional Integrity is Mandatory

Plagiarism is use of another's words, data, materials, or ideas without crediting the source. Students are not to engage in any form of professional dishonesty including, but not limited to, alteration of patient records, changes in patient condition, treatment or plan, falsification of personal or patient records, and submitting the work of others as one's own. When writing academic papers, students are expected to cite the ideas of others using APA 7th ed. conventions.

Program Grading Scale

The grading scale listed below is used in both classroom and clinical courses.

PASSING

A = 100-94

A- = 93-90

B+ = 89-87

B = 86-84

B- = 83-80

C = 77-75

NON-SATISFACTORY

C+ = 79-78

C- = 74-70

D+ = 69-66

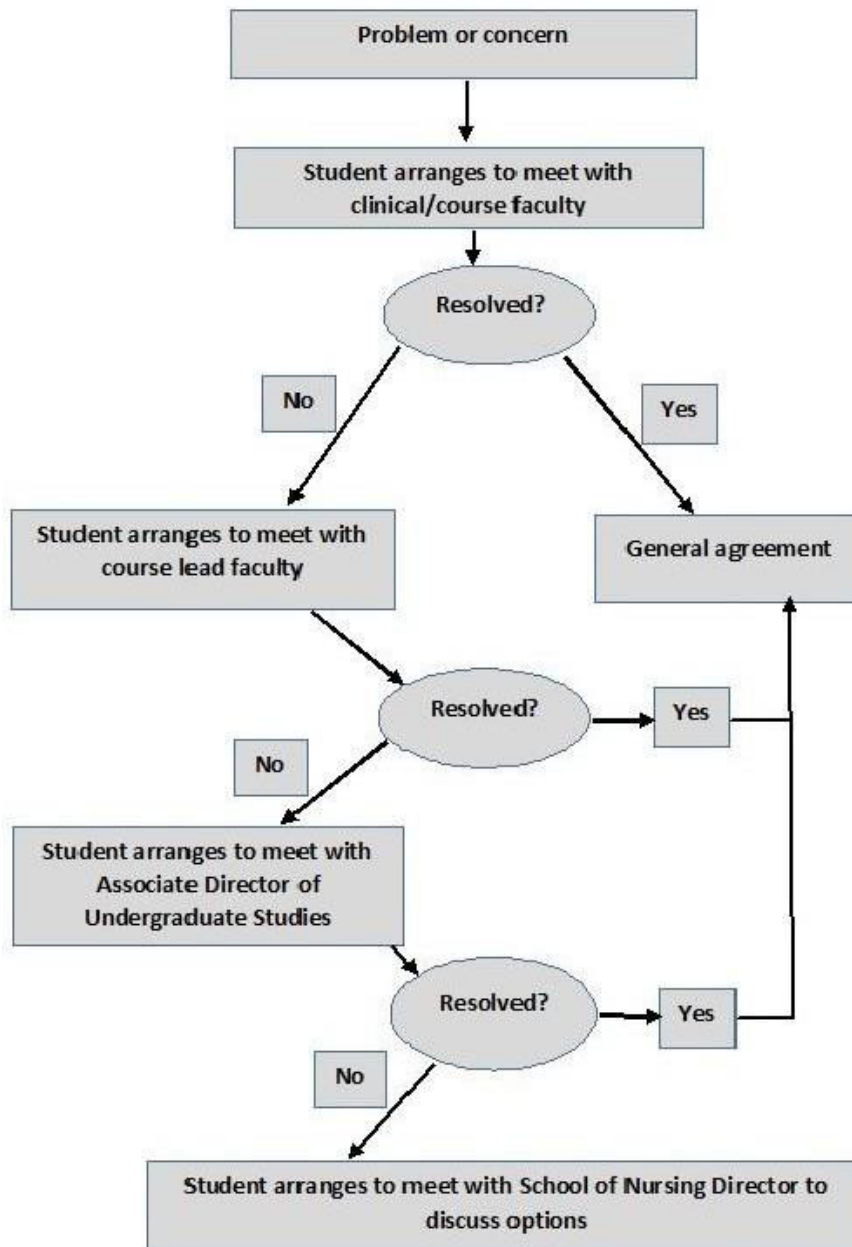
D = 65-63

D- = 62-60

FAILING

F = 59 OR BELOW

Academic Problem-Solving Sequence



*Note: Only the end of semester course grade is subject to a grade grievance. A copy of the University's Grade Grievance Procedure can be obtained online at:
<https://www.emich.edu/studenthandbook/policies/grade grievance procedure guide.pdf>

"Disagreement with an instructor's judgment in and of itself is not a basis for a grievance nor is disagreement with an instructor's grading standards, if such grading standards have been described in advance for the class, and have been applied fairly to all students in the class."

<https://www.emich.edu/studenthandbook/policies/grade grievance procedure guide.pdf>

School of Nursing Complaint Policy

Eastern Michigan University School of Nursing believes that if a student, staff, faculty, or service recipient wishes to make a complaint or register a concern they should find it easy to do so. It is the school's policy to welcome complaints and look upon them as an opportunity to learn, adapt, improve and respond to perceived problems. This policy is intended to ensure that complaints are dealt with properly and that all complaints or comments by the complainant are taken seriously.

A complaint is a statement of dissatisfaction with a situation, and expression of displeasure. The EMU School of Nursing believes that failure to listen to or acknowledge complaints will lead to an aggravation of problems, further dissatisfaction, elevation of the complaint, and possible litigation. If the complaint is dealt with early, openly, and honestly, further action on the complaint can be eliminated or managed more appropriately.

The aim of this policy is to ensure that its complaints procedure is properly and effectively implemented and that stakeholders feel confident that their complaints and concerns are managed promptly, fairly, and sensitively with due regard to the concern of the complainant.

The EMU School of Nursing believes that, wherever possible, complaints are best dealt with on a local level between the complainant and the person with whom the complaint is against. Therefore, any complaint voiced to any person employed by the EMU School of Nursing is responsible for accepting the complaint and following it through this policy. If either of the parties is not satisfied by a local process the case should be referred to the appropriate department and/or administrative office as needed. See Appendix I for Complaint Form and a list of resources.

Academic Advising

Upon admission to the Nursing Program, each student is responsible for contacting the College of Health and Human Services advising center at 734-487-0918 or their website at <https://www.emich.edu/chhs/advising/>. Students in the RN to BSN program must identify themselves to the academic adviser as a RN to BSN student to receive the correct information.

Student Responsibilities with Academic Advising:

- Students are expected to maintain and bring with them their personal copies of advising forms, course substitution forms, and other forms relevant to program progression.
- Students are expected to follow through to resolve issues on advising concerns.
- Students should notify the Nursing Coordinator if there is a change in their status (dropping out of the program, potential failure in a course, significant life circumstances that will prevent academic progression, etc.).
- Students are responsible for assuring all transcripts from other schools are received in the EMU Records Department.
- Before the final semester in the program, students may verify their progress toward graduation as described at <http://www.emich.edu/registrar/uachieve/>.
- Students are expected to apply for graduation in the beginning of the semester in which they plan to graduate. Specific deadlines and forms are available online from the Records and Registration website <http://www.emich.edu/registrar/>.

Practice Experience – Capstone Course

The Capstone course is designed to enhance student learning in applying theory to nursing practice. Students will identify a preceptor to work with to complete a Capstone Project. The Capstone Course (NURS 483LR) is taken as the final course in the Nursing Curriculum; all other NURS courses must be completed with a grade of C or better (2.0 on a 4.0 scale) as a prerequisite. The Capstone course allows the student to demonstrate their ability to apply and articulate program outcomes. Students will be informed in the semester prior to their Capstone course of responsibilities and preparation. Students are expected to be aware of the specific criteria of unsafe practice; this information is located in Appendix B of this Handbook.

Mandatory Health-Related and Other Requirements for Capstone Course

Agency Requirements

Affiliating agencies used by the EMU School of Nursing have specific regulations to which students and faculty must comply. Generally, the health requirements below, as well as universal precautions, fire safety, body mechanics, and other clinical agency issues, may be managed through the ACE Passport System.

RN to BSN nursing students will meet the specific regulations for their clinical facilities which may or may not require use of the ACE Passport System. It is ultimately the student's responsibility to assure that they meet clinical agency requirements--failure to do so may result in removal from the clinical agency and delay in program completion. Students must be free from signs and symptoms of active communicable disease when caring for clients in clinical settings. Students enrolled in any clinical/practice nursing courses will be required to provide one copy of documentation for the following health-related requirements to the School of Nursing Office prior to the first day of clinical each term unless a specific agency has another due date:

1. Proof of Personal health insurance. *
2. A report of current physical examination upon entry to the program (report must be on file).
3. Proof of immunity or antibody titer or two doses of vaccine of the following:
 - a. Rubella
 - b. Mumps
 - c. Rubeola
 - d. Varicella Zoster
 - e. Tdap
4. Proof of tetanus vaccination within the past five years of the time of admission.
5. Proof of having begun the Hepatitis-B series or submission of a signed Declination Form
6. Annual influenza vaccination as required by clinical site.
7. Annual documentation that the student is free from Tuberculosis.
8. Documentation of current Adult, Child, Infant, Two-Person CPR certification for the professional rescuer or CPR for the Health Care Provider.
9. Drug screen: at least a 7-panel drug screen must be obtained at the student's cost. A positive drug screen may result in being excluded/removed from the clinical agency.
10. Depending on the preceptor location, some facilities may require ACEMAPP approval. There is a fee associated with ACEMAPP which is the individual student's responsibility.

***Note:** Those students who do not have access to health insurance may obtain it through the University. Information is available at Snow Health Center. Students who cannot afford this may contact the Michigan Department of Community Health. Students with extenuating circumstances should contact the BSN Program Coordinator in writing no later than the first day of classes each semester.

OSHA and Communicable Disease Policies

The faculty of the School of Nursing subscribe to the Guidelines from OSHA on the control of communicable diseases. Safety regarding patient care includes:

STANDARD PRECAUTIONS are recommended by the Centers for Disease Control as a method to prevent the spread of blood and fluid borne disease including **AIDS and Hepatitis B**. These precautions require that regardless of diagnosis, every patient is regarded as though they are potentially infectious.

OSHA Standards:

The following Federal provisions of the Occupational Safety and Health Administration (OSHA) Standards are to be followed prior to student affiliation in clinical practice sites:

1. Students will receive OSHA training annually through the ACE Passport System or attend an annual training session. Content of the training will include such topics as: blood-borne diseases (their transmission, exposure control, and protective equipment).
2. Protective equipment will be used according to OSHA guidelines. Students will use protective eye covering glasses of their own or those available in the clinical setting. Disposable gowns, gloves and masks will be available at clinical sites for provision of care.
3. Students will be familiar with methods to dispose of needles and hazardous waste receptacles and sharp containers in an institutional and home setting.
4. Students will be instructed to change their clothing immediately and place it in plastic bags if blood or body fluid contamination occurs. The students' clothing/uniform should be laundered separately and only handled with rubber gloved hands. Students will be advised of appropriate procedures for use in community settings.
5. Students will be supervised in hand washing, asepsis, and decontamination procedures while giving patient care.

Ethics in Communicable Disease & Patient Care

Faculty also subscribe to statements by nursing professional organizations supporting the duty to care for all patients. Faculty believe professional nurses and Eastern Michigan University nursing students have a fundamental responsibility to provide care to all patients assigned to them and that refusal to care for assigned patients is contrary to the ethics of the nursing profession.

Incident Occurrences:

An unusual event that occurs at the facility, such as an injury to a patient, visitor, student, or staff member is considered an “incident” and requires an incident report be completed. Other examples of incidents including medication errors, patient falls, needle stick injuries, or misinterpretation of physician orders. Each agency will vary on the forms and processes of when and how an incident report is filed. Likewise, EMU School of Nursing also asks that any incident occurring in a practice agency and/or laboratory be reported using the Incident Report form. The faculty, student and/or preceptor involved in the incident should complete the School of Nursing Incident Report Form (Appendix J) and submit it to the nursing office.

Any illness or injury incurred during a practice experience is considered a reportable incident. It should be immediately reported to the course faculty who will communicate it to the School of Nursing administration; alternatively, directly contacting the School of Nursing administration is also appropriate. An EMU School of Nursing Incident Report must be completed for any student illness or injury; as well as any forms required of the agency. The preceptor, along with course faculty, will counsel the student regarding the incident and the options of seeking advice and/or medical care for the incident. The student has the right and responsibility for choosing or not choosing the following options:

1. Student may seek advice and/or treatment at the affiliated health care agency where the incident occurred, if available.
2. Student may seek medical advice and/or care at Snow Health Center, EMU.
3. Student may seek medical advice and/or care from their own personal healthcare provider.

Students participating in the School of Nursing program must carry health insurance. If students seek medical advice and/or treatment, it is the student’s responsibility to assume the cost for any diagnostic services and/or treatment deemed necessary.

Post-Exposure Protocols

Faculty, in conjunction with agency policies, will counsel students who have accidental exposure to communicable diseases to see their physician, Student Health Service or their place of employment. An Incident Report must be completed by students and faculty immediately following any health-related incident.

Dress Code for Clinical Course Activities

Faculty strongly believe that each student should present themselves in a professional manner in accordance with the nature of the learning experience involved. The standards of dress described below apply to all clinical nursing courses.

Requirements for students in all clinical areas:

- No perfume or scented aftershave or lotion (possible patient allergen).
- *Unless otherwise informed by course faculty*, EMU nursing student name tags with picture (EMU ID). Obtain ID from Eagle Card services office. A fee is charged for ID.
- Shoes: clean, cover entire foot; no clogs, sandals, open-toes, or canvas.

- Hair: clean, pulled back out of face; trimmed beard, mustache. No unusual colors (e.g., orange, purple, green).
- Jewelry: no visible tattoos or jewelry; however, students are expected to wear a watch with a sweep second hand; students may wear a wedding band without stones and small non-dangling earrings.
- Nails: trimmed neatly, no polish except clear – unchipped, no artificial nails.

Transportation

Students are responsible for obtaining their own transportation to agency sites. For these experiences, faculty may require verification of a current driver's license and current automobile insurance. **Students may not transport clients.**

Course Fees

Nursing students are assessed additional fees per credit hour for clinical laboratory courses. In addition, a nursing program fee is assessed for Level II and above courses. These courses are listed near the front of each semester's class schedule bulletin as well as being identified individually within the bulletin with an asterisk (*) before the course number. Course fees are determined by the University Board of Regents to accommodate the additional costs of nursing coursework. The R2B Carousel program has a discounted tuition at this time; any concerns with billing should be directed to Student Business Services.

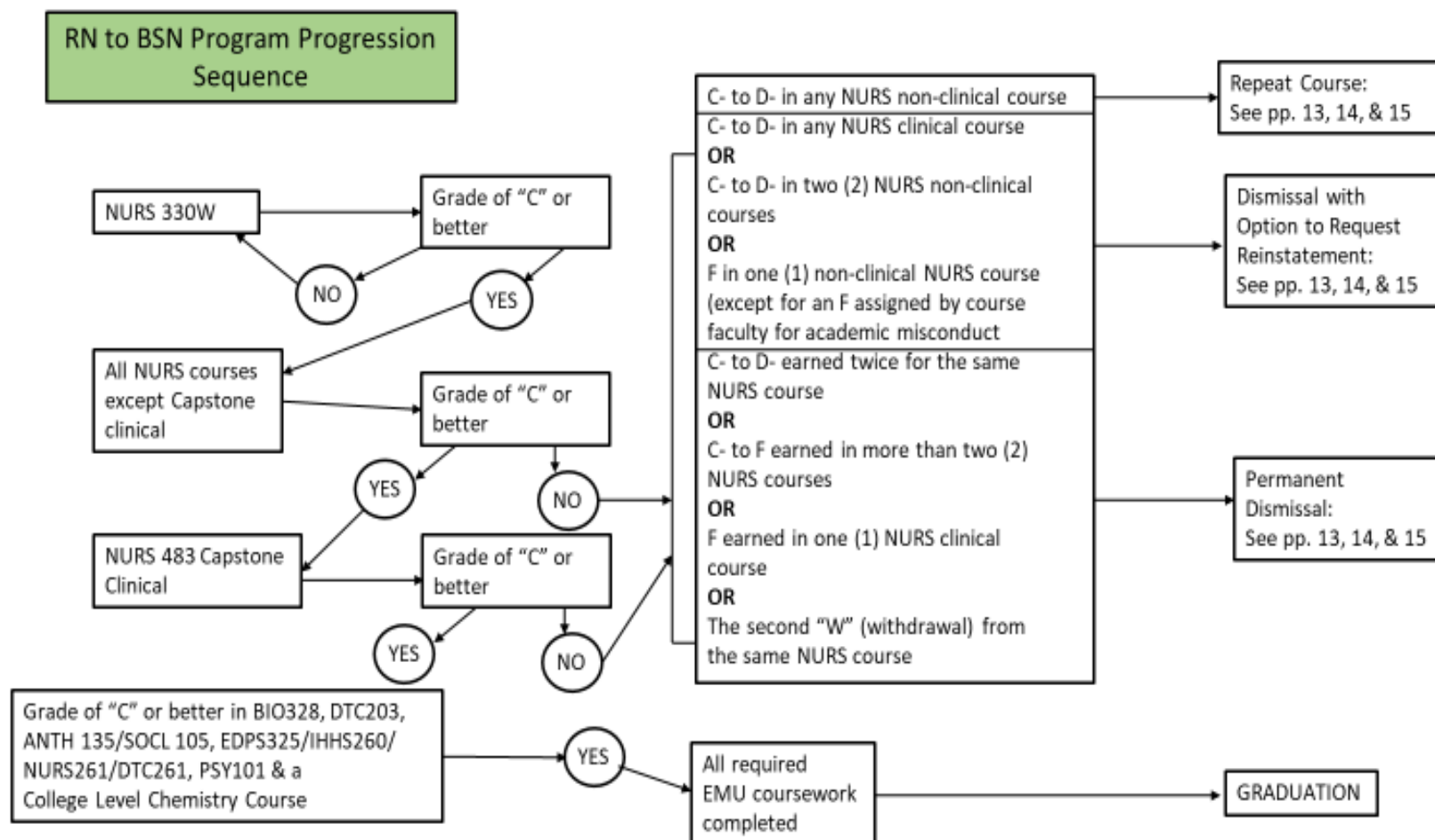
PROGRESSION POLICIES

1. Students must complete the BSN program within 6 years of taking the first 200 level NURS course. R2B Students must complete NURS 300W with a minimum grade of C (2.0 on a 4.0 Scale) before taking any other courses with a NURS prefix.
2. **Course withdrawal**
 - a. Prior to withdrawing from or dropping any NURS course the student MUST confer with 1) their course faculty and 2) the Nursing Coordinator(s).
 - b. The second "W" from the same course constitutes a permanent dismissal.
3. **Policy for Student Withdrawals from the Capstone Clinical Course**
According to University policy, a student may withdraw from a course up to the last day of the class. ***It is the policy of the School of Nursing that a student may not withdraw from the Capstone Practice Experience course after being notified, either verbally or in writing, by clinical faculty of a definite course failure (e.g. a final letter grade of "C-" or lower). University Records and Registration Offices will prevent official withdrawal.***
4. **Program withdrawal**
 - a. Prior to withdrawing from the Nursing Program, the student MUST confer with the R2B BSN Coordinator(s).
 - b. Guidelines for program withdrawal are provided in the University Undergraduate Catalog.
5. **Students who earn grades of C- to F in any NURS course are subject to the policies listed in Table 1.**

- a. All grades of C- to F in NURS courses are cumulative related to the dismissal and permanent dismissal policy.
- b. Grades of C- or lower in NURS courses *taken prior* to being admitted to the R2B Online Carousel Program are counted toward admission, dismissal, and permanent dismissal decisions.
6. Students may only repeat a NURS course one time.
7. A maximum of two NURS courses may be repeated.
8. Any exceptions to progression policies must be reviewed by UCARS for recommendation to the Director of the School of Nursing.

Table 1: Progression Policies for Grades of C- or Lower in NURS Courses

If the student earns a/an	Outcome
C- to D- in any NURS non-clinical course	1. Student must consult with RN to BSN program coordinator for a revised program of study before registering for any other nursing courses. 2. Registration for the revised program of study will always be dependent upon space available in class sections.
C- to D- in any NURS clinical course OR C- to D- in any 2 NURS non-clinical courses OR F in any one non-clinical NURS course (except for an F assigned by course faculty for academic misconduct)	Dismissal from the program with the option to request a re-instatement recommendation from the Undergraduate Committee on Admission and Retention of Students (UCARS). ALL UCARS Recommendations are forwarded to the School of Nursing Director for a final decision. See Re-Instatement Policy & Procedures in this handbook
C- to D- earned twice for the same NURS course OR C- to F earned in more than two (2) NURS courses OR F earned in one (1) NURS clinical course OR The second W (withdrawal) from the same NURS course	Permanent dismissal without option for requesting re-instatement.



INTERRUPTED BSN PROGRAM OF STUDY

The student MUST contact the RN to BSN Nursing Coordinator PRIOR to withdrawing and/or dropping any nursing course(s)

Reinstatement after stopping out from the Program for any purpose will be subject to the policy for returning students and available course space.

Policy for ALL Returning Students

Students seeking to return to the nursing program will be considered for reinstatement according to the following priority:

1. Students in good academic standing who have interrupted their studies for personal reasons.
2. Students who have received an unacceptable grade(s).
3. Students who were granted reinstatement following dismissal from the program.

Repeating a Nursing Course

Students may repeat any nursing course one time only. Students may repeat a **maximum of two nursing courses 200 level or above**. Upon receiving a C- to F in a third nursing course, the student is permanently dismissed from the program. This policy is in effect even if the student repeats and passes a course. Each failing course grade, even if the course is repeated with a passing grade, is applied toward the dismissal policy.

Procedure for Returning After Receiving A Failing Grade

A student, after receiving an unacceptable grade must:

1. Immediately upon receiving the unacceptable grade, submit a letter to the school Director, and RN to BSN Nursing Coordinator(s) stating the intent to return to program.
2. Meet with the RN to BSN Nursing Coordinator(s) for course assignment.
3. Register for courses only after receiving permission from RN to BSN Nursing Coordinator(s).
4. Students should not simply register for the next course and/or assume they will be permitted to take such course without approval.

Student Appeal Process for Reinstatement to the Program

Following dismissal from the nursing program, a student must initiate a request for reinstatement by:

1. Submit the [google form](#) to the Undergraduate Committee for the Admission and Retention of Students (UCARS) before March 15 for Fall or Summer term or October 15 for Winter term. Faculty members from UCARS will review the request, hold a hearing with the student and make a recommendation to the School Director.
 - Note: leadership within the EMU SON will hold reinstatement hearings should the request occur during Summer on an as needed basis as determined by the EMU SON director(s).
2. The school Director will notify, in writing, the student, the student's academic advisor, and the BSN Program Coordinator(s) of the final decision.

Reinstatement will be subject to the policy for returning students and available clinical/course space.

Permanent Dismissal

The School of Nursing is legally and ethically responsible for assuring that graduates of this program meet the standards necessary for providing safe, effective nursing care. Students who are not successful in achieving satisfactory grades or who violate the Code of Community Responsibility are subject to Permanent Dismissal from the program. Students who are permanently dismissed are not eligible to apply for re-instatement.

University Academic Probation

Any student whose overall University GPA falls below 2.0 and/or cumulative completion rate at EMU is less than 67% as a result of the most recent semester, will be placed on academic probation. If the academic performance is significantly poor, the student may risk academic dismissal. Any student who fails to achieve a

2.0 semester GPA while on probation may risk dismissal from the University. Any student who is on academic probation or who is experiencing problems which might lead to probation or dismissal is encouraged to contact their Academic Advisor. The University policy on Academic Probation and Dismissal can be accessed from the Records & Registration website: <https://www.emich.edu/policies/index.php?p=6.2.1.6>

GRADUATION POLICIES

Requirements

Graduation criteria for the School of Nursing and the University are outlined in the Undergraduate Catalog. To graduate from Eastern Michigan University, nursing students must fulfill General Education and nursing major requirements. A minor is not required. The minimum number of credit hours required for graduation is 124. See the University Undergraduate Catalog for residency requirements.

Graduation Audit

Progress toward graduation can be obtained through CHHS Advisors <https://www.emich.edu/chhs/advising/index.php> or by accessing University Online Degree Audit System (u.achieve) available through my.emich under “student records”. Additional information can be viewed at the Office of Records & Registration <http://www.emich.edu/registrar/uachieve/>.

Application for Graduation

A formal application for graduation must be filed by the student in the Records & Registration Office. The application should be filed after final registration is complete. Specific guidelines are available at the Office of Records and Registration website <http://www.emich.edu/registrar/>. Failure to meet an application deadline may necessitate the candidate's graduation being delayed.

Graduation Ceremonies

Celebration for Academic Achievement: Commencement

The School of Nursing faculty encourage students to celebrate the completion of the nursing program by attending commencement ceremonies. Commencement ceremonies, and related requirements, are under the control of the Office of Records and Registration. Decisions for students to participate in the commencement ceremony reside with the Office of Records and Registration, see website: <http://www.emich.edu/registrar/>.

Celebration for Academic Achievement: Convocation

The School of Nursing conducts a ceremony to celebrate the academic achievement of students graduating from all the existing nursing programs: BSN, RN to BSN Completion, MSN and PhD programs in April and December. Students completing their graduation requirements during Summer semester may participate in either the April or December convocation ceremony. Each September and January a committee will be formed to plan the biannual convocation. Members of the committee may include:

- Senior class representatives
- BSN Program Coordinator(s) and MSN Program Coordinator
- RN to BSN student representative(s)
- MSN student representative(s)
- Doctoral candidate representative(s)

APPENDICES

APPENDIX A

E-mail Guidelines for Students

By

Lee Ann Hodges

College students are often required to use e-mail to communicate with instructors, staff, advisors, and peers. As their studies advance, students may also use e-mail to contact professionals in their field for service-learning or job opportunities. College is the beginning of students' professional lives, and e-mail messages can reflect positively or negatively on their professional image.

E-mail Accounts

Most colleges provide students with a college e-mail account—use it! Here's why:

- Using a college-provided e-mail address identifies you to the sender so that your e-mail is less likely to be deleted out of hand or quarantined by a spam filter.
- You can keep college and personal e-mail separate, which will help you stay organized.
- You don't have to be as concerned with the impression that a *cutesy* or *risqué* personal e-mail address may create. (Think “hotmess@gmail.com” or “drinkingbuddy@yahoo.com”)

Use your real name rather than a pseudonym so that recipients can readily identify you.

The Subject Line

Think of a subject line as the title for the e-mail; it lets the reader know what to expect from the message. The subject line is crucial, yet many students skip it. Invest an extra minute in a specific subject line, and it may make the difference between being ignored and answered quickly.

Most professionals receive numerous e-mail messages each day, yet they may have little time to respond. Many people prioritize answering e-mails on the basis of the subject line. A blank subject line is not useful to the reader; furthermore, if the e-mail address is unfamiliar, the message may get mistaken for a virus or SPAM message and deleted.

Make subject lines as specific as possible. General subject lines such as “Question” or “Hello” aren't helpful in conveying the content of your message to the reader. Here are a few examples of ineffective and effective subject lines:

Ineffective Subject Lines	Effective Subject Lines
Question	Question About POL 120 Research Paper
Request	Recommendation Letter Request
Project	BIO 275 Group Project Submission
Meet	Study Group Meeting Times
Job	Assistant Network Administrator Inquiry
Plan	Marketing Plan Recommendations

Notice that the effective subject lines above use title case, in which the principal words are capitalized. However, sentence case can be effective for subject lines expressed as complete sentences. Examples: “Are you available Wednesday?” or “Thank you for your time.”

Salutation

The salutation is the greeting, such as “Dear Dr. Marks” or “Good afternoon, Ms. Cho.” Salutations can range from informal (Hi, Dr. Stein!) to formal (Dear Professor Williams:); when choosing a salutation, students should consider their audience, how well they know their readers, and the writing situation.

- Double-check the spelling of the recipient’s name and his or her honorific (Dr., Mr., Ms., etc.). If the marital status or preference of a female recipient is not known, use “Ms.” rather than “Miss” or “Mrs.”
- Do not guess if you are uncertain of a person’s honorific or gender; incorrect assumptions of gender or educational level can be awkward for (or even offensive to) the recipient.

Using a position title is an excellent solution. Examples:

- Dear Director Kelly:
- Dear Professor Glover:
- Do not use first name only with an individual in a position of authority unless invited to do so or if the recipient has signed a previous email to you with only his or her first name.
- It’s OK to omit a salutation in some cases:
 - When there’s a good chance of getting the honorific incorrect, such as in the case of a recipient whom you’ve never met with a gender-neutral name.
 - When you aren’t sure who will read the email; sometimes e-mail addresses are set up for an entire department or for general information requests.
 - When the e-mail is sent to a group. (However, it’s also fine to add an inclusive salutation, such as, “Dear colleagues” or “Hello, all.”)
 - When the e-mail is very brief and straightforward, such as in the case of a reply to a previous message.

The Message

All but the briefest and most straightforward of messages should use the three-part structure of introduction, body, and conclusion. E-mails are usually short, so keep each of these three parts brief; it is common, for example, to have one-sentence introductions and conclusions.

- Introduction: State the purpose of the message.
- Body: Supply the necessary details.
- Conclusion: Close with a courteous statement or action information, such as deadlines and contact information.

Sample E-mail Message

SUBJECT: Internship Recommendation Request

Specific subject line gives reader a good idea of what the message is about.

Dear Dr. Boyer,

A more formal salutation is appropriate for a request like this.

I was in your ENG 309 Technical Editing class last fall and learned many techniques that could be used in an internship for which I've applied. Would you be willing to recommend me for the position?

Introduction reminds the reader of who the writer is and states the purpose of the email.

The internship is at Spectrum Publishing, which produces print and web-based textbooks for high school science courses. As you may recall, although my major is in English, I chose a minor in biology in hopes of obtaining a job in a science-related publishing field.

The recommendation is a simple web-based form that can be completed at <http://spectrumpublishing.com/internrecommendation>. The deadline is April 15.

These paragraphs provide all necessary information for completing the recommendation, making it easy for the professor to agree.

I hope you'll be willing to recommend me. The internship is a perfect fit for my interests and goals, and a vote of confidence from a professor with in-depth experience in this field would carry much weight. I look forward to hearing from you!

Courteous closing emphasizes how important the recommendation is without sounding pushy.

Thank you,

Cynthia Voight

Replying to Messages

When replying to an e-mail message, you have a few options:

- Replying to all recipients or just to the sender
- Replying with or without the original message

“Reply to all” should only be used when everyone who received the message needs to see your reply; this feature will send your response to everyone listed in the “TO” and “CC” lines.

Carefully consider whether the entire group needs your response before using “reply to all”; unnecessary use of this feature is annoying to your readers.

The “reply with message” feature is useful for supplying automatic context for a response. One caution, however: make certain that you type the response at the top of the message, not at the end, where your reader must scroll down to locate it.

Do not use the reply feature to start a new conversation on a different topic; create a new e-mail message with a fresh subject line.

E-mail Content, Organization, and Formatting Tips

- Provide all details the reader may need.
- Supply proper identification if the recipient does not know you or may not remember you. For example, list your course and section when corresponding with a professor.

Unless an instructor has an unusually small number of students or an exceptionally good memory, he or she is not likely to remember which class you're in, especially early in the semester. If inquiring about a service-learning opportunity, mention your college and how you learned of the position.

- Avoid stream-of-consciousness messages. In other words, don't just write words as they come to you; read it from the recipient's perspective and edit accordingly before you click "send."
- Watch your tone and be respectful, especially if you're frustrated when you send the e-mail.
 - Poor Tone: "I tried to access the link to the Opposing Viewpoints database you recommended, but it won't go through! How am I supposed to complete this assignment?!"
 - Diplomatic Tone: "I tried to access the link to the Opposing Viewpoints database, but I got a message that the server was unavailable. Is there a different database with similar information that I could use?"
 - Unprofessional Tone: "Sorry for submitting the components of internship application separately. The requirements were really hard to find on your website, and I just now realized that I hadn't submitted one of them."
 - Professional Tone: "Attached is the personal statement required for the internship application. I sent the personal information form and recommendations on May 4, so this submission should complete my file."
 - Use proper paragraphing. Many writers make the mistake of lumping all the content of an e-mail message into one long paragraph. Short paragraphs lend themselves well to skimming, a practice that most e-mail readers use.
 - Add a space between paragraphs to provide a visual clue as to where a new paragraph starts.
 - Use standard English. Text language is unacceptable.
 - Run a spell-check. In fact, consider writing important or lengthy messages in a word processing program, which generally has better spelling and grammar checkers than e-mail programs. When you're satisfied with the draft, you can copy and paste it to the e-mail program.
 - Make sure that any attachments you intend to send are truly attached. Also, refer to the attachment in the message itself to alert the reader to its presence.

E-mail is an excellent academic and professional tool that students can use to their benefit. Extra time spent crafting effective e-mail messages is an investment in a practical and valuable communication skill.

Hodges, L.A. (n.d.). Email guidelines for students. In Writing commons: The home for writers. Retrieved from <http://writingcommons.org/genres/business-writing/business-writing-in-action/text-e-mail-and-netiquette/email-guidelines-for-students>

Reproduced under license terms available at <http://creativecommons.org/licenses/by-nc-nd/3.0/>

APPENDIX B

UNSAFE PRACTICE GUIDELINES

Safe nursing practice is defined as knowledgeable and competent nursing care of individuals/families/groups/communities without unnecessary risk of psychological or physical harm.

Examples of unsafe nursing practice include, but are not limited to, the following:

- I. Failure to demonstrate safe patient care in required written assignments and/or verbal discussion with instructor
- II. Failure to demonstrate ability to implement safe patient care
- III. Failure to continually assess patient progress or failure to assess and report significant changes in patient's physical and psychological condition
- IV. Inability to communicate essential information to other staff, verbally or in writing.
- V. Failure to meet physical and psychological safety needs of patients, for example:
 1. Side rails, restraints
 2. Following sedation
 3. Assisting patients to chair or bathroom
 4. Failure to follow the proper procedure when administering medications or treatments.
- VI. Inability to assess a given clinical situation and make safe, appropriate nursing judgments and to implement them without close supervision.
- VII. Inability to integrate theory in implementing clinical practice.
- VIII. Pattern of performing nursing procedures incorrectly or inaccurately, for example:
 1. Poor sterile technique—contamination
 2. Failure to use standard precautions and/or transmission-based precautions appropriately
 3. Poor injection technique: wrong site, failure to aspirate, etc.
- IX. Pattern of inability to give medications and/or treatments on time
- X. Inability to provide psychological support to patients and their families.
- XI. Professionalism
 - A. Failure to adhere to accepted standards of professional ethics
 1. Invasion of privacy, revealing information about patients.
 2. Taking medications or supplies from patients or unit for own use
 3. Inappropriate patient teaching or counseling
 4. Discussion of patient's condition inappropriately
 5. HIPAA and/or confidentiality violations
 6. Unauthorized use of technology and/or use of social media to disclose or seek patient information
 7. Adherence to university and site-specific policies
 - B. Lack of integrity, e.g., untruthfulness with faculty, clinical staff attending clinical laboratory in such a state that one's judgment is impaired, i.e., intoxicated, under the influence of drugs, emotionally stressed, sleeping.

APPENDIX C

HISTORY

Eastern Michigan University was created by the State Legislature in 1849 and became the second public institution of higher education in Michigan, with teacher preparation as its primary mission. In 1967, the University, which had a long-standing interest in developing a baccalaureate program in nursing education, conducted a feasibility study to document the need for nurses in Michigan, the pool of potential students, and the ability of the University to support such a program. Upon successful completion of that study, approval was given by the State of Michigan to establish the Department of Nursing Education in 1971.

The first group of BSN nursing students was admitted in September 1973 and graduated in August 1975. The RN to BSN completion program began in 1979. This program is currently offered at a variety of regional locations and fully online. After a feasibility study, the Master of Science Degree Program in Adult Health was started in August 1993. Since 1993, a graduate teaching certificate in teaching in health care systems, gerontology and continuous quality improvement has been added. In 2009, a PhD program in Educational Studies (with a nursing concentration) was started in collaboration with the EMU College of Education.

In 2004, the Department of Nursing, with the approval of the University Regents, changed its name to the School of Nursing, the BSN program, the Second-Degree option of the BSN program, the MSN program and the collaborative PhD program. The School of Nursing is part of the College of Health and Human Services, which also includes the School of Social Work, the School of Health Sciences, and the School of Health Promotion and Human Performance. EMU has a proud tradition of preparing professional registered nurses. In 2013, 40 years of excellence in nursing education was celebrated at EMU. Our legacy continues.

LEGAL OPERATING AND PROFESSIONAL ACCREDITATION

The School of Nursing is legally approved by the Michigan State Board of Nursing to provide a Bachelor of Science in Nursing (BSN) degree to successful graduates. The School of Nursing has full accreditation of its BSN and MSN programs from the Commission on Collegiate Nursing Education (CCNE).

Previously, the National League for (now titled National League for Nursing Accrediting Commission NLNAC) evaluated and accredited nursing education programs including EMUs. A specialized/professional accrediting agency, CCNE ensures the quality and integrity of baccalaureate and graduate degree nursing programs. Accreditation not only validates program quality but also facilitates graduates' entry into graduate level nursing programs, the military services, and the Public Health Service. The School of Nursing has had continuous NLN accreditation since 1978 through 2003. In April 2002, the School of Nursing elected to change accrediting bodies and received accreditation from the Commission on Collegiate Nursing Education (CCNE) for 10 years. In 2012, the School of Nursing received re-accreditation through December 31, 2022.

APPENDIX D

EMU Mission Statement

Eastern Michigan University is committed to excellence in teaching, the extension of knowledge through basic and applied research, and creative and artistic expression. Building on a proud tradition of national leadership in the preparation of teachers, we maximize educational opportunities and personal and professional growth for students from diverse backgrounds through an array of baccalaureate, master's, and doctoral programs. We provide a student-focused learning environment that positively affects the lives of students and the community. We extend our commitment beyond the campus boundaries to the wider community through service initiatives and partnerships of mutual interest addressing local, regional, national, and international opportunities and challenges.

School of Nursing Philosophy

We believe nursing to be a synthesis of scientific and artful activities directed toward professional holistic caring for human beings as they experience and interpret health issues. We believe all human beings are unique in their physical, emotional, spiritual, cultural, ethnic, developmental, gender and lifestyle qualities and have a right to health care that addresses their diverse needs.

Nurses assist individuals, families, groups, and communities, to be informed and exert their rights to make decisions about their lifestyles and health care. As part of multidisciplinary health care teams, nurses identify health care needs and provide direct and indirect care to promote and restore health, reduce risks, and preserve dignity at end of life.

We believe nurses must internalize a commitment to ethical inquiry, critical thinking, communication excellence and life-long learning. Further, nurses are proactive and adapt to changes as they occur locally and worldwide. Nurses must also commit to the professional values of altruism, autonomy, human dignity, integrity, and social justice. In so doing nurses advocate for the highest standard of care for clients as individuals, families, groups, and communities in health care that is constantly changing and increasingly complex.

Nurses participate in individual and professional group activities for the promotion of professional nursing and the development and application of nursing's knowledge base. Baccalaureate-prepared nurses are able to use scholarly evidence to direct their professional activities and provide leadership in the provision of health care. Nurses with graduate preparation participate in the creation of new knowledge and provide leadership in the application of scholarly evidence.

To cultivate professional values, critical thinking, communication and life-long learning, nursing must be taught and learned in an environment open to diverse ideas and learning styles. We believe that teachers and students are partners in their quest for growth as they constantly integrate new knowledge from theory, research, and practice into the dynamic knowledge base of nursing, the design of care and the delivery of service to societies.

School of Nursing Mission Statement

Our mission is to deliver high quality education that prepares students to become nurse clinicians, educators, leaders, and scholars.

BSN Program Goals (approved 3/16/09 & reviewed 3/26/21)

6. Respect the dignity and worth of humans while providing holistic care in a variety of healthcare settings.
7. Assume accountability for own and delegated nursing care to individuals, families, groups, communities, and populations.
8. Practice from an evidence base to promote safe, quality patient care for diverse patients across the lifespan and health-illness continuum.
9. Use critical thinking, clinical reasoning, ethical inquiry and leadership skills to collaborate with consumers and healthcare providers to address simple to complex health situations.
10. Care for self while engaging in continuous professional development.

Program Level Student Learning Outcomes (approved 3/16/09 & reviewed 3/26/21)

1. Synthesize knowledge from nursing, liberal arts, and sciences into the practice of professional nursing.
2. Provide culturally competent patient-centered, compassionate, evidence-based care to achieve safe, high-quality health outcomes.
3. Demonstrate critical thinking and accountability in nursing care contexts.
4. Analyze the impact of healthcare financial and regulatory policies on regional, national, and global health of individuals, families, groups, communities, and populations.
5. Integrate information management, emerging technologies, research findings, teaching/learning principles, and leadership skills to achieve safe healthcare environments and high-quality outcomes.
6. Engage in intra-professional and inter-professional communication and collaboration to provide patient-centered care.
7. Display a commitment to the professional nursing values of altruism, autonomy, human dignity, integrity, and social justice.

APPENDIX E

Overview of the AACN Essentials

The American Association of Colleges of Nursing (AACN) *Essentials of Baccalaureate Education for Professional Nursing Practice* is responsive to changes occurring within nursing and professional nurse practice. These *Essentials* provide a contemporary and proactive organizing structure for continuous improvement nursing education. In 2003, the nursing faculty adopted the *Essentials of Baccalaureate Education for Professional Nursing Practice (1998)* as the guiding framework for our undergraduate curriculum.

In 2008, the *Essentials* were revised to provide “the curricular elements and framework for building the baccalaureate nursing curriculum for the 21st century” (p.3). These ‘new’ essentials were adopted by the School of Nursing and are currently being used to develop and refine our curricula. The nine *Essentials* listed below delineate “outcomes expected of graduates of baccalaureate nursing programs.

Essential IX describes generalist nursing practice at the completion of baccalaureate nursing education. This Essential includes practice-focused outcomes that integrate the knowledge, skills, and attitudes delineated in Essentials I- VIII” (p.3).

<u>Essential I:</u>	Liberal Education for Baccalaureate Generalist Nursing Practice
<u>Essential II:</u>	Basic Organizational and Systems Leadership for Quality Care and Patient Safety
<u>Essential III:</u>	Scholarship for Evidence Based Practice
<u>Essential IV:</u>	Information Management and Application of Patient Care Technology
<u>Essential V:</u>	Health Care, Policy, Finance, and Regulatory Environments
<u>Essential VI:</u>	Inter-professional Communication and Collaboration for Improving Patient Health Outcomes
<u>Essential VII:</u>	Clinical Prevention and Population Health
<u>Essential VIII:</u>	Professionalism and Professional Values
<u>Essential IX:</u>	Baccalaureate Generalist Nursing Practice

The nine *Essentials* are integrated throughout the curriculum with emphasis threaded across a three-course sequence that focuses on introducing, building, integrating, and demonstrating the Essentials of professional nursing:

NURS 265/275 Essentials of Professional Nursing Practice I introduce the BSN student to the foundational elements of professional nursing as identified by the AACN. The course engages the student in exploration of professional values, core competencies, core knowledge, and role development.

NURS 365W/375W Essentials of Professional Nursing Practice II builds knowledge of essential elements of professional nursing. Students explore ethical dilemmas of health care, leadership and management, communication and critical thinking, health policies, economics, global health care, spiritual and cultural issues, state and federal legislation, legal aspects of nursing, disaster preparedness and disaster nursing.

NURS 465/475 Essentials of Professional Nursing Practice III focuses on essential elements of professional nursing as identified by AACN. The course focuses on selected leadership concepts as well as transition to practice issues (including NCLEX preparation).

NOTE: The EMU SON baccalaureate nursing education programs are in transition to the updated 2021 AACN Essentials.

APPENDIX F

Additional Resources for Students

University Advising & Career Services Center

<http://www.emich.edu/uacdc/about/>

Disability Resource Center

<http://www.emich.edu/drc/>

Lesbian, Gay, Bisexual & Transgender Resource Center

<http://www.emich.edu/lgbtrc/>

Office of International Students

<http://www.emich.edu/ois/>

Women's Resource Center

<http://www.emich.edu/wcen/>

Dining Services www.dineoncampus.com/emu

University Health Services

<http://www.emich.edu/uhs/>

Counseling and Psychological Services (CAPS)

<http://www.emich.edu/caps/>

EMU counseling services provides counseling to students who are experiencing stress, relationship issues, anxiety, or other personal problems. Special workshops, programs, and support groups are offered on a variety of topics. All services are confidential and free of charge.

The Holman Success Center

<http://www.emich.edu/hsc/>

The Holman Learning Center is the main academic support office on campus. Their services are free to all students interested in enhancing their academic skills.

University Writing Center

<http://www.emich.edu/uwc/>

The University Writing Center (UWC) provides writing support through multiple means to all members of the EMU community. The Writing Center offers services to students of all levels from all schools free of charge. In the Writing Center, students work individually with a composition instructor, who focuses on helping students improve their composition skills. The staff does not edit or proofread papers; instead, the staff assists students in learning to do these things for themselves. Students in the online program have access to online writing consultations.

CHHS Advising Center

<http://www.emich.edu/chhs/advising/index.php>

CHHS Advising Center provides advising and referrals for undergraduate students with majors or minors in the College of Health & Human Services; as well as to prospective, transfer, and undecided students.

APPENDIX G

Student Input Processes

Standing Committee Membership

In addition to the student class structure, selected students from each class Level may serve as members of the following School Committees: Undergraduate Curriculum and Instruction Committee (UCIC) and Undergraduate Committee for Admission and Retention of Students (UCARS) and some Ad Hoc Committees. Students interested in these committees are usually selected during Fall Semester to serve at least a one-year term.

Course Evaluations

Students are offered an opportunity at the end of each course to provide anonymous feedback regarding learning opportunities in that course.

BSN Exit Survey

All BSN students are invited to complete a BSN Exit Survey in the final semester of the program. Student input from this survey is used to inform curriculum and administrative changes for the purpose of providing an improved student experience. All graduating BSN students are encouraged to complete this survey which is distributed through Project Concert. All survey responses are anonymous.

University Organizations and Committees

See: Student Government: <http://www.emusg.com/>

Campus Life & Student Organizations:

<https://www.emich.edu/campuslife/student-orgs/index.php>.

National Student Nurses Association (NSNA)

The School of Nursing has a chapter of the National Student Nurses Association (NSNA).

NSNA aids the development of nursing students as future health professionals and is a valued contributor to the improvement of health care for all people. The NSNA sponsors seminars and workshops dealing with health care issues. Members may develop organizational leadership skills by serving as local, state, and/or national officers.

The benefits of membership in NSNA include: a broadened awareness of the issues and concerns in nursing, receiving *Imprint* (NSNA journal publication) and the opportunity to attend the yearly state and national conventions. Additionally, students may acquire inexpensive malpractice insurance, receive discounts on nursing journals and are eligible for scholarships offered to NSNA members.

Sigma Theta Tau International- Eta Rho Chapter

Sigma Theta Tau is the nursing profession's International Honor Society. The purpose of this society is to: 1) recognize superior achievement, 2) recognize the development of leadership, 3) foster high professional standards, 4) encourage creative work, and 5) strengthen commitment to nursing's ideals and purposes. Students are invited when they have:

1. Completed more than half of the nursing courses
2. Are in the top one-third of their class with a minimum 3.0 grade point average
3. Obtained two-member endorsements.

Membership entitles students to wear an Honor Cord at Graduation, receive the society's publications (*Reflections* and *Journal of Nursing Scholarship*), and receive discounts on

programs and publications. The Eta Rho Chapter of Sigma Theta Tau at EMU sponsors or co-sponsors the Induction Ceremony.

Individualized Learning Experiences in Nursing

Independent Study:

Independent Study (Nursing 497, 498, 499): Students may earn 1-3 academic credits focusing on an area of personal interest in nursing. Students collaborate with faculty to design content and criteria for an in-depth, individualized learning experience. Students should consult with the BSN Nursing Coordinator for assistance.

Special Topics and Nursing Electives (NURS 477, 478, 479, 369, 371, 373, 384, 452, 480, 482):

Special topic and nursing elective courses in nursing are offered for 1-3 academic credits. For 477, 478, and 479 the course offering is listed in the University catalog prior to the semester in which it is scheduled. Other NURS electives are described in the online catalog.

Honors Program:

Eastern Michigan University sponsors an Honors Program that allows students to graduate with Honors in General Education or the Nursing major. The School of Nursing has a contract with the University Honors Program which satisfies University and School requirements for graduation with Honors in Nursing. See the university catalog for details on the requirements for General Education Honors Program. Students wishing to pursue Nursing Departmental Honors must complete the following requirements:

- Apply and be accepted into the Honors College
- Attend the Undergraduate Research/Creative Project Workshop
- Meet with their Departmental Honors advisor
 - You may choose a senior thesis advisor or one will be suggested for you
- Complete the "[Intent to Pursue Departmental Honors](#)" form and submit it to The Honors College
- Complete 12 Honors credits (approx. 4 courses) within major or minor (these may be contracted)
 - 3 courses that are 3/4 credits prior to the final semester of the program and the senior thesis proposal contracted in final semester
- Submit a [Senior Thesis Proposal](#)
- Attend the Senior Thesis Workshop
- Complete [Senior Thesis](#) or Creative Project
- Maintain a 3.3 cumulative GPA

The most current information regarding Honors College can be found at <http://www.emich.edu/honors/>

Coursework for a Minor:

Students enrolled in the Nursing Program automatically fulfill the major-minor course of study. An additional elected minor may be useful for students who wish to complement their nursing studies with a detailed knowledge of another area, or who contemplate specialized study at the graduate level. Examples of areas which students may select for minors are gerontology, health administration, psychology, sociology, and biology. A minimum of twenty hours of course work with at least six hours in advanced courses numbered 300 or above is required for a minor. For students seeking a minor in a non- nursing area, they should contact the program coordinator or School Director within that desired field of study for further information.

Continuing Education Opportunities:

Students are encouraged to attend related meetings and workshops in the community. Extracurricular activities, such as Health Fairs, also contribute to students' learning experiences. Some students negotiate with faculty members to use these experiences as part of a clinical rotation if the experiences meet the course objectives.

APPENDIX H

International and Foreign Student Information

EMU School of Nursing welcomes international students to its program. It is our pleasure to assist you with your professional nursing career. It is also our pleasure to share in the richness of the cultural and health experiences from which all of us can learn!

International students must pay special attention to enrollment and academic status because some changes if not reported can result in loss of visa status and deportation. For the most current information visit the Office of International Students and Scholars website:

<http://www.emich.edu/ois/index.html>

APPENDIX I
Complaint form

EMU School of Nursing
Complaint Form

Date: _____

Complainant _____
Last Name First Name Middle Initial

Address: _____

Email: _____

Preferred Phone

#: _____

Details of Complaint:

Signature: _____

Email [to nursing@emich.edu](mailto:nursing@emich.edu)

APPENDIX J

Incident Report Policy/Form

SUBJECT: Incident Plan Policy

Policy Statement:

Students will have access to appropriate treatment and counseling (personal or academic) when an incident occurs at a clinical agency.

Practice:

1. Student should report the incident immediately to the faculty member.
Examples of incidents: a fall, a bite, a needle stick by a contaminated needle, physical or mental injury, muscle strain or injury because of lifting/moving a patient.
2. Faculty member will report the incident to the clinical nurse manager/head nurse/supervisory person of the unit of health care agency.
3. Faculty member and nursing student will fill out an agency and School of Nursing Incident Report and file the form with the School of Nursing.
4. The EMU nursing faculty member will counsel the student regarding the incident and the options of seeking advice and/or medical care for the incident.
Options: The student has the right and responsibility for choosing or not choosing the following options:
 - a. If available, the student may seek medical advice and/or care at the affiliating health care agency where the incident occurred.
 - b. The student may seek medical advice and/or care at Snow Health Center, Eastern Michigan University. www.emich.edu/uhs/medicalserv.html
 - c. The student may seek medical advice and/or care from their own personal physician.
*in the event the student seeks medical advice and/or treatment, it will be the student's responsibility to assume the cost for any diagnostic services and/or treatment deemed necessary.
5. The faculty member will write up a detailed account of the incident using the critical incident form. The report will include the counseling that the student received, and the option: a, b, or c (above) that the student chose. The student should sign this document and a copy must be placed in the student's file and sent to the school Director.

Incident: Needle Stick

1. Faculty will follow the protocol for a student incident.
2. Faculty member should strongly recommend that the student seek medical advice and/or treatment.
3. Faculty member should counsel the student in coordination with agency involved.
Faculty member will inform the student of community resources that provide anonymous testing and counseling for HIV.

Responsibility:

Course faculty will orient all students. Lead faculty will refer adjuncts to the proper procedure. Faculty and students are responsible for following this protocol.

Scope:

Applies to any student incident at an affiliating health care agency.

**Eastern Michigan University
School of Nursing
Incident Report Form**

Student Name:

Facility:

Unit:

Date:

Time:

Place:

Client Room Number:

Client Diagnosis:

Instructor Name:

Statement of situation. Describe what happened.

What may have been done to prevent the incident (include active nursing actions):

Statement as to client's reaction, if appropriate, to the incident:

Statement as to student's reaction to the incident; if appropriate:

List the contributing factors that caused the incident.

Describe what you can do to prevent or avoid this situation in the future:

Statement of immediate, short-term, and long-term plans regarding resolution of incident.

Plan for follow-up:

Comments:

Student Signature_____ Date_____

Faculty Signature_____Date_____

SON Director Signature_____Date:_____

APPENDIX K

School of Nursing Faculty and Staff Roster

311 Everett Marshall Building

734-487-2310

www.emich.edu/nursing

Name	Email	Office	Phone	Position
Avery, Jennifer, PhD, RN	javery10@emich.edu	355	734-487-7676	Interim Director, School of Nursing
Wagner, Tamra, BSN, RN	twagner8@emich.edu	316	734-487-2314	BSN Traditional, 2 nd Bachelor, 2+2, & WCC Collaborative - Coordinator
Lathion, Marsha	mlathion@emich.edu		734-487-6901	Administrative Assistant II
Kachutaroff, Melissa, MSN, RN	mkachatu@emich.edu	373B	734-487-6635	RN to BSN Coordinator
Sermon, Jill, MA	jsermon@emich.edu	373A	734-487-7083	Specialist - Nursing Admission Advising and Retention
				Specialist-MSN and DNP Programs
Gower, Deanna, MSN	Dgower1@emich.edu	371	734-487-2311	Supervisor, Nursing Skills Labs
Main Nursing Office		311	734-487-2310 Fax 734-487-6946	

Faculty	Title	Office #	Office Phone	Email@emich.edu
Blondy, Laurie, PhD, JD, RN	Professor	342	487-3275	lblondy@emich.edu
Bushinski, Susan, DNP, RN	Associate Professor	358	487-3037	sbushins@emich.edu
Caboral-Stevens, Meriam, PhD, RN, NP, FNYAM	Associate Professor	354	487-7094	msteve37@emich.edu
DeBello, Marguerite, PhD, RN, ACNs-BC, CNE, HLS	Professor	352	487-3273	mdebello@emich.edu
DiSanto, Sandra, DNP, NP-C, FAANP	Associate Professor	348	487-2146	smazzone@emich.edu
Fox, Diane P, EdD, RN	Professor	338	487-2154	dfox2@emich.edu
Hoffman, Jenni, DNP, RN, FNP-C, CLNC, FAANP	Professor	336	487-2528	jhoffm26@emich.edu
Hopkins, Holly, DNP, CNM	Associate Professor	322	487-7670	hhopkin3@emich.edu
Hughesdon, Kathryn, PhD, RN	Assistant Professor	310	487-4664	kabramos@emich.edu
Jackson, Dejuana, DNP, MS, RN, FNP-BC	Associate Professor, Associate Director for Graduate Nursing Studies	309	487-2279	djack129@emich.edu
Koller-Ditto, Noel, DNP, AGCNS-BS	Assistant Professor	318F Porter	487-2054	nkoller@emich.edu
Loomis, Elizabeth, DNP, RN	Assistant Professor	310	487-2491	eloomis1@emich.edu
Lovence, Keisha, DNP, RN	Associate Professor	332	487-2333	klovence@emich.edu
Lukomski, Angela, DNP, RN	Professor	334	487-0045	alukomsk@emich.edu
McBain, Amy, MA	Full Time Lecturer I	260 Rackham	487-2451	amcbain@emich.edu
Myler, Linda, DNP, RN	Professor	346	487-4619	lmyler@emich.edu
Newberry, Gerald, PhD, RN	Professor, Director of Clinical PTL's	344	487-8035	gnewberry@emich.edu
O'Connor, Cecilia, DNP, RN	Lecturer III	123	487-1677	coconno6@emich.edu
Pauli, Valerie, EdD, MSN, RN, ACNS-BC, CNE	Associate Professor, Honors Advisor	319A Porter	487-7675	vpauli@emich.edu
Peltz, Caroline, PhD, RN, MSHSA, CNE	Associate Professor	330	487-3272	cpeltz@emich.edu

Schaller, Frank, DNP, APRN, FNP-C	Associate Professor, Associate Director for Undergraduate Nursing Studies	324	517-939-9299	fschalle@emich.edu
Seurynck, Kathleen, DNP, RN, CHSE, CNE	Professor	346	487-4618	kseurync@emich.edu
Slack, Julie, PhD, RN	Professor	326	487-3277	jslack3@emich.edu
Trewn, Peggy, PhD, RN	Professor	325	487-0041	ptrewn@emich.edu
Visovatti, Moira, PhD, RN, OCN	Assistant Professor	318T Porter	487-2840	mvisoa1@emich.edu
Washington, Vicki, DNP, RN, APRN, ACNS-BC	Assistant Professor, Associate Director for Online Nursing Studies	360	487-7671	vwashing@emich.edu
Wu, Tsu-Yin; PhD, RN, FAAN	Professor	328	487-2297	twu@emich.edu



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