



RN-BSN Program

Student Handbook

2024-2025 Academic School Year

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## **Welcome to the University of Olivet Nursing Program**

On behalf of The University of Olivet (UOlivet) and the Nursing Program, we are excited to welcome new students into the RN-BSN Program and to welcome back our continuing students. We recognize that the decision to continue your education in nursing was made with a potpourri of emotions. It is our goal to provide a challenging curriculum, while making your success a priority.

The nursing program at The University of Olivet leads to the Bachelor of Science degree in nursing (BSN). The RN-BSN degree completion program is designed to address the needs of currently working registered nurses and consists of upper-division 300/400-level courses. The University of Olivet RN-BSN program is unique in its delivery model providing personalized attention and focus on success. The University of Olivet provides a program that serves working nurses with varying learning modality needs. UOlivet nursing students receive active advisement, mentoring and career exploration.

This handbook supplements the University of Olivet Academic Catalog and Undergraduate Student Handbook which cover UOlivet academic policies and procedures for all students. This handbook is provided to assist with matters specific to RN-BSN students. Students should review and become familiar with the guidelines and policies in the Academic Catalog as well as this handbook. The Academic Catalog is available and can be downloaded from MyOlivet, the campus communication portal available to students at My.UOlivet.edu.

Faculty and staff are available to assist students in their academic endeavors. It is important that the faculty and admissions advisors be notified of any potential problems that might interfere with your academic success (e.g., illness, financial problems, personal issues, etc.), as soon as they arise, rather than later, when options may be limited.

### **RN-BSN Program General Information**

Detailed curricular information regarding the RN-BSN program can be found in the Academic Catalog. This includes program descriptions and the complete list of courses for the nursing program. Advising sheets for the program are also available via the MyOlivet portal homepage.

#### **Admission Requirements**

Students interested in The University of Olivet's RN-BSN program are encouraged to apply online using the Working Professionals and Graduate Studies application at [uolivet.edu/academics/professional-graduate/](http://uolivet.edu/academics/professional-graduate/).

Students must submit an official high school transcript as well as transcripts of coursework completed at other accredited institutions to the Office of Admissions, The University of Olivet, 320 S. Main St., Olivet, MI 49076. Applications are reviewed by the Office of Admissions staff, and students are notified of their admission status via letter.

Students who meet the general admission requirements may submit unofficial transcripts to be considered for conditional admittance. Students who are conditionally admitted can deposit and register for orientation but are still required to submit official transcripts.

### **Financial Aid Eligibility**

To be eligible to receive federal or State of Michigan financial aid, students must file a Free Application for Federal Student Aid (FAFSA) and comply with all federal, State of Michigan, and University of Olivet regulations and policies affecting financial aid. Detailed financial aid and award package information is available in The University of Olivet Academic Catalog.

### **Degree Requirements**

The University of Olivet RN-BSN Program requires the completion of 120 semester hours with a minimum grade point average of 2.0, and a minimum *major* grade point average of 2.0. Liberal arts requirements are embedded within the nursing program curriculum. As is the case with other institutions of higher education, a minimum of 30 credits must be earned at The University of Olivet to be awarded a bachelor's degree from the university.

The 120 total credits required for the BSN degree are earned through a combination of the following:

- Upper-division nursing courses (29 credits) and;
  - Special topics (1 credit), or
  - Liberal Arts Core Course (as needed, 3-credits)
- Credits transferred from the ADN-granting institution or other institutions attended (90 credits)
- “Flexible credits” (20 credits) at no cost to the student. Flexible credits may be earned in one of any combination of the following ways:
  1. Continuing Education Hours (CE)
  2. Basic Life Support (BLS) certification
  3. Elective courses

Total credits required for BSN degree – 120.

Complete details regarding university-wide requirements and policies are included in the Academic Catalog available via the homepage of MyOlivet.

### **Nursing Program Mission Statement**

The mission of The University of Olivet's RN-BSN Program is to provide a diverse education which will enrich the lives of nursing students and the lives that the graduates touch intellectually, morally, and spiritually; preparing graduates to go forward and do good.

### **BSN Degree Program Learning Outcomes**

With the completion of the degree program, students will be able to:

1. Liberal Arts Foundation – The University of Olivet nursing graduate will transform concepts from liberal arts to enhance professional practice of nursing and lifelong learning.
2. Professional Practice and Leadership – The University of Olivet nursing graduate will integrate health care policy, finance, and application of environments to develop knowledge and skills in leadership, quality improvement, and patient safety that are necessary to provide high quality health care.
3. Research and Evidence-based Practice – The University of Olivet nursing graduate will effectively employ interdisciplinary frameworks, theories, concepts, models, and current

nursing evidence- based practice to maximize health outcomes for individuals, families, groups, and communities.

4. Advocacy – The University of Olivet nursing graduate will develop an understanding of the influence of health care policies, including financial and regulatory, directly and indirectly on the role of nurse advocate for the professional nurse.
5. Technology and Informatics – The University of Olivet nursing graduates will formulate advanced knowledge and skill in information management as well as patient care technologies critical to the delivery of quality evidence-based patient care.
6. Community Engagement and Social Responsibility – The University of Olivet nursing graduate will construct evidenced-based holistic disease prevention and health promotion nursing interventions and develop knowledge to improve local, state, national, and world health across the lifespan and across the continuum of healthcare environments.
7. Collaboration and Inter-Professional Relationships – The University of Olivet nursing graduate will develop and apply values of altruism, autonomy, human dignity, integrity, and social justice while implementing interdisciplinary collaborative relationships and communication aimed to provide high quality and safe patient care.

### **BSN Degree Program Educational Goals**

The goals for the RN-BSN program which have been established for all students include the following:

- Foster an environment that supports learners from diverse academic, individual and practice backgrounds to promote academic and professional excellence.
- Prepare students to apply a broad understanding of the liberal arts to nursing practice.
- Prepare students in the application of professional practice and nursing leadership skills.
- Prepare students for evidenced-based/research-driven practice.
- Prepare students for the role of patient advocate for diverse populations and a variety of healthcare settings.
- Provide students with knowledge of patient care technologies that are critical to the delivery of quality patient care.
- Prepare students to provide nursing care to populations within their community as well as county, state, country, and world.
- Assure students understand effective nurse-patient and interprofessional relationships.

### **Accreditation**

The RN-BSN Program at The University of Olivet is accredited by the Commission on Collegiate Nursing Education (CCNE) (<http://www.ccneaccreditation.org>). The CCNE is an autonomous accrediting agency. As a “specialized professional accrediting agency, CCNE ensures the quality and integrity of baccalaureate and graduate nursing programs.”

### **Tuition and Fees**

Adult professional undergraduate degree program students pay a special per semester hour rate. Detailed current information about financial aid, transfer credits, tuition and special fees for The University of Olivet nursing program are included in the Academic Catalog, available via the home page of MyOlivet. Admission and tuition information can also be found on the University’s webpage at the following link: [www.uolivet.edu/academics/professional-graduate/bachelor-of-science-in-nursing/](http://www.uolivet.edu/academics/professional-graduate/bachelor-of-science-in-nursing/)

### **Computer and Technology Requirements**

The University of Olivet nursing program is offered online. By enrolling in the program, students acknowledge that they have available:

- A computer equipped sufficiently for the technology and software used within the program.
- Access to adequate internet connectivity to participate in the program.
- Video teleconference technology (e.g., webcam) for synchronous components of courses.

Contact Kate Jones, Nursing Program Director, [kjones@UOlivet.edu](mailto:kjones@UOlivet.edu) or 269-749-7218 for details regarding the computer and technology requirements of the program or with any questions on this topic.

### **Acceptance of The University of Olivet Policies and Procedures**

By registering for courses at The University of Olivet, students in the nursing program acknowledge that the Academic Catalog, Undergraduate Student Handbook, and the RN-BSN Student Handbook provide information on university policies regarding academic and behavior expectations and that nursing students must abide by the policies and regulations contained in these documents. The university reserves the right to change the contents of the Academic Catalog and Student Handbooks at any time during a student's course of study, including but not limited to policies, regulations, programs, courses and requirements.

### **The University of Olivet Academic Integrity Policy**

Students come to the university to learn from knowledge acquired across time and from all who participate in academic study. They come to further develop their ability to think critically and to develop their own understanding of what they have learned; skills they will be able to use and knowledge they can share in their lives after completing their degree. These abilities will differ from student to student, and each student will bring their own perspective to the process. In the end, students take with them the sum of their experience, and each student will add to the reservoir of knowledge that is a part of academia. It is important that this experience be their own. Students are scholars, and scholars learn. Learning is not presenting others' work as one's own; learning takes that knowledge and builds on it, adds to it, makes it "more." The International Center for Academic Integrity (ICAI) identifies six values as fundamental to academic integrity: honesty, trust, fairness, respect, responsibility, and courage. (ICAI, 2021) Scholars must commit to these values so those who follow them can be assured that the knowledge they have imparted is reliable. These values are a part of our shared values at The University of Olivet.

Based on The University of Olivet Compact, every student commits to participate "within a community built on trust, participation and a sense of pride" and each student must commit to "behaving and communicating with honesty and integrity." The University of Olivet's Academic Integrity Policy encompasses these as well as the following Compact commitments: to be "responsible for my own learning and personal development," "responsible for contributing to the learning of others," and "responsible for treating all people with respect." Olivet believes academic dishonesty violates these commitments and in so doing causes serious harm to the campus

community and to scholarship as a whole. A student who holds themselves to high standards of honesty, even in the face of negative consequences, exhibits the courage that is part of integrity. Faculty hold themselves and the institution accountable for maintaining integrity and expect that students will do no less. (ICAI, 2021).

To encourage responsibility, honesty, fairness, respect, trust, and courage, Olivet recognizes seven distinct types of academic dishonesty: cheating, plagiarism, fabrication, failure to contribute to a collaborative project yet taking credit for that work, sabotage, misrepresentation, and facilitating dishonesty. Each of these types of academic dishonesty is described more fully below.

**Cheating** is utilizing the knowledge and skill of others as one's own. Examples of cheating include, but are not limited to:

- Copying on exams;
- Unauthorized collaboration on an assignment then submitting individual copies of the assignment as your own individual work;
- Using unauthorized notes, books, technological resources, conversions, study aides or information on an assignment or exam;
- Allowing another to complete work and then submitting that work under your own name, including work in an online course;
- Soliciting or submitting another's work as your own; or,
- Unauthorized alteration of graded work and resubmitting it for a higher grade.

**Plagiarism** is the presentation of someone else's words, ideas or data as your own work; self-plagiarism is reusing or resubmitting work that you have already used or submitted for another class without permission to do so. When you submit work for credit that includes the words, ideas or data of others, the source of that information must be acknowledged through complete, accurate and specific references, and if verbatim statements are included, through quotation marks as well. By placing your name on work submitted for credit, you certify the originality of all work not otherwise identified by appropriate documentation and citations. Plagiarism covers print and non-print sources and unpublished as well as published sources. Examples of plagiarism include, but are not limited to:

- Direct, word-for-word replication of source material without attribution and/or quotation marks;
- Borrowing words, ideas or data from a source or set of sources and blending this original material with your own without acknowledging the source(s);
- Paraphrasing another's argument and/or thinking without attribution;
- Borrowing facts, statistics, or other illustrative materials that are not common knowledge without acknowledgment of the source(s); or,
- Unauthorized submission of a duplicate assignment for credit between two or more classes ("self-plagiarism").

**Fabrication** is "the intentional and unauthorized falsification or invention of any information or citation." Examples of fabrication include, but are not limited to:

- Citing a source that was not consulted;



- Invention or falsification of sources;
- Dry-labbing (invention of data); or,
- Invention, falsification or alteration of official records.

**Failure to contribute to a collaborative project** yet taking credit for that work includes, but is not limited to:

- Not doing your fair share; or,
- Failure to provide promised materials or support.

**Sabotage** is characterized by actions that could result in harm to another's grade, academic standing or professional standing or reputation, or actions that lead to a disruption of the classroom learning environment impeding the learning of others. Examples of sabotage include, but are not limited to:

- Disruption of the classroom learning environment;
- Tampering with another's experiment or project;
- Altering computer files, discs, notes, note cards; or,
- Damaging or hiding resources, such as books, periodicals or computer files, programs or systems.

**Misrepresentation** is lying about any of the above or other academic matters. Examples of misrepresentation include, but are not limited to:

- Unauthorized submission of a duplicate assignment for credit between two or more classes ("self-plagiarism");
- Providing misleading or false reasons for failure to complete course work;
- Having another student pose as you in an online course discussion or online synchronous classroom; or,
- Falsely claiming to have submitted work

**Facilitating dishonesty** is knowingly making possible academic dishonesty by one or more other individuals. Examples of facilitating dishonesty include, but are not limited to:

- Allowing another to copy your work and submit it, in part or in its entirety, as his/her own;
- Sharing information electronically, including but not limited to text, email, voicemail, social media, websites or other means, that knowingly allows others to cheat or perform other forms of academic dishonesty, including but not limited to the uploading of papers, notes, or examinations to websites such as CourseHero or other document-sharing services;
- Receiving information electronically, including but not limited to text, email, voicemail, social media, websites or other means, that knowingly allows others to cheat or perform another form of academic dishonesty and not reporting the receipt of this information to the instructor and/or the Office of Academic Affairs; or
- Knowing of an act or acts of academic dishonesty and not reporting this act or acts to the appropriate instructor(s) and/or the Office of Academic Affairs.

### **Sanctions and Procedures**

The University of Olivet faculty, adjunct instructors, and staff are responsible for reporting to the Academic Performance Committee all acts of academic dishonesty of which they become aware.

Students are strongly encouraged to report to the Office of Academic Affairs any acts of academic dishonesty of which they become aware.

### **Program Contacts**

RN-BSN Program Director

Assistant Professor Kate Jones, MSN-Ed

Email: [KJones@UOlivet.edu](mailto:KJones@UOlivet.edu)

Office Phone: 269-749-7218

Adult Professional and Graduate Admissions Director

Mike Lazusky, MEd

Email: [mlazusky@UOlivet.edu](mailto:mlazusky@UOlivet.edu)

Office Phone: 269-749-6612

Registrar

Leslie Sullivan

Email: [lsullivan@UOlivet.edu](mailto:lsullivan@UOlivet.edu)

Office Phone: 269-749-7638

## **Academic Information and Resources**

### **Advising**

Academic faculty advisors assist with any scheduling needs, including individual course enrollment. The program courses are offered in a sequence and all courses may not be offered every semester. Students who wish to either speed up or slow down course sequencing must work with their advisor to complete an academic plan to ensure they are on track with graduation requirements prior to the beginning of each semester.

In the NUR 305 course, students also complete an academic plan. This academic plan is forwarded to Nicole Baker, the Assistant Dean for Academic Records ([nbaker@UOlivet.edu](mailto:nbaker@UOlivet.edu)). At any time that a student's academic plan changes, the student must submit a new academic plan.

### **Academic Calendar**

Courses in the RN-BSN program are scheduled in five eight-week terms (Fall I, Fall II, Spring I, Spring II and Summer). The academic calendar for the current year is available vis the homepage of MyOlivet.

The RN-BSN program admits students in the summer, fall, and spring terms. The part-time plan of study is designed to be completed in 24 to 36 months. Should a student step out of sequence (i.e., not attend every semester according to the schedule or drop courses), the time to completion of the degree will be delayed. RN-BSN courses are sequenced; and not every course is offered each semester. Students must complete the RN-BSN program in no more than 6 years. When a student changes their academic plan, they must submit a new academic plan document for approval from the director of nursing education.

### **Canvas**

The RN-BSN program uses the Canvas learning management system (LMS) to facilitate learning for online classes. The system has helpful functions to support and improve student learning in a course. A link to Canvas is available on the opening page of MyOlivet.

Canvas resources, including a mobile app information and how-to-videos, are available on the Start Here page of everything University of Olivet Canvas course. There is a link to this page on the landing page of each course.

### **Class Attendance and Participation**

Students are encouraged but not required to attend and participate in synchronous class sessions delivered via interactive web-based video. Students are required to submit weekly course assignments, interact regularly with faculty, and participate in discussion boards to verify attendance. The university's attendance policy for students is in the Academic Catalog. Student attendance must be verified by faculty and instructors in accordance with state and federal financial aid guidelines at the beginning and throughout each term. Should a student need to be absent from class for any reason, they must contact the instructor as soon as possible prior to the course meeting time. Notification via email or via the email function in Canvas is acceptable.

### **Course Delivery**

The University of Olivet RN-BSN program is an online degree program that utilizes a blend of synchronous and asynchronous distance learning deliveries. Courses are delivered online in an approach featuring live, interactive, web-based video sessions where students and faculty interact with each other in real time along with the use of the Canvas learning management system for assignments, offline professor interaction, exams, and participation in discussion boards and other course projects.

### **Course Grades and Assessment**

Students can access course grades through the MyOlivet portal. Students also receive regular feedback and assessment from their instructor on course assignments, projects, and exams.

Contact the Nursing Program Director, Kate Jones, at [kjones@UOlivet.edu](mailto:kjones@UOlivet.edu) or 269-749-7218, for assistance with accessing course grades.

### **Course Registration**

Students are required to register for courses online during the designated registration period for each term; nursing students can register for courses for the full academic year on MyOlivet beginning August 1 of each year. Students who fail to register during the designated registration period will be assessed a late registration fee. Additional information about registration for the nursing program is included in the Academic Catalog, available via the home page of MyOlivet.

Nursing students wishing to drop a course must notify the Registrar, Leslie Sullivan ([lsullivan@uolivet.edu](mailto:lsullivan@uolivet.edu) or 269-749-7638) in writing. Email is acceptable for providing written notification. Students may drop a course in the nursing program without financial penalty if the course is dropped within 48 hours of the course start date. Courses dropped during this time period will not appear on a student's transcript.

### **Disability Support Services**

In compliance with the Americans with Disabilities Act, The University of Olivet provides accommodations to students who have disabilities to enable them to work equitably toward academic success. Students eligible to receive these accommodations must register with the Director of Academic Accommodations, Joey Shepherd, who can be reached at [jshepherd@UOlivet.edu](mailto:jshepherd@UOlivet.edu) or 269-749- 7591.

### **Grade Appeals**

Course grades are overseen by the Office of Academic Affairs. Nursing students may submit a written grade appeal to the Office of Academic Affairs to contest a final grade no later than 30 calendar days into the following academic term. In the event a grade appeal process cannot be undertaken within 30 calendar days of the first day of the subsequent term, the Academic Performance Committee must approve an extension of the deadline. The complete details of the grade appeal process are included in the Academic Catalog, which is available on the homepage of MyOlivet.

### **Grade Changes**

Students should verify any questionable grades with their instructors as soon as possible after grades are issued. Grade changes are permitted only in cases where an instructor discovers that an error was made in calculating or reporting a grade. Such a request can only be initiated by the instructor who submitted the grade originally. Should the instructor responsible for a grade be absent from the university and unavailable to discuss a grade change request, the student should contact the Nursing Program Director, Kate Jones, at [KJones@UOlivet.edu](mailto:KJones@UOlivet.edu) or 269-749-7218.

Grade changes for graduate students must be submitted to the Office of Academic Affairs no later than two weeks after final grades are posted. Any extension of the deadline must be approved in writing by the Academic Performance Committee. The Office of Academic Affairs will notify the instructor and student in writing when a grade change has occurred.

### **Library Services**

The Burrage Library supports and enhances the university's academic programs by providing collections, access and instructional services for students. In addition, Kellogg Community College (KCC) supplies The University of Olivet RN-BSN Program students with a desktop username and password to access and use KCC library resources on and off campus. Students may also use the on-campus library for learning materials (texts, periodicals, etc.) by visiting the library and presenting a picture identification. Students have online access to KCC's electronic library.

### **MyOlivet Portal**

The MyOlivet portal is the primary campus communication portal. It can be accessed via the internet at [my.uolivet.edu](http://my.uolivet.edu). Students log into the system using the same ID and password they use to log into their campus email account. It is important for students to familiarize themselves with the information available on this portal. Links to the Canvas course learning management system, access to course grades, and other important links are available on this site.

Contact the Nursing Program Director, Kate Jones at [KJones@UOlivet.edu](mailto:KJones@UOlivet.edu), or 269-749-7218, for

assistance with setting up a campus email account or assistance with using MyOlivet. For immediate technical support needs, contact Information Technology Services by calling 269-749-7666. Non-emergency technology support requests should be sent to ITS at [itshelp@UOlivet.edu](mailto:itshelp@UOlivet.edu).

### **Textbooks**

A list of required textbooks will be available at least two weeks prior to the first day of classes. It is always appreciated when students use The University of Olivet Online Bookstore (link below), however; students may purchase textbooks at any location. Be aware, some courses may require students to use the electronic resources assigned to the text by an authorization number within the text. In these cases, it is important to assure that there is an inactivated code within the text. [Spirit Store - The University of Olivet \(uolivet.edu\)](http://www.uolivet.edu) .

### **Orientation Activities**

All students will be enrolled in an online orientation course that will introduce The University of Olivet and the Canvas learning management system. The course is led by the Assistant Dean for Distance Education, Sarah Peterson, who will send an introductory email with the course information. For questions in relation to the course, contact Sarah Peterson at [sepeterson@UOlivet.edu](mailto:sepeterson@UOlivet.edu). In addition, on the first day of each nursing course, the instructor will provide an orientation for the course within the Canvas learning management system.

### **Communication Expectations**

Communication between students and faculty is critical. All communication should be conducted through The University of Olivet e-mail system. Students must check their UOlivet e-mail every 48 hours to ensure that they are receiving the most up-to-date information. Students can expect the faculty will respond to emails within 48 hours, Monday through Friday, and respond to e-mails sent over the weekend by 5:00pm the following Tuesday. It is recommended that students forward their University of Olivet e-mails to their personal e-mail account.

Faculty often share their cell phone numbers with students in the event of an urgent need. Phone calls and text should be limited to urgent and emergent needs. Faculty have been advised to redirect students to their e-mail accounts for communication when phone / text messages are deemed non-urgent.

### **Guidelines for Written Assignments**

American Psychological Association (APA) guidelines are used for all written work by students. All undergraduate students must use the APA style for written assignments in nursing courses. The *Publication Manual of the American Psychological Association* (7th ed.) is available through The University of Olivet Bookstore.41001

The faculty supports the use of web sites that explain the use of APA format. The following is a list of selected sites:

- <http://www.apastyle.org/>
- [http://owl.english.purdue.edu/handouts/research/r\\_apa.html](http://owl.english.purdue.edu/handouts/research/r_apa.html)

The following items are to be written using APA format as needed in papers: title page, margins,

spacing, alignment, title, headings, paragraph indentation, pagination (page numbering), abbreviations, numerals, citations, quotations, and references.

## **Evaluations**

### **Course Evaluations**

At the conclusion of each course, students are provided the opportunity to evaluate the course and faculty. Student evaluations contribute to the overall evaluation of the faculty and curriculum.

### **Program Evaluations**

Periodically throughout the program, students will receive a survey to evaluate the current program and/or to offer input toward recommendations for program changes. In the final course of the program, students will receive a program evaluation survey. This survey is used to ensure that the program continues to meet students' needs.

### **Agency and Preceptor Evaluations**

All University of Olivet nursing students are required to complete an evaluation of their practicum experiences. The evaluation will be completed at the end of each practicum course and submitted to the course instructor.

### **Syllabi**

Please refer to the course syllabus, university catalog, and learning management system for specific information regarding course expectations. Every course provides a syllabus, which is considered the contract between the faculty and the student. All syllabi include language noting that the syllabus may be changed and the discretion of the faculty member.

### **Student Complaint Process**

If a student experiences difficulties which they have been unable to resolve, they are encouraged to submit a formal university complaint. Student complaints include (but are not limited to) issues regarding instruction, university policies, procedures, services, offices and personnel. The complaint form for undergraduate students to submit a formal complaint is located on the home page of the MyOlivet portal. Complaints are addressed by the Office of Academic Affairs in conjunction with the appropriate department or office.

### **Graduation**

The nursing program will host a pinning ceremony in celebration of the service that students accomplish throughout the program. In May, nursing program students will be invited to participate in The University of Olivet Commencement, for students who will meet graduation requirements prior to commencement or, for those students who will complete the program by the end of the summer semester. Family members are welcome to attend this ceremony.

Students must complete the commencement application found in the student tab information in MyOlivet. In addition, all flex credits must be submitted to the assistant dean for academic records (Nicole Baker, nbaker@UOlivet.edu) and the nursing program director (Kate Jones,

[KJones@UOlivet.edu](mailto:KJones@UOlivet.edu)) no later than May 1, prior to graduation.

### **Didactic Courses**

Didactic courses are courses ending in either a “0” or a “5.” These courses are taught exclusively through Canvas. In a typical didactic course, a student can expect to complete a discussion forum every two weeks and an assignment every other week. There is also a cumulative project due at the end of the semester for each course. There are two didactic courses that are usually taken with a practicum course (NUR 411 and NUR 441).

### **Practicum Service Learning Guidelines**

According to the American Association of Colleges of Nursing (AACN, 2012): nursing is a practice discipline that includes both direct and indirect care activities that impact health outcomes. Practice experiences are embedded in baccalaureate nursing programs to prepare students to care for a variety of patients across the lifespan and across the continuum of care. Practice experiences refer to experiential learning in any setting where health care is delivered, or health is influenced that allow for and require the student to integrate new practice related knowledge and skills. Practice experiences include activities that support health and/or provide care, interacting with a variety of providers and/or with patients and cannot be completed solely by a student in isolation. “Patients” are defined as individuals, families, groups, communities, or populations.

Practice experiences to transition the nursing student’s competencies to the baccalaureate level of proficiency include organization/systems understanding, leadership development, evidence-based practice, information management and integration of technologies into practice, inter-professional collaboration and communication, clinical prevention and population health, comprehensive assessment, and quality improvement strategies. Didactic and practice experiences should be provided to all baccalaureate students, including those in RN to BSN programs, for the student to achieve these expected skills and knowledge and to integrate them into one’s practice.

Practicum courses are those ending in “1”. These courses are delivered through Canvas. In a typical practicum course, the student can expect to spend 45 hours with a preceptor. Each practicum course requires that students complete five (5) journals addressing the progress towards the student’s goals articulated in the first journal, complete a mid-term and final self-evaluation, and complete a service-learning project deliverable to the practicum site and uploaded into Canvas.

### **Practicum Health and Safety Compliance**

Practicum sites require that colleges and universities track and store evidence that students meet health and safety guidelines.

CastleBranch is a compliance tracking organization that the program partners with to assure that students meet the health and safety requirements to complete practicums with our contracted practicum sites. CastleBranch is a FERPA (Family Education Rights and Privacy Act) and HIPPA compliant organization. Students will be expected to establish an account with CastleBranch for the components listed below and pay any associated fees directly to CastleBranch:

- Multi-Year Compliance Tracker

- Background Check
- Urine Drug Test
- HIPPA e-learning (if needed)
- OSHA e-learning (if needed)

Information uploaded in the CastleBranch compliance tracker may be shared with the practicum agency. The University of Olivet and our contracted practicum sites make reasonable and safe accommodations for identified limitations. **Students who do not have all required documents uploaded in CastleBranch at least 10 days prior to the practicum course start date will not be eligible to participate in the practicum course.**

At the beginning of the first nursing course (NUR 305), the student will be asked to create an account with the programs health and safety management system CastleBranch and to upload the following items:

- A current Registered Nurse license.
- Documentation of current Professional License or verification of licensure through the state website.
  - Students who do not hold a Registered Nurse license must present verification of the license within 2 semesters of beginning the program. Students cannot advance to the third semester without an active, unencumbered RN license.
  - Nursing students who passed all full-time first year ADN (associate degree nursing) courses with a grade of "C" or better and who submit a letter of recommendation are eligible to apply to enroll in any courses noted in the academic catalog as "Open to approved ADN students." These students are eligible to apply for regular admission to the RN-BSN Program after successful completion of the NCLEX (National Council Licensure Examination). When these students apply for regular admission, they will be required to comply with the health and safety requirements but are encouraged to begin the process when taking NUR 305.
- Satisfactorily complete a criminal background check via CastleBranch
- 10-panel drug test via CastleBranch

At least 10 days prior to the start of NUR 411 and NUR 440, the student is required to upload the following items in CastleBranch:

- Documentation of American Heart Association Healthcare Provider CPR Certification
  - Must be American Heart Association Healthcare Provider course. Must be front and back of card OR eCard. Card must be signed; eCard does not need signature. Renewal date will be set for expiration date on certification.
- Documentation of Health Insurance
  - Provide a copy of your current health insurance OR proof of coverage. Students who have changes in their health insurance should resubmit a copy of their current insurance OR proof of coverage within 30 days.
- Documentation of Physical Examination
  - Upload documentation of your completed physical examination. The form must be completed and signed by a medical professional. The document must include limitations



or state no limitations.

- Documentation of Professional Liability
  - Provide documentation of current Professional Liability insurance coverage with a minimal coverage level of \$1,000,000.
- Documentation of Influenza Vaccine
  - Submit documentation of a flu shot administered during the current flu season (September-March). Renewal September 1 annually.
- Documentation of Varicella
  - 2 vaccines OR positive antibody titer. non-immune follow-up action Single booster and repeat titer.
- Documentation of Measles, Mumps, & Rubella
  - MMR combined (1) Requirement (2 vaccines or positive antibody titer; non-immune follow-up: single booster and positive titer) OR Individualized (3) requirements.
- Documentation of Tetanus
  - Full Tdap (Td or Tetanus not accepted) within 10 years. Renewals 10 years from Tdap administration.
- Documentation of Hepatitis B OR Signed Declination
  - 3 vaccines OR a positive antibody titer. Non-immune follow-up: single booster and repeat titer.
- Documentation of Tuberculosis (TB)
  - Negative two-step test OR Negative QuantiFERON Gold Blood Test.
  - Accepted positive evidence: Physician clearance documented on letterhead following positive results.
  - Renewal Negative one-step test OR Negative QuantiFERON Gold Blood Test.
- Documentation of COVID-19: Immunization may be required depending upon practicum site.
  - Students who received Pfizer and Moderna must demonstrate completion of both doses.
  - Students who receive the Janssen Vaccine should demonstrate the one immunization received. A positive antibody titer; non-immune follow-up: vaccination of choice and repeat titer OR declination in writing with student signature. Students who decline the COVID-19 vaccine must record this in writing.
- Documentation of HIPAA Certification
  - Any certification must be uploaded. The following link will provide a HIPAA Certification after completing a course. <https://compliance-group.com/free-hipaa-training/hipaa-training-quiz/>. CastleBranch also offers an OSHA Training Course at a \$15.00 fee.
- Documentation of HIPAA Training
  - Any certification must be uploaded. The following link will provide an OSHA Training Certificate after completing a course. <https://compliance-group.com/free-hipaa->

[training/hipaa-training-quiz/](#). CastleBranch also offers a HIPPA Certification course at a \$15.00 fee.

- Completed RN-BSN Program Practicum MOU (Memorandum of Understanding)
  - MOU is not needed if the student is completing their practicum at Bronson Health or Oaklawn Hospital (and affiliates). All areas must be completed on the document.
- RN-BSN Program Preceptor Agreement
  - All areas must be completed, and the 4 questions must be answered with the 4th question being answered "yes."
- RN-BSN Program Student Agreement and Release of Liability
  - All areas must be completed.

For practicum compliance related questions, please contact the Nursing Program Director, Kate Jones, at [kjones@UOlivet.edu](mailto:kjones@UOlivet.edu) or at 269-749-7218