# CLAFLIN UNIVERSITY NURSING

## STUDENT HANDBOOK
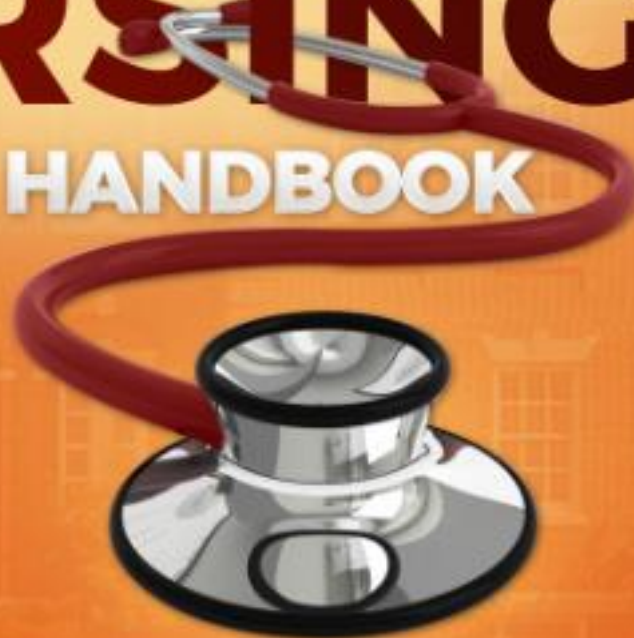
# TABLE OF CONTENTS

## GREETINGS FROM THE NURSING DEPARTMENT CHAIR

Greetings and welcome to Claflin University. You have made an excellent career choice in completing a Bachelor of Science Degree in Nursing at Claflin. You have answered the Institute of Medicine's call to increase the proportion of nurses with baccalaureate degrees to 80% by 2020. Not only will this trend improve your marketability in the nursing workforce, but the evidence shows that when facilities have a higher percentage of BSN nurses on staff, patients are safer. So, I am delighted that you are seizing this opportunity to better yourself while improving the health of our nation and even our 6world.

I hope that you feel a sense of pride as you take your place in adding to the legacy of Claflin University. When the doors were opened in 1869, students could pursue an education regardless of gender, race, creed, or religious affiliation. We stand on this belief today and aim to create a richly diverse learning environment.

Lastly, Claflin has nursing faculty and staff who are second to none. We are dedicated to helping you fulfill your dream of attaining a BSN and even beyond. Please stay in touch with us as you go through the program. We are devoted to supporting you on this journey. So please reach out to us any time you need us.

Warm regards,

Dr. Shannon Bright Smith, ACNS-BC, CNE, CGRN
Associate Professor and Chair, Department of Nursing
803-535-52419
shansmith@claflin.edu

# OVERVIEW

**THE UNIVERSITY**

Claflin University is a progressive, independent, liberal arts, co-educational, historically Black institution that is affiliated with the United Methodist Church. It was established in 1869 to provide educational excellence and to prepare students without regard to gender, race, religion or ethnic origin and continues to do so.  It is committed to offering quality undergraduate programs, select graduate programs, and viable continuing education opportunities.

Included among Institutional strengths to facilitate the offering of an online RN to BSN program are experience in the delivery of degree-completion programs since 1979; experience in the development and delivery of online courses since 2010; a comprehensive partnership with Learning House: a strong e-learning services company; strong support from faculty, staff, students, administration and trustees; robust technological and continuing education infrastructure to support program; enthusiastic faculty and substantive programs in the School of Natural Sciences and Mathematics; and support from community partners.

**RN TO BSN PROGRAM**

The RN to BSN program is housed the School of Natural Sciences and Mathematics.  The program began August 22, 2016 with enrollment of 12 students in  the initial cohort. In line with Claflin University's undergraduate programs, the RN to BSN program provides students with the essential foundation of a liberal arts education, emphasizing critical and analytic thinking, and the knowledge to serve in health care settings with diverse populations.

In line with all Claflin University undergraduate programs, the Bachelor of Science in Nursing program provides students with the essential foundation of a liberal arts education, emphasizing critical and analytic thinking, independent research, oral and written communication skills, the University invites students to use disciplined study to explore and confront the substantive challenges facing the global society.

Courses are fully online and are offered in two 8-week sessions per Fall and Spring Semester. The 30 hours of nursing coursework can be completed in one Fall, Spring, and Summer cohort. Students who require additional elective hours to reach a total of 120 credit hours can complete within this time frame, or with an additional Fall and/or Spring semester depending upon credit hours needed to completion. Part-time plans of study are available to students desiring more time to completion.

**ACCREDITATION**

The Registered Nursing to Baccalaureate degree in Nursing at Claflin University School of Natural Sciences and Math is pursuing initial accreditation by the Commission on Collegiate Nursing Education, One Dupont Circle, NW, Suite 530, Washington, DC

20036, (202) 887-6791. An onsite evaluation is scheduled for October 1 – 3, 2018. Applying for accreditation does not guarantee that accreditation will be granted.

The Registered Nursing to Baccalaureate degree in Nursing at Claflin University School of Natural Sciences and Math has been approved for Institutional membership in the American Association of Colleges of Nursing (November 2016). For further information regarding the University's accreditations, please visit
http://www.claflin.edu/about/offices-services/planning-assessment-and-information-services/accreditation

## ACADEMIC FACILITIES
Program Director, faculty, and staff offices are physically located on Claflin University's campus at 400 Magnolia Street, Orangeburg, South Carolina.  Nursing offices on campus are located in Suite 135 at 898 Goff Avenue in the Molecular Science and Research Center (MSRC) Building.  In keeping with online learning, faculty have computer technology to host virtual meetings with distant learners.

# MISSION, VISION AND VALUES
Claflin seeks to foster a rich community who work to nurture and develop the skills and character needed for engaged citizenship and visionary and effective leadership.

## MISSION STATEMENT
**CLAFLIN UNIVERSITY** is a comprehensive institution of higher education affiliated with the United Methodist Church. A historically black university founded in 1869, Claflin is committed to providing students with access to exemplary educational opportunities in its undergraduate, graduate and continuing education programs. Claflin is dedicated to providing a student-centered, liberal arts education grounded in cutting-edge research, experiential learning, state-of-the-art technology, community service, and life-long personal and professional fulfillment. (Claflin University, 2016).

Claflin is a diverse and inclusive community of students, faculty, staff and administrators who work to cultivate practical wisdom, judgment, knowledge, skills and character needed for globally engaged citizenship and effective leadership.

Building upon the mission, vision and guiding principles of Claflin University, the RN to BSN program mission is to use disciplined study to explore and confront the substantive challenges facing the global society to  provide  students with the essential foundation of a liberal arts education and enhance their skills to improve health and well-being of the community and beyond, and to enhance job marketability to meet global health needs; emphasizing critical and analytic thinking and the knowledge to serve in health care settings with diverse populations.

**VISION STATEMENT**
**Claflin University** will be recognized as a leading 21st Century institution of higher education that develops a diverse and inclusive community of globally engaged visionary leaders.

**Claflin University's RN to BSN program** will be nationally recognized as a leader for innovative programs in nursing education, community centered scholarship, and interdisciplinary partnerships that prepare professional nurses to meet the rapidly changing health care needs of the diverse community.

**CLAFLIN UNIVERSITY GUIDING PRINCIPLES**
At the center of everything the University does is a system of values informing and guiding all policies and programs. These values, expressed through Claflin's decisions and actions, are defined by five overarching guiding principles:
1. **Commitment to Excellence** through doing things better and differently.
2. **Commitment to Valuing People** by providing a safe, wholesome and healthy environment for our people to live, learn and work.
3. **Commitment to Being Customer Focused**, ensuring that everyone knows who the customer is, and takes steps to show it.
4. **Commitment to Exemplary Educational Programs** by educating our students in a way to help them have a full, quality life and function as productive citizens.
5. **Commitment to Financial Accountability** by putting in place sound and effective fiscal policies which are consistent with the mission and goals of the university.

**PROGRAM GOALS**
1. Provide an opportunity for associate degree nurses to earn a bachelor's degree in nursing
2. Provide nurses prepared to fulfill baccalaureate nursing roles.
3. Promote a commitment to addressing the health care needs of the citizens.

**PROGRAM OUTCOMES**
**The BSN "***Essentials*** document serves to transform baccalaureate nursing education by providing the curricular elements and framework for building the baccalaureate nursing curriculum for the 21st century. These *Essentials* address the key stakeholders' recommendations and landmark documents such as the IOM's recommendations for the core knowledge required of all healthcare professionals." (AACN, 2008, p.3).

**Program Outcomes Congruence with University and Professional Standards**
Building on a foundation of the liberal arts, the graduate will:

| Claflin University RN to BSN Program Outcome | Claflin University Student Learning Outcome | BSN Essential Outcomes* | Quality & Safety Competencies for Nursing (QSEN) ** |
|---|---|---|---|
| 1. Demonstrate leadership skills that integrate an understanding of organizational systems and the internal and external forces that impact them. | IV – Leadership and Life Skills<br><br>III – Intellectual Acumen | I. Liberal Education for Baccalaureate Generalist Nursing Practice<br>II. Organizational and Systems Leadership; V. Health Care Policy, Finance & Regulatory Environments. | Teamwork and Collaboration<br>Quality Improvement |
| 2. Engage in evidence-based practice to enhance the quality of patient care and outcomes. | II - Knowledge Acquisition | I. Liberal Education for Baccalaureate Generalist Nursing Practice<br>III. Evidence Based Practice<br>IX Baccalaureate Generalist Practice | Evidence Based Practice<br>Quality Improvement |
| 3. Use information technologies to document nursing care and improve patient care outcomes. | I – Communication and Literacy | I. Liberal Education for Baccalaureate Generalist Nursing Practice<br>II. Organizational and Systems Leadership<br>IV. Information Management | Informatics<br>Teamwork and Collaboration |
| 4. Use the nursing process to plan and implement culturally-appropriate care to promote health and prevent disease and injury in diverse populations. | V – Global Citizenship | I. Liberal Education for Baccalaureate Generalist Nursing Practice<br>VII. Clinical Prevention and Population Health | Patient-Centered Care; Teamwork & Collaboration<br>Evidence Based Practice<br>Safety |
| 5. Advocate for patients, the nursing profession, and access to quality care through the development of interprofessional and interprofessional collaborative relationships. | IV – Leadership and Life Skills<br>III – Intellectual Acumen | I. Liberal Education for Baccalaureate Generalist Nursing Practice<br>V. Healthcare Policy, Finance, and Regulatory Environments<br>VI. Interprofessional Communication and Collaboration | Teamwork and Collaboration<br>Quality Improvement<br>Safety |
| 6. Model professionalism based on personal values, ethical principles, and the | I – Communica | I. Liberal Education for Baccalaureate Generalist Nursing Practice | Teamwork and Collaboration |

| nursing profession's values and standards. | tion and Literacy IV – Leadership and Life Skills | VIII. Professionalism and Professional Values | |
|---|---|---|---|

*AACN (2008) The Essentials of Baccalaureate Education for Professional Nursing. Available at http://www.aacn.nche.edu/education-resources/baccessentials08.pdf
**QSEN Institute (2009). QSEN Undergraduate Knowledge, Skills and Attitudes (KSAs). Available at http://qsen.org/competencies/pre-licensure-ksas/

# STUDENT AND FACULTY GOVERNANCE

Students may elect to serve as a class representative to participate in the Nursing Department's governance. Each cohort of 20 or more may have 1-3 representatives and cohorts of less than 20 may have 1 representative. In the first session of the program, the Department Chair will seek volunteers. In the event volunteers do not come forward, the Department Chair will ask a member of the class to serve as representative. Class representatives are invited to Nursing Department Meetings to pose questions, share concerns, and provide programmatic feedback on behalf of their cohort. All meetings are scheduled to allow participation by distance learners (i.e. Skype, conference call, phone, etc.). Students who have questions, concerns or suggestions about their academic program can contact their class representative(s) to present topic(s) on their behalf. Faculty and students collaborate on key issues for the good of the program.

# EXPECTATIONS FOR FACULTY, STAFF, AND STUDENTS

**FACULTY**

Claflin University's Nursing faculty are expected to foster an environment for learning, demonstrate respect for students, and support the missions of the University and program. Faculty should demonstrate integrity by holding self and students accountable in a professional way. Faculty decisions should be reached in an ethical and moral manner. Timely response to student email communications is expected within 24 hours during weekdays and 48 hours on weekends.

Faculty are expected to grade course assignments within one week of the due date to allow students ample time to receive feedback and incorporate meaningful recommendations in new assignments. For major assignments, faculty should provide a copy of the rubric showing point allocation, as well as substantive suggestions for improvement in each area.

Faculty are expected to maintain confidentiality in keeping with Family Educational Rights and Privacy Act (FERPA) guidelines.

**STAFF**

Claflin University's Nursing staff are expected to foster an environment of respect for students, faculty, and members of the community; and support the missions of the University and program. Staff should demonstrate integrity by holding self and students accountable in a professional way. Staff interaction with students and faculty should be done in an ethical and moral manner. Timely response to student or faculty email communications is expected within 24 hours.

**STUDENTS**

Professional nursing students have the responsibility to society to learn and apply academic theory. Nurses must demonstrate an understanding that practicing nursing involves an agreement to uphold societal trust (ANA Code of Ethics for Nursing Students, 2001). Students must possess sufficient motor and sensory skills to participate in the online classroom and clinical experiences deemed necessary to meet both professional nursing practice standards and academic nursing program standards.

Additionally, nursing students must exhibit sufficient knowledge and clarity of thinking to process the information and apply it appropriately to situations in classroom and clinical experiences. Students are expected to demonstrate interpersonal skills in the online classroom and clinical setting that reflect their ability to self-regulate their own behaviors and attitudes. Professional communication should always be the standard in online forums, email, and personal interactions with faculty and peers.

Students are responsible for completing required readings, listening to audio lectures, and viewing required video links. It is also the student's responsibility to create and maintain a schedule; as well as, keep track of due dates for class assignments.

**COMPLAINTS**

The RN to BSN program's formal complaint policy is established by the university. The Academic Grievance Procedure is located on page 16 of the [Claflin University Student Handbook](#). Students who have a complaint or grievance against a teacher should first attempt to settle the matter through a conference with the faculty member involved. The procedure outlines progression in rank order within the university (teaching, department chair, dean of the school). A written report is maintained of all conferences conducted and the decision reached on the merit of each complaint. The report must contain the student's statement of the complaint and the date and action taken. Constituents with a formal complaint should complete [Claflin University Formal Complaint Form](#).

For students enrolled in the RN to BSN program, the rank order consists of assigned course faculty, Course Coordinator (if different from the assigned faculty), Chair of the Department of Nursing, Dean of the School of Natural Sciences and Mathematics, the Provost, and the President of Claflin University

# STRATEGIES FOR SUCCESS

- Students are expected to log in regularly and demonstrate engagement in coursework. (See complete participation policy in GRADING AND IMPORTANT POLICIES)
- Read the syllabus for each class carefully so that you understand what the course requires, the due dates for work, the required format for each assignment, and contact your professor via the Q&A forum if you have questions about the syllabus.
- Students should communicate with class instructors in the course Q&A forum online when there are questions pertaining to the course.
- Check email regularly – at least once a day for any messages from your professor that may related to your online course. Clean out your mailbox regularly to avoid a full inbox- which will send "mailbox full" messages back to your professors and prevent you from receiving new messages.
- Use the various resources that are available to you, including the Library and other Student Support Services. Monitor your progress in each course by keeping a calendar with deadlines and checking off assignments as you complete them. Moodle courses have check boxes enabled that can also be used to monitor course progress.
- Motivate yourself to log-in and work on your class every day and be self-disciplined to set aside blocks of time when you can work without distraction.
- Remember to place your name and course information on every assignment even though you are submitting them through Moodle. This will help the professor identify your work if they are downloading or printing assignments for the entire class.
- Identify yourself in all emails to your professor and in the subject line mention the course about which you are communicating. Some instructors teach more than one course, and this will help them understand your email.
- Complete the online course evaluations that are built in to each course to provide feedback for continuous improvement of the online learning experience.
- Practice good netiquette when communicating with students and professors in the online environment. See the Claflin Netiquette policy below.
- Back up your work by emailing a copy of an assignment to yourself or saving work on a separate flash or portable hard drive. This will help you in case your computer crashes or if you completed work on another computer.
- For more information, see the *Student Regulations* section of the Claflin University Academic Catalog.

# CLAFLIN UNIVERSITY NETIQUETTE POLICY FOR ONLINE STUDENTS

Netiquette or network etiquette defines appropriate communication in the online learning environment that governs behavior when communicating on the Internet. Netiquette covers not only rules of behavior during discussions but also guidelines that reflect the unique electronic nature of the medium. The online environment includes any communication that occurs via technology such as email, discussion boards, chat rooms, websites, blogs, wikis, text messages and instant messaging.

## HELPFUL TIDBITS

- Always use your professors' proper title: Dr. or Prof., or if you are in doubt use Mr. or Ms. Unless specifically invited, don't refer to them by first name.
- Begin messages with a salutation and end them with your name.
- Use clear and concise language.
- Avoid slang terms such as "wassup?" and texting abbreviations such as "u" instead of "you." Avoid abbreviations and informal language.
- Use standard fonts such as Times New Roman and use a size 12 or 14 pt. font
- Avoid using the caps lock feature AS IT CAN BE INTERPRETTED AS YELLING.
- Limit the use of emoticons like :-) or :-(. Be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post and your message might be taken seriously or offensive.
- Do not send confidential student information via e-mail. Use the private message feature in Moodle's Learning Management System to send inquiries about grades or other confidential information.
- Avoid offensive language of any kind. Offensive or derogatory language in an email, discussion board or other form of communication technology intended to harass others in a sexual, racial or other prejudicial manner violates civil rights laws.
- Avoid threatening language or repeated harmful attacks on other students or faculty. It is against the law.
- Use descriptive subject lines for email messages and discussion board postings. This will help everyone stay engage and makes it easy for you to find specific posts later.
- Check the syllabus and course policies stated by the instructor to know what to expect about your instructor's turnaround time for responding.
- Avoid "outing"- posting personal information about another student or faculty in an online environment, without their permission.
- Avoid "flaming" - online screaming in an email or online discussion board communication.
- Use spell check and take time to proof your communication.

# RN TO BSN PROGRAM INFORMATION

**ADMISSION CRITERIA**

All policies and procedures as stated in the current Claflin University Catalog apply. The nursing handbook is intended for additional policies that apply to students in nursing program.

Students seeking admission into the RN to BSN program must first meet certain prerequisites before they may begin registration for nursing classes. Admission requirements are listed below:

- earned Associate Degree in Nursing from a regionally accredited institution.
- unencumbered RN license in state of residence (copy of licensure verification required)
- official transcripts from all colleges and/or universities attended
- earned C or better in each course submitted for transfer to Claflin University
- submission of goals statement and resume

**TRANSCRIPT EVALUATION AND TRANSFER POLICY**

Upon acceptance to the RN to BSN program, transcripts are evaluated, and a program of study form is completed. This document includes all hours transferred in from the Associates degree in Nursing program and any other transferred credit hours from accredited institutions. Also included is a plan for student completion of the RN to BSN program at Claflin University

**RN to BSN CURRICULUM SUMMARY**

| Requirements | Semester Hours |
|---|---|
| a. General Education (explained below) | 60 |
| b. Associate Degree Nursing (ADN) courses | 30 |
| c. Upper Division Nursing (Must be taken at Claflin University) | 30 |
| **Total Hours** | 120 |

The **General Education** curriculum consists of a distribution of 60 credit hours.

| Prerequisite | Semester Hours |
|---|---|
| English Composition /Literature/Communications | 6 |
| Lifespan Human Growth and Development | 3 |
| Human Anatomy | 4 |
| Human Physiology | 4 |
| Microbiology | 4 |

Statistics, Algebra, or Contemporary Math      3
Science, Social Science and Humanities*      16
General Electives*                              20
     **Total General Education Prerequisites**                              **60**


**Associate Degree Nursing Courses**                              **30**
     (i.e. Med Surg, Psychiatric Nursing,
      Fundamental Nursing, etc; ADN nursing course
      more than 30CH may be used as general electives)


**Claflin University Upper Division Nursing **     **Semester Hours**
NURS 310 Role Transition: Baccalaureate Role Development 3
NURS 320 Health Assessment                              3
NURS 330 Nursing Research and Evidence-Based Practice    3
NURS 340 Nursing Informatics                            1
NURS 350 Issues in Professional Practice                3
NURS 360 Community Health Nursing                       4
NURS 410 Nursing Practice in a Multicultural Society    3
NURS 430 Health Promotion Across the Lifespan           3
NURS 440 Nursing Leadership                             4
NURS 450 Healthy Communities (Capstone)                 3
     **Total Upper Division Credit Hours**                              **30**

* Courses in these categories may be taken after beginning the RN to BSN program.
**All upper division nursing courses must be taken at Claflin University and cannot be transferred from another University.


<u>**Total Credit Hours Required for graduation**</u>                              **120**


Claflin University accepts grades of a C or higher for transfer credit. All official transcripts must be provided for the credit to be evaluated by the transcript evaluator.

**COURSE EXEMPTION POLICY**
There are no course exemptions or course substitutions for the 30 credit hours of upper level Nursing classes. Experiential credit may be received for elective credit needed to complete prerequisite elective coursework only. Experiential credit may not be used for general education required courses.

**EXPERIENTIAL CREDIT AND NATIONAL CERTIFICATION**
Nursing students can earn two credit hours for their CPR certification, which will transfer in as the First Aid & Safety course if a student does not already have a First Aid & Safety course on their transcript.

Nursing students can earn three credit hours for more than one but less than 5 years of nursing experience. Students with more than 5 years of Nursing experience can earn 6 credit hours towards their degree. Proof of employment as a nurse and the time period of employment must be provided.

National certifications typically require a certain amount of work experience in the designated field and/or additional course work. Those students who hold certification through AACN, ANCC, or other nationally recognized certifying boards have demonstrated outstanding knowledge by successfully sitting for these exams. So, I recommend 3CH of electives for a qualifying certification – but keeping this with the work experience so as not to exceed 6CH. Students could qualify for this in a few scenarios:
- More than 1 but less than 5 years nursing experience (3CH) and 1 nationally recognized certification (3CH) = total of 6CH electives granted.
- More than 1 but less than 5 years nursing experience (3CH) and 2 nationally recognized certifications (6CH) = but max of 6CH electives granted
- More than 5 years' experience (6CH) and 1 national certification (3CH) but max of 6CH is granted.

It is unlikely that someone with less than 1 year of nursing experience will have a certification because most of these national boards require work experience of 1-2 years prior to allow nurses to sit for their exams. Instructions to apply for experiential learning credit are included with course descriptions.

**LICENSURE VERIFICATION**
RN to BSN Program staff will complete licensure verification all students prior to matriculation at the University and at select intervals throughout the programs. Students enrolled must maintain a current RN license. Any student who is found to have a lapsed, suspended, or otherwise encumbered license will be dismissed from the program. Readmission will be considered upon reinstatement of licensure.

# RN-BSN COURSE UPPER LEVEL COURSE DESCRIPTIONS
**NURS 310 Role Transition: Baccalaureate Role Development** (3 credit hours): This course provides an overview of the nursing metaparadigm: client, nurse, health/illness and environment. Nursing theoretical perspectives will be discussed as a foundation professional nursing practice as care provider and manager of care. Special emphasis will be on the practice of the baccalaureate nurse.

**NURS 320 Health Assessment** (3 credit hours): This course builds on previous health assessment knowledge and skills focusing on comprehensive health assessment skills. Using a lifespan approach, students examine the physical, cultural, psychosocial, spiritual and nutritional variables through the use of health history and health assessment.

**NURS 330 Nursing Research and Evidence Based Practice** (3 credit hours): This course provides an overview of the research process and utilization in professional nursing practice. Discussion of evidence-based practice as the foundation for safe, quality care will be the focus of this course. Students will be guided through the development of clinical questions and explore strategies for collecting the evidence available to answer them.

**NURS 340 Nursing Informatics** (1 credit hours): This course provides an overview of nursing informatics as a means to improve information management in health care. Consideration of health care technologies and ethical and financial criteria in relation to the quality of their outcomes are explored.

**NURS 350 Issues in Professional Practice** (3 credit hours): This course discusses the current political, economic and social trends affecting nursing and the evolving health care system. Special emphasis will be on the nature of the profession and professional values. Alternative and complimentary health practices are discussed as strategies to improve and maintain healthy lifestyles.

**NURS 360 Community Health Nursing** (3 credit hours didactic and 1 credit hour clinical): This course has both a didactic and a clinical component. The didactic portion introduces the concepts and principles of community health and the practice of evidence base community health nursing. The nursing process is applied to the care of individuals, families, and groups within the community. Emphasis will be on community health measures which promote and maintain the health of the community. Application of community health nursing principles occurs in the 54 hour precepted clinical practice in a community health setting. Prerequisite: Health Assessment – NURS320

**NURS 410 Nursing Care in a Multicultural Society** (3 credit hours): This course provides an overview of the influence of culture on health care practices and in the delivery of nursing care for individuals, groups, and communities. Emphasis is on increasing awareness of culturally diverse nursing care and the impact of cultural beliefs, values, and practices upon health and health care delivery.

**NURS 430 Health Promotion Across the Lifespan** (3 credit hours): This course builds on prior learning and focuses on preventative health care and health promotion for individuals, families, and communities. Consideration is given to the influence of culture and lifespan development. Using biophysical, environmental, spiritual, sociocultural and economic determinants of health, the focus is on improving health outcomes with individuals, families, and communities. Prerequisite: Health Assessment – NURS320

**NURS 440 Nursing Leadership** (3 credit hours didactic and 1 credit hour clinical): This course explores the role of the nurse leader, integrating prior learning with an

understanding of the nature of leadership as well as leadership and management theories. An introduction to the principles of project management with application to a clinical leadership project is included. Consideration of individual student growth, particularly related to the student outcomes of the program and personal goals for future growth will be a focus. Fifty-four (54) hours of independent clinical practice under the direction of the faculty to develop and implement a clinical leadership project. Prerequisite: Research and Evidence Based Practice - NURS 330

**NURS 450 Healthy Communities** (3 credit hours): In this course students will apply knowledge gained throughout the RN-BSN program to the process of assessing a community as a capstone project. Community-specific and epidemiological data will be gathered, appraised, and compared to national averages. *Healthy People 2020 Goals,* principles, concepts, and models of community health nursing will be utilized to plan interventions to improve the health and well-being of the community and evaluate the plan. Prerequisites: all program courses, with the following exception: Students may concurrently enroll in NURS410 - Nursing Practice in a Multicultural Society or NURS360 - Community Health Nursing. Credit Hours: 3

**Credit for Experiential Learning and Professional Nursing Certification**
In keeping with the University's goal of integrating experiential learning in programs of study, students may seek to earn elective nursing credit for substantive nursing experience. This credit will not reduce the 30 credit hours of upper division resident courses in the RN to BSN program but will help the student who has less than 90 credit hours of prior learning to transfer to the University satisfy elective credit requirements.

Nursing students may earn three credit hours* for more than one but less than 5 years of fulltime nursing experience. Students with more than 5 years of fulltime nursing experience may earn 6 elective credit hours* towards their degree. Proof of employment as a nurse and the period of employment must be provided. Experiential learning credit may not be substituted for any of the 30CH of core nursing courses required in the RN to BSN program.

Nursing students may also earn three elective credit hours* for a nationally recognized nursing certification. Examples of approved certifications include: CCRN (Critical Care Registered Nurse), CEN (Certified Emergency Nurse), Certified Medical-Surgical Nurse, or Certified Obstetric Nurse. Students who have a national certification, should submit a copy to his/her academic advisor who will submit it for approval by the Program Director.

Course Description
*Professional Nursing Practice Elective (NURS 427).* Credit for this course is awarded to students for work experience as a registered nurse upon review of a complete nursing portfolio. Professional experiences with validation may include national nursing certification, cardiopulmonary resuscitation certification, or direct patient care in a clinical nursing environment. Requests for prior learning credit must be made to the Nursing Department Chair at least four (4) weeks before the semester begins to provide time to validate learning and award credit. 3-6 CH.

Experiential Learning Assessment at Claflin University is based on the review of the portfolio [student resume, description of direct patient care clinical experience, and summary of knowledge and skills attained through stated experience(s)]. To receive elective credit hours students must develop a portfolio that reflects an inventory of all registered nursing clinical practice experiences including name of supervisor and contact information, unit type/patient population, institution name, years of service, skill sets attained, and examples of common patients – diagnoses of patients for which the student cared. *Note - a total of 6 credit hours of electives may be granted for elective credit when combining work experience and certification. Students may have 0-6 CH in either category but no more than 6CH total.

# CLINICAL REQUIREMENTS IN THE RN TO BSN PROGRAM

In the RN to BSN program at Claflin University, you will experience planned clinical learning opportunities that help you understand, perform, and refine professional competencies in nursing. These experiences focus on nursing interventions that influence health care outcomes for populations in various settings. Two (2) courses in the program have clinical components. Planning is very important to promote success in these courses.

Clinical experiences for NURS360 – Community Health Nursing and NURS440 – Nursing Leadership and Management should not include hands on nursing care as part of your clinical work (i.e. BP, physical assessment, medication administration, etc.), but should focus on the role of the professional nurse (evidence-based process improvement, group assessment including nutrition status, general health, demographic data, health outcomes, etc.).

**PREPARING FOR CLINICAL ROTATIONS**
*Prior to beginning the semester in which each of these courses is offered*, students must complete the Clinical Agency ID form, documenting the name, location, and contact information for the selected clinical agency.

**NURS 440 Nursing Leadership** (see complete course description in handbook)
In this course, students use knowledge attained in NURS330 - Evidence-based practice to identify a clinical problem, develop a PICOT question, complete a brief literature review, and implement an appropriate intervention. Data analysis, project evaluation, and plan for dissemination completes the evidence-based practice assignment.

You may complete the required evidence-based practice project in your current work environment with approval of your manager. This assignment must be, however, outside of the scope of your normal day-to-day work. Talk with your nurse manager as soon as you are accepted in the RN to BSN program. **You must confirm approval before the beginning of the semester in which you are scheduled to take NURS440.** If you are not approved by your nurse manager, begin planning for an alternate assignment. Contact nursing@claflin.edu if you need assistance.

**NURS360 – Community Health Nursing** (see complete course description in handbook). For the NURS 360 clinical experience, you must select a community agency. If the agency has special requirements (i.e. forms to complete), planning early will afford you time to get this complete. Examples of suitable agencies include DHEC, Alcoholics Anonymous, Home Health Agencies, Community Action Agencies. If you have a facility in mind but are not sure if it qualifies, send an email including the agency's name, web address, and phone number to the Department Chair at nursing@claflin.edu for review. Please begin exploring options early so that you are ready at the beginning of the course. **You must confirm approval before the beginning of the semester in which you are scheduled to take NURS360.**

Clinical hours are earned through virtual, onsite, and preparatory experiences: Some of your clinical hours in NURS360 will be earned by completing an E-portfolio of important learning and resources each week through the online course. Other hours are earned through interactions with a local community group and involves helping to address a priority health need in the community. The remaining hours can be prep time and other related activities. You will visit the population, conduct a group assessment, family/client interview, and build a teaching plan, complete a profile of your chosen agency that includes their mission, values, and goals. Students must log weekly activity in a clinical log and submit for instructor's review.

Some agencies require students to have professional liability insurance. Students agree to show proof of professional liability insurance in amounts satisfactory to the Facility and the Institution, and covering my activities at the Facility, and to provide evidence of such insurance upon request of the Facility. **OR** Claflin University maintains professional liability insurance for all fully matriculated and duly enrolled students. This insurance covers students only while in the student role and for the enrolled course. Claflin University assumes no responsibility for activities which students undertake as an employee of an agency or as a volunteer.

Students must also provide a copy of medical insurance coverage. All medical or health care (emergency or otherwise) that I receive at the Facility will be my sole responsibility and expense. Should a student experience an injury, he or she should notify the course faculty as soon as his or her condition is stable for notification.

Attire in clinical settings should be fitting for the location so check with the agency. At a minimum, you should wear professional dress instead and a white lab coat. If there are attire restrictions imposed by your facility you should address them individually with your course faculty.

Additional Clinical Requirements

Each student will need to present verification of the following items prior to beginning nursing clinical experiences:

1. OSHA/Bloodborne Pathogen Training
2. Hazard Communications Training
3. HIPAA Privacy and Security Training
4. CPR
5. Medical Requirements
   - annual TB screening (TST or IGRA)
   - single booster (Tdap) vaccination against diphtheria, tetanus and pertussis
   - documentation of a positive rubella titer or vaccination
   - documentation of a positive rubeola titer or vaccination
   - documentation of varicella disease, titer or vaccination
   - documentation of hepatitis B vaccination or informed refusal
6. Health and Accident Insurance Coverage
7. Professional and General Liability Insurance coverage
8. Course syllabus/ objectives provided to agency

Documentation should be sent to the Administrative Assistant for the Nursing Department; either scanned and emailed to nursing@claflin.edu or mailed to

> Claflin University
> Nursing Department
> 400 Magnolia Street
> Orangeburg, SC 29115

## GRADING AND ACADEMIC POLICIES

The RN to BSN uses the grading scale of the University. The following grade scale is used at Claflin University:

A = 100–90
B+ = 85–89
B = 80-84
C+ = 75–79
C = 70-75
D+ = 65–69
D = 60-64
F = 0-59

**LATE ASSIGNMENT POLICY**

Students who anticipate late assignments due to illness or special circumstances should contact Faculty prior to assignment due date. All courses have the following late policy: There will be a 10% late penalty assessed daily. After the fourth day, the assignment will not be accepted and a grade of zero is awarded.

**PROGRESSION IN PROGRAM**

Nursing students must earn a 70 or higher to pass a nursing course and are expected to maintain a GPA of 2.8 or higher in their nursing courses and a GPA of 2.5 or higher overall. Students may not receive more than two final course grades of a C or less in the Nursing cohort courses. Students who earn a D in an upper level nursing course must repeat the course and will be placed on program probation. If a second D is earned in upper level nursing course, the student will be dismissed from the Nursing program.

If a student is unsuccessful in a nursing upper level course (F or WF), he or she shall be placed on academic program probation. Students who do not pass the course on the second attempt are not eligible to continue in the RN to BSN program. Students may not exceed more than two attempts of any Nursing cohort course. Withdrawing from a course during the Drop/Add period or Withdraw Passing (WP) does not count as an attempt. Withdrawing from a course while failing (WF) counts as one attempt in Nursing courses.

Students who have extenuating circumstances (i.e. illness, sick child/family member, death of family member, etc.) may request an incomplete in a course. An incomplete will not be provided for students who failed to complete assignments without just cause. Students who receive an Incomplete must follow the incomplete policies established by Claflin University and must collaborate with course faculty and submit a written plan outlining the timeline for completion of coursework. Students may not enroll in courses for which there is a prerequisite in which they have an incomplete until the incomplete work for the prerequisite course is satisfied. (Ex. A student who has an incomplete in NURS330 may not enroll in NURS440 until the incomplete is satisfied in NURS330).

**PARTICIPATION POLICY**

Student participation is a key element in developing success in the online classroom. Students must log in to courses at least four (4) days per week. This will help you stay current with course activities. Classes are asynchronous– you do not have to log on at a specific time of day. For weekly discussion boards, the initial post is due on Wednesday, the first peer response is due by Friday, and the 2nd peer response is due by Sunday at midnight. For courses with bi-weekly discussion boards, the initial post is due on Friday of the first week of the discussion, the 1st peer response is due by Monday of the 2nd week, and the 2nd peer response is due by Friday of the 2nd week. Professors will have additional due dates posted in the syllabus for assignments and/or quizzes.

Participation is demonstrated through your presence in class with active contribution evidenced by class preparation and discussions in required forums. As such, **a student who does not participate in class for 8 consecutive days in an 8-week course will be automatically dropped from the course.** This may result in a failing grade for the course.

**CLAFLIN CODE OF HONOR POLICY STATEMENT**

Claflin University prohibits all forms of academic or scholarly dishonesty, including written or oral examinations, term and research papers or theses, modes of creative expression, and computer-based work.

Scholarly dishonesty includes lying, cheating, plagiarism, collusion, and the falsification or misrepresentation of experimental data. (see Claflin University Student Handbook: Code of Conduct and Code of Ethics).

All students are required to take the following Code of Honor Pledge:

"In my enrollment at Claflin University, I do hereby solemnly pledge that I will adhere to the Code of Honor. As a Claflin University Student, I do solemnly pledge to uphold the integrity of Claflin University. I will not participate in nor tolerate dishonesty in any academic endeavor."

### CODE OF HONOR – DEFINITION OF VIOLATIONS

1. **Academic Dishonesty** – This includes any other act (not specifically covered in previous provisions) that compromises the integrity of a student or intrudes on, violates, or disturbs the academic environment of the University Community. Examples include attempting or agreeing to commit, or assisting or facilitating the commission of, any scholastic dishonesty, failing to appear or testify without good cause when requested by the Council for the Code of Honor, failing to keep information about cases confidential, supplying false information to the Council for the Code of Honor and accusing a student of a violation of this Code in bad faith.

2. **Cheating** – This act implies intent to deceive. It includes all actions, electronic or other devices and deceptions used in the attempt to commit this act. Examples include, but are not limited to, copying answers from another student's exam and using a cheat sheet or crib notes in an exam.

3. **Collusion** – This is the act of working together on an academic undertaking for which a student is individually responsible. Examples include, but are not limited to, sharing information in labs that are to be done individually.

4. **Plagiarism** – Plagiarism is representing the words or ideas of someone else as one's own. Examples include, but are not limited to, failing to properly cite direct quotes, the false utilization of copyrighted material and the failure to give credit for someone else's ideas.

### CODE OF HONOR SANCTIONS

All proven cases of academic dishonesty shall be penalized as appropriate under the circumstances. The imposition of any sanction will include a statement of reasons supporting its severity. Recommendation of sanctions for cases of proven dishonesty will be forwarded by the Council for the Code of Honor to the Vice President for Academic Affairs. All proven cases of academic dishonesty will result in a grade of "XF" which shall remain on the student's transcript for a

minimum of two years. After two years, the student may petition the Vice President for Academic Affairs to have the "X" removed; however, the "F" will remain.

Other sanctions may include but are not limited to:
- A defined period of probation or suspension with or without the attachment of conditions;
- The withdrawal of University funding;
- Expulsion from the University.

## REQUIRED TECHNOLOGY CAPABILITIES

1. Daily access to a reliable computer. Computers are available to use in Claflin's library, the Office of Online Education, The Claflin University Writing Center and Claflin Computer labs. Hours of availability differ for each facility. Smart phones are not yet a reliable tool for online courses and Tablets may have limited capabilities for completion of assignments and quizzes.
2. Regular Internet access.
3. Your Claflin email account that you check every day. Do not allow your email box to become full, as this can interfere with you receiving important messages about your class.
4. Supported operating systems (Windows or Mac) and web browsers (Internet Explorer, Mozilla Firefox or Google Chrome).
5. Java. This is downloadable for free on the Internet.
6. Microsoft Office 365 is available free to all students in the RN to BSN. Navigate to the [Claflin University home page](), select "Tools and Resources, and select "Office 365". Once logged in using Claflin account information, you can use the software online or download to your computer for easier use.
7. Adobe Reader. This, too, is downloadable for free on the Internet.
8. RealPlayer, VLC Player or another media player for audio and video files (version 10 or higher is recommended).
9. Adobe Flash Player (version 8 or higher is recommended).
10. Microphone, headphones, and a webcam.

## INTERNET RECOMMENDATIONS

**INTERNET SPEEDS:** Cable modem, DSL, or Local Area Network (LAN) connection (wireless or hard connection). Dial-up connections are not supported.  Disable pop-up blocking software you may have installed on your computer or pop-up blocking features that you may have enabled in your browser while using a Learning Management System. Please note that some additional browser toolbars that you may have installed can also act as pop-up blockers. These could include the Yahoo toolbar, Google toolbar, MSN Toolbar and more. Please check to see if your browser has any of these, or other toolbars that may block pop-ups, installed and disable their pop-up blocking feature while using a Learning Management System.

# MY CLAFLIN ACCOUNT

MyClaflin is used to view your schedule, financial aid and student account information, your unofficial transcript, and mid-term and final grades. Upon acceptance to the university, you will be issued a student ID number. That ID number is your MyClaflin ID. Information Technology will issue you a Pin number. You can utilize this ID and Pin to access the MyClaflin Portal through the Claflin Homepage.

# MOODLE LEARNING MANAGEMENT SYSTEM ACCOUNT

The online courses are accessible through the Claflin Homepage. Use the MENU button from the home page to select *Tools and Resources* then *Moodle.* Enter your user name and password on the log in page to access your courses. Your user name is your email address and your password has been provided by Online Enrollment Services office. If your password does not work, you will need to click *Forgot Password* and enter your email address to have a temporary password issued and sent to your email address. If you do not receive a temporary password, contact 24/7 Technical Support.

**MOODLE TECHNICAL SUPPORT CONTACT INFORMATION**
Live Technical Support is available 24/7, 365 days out of the year. You can access Technical support through the link in each course. You can also contact Moodle Technical Support by phone at 1- (800) 985-9781.

# DISABILITY SERVICES

Our online courses are designed to meet ADA regulations. If you have any difficulty accessing course material, please discuss those with our Online Enrollment counselor and your professor so we can accommodate your needs. If you require special accommodations in an online class related to a disability, contact the Office of Disability, (803-535-5285) so the office can document your needs and make the official accommodation request.

# ESTIMATING COURSE WORKLOAD

Most classes that you take will be worth three credit hours. For each three-credit hour course, students in a traditional classroom setting would meet physically for three hours. For each credit hour, a student is expected to spend two hours outside of the classroom. This combined "hours in the classroom" and hours outside of the classroom make up what is known as a Carnegie Unit. If a three-credit class meets for approximately three hours on campus, then the Carnegie unit would demand that students spend six hours outside of class working on the learning outcomes of the class. That makes a total of nine hours of time devoted to the class each week. Courses with clinical components are assigned 54 hours of clinical time for each one credit hour of course credit. This formula is consistent with state regulations and federal law.

Acknowledgment of Receipt and Understanding of Claflin Nursing Student Handbook and Claflin University Student Handbook

Student Name_____

I have received a copy of or have been given access to the Claflin University Nursing Student Handbook and Claflin University Student Handbook. I have read, understand, and agree to abide by the Handbooks. By signing this statement, I agree to abide by all the regulations, policies and procedures contained herein, including by reference or hyperlink, and any periodical amendments that may occur.


_____    _____
Student Signature                                              Date


_____    _____
Department Chair                                              Date


Submit signed form via email to nursing@claflin.edu prior to September 01. A copy with the Department Chair's signature will be sent via email to you for your records.

PAGE LEFT BLANK INTENTIONALLY

# VISIONARY
CLAFLIN UNIVERSITY