



Department of Nursing

BSN Student Handbook

2009-2010

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Welcome from the Department Head

The Department of Nursing at North Georgia College & State University (NGCSU) was established in 1974 with the Associate of Science in Nursing Program. The program has maintained full approval by the Georgia Board of Nursing since that time. Fall, 1987 was a landmark occasion with the admission of the first class of BSN students, all of whom are RN's either from a diploma or associate degree program. Another milestone was the approval of a Masters of Science, Family Nurse Practitioner Program that was fully implemented the fall of 1998 and the Masters of Science in Nursing Education began fall 2006.

The ASN Program received initial National League for Nursing Accrediting Commission (NLNAC) accreditation in 1980 and reaccreditation in 1988, 1995, and 2003. Further expansion of the ASN Program occurred with the opening of the satellite programs in Gainesville in 1984 and Lanier Technical Institute Forsyth Campus in 2006. In 1985, a LPN-RN Mobility Program was established which allowed LPNs the opportunity for advanced placement. This popular program is now located at the two Satellite Campuses.

The BSN (Two-Plus-Two) Program received initial approval by the Georgia Board of Nursing in December 1988 and full approval in July 1989, which continues to date. The BSN Program received initial NLNAC accreditation in March 1990 and full reaccreditation in 1993, 2000 and 2008. Currently all BSN classes are taught one day per week on the NGCSU campus as well as in online format.

The 2009-2010 academic years will be filled with new ideas, adventures, challenges, and new people. A new project initiated during the 2006-2007 academic year was the establishment of the Appalachian Nurse Practitioner Clinic. Students from all of the nursing programs have opportunities to provide care to individuals and families in the North Georgia area.

At NGCSU, you have the opportunity to draw upon some of the most creative, qualified professional faculty in nursing and other related disciplines. In harmony with the college's mission, the nursing faculty is committed to excellence in teaching, research, clinical practice and professional service. Furthermore, the resources on campus and in the health care agencies support clinical practice, research, intellectual inquiry, and creative learning.

The practice of nursing has changed dramatically in the last several years based on health care needs of society and in response to alterations in health care delivery based on evidence based practice. Nurses who participate and guide these changes must reflect a sound commitment to the profession and to rigorous preparation. We, the nursing faculty and staff, have much to offer our nursing students as they pursue their personal, educational, and career goals. All three programs of study are designed to develop proficiency in technical and professional skills through which caring will flourish, to stimulate scientific inquiry, to promote use of self-enrichment activities, to prepare for immediate employment, and to encourage understanding for different viewpoints while respecting the rights of all individuals.

In the nursing department, we have students from many different cultures and geographic backgrounds. Take time to get to know them, you will be richer for the experience. Your time at NGCSU can be one of the most enjoyable, productive, and rewarding times in your life. Take advantage of all the opportunities offered. We are interested in your success and are student oriented.

We are proud of the leadership legacy of NGCSU and we look forward to working with you to develop your skills as a nurse and leader. As stated by Ralph Waldo Emerson, we encourage our students and graduates to "not go where the path may lead, go instead where there is no path and leave a trail". We want to work with each of you to become trailblazers. Welcome. This is a "great place" to be a nursing student.

Sincerely,

Toni Barnett, PhD, APRN, BC
Professor and Head
Department of Nursing

Administrative Policies

North Georgia College & State University Department of Nursing reserves the right to change the curriculum and educational policies as considered necessary for the progressive development of the program.

Academic Policies

The presence of a student in the Nursing Program is related to accomplishment of learning outcomes and meeting all requirements of each course. Faculty is responsible for the quality and content of the learning experiences provided. The individual student is responsible for the acquisition and application of theory. The North Georgia College & State University Department of Nursing expects work of acceptable quality and mature behavior from every student. Students are regarded as adults and are expected to conduct themselves accordingly.

Academic Integrity

The faculty believes that an honest environment is the responsibility of both faculty and students. The faculty attempts to provide an atmosphere conducive to independent work. Faculty will designate when collaboration on assignments is allowed, when outside resources should be used, and when work is to be done without assistance from others. For further information, please refer to The Brochure On Academic Integrity (1996) developed by the Academic Integrity Council (AIC).

Integrity Code: "On my honor, I will not lie, cheat, steal, plagiarize, evade the truth or tolerate those who do."

All forms of academic dishonesty are prohibited and subject to severe disciplinary action. The faculty supports the Academic Integrity policy of North Georgia College & State University as stated in the North Georgia College & State University Student Handbook.

Disabilities and Accommodations. North Georgia College and State University is committed to equal access to its programs, services, and activities for people with disabilities. If you believe that you have a disability requiring an accommodation, reasonable prior notice needs to be given to the instructor and the Office of Student Disability Resources in 122 Barnes Hall, 706-867-2782.

Auditing a Nursing Course

The following procedure is in effect for nursing students who wish to audit a nursing course. The student:

- a). Must obtain permission of Head, Department of Nursing.
- b). Must pay full fee for the course.
- c). May only attend class, not lab or clinical.
- d). Will receive a "V" on grade report.
- e). Must sign the appropriate audit form to be placed in the student's record; copies will be forwarded to the Registrar, Department Head, Course Coordinator, and the student.

Admission to BSN Program

Students are admitted into the BSN program both fall and spring semesters. The usual core courses taken at the associate degree level should be successfully completed before enrolling in the BSN program. This includes ENGL 1101, MATH 1101, 2 institutional options, a Fine Arts or Introduction to Philosophy, HIST 1112, U.S. History or Political Science, PSYC 1101 or SOCI 1101, MATH 2400, or MATH 1113, BIOL 2250, BIOL 2251, BIOL 2280, completion of the Regents' Test and satisfaction the U.S. and Georgia History and Constitution requirements. (4/05)

Attendance at BSN Orientation

Students are required to attend the scheduled BSN orientation at the beginning of the BSN program. Students who have been out of the program for a year or longer are also required to attend BSN orientation upon re-entering the program. Students are notified, in writing, of the orientation date and should adjust work and personal schedules to accommodate the orientation date. (BSN Policy 10/06) Students are expected to access the BSN Handbook from the Nursing Department website (http://www.ngcsu.edu/Academic/Sciences/Nursing/Info_Main.shtml) and bring a copy to the orientation session. Orientation to the BSN program will take place during the first class session of N3110. Attendance is mandatory. Students who are enrolled in NURS 3110 on-line will be required to attend the first class on campus for orientation.

Readmission Process

Students who withdraw from the Nursing Program for any reason must reapply to the Nursing Department before being evaluated for readmission to the Department of Nursing. A student applying for readmission to the Department of Nursing at North Georgia College & State University must write a letter to the BSN coordinator at least a semester before anticipated re-entry, requesting readmission to clinical nursing courses and to the university. The coordinator will review the status of each student seeking readmission and consult with the Admissions Committee and/or BSN Faculty. Readmission is based on availability of qualified faculty and space in the program. The BSN Faculty will make the final decision and the student will be notified in writing.

Attendance Classroom Setting Clinical Experiences

1. The face to face nursing courses required for the BSN degree are scheduled on campus one day per week. The nature of the nursing program at North Georgia College & State University is such that it is important for each student to attend scheduled classes and clinical laboratory. Nursing students are also expected to adhere to the attendance policy as listed in the North Georgia College & State University Catalog:
“If a student misses 14% or more hours of instruction in any one course, according to college policy, the student may be withdrawn from the course by the course instructor.” (NGCSU 2008-2010)
2. The faculty member(s) in each nursing course may outline additional specific attendance policies, which are in accordance with the policies of North Georgia College & State University, the Department of Nursing, and the clinical agencies.
3. The student is responsible for all material presented in class and for all announcements and assignments. The decision to permit students to make up work that is required in any missed class resides with the instructor. (NGCSU class attendance policy Spring 2008).
4. Arrangements to take a test that will be missed shall be made with the instructor prior to the scheduled testing session (emergency excepted).
5. It is the prerogative of the individual faculty member to schedule additional learning experiences as deemed appropriate in order to meet stated course objectives.
6. Only individuals who are officially enrolled in a nursing course may attend class/lab; any others wishing to attend must have special permission in advance from the course instructor. Children are not permitted in the classroom building during classes.
7. Any absence problems which cannot be resolved between the faculty and the student are referred immediately to the appropriate department head and, if necessary, the dean of the appropriate school. The dean of the appropriate school is the final arbiter in all absence disputes.
8. Discontinuance of class attendance without officially withdrawing from a course is sufficient cause for receiving a failing grade in the course. In such instances, it is the prerogative of the faculty to award a grade of “W” or “WF” prior to the midpoint of the semester, or a “WF” after the midpoint of the semester, according to Board of Regents’ policy.
9. A student is required to come prepared for his/her clinical assignment in order to be eligible to participate in the scheduled clinical laboratory experience.
10. If a student is unable to attend a scheduled clinical experience, it is **the student’s responsibility** to contact the clinical agency and the preceptor. It is a courtesy to notify the nursing faculty if the student is going to be late for class or unable to attend a class session or clinical.
11. If a student enrolled in a clinical nursing course has not begun the clinical experience by the third week of the semester, the student will be withdrawn from the course. (BSN policy 2008)

Attendance

Online BSN Courses

Pre-requisites for enrollment in online courses:

- Ability to perform necessary computer functions including email, attaching documents, navigation in windows environment.
- Access to appropriate computer hardware & software including Microsoft Office.

Students are expected to participate in each course as indicated in the course syllabus. A student may be administratively withdrawn from an online course if one of the following occurs within the **first 2 weeks of the semester**:

1. Failure to post as required in the course.
2. Inability to perform the necessary computer functions required for the course (email, attach documents to an email, navigate the site, etc.)
3. Failure to have access to adequate computer hardware and/or software required for the course.

If a student is administratively withdrawn from the online section and there is space available in a face-to-face section of the same course, the student may be added to that section.

There may be additional penalties for failure to participate in the course after the first two weeks of the semester. These will be established by the course instructor and included in the course syllabus. Some online BSN courses will have scheduled class meetings on campus throughout the semester. Attendance in online courses is determined by weekly activity within the course. Each BSN course has specific "attendance" requirements. Review the following online course requirements as well as individual BSN course syllabi and calendars for specific details related to face to face meetings and attendance policies.

BSN 2009 – 2010 On-Line Course Requirements

NURS 3110

Students are required to attend class once toward the end of the semester for classroom presentations. The class date for face to face class will be given to the students at the beginning of the semester so that they may arrange their work schedules to accommodate the mandatory attendance.

NURS 3200

This course is designed to be offered predominately online. If face to face classes are necessary students will be notified well in advance.

NURS 3210

This course is designed to be offered predominately online. If face to face classes are necessary students will be notified well in advance.

NURS 3410

When this course is offered online, currently during Spring semester, there will be only one scheduled campus activity - **Honors Day**. Attendance at Honors Day will be mandatory and listed in the class calendar. In the future if this course is offered during summer or fall terms, there may be some other on campus requirement.

NURS 3330

This course is designed to be primarily online. Participation in the lab portions (involving practice of physical assessment skills) can be on Wednesday evenings when the face to face students are practicing in the lab. The schedule for lab practice will be posted within the course and accessible to the students during the first week of the semester. Students *also* have the option of securing an appropriate preceptor (Nurse Practitioner, Physician's Assistant, or Physician) who is willing to teach them the skills. The necessary equipment for doing a physical exam and a developmental screening are available for checkout from the department. Students are expected to contact the faculty member to make arrangements to obtain and return the equipment. The end of course head-to-toe physical exam will be conducted in the lab with a faculty member observing. Final comprehensive head to toe assessments will be scheduled individually with nursing faculty.

NURS 4410

This class will meet the first week of class to review the syllabus, clinical requirements and class assignments; at midterm to assess students' progress toward clinical objectives and clinical projects; and at the end of the semester to complete student presentations and clinical evaluations. Dates for class sessions will be announced well in advance so that students can plan their schedules. All face to face meetings are mandatory.

NURS 4520

Attendance on campus for this course includes the first class and last class of the semester for student presentations for a total of two classes.

Communication

1. Bulletin boards are designated within the Department to facilitate communications relating to the Department of Nursing as well as specific nursing classes.
2. If you have a change in name, address, telephone number, or email address you should immediately notify the faculty secretary in the Department of Nursing and the Registrar's Office at North Georgia College & State University.

You should continue to follow this process after graduation, so that appropriate changes may be made to accurately process records and communications. Following graduation you should also notify the Alumni Office at North Georgia College & State University of such changes.
3. Use of tape recorders in class will only be allowed **if you have the consent of the instructor or guest lecturer. Tape recorders should not be used at any time without such permission.**
4. Cellular phones must be turned off or to vibrate while in class and lab. Noncompliance with this policy may result in being asked to leave class and may affect the students ability to successfully complete the course due to absenteeism.
5. BSN faculty have posted weekly office hours and are available to students by email or phone. It is the student's responsibility to frequently check their **NGCSU email** for departmental and university messages.

Student Support Services

Library Resources

The Library and Technology Center is located on the main campus and provides numerous collections, faculty expertise for assistance with research, online resources, document delivery, numerous public computers for student use and many other valuable academic resources. Library hours vary each semester and are posted on their home page www.library.ngcsu.edu. Students are encouraged to utilize the vast resources available through the Library and Technology Center.

Computer Resources

Students will enter the BSN program with varying levels of electronic/computer skills. For those with little or no experience in data search and retrieval, it is advised that the student attend an orientation session given regularly by library personnel, most often at the beginning of each semester. Students should apply for a password from Information Technology to access the system. There are five computer labs for student use across the campus. Hours of operation for each lab vary. Students are encouraged to check for specific lab hours. Instructional technology is available to assist students with any technology questions. Contact them at 706-864-1922 or helpdesk@ngcsu.edu.

Counseling Services

Personal, academic, and career counseling is available to all NGCSU students through the Office of Student Development. Students are encouraged to seek the help of a counselor for assistance in solving personal and social adjustment problems. Contacts with the office are strictly confidential. In addition to individual guidance and counseling, the office offers group programs and workshops, referrals and consultation services to the university and the community. Office of Student Counseling is located in room 210 Barnes Hall. The office is open 8-5 Monday through Friday.

Student Health Services

Student Health is located in the Woodward Infirmary at 280 West Main St. The clinic is staffed by a physician's assistant, a nurse practitioner, an LPN & a Medical assistant, as well as a physician who is available on call & by appointment. Student Health Services provide basic health care services, education regarding health promotion and prevention, over the counter medications, first aid supplies and prescription medications. Student Health Services are supported by the Student Health fee of \$70.00/semester. The clinic is open Monday through Friday from 8:00 AM to 5:00 PM.

Placement Services

The Office of Placement Services and Cooperative Education provides employment counseling and placement services to assist students and alumni in developing, formulation and implementing both short and long-range career goals. Some of the specific services and programs offered by the office include:

- Placement Library
- Placement Services
- Cooperative Off campus Learning Experiences

Testing Office

The Office of Testing administers group and individual tests for the university community. Common tests that are available include: GRE, SAT, MAT, ACT, National League of Nursing Mobility exams, Regents Exam and PRAXIS II and I. The office is also a test center for the University Level Examination Program tests (CLEP). The Testing office is located in room 216 Barnes Hall 706-864-1799.

Disability Statement Policy:

North Georgia College & State University is committed to the full inclusion of individuals with disabilities and to the principle of individual rights and responsibilities. To this end, the policies and procedures of NGCSU reasonably ensures that a person with a disability is not, on the basis of that disability, denied full and equal access to and the enjoyment of academic program and co-curriculum activities or otherwise is subjected to discrimination in such programs and activities. The policies for access by individuals with disabilities at NGCSU are designed to ensure full compliance with all pertinent federal and state legislation, specifically to include Section 504 of the Rehabilitation Act of 1973 and the Americans Disabilities Act (ADA) of 1990.

Commuter Council

The Commuter Council serves as a unifying body for commuting students and works to fully integrate commuters into the total life of the university. Additionally, the council represents the views and concerns of commuter students to the university and works to facilitate effective communication among commuters, resident students, faculty and staff.

Committee Opportunities

Department: The nursing department strives to have student representation on BSN committees. Volunteers are sought at the beginning of each semester to serve as class representatives to BSN faculty meetings. Students will not be involved in meetings (or parts of meetings) during which academic and/or student appeal decisions are being discussed.

University-wide Committees: BSN students are encouraged to participate on any campus wide committee in which they are interested. If interested in serving on any university committees please make the Department Head aware of your interest.

Student E-Mail @ NGCSU

Incoming Freshmen and New Students:

Username is the first letter of first name, first letter of middle name, first 4 letters of your last name, and last 4 digits of your ngcsuID#. Example:

jamcha1187 for Judy A. McHan, ngcsuID# 9XXXX1187.

This is your Campus Network ID for e-mail and the computer labs.

The Default Password is a combination of the lowercase letter s plus the exclamation mark ! plus your birthdate in the order of DDMMYY - **s!DDMMYY**

Example: Judy McHan's birthdate is Feb. 1, 1986 so her default password would be: s!010286

Your e-mail address is structured like this: jamcha1187@student.ngcsu.edu

Please check NGCSU email frequently as this is how the university, as well as the nursing department, will communicate with you.

B.S.N. Program Policies

1. Guidelines for Written Work

Preparation of written work should contribute to clear communication. It should be typed, following the guidelines of the Publication Manual of the American Psychological Association (6th ed.) A cover page and a reference page should be included. References should include journals and sources other than your textbook. The A.P.A. Manual may be purchased in the campus bookstore or accessed in an online format.

Writing is an art and a craft. Correct grammar facilitates clear communication. Ideas should be developed clearly and logically. Papers with numerous grammatical errors, poor sentence structure, and improper documentation will lose points. All work is expected to be turned in on time. Late papers will lose 5% for every working day late. A learning/writing lab is available, on campus, if a student needs assistance. Grammatical structure and composition will account for 20% and APA style will account for 5% of the total grade designated for each submitted paper. NGCSU affirms that writing activities are an essential part of most degree programs and, as such, identifies at least two (2) writing intensive courses specific to the discipline. The courses in the BSN program which are "writing intensive" include: N3110, N3410, and N4410. The significance of this designation and the guidelines for the writing assignments in these courses will be included in each course syllabi.

2. Notations on APA Format

1. All nursing and health related periodicals should be treated as journals for cited references; lay magazines are to be treated as magazines.
2. Examples in the APA Manual are to be followed for the organizational structure of the paper.
3. Students should not follow the "students papers" section of footnotes or endnotes.
4. References are to be cited in the body of the paper rather than as footnotes or endnotes.
5. A list of references following APA format should be included at the end of the paper; a bibliography is to be used if the student used certain references only for background reading.

(Adopted by BSN faculty 12/2/87; 01/31/94; 4/19/96; 5/97; 4/99; 4/05)

3. **APA Checklist**

Designed for easy access to the most frequently needed instructions in the APA manual for written papers. The checklist was designed to be utilized by students before submitting assigned papers.

APA Checklist

(From the sixth edition, *Publication Manual of the American Psychological Association*.)

The purpose of this document is to give you easy access to the most frequently needed instructions in the APA manual for written papers submitted to complete assignments while in the nursing program. Use it as a checklist *before* turning in your paper. This document does *not* contain everything you may need to know; you may need to look up the formatting instructions for atypical situations. While the members of the BSN faculty have approved this document, it will not substitute for having a copy of the APA manual itself.

Chapter 1 of the APA manual discusses the organization of a manuscript typically reporting on the results of a research study. The organization of papers written for another purpose should include an introduction (topic, background information, why the topic is important), the major points being made (typically three, but may be more), and a summary with particular attention to answering the question, “So what?” What does the information presented (the 3 major points) have to do with nursing practice (even if it appears to be self-evident)?

Chapter 2 discusses language. It is excellent! Read it before you write your first paper! And, refer back to it as necessary as you write subsequent papers. It discusses some strategies for improving clarity of writing such as having another person read the document for clarity and internal consistency, reading it aloud, and putting the paper aside and re-reading it later. Also discussed is the issue of verb tenses (when to use past tense and when to use present tense). Use short words and short sentences. Clarity and use of the personal pronoun is discussed as well as some helpful information about citing references.

Chapter 3 is on APA Editorial Style. This chapter warrants careful review and some sticky notes for quick and easy reference. It covers the basic mechanics of writing as well as proper capitalization, use of italics, quotation marks, levels of headings, and how to reference your sources in the text of your paper (hereinafter referred to as “in text citation”).

Chapter 5 contains a sample paper illustrating what your final product should look like.

Chapter 6 points out the differences in preparing a student manuscript such as a dissertation or thesis (a final product) as opposed to an article for journal publication.

Be sure to do the following:

- Ask the faculty member who assigned the paper if there is a **maximum** length for the paper or if there is an expectation of a minimum length.
- Print your paper on 8 ½ X 11 white bond paper with 1” margins all around. Check the default settings on your word processor to make sure they are set at 1” top, bottom, right, and left.
- Double-space – except for table title, headings, figure captions, within reference citations, or long quotes. You may triple or even quadruple space after chapter titles, before major subheadings, before footnotes, before and after tables to improve readability.
- Number all pages using Arabic numerals in upper right-hand corner. Pagination continues throughout paper, including any appendixes. All pages should be numbered in sequence beginning with the title page.
- Paragraphs should be longer than one sentence and no longer than one page.
- Indent the first line of each paragraph 5 spaces or ½ inch. Check the tab settings on your word processing program to make sure the default tab settings are correct.

- Do **not** justify the right hand margin
- Insert a manuscript page header using the header feature of your word processing program. This header should be an abbreviated title and followed by a tab and then followed by page number so that it looks like:

Manuscript page header page#

- *Title page.*
 - The title should summarize the main ideas of your paper.
 - The author(s) names and affiliation (in this case, North Georgia College & State University and the course for which you are submitting this paper).
 - Do **not** include the name of the faculty member who assigned the paper.
 - The date of submission
 - Manuscript page header and pagination begins on this page.

□ *Abstract.* Should be about 250 words in length. The abstract should be accurate, self-contained, concise, specific, non-evaluative, coherent, and readable. For student papers one might include the topic, purpose (thesis) of the paper, sources used, and conclusions. If the faculty member assigning the paper does not require an abstract, an early statement of purpose is helpful to the reader.

□ *Levels of headings.* Here are the 5 levels:

CENTERED UPPERCASE (level 5)

Centered Uppercase and Lowercase (level 1)

Centered, Italicized, Uppercase and Lowercase (level 2)

Flush left, Italicized, Uppercase and Lowercase (level 3)

Indented, italicized, lowercase paragraph heading ending with a period. (level 4)

If you only need:	Then use:
One level	Level 1
Two levels	Levels 1 & 3
Three levels	Levels 1, 3, & 4
Four levels	Levels 1-4

□ *Seriation*

* To list a series within a paragraph or sentence use lowercase letters in parentheses. For example,

(a), (b), (c), etc.

* To list entire paragraphs or sentences (i.e., listing conclusions) use numerals and begin each one on a new line.

1. .
2. .
3. .

- All abbreviations should be explained the first time they are used.
- Non Greek letters used as statistical symbols should be italicized.

□ References:

- Must appear in both text and reference list
- Spell out journal titles
- Inclusive page numbers for articles or book chapters in reference list.

□ Table and figures

- Every table column has a heading
- No rules vertical or horizontal. Use space instead. For student papers you may insert the table where it should appear in the paper and some use of horizontal and vertical line is permitted, but liberal use of space is encouraged.

□ Direct quotes used in text should be followed by (the author's last name, date, and page number of the source).

□ In-text citations: Unless you quote your source, the author and date of publication should appear in the text or in parentheses. For example,

“In 1989 Smith investigated the relationship between X and Y.”

or

“In 1989 the relationship between X and Y was investigated (Smith).”

or

“The relationship between X and Y was investigated by Smith (1989).”

or

“The relationship between X and Y has been investigated (Smith, 1989).”

□ Examples of references as they would appear in the list of References at the end of your paper:

Journal article:

Author's last name, First initial. Second initial. (date). Title of article. *Journal Name*, volume number (issue number), page numbers.

Waddell, D. L. (1990). The effects of continuing education on nursing practice: A meta-analysis. *The Journal of Continuing Education in Nursing*, 22(3), 113-118.

Note: The first line of an entry on the reference page should be flush left. Subsequent lines should be indented 5 spaces (1 tab). If you have difficulty getting your word processing program to permit the indentation of the second line (without changing the position of the first line) try the following: Type in the citation using no tabs or hard returns. Place the cursor at the left of the last name of the first author and click on the Format menu (at the top of the page), select paragraph format, and select “hanging indent” from the “special” drop down menu. This works in most versions of MS Word. The steps may be different in WordPerfect or Works.

Book: Author's last name, First initial. Second initial. (date). *Title of book*. City of publisher: Name of publisher.

Houle, C. O. (1980). *Continuing learning in the professions*. San Francisco: Jossey-Bass.

Note that only the first word in a title is capitalized unless there is a colon (:) in the title, then the word following the colon is also capitalized.

Internet source:

Always indicate the date retrieved. At a minimum provide document title or description, date, and URL and author(s) if given.

Issues relating to multiple authors:

Two authors:

Both names are always used. When referring to the source in text, use “and” between their names, i.e., “Smith and Jones investigated...” When referring to the source in parentheses or in the reference list use the ampersand between their names (Smith & Jones) or

Hennesy, E. C. & Reavis, P. (1978). Acute care of the medical-surgical patient: A program for non-critical care nurses. *The Journal of Continuing Education in Nursing*, 9(4), 29-32.

Three authors:

The first time you reference their work in text you must list all authors, i.e., “Glass, McGaw, and Smith (1981) suggested that...” Thereafter in the text you may cite the first author and add et al. “Glass et al. (1981).” Note that et al. is not italicized and “et” is not followed by a period, but “al” is. Use of “and” and the ampersand remain the same as described for two authors.

More than six authors:

You may cite the first author and use “et al.” in the first and all subsequent references to the source. List all of the authors in the list of references at the end of the paper.

Groups or organizations as authors:

Be careful when using abbreviations or acronyms for organizations in text. Examples:

Georgia Nurses Association (GNA) published a position paper in 1986 opposing the requirement of continuing education for relicensure...GNA (1986) reviewed all of the published research on the effects of continuing education on nursing practice.

Or

Reasons for not supporting the requirement of continuing education for relicensure are: x, y, and z (Georgia Nurses Association [GNA], 1986)...These reasons are based on a review of all published research on the effects of continuing education on nursing practice (GNA, 1986).

Text should be sufficiently clear to permit the reader to locate the source in the list of references.

□ Manuscript page header. This is an abbreviated title and appears in the upper right hand corner of all pages followed by 5 spaces (tab) and then the page number. A running head is only used on manuscripts submitted for publication.

4. Evaluations

All student assignments in the BSN nursing courses will be evaluated on the student's ability to demonstrate skills in the following areas:

1. Reasoning
2. Analysis
3. Research
4. Decision-making skills
5. Effective writing skills
6. Effective verbal skills

(Adopted by the BSN Faculty 4/29/96)

Course Evaluations: Course evaluations at NGCSU are now conducted on-line through Banner. Evaluation of the class is considered a component of the course and students will not be permitted to access their course grade until the evaluation has been completed. The evaluations will be made available to students when the surveys are activated at the end of each semester. (NGCSU Policy Summer 2007)

5. Communication

Students graduating from NGCSU are expected to have attained proficiency in effective oral & written communication. Each discipline requires at least two (2) **oral intensive courses** and two (2) **writing intensive courses**. The significance of this designation and the guidelines for demonstrating oral & written competency will be included in each course syllabi.

Information literacy is vital to the university's mission of educating informed leaders. The five information literacy competency outcomes for all NGCSU graduates are outlined in the 2008-2010 NGCSU Undergraduate Bulletin.

Technological literacy is integrated throughout the core curricula as well as the nursing curricula. All NGCSU graduates are expected to demonstrate competence in basic technology skills. These basic skills are outlined in the 2008-2010 NGCSU Undergraduate Bulletin.

6. Clinical Dress Code

BSN students are required to wear a standard white lab coat, with the North Georgia College & State University nametag, to all clinical agencies unless otherwise specified by individual agency policies. Students should wear clean, neatly pressed, and properly fitted dresses or blouse/shirt and slacks under the lab coat. Professional attire does not include blue jeans, shorts, or tennis shoes. White uniforms may be required in some agencies.

7. Signing of Clinical Records

All client records and other official agency forms used in providing care to clients are to be signed as in the following example or as otherwise indicated by the agency: J. Doe, R.N., NGCSU BSN Student.

8. Professional Behaviors

The following behaviors are required during clinical experiences:

- a. Adherence to the ANA Nurse's Code of Ethics which states "The nurse provides services with respect for human dignity and the uniqueness of the client unrestricted by consideration of social or economic status, personal attributes or the nature of the health problem."
- b. No smoking
- c. No loud talking or profane language
- d. Form of address (i.e., by first name or Miss/Mrs./Mr. Jones) will be determined by individual clinical facility.

9. **Equipment**

Any student who checks out equipment from the nursing department is responsible and accountable for its return. This includes B.P. cuffs, otoscopes, percussion hammers, eye charts, etc.

EQUIPMENT MUST BE RETURNED BEFORE FINAL COURSE GRADES CAN BE GIVEN. Students are financially responsible for any damage to equipment that occurs during said use. **All students should own a quality double headed stethoscope prior to enrolling in NURS 3330.**

10 **Program Completion**

Students entering the BSN program have four years to complete the program from entry in the 1st BSN clinical course to graduation. Courses taken four years after the student's first clinical course will not be accepted for credit by the nursing dept. Degree requirements are based on the North Georgia College & State University catalog that was operational for the year in which the student was enrolled in the 1st nursing course (including ADN nursing courses). If a student drops out of the program for **more than one year**, and returns to the program, the requirements in the **current** catalog of the year the student re-enters will be in effect. [Policy revised 10/02; 4/05]

11. **Standards for Progression**

A student must meet the following requirements in order to progress in the BSN program:

- a. Maintain an institutional GPA of 2.0 (C) or higher;
- b. Achieve a GPA of 2.0 or higher in each nursing course before proceeding to the next nursing course.
- c. Achieve a GPA of 2.0 or higher in the chemistry, physics, or biology sequence (area D) science courses.
- d. Pass all summative laboratory/clinical components of each nursing course. An F (failure) evaluation on nursing laboratory/clinical course components means an automatic F in the course.
- e. Repeat no more than one nursing course while progressing through the nursing program.
- f. Earn satisfactory grades in elective courses so that these courses will not interfere with progress in the curriculum (e.g. the institutional GPA falls below 2.0 or the student does not have enough hours to graduate).
- g. Complete at least 30 hours at NGCSU to be eligible for graduation.
- h. Adhere to all policies of NGCSU, Dept. of Nursing and clinical agencies. [Policy revised 4/05]

Grade Scale

A	B	C	D*	F*
90 -100	80-89	75-79	65-74	Below 65

* Not acceptable for progression in nursing courses

(2/08)

It is BSN faculty policy not to round any student grades, including individual assignment grades or final course grades.

Clinical performance is evaluated Satisfactory (S) or Unsatisfactory (U) according to stated performance outcomes. An unsatisfactory clinical performance automatically results in a grade of "F" for the course.

12. **Procedure for requesting a policy waiver**

Nursing faculty will consistently enforce all policies set forth in the BSN Handbook as well as those included in the NGCSU Catalog. If a student believes that extenuating circumstances warrant waiver of a policy, the student must put their request and rationale in writing. This typed written request must be addressed to the Department Head and include (1) the policy waiver being requested (2) a description of the circumstances which resulted in the students' inability to comply with the stated policy, and (3) supporting documentation or evidence, if applicable. The typed request must be submitted as soon as the student identifies the need for a policy waiver. The final decision regarding policy waiver rests with the BSN Faculty as a whole. If the waiver is denied, the student may appeal the decision through the office of Vice-President of Academic Affairs. This appeal process begins with the Department Head.

13. Employment of unlicensed students

Unlicensed students may be employed only as unlicensed nursing personnel. They may not represent themselves, or practice as BSN nursing students without a valid nursing license.

14. Plagiarism guidelines and policies

Plagiarism is commonly defined as using the words or ideas of another person without proper acknowledgment. The use of even a few words (or even one single word, if it is a key term or a freshly-coined term) could be considered plagiarism. The North Georgia College & State University Student Handbook states "plagiarism is prohibited". When acknowledging the work of others, it is essential that the student gives the reference and page number even for direct quote of two to three words. (See guidelines for written work/APA checklist). NGCSU utilizes the program "www.turnitin.com" in order to identify student work that may be the work of others. Students agree that by taking BSN courses all required papers may be subject to submission for textual similarity review to Turnitin.com for detection of plagiarism. All submitted papers will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism of such papers. Use of the Turnitin.com service is subject to the Terms and Conditions of Use posted on the Turnitin.com site. Students may view more information related to plagiarism on the following web page: www.ngcsu.edu/bdf/studies/plgrm.htm

The Department of Nursing's policies on the consequences of plagiarism are severe. The faculty member in the course may elect to:

- a. Assign a grade of F on the assignment.
- b. Assign a grade of F for the course.
- c. Refer the student to the NGCSU Academic Integrity Council to assign consequences.

15. K Credit

Passing scores on a nationally-normed certification standardized exam administered by a recognized accredited certifying body may be used to award K credit for a nursing elective. The student must make the request in writing to the BSN coordinator. The credit must be approved by BSN faculty as well as the registrar. [Policy revised 4/05]

Clinical Policies

1. Each student is expected to be knowledgeable of emergency measures to take in case of fire, cardio-pulmonary arrest, and other disasters, for each clinical facility to which he/she is assigned for clinical experience. Students must show proof of having completed a current American Heart Association Basic Life Support Course for Health Care Providers in every clinical nursing course. Students in the clinical areas will not administer experimental drugs or sign as witness to any legal document.
2. Students admitted to the BSN program fall semester must have completed RN licensure by November 1. Students admitted to the BSN program spring semester must have completed RN licensure by April 1.
3. **Preclinical requirements:**
Due Dates - Fall admission: Nov 1 Spring admission: April 1
Prior to beginning clinical during any semester that involves a clinical course, the student must have two copies of the following:
 - A. Current Georgia R.N. License
 - B. Proof of Current Liability Insurance coverage *
 - C. Copy of signed/notarized Accident/Illness Waiver (page 59)
 - D. Annual Negative PPD/chest x-ray
 - E. Current CPR card
 - F. Current Completed NGCSU/Nursing Dept. Medical Report (1 copy) (page 57)
 - G. Proof of Required Immunizations and Titers (included on Medical Report) (1 copy)
 - H. Proof of Advantage Background check
 - I. Completed Clinical Confidentiality Agreement (page 43)

* Liability insurance may be purchased from any reputable company, such as;

McGinnis and Associates
Underwriting Department
332 South Michigan Ave.
Suite 1400
Chicago, IL 606041-800-621-3008

Cottrell, Mitchell & Fifer
151 William Street
New York, NY 10038-2772
1-800-221-4904
212-233-8940
email: EMFINC@msn.com

4. Each student will prepare a clinical folder to present to the course coordinator of all clinical courses the **first class meeting**. The folder must contain **copies of all current clinical documentation**. If a student participates in a clinical experience without complying with this policy, it may result in a clinical failure for the course (11/97)
5. Students must keep a copy of all required clinical documentation, including a signed clinical confidentiality agreement, with them while in the clinical area (5/06)
6. **Clinical Confidentiality Policy:** (page 43)

Purpose:

The Clinical Confidentiality Policy is applicable to all students enrolled in any of the three educational programs housed in the Department of Nursing at North Georgia College & State University (NGCSU). Compliance with this agreement is mandatory for all students participating in health care agencies under contract with NGCSU for their educational clinical experiences to meet the requirements placed on these agencies by the federal government.

Description:

Students must understand all of the confidentiality regulations included in the policy. Students will demonstrate this understanding by placing their signature on the required agreement form. Faculty will place this form in the students' clinical file, housed in the Department of Nursing. Students will take a copy of the signed clinical confidentiality agreement, along with other required clinical documentation, to the clinical area. (5/06)

Students will complete a clinical confidentiality agreement for each clinical experience.

6. Safety Policy

DEFINITION:

Unsafe practice is defined as:

- A. Student behavior or pattern of behaviors, which causes harm or threatens the client physically, psychologically or materially.
- B. Failure to meet standards of care (2).
- C. Any behavior in which intervention by the instructor/preceptor is necessary to prevent harm to the client.
 - (1) Behavior includes psychomotor skills, knowledge-based acts or acts of judgment.
 - (2) What a reasonably prudent person would do while acting under similar circumstances.

PROTOCOL:

1. For all unsafe clinical practices a Department of Nursing **Occurrence Report** (page 55) will be completed in duplicate by the clinical instructor. The report will be given to the student within three school days of the violation. The student will sign both copies indicating that she/he has received the report. The second copy will be filed in the student's school records.
2. Following the first violation, a conference between the student and clinical instructor will take place.
3. This conference will be scheduled within five school days following the student's receipt of the report.
4. A second violation with the same student will necessitate a conference between the Head of the Department of Nursing, the clinical instructor and the student.
5. Unsafe practice can result in exclusion from the clinical component of the course; and, therefore, failure of the course and permanent exclusion from the Department of Nursing.
(Policy revised 5/06)

7. Substance Abuse Policy:

A student who demonstrates behavioral changes associated with use of drugs or alcohol will be subject to the following policy regardless of the setting (classroom or clinical site).

1. The student will be asked by the faculty or preceptor to provide an appropriate laboratory specimen. This will be at the expense of the student. The student must agree to the random blood or urine drug screen and sign a release stating the results of the drug screen be provided to the BSN coordinator. Protocols of the clinical site or hospital will be followed for the collection of the appropriate urine or blood drug screen. Students **will not** be allowed to continue the clinical experience until results of the drug screen have been reviewed with the student and a decision regarding progression has been discussed.
2. The clinical preceptor or faculty will advise the BSN coordinator of the occurrence.
3. The BSN coordinator, faculty/preceptor and student will meet within three days to discuss the results of the specimen and/or behavioral changes. At this time, a determination will be made whether the student will continue in the program or be dismissed from the program.
4. The student has the right to appeal the decision. (Declination Form (page 60))

8. Smoking:

Smoking or use of tobacco of any kind is NOT permitted on the North Georgia College & State University campus. Many of the clinical facilities are also non-smoking. Students who smoke are reminded to be considerate of non-smokers around them, and to follow agency guidelines

9. Student Applied Learning Experience Agreement:

Each student will sign the **Applied Learning Experience (ALE)** (page 61) at the beginning of the NGCSU BSN program. This document outlines the students' responsibilities as they relate to all clinical experiences. The signed document will be kept in the students' BSN file.

10. Background Check Policy:

Increasingly, the clinical agencies utilized by NGCSU Nursing Department for clinical education are requiring background checks and drug screening on all nursing students to better ensure the safety of their clients. Students accepted into the BSN program will be required to obtain a background check and drug screen through **Advantage**, a firm specializing in background checks on healthcare workers. Background checks need to be ordered in sufficient time to be reviewed by the clinical agency prior to the beginning of the clinical rotation. The cost for the online student check is \$78.50. Payment can be made securely online with a credit or debit card. You will be provided a receipt and confirmation of your background check order. Instructions for initiating a background check through Advantage are outlined on page 21.

NGCSU ASN graduates who come directly into the BSN program after graduation and have a valid background check through the ASN program, will not be required to complete another background check/drug screening unless the student withdraws from the BSN program. If a student withdraws from the BSN program and is out one semester or more, the student must complete another background check and drug screen upon readmission to the program. If a student fails one or more background checks, such as Advantage or an agency required background check, the student will be withdrawn from the BSN program. (BSN policy 9/08)

AdvantageStudents: Guidelines for Students

Before beginning your clinical rotation experience, completion of a satisfactory background check and drug screen is required. We are pleased to announce that InfoMart AdvantageStudents is the Atlanta area preferred screener for students in the healthcare field.

Student package: \$78.50 for all students.

Package includes:

Criminal History

Multistate Sex Offender Search

NSSS (National Social Security Search)

Patriot Act Search

OIG List of Excluded Individuals/Entities

GSA List of Parties Excluded from Federal Programs

OFAC (US Treasury, Office of Foreign Asset Control)

11 Panel Drug Screening (includes Amphetamines, Cannabinoids, Cocaine Metabolites, Opiates, Phencyclidine, Barbiturates, Benzodiazepines, Methadone, Propoxyphene, Methaqualone and Oxycodone)

Employment History (*only required for students over 21 years of age*)

To Place an Order:

- Log into www.advantagestudents.com
- Click on Students, select the school attending. If your school or hospital is not listed on the initial drop down menu, please select "Other Schools/Hospitals".
- Select the Student Package (*unless instructed otherwise by your school or clinical site*)
- Select method of payment (*If paying by money order, the request will NOT be processed until the money order is received in InfoMart's office*). **Money Order payable to InfoMart.**
- Enter all required information – watch for error messages in red!
- Make a note of the email and password entered, as this will be your log in to access the website in the future.
- Select the North Georgia College & State University for results.

Drug Screening: Once the order has been processed, you will receive by mail a Chain of Custody form and instructions on locating a testing lab. Your results will be sent to us by the lab, and your profile will be updated online.

Order Status: After the request is underway, you may log into the site to view your profile progress. Simply click the status link to view the profile. You will be notified by email when the background is complete.

For further assistance, please contact via email:

Julie Keef

Assistant Team Lead, Client Relations

InfoMart©

julie.keef@infomart-usa.com

11. Student Grade Complaints:

Procedures for Addressing Grade Complaints

- A.** Students are encouraged to attempt to resolve grade complaints directly with the instructor. If this attempt fails, student complaints will be directed through the department head who will initiate the Nursing Dept progression and Retention process
- B. The Nursing Progression and Retention Committee Process:**
1. The Nursing Progression and Retention Committee investigates the circumstances of the appeal, allowing both the student and the involved instructor(s) to present their cases. The student and the instructor have the option of briefly presenting their circumstances to the committee for up to 15 minutes in person or by telephone or providing the committee with a written statement of appeal in lieu of appearing in person. Either party may name one other individual with relevant, first-hand information to address the committee in person or in writing.
 2. The student and faculty will be notified in writing of the date and time of the committee meeting by the committee chair.
 3. If the student chooses to provide the committee with a written statement of appeal in lieu of appearing in person, the student is required to submit a signed statement indicating that he/she has chosen not to meet with the committee.
 4. Any follow-up questions from the committee will be submitted to the student or instructor electronically to their NGCSU email address along with a request that the questions be answered in writing within 3 business days. If there is no response within the 3 business days, the committee will consider the appeal closed.
 5. After considering all information related to the appeal the committee will formulate their recommendations based on the decision of the majority.
 6. A summary record of the hearing and a recommendation from the committee will be given to the Department Head of Nursing who review the recommendation. In the case of no clear consensus among the committee, a summary report will be made to the department head outlining both sides of the case and the department head will make the final decision.
 7. The Department Head of Nursing will review the recommendation and it will be the responsibility of the Department Head of Nursing to render a decision in the case within two weeks. The student and the instructor will be advised in writing of the decision.
 8. In the event that the student wishes to appeal the decision of the Department of Nursing, he/she may direct his/her concern to the VPAA following the specific university guidelines.

- C. In instances that cannot be resolved in the above manner, the complaint will be forwarded to the Associate Vice President for Academic Affairs for consideration. A student must notify the office in writing of the intention to appeal. This notification must be received within 30 days of issuance of grade(s), or the right to appeal is forfeited.
- The faculty pool for the Student Grade Appeal Committee will be chosen in the following manner: at the beginning of summer quarter each year, a pool of twelve faculty members representing twelve different academic departments will be randomly selected. They will be listed in order of selection. When a student grade appeal is submitted to the vice president for academic affairs, three faculty members will be selected (based on the order of the listing) to serve as a Student Grade Appeal Committee for that particular appeal. Selection for committee service will rotate in accordance with the list as appeals are submitted. Substitutions will be made under the following circumstances:
 - faculty from the same department as the instructor(s) involved in the appeal will not serve on the committee;
 - faculty who are potentially biased against or in favor of the student or the instructor(s) will not serve on the committee; and
 - the aggrieved student and each involved instructor may strike one member from the panel without prejudice.

- The Student Grade Appeal Committee functions as follows:

The Student Grade Appeal Committee investigates the circumstances of the appeal, allowing the student and the involved instructor(s) to present their cases. The student and the instructor have the option of addressing the committee in person or providing the committee with a written statement of appeal in lieu of appearing in person. Both the student and the instructor(s) may name other individuals with relevant, first-hand information to address the panel in person or in writing.

If the student chooses to address the committee in person, he/she has the privilege of bringing one advisor to the meeting; however, the advisor is not allowed to address the committee or to ask questions of committee members during the meeting. The student is allowed, during the meeting, to confer privately with advisor. The student and the instructor(s) have the right to remain in the room while testimony is being given. All oral testimony will be tape recorded.

If the student chooses to provide the committee with a written statement of appeal in lieu of appearing in person, the student is required to submit a signed statement indicating that he/she has chosen not to meet with the committee. Any follow-up questions from the committee will be mailed to the student, along with a request that the questions be answered in writing.

- After considering all information relating to the appeal, the committee will formulate recommendations based on the decision of the majority.
 - The Committee will forward a record of the hearing and a recommendation to the Office of the Vice President for Academic Affairs.
- The Vice President for Academic Affairs will review the recommendation. The responsibility for rendering a decision in the case lies with the Vice President for Academic Affairs, whereupon the student, the instructor, the department head, and the appropriate dean shall be advised of the decision in writing. If circumstances warrant the Vice President for Academic Affairs has the authority to change a student's grade upon recommendation of the Student Grade Appeal Committee.
 - In the event that the student wishes to appeal the decision of the Vice President for Academic Affairs (VPAA), he/she may direct his/her appeal in writing to the President within five business days from the receipt of the letter sent by the VPAA. The decision of the President shall be final and binding.
(Rev. 5/05)

Progression and Retention Waiver of Personal Appearance

I have reviewed the progression and retention policy and I understand that I have the right to meet personally with the committee to discuss my appeal.

My signature below indicates my decision not to meet personally with the committee and instead will submit my case only in writing.

Student Signature

Date

Witness

Date

Procedure for Resolving Conflicts (other than grades)

Any nursing student having a conflict should proceed through proper channels:

1. Classroom or clinical faculty involved
2. Course coordinator
3. Head of Dept. of Nursing

Academic rights and responsibilities are outlined in the NGCSU Student Handbook.

If a student believes that a formal complaint is indicated, the student should follow up with the **Department of Nursing Complaint Form.** (page 53)

Precepted Clinical Experience

There are two clinical courses in the BSN curriculum: NURS 4410 (Community Health), and NURS 4600 (Nursing Practicum). NURS 4520 (Leadership) has a clinical project that can be completed in conjunction with NURS 4600. The clinical experiences for NURS 4410 and N4600 consist of a total of 84 clinical hours per semester. The student selects an appropriate clinical agency according to the course and clinical outcomes. The Department of Nursing must have a valid contract with the agency of choice. Faculty will provide students with current lists of approved clinical agencies. A variety of settings may be selected including schools, churches, adult day care, assisted living, health departments, ambulatory care centers, rehab facilities, women's shelters, and acute care facilities. Details of specific clinical activities will be discussed in each course.

NURS 4410 and NURS4600, the capstone clinical course, are both precepted experiences. The student-preceptor relationship is an integral component of both courses. Faculty serves as the primary facilitator of the clinical learning experience and is the liaison for the student, preceptor, clinical agency, the nursing department, and NGCSU. The clinical hours are approximately 8 hours per week or 84 hours during a semester. Faculty may schedule seminar discussions during the semester.

Every effort is made to place students in their preferred clinical agency, geographic location and most convenient time frame for clinical experiences, but this is not always possible. Students should not plan on completing all clinical requirements on a weekend, evening, or night schedule.

Students must plan ahead regarding work and family obligations in order to schedule time for clinical experiences.

Advisement

Each student is assigned a BSN faculty member for academic advisement. Dates for advisement each semester are noted on the school calendar in the university catalog and NGCSU Student Handbook. It is the responsibility of the student to schedule an advisement appointment and have courses authorized by the assigned advisor during the designated time in order to facilitate appropriate transition through the program.

Because of variable schedules of students and faculty, it is critical that the student make an appointment with the advisor prior to scheduled advisement dates.

Dropping courses, course changes and academic load policies are directed by academic regulations stated in the current North Georgia College & State University Catalog.

If a student terminates enrollment for any reason, he/she should visit his/her advisor and process the termination according to North Georgia College & State University procedure.

BANNER2000 Web For Students Registration Instructions

Each student should meet with an academic advisor before registering for courses.

BSN students are responsible for registering for classes on Banner following an advisement session with a faculty advisor each semester.

Logging In

1. Using an Internet browser, go to the NGCSU Home Page: www.ngcsu.edu
2. Click on the word "Banner" in the footer.
3. In the Logon section, go to the pull-down menu. Select the User Login option. If you are not automatically taken to the User Login page, click the Select Item button.
4. Use your mouse to click in the User ID field. Type your ngcsulD#.
5. Tab to or use the mouse to click in the PIN box and type in your Banner Web PIN. Your Banner Web PIN will be your birthdate in DDMMYY format. See the following example.

Birthdate = April 25, 1983; PIN = 250483
6. Click the Login button.
7. Re-enter your PIN and click the Login button.
You may be prompted to enter a Security question. This feature has been added to provide more security and to aid you in changing your PIN number. The question entered should be answerable only by you. Questions or problems with PIN numbers should be addressed to the Office of Information Technology. They can be reached by email at studenthelp@ngcsu.edu or by phone at 706-864-1922.
8. Use the buttons or links at the bottom of each page to navigate within the Banner system.
9. To exit from the system, press the Exit link in the upper right corner of the page.

Registering for Classes

1. Login to the Banner site.
(See the steps above for more information.)
2. Click on the Student & Financial Aid Menu.
3. Click on the Registration Menu.
4. Click on Add/Drop Classes.
5. Select the term you wish to register for in the drop-down box and click Submit Term.
6. Read the "**I understand that...**" message and click Yes to accept responsibility for registration.
7. Search for CRNs by clicking on Class Search. Searches can be performed by subject, day(s) of the week, time or instructor.
8. In the Add Class worksheet area, enter the CRN(s) of the class(es) you wish to add and click Submit Changes.
9. Review your schedule by scrolling down to see the courses that were added. Courses not added to your schedule appear under "Registration Errors."

10. To clear "Registration Errors," you must click on the Menu button and re-enter Add/Drop Classes to address the errors.
11. To drop a course from your schedule, click the pull-down menu in the action block, choose the Drp Crse Web option and click Submit Changes.
12. Registration is complete when all changes have been made.

Printing Your Schedule and Bill

1. From the Registration Menu of the Student & Financial Aid area of Banner, click on the Student Schedule link.
2. Print your schedule by using your Internet browser options.
3. To view your bill, click on the Student Invoice link from the Registration Menu.
4. Print your bill using your Internet browser options.
5. Click the Exit link in the upper right corner of the page and return to the NGCSU Home Page.

Helpful Hints

- NGCSU recommends that you change your PIN. This option is available under the Personal Information Menu. Your new PIN can be any six characters. Every 100 days you will be prompted to change your PIN for security reasons.
- You may search for courses directly from the Registration Menu or by clicking on Class Search within the Add/Drop Classes link. Searches can be performed by subject, day(s) of the week, time, or instructor.
- Course Catalogs, building code descriptions and class listings are available without logging into the Banner system. This information may be accessed by the drop-down box on the Logon section of the NGCSU WWW Information System page.

For Additional Assistance

Please contact the NGCSU Registrar's Office by phone at 706-864-1760. Our office is in Price Memorial Hall, Room 221.

Preparation for Graduation

1. Students should make application for graduation through the Registrar's office by the start of the semester they are expecting to finish. Contact the Registrar's Office to make sure all course work has been completed.
2. If there are changes from the original graduation date, students must update the application for graduation with the Registrar's Office.
3. The application for graduation includes the diploma order and cap and gown order.
4. Students must also process a College Withdrawal form when finished with the program of studies. All forms can be located online via the NGCSU Home page.

Professional Organizations

Membership in professional organizations is promoted within the Department of Nursing. Students in the BSN program are encouraged to hold memberships in ANA (American Nurses Association) and to actively participate in this organization at the state and local levels.

National Student Nurses' Association (NSNA)

This national organization is made up of students from every state who work in coordination with the American Nurses' Association and the National League For Nursing – to promote student interest in issues of importance in professional nursing, and to stimulate an understanding of the graduate professional organization. NSNA provides many privileges/advantages to students who are members, some of which are listed below:

1. Five issues of - Imprint per year – the only magazine published by, and for, nursing students.
2. Financial assistance.
3. Career planning.
4. Reduced rates and discounts.
5. Low cost comprehensive malpractice insurance.
6. Writing and recruitment contests – with prizes.
7. Legislative voice.
8. Annual convention "experience".

Georgia Association of Nursing Students (GANS)

This organization is an active component of NSNA on the state level. Nursing students in the North Georgia College & State University program are encouraged to participate actively in this organization and to hold offices at the division or state level. Membership in the North Georgia College & State University Chapter is open to both ADN and BSN students.

National Student Nurses' Association, Inc. Code of Academic and Clinical Conduct

PREAMBLE

Students of nursing have a responsibility to society in learning the academic theory and clinical skills needed to provide nursing care. The clinical setting presents unique challenges and responsibilities while caring for human beings in a variety of health care environments.

The Code of Academic and Clinical Conduct is based on an understanding that to practice nursing as a student is an agreement to uphold the trust with which society has placed in us. The statements of the Code provide guidance for the nursing student in the personal development of an ethical foundation and need not be limited strictly to the academic or clinical environment but can assist in the holistic development of the person.

A CODE FOR NURSING STUDENTS

As students are involved in the clinical and academic environments we believe that ethical principles are a necessary guide to professional development. Therefore within these environments we;

1. Advocate for the rights of all clients.
2. Maintain client confidentiality.
3. Take appropriate action to ensure the safety of clients, self, and others.
4. Provide care for the client in a timely, compassionate and professional manner.
5. Communicate client care in a truthful, timely and accurate manner.
6. Actively promote the highest level of moral and ethical principles and accept responsibility for our actions.
7. Promote excellence in nursing by encouraging lifelong learning and professional development.
8. Treat others with respect and promote an environment that respects human rights, values and choice of cultural and spiritual beliefs.
9. Collaborate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of client care
10. Use every opportunity to improve faculty and clinical staff understanding of the learning needs of nursing students.
11. Encourage faculty, clinical staff, and peers to mentor nursing students.
12. Refrain from performing any technique or procedure for which the student has not been adequately trained.
13. Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the client, self, or others.
14. Assist the staff nurse or preceptor in ensuring that there is full disclosure and that proper authorizations are obtained from clients regarding any form of treatment or research.
15. Abstain from the use of alcoholic beverages or any substances in the academic and clinical setting that impair judgment.
16. Strive to achieve and maintain an optimal level of personal health.
17. Support access to treatment and rehabilitation for students who are experiencing impairments related to substance abuse and mental or physical health issues.
18. Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance policy.

Adopted by the NSNA House of Delegates, Nashville, TN, on April 6, 2001.

Sigma Theta Tau International The Honor Society of Nursing

In 1922 six nurses founded Sigma Theta Tau at the Indiana University Training School for Nurses, now the Indiana University School of Nursing. The founders chose the name from the Greek words Storge', Tharsos, and Time' meaning "love", "courage" and "honor."

Mission

The Honor Society of Nursing, Sigma Theta Tau International, provides leadership and scholarship in practice, education and research to enhance the health of all people. We support the learning and professional development of our members who strive to improve nursing care worldwide.

Vision

To create a global community of nurses who lead using scholarship, knowledge, and technology to improve the health of the world's people.

Membership

Membership is by **invitation only** to baccalaureate and graduate nursing students who demonstrate excellence in scholarship, and to nurse leaders exhibiting exceptional achievements in nursing. Here are some additional facts about membership:

- More than 405,000 members have been inducted worldwide.
- More than 130,000 active members make Sigma Theta Tau International the second largest nursing organization in the world.
- Members reside in more than 92 countries.
- Sixty-one percent of active members hold master's and/or doctoral degrees. Sixty-nine percent are clinicians, 20 percent are administrators or supervisors and 20 percent are educators or researchers.
- There are 451 chapters on college campuses in Australia, Botswana, Brazil, Canada, Ghana, Hong Kong, Japan, Mexico, the Netherlands, Pakistan, Singapore, South Africa, South Korea, Swaziland, Sweden, Taiwan, Tanzania and the US.
- The honor society communicates regularly with more than 100 nurse leaders who have expressed interest in establishing a chapter in other countries and territories, including Chile, China, Colombia, Costa Rica, Denmark, England, Finland, India, Ireland, Israel, Germany, Jamaica, Lebanon, Lithuania, New Zealand, Northern Ireland, Spain, Thailand and Wales.

Tau Psi Chapter

In April 2006 North Georgia College & State University's Honor Society of Nursing became an official chapter of STTI, and was chartered as the **Tau Psi Chapter**. The chapter's goals are to promote scholarship and research in nursing practice by providing educational programs, collaborating with the NGCSU Department of Nursing and other nursing organizations, and highlighting the scholarship of NGCSU nursing students.

It is an honor to be selected for membership in STTI. Members have access to nursing knowledge and the opportunity to network with colleagues and nursing leaders. Membership makes an impression on and garners respect from others in the profession.

If you are selected for membership during Spring semester we hope you will accept the invitation.

Core Performance Standards for Admission and Progression

Collegiate Education for Nursing

Core Performance Standards for Admission and Progression

Issue	Standard	Some Examples of Necessary Activities (not all inclusive)
Critical Thinking	Critical thinking ability sufficient for clinical judgement.	Identify cause-effect relationships in clinical situations develop nursing care plans.
Interpersonal	Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.	Establish rapport with patients/clients and colleagues.
Communication	Communication abilities sufficient for interaction with others in verbal and written form.	Explain treatment procedures, initiate health teaching, document and interpret nursing actions and patient/client responses.
Mobility	Physical abilities sufficient to move from room to room and maneuver in small spaces.	Moves around in patient's rooms, work spaces, and treatment areas, administer cardio-pulmonary procedures
Motor Skills	Gross and fine motor abilities sufficient to provide safe and effective nursing care.	Calibrate and use equipment; position patients/clients.
Hearing	Auditory ability sufficient to monitor and assess health needs.	Hears monitor alarm, emergency signals, and auscultatory sounds, cried for help.
Visual	Visual ability sufficient for observation and assessment necessary in nursing care.	Observes patient/client responses.
Tactile	Tactile ability sufficient for physical assessment.	Perform palpation, functions of physical examination and/or those related to therapeutic intervention, e.g. insertions of a catheter.

Used with Permission of Southern Council on Collegiate Education for Nursing (SCCEN) Effective Beginning Summer 1993

North Georgia College & State University

Department of Nursing Philosophy

The faculty of the Associate, Bachelor and Master of Science, with a major in Nursing, Programs of North Georgia College & State University are in agreement with the Mission Statement and Goals of the University. The faculty acknowledges the Associate of Science (ASN) Degree as a basis for entry into nursing practice. Baccalaureate nursing preparation builds on the foundation of ASN education and provides an expanded scope of practice, which includes nursing of individuals, families, groups, and communities in a variety of settings. Graduate nursing, in turn, builds on the competencies of the baccalaureate prepared nurse and provides for role expansion and specialization.

People are unique, dynamic, bio-psycho-socio-spiritual human beings who possess dignity and worth. They also possess an inherent right to competent, cost effective, holistic health care from conception until death. Each person is responsible and accountable for his/her own actions including living a lifestyle that maximizes their individual health status and protects the health of others. The characteristics of each person are affected by genetic and environmental variables that synergistically influence their growth and development, values, culture, ethnicity, and needs. Environment is that dynamic aggregate of factors, personal, social, cultural, legal, and ethical which continually interact with the client and impact health and well-being.

Nursing is the protection, promotion, and optimization of health and abilities, prevention of illness and injury, alleviation of suffering through the diagnosis and treatment of human response, and advocacy in the care of individuals, families, communities, and populations. (Nursing's Social Policy Statement, 2nd Ed., 2003). Caring is central to the art of nursing and is exhibited by empathy, advocacy and the creation of an environment that facilitates adaptation to stressors and results in the client's healing and growth. The science of nursing is characterized by information literacy and evidence-based clinical competence. Nursing's scope of practice has a flexible boundary which responds to the needs of society at any given point in time with particular concern for the needs of under served populations to include those in rural settings, the culturally diverse, and the poor. Leadership is integral to nursing practice and incorporates professional role modeling, small group management, financial accountability and involvement in ones professional organizations for all levels of students and faculty. Leadership extends to include the development of community initiatives and legislative agendas at the baccalaureate and masters level. Individual nurses demonstrate competence along a continuum, moving from novices to expert practitioners.

Health is a relative term that refers to the degree of client stability and risk, not just the absence of disease and illness. It is dynamic and continually evolves and/or regresses, on a continuum, in relation to the client's ability to respond and adapt to stressors. A client's state of health is uniquely multifaceted and individually perceived. Health protection and promotion must therefore address risk reduction through healthy lifestyles, healthy environments, and adequate health care access. The goals of Healthy People 2010 serve as a guide for measuring and addressing the health of individuals, groups, and communities.

Nurse educator faculty members possess a unique body of knowledge and skills that, most effectively, are obtained through a formalized program of study at the graduate level. Faculty members strive to promote student learning outcomes that demonstrate competency in information literacy through innovative curricula with multiple forms of delivery.

Nursing education provides an environment for transactional learning during which time the student moves from a beginning novice toward becoming a competent practitioner. Faculty members serve as facilitators of learning through the use of technology to deliver distance and face-to-face instruction, the selection of appropriate clinical experiences, and the development of meaningful, purposeful, and professional relationships with students. Additionally, faculty members serve as role models through their own practice, leadership within professional and community organizations, and participation in scholarly activities.

Rev. 09/00; 03/06; 06/07 10/07

BSN Purpose

The purpose of the Bachelor of Science in Nursing program at North Georgia College & State University is to prepare the registered nurse for practice as a professional nurse in primary, secondary, and tertiary care settings, caring for individuals of various ages, families, and communities as clients, with emphasis on the rural community, using multiple forms of delivery.

The BSN program conceptual framework consists of two sets of horizontal threads and three sets of vertical threads. The horizontal threads are (a) the five roles of the professional nurse and (b) the Dreyfus and Dreyfus model of skill acquisition. As students move through the curriculum the horizontal threads indicate progressive performance in the roles of professional, clinician, consumer of research, educator, and leader, as well as incremental development from novice to expert. The vertical threads are (a) holistic care, (b) caring, and (c) ethics. These concepts are integrated into each of the courses in the BSN curriculum.

The horizontal threads are integrated throughout the sequence of nursing courses. The first role to which the student is introduced is professional. Professional nurses engage in the study of liberal arts which establishes a broad foundation for nursing knowledge as well as the specialized study of nursing, focusing on the unique body of nursing knowledge, including nursing research and theory development. Professional nurses participate in life-long learning to keep pace with a rapidly changing health care system. Professional nurses also actively participate in their professional organization as well as practice according to a code of ethics.

The second role, which is examined, is clinician. Inquiry into this role includes the comprehensive assessment of individuals of various ages, families, and communities from a bio-psycho-socio-spiritual perspective, which includes cultural, functional, community, organizational, and staff performance, assessment. Critical thinking, problem identification, and problem solving, related to individuals, families, and communities are a part of the clinician's role. Age appropriate care planning, strategic planning, and planning for change while incorporating cultural considerations are the clinician's responsibilities. The clinician evaluates clinical outcomes and effectiveness of interventions which remaining culturally sensitive.

The consumer of research understands the research process, is able to explain commonly used research terms, and evaluates the significance of nursing research studies. The consumer of research applies the findings of nursing research appropriately and encourages investigation of relevant clinical problems. The research consumer demonstrates application of the research process in situations such as quality improvement, problem solving, and evidence-based practice..

The role of educator is fully inhabited when the nurse is able to apply the principles of adult education, conduct effective teaching/learning activities, identify personal learning needs, and evaluate the effectiveness of teaching/learning activities. The educator demonstrates autonomy and self-direction in his/her own learning.

A nursing leader is able to apply the principles of leadership and management, identify personal leadership strengths and weaknesses, delegate effectively within legal parameters, and communicate assertively. In addition, a leader is able to problem-solve, make decisions, and critically evaluate. Nurse leaders are active participants in professional nursing organizations. They demonstrate the ability to verbally communicate effectively in formal presentations, as well as write persuasively and accurately.

The Dreyfus and Dreyfus model of skill acquisition has been described within the context of nursing by Benner (1984). In accordance with this model, the curriculum is designed to promote three kinds of changes in the development from novice to expert: (a) from reliance on context-free rules to reliance on past experience; (b) from detached observer to involved, engaged performer; (c) from viewing a situation as having equally relevant aspects to viewing a situation holistically and being able to distinguish the relevant, salient features or cues.

The novice nurse has no experience and must use objective rules and procedures for practice. The novice is unable to distinguish salient features of a nursing situation and focuses on mastery of the technical skills of practice. The advanced beginner is able to recognize recurrent situations and develop guidelines for action in them. They focus on the tasks that must be done during the time they are caring for the patient. Their goal is to maintain the status quo and prevent deterioration.

The competent nurse is able to set goals. They organize their work and achieve a level of efficiency using information literacy. They exhibit excessive vigilance because they feel overly responsible for the patient's clinical outcome. The proficient nurse demonstrates flexibility and effectiveness. Differentiating relevance in a situation and experiencing more comfort with clinical decision-making is the hallmark of a proficient nurse. The nursing situation is seen as a whole.

The expert nurse has many years of experience and is characterized by use of intuition, the ability to distinguish between similar and dissimilar situations, and as having vision of the possibilities for recovery. The expert shares responsibility for clinical outcomes with other members of the health care team.

Newly graduated nurses entering the BSN program are, at a minimum, at the advanced beginner level of skill acquisition. Other students with more nursing practice experience may enter at the competent level. All of the courses are designed to assist the student in identifying their level of skill acquisition and individually moving along the continuum from novice toward expert.

The vertical threads are evident in every course. Holistic care blends the art and science of nursing. It assists clients to achieve their inherent wholeness. Holism involves the understanding of the interrelationships of the bio-psycho-socio-spiritual dimensions of the person and the interaction of the person, regardless of age, with the environment. Holism encourages the establishment of a therapeutic partnership with clients to facilitate the healing process and achieve wholeness. Holism involves self-care on the part of the nurse and facilitates a greater awareness of the interconnections of individuals with the human and global community. Cultural sensitivity, a respect for various health beliefs, and appreciation of a client's use of alternative therapies are hallmarks of holistic care.

Caring enables connectedness, engagement, and seeing possible solutions to problems by heightening perceptual awareness. It promotes early recognition of patient problems, thus improving assessment skills. Caring fosters trust. Caring cannot exist outside of technical competence. Advocacy is a subset of caring. Advocacy is especially relevant for vulnerable populations such as children, the elderly, the poor, or the mentally ill. It includes informing clients of their rights, providing information to clients to assist them in decision-making, supporting client's decisions, speaking on behalf of vulnerable populations, and empowering clients to meet their own health care needs. Caring is supported by ethical principles.

Ethics are the principles that guide professional behavior. Nursing's code for ethical practice includes these moral principles: respect for persons, autonomy (right to self-determination); beneficence (doing good); nonmaleficence (avoiding harm); veracity (telling the truth); confidentiality, fidelity (keeping promises); justice (treating people fairly). The ethical practice of nursing, conduct of nursing research, and the management of nursing personnel, are discussed in various ways in all of the courses in the curriculum.

Clients from rural areas may hold different health beliefs and use alternative medical therapies. Poverty may adversely affect the health of rural clients. The BSN graduate is more likely to be employed in a leadership position. Because NGCSU is located in a rural, mountainous setting, a focus on the professional nurse in a rural setting is emphasized.

(Revised 6/23/99; implemented fall, 2000; Revised 4/26/2007)

BSN Program Outcomes

The BSN graduate will be able to:

1. Function as a generalist in primary; secondary, and tertiary care settings providing holistic, culturally competent care to individuals of various ages, families and communities.
2. Serve as a leader to improve professional nursing practice, especially in rural settings.
3. Educate individuals, families, and communities based on health care needs with emphasis on primary prevention and health promotion.
4. Use evidence of best nursing practice to guide individual practice and positively influence standards of professional practice.
5. Engage in continued learning and development to improve the quality of professional and personal competence and accountability.
6. Synthesize knowledge, attitudes, values, and skills from liberal arts courses, nursing courses, and life experiences to meet the complex health care needs of society.
7. Enact the five roles of the professional nurse: professional; clinician; consumer of research; educator; leader.

(Revised August 2000; 4/26/2007)

Bachelor of Science Nursing (RN-BSN)

Program of Study for NGCSU Campus

Three semester sequence

It is possible to take a full load of nursing courses and complete the BSN nursing requirements in 3 sequential semesters (one calendar year). A part-time option includes selecting a schedule of nursing course completion that spreads these courses over 4 semesters (2 academic years).

Daytime classes (one day per week)*

FALL Semester	Semester Hours	Syllabus
N3110 Transitions (W) (O)	3	N3110 (Traditional) N3110 (On Line)
N3330 Assessment**	6	N3330
N3200 Intro to Nursing Informatics	3	
N3210 Intro to Health Policy (W)	3	

Click on Syllabus number for Course Description

SPRING Semester	Semester Hours	Syllabus
Nursing Elective	2	
N3410 Research (W)	3	N3410
N4410 Community (W) ***	6	N4410

Click on Syllabus number for Course Description

SUMMER Semester	Semester Hours	Syllabus
N3330 Assessment **	6	N3330
N4520 Leadership (O)***	5	N4520
N4600 Practicum ***	3	N4600

Online courses - All online courses will have scheduled class meetings throughout the semester. Please check the course calendar along with the course coordinator for specific details.

The following core courses must be completed in addition to Nursing courses. It is not recommended that core courses be taken while taking Nursing courses in the accelerated sequence.

Core Course	Semester Hours
English 1102	3
Area C - ENGL 2__	3
Area D Science/Math/Technology	8
Area E - Social Sciences	3
Area F CSCI 1100 and CSCI 1150 Or CSCI 1250 Or FLAN 1001 (if reqd)	2 1 3 3
SOCI 1101 or PSYC 1101	3
Nursing Elective(s)	2

* All nursing courses are offered in an online format as well as a traditional face to face classroom format

**Semester credit: lab hours ratio: 1:2

***Semester credit: clinical hours ratio: 1:3

**Bachelor of Science Nursing
(RN-BSN)
Program of Study for NGCSU Campus
Four semester sequence.**

Click on Syllabus number for Course Description.

<u>1st Semester</u>	<u>Semester Hours</u>	<u>Syllabus</u>
English 1102	3	
N3110 Transitions (W) (O)	3	N3110 (Traditional) N3110 (On Line)
N3330 Assessment *	6	N3330
Area E - Social Sciences	3	

Click on Syllabus number for Course Description.

<u>2nd Semester</u>	<u>Semester Hours</u>	<u>Syllabus</u>
Area F		
CSCI 1100 and CSCI 1150	2	
Or CSCI 1250	1	
Or FLAN 1001 (if reqd)	3	
Area D Science/Math/Technology	3	
N3410 Research (W)	4	N3410
N3200 Intro to Nursing Informatics	3	
N3210 Intro to Health Policy (W)	3	

Click on Syllabus number for Course Description.

<u>3rd Semester</u>	<u>Semester Hours</u>	<u>Syllabus</u>
Area C ENGL 2---	3	
N4410 Community (W) **	6	N4410
Nursing Elective	2	

Click on Syllabus number for Course Description.

<u>4th Semester</u>	<u>Semester Hours</u>	<u>Syllabus</u>
Area D Science/Math/Technology	4	
Area F SOCI 1100 or PSYC 1101	3	
N4520 Leadership (O)**	5	N4520
N4600 Practicum **	3	N4600

Online courses - Online courses will have scheduled class meetings throughout the semester. Please check the course calendar along with the course coordinator for specific details.

* All nursing courses are offered in an online format as well as a traditional face to face classroom format

*Semester credit: lab hours ratio: 1:2

**Semester credit: clinical hours ratio: 1:3

Bachelor of Science Nursing (RN-BSN)

2010-2011 Suggested Program of Study
Four semester sequence

SPRING ADMISSION
(smaller numbers accepted in Spring)

Click on Syllabus number for Course Description

<u>SPRING Semester</u>	<u>Semester Hours</u>	<u>Syllabus</u>
N3110 Transitions (W) (O)	3	N3110 (on line) N3110 (traditional)
N3200 Intro to Nursing Informatics	3	
N3210 Intro to Health Policy	<u>3</u>	
Total	9	

Click on Syllabus number for Course Description

<u>SUMMER Semester</u>	<u>Semester Hours</u>	<u>Syllabus</u>
N3330 Assessment	6	N3330 (Summer)

Click on Syllabus number for Course Description

<u>FALL Semester</u>	<u>Semester Hours</u>	<u>Syllabus</u>
N3410 Research (W)	3	N3410
N4410 Community (W)	6	N4410
Nursing Elective ***	<u>2</u>	
Total	11	

Click on Syllabus number for Course Description

<u>SPRING Semester</u>	<u>Semester Hours</u>	<u>Syllabus</u>
N4520 Leadership (O)**	5	N4520 Leadership
N4600 Practicum	<u>3</u>	N4600
Total	8	

Online courses - All online courses will have scheduled class meetings throughout the semester. Please check the course calendar along with the course coordinator for more information.

All nursing courses are offered on-line or in traditional classroom settings one day/week.

*Semester credit hours: lab hours ratio: 1:2

**Semester credit hours: clinical hours ratio: 1:3

One nursing elective is required and may be chosen from the following courses;

NURS 3580, NURS3150, SOCI3100, SPAN1200, GERO3081, GERO3181, GERO3381, and GERO3481.

Available Nursing Elective syllabi click here --> [Fall N3580](#) [Spring N3150](#)

***Nursing elective may be taken Fall or Spring semester

Clinical Forms

1. NGCSU Nametag Order Form:

Used to order student name tag for clinical experiences. Complete order form, check BSN option, sign and return to course coordinator along with check or money order.

2. Initial Request for Preceptorship:

Used by students to request a specific clinical preceptor and/or clinical site.

3. Clinical Confidentiality Forms:

Completed by student for each clinical course to include specific clinical agency.

4. Student Evaluation of Preceptor:

Used by the student to provide feedback about clinical preceptors & clinical sites at the end of each clinical course.

5. Course Evaluation by Preceptor:

Gives the clinical preceptor the opportunity to evaluate the effectiveness of the preceptorship experience.

6. BSN Clinical Evaluation Tool:

Used by students and faculty during each clinical course in order to provide an evaluation of the clinical learning experience and progression in the program.

NGCSU LOGO NAMETAG ORDER FORM

NAME: _____
FIRST MI LAST

PLEASE PRINT CLEARLY: please limit to less than 15 characters including spacing.

Note: Going over limited space will condense engraving.

Price \$9.00 Please make Check or Money order out to: **Campus Connection.**

NO ORDER WILL BE ACCEPTED AT BOOKSTORE FROM STUDENTS

NAMETAGS WILL BE SENT TO YOUR DEPARTMENT MEMBER FOR PICK-UP WHEN READY.

PLEASE PUT A CHECK MARK BESIDE THE TITLE REQUIRED.

NURSING

_____ ASN (contains name & title only)

_____ BSN (contains name, RN & title)

_____ FNP (contains name, RN & title)

PHYSICAL THERAPY

_____ Physical Therapy intern (contains name & title)

EDUCATION

_____ Pre-service Teacher (contains name & title)

_____ Athletic Training Intern (contains name & title)

_____ Exercise Science Intern (contains name & title)

In ordering this nametag I agree to the following:

- A. I agree to wear this nametag at all times during field placement activities.
- B. I agree to return the nametag to my department coordinator upon completion of my degree program or any other situation upon leaving the program. (This is a NGCSU legal requirement).

My signature is an acceptance of these terms.

_____ Date: _____

Name (print): _____ Phone:#: _____

Email address: _____

**North Georgia College & State University
Department of Nursing
BSN Program
Initial Request for Preceptorship**

Date: _____ Semester: _____ Course: _____

Student Data:

Name: _____

Telephone: Home _____ Work _____

Address: _____ email: _____

Preferred Clinical Schedule: _____

Preceptor Data:

(1st Choice)

Agency Name: _____

Mailing Address: _____ email: _____

Phone: _____ Contact Person: _____

Preceptor: _____ Phone / Ext#: _____

(2nd Choice)

Agency Name: _____

Mailing Address: _____ email: _____

Phone: _____ Contact Person: _____

Preceptor: _____ Phone / Ext#: _____

(3rd Choice)

Agency Name: _____

Mailing Address: _____ email: _____

Phone: _____ Contact Person: _____

Preceptor: _____ Phone / Ext#: _____

Clinical Confidentiality Agreement

I understand that * _____ has a legal and ethical responsibility to safeguard the privacy of all patients and to protect the confidentiality of their health information.

I understand that during the course of my clinical experience or other affiliation with * _____, I may see or hear other confidential information such as financial data and operational information pertaining to the activities that is obligated to maintain as confidential.

I am aware that confidentiality and information security training is required for members of * _____ workforce and I acknowledge that I have received similar training from the nursing faculty at NGCSU and agree to follow policies and procedures.

I will not access or view any information, including my own or family members, other than what is required to meet my clinical requirements. If I have any questions about whether access to certain information is required for me to complete my clinical requirements, I will immediately ask my instructor for clarification.

I will not discuss any information, pertaining to * _____ or its patients in an area where unauthorized individuals may hear such information (i.e. in hallways, on elevators, in the cafeteria, on public transportation, at restaurants, or at social events). I understand that it is not acceptable to discuss any information in public areas even if specifics, such as a patient's name, are not used.

I will not make inquires about any information for any individual or party who does not have proper authorization to access such information.

I will not make any unauthorized transmissions, copies, disclosures, inquires modifications, or purgings of information. Such unauthorized transmissions include, but are not limited to, removing and/or transferring information from * _____ computer system to unauthorized locations (i.e. for home).

Upon completion of my clinical educational experience or other affiliation with * _____, I will immediately return all property (i.e. keys, documents, ID badges, etc.) to * _____.

I agree that my obligation under this agreement regarding information will continue following completion of my educational experience at _____.

I understand that violation of this agreement my result in disciplinary action, up to and including termination of my educational experience or other affiliation with

* _____ and/or suspension, restriction or loss of privileges, in accordance with * _____ policies, as well as potential personal civil and criminal legal penalties.

Signature of Student Date

Print Name Student ID #

***Clinical agency's name must appear on every blank space**

06/25/08

**North Georgia College & State University
Department of Nursing
BSN Program
STUDENT EVALUATION OF PRECEPTOR**

THE PRECEPTOR:

	Yes	No	NA*	Comments
1. Provided opportunity for the student to pursue individual learning objective within the parameters of the agency and in accordance with the nursing roles assumed by the preceptor.				
2. Allowed the student to independently and/or collaboratively apply knowledge and skills to the nursing process.				
3. Provided opportunities for students to assume leadership roles.				
4. Served as a resource person, consultant and supervisor for student's clinical nursing experience.				
5. Assumed responsibility for collaborating with student in assignments with careful attention to learning objectives and to the scope of the student's knowledge and skills.				
6. Provided opportunity for evaluation of the student's performance at the termination of the preceptorship.				
7. Provided a written evaluation of the student's performance at the termination of the preceptorship.				
8. Assisted faculty in evaluating the preceptorship program.				

I would recommend that this preceptor be used for other students in this course ___ Yes ___ No.

* N/A- *Not applicable or unable to assess; insufficient data to judge.*

Evaluator

Preceptor

Faculty

**Department of Nursing
BSN Program
Course Evaluation By Preceptor**

Preceptor: _____ Faculty: _____

Course #: _____ Date: _____

This evaluation gives you the opportunity to evaluate the effectiveness of the preceptorship experience in achieving the objectives presented on the course outline and the effectiveness in preparing you and your role as a preceptor. Faculty behaviors are also evaluated. Please use the "Comment" column. Your sincere response is very valuable for your future planning.

A. The Preceptor	Pass	Fail	N/A*	Comments
1. The course objectives were clear to me.				
2. My role was clearly explained to me before I began.				
3. The student's role was clearly explained to me before I began.				
4. The faculty's role was clearly explained to me before I began.				
5. My responsibilities to the student were clear to me.				
6. The student's schedule was communicated to me.				
7. Student course requirements were clear to me.				
B. Nursing Faculty Member	Pass	Fail	N/A*	Comments
8. Was available to students and offered advice wisely.				
9. Sought documentation of student's performance from preceptors and other health team members.				
10. Stimulated students to function at optimum level and toward independent functioning.				
11. Was receptive to feedback.				
12. Promoted attitude of mutual respect between instructor, student and preceptor.				
13. Assisted preceptor in managing students' problems when needed.				
14. Supported preceptor in the role of a consultant and teacher of the student.				

I (**would, would not**) recommend to a fellow staff member to be a preceptor for this course.

* N/A not applicable, unable to assess or no basis for judgment.

North Georgia College & State University

BSN Clinical Evaluation Tool

Student _____ Agency _____ Course _____

Preceptor _____ Semester/Year _____ Final Clinical Grade _____

Codes for Grading:

S = Satisfactory **U** = Unsatisfactory

Clinical is graded on a pass/fail basis. Only a score of **S** (Satisfactory) is acceptable on the final evaluation. One or more unsatisfactory score(s) on the final evaluation will result in a clinical failure for the semester. Each clinical course outline will contain clinical objectives. Some of the objectives will be required; others will be optional as indicated. Learning experiences will be individualized per course.

Satisfactory

Entails accuracy and accountability, consistent data, responsible independence and initiative (i.e. is aware of own strengths, weaknesses, seeks guidance, adapts to change, attempts to bypass obstacles or change priorities, documentation is in depth and complete).

Unsatisfactory

Entails the omission of something that would be expected from students at this level or doing something that a student at this level should not do. If omission or commission was so blatant as to violate client safety or place the client in jeopardy, the student could be excluded from the clinical area and receive a clinical failure. In addition, "**U**" will be given for:

- 1) Falsification of any clinical record.
- 2) Failure to notify agency regarding deviations from clinical schedule.
- 3) Participation in clinical activities without required documentation on file [see University Catalog / BSN Section / Information for application
- 4) Failure to provide empirical evidence of meeting required objectives

All documentation of clinical requirements must be in the student's clinical folder prior to the first day of clinical or the student will receive a grade of F for clinical.

Students are evaluated on a progressively higher level from semester to semester

Revised: Summer 2008

BSN Clinical Evaluation Tool

Student Comments at Midterm:

TOTAL NUMBER OF CLINICAL HOURS _____

Faculty Comments at Midterm:

Faculty Comments at Final Evaluation:

TOTAL NUMBER OF CLINICAL HOURS _____

Faculty Signature

Date

Student Comments at Final Evaluation:

I have reviewed this evaluation and have had the opportunity to discuss it with the faculty.

Student Signature

Date

**North Georgia College & State University
Department of Nursing**

Clinical Evaluation

Student Name _____

Course _____

Semester _____

Final Grade _____

S = Satisfactory U = Unsatisfactory

Student must maintain an "S" on each category to successfully complete the clinical component of the course.

1. _____ Provides professional communication with contact at clinical site (e-mails, letters, memos)
2. _____ Provides professional communication with faculty.
3. _____ Appropriately assesses needs of facility or clients
4. _____ Clear articulation of objectives / goals for project
5. _____ Appropriately plans for the implementation of accomplishment of project and goals.
6. _____ Identifies resources available and resources needed.
7. _____ Identifies alternative courses of action (critical thinking abilities)
8. _____ Demonstrates organizational skills and division of work into manageable components with appropriate coordinating of results.
9. _____ Accepts accountability and responsibility for project development and completion
10. _____ Demonstrates the ability to direct, coordinate, and motivate human-resource efforts toward meeting goals.
11. _____ Implements projects appropriately.
12. _____ Demonstrates the ability to measure level of accomplishment or evaluate results.
13. _____ Applies classroom theory content to clinical experience.
14. _____ Completes projects within appropriate time frame
15. _____ Service learning project meets the needs of the facility.
16. _____ Reflective journal demonstrates all of the above behaviors.

Comments:

Faculty Signature

Date

Student Signature

Date

*** To be completed by student and clinical faculty**

Nursing Department Forms

1. Graduation Blueprint

The academic advisor uses this form when mapping student's progress through the BSN program. It is generally initiated during the student's first advisement appointment & then revised & updated as needed.

2. Plan of Study

This is the student's official record of courses required for the degree, courses completed, as well as grades received. The plan of study is usually initiated during the student's first advisement appointment. Transcripts are reviewed by nursing faculty and grades are recorded in the appropriate place. The student, advisor, department head & the registrar must sign this form. Students will not be allowed to graduate unless a current Plan of Study is on file in the Registrar's office.

3. Complaint Form

This form should be initiated by the student who has an official complaint regarding the nursing program, a specific nursing class, nursing department policy, etc.. After completing Sections I and II, the student should submit the form to the Department Head for review.

4. Student Referral Form

This form is initiated when students are referred to other university resources for specific assistance. The student will receive a copy of the completed form. A copy, with student and faculty signatures, should also be placed in the student's file in the Nursing department.

5. Occurrence Report

This form is initiated by nursing faculty in response to a safety violation by a nursing student in the clinical setting. The student will receive a copy of the form within 3 school days of the violation. A copy of the form, with student and faculty signatures, will be placed in the student's file.

6. Course Registration Override Form

This form is utilized by BSN faculty and administrative staff to allow course overrides during registration.

7. Medical Form:

This form must be completed before entering the BSN program. The completed form will remain in student's file.

8. Accident/Illness Waiver

This form must be signed by student and notarized upon entering the BSN program. The signed form will be kept in the student's file.

9. Substance Abuse Declination Form

This form must be signed by students upon entering the BSN program. The signed form will be kept in the student's file.

10. Student Applied Learning Experience Agreement

This form must be signed by student upon entering the BSN program. The signed document will be kept in the student's file.

Graduation Blueprint Nursing Department

Fall Semester		Spring Semester	Summer Semester
Year _____ NGCSU or Satellite		Year _____ NGCSU or Satellite	Year _____ NGCSU or Satellite
Year _____ NGCSU or Satellite		Year _____ NGCSU or Satellite	Year _____ NGCSU or Satellite
Year _____ NGCSU or Satellite		Year _____ NGCSU or Satellite	Year _____ NGCSU or Satellite
Year _____ NGCSU or Satellite		Year _____ NGCSU or Satellite	Year _____ NGCSU or Satellite

This Blueprint represents the student's intention regarding which courses will be taken each semester. If the student changes his/her plans; it is the student's responsibility to notify the advisor **in writing**.

Student's Name

Student's Signature

Date of Advisement

Faculty Advisor

**NGCSU ASN Graduate
Plan of Study for Bachelors of Science Degree in Nursing**

NAME: _____ ID#: _____

ADDRESS: _____ CATALOG: _____

ANTICIPATED GRADUATE DATE (SEMESTER/YEAR): _____ / _____

COURSE	SEM	HRS	GRADE	COURSE	SEM	HRS	GRADE
AREA A: Essential Skills - 9 Hours				AREA F: Courses Appropriate to Major - 18 Hours			
ENGL 1101		3		BIOL 2250		4	
ENGL 1102		3		BIOL 2251		4	
MATH 1101		3*		BIOL 2280		4	
AREA B: Institutional Options - 4 Hours				CSCI 1100 and CSCI 1150 Or CSCI 1250 Or FLAN 1001 (if reqd)		2 1 3 3	
FLAN 1002		3		**GUIDED ELECTIVE (Choose one Below)			
PSYC 1001		1		SOCI 1101		3	
AREA C: Humanities/Fine Arts - 6 Hours				PSYC 1101		3	
ENGL 2__		3		Major Area 32 Hours			
		3					
AREA D: Science/Math/Technology - 11 Hours				NURS 1100		5	
CHEM 1151+ L or PHYS 1111+ L or BIOL 1107+ L or BIOL 1010 + L		4		NURS 1110		5	
				NURS 1020		1	
CHEM 1152 + L or PHYS 1112 + L or BIOL 1108 + L or BIOL 1260 + L		4		NURS 1090		5 (LPN Only)	
				NURS 2110		5	
MATH 2400 ** or MATH 1113		3					
AREA E: Social Sciences - 12 Hours				NURS 2130		5	
HIST 1112		3		NURS 2140		5	
U.S. & Georgia History/Constitution				NURS 2160		5	
		3		NURS 2105		1	
Social Science Electives Group 1				NURS 2115		1	
		3				3	
Group 2				NURS 3110 (W) (O)		3	
		3		NURS 3200		3	
Physical Education - 3 Hours				NURS 3210 (W)		3	
PHED 1000	EXEMPT	3		NURS 3330		6	
				NURS 3410 (W)		3	
Basic Military Science - 4 Hours				NURS 4410 (W)		6	
MILS 1000		1		NURS 4520 (O)		5	
MILS 1001		1		NURS 4600		3	
MILS 2000		1		Electives 2 Hours			
MILS 2001		1		NURS 3000		2	
Advanced Military Science - 9 Hours				NURS 3150		2	
				NURS 4010		2	
MILS 3000		2		NURS 3500		3	
MILS 3001		2		NURS/GERO 3081		3	
MILS 4000		2		NURS/GERO 3381		3	
MILS 4001		2		NURS/GERO 3181		3	
MILS 4002		1		NURS/GERO 3481		3	
Minor				NURS 3580		2	
				NURS 4000		1 to 3	
				SPAN 1200		3	
				SOCI 3100		3	
				NURS 3250		3	
U.S. & Georgia Constitution:				Regents' English Exam: (W) (R)			
U.S. & Georgia History:				Senior Exit Exam:			

* - If Calculus or Pre-calculus is taken in AREA A or AREA D, the additional hour(s) will count in AREA F or as an elective, depending on the student's major. This is not a contract binding the University to offer a given course at any given time. Arrangements concerning the scheduling of courses will be made between the student & the advisor based on the information at hand. These arrangements will not be binding on the student or the University. ** MATH-2400 & CSCI-1100 or CSCI-1500 must be taken in either Area D or F.

Student: _____ / ____ / ____ Advisor: _____ / ____ / ____
 Department Head: _____ / ____ / ____ Registrar: _____ / ____ / ____ mkc 8/18/09
 Minor Advisor: _____ / ____ / ____ G:/BSN/Forms/Plan Study/Sp09 POS BSN for ASN Graduate with minor.doc

**NGCSU ASN Transfer
Plan of Study for Bachelors of Science Degree in Nursing**

NAME: _____ ID#: _____

ADDRESS: _____ CATALOG: _____

ANTICIPATED GRADUATE DATE (SEMESTER/YEAR): _____ / _____

COURSE	SEM	HRS	GRADE	COURSE	SEM	HRS	GRADE
AREA A: Essential Skills - 9 Hours				AREA F: Courses Appropriate to Major - 18 Hours			
ENGL 1101		3		BIOL 2250		4	
ENGL 1102		3		BIOL 2251		4	
MATH 1101		3*		BIOL 2280		4	
AREA B: Institutional Options - 4 Hours				CSCI 1100 and CSCI 1150 Or CSCI 1250 Or FLAN 1001 (if reqd)		2 1 3 3	
FLAN 1002		3		**GUIDED ELECTIVE (Choose one Below)			
PSYC 1001		1		SOCI 1101		3	
AREA C: Humanities/Fine Arts - 6 Hours				PSYC 1101		3	
ENGL 2____		3		Major Area 32 Hours			
		3					
AREA D: Science/Math/Technology - 11 Hours							
CHEM 1151+ L or PHYS 1111+ L or BIOL 1107+ L or BIOL 1010 + L		4					
CHEM 1152 + L or PHYS 1112 + L or BIOL 1108 + L or BIOL 1260 + L		4					
MATH 2400 ** or MATH 1113		3					
AREA E: Social Sciences - 12 Hours							
HIST 1112		3					
U.S. & Georgia History/Constitution				ASN Program Transferred from another institution			
		3					
Social Science Electives				NURS 3110 (W) (O)		3	
Group 1				NURS 3200		3	
Group 2				NURS 3210 (W)		3	
				NURS 3330		6	
Physical Education - 3 Hours				NURS 3410 (W)		3	
PHED 1000	EXEMPT	3		NURS 4410 (W)		6	
Basic Military Science - 4 Hours				NURS 4520 (O)		5	
MILS 1000		1		NURS 4600		3	
MILS 1001		1		Electives 2 Hours			
MILS 2000		1		NURS 3250		3	
MILS 2001		1		NURS 3000		2	
Advanced Military Science - 9 Hours				NURS 3150		2	
				NURS 4010		2	
MILS 3000		2		NURS/GERO 3081		3	
MILS 3001		2		NURS/GERO 3381		3	
MILS 4000		2		NURS/GERO 3181		3	
MILS 4001		2		NURS/GERO 3481		3	
MILS 4002		1		NURS 3580		2	
Minor				NURS 4000		1 to 3	
				NURS 3500		3	
				SPAN 1200		3	
				SOCI 3100		3	
U.S. & Georgia Constitution:				Regents' English Exam: (W) (R)			
U.S. & Georgia History:				Senior Exit Exam:			

* - If Calculus or Pre-calculus is taken in AREA A or AREA D, the additional hour(s) will count in AREA F or as an elective, depending on the student's major.

This is not a contract binding the University to offer a given course at any given time. Arrangements concerning the scheduling of courses will be made between the student & the advisor based on the information at hand. These arrangements will not be binding on the student or the University. ** MATH-2400 & CSCI-1100 or CSCI-1500 must be taken in either Area D or F.

Student: _____ / ____ / ____ / ____ Advisor: _____ / ____ / ____ / ____

Department Head: _____ / ____ / ____ / ____ Registrar: _____ / ____ / ____ / ____ mkc Rev 8/18/09

Minor Advisor: _____ / ____ / ____ / ____ G:/BSN/Forms/Plan Study/Sp09 ASN Transfer.doc Effective Spring 2009

**North Georgia College & State University
Department of Nursing**

COMPLAINT FORM

Complainants should complete sections I and II of this form.
The Department Head will complete sections III and IV.

I. Date: _____ Student's Name: _____ ID# _____

II. Nature of Complaint:

III. Suggestions for Resolution:

IV. Findings:

V. Resolution which occurred:

Place this form in an envelope marked "CONFIDENTIAL" to Dr. Toni Barnett.

**NORTH GEORGIA COLLEGE & STATE UNIVERSITY
Department of Nursing**

Student Referral

Student: _____

Date: _____

You are strongly encouraged to seek tutoring and/or counseling services in the areas identified below.

- **English as a Second Language**
- **Writing skills**
- **Math**
- **Reading Comprehension**
- **Computer Skills**
- **Counseling**
- **Test taking strategies**

Contact: Learning Support Services (706) 864-1433

My signature indicates that I have been informed that these services have been recommended to me.

Student signature

Date

Faculty signature

Date

**North Georgia College & State University
Department of Nursing
Occurrence Report**

Date: _____ Semester _____

Student Name (print): _____

Clinical Agency: _____

Description of occurrence/incident
(including date/time/others involved, etc.):

Recommendations/
Expected Outcomes:

Disposition:

Faculty (print) Name _____

Faculty signature _____ Date: _____

Student signature _____ Date: _____

cc: Student File

BSN Course Registration Override Form

Student Name	
Student ID	
Semester/Year	
Course # and Name	
Course CRN	
Reason for Override	
Date of request	
Faculty signature	

BSN Course Registration Override Form

Student Name	
Student ID	
Semester/Year	
Course # and Name	
Course CRN	
Reason for Override	
Date of request	
Faculty signature	

North Georgia College & State University
Department of Nursing - Medical Report

Complete and return to the NGCSU Nursing Department by date requested.
(Form must be completed and signed by Healthcare Provider.)

Indicate program application ASN _____ BSN _____ MS _____
Name of person being examined (Print) _____ DOB _____
Physical exam date _____ (must be within 6 months of admission to the Nursing program indicated- must be updated every 2 years or upon re-entry to a program.)
Medical limitations, chronic conditions, physical limitations (specify): _____
Significant Allergies: _____
Current Medications (prescription, OTC, herbal, etc.): _____

IMMUNIZATION CERTIFICATION REQUIREMENTS

Laboratory proof of Immune (IgG) titers (**copies**) are **required** for measles, mumps, rubella, and varicella for **all** students. A hepatitis B immune titer as definite proof of immunity is highly recommended.
(Equivocal, borderline, or negative titer results do not demonstrate immunity and may require further action. *)

1. *MMR (Measles, Mumps, Rubella) Documented dates of vaccine 1 _____ 2 _____
Evidence of immunity by Titer required. (Attach documentation of immunity).
Rubella Titer _____, Rubeola Titer _____, Mumps Titer _____
***If immunity to Measles, Mumps, or Rubella is not demonstrated by IgG titer, booster vaccine is required. Date of booster** _____
2. TUBERCULOSIS – Current PPD within 1 year – Date of skin test _____ Read _____
() Negative () Positive
If Positive, have you:
 - a. Had a chest x-ray: () Negative () Positive **(Attach documentation)**
Date with proof (x-ray must be within the last 3 years and without symptoms) _____
 - b. Treatment with Anti-Tubercular Drugs: () Yes () No
If yes, provide dates of treatment and drugs used. _____
 - c. Have you ever received BCG: () Yes () No If yes, when? _____
3. VARICELLA (Chickenpox) If immunity not demonstrated by **titer**, documentation of vaccine (two) injections.
Titer _____, *documented dates of vaccine 1 _____ 2 _____
4. HEPATITIS B VACCINE
Evidence of Hepatitis B series – Dates: 1 _____ 2 _____ 3 _____
OR date and proof of immune titer – Date _____ **(Attach documentation)**
OR signed Hepatitis B Declination (see form)
5. TETANUS within last 5 years: Date last tetanus given _____
Note: If Tetanus was given more than 2 years ago, you must receive one time Tdap immunization if 19-64 years old. Date Tdap given _____

Printed Name of Healthcare Provider Signature Date

Office address: _____ Phone # _____

It is the responsibility of a student to immediately contact her (his) Program Coordinator prior to participation in a program associated clinical, if the student:

- a. is exposed to Shingles;
- b. is exposed to Pertussis (Whooping Cough);
- c. is exposed to TB; and/or
- d. acquired any of the above.

_____ **Student initials** document personal responsibility for application of the above statement.

Hepatitis B Declination

I _____ understand fully the clinical requirement for Hepatitis B immunity and decline to receive the immunization series or titer. I fully understand the risk of exposure to Hepatitis B and will not hold North Georgia College & State University, any clinical agency, or individual patient responsible for exposure to or development of Hepatitis B. I understand I have the right to later decide to obtain the vaccines and will provide proof of such for my files.

Student's Signature _____ Date: _____

North Georgia College & State University
Department of Nursing
Dahlonega GA 30597

Accident/Illness Waiver

To Whom It May Concern:

I, _____, agree to be financially responsible for any accidents or illnesses related to my enrollment in any NGCSU Nursing Program or to any clinical areas I may visit or enter for the purpose of clinical experiential education, while enrolled in program. This letter absolves NGCSU and the NGCSU Department of Nursing, and any Health Care Agencies or Facilities used in nursing educational applied learning experience from any obligation for health care expenses on my behalf.

Print Name

Student Signature

Notary

Expiration Date: _____

MKC revision 7/17/06

Substance Abuse Policy – Declination Form

I, _____, understand that I have the right to appeal the decision of faculty of the North Georgia College & State University Department of Nursing, to require me to provide a specimen for a random drug screen and/or to refuse to provide same. I also understand that refusal to comply with the request of faculty to provide a specimen for this random drug screen could result in immediate dismissal from the nursing program.

Student signature

Date

Faculty signature

Date

North Georgia College & State University
Department of Nursing
Bachelor of Science

Student Applied Learning Experience Agreement

In consideration for participating in an applied learning experience (hereinafter referred to as the "A.L.E.") at any Georgia Hospital Association member Facility or any other Facility where I may participate such an A.L.E. (hereinafter referred to as the "Facility"), I hereby agree to the following:

1. To follow the administrative policies, standards and practices of the Facility when in the Facility.
2. To report to the Facility on time and to follow all established regulations of the Facility.
3. To keep in confidence all medical, health, financial and social information (including mental health) pertaining to particular clients or patients.
4. To not publish any material related to my A.L.E. that identified or uses the name of the Institution, the Board of Regents of the University System of Georgia, the Georgia Hospital Association, the Facility or its members, clients, students, faculty or staff, directly or indirectly unless I have received written permission from the Institution, the Board of Regents of the University System of Georgia, the Georgia Hospital Association and the Facility. However, the Facility hereby grants to the Institution the right to publish Institution administrative materials such as catalogs, course syllabi, A.L.E. reports, etc., that identify or uses the name of the Georgia Hospital Association, the Facility or its members, staff, directly or indirectly.
5. To comply with all federal, state and local laws regarding the use, possession, manufacture or distribution of alcohol and controlled substances.
6. To follow Centers for Disease Control and Prevention (C.D.C.) Universal Precautions for Bloodborne Pathogens, C.D.C. Guidelines for Tuberculosis Infection Control, and Occupational Safety and Health Administration (O.S.H.A.) Respiratory Protection Standard.
7. To arrange for and be solely responsible for my living accommodations while at the Facility.
8. To provide the necessary and appropriate uniforms and supplies required where not provided by the Facility.
9. To wear a name tag that clearly identifies me as a student.
Further, I understand and agree, unless otherwise agree to in writing, that I will not receive any monetary compensation from the Board of Regents of the University System of Georgia, the Institution or the Facility for any services I provide to the Facility or its clients, students, faculty or staff as a part of my A.L.E.

Unless otherwise agreed upon in writing, I also understand and agree that I shall not be deemed to be employed by or an agent or a servant to the Institution, the Regents or the Facility; that the Institution, Regents and Facility assumes no responsibilities as to me as may be imposed upon an employer under any law, regulation or ordinance; that I am not entitled to any benefits available to employees; and, therefore I agree not to in any way to hold myself out as an employee of the Institution, the Regents or the Facility.

I understand and agree that I may be immediately withdrawn from the A.L.E. based upon a lack of competency on my part, my failure to comply with the rules and policies of the Institution or Facility, if I pose direct threat to the health or safety of others or, for any other reason the Institution or the Facility reasonably believes that it is not in the best interest of the Institution, the Facility or the Facility's patients or clients for me to continue. Such party shall provide the other part and the student with immediate notice of the withdrawal and written reasons for the withdrawal.

I understand and 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.

I further understand that all medical or health care (emergency or otherwise) that I receive at the Facility will be my sole responsibility and expense.

I have read, or have had read to me, the above statements, and understand them as they apply to me. I hereby certify that I am eighteen (18) years of age or older, or my parent or guardian has signed below that I am legally competent to execute this Applied Learning Agreement, and that I, or my parent and/or guardian, have read carefully and understand the above Applied Learning Experience Agreement; and that I have freely and voluntarily signed this "Applied Learning Experience Agreement".

This the _____ day of _____.

Student's Signature

Witness Signature

Name: _____
(Please print)

(Please print)

Parent/Guardian Signature (if applicable)

Witness Signature

Name: _____
(Please print)

University Academic Forms

- All official university forms (i.e. Transient Permission, Drop/Add, etc.) can be obtained on-line by going to the NGCSU Home Page, clicking on Campus Resources, then Administrative & Academic Forms. Click on the specific form that you are looking for and print. If you cannot find the form for which you are searching, let one of the nursing department secretaries know and they will help you.
- Students must apply for transient credit when taking courses at another institution. Repeats of courses already taken must have special permission from the office of the AVPAA (NGCSU Academic Policy)

North Georgia College & State University
Department of Nursing

Release of Name and Address Form

I. My signature below gives consent for release of my name and home address to organizations and employing agencies making such requests during this academic year.

Signature _____ Date _____

II. I have electronically accessed and read **all** the information in the BSN Student Handbook for the North Georgia College & State University Department of Nursing. I understand that it is faculty and staff's responsibility to keep the handbook current as policies and procedures may change while I am a student at NGCSU. My signature indicates that I understand, accept, and agree to the policies and procedures while I am enrolled in the program.

Student's name (signature) _____

Date _____

Signed Form	Initials
Substance Abuse Pol.	
Stud. Appl. Learn. Stmt.	
Accident/Illness Waiver	

Please tear this page out and give to NURS 3110 faculty coordinator.

Last Name _____ First Name _____

Address _____ City _____ State & Zip _____ County _____

NGCSU Box# _____ Dorm Phone # _____

Next of Kin _____ Contact # _____

Home Phone: _____ Work Phone: _____

NGCSU Student ID # _____ Birth date: _____

_____ Full Time _____ Part Time Email: _____