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DEPARTMENT OF NURSING MISSION STATEMENT

In harmony with the Mission of the University, the Department of Nursing provides educational experiences within a Christian environment, designed to promote excellence in nursing.

INTRODUCTION

Congratulations on your decision to pursue your Baccalaureate of Science in Nursing at Adventist University of Health Sciences. You may have just recently graduated and earned your registered nurse license, or perhaps you have been planning for a while to further your professional education. Whether you are a novice or an experienced nurse, you have made the first step in turning that dream into an action-oriented goal. In order to make your goal a reality, the RN-BSN Option is designed to meet a variety of student needs.

The RN-BSN Option Student Handbook includes essential information that will help you understand the philosophy, requirements, and policies specific to the nursing program. This handbook supplements the general information found in the Academic Catalog. With this information, the Academic Catalog, and the guidance of your advisor, you will develop a study plan that is individualized and workable.

DEPARTMENTAL MISSION STATEMENT

In harmony with the Mission of the University, the Department of Nursing provides educational experiences within a Christian environment, designed to promote excellence in nursing.

DEPARTMENT OF NURSING PHILOSOPHY

The faculty believe that the discipline of nursing is both an art and a science that promotes health through the delivery of wholistic care to individuals, families, and communities. The nursing department utilizes the Neuman Systems Model as a framework for understanding professional health-oriented service to individuals, families, and communities. The practice and teaching of nursing is a calling to exercise God’s gifts in a life of service to humanity.

Through the profession of nursing, graduates extend the healing ministry of Christ by practicing healthcare as ministry. Faculty and students, guided by Christian principles, achieve personal and professional excellence through quality education and life-long learning.

Integrating the concepts from the Neuman Systems Model and ADU’s Christian principles, the curriculum addresses the four metaparadigm concepts of nursing: (a) person, (b) environment, (c) health, and (d) nursing as follows.
**Person**

A person is a child of God who is an integrated whole, and created to live in harmony with God, self, and others. A person also is a patient/client system who may be the learner, the faculty, the support staff, an individual, family, or community. The patient/client system consists of five integrated variables that include physiological, psychological, socio-cultural, developmental, and spiritual factors. These variables are integrated into the nursing curriculum to prepare graduates with the capacity for caring, compassion, critical thinking, and respect for the dignity and self-determination of others. The nursing faculty are committed to caring, compassion, critical thinking, and respect for students by modeling these behaviors in the delivery of the curriculum.

**Environment**

The environment is all of God’s creation. The environment is an open and dynamic system consisting of intrapersonal, interpersonal, and extra-personal forces influenced by, and influencing the person’s response to stressors. The external environment may consist of virtual classrooms, teaching/learning media, practice settings, the student’s home and professional employment settings. Internal environments may include spiritual, cultural, psychological, social, and physiological factors that impact teaching, learning transactions, and the capacity for learning. These environmental factors are built into the planning, design, implementation, and evaluation of the curriculum.

**Health**

Health is a continuum of wellness to illness, and is dynamic in nature. Optimal wellness or stability is achieved when total patient/client system needs are being met. A reduced state of wellness is the result of unmet patient/client system needs. Health is dependent on the interplay of internal and external resources to support the patient/client system. The nursing curriculum advocates for the health of self and others and is designed with a focus on health promotion, health maintenance, disease prevention, and health restoration. Therefore, the eight principles of CREATION Health are embedded as a vertical thread throughout the curriculum. Students engage in health-related activities across the lifespan that benefit the individual, family, community, and society to enhance optimal functioning.

**Nursing**

Nursing is both an art and a science that promotes health through the delivery of wholistic care to individuals, families, and communities. Nursing is a dynamic, interactive process and treats human responses to stressors throughout the life span. The curriculum is structured with a focus on the development of nurses who are accountable and responsible for developing and delivering caring, compassionate, wholistic nurse-patient/client system interactions. These interactions are extended through the healing ministry of Christ. Students are nurtured by faculty, and learn to nurture others. Pedagogical excellence is modeled in preparing students for patient/client-focused professional nursing care using evidence-based practice.
Leadership

In harmony with the Adventist University of Health Sciences Statement of Mission, the Department of Nursing develops nurse leaders who live the healing values of Christ. Faculty provide educational opportunities for students to explore and develop University values of nurture, excellence, spirituality, and stewardship as related to nursing leadership.

**Nurture** encompasses working with others including nursing colleagues, inter-professional entities, community members, patients, and families. Graduates are equipped to deal effectively with change, assist team members to work collaboratively, and apply critical thinking skills to manage and work with individuals as well as systems.

**Excellence** in leadership is promoted through the study of quality initiatives and the safety issues inherent in today’s healthcare milieu. Graduates are able to utilize evidence based practice, provide data and guide others in vital decisions made in healthcare and higher education.

**Spirituality.** Graduates use spirituality to direct their practice and are guided by Christian ethics and biblical standards. They provide vision for those they are responsible to lead. They are able to offer solutions and assist the organization to develop and operationalize its mission.

**Stewardship** is also part of the repertoire of graduates as they use organizational resources judiciously. As conscientious stewards, graduates are respectful of the time, effort and resources available to patients and families, coworkers, and the community at large.

CREATION Health Concepts

- *Choice* – accept responsibility for optimal health
- *Rest* – enjoy replenishing sleep and relaxation
- *Environment* – create nurturing, rejuvenating surroundings
- *Activity* – put the body into motion
- *Trust* – express faith and belief in God
- *Interpersonal relationships* – cultivate and celebrate relationships
- *Outlook* – practice a positive, happy attitude
- *Nutrition* – provide fuel for high performance throughout life

**Note:** Students are encouraged to review the application of each of the elements that comprise CREATION Health at the following website: [http://www.creationhealth.tv/](http://www.creationhealth.tv/)

Definition of Terms in the Neuman Systems Model

- **Basic Structure:** The basic structure consists of common client survival factors related to system variables, as well as unique individual characteristics.
System variables: Physiological, psychological, socio-cultural, developmental, and spiritual factors.

Lines of Resistance: The lines of resistance protect the basic structure. These lines are activated following stressor invasion of the normal lines of defense.

Normal Lines of Defense: An adaptation level of health developed over time and considered normal for a particular individual client or system; it becomes a standard for wellness deviance determination.

Flexible Lines of Defense: Protective system for the client’s stable state. Ideally it prevents stressor invasion and protects the normal line of defense. It is strengthened by primary prevention.

Stressors: Environmental factors that are intra-, inter-, and extra-personal in nature and have the potential for disrupting system stability by penetrating the system lines of defense and resistance. A stressor is inherently neutral or inert. The outcomes may be either positive or negative. The client system’s perception of the stressors and coping abilities are major considerations for caregivers and clients.

Intrapersonal stressors: The internal environmental forces that occur within the boundary of the client system.

Interpersonal stressors: The external environmental interaction forces that occur outside the boundaries of the client system at the proximal range.

Extra-personal stressors: The external environmental interaction forces that occur outside the boundaries of the client system at the distal range.

Primary Prevention Level: Interventions before a reaction to stressors has occurred.

Secondary Prevention Level: Interventions after a stressor reaction has occurred (but before complications occur).

Tertiary Prevention Level: Interventions following treatment of a stressor reaction (but before complications develop into residuals).

Reaction: Response based on the perception of the stressor by the basic structure and may occur in varying degrees.

Intervention: Any preventive mode of action that modifies an actual or potential stressor at the primary, secondary, or tertiary level. These modes
of action can be implemented by the client system, significant other, family, community, nurse, or other health care provider.

Reconstitution: Represents the return and maintenance of the system stability following treatment of a stressor reaction which may result in a higher or lower level of wellness.

RN-BSN OPTION DESCRIPTION

The Baccalaureate of Science in Nursing (RN-BSN Option) is designed to prepare registered nurses to provide wholistic health care to individuals, families, and communities. The program is grounded in Christian principles and integrated with courses from the arts and sciences that enrich the course of study, and contribute to the development of a broader worldview of nursing. The program provides a foundation for the graduate to enhance professional growth, facilitate career mobility, and establish a foundation for graduate studies.

ONLINE EDUCATION

The RN-BSN Option courses are offered entirely on line. These include opportunity for real-time (synchronous) interaction with faculty and peer students. Asynchronous interactions in discussion forums foster collaboration, cooperation and community-building through student engagement, learning accountability, and strong instructor presence. Collaborative activities and other interactive content enhance comprehension and retention. Class discussions may include opportunity for real-time (synchronous) interaction with faculty and peer students. Opportunities to learn from practical real-world involvement and activities demonstrate relevance of coursework to the practice environment. Online learning provides education to students located anywhere without compromising, quality, rigor, or integrity.
LEARNING OUTCOMES

- The ADU graduate will be a caring professional who possesses a willingness to nurture other individuals in the context of healthcare as a ministry.
  - The RN-BSN graduate will integrate Christian principles to guide interactions with patients/clients, health care professionals, and the public.

- The ADU graduate will be an effective communicator who possesses appropriate verbal, nonverbal and written skills in the practice of healthcare as a ministry.
  - The RN-BSN graduate will use effective skills in communication and information- management.

- The ADU graduate will be a critical thinker who gathers relevant information, and analyzes and uses that knowledge in practicing healthcare as a ministry.
  - The RN-BSN graduate will use critical thinking/reasoning/problem-solving skills to address healthcare needs throughout the life span.

- The ADU graduate will exhibit the characteristics of a Christian professional, treating everyone with respect and dignity in the context of healthcare as a ministry.
  - The RN-BSN graduate will evaluate ethical, legal, economic, and political factors that affect the management of health care for individuals, families, and communities.

- The ADU graduate will demonstrate professional expertise by passing appropriate professional examinations and exhibiting proficiencies within the context of healthcare as a ministry.
  - The RN-BSN graduate will integrate nursing research and other evidence-based approaches for use in safe practice.
  - The RN-BSN graduate will incorporate community resources to meet the primary, secondary and tertiary health care needs of individuals, families and communities.
  - The RN-BSN graduate will function in the roles of a nurse as a provider, designer, leader, educator, advocate and coordinator of nursing care as appropriate.
  - The RN-BSN graduate will synthesize knowledge from nursing, the arts, sciences and humanities to meet patients’/clients’ physiological, psychological, socio-cultural, developmental, and spiritual needs.

- The ADU graduate will be one who fulfills social, civic, and environmental responsibilities by involvement of healthcare as a ministry.
  - The RN-BSN graduate will support the principles of social justice as related to service learning in the community.

- The ADU graduate will be a lifelong learner who pursues excellence and the ongoing acquisition of knowledge and professional expertise.
The RN-BSN graduate will participate in activities that foster on-going professional growth and development in self, others and the profession.

The University learning outcomes and the RN-BSN Option learning outcomes are measured through a series of academic activities that include, but are not limited to:

1. The students’ ability to apply APA writing format in academic papers
2. The students’ ability to communicate professionally in online discussion forums, group interactions, written and verbal messages, assignments, and interpersonally
3. The students’ ability to progress through the RN-BSN Option with grades of C+ or better
4. The students’ ability to apply critical thinking on a professional level
5. The students’ ability to incorporate theoretical and evidence-based practice protocols in written work and practice settings
6. The students’ ability to satisfactorily complete clinical projects at the undergraduate level of performance
7. The students’ involvement in service learning activities in the community

**RN-BSN CLINICAL COMPETENCIES**

As a basis for planning the curriculum, particularly the clinical aspects of the curriculum, the faculty identified areas of professional growth that differentiate the practice of an A. S. graduate from that of a B. S. graduate. The faculty recognize the need to develop the student’s skills in order to function in non-hospital as well as hospital environments, and thus include two specifically community-based courses. To develop a nurse who is “provider of care, designer/manager/coordinator of care and a member of a profession” (AACN Essentials of Baccalaureate Education, p. 7), the following 8 characteristics of professional practice were selected by the faculty to guide clinical experiences:

- **Provider of care:**
  A. The graduate of the RN-BSN Option will demonstrate the ability to:
     1. Integrate theory and practice
     2. Practice from an evidence-base (EBP)
     3. Engage in the fully autonomous aspects of practice (management of human responses to health problems)

- **Designer/manager/coordinator of care**
  B. The graduate of the RN-BSN Option will demonstrate the ability to:
     1. Focus attention on planning care for groups as well as for individuals
     2. Include preventive and prophylactic interventions as well as therapeutic interventions
     3. Function as a leader in providing care
4. Function as a teacher, not only of patient/family but also of fellow staff

- Participation in the maintenance of the profession

C. The graduate of the RN-BSN Option will demonstrate the ability to:
   1. Engage in supportive activities of the profession as a whole through contributions and advocacy

**CLINICAL EXPERIENCES**

The RN-BSN Option includes clinical experiences that are integrated into some of the nursing courses. The clinical assignments are completed in community or other health care agencies outside of the virtual classroom setting. In courses, with clinical assignments, students must satisfactorily complete all components of the clinical assignments to pass the course successfully. *Failure to complete a clinical assignment may result in failure of the course.*

**SERVICE LEARNING ACTIVITIES**

Professionals have a responsibility to contribute from their professional knowledge, skills and expertise for the good of the community beyond the details of their employment. Therefore, students are required to complete service learning activities in addition to the clinical projects. In the RN-BSN Option, these requirements are integrated into two courses, NRSG 335 and NRSG 450. These activities give students an opportunity to become acquainted with community needs and to develop connections with community leaders who are engaged in meeting those needs. Students will be expected to wear ADU ID badges for these activities as well as certain clinical activities.

**STUDENT PARTICIPATION**

Students also have opportunity to participate in departmental Student Business Meetings once or twice each term. Issues of concern are posted as threaded discussion options in each nursing course and are open for one week for students to express their feelings about the issue under discussion. Students also have opportunity to influence program policy and function through end-of-course evaluations and end of program evaluations as well as direct discussion with course faculty throughout any course.
OPTION ADMINISTRATIVE AND ACADEMIC PERSONNEL

Adventist University of Health Sciences
Adventist University of Health Sciences
671 Winyah Drive, Orlando, FL 32803

Academic Administrator

Len Archer, PhD
Phone: 407-303-5619 / Fax: 407-303-5671
e-mail: len.archer@adu.edu

Faculty and Staff

Alicia Franco Bruno, PhD, MSN, RN
Chair & Professor, Department of Nursing
Phone: 407-303-5764 / Fax: 407-303-7893
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Lynelle Callender, DNP, RN, INS, PHN, MPH,C.
Vice-Chair, RN-BSN Option
Phone: 407-303-5541 / Fax: 407-303-1872
e-mail: Lynelle.Callender@adu.edu

Jennifer Clark, MSN, ARNP
Lead faculty: NRSG 335 – Applied Health Promotion for RNs
Lead faculty: NRSG 375 – Gerontological Nursing
Phone: 407-312-0811 / Fax: 407-303-1872
e-mail: Jennifer.Clark@adu.edu

Leesuk Ferencsik, PhD, RN
Lead faculty: NRSG 475 – Introduction to Nursing Research for RNs
Lead faculty: NRSG 490 – Health Care: Policies and Access
Phone: 407-303-7747 ext. 110-1084 / Fax: 407-303-1872
e-mail: Leesuk.Ferencsik@adu.edu

Dusanka Hristic, MSN, RN
Lead faculty: NRSG 450 – Community Health for RNs I
Lead faculty: NRSG 451 – Community Health for RNs II
Phone: 407-303-7747 ext. 110-1082 / Fax: 407-303-1872
e-mail: Dusanka.Hristic@adu.edu

Rilla D. Taylor, EdD, MN, RN
Lead faculty: NRSG 315 - Concepts of Professional Nursing for RNs
Lead faculty: NRSG 496 – Seminar in Nursing
Phone: 941-351-4772 / Fax: 941-981-1479
e-mail: Rilla.Taylor@my.adu.edu
**Tina Capparelli**  
Assistant Registrar of Online Education, RN-BSN Option  
Adventist University of Health Sciences  
671 Winyah Drive  
Orlando, FL 32803  
Phone: 407-303-7747 ext. 110-1096 / Fax: 407-303-9755  
e-mail: Tina.Capparelli@adu.edu

**Lily Cruz**  
Online Student Manager  
Off-Site Adventist University Online Learning Center  
PO Box 691629  
Orlando, FL 32869-1629  
Phone: 888-248-1128 ext. 5021 / Fax: 866-238-6450  
e-mail: l.cruz2@online.adu.edu

**24/7 Help Desk Technical Support:**  
Toll Free Telephone: 1-877-642-1902  
External e-mail: https://supportcenter.pearson.com/adu

**CONTACT INFORMATION**

The information in this section is provided to assure that students are able to utilize the full array of course support that is provided by Adventist University.

**Contact Sequence (See roles below)**  
Address *course content questions* in the following sequence:  
Lead Faculty and then RN-BSN Option Vice-Chair.

Address *process questions* (“how do I …”) in the following sequence:  
Lead Faculty for course details; Academic advisor for registration details  
Online Student Manager (Lily Cruz)  
The Online Student Manager also is available M-F 8:30am - 5:30pm to assist you with contacts or finding any other information you may need.

Address *technological questions*:  
1. Contact the **24/7 Help Desk** to document the issue, receive immediate assistance, and obtain a problem identification number.  
   Toll-free 24/7 telephone access at 1-877-642-1902 or send email to external e-mail:  
2. Contact the Online Student Manager and/or course Lead Instructor.
Section Adjunct Instructor (in some courses)
The Section Adjunct Instructor is responsible for the following activities:
1. Moderating small group activities
2. Facilitating students’ understanding of course concepts
3. Monitoring and responding to discussion board postings
4. Engaging students’ active participation in the course content
5. Grading student assignments in a timely manner (within 6 days) and providing feedback to the student
6. Monitoring and recording weekly student participation in the course.
7. Contacting students not actively participating in the course
8. Coaching students based on performances recorded in the grade-book
9. Responding to student questions within 24 hours (during week) 48 hours (weekend).
10. Notifying the Lead Faculty/Course Coordinator of students not actively participating in the course.

Students should contact the Section Adjunct for the following issues:
1. Clarification regarding assignments and quizzes
2. Clarification regarding understanding of the course content
3. Inability to attend any group appointments
4. Concerns related to performance in the course

Lead Faculty / Course Coordinator
The Lead Faculty / Coordinator is responsible for the following activities:
1. Developing course content, including group activities, live conferences and discussion boards
2. Monitoring student discussion forums and participation
3. Analyzing results of quizzes and examinations
4. Monitoring students’ progress in the course
5. Maintaining communication/team meetings with the section adjunct instructors
6. Reviewing requests for extensions / incomplete grades
7. Monitoring the student engagement in the course
8. Recording and submitting final course grades and course data in TaskStream

Students should contact the Lead Faculty for the following issues:
1. Questions about the material, including readings, assignments, Multi-media presentations, discussion forums, and group activities not answered by the section adjunct instructor
2. Course policies or procedures
3. Requests for extensions / incomplete grades
Online Student Manager (Lily Cruz)
The Online Student Manager is responsible for the following activities:
1. Student access to the course website
2. Posting general course announcements
3. Maintaining student records
4. Maintaining databases, including address changes
5. Facilitating course drops and withdrawals
6. Maintaining live discussions and discussion boards

Contact the Online Student Manager for the following issues:
1. Change of Address
2. Non-receipt of course materials
3. Difficulty logging onto the course website
4. Difficulty contacting a faculty member
5. Submitting student-completed Drop/Withdrawal form

Vice-Chair (Dr. Lynelle Callender)
The Vice-Chair is responsible for the following activities:
1. Faculty and program evaluation
2. Implementation of program policies
3. Assignment of faculty
4. Compliance with accreditation and regulatory standards

Contact the Vice-Chair for the following issues:
1. Suggestions concerning program improvements/modifications
2. Issues not satisfactorily addressed by the Section Adjunct Instructor and the Lead Faculty/Course Coordinator

Nursing Department Chair (Dr. Alicia Franco)
The Nursing Department Chair is responsible for the following activities:
1. Oversight of the nursing program
2. Management of nursing faculty and staff
3. Approval of student requests for academic exemptions (petitions)
4. Enforcement of compliance with departmental and university-wide accreditation and regulatory standards

Contact the Department Chair for the following issues:
1. Suggestions concerning program improvements/modifications
2. Issues not satisfactorily addressed by other program faculty or staff
The following guidelines describe regulations of the program governing specific situations. Please read this information thoroughly. Students participating in the program are expected to abide by these policies.

**PROFESSIONAL LICENSURE**

Students in the RN-BSN Option are required to maintain a current registered nursing license in good standing throughout their course of study. The nursing program reserves the right to request updated evidence of licensure status at any time. If at any time a student becomes unlicensed for any reason, is obligated to surrender licensure in any jurisdiction for disciplinary reasons, or experiences any other change in licensure status (for example, new expiration dates, revocation, suspension, change of names, etc.) the student must inform the University of the change. This notification must occur immediately if the student is currently participating in a course. If the student is not in a course at the time of the change, the notification must occur prior to registering for the next course. A copy of all licensure changes must be submitted to the Online Student Manager. Please be aware that the University is obligated to report any attempts at misrepresenting licensure status to appropriate regulatory agencies.

**CONFIDENTIALITY OF INFORMATION**

All agency and client information students receive while completing clinical assignments is considered confidential. Release of this data (oral, written, electronic, or through any other means) to an individual or entity who does not have an authorized need to know is prohibited. It is possible to work with, have access to, and overhear information regarding patients, physicians, and others that must be considered confidential while implementing clinical projects. Students are directed, therefore, not to discuss agency business outside the clinical agency with anyone, including other students, family members, or agency personnel by any means – orally, in writing or via social media; doing so will violate the right of privacy of others. Relevant client/agency information that is shared in group activities, discussion forums, or written assignments must be done in a manner that ensures confidentiality and anonymity of the involved clients and/or agency. Students may ensure confidentiality and anonymity by using alternate names or initials. If photos are taken of students engaged in clinical assignments, they should show only the back of the head of any client included in the picture. Any inappropriate or unauthorized retrieval, review, or sharing of confidential information is considered a breach of confidentiality. Students who violate or participate in a breach of confidentiality will face disciplinary action (see Disciplinary Policy).

**DRESS CODE**

Adventist University of Health Sciences subscribes to a dress code that reflects principles of Christian modesty, neatness, simplicity, and appropriateness. In keeping with this philosophy, students are required to adhere to the following dress code as well as ADU ID badges when completing clinical projects, service learning activities and/or assignments:
1. Students who implement clinical assignments within an agency are expected to abide by the agency’s dress code. Students must identify themselves as students of the University by wearing their University-issued identification badges. **Students are not permitted to wear employer identification badges while in the pursuit of course-related activities.**

2. The acceptable jewelry is a wedding band and/or engagement ring and post-type earrings; one on each ear.

3. Makeup and nail polish, if worn, should be worn in a manner that maintains a healthy, natural look.

4. Any time students are on official [non-clinical] business in an agency, they are expected to dress appropriately. This means professional-type attire that would be worn in an office or business-type setting (dress slacks or skirt with professional top). **Jeans, flip-flops, shorts, low-cut tops, and revealing clothing are not considered appropriate attire.** Uniforms and scrubs are not appropriate for these activities unless specifically required by the agency personnel.

**GRADES**

Students must obtain a grade of C (78%) or better to successfully complete a nursing course. Grades of C- and below cannot be applied to fulfill the requirements of the program.

**LETTER GRADE DISTRIBUTION**

The department of nursing uses the following grade scale for all nursing courses:

- **A** = 93.50-100
- **A-** = 90.50-93.49
- **B+** = 87.50-90.49
- **B** = 84.50-87.49
- **B-** = 81.50-84.49
- **C++** = 79.50-81.49
- **C+** = 74.50-77.49
- **C** = 71.50-74.49
- **C-** = 68.50-71.49
- **D** = 65.50-68.49
- **D+** = 62.50-65.49
- **D-** = 59.50-62.49
- **F** = 00.00-59.49

**GRADING POLICY**

A variety of assignments and other tools will be used to evaluate student progress and in computing course grades. The criteria for these evaluations are listed within each specific course syllabus.

**WITHDRAWAL/DROP POLICY**

Students must download the withdrawal form from the Adventist University website, complete the form and submit to the Online Student Manager (Lily Cruz) to withdraw/drop from any course. The grade recorded will be based on the date the withdrawal form is received by the Online Student Manager. If the student stops attending a course and does not submit the withdrawal form by the deadline, a grade of “WF” (withdrawal/failing) may be recorded for that course. When a student withdraws from the course:

1. The application fee is non-refundable.
2. The matriculation fee will be refunded if the student receives 100% tuition refund on **ALL** classes for the trimester.
3. The refund is based on the last log-in date once the withdrawal form is received. Students should not log into the course(s) once the decision to withdraw is made. 

Refund Policy: First week of class – 100% refund. No refund thereafter.

Grade Policy

<table>
<thead>
<tr>
<th>Weeks in Session</th>
<th>No grade will be recorded during this period</th>
<th>Grade of “W” will be assigned during this period</th>
<th>Grade of “WF” will be assigned</th>
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<tr>
<td>7</td>
<td>End of 1st school week in the session</td>
<td>Beginning of 2nd week to end of 5th week</td>
<td>Beginning with the 6th week</td>
</tr>
<tr>
<td>14</td>
<td>End of 1st school week in the session</td>
<td>Beginning of 2nd week to end of 11th week</td>
<td>Beginning with the 12th week</td>
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INCOMPLETE GRADE POLICY

An Incomplete grade (I) is assigned when extenuating circumstances, such as illness, the death of a family member, or a family emergency, prevent a student who is passing a course from completing the final assignment and other course requirements by the end of the trimester. Students must notify the course’s lead faculty of their intent to apply for an incomplete grade. Students are encouraged to discuss the need for an incomplete grade with the lead faculty before making the final decision. The student retrieves the incomplete form from the University’s website and submits the incomplete request to the lead faculty no later than one week before the end of the trimester (either Friday of week 6 for 7-week courses, Friday of week 13 for 14-week courses; but no later than the due date for the last assignment submitted for grading). Petitions for incomplete grades submitted outside of these guidelines will normally not be approved and the student will receive the grade earned.

The information submitted to the lead faculty must be specific enough that an appropriate determination for approval may be made. The lead faculty determines whether the request meets the criteria for an incomplete grade and forwards the request to the Nursing Department Chair who makes the final determination for approval. The form then is sent to the Office of the Registrar. Incomplete coursework is usually to be completed within the first 2-3 weeks of the subsequent trimester or, in the case of 7-week A term courses, the work is completed the first 2-3 weeks of the B term of the trimester. It is the student’s responsibility to maintain contact with the lead faculty during the time contracted to complete the course work. Students must submit all course work established in the incomplete contract to change an incomplete grade to a course grade. If the student does not complete the contracted work by the established deadline, the incomplete grade will automatically revert to the grade earned at the end of the course. Students who cannot complete the contractual work by the specified deadline may request an extension from the lead instructor. Requests for extensions are individually considered and must be submitted in writing at least three days before the deadline established in the contract. Students will not be granted additional time to complete assignments submitted after the contracted date without the approved extension.
are assessed a charge for the processing of an Incomplete grade. Refer to Fee Schedule in the Academic Catalog.

ATTENDANCE POLICY
The course syllabus outlines the specific learning outcomes, assignments, and student evaluations for each online course. Students failing to participate in course activities are subject to administrative withdrawal from the course. The student will be administratively withdrawn from the course if there are two consecutive weeks of recorded absence without notification to the faculty. In general, the following expectations regarding attendance and participation in course activities apply.

Students must demonstrate participation in the course within the first week to validate attendance. Several opportunities are provided in the course to validate attendance, including participation in group activities, posting and responding the discussion topics and introductions, and posting assignments. Students not present in the first week of class will be administratively withdrawn. All students are required to complete a variety of course assignments which may require participation in discussions – either synchronous or asynchronous as well as group projects, recorded lectures, written and/or reading assignments.

Students who do not provide prior notification of an intended absence (except in extenuating circumstances, for example, if the student is unexpectedly hospitalized) will normally not have opportunities to make up lost work. Students who have extenuating circumstances that will prohibit them from actively participating in the course for an extended time are responsible for notifying the appropriate faculty. If accommodations cannot be made, the student may consider requesting an incomplete grade (if applicable) or withdrawing from the course.

Documentation of the circumstances necessitating the absence may be required.

PROGRESSION
Students may progress in the RN-BSN Option when they:
1. Maintain unencumbered current licensure to practice as registered nurses in their states of residence or practice.
2. Earn a minimum grade of at least “C” (2.0) in each baccalaureate degree nursing course and maintain a minimum baccalaureate degree nursing GPA of 2.50. Evaluation of the nursing GPA occurs when 15 baccalaureate degree nursing program credits are completed.
3. Earn a grade of at least “C” (2.0) in each cognate and general education course.
4. Successfully repeat all courses in which the minimum grade of “C” (2.0) was not achieved. Normally no more than two courses may be repeated, only one of which may be a nursing course. One may repeat: one nursing course and one cognate course, one nursing course and one general education course, two cognate courses, or two general education courses. Any exception must be petitioned.
COMPLETION
Adventist University of Health Sciences will consider students for graduation and conferral of a Baccalaureate of Science Degree in Nursing when they have met the general requirements for graduation (see Graduation in the “Academic Information” section in the Academic Catalog) and when they:

1. Complete a minimum of 120 trimester hours of applicable credits
2. Complete the prescribed course of study for the degree with a minimum nursing GPA of 2.50 and a minimum cumulative GPA of 2.50
3. Achieve a minimum grade of “C” (2.0) in each nursing, cognate, and general education course
4. Complete a minimum of 36 residency hours at Adventist University of Health Sciences.
5. Complete the required service learning activities. Credit for service learning activities will be included on the students’ transcripts at the completion of the nursing program.

NURSING HONORS
Students in the RN-BSN Option are awarded BSN honors to commend outstanding performance in the nursing program. BSN honors are granted to students who earned a nursing GPA of 3.5 or above, and

1. Have not failed a nursing course (grade of C- or below)
2. Have not breached the standards of academic integrity

PETITIONS
Petitions for academic exemption will normally be considered only for students enrolled in the last two trimesters of the RN-BSN Option. Petitions for academic exemption will only be considered in extenuating circumstances.

Petitions requesting concurrent nursing courses with NRSG496 will not be approved except for those listed as concurrent (NRSG480, 490). Students may normally have only one academic petition granted during their enrollment in the RN-BSN Option.

READMISSION AFTER A BREAK IN THE PROGRAM
Students who have not matriculated for one-two trimesters may resume their studies by submitting a Reactivation/Readmission Form, with proof of current licensure. Students who were not enrolled in course work for three or more trimesters must apply for readmission by completing a new application process. The program guidelines for the current Academic Catalog will apply.

READMISSION AFTER DISMISSAL
Students who are dismissed from the RN-BSN Option with 10 or fewer credits to complete the program may apply for readmission. All applications will be considered individually. The following circumstances will normally disqualify the student from consideration for readmission:
1. Dismissal from the program due to plagiarism
2. Dismissal from the program due to breach of academic integrity
3. Dismissal from the program after repeated failures of the same nursing course

To apply for readmission, the student must complete and submit the Petition for Academic Exemption form to the RN-BSN Option Vice-Chair. Attach a separate, detailed analysis of the circumstances that led to the dismissal and a plan of action for corrective measures. The RN-BSN Readmission Committee reviews the petition, and if approved, a learning contract is sent electronically.

The contract must be completed in its entirety. Upon return of the learning contract to the RN-BSN Option Vice-Chair, the Nursing Department Chair will sign the contract and forward to the Vice-president for Academic Administration for final approval; then to the Office of the Registrar for processing.

Approval for readmission is a process. Students should not anticipate re-entering the nursing program immediately after dismissal. All students readmitted after a dismissal re-enter the program on a probationary status. Students must be continuously enrolled in all registered courses through completion of the program (no breaks in courses or voluntary withdrawals). Failure to comply with any part of the learning contract may result in dismissal.

PROFESSIONAL BEHAVIORS DURING CLINICAL EXPERIENCES / OBSERVATIONS

When completing clinical assignments, students are responsible for:
1. Arriving on time for scheduled appointments
2. Completing required documents and reviewing procedures related to clinical experiences or project presentations
3. Seeking every possible learning opportunity by using initiative, asking questions, and becoming active participants in the learning process
4. Notifying the staff / clinical agents when leaving the clinical area
5. Behaving as a “guest” in the clinical facility
6. Establishing positive rapport with the "host" by:
   i. Being polite in one’s interactions with the staff
   ii. Abiding by policies and procedures unique to the facility
   iii. Using professional judgment when expressing negative feelings about occurrences in the clinical agency
   iv. Showing interest and enthusiasm for learning
   v. Expressing appreciation to those who helped contribute to one’s learning experiences
PHOTOGRAPHS
A University-issued identification badge is required during attendance at clinical assignments. It is also required that a photograph of each student is posted in the online classroom for the following verification purposes:
1. Identification as an Adventist University student to the clinical agents when completing community clinical assignments and service learning activities.
2. Identification as the presenter in certain clinical assignments
3. A face contact in online communication and examination

ACADEMIC AND PROFESSIONAL INTEGRITY

Students in the Baccalaureate of Science RN-BSN Option are expected to exhibit high levels of integrity in all activities. Adventist University reserves the right to deny admission to, or remove a student from the nursing program if the student has a record of misconduct unbecoming a professional practitioner or demonstrates behaviors that put the student, his or her peers, or the University at risk. Academic dishonesty is not tolerated in the Baccalaureate of Science in RN-BSN Option.

Students who violate standards of academic and professional integrity may receive a failing grade for the assignment or the course. The student will not have the option of a grade of “W” in the course and depending on the nature of the offense, may be subject to warning, academic probation, suspension, or immediate dismissal from the program and/or the University. Refer to the Disciplinary Policy that follows for further information regarding disciplinary action and procedures for violations of academic and personal integrity.

NETIQUETTE

Over time a set of rules (conventions) have emerged to make online communication more pleasant and more effective. One good source for netiquette guidelines can be found at http://edtech2.boisestate.edu/frankm/573/netiquette.html. Your e-mail messages and message board postings should conform to the following guidelines:

1. Brief is best. Readers find it difficult to process and remember too much information at one time, so keep messages short and focus on a single idea or topic. When you need to address multiple ideas or topics, use a separate message for each one. Similarly, use separate files for different kinds of data/information instead of putting it all in one large file.

2. Be careful with formatting.
   - Don’t use fancy formatting (e.g., tables, fonts, layouts) unless certain that all users can read it.
   - Don’t type in all capital letters—use upper- and lower-case letters, which are easier to read.
• Don’t use a font size that’s too big or too small, both of which are hard to read. Use 10 or 12-point font which is most effective.
• Make messages more readable by using spacing, paragraphing, and subheadings.
• Don’t include graphics, images or multimedia components (audio/video clips) in messages or files unless you are sure your intended audience can view them.

3. **Provide structure.** Take the time to create meaningful subject headings or file names to help readers understand the purpose and context of the information. Also, begin messages and postings with a summary, recap or reminder of an ongoing discussion to provide context. When people are reading dozens of messages or files, they need a brief orientation to help them understand how the new message relates to what has come before.

4. **Remember the public domain.** Think carefully about what you write. First of all, readers can easily forward some or all of you e-mail messages and files to others, so always assume that anything you post could be made quite public. Also, your message may be read by a wide variety of people (particularly if posted to a public forum on the internet), so be especially sensitive to any form of cultural bias in what you say.

5. **Be kind and gentle.** Avoid sarcasm and mean-spiritedness. If you read something that upsets you, don’t immediately reply with an angry message of your own; either ignore it or wait a day and send a rational response. The online environment is a wonderful place for debate and discussion; however, remember to be civil and considerate.

6. *Inappropriate language in the virtual environment is not congruent with the mission of the University and will be subject to disciplinary action. Students are encouraged to report such incidences as soon as they occur.
DISCIPLINARY POLICY

The disciplinary process is intended to help the student identify and correct unacceptable behaviors or noncompliance with one or more of Adventist University or the Department of Nursing policies. Implementation of disciplinary action is used to maintain a positive learning environment and to promote professional growth. There are four steps in the disciplinary process and these steps may be implemented at any time throughout the program. The process may begin at any step depending on the circumstances and behaviors. A formal documentation of the circumstances warranting the disciplinary action and the outcomes of the action is recorded in the student’s academic file. The disciplinary process is cumulative and remains in effect throughout the RN-BSN Option.

The four steps of the disciplinary process are:

1. Documentation
2. Warning
3. Probation
4. Dismissal

Depending on the circumstances and severity of the infraction, the student may be immediately placed in the warning, probation, or dismissal status. The following are common infractions that would lead to disciplinary action, up to and including dismissal from the program. (Note: this list is not inclusive of all possible infractions):

1. Breaching confidentiality (see Confidentiality Policy)
2. Fabricating of data
3. Giving, receiving, or using unauthorized information
4. Cheating on assignments, examinations, or other academic work
5. Plagiarizing the work of others
6. Being disruptive or unpleasant to others in group activities, discussion forums, student lounges, or other interactive communication media
7. Using unacceptable language or tone in any means of communication
8. Engaging in dishonest, unethical, or unprofessional conduct with clinical agency staff
9. Inflicting physical, mental, or emotional harassment directed at any student, faculty, or staff associated with Adventist University or its affiliate agency partners
10. Failing to follow rules and regulations established by the Nursing Department
11. Failing to follow rules and regulations established by Adventist University of Health Sciences

Disciplinary Process

1. Documentation. Documentation is initiated immediately following an unacceptable or noncompliant behavior. Application of other steps in the disciplinary process may be required, based on the severity of the action.

2. Warning. Students are placed on warning status with the second documentation of an unacceptable or noncompliant behavior. Application of further steps in the disciplinary process may be required, based on the severity of the action.
3. **Probation.** Students are placed on probationary status with the third documentation of an unacceptable or noncompliant behavior. Application of further steps in the disciplinary process may be required, based on the severity of the action.

4. **Note:** All students who are readmitted to the nursing program after dismissal re-enter the program on a probationary status. Failure to comply with the terms of the readmission contract will lead to the next step in the disciplinary process, which is dismissal.

5. **Dismissal.** Students may be dismissed from the nursing program with the fourth documented unacceptable or noncompliant behavior. The first documented unacceptable or noncompliant action may lead to immediate dismissal, depending on the severity of the infraction. An example of an action that may lead to immediate dismissal is gross plagiarism (taking ownership of the original work of others).

**Faculty Obligations**

1. The RN-BSN full-time nursing faculty member will confer with the student and complete the first page of the disciplinary action documentation form. The faculty will inform the student that the outcome will be determined by the RN-BSN faculty. If the infraction is minor and only warrants documentation, the student will be informed immediately of the outcome by the lead faculty (next step in the disciplinary process).

2. The RN-BSN full time faculty, including the RN-BSN Option Vice-Chair and the Nursing Department Chair will confer to determine the severity of the infraction whenever the student may potentially be placed on warning, probation, or dismissal status.

3. Dismissal of a student with or without the specified number of documentations will be discussed with the RN-BSN Option Vice-Chair, the Department Chairperson, and the Vice President for Academic Administration prior to notification to the student.

4. The RN-BSN Option Vice-Chair will complete the documentation for all students placed on warning, probation, or dismissal status. In addition, the student will be informed of the decision in writing on a “Disciplinary Action” form and in a telephone or face-to-face conference, depending on the student’s geographic location.

**CONFLICT RESOLUTION / GRIEVANCE**

The Nursing Department promotes open communication, professionalism, and resolution of conflict at the level at which it occurs. Students who believe that their academic rights have been infringed upon or that they have been treated unjustly are entitled to fair, impartial consideration.
Definition of Terms
1. Concern /Complaint: a matter for the faculty to consider.
2. Conflict: differences expressed verbally or in writing.
3. Grievance: written statement submitted by the student to the Department Chair, after completing steps 1 through 3 below.

Resources
An open access policy is maintained throughout the Department of Nursing to promote communication and resolution of concerns. Individuals are encouraged to attempt resolution at the level at which it occurred. Students have access to the full time faculty’s campus telephone numbers, and may contact the faculty either through the classroom e-mail or the faculty’s University e-mail address. Students should contact faculty through the course e-mail system. Some faculty are not located on campus and cannot be accessed through the campus telephone numbers.

Note: Most of the concerns expressed by students relate to grades. Assignments are graded by the faculty without bias, using the grading rubrics developed by the lead faculty. Read the faculty feedback and review the assignment against the rubric to ensure compliance with the grading criteria before expressing concerns about grades. All concerns regarding grades should be communicated to the faculty within one week of receipt of the grade.

Grievance Process
The following grievance process applies to the Baccalaureate of Science in Nursing RN-BSN Option (also see the Academic Catalog):

1. **Step 1**: Discuss the concern /complaint with the involved faculty member no later than 1 week after the incident.

2. **Step 2**: The involved faculty must respond to the student within one week of receipt of the complaint.

3. **Step 3**: If the issue is not resolved, a written statement should be submitted to the next level (from faculty to lead faculty; from lead faculty to Option Vice-Chair) no later than one week after the response from the first response. The next level faculty will then confer with the initial faculty and respond to the student in writing within one week of receiving the student’s written statement.

4. **Step 4**: If a resolution is not reached, the student submits a written statement to the Department Chair no later than one week after the RN-BSN Option Vice-Chair’s response. The Department Chair will investigate the issue and reply in writing to the student within one week of receiving the student’s written statement. *This step is considered to be a formal grievance at this point.* The student must submit the written formal grievance to the Department Chair within 4 weeks of the occurrence.
5. **Step 5:** If the student is still not satisfied with the outcome, the student may request that all materials related to the grievance, including the written statements of the Option Vice-Chair and the Department Chair is given to the Vice President for Academic Administration who will review the grievance materials and return a written decision within two (2) weeks.
The disciplinary process involves four steps:
1. Documentation
2. Warning
3. Probation
4. Dismissal

Steps taken in this process remain in effect throughout the entire program (See the Disciplinary Policy).

DESCRIPTION OF BEHAVIOR(S) OR INCIDENT(S):

GOAL(S) FOR IMPROVEMENT:

ACTION TAKEN:

( ) DOCUMENTATION  ( ) WARNING  ( ) PROBATION  ( ) DISMISSAL

Comments:
STUDENT'S RESPONSE

____________________________________    _______________________________
Student Signature                                                                  Date

FACULTY SIGNATURES and DATE

_____________________________________   _______________________________
Course Faculty                                                                     Option Vice-Chair

_____________________________________   _______________________________
Department Chairperson                                                      Date

Copies to:  Student, Academic Record
Section B
Students are required to complete specific **cognate and general education requirements** for graduation and conferral of a Baccalaureate of Science Degree in Nursing. Graduates of regionally accredited associate degree nursing programs are considered to have met these general education and cognate requirements. Graduates of diploma programs follow the process outlined below for “RN-BSN Bridge Track.”

**BRIDGE TRACK (for Diploma Graduates)**
Bridge status is granted to actively-licensed registered nurse applicants who graduated from a diploma nursing program and do not have an Associate of Science Degree in Nursing from a regionally-accredited institution. Students admitted to the Bridge track are granted 43 block transfer credits by validation for having successfully passed the NCLEX exam and holding an active RN license.

There are two phases to the Bridge track. Phase I involves the successful completion of 18 credit hours of lower division credit as outlined below. Students accepted to the Bridge track are granted regular admission status, and must complete all of the Phase I requirements before starting Phase II. Bridge students may transfer selected credits from regionally-accredited institutions. Combined with the 43 block transfer hours of credit by validation, the Bridge student will have a total of 85 lower division credits at the completion of Phase I. The following courses are required, and must be completed with a minimum grade of "C":

**Curriculum Requirements for Phase I:**

<table>
<thead>
<tr>
<th>Phase I Bridge General Education Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 101 &amp; ENGL 102</td>
<td>3 credits</td>
</tr>
<tr>
<td>English Composition I</td>
<td></td>
</tr>
<tr>
<td>English Composition II (OR)</td>
<td>3 credits</td>
</tr>
<tr>
<td>ENGL 250</td>
<td>3 credits</td>
</tr>
<tr>
<td>Technical Writing</td>
<td></td>
</tr>
<tr>
<td>CHEM</td>
<td>3 credits</td>
</tr>
<tr>
<td>Any College-level Chemistry</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6-9 credits</td>
</tr>
</tbody>
</table>

**Phase I Bridge Cognate Courses**

<table>
<thead>
<tr>
<th>Phase I Bridge Cognate Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 101 Anatomy &amp; Physiology I</td>
<td>4 credits</td>
</tr>
<tr>
<td>BIOL 102 Anatomy &amp; Physiology II</td>
<td>4 credits</td>
</tr>
<tr>
<td>BIOL 225 Principles of Microbiology</td>
<td>4 credits</td>
</tr>
<tr>
<td>MATH 103 Survey of Mathematics</td>
<td>3 credits</td>
</tr>
<tr>
<td>NUTR 122 Nutrition</td>
<td>3 credits</td>
</tr>
<tr>
<td>SOCI 125 Introduction to Sociology</td>
<td>3 credits</td>
</tr>
<tr>
<td>PSYC 128 Developmental Psychology</td>
<td>3 credits</td>
</tr>
<tr>
<td></td>
<td>24 credits</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>------------</td>
</tr>
<tr>
<td><strong>Block Transfer Credits (RN Licensure Validation &amp; Holding a Valid RN License)</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Total Lower Division Credits** 97-100 credits

**Phase II Bridge General Education Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>STAT 205</td>
<td>Applied Statistics</td>
<td>3</td>
</tr>
<tr>
<td>HMNT 325</td>
<td>Healing Words (Humanities Elective)</td>
<td>3</td>
</tr>
<tr>
<td>RELT 368</td>
<td>World Religions for Healthcare</td>
<td>3</td>
</tr>
<tr>
<td>RELE305</td>
<td>Ethics for Nursing and Allied Health</td>
<td>3</td>
</tr>
<tr>
<td>RELE 379</td>
<td>Health OR Lessons on Living</td>
<td></td>
</tr>
</tbody>
</table>

Total 12 credits

**Nursing Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NRSG 315</td>
<td>Concepts Foundations of Professional Nursing</td>
<td>4</td>
</tr>
<tr>
<td>NRSG 336</td>
<td>Pathopharmacology for RNs</td>
<td>4</td>
</tr>
<tr>
<td>NRSG 335</td>
<td>Health Promotion and Assessment for RNs</td>
<td>3</td>
</tr>
<tr>
<td>NRSG 355</td>
<td>Physical Assessment Validation</td>
<td>1</td>
</tr>
<tr>
<td>NRSG 365</td>
<td>Nursing Informatics for RNs</td>
<td>2</td>
</tr>
<tr>
<td>NRSG 375</td>
<td>Gerontological Nursing</td>
<td>2</td>
</tr>
<tr>
<td>NRSG 450</td>
<td>Community Nursing I for RNs</td>
<td>3</td>
</tr>
<tr>
<td>NRSG 451</td>
<td>Community Nursing II for RNs</td>
<td>3</td>
</tr>
<tr>
<td>NRSG 475</td>
<td>Introduction to Nursing Research for RNs</td>
<td>4</td>
</tr>
<tr>
<td>NRSG 480</td>
<td>Leadership &amp; Management for RNs</td>
<td>3</td>
</tr>
<tr>
<td>NRSG 490</td>
<td>Health Care: Policies and Access</td>
<td>2</td>
</tr>
<tr>
<td>NRSG 496</td>
<td>Seminar in Nursing</td>
<td>4</td>
</tr>
</tbody>
</table>

Total 35 credits

**Total Phase II Courses** 90 credits

**Total Courses** 120 credits

**REGULAR TRACK (for Associate Degree in Nursing Graduates)**

BSN Option status is granted to actively-licensed registered nurse applicants who (a) graduated from a regionally-accredited associate degree in nursing program and (b) have the five pre-requisite courses listed below credited to their RN-BSN transcript. Students who have yet to complete these five prerequisite courses are classified as Pre-BSN students. Students who are admitted to the RN-BSN Option are granted 18 credits for applicable general education requirements in their associate degree program and 67 block
transfer credits by validation for having successfully passed the NCLEX exam and holding an active RN license.

<table>
<thead>
<tr>
<th>Credits from Associate Degree in Nursing with NCLEX Pass</th>
<th>67 Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General Education Pre-requisites: (before admission to the nursing major)</strong></td>
<td></td>
</tr>
<tr>
<td>ENGL 101 &amp; ENGL 102</td>
<td>English Composition I (OR) English Composition II</td>
</tr>
<tr>
<td>ENGL 250</td>
<td>Technical Writing</td>
</tr>
<tr>
<td>CHEM</td>
<td>Any College level Chemistry</td>
</tr>
</tbody>
</table>

### General Education Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>STAT 205</td>
<td>Applied Statistics</td>
<td>3 credits</td>
</tr>
<tr>
<td>HMNT 325</td>
<td>Healing Words (or Humanities Elective)</td>
<td>3 credits</td>
</tr>
<tr>
<td>RELT 368</td>
<td>World Religions for Healthcare</td>
<td>3 credits</td>
</tr>
<tr>
<td>RELE 305</td>
<td>Ethics for Nursing and Allied Health OR Lessons on Living</td>
<td>3 credits</td>
</tr>
<tr>
<td>RELE 379</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total General Education:** 85 credits

### Core Nursing Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NRSG 315</td>
<td>Concepts of Professional Nursing for RNs</td>
<td>4 credits</td>
</tr>
<tr>
<td>NRSG 336</td>
<td>Pathopharmacology for RNs</td>
<td>4 credits</td>
</tr>
<tr>
<td>NRSG 335</td>
<td>Health Promotion and Assessment for RNs</td>
<td>3 credits</td>
</tr>
<tr>
<td>NRSG 355</td>
<td>Physical Assessment Validation</td>
<td>1 credit</td>
</tr>
<tr>
<td>NRSG 365</td>
<td>Nursing Informatics for RNs</td>
<td>2 credits</td>
</tr>
<tr>
<td>NRSG 375</td>
<td>Gerontological Nursing</td>
<td>2 credits</td>
</tr>
<tr>
<td>NRSG 450</td>
<td>Community Nursing I for RNs</td>
<td>3 credits</td>
</tr>
<tr>
<td>NRSG 451</td>
<td>Community Nursing II for RNs</td>
<td>3 credits</td>
</tr>
<tr>
<td>NRSG 475</td>
<td>Introduction to Nursing Research for RNs</td>
<td>4 credits</td>
</tr>
<tr>
<td>NRSG 480</td>
<td>Leadership &amp; Management for RNs</td>
<td>3 credits</td>
</tr>
<tr>
<td>NRSG 490</td>
<td>Health Care: Policies and Access</td>
<td>2 credits</td>
</tr>
<tr>
<td>NRSG 496</td>
<td>Seminar in Nursing</td>
<td>4 credits</td>
</tr>
</tbody>
</table>

**Total Nursing Credits:** 35 credits

**Total Credits:** 120 credits
STUDENT RESOURCES

LEARNING RESOURCES
Adventist University is committed to ensuring positive learning outcomes for students enrolled in online courses. Students have access to the several learning resources, including:
1. The R. A. Williams Library
2. Ask-A-Librarian
3. Center for Academic Achievement
4. *Turn-it-in* Plagiarism Checker
5. *English Help* (for students whose first language is not English)
6. *Writing Center*
7. *(Vocabulary in Context, Organizing a 5-Paragraph Essay, Verb Tenses)*

OTHER RESOURCES
Students in the *RN-BSN Option* have access to:
1. Pastoral Care Services
2. Counseling Services
3. Disability Services
4. Student Services
5. Financial Aid Services
6. Enrollment Services
7. Office of the Registrar
8. Bookstore
9. Online Student Managers
10. Enrollment and Faculty Advisors
NRSG 315: Conceptual Foundations of Professional Nursing (4 cr., 14 weeks)
**Pre-Requisites:** ENGL 101 & ENGL 102 (or) ENGL 250, CHEM 101 or equivalents, a current RN license, and admission to the program.
**Co-Requisites:** NRSG 355, NRSG 365

**Course Description:** This course focuses on concepts of professionalism, communication skills, and issues related to Baccalaureate-level nursing practice, nursing models, and the formation of a personal philosophy of nursing. This course, as others in the curriculum, anticipates that students, having completed computer and English classes, are able to both cite references and format papers using the APA style as a foundation for producing scholarly papers in other writing courses. The course includes four credit hours of theory (56 clock-hours) and meets the requirement for a written communication course (see Communication Requirements in the Academic Section of the Academic Catalog). Interactive conference options are 8:30 AM and 8:30 PM on Wednesdays.

NRSG 335: Applied Health Assessment and Promotion for RNs (3 cr., 7 weeks)
**Prerequisite:** NRSG 315. This course requires a Service Learning Activity.

**Course Description:** This course explores concepts of health promotion, risk reduction and disease prevention as they relate to specific medical conditions. Students explore health promotion and assessment strategies used to improve physical and psychosocial wellness, behavioral change theories and theories of motivation, determinants of health and Healthy People 2020, cultural factors contributing to health practices, risk assessment and risk reduction approaches, and health teaching. Students apply concepts from the CREATION Health Model to promote healthy lifestyle choices and optimize risk reduction. Emphasis is placed on the professional nurse's role of health advocate and teacher. This course includes a clinical project with three components including a risk assessment survey, health promotion action plan and professional presentation of health promotion strategies to healthcare providers, in the acute care setting. **Note:** One of the implications of the Institute of Medicine (IOM) Report for Nursing Education is the transformation of care at the bedside. The emphasis of this course is on health promotion measures that can be implemented in the acute care environment.

NRSG 336: Applied Pathopharmacology for RNs (4 cr., 14 weeks)
**Pre-requisite:** NRSG 315

**Course Description:** The course explores principles of human physiology and the pathologic processes that alter patient lines of defense and resistance. The content builds on the student’s pharmacology knowledge base in relation to pathophysiologic clinical alterations. Students are engaged in interactive discussion threads with the instructor and peers, integrating concepts from Neuman Systems Model. Individual assignments and clinical projects assist to demonstrate application of the course content. Students enrolled in this course will complete clinical projects outside the classroom that will require assistance with community/facility based agents.
NRSG 355: Physical Assessment Validation (1 cr., 7 weeks)
Pre-requisite or Concurrent: NRSG 315
Course Description: Assuming that practicing RNs are engaged in a variety of assessment activities through their employment, Physical Assessment Validation is designed as a self-study course, allowing the student to shape the particular focus of the course to meet personally identified deficits. Students engage with a virtual patient as they review the various assessments. Students must complete and validate their competency regarding head-to-toe assessment before registering for NRSG 450. The course has a $99 charge for access to the virtual patient and exercises.

NRSG 365: Nursing Informatics for RNs (2 cr., 7 weeks)
Pre-requisite or Concurrent: NRSG 315
Course Description: Nursing Informatics is the combination of nursing science, informational science, and computer science, integrated in a manner that facilitates practice through technological structures supportive of evidence-based decision-making. The course introduces the student to a broad scope of information management in the health care setting and emerging roles and functions of nurses who use computer technology as aids to their practice; clinical, legal, and ethical standards behind documentation and methodology will be examined. Emphasis is on quality and safety concerns in health care delivery as they relate to nursing informatics practice. The nurse’s workflow is examined and professional documentation expected. This is a 7-week 2-credit course (30 clock hours) with scheduled voluntary live discussions with peers and the professor.

NRSG 375: Gerontological Nursing (2 cr., 7 weeks)
Pre-requisite: NRSG 315
Course Description: This course reviews the normal processes and relationships involved in aging. Emphasis is on promoting and maintaining the health of client and family while adapting to the stresses of altered relationships, mental and physical capacities, productivity and self-care independence that accompany increased aging. Special nursing adaptations required to provide care effectively to older adults receive attention. Particular attention is given to the use of pharmaceuticals in the management of healthcare as vulnerability increases. Clinical assignments may include either acute care or community-based environments.

NRSG 450: Community Nursing for RNs I (3 cr., 7 weeks)
Pre-requisite: NRSG 315, NRSG 355. This course requires a Service Learning Activity.
Course Description: This course focuses on the health of the population as a whole and includes health protection, health promotion, disease prevention, and education on primary, secondary and tertiary levels of care in a variety of public health settings. It describes the historical and current status of the healthcare delivery system and nursing practice in the community. The course examines the management of health care and select community environments, as well as issues related to managing cases, programs, disasters and groups. The focus will be on wellness, health promotion, disease prevention, health maintenance and/or restoration of the aggregates in the community.
NRSG 451: Community Nursing for RNs II (3 cr., 7 weeks)
Pre-requisite: NRSG 315, NRSG 355
Course Description: This course builds on Community Health I for RNs, NRSG 450. To meet the demands of a constantly changing health care system, nurses must be visionary in designing their roles and identifying their diverse practice areas. This course discusses issues and approaches in family and individual health care, risk factors, and health problems for families and individuals throughout the life span. It also aids the student in comprehending the vulnerability and challenges of the individual, family, and community, covering specific health care needs and issues of populations at risk, infectious disease prevention and control.

NRSG 475: Introduction to Research for RNs (4 cr., 14 weeks)
Pre-requisite: NRSG 315, NRSG 355, STAT 205
Course Description: This course is designed to prepare practicing nurses in research principles, knowledge of methods and their appraisal, and the integration of research in nursing practice. The innovation-decision process of step-wise learning is utilized supported by critical thinking exercises, peer presentations and discussions, group collaboration, an epidemiology exercise, and development of a research proposal. This course includes four credit hours of theory (60 clock-hours), and meets the requirement for a written communication course.

NRSG 480: Leadership and Management in Nursing (3 cr., 7 weeks)
Pre-requisite: NRSG 315, NRSG 355
Course Description: The course is designed to introduce the student to activities that merge leadership and management theory with application to today’s nursing practice. This course focuses on the application of contemporary leadership and management principles in the current healthcare environment. Students explore models related to time management, delegation, empowerment, conflict management, negotiation, and change as they relate to collaborative relationships and decision-making. Students are given the opportunity to critically analyze trends, issues, and functions of nursing leaders, managers, and, the impact nursing organizations have on the profession from a micro and global perspective. This course includes clinical projects that are completed outside of the classroom setting (a) an interview with a nurse leader and (b) attendance at a professional organization meeting (not a hospital-based committee meeting). Students are strongly encouraged to negotiate their clinical project sites / personnel during the first week of the course.

NRSG 490: Health Care: Policy and Access (2 cr., 7 weeks)
Pre-requisite: NRSG 315, NRSG 355
Course Description: This course examines 21st century health care delivery in the United States. Economic, organizational, legal, ethical, and historical factors are realistically considered. Assumptions and circumstances leading to the need for reform are reviewed in the context of socio-cultural changes in populations, environmental influences, and public health indicators in a global society. Policy making implications
for regulatory change and relevant fiscally responsible approaches to health care delivery are explored by comparing and contrasting systems which focus on health restoration and maintenance. The role of the professional nurse in practice and influential advocacy will permeate discussions in the course.

This seven weeks, two credit course (30 clock hours) includes scheduled conferences and interactive discussions with peers and the professor.

**NRSG 496: Seminar in Nursing (4 cr., 14 weeks)**

**Pre-requisite:** NRSG 315, NRSG 335, NRSG 336, NRSG 355, NRSG 365, NRSG 375, NRSG 450, NRSG 451, NRSG 475.

**Pre-requisite or Concurrent:** NRSG 480, NRSG 490 Course Description.

**Course Description:** This capstone course provides an opportunity for students to explore health related issues and analyze the impact that cultural, economic, political and/or scientific changes have on healthcare. The course is a seminar in which students are active in selecting the content to receive attention; the course anticipates each student's active participation in online discussions of a variety of issues relevant to the profession and the health care system. Students should anticipate online time for participating in discussions several times during each discussion week.

In harmony with the current healthcare emphasis on clinical outcomes, each student designs and presents an evidence-based outcome project in an area of special interest. Through this project the student will demonstrate mastery of content from previous Baccalaureate classes. Students develop the outcome project in five sections submitting a draft of each section for feedback and then compiling them into a final presentation (to be given to a group of RNs near the end of the course) and a final paper. Scheduled weekly Open Office hours allow direct interaction about the assignments. Students are expected to apply their recommended approach in the "real-world" arena of practice. This course includes four (4) credit hours of theory and meets the requirements for a written communication course. Weekly Open Office hours are 8:30 AM and 8:30 PM on Tuesdays to allow direct interaction about the assignments.

**COURSE SELECTION**

Students in the RN-BSN Option may enroll in a maximum of 12 credits each trimester; however, **only two courses may be taken each half of the trimester**. While this course load is allowed, it is strongly discouraged if one is working full time, and/or have family and other obligations that demand one’s time and attention. Online programs are designed to facilitate the return to the academic environment by allowing some degree of flexibility, but they do not preclude the need to block off specific times each week for reading, research, completing assignments, and studying. Plan to dedicate approximately three hours weekly to academic activities for every credit hour. A three-credit course would require approximately nine hours weekly throughout a full 14-week term. Compressed courses (offered in 7 weeks) are more intense. Keep in mind that some courses have more intense projects due at the end of the course.
Your course selections during the trimester also impact your workload. The following is the maximum allowed course load:
1. Two term A courses and Two term B courses or
2. One 14 week course and One term A course and One term B course

Some courses have more intense projects due at the end of the course. Two courses would end at the same time in two of the examples above.

Note: Students are not normally allowed to enroll in more than two courses concurrently in any given half of the trimester.

COURSE SEQUENCING

It is recommended students complete the 300-level nursing courses first (NRSG 315: Conceptual Foundations of Professional Nursing, NRSG 335 Health Promotion and Assessment for RNs, NRSG 336: Pathopharmacology for RNs, NRSG 355 Physical Assessment Validation, NRSG 365: Nursing Informatics for RNs and NRSG 375: Gerontological Nursing) before taking the 400-level courses. Background knowledge acquired in your associate degree or diploma-nursing program lays the foundation for these courses, making it an easier transition into the upper division baccalaureate level courses.

Several nursing courses have prerequisite courses. Other courses can be completed in varied sequence after completing NRSG 315: Conceptual Foundations of Professional Nursing for RNs. As a rule, NRSG 300 courses should be completed before the NRSG 400 courses.

NRSG 315: Conceptual Foundations of Professional Nursing for RNs
NRSG 315 is the first nursing course and must be completed before starting any other nursing course. Therefore, it is prerequisite to all other nursing courses except for NRSG 355 or NRSG 365, both of which may be taken concurrently. Prior to taking NRSG 315, students must complete ENGL 101 (English Composition I) and ENGL 102 (English Composition II) OR ENGL 250 (Technological Writing) and CHEM 101 (Survey of Chemistry).

NRSG 450-451: Community Health for RNs I and II
These courses are designed to be taken the same term and both include clinical assignments. Students must complete NRSG 450 prior to continuing with NRSG 451. NRSG 335 should be taken before enrolling in NRSG 450. NRSG 355 must be completed before enrolling in NRSG 450.

NRSG 475: Introduction to Nursing Research for RNs
STAT 205: Introduction to Applied Statistics is a prerequisite course to NRSG 475. Students should plan to register for STAT 205 at least one trimester before attempting to
register for NRSG 475. It is highly recommended that you enroll in NRSG 475 close to the completion of the program and after completing NRSG 365: Nursing Informatics for RNs.

**NRSG 496: Seminar in Nursing**
NRSG 496 is the capstone course in the RN-BSN Option and should be the last course completed. *All* other nursing courses, with the possible exception of NRSG 480 and NRSG 490, should be completed before enrolling in NRSG 496. An application for graduation must be on file in the registrar’s office by the date specified by the Office of the Registrar to be eligible to enroll in NRSG 496 (*usually two trimesters before the intended graduation date*).

**RECOMMENDED COURSE PLAN**

*Note:* The plan assumes that all general education and cognate courses have been completed. Most students have one to three (1-3) terms of general education coursework to complete.

*Note:* Students may divide any term taking the four (4) credit course alone in one term and the two seven (7) week courses together in one term.

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Section C
Service Learning Activities
(for students completing NRSG 335 Spring of 2016 or later)

Beginning with students admitted to nursing (NRSG 315) in Fall of 2016, the Service Learning requirement will be met by specific assignments in NRSG 335 and NRSG 450. Although listed along with course requirements, students should be aware these assignments are mandatory and that a passing grade must be acquired in these specific assignments in order to meet the University’s Service Learning requirement. It is the hope of the faculty that including the Service Learning within class structures will make it easier for students to meet this requirement within the term and reduce the pressure to do the Service Learning Activity during the between term vacations.

Service Learning Activities
(for students who have completed NRSG 335 before Spring of 2016)

The Service Learning Activity (SLA) is based on acts of compassion (reflecting voluntary servanthood) that are directed to benefit and improve lives rather than acts of submission (as in servitude) either as employees or slaves. Servanthood emphasizes who one is, as a person, rather than focusing on the task one does.

Adventist University of Health Sciences chose as its mission “developing skilled professionals who live the healing values of Christ.” Christ himself spoke to the issues of servanthood vs servitude in Matthew 20:25-28; “Jesus called them unto him, and said, ‘Ye know that the princes of the Gentiles exercise dominion over them, and they that are great exercise authority upon them. But it shall not be so among you: but whosoever will be great among you, let him be your minister; and whosoever will be chief among you, let him be your servant: even as the Son of man came not to be ministered unto, but to minister, and to give his life a ransom for many.”

Under the guidance of their academic advisors, students are expected to plan for a Service Learning Activity, beginning with the first nursing course. All correspondence with the academic advisor is to be done on MARS. Students have the option of completing one Level One Activity or three Level Two Activities. Before actually beginning, a student must get permission for the activity, providing his or her academic advisor with his or her planned outcomes of the service, planned personal learning outcomes, and details of the activity planned.

For a (1) Level One Activity, the activity is developed using the steps of the nursing process as follows:

- Identify the client. By the end of the first term in the nursing major, each student should have selected a group which he or she has access to and which he or she would like to benefit. This might be a neighborhood, a school group, a church group, a work group, an ethnically defined group or a group based on mutual
interests (associations/clubs). The selected group should be mentioned in the MARS notes when registering for the next term.

Identify a local mentor. This is an important early step. Your on-line faculty can give good professional advice about meeting identified problems. However, they do not know the group that you hope to serve, and you need a local person who can provide some down-to-earth counsel. You may arrive with the idea you want to teach good eating habits to teenagers. Online faculty can only say “that sounds good.” A local mentor can say, “We spent the whole last year on nutrition, and have seen remarkable improvement in our students’ choices. Most of these kids could teach the class on nutrition.” However we are having an increasing problem with relationships – particularly expressed in bullying. Couldn’t you focus on relationships?” This mentor should be interested in the group you want to serve – should be someone you look up to either because of his/her experience, advanced education, or position. In many cases it would be helpful to have a nurse, but this may not always be the best choice. At the end, this individual will be expected to write up a thoughtful commentary on the plan, its implementation, problems encountered and outcomes achieved and an evaluation of the student’s performance.

Note: Only when you have identified a group and a mentor should you begin further assessments of the need, and developing a plan for your intervention.

Assess the group using the mentor’s advice/guidance. While completing the NRSG 300 courses (336,335, 345,365) in the second or second & third terms, the student should assess the health and health care needs of that population and identify one specific need to be the focus of the activity and develop at least one specific and realistic desired outcome. The choice of intervention can only follow appropriate assessment. This assessment should be specific to your group. As an example, rather than saying “America has increasing obesity in children,” be able to state, “Of the 18 children in this classroom, 15 are at least marginally overweight and 3 are seriously obese. Note these 3 are from one family.” Using the CREATION Health model, the student will select one letter of the 8 concepts to guide his or her plans for intervention. The student should engage in a literature search re: this group, this problem and/or the planned intervention as a basis for planning his/her intervention. The assessed need, desired outcome and the selected CREATION Health concept should be mentioned in the MARS.

Develop and implement a workable plan to meet the identified need. The student will design a plan for addressing the identified need, using the specific concept chosen from the CREATION Health model. At this point, the student should be able to identify resources in the community that may be helpful, and may initiate contact with such resources if appropriate. The identified mentor should be helpful throughout this process. The plan must be approved by your academic advisor.
Report the activity. Before registering for Seminar, the student will submit a final report including details of the activity, pictures of the student actively involved with members of the group, a reflective paper regarding problems, successes, and student learning along with the mentor’s written evaluation. Their receipt and approval should be added to the MARS notes when registering for Seminar.

For three (3) Level Two Activities, student will negotiate with established community agencies that provide social services including (but not limited to), housing, feeding, healthcare or abuse protection. Students should develop a proposal for participation in each of 3 agencies. For each one the student should identify a) the service he/she plans to provide and b) his/her own learning objectives from the experience. These should be approved by your academic advisor. It is expected that, with few exceptions, the student will be able to dialogue with clients of that organization’s services. Clinics offering free health care, organizations providing meals for no or reduced cost, entities promoting health-related community events, local blood banks, - are examples of places that volunteers are often welcome.

REMINDEER: Whenever negotiating with an agency, a potential mentor, or providing service, both your dress and your speech is to reflect professional values and represent your University well.
Service Learning Activity Proposal: Level One

Name: _____________________________________________ ID: ________________

Group: Describe the group you have elected to serve and how it came to be selected. Comment on the number of members in the group and describe the membership in terms of age, ethnicity, social-economic factors, educational levels, interests, and other factors that interest you.

Assessment: Comment on the health concerns (actual or potential) that are common to this group and for which you feel you could exert a positive influence. What assessments led you to choose this particular health concern? What further assessments should be done to help you develop a useful activity? How would you go about gathering that data?

Goals and Focus of your Planned Intervention: Which of the CREATION Health concepts will be central to your plans? Mention your desired outcomes, your goals, and or objectives specifically. At least one must deal with the service being offered and at least one must address what you yourself expect to learn. Be sure they can be measured so you will know whether you did or did not achieve them. What literature have you read to guide your plan? What “evidence” from formal studies supports your plan?

Specific Plans: Specifically, what are you thinking of doing? What might this require in terms of time, place, rent, personnel, cost, materials and equipment? How do you plan to acquire the needed resources? How will you evaluate the success of your intervention? What steps do you plan to ensure that the benefits you have introduced will continue in the future?

Name, position and contact information of your selected mentor:

Academic Advisor’s Approval _________________ Date: ___________ In MARS: ___
Service Learning Activity Report: Student

Summarize the activity describing exactly what was entailed in the activity and the degree to which your desired outcomes were or were not achieved. Include specifics about number of person, costs, desired outcomes, evaluation of the project. Comment on the impact of your activity – what may be continued in the future, etc.

Write a 2 page reflective paper in which you detail your own learning – both in relationship to the planned learning outcome, and in terms of other learning that was achieved. Include references for any source you found particularly helpful. What would you do differently if you did it again? What would you definitely want to repeat if you did it again? How do you feel the activity was received? If you were to continue working with this group what would you plan for the “next step”?

Include photos that show yourself participating WITH some of the persons served.

Place your report, your reading list, the pictures and your mentor’s report all together in a folder/binder to submit to your academic advisor – either in paper or electronically.
Service Learning Activity Report: Mentor

Summarize the activity describing what was entailed in the project and the degree to which the desired outcomes were or were not achieved. Include specifics about the desired outcome, the plan, any problems encountered, any successes achieved and comment on the student’s overall performance.

Signed: ____________________________________________________________

Position: ___________________________________________ Date:___________
Service Learning Activity Proposal: Level Two

Name: _____________________ ID: _______ Agency 1: Name: _____________________

Services offered by this organization:
____________________________________________________________________

Student provided services:
____________________________________________________________________

Student learning anticipated:
____________________________________________________________________

(Be sure learning outcome is measurable so that you can know that it has been achieved.)

Agency 2: Name:
____________________________________________________________________

Services offered by this organization:
____________________________________________________________________

Student provided services:
____________________________________________________________________

Student learning anticipated:
____________________________________________________________________

(Be sure learning outcome is measurable so that you can know that it has been achieved.)

Agency 3: Name:
____________________________________________________________________

Services offered by this organization:
____________________________________________________________________

Student provided services:
____________________________________________________________________

Student learning anticipated:
____________________________________________________________________

(Be sure learning outcome is measurable so that you can know that it has been achieved.)

Name, position and contact information of your selected mentor:

Academic Advisor’s Approval _______________ Date: ______ In MARS: ______
**Service Learning Activity Report (one for each agency): Student**

Summarize the activity describing exactly what was entailed in the project and the degree to which your desired outcomes were or were not achieved. Include specifics about number of person, costs, desired outcomes, evaluation of the activity. Comment on the impact of your activity – what may be continued in the future, etc.

Write a 2 page reflective paper in which you detail your own learning – both in relationship to the planned learning outcome, and in terms of other learning that was achieved. Include references for any source you found particularly helpful. What would you do differently if you did it again? What would you definitely want to repeat if you did it again? How do you feel the project was received? If you were to continue working with this group what would you plan for the “next step”?

Include photos that show yourself participating WITH some of the persons served.

Place your report, your reading list, the pictures and your mentor’s report all together in a folder/binder to submit.
Service Learning Activity Report (one for each agency): Agency Personnel

Please comment on the volunteer’s activities including such details as services provided, number of hours involved, influence on others – either clientele or staff, problems, accomplishments, and any other relevant observations you may wish to share. Thank you for your participation.

Describe the volunteer’s activities and interactions with your clientele/staff.

Please comment on the volunteer’s influence on your staff, clientele or services.

Did the volunteer present him/herself professionally, in terms of dress, language, promptness, willingness, initiative? Please comment.

How many hours was the volunteer present and active? ____________________

Would you welcome further services from this volunteer? ____________________
(Comment, if negative)

Signed: _______________________________ Position: _______________________

Agency with address: _______________________________________ Date: _____