Dear RN-to-BSN Student,

Welcome to the Central Michigan University RN-to-BSN Program. All the faculty and staff are excited to work with you on your educational journey to receiving your Bachelor of Science in Nursing.

The staff and faculty have created this Nursing Program Student Handbook for RN-to-BSN students as a guide to your success in this program. This handbook should be read before the start of your first class to understand the program's expectations of you as a student. We encourage you to make notes and ask questions if you need to clarify any issues or concerns.

The Central Michigan University undergraduate bulletin in conjunction with the RN-to-BSN Program Student Handbook should be used as a resource throughout your education to ensure your success in the program. The university undergraduate bulletin & student handbook is a guide to your success in the college and is familiar to all students. The RN-to-BSN Program student handbook contains specific content areas of knowledge for the BSN program. The policies and expectations contained in both handbooks will be evident in your nursing courses.

The policies and practices presented in the RN-to-BSN student handbook are subject to review and revision each year but may be updated more frequently as necessary. The Herbert H. and Grace A. Dow College of Health Professions (CHP) of Central Michigan University and the RN-to-BSN program reserves the right to change the policies and procedures contained in this handbook on an as-needed basis and will notify the students accordingly.

On behalf of the faculty and staff at Central Michigan University, we thank you and wish you the best success on your educational journey.

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# TABLE OF CONTENTS

**Section one:**
- Welcome.................................................................................................................. 5
- Purpose of Handbook................................................................................................. 5
- Accreditation............................................................................................................... 5
- Administrative Faculty & Staff Contact List............................................................ 6
- Central Michigan University Mission, Vision and Value Statements..................... 7
- Central Michigan University Strategic Plan............................................................. 7
- CHP Mission, Vision and Value Statements............................................................... 8
- CHP Strategic Plan..................................................................................................... 8
- RN-to-BSN Mission, Goals, Vision and Philosophy.................................................... 9
- Program Student Learning Outcomes...................................................................... 11

**Section Two:** Curriculum......................................................................................... 13
- Program Requirements.............................................................................................. 14
- Course Descriptions................................................................................................. 15
- Clinical Learning Opportunities/Activities.............................................................. 16
- CMU RN-to-BSN Clinical Practice Experiences..................................................... 17
- Capstone................................................................................................................... 17
- E-Portfolio............................................................................................................... 17
- Application of Evidence-Based Learning Guidelines............................................ 18
- Clinical Experience and Student Placement......................................................... 18
- Recommended Course Sequence............................................................................ 19

**Section Three:** Policies and Procedures................................................................. 23
- Student Honor Codes............................................................................................... 24
- Social Media Policy.................................................................................................. 24
- General Information.................................................................................................. 25
- Technology Requirement & Acceptable Use Policies............................................. 26
- Office Software......................................................................................................... 27
- Use of Mobile Devices at Clinical Sites................................................................. 27
- Global ID.................................................................................................................. 27
- E-Mail....................................................................................................................... 27
- CentralLink............................................................................................................... 28
- IT Service Desk & Support Contact Information.................................................... 28
- Cellular Phone Services......................................................................................... 29
- Computer Purchases............................................................................................... 29
- Academic Writing..................................................................................................... 29
- Writing Center......................................................................................................... 30
- Library Services....................................................................................................... 30
- Other Services......................................................................................................... 31
- Student Disability Services.................................................................................... 31
Student Participation in Governance ................................................................. 31
Student Rights and Policies .............................................................................. 32
Academic Policies & Procedures ...................................................................... 32
Legal Regulation of Nursing Practice ............................................................. 33
Evaluation of Program Instruction .................................................................. 33
Attendance Policy ............................................................................................. 33
Grading Policy .................................................................................................. 33
Grade Changes/Grievances .............................................................................. 34
Health & Wellness Compliance ....................................................................... 34
Immunizations .................................................................................................. 35
ACE-MAPPS ...................................................................................................... 36
Health Professions Educational Modules ......................................................... 37
Confidentiality .................................................................................................. 37
Criminal Background Checks ........................................................................... 37

Section Four: Appendices ............................................................................... 39
Appendix A: E-Portfolio Guideline ................................................................. 40
Appendix B: Portfolio Rubric .......................................................................... 42
Appendix C: Service Learning Guideline ........................................................ 44
Appendix D: Service Learning Agency Contract Form ..................................... 46
Appendix E: Service Learning Journals Rubric ............................................... 47
Appendix F: Service Learning Presentation Rubric ......................................... 47
Appendix G: Capstone Students’ Required Documents .................................... 49
Appendix H: Student Capstone Letter ............................................................. 50
Appendix I: Student Clinical Disclosure Statement ........................................ 54
Appendix J: Student Capstone Log ................................................................. 56
Outcomes, Program Goals and Essentials ....................................................... 57
RN-to-BSN Nursing Program Student/Mentor Contract & Credentials ........ 58
Mentor Information .......................................................................................... 59
Student and Mentor Agreement Form ............................................................ 60
Welcome to Central Michigan University

Welcome to Central Michigan University! We are pleased that you have selected Central Michigan University (CMU) to continue your education. The faculty and staff here at the college look forward to working with you to achieve your educational goals.

We hope to instill the passion for education and encourage lifelong learning in all our students.

Purpose of the RN-to-BSN Student Handbook

This handbook is designed to provide the RN-to-BSN student with specific information regarding the RN-to-BSN program that supplements the University and College Bulletin. This student handbook addresses faculty contacts, policies, and procedures as it relates to the RN-to-BSN student. This handbook is not inclusive of all the University’s policies and procedures. The college bulletin is the primary source for general policies and procedures of the university.

The faculty are here to support you through the process of continuing your education or transitioning back to school!

Accreditation

The Higher Learning Commission (HLC) accredits Central Michigan University and the Nursing program.
Administration Faculty and Staff Contact List

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Central Michigan University Mission, Vision, and Value Statements

University Mission, Vision, and Values

The Central Michigan University Board of Trustees has adopted the following statements and values as the cornerstone of the university's dedication to quality education for everyone.

Vision Statement

"Central Michigan University, an inclusive community of scholars, is a national leader in higher education inspiring excellence and innovation."

-Adopted by the Board of Trustees, December 6, 2012

Mission Statement

At Central Michigan University, we are a community committed to the pursuit of knowledge, wisdom, discovery, and creativity. We provide student-centered education and foster personal and intellectual growth to prepare students for productive careers, meaningful lives, and responsible citizenship in a global society.

-Adopted by the Board of Trustees, December 2, 2010

Core Values

To achieve our mission, we adhere to the core values of integrity, respect, compassion, inclusiveness, social responsibility, excellence, and innovation.

-Adopted by the Board of Trustees, December 2, 2010

View the definition of mission statement core values.

University Strategic Plan

Central Michigan University's strategic plan.
College of Health Professions (CHP) Mission, Vision, Value Statements

Vision

The Herbert H. and Grace A. Dow College of Health Professions is to be nationally recognized for the development of professionals who contribute to an inclusive, healthy society.

Mission

Through The Herbert H. and Grace A. Dow College of Health Professions, we foster and sustain a culture of excellence through collaborative clinical/professional practice, learner-centered education, leadership, research, and service.

Values

To achieve our mission we adhere to the core values of integrity, respect, compassion, inclusiveness, social responsibility, excellence, and innovation adopted by the Board of Trustees, December 2, 2010. Definition of mission statement core values of the university.

CHP Strategic Plan

The Herbert H. and Grace A. Dow College of Health Professions strategic plan.
RN–to-BSN Program Mission, Goals, Vision, and Philosophy

The mission of the RN-to-BSN program is to create a culture of excellence that promotes the personal and professional growth of students to become nursing leaders through systems thinking, research, and service.

The RN-to-BSN completion program will meet the following goals:

1. Increase the number of nurses nationwide (and locally) to achieve the Institute of Medicine's (2010) goal of an 80% BSN-prepared nursing workforce by 2020.
2. Provide graduates with a strong foundation in nursing leadership, evidence-based practice, systems thinking, and population health to meet the demands of health care employers.
3. Increase the number of nurses eligible to apply for graduate degree education to prepare for advanced nursing practice roles.

To achieve our mission, the program will emphasize learner-centered education and incorporate the institution's core values of integrity, respect, compassion, inclusiveness, social responsibility, excellence, and innovation. View the University’s definition of mission statement core values adopted by the Board of Trustees, December 2, 2010.

Vision Statements

<table>
<thead>
<tr>
<th>University</th>
<th>CHP</th>
<th>RN-to-BSN Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>&quot;Central Michigan University, an inclusive community of scholars, is a national leader in higher education inspiring excellence and innovation.&quot;</td>
<td>The Herbert H. and Grace A. Dow College of Health Professions is to be nationally recognized for the development of professionals who contribute to an inclusive, healthy society.</td>
<td>The vision of the RN-to-BSN program is to prepare engaged, inclusive, compassionate, ethical, and visionary healthcare leaders.</td>
</tr>
<tr>
<td>-Adopted by the Board of Trustees, December 6, 2012</td>
<td></td>
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</tr>
</tbody>
</table>

Philosophy of the RN-to-BSN program

The central purpose of the RN-to-BSN program in the School of Rehabilitation and Medical Sciences (SRMS) is to increase the quality of healthcare by graduating baccalaureate prepared nurse generalists who excel in meeting the healthcare needs of diverse individuals and communities. The program promotes collaborative practice designed to meet the ongoing challenges of a dynamic healthcare environment and society. Nursing education at Central Michigan University supports the belief that nursing practice is based on the premise of faculty providing students with the tools and information necessary to sustain growth, promote self-care, and lifelong learning.
The faculty believe that healthcare is a fundamental right that takes place in all communities. Fostering respect for different perspectives guides students to provide effective intercultural care, contribute to local and global efforts to eliminate health disparities, and advocate for vulnerable populations. The faculty is committed to designing and implementing curricula in which students develop critical thinking, decision-making skills, clinical judgment, cultural sensitivity, and professional nursing values in an increasingly complex healthcare system. The faculty views the teaching-learning process as an interactive and collaborative relationship with students, who are valued as colleagues. The faculty are responsible as role models, mentors, and teachers for providing a caring environment in which students are free to explore and develop personally, professionally and intellectually.

Baccalaureate education provides the foundation for graduate education, advanced practice, and expands an individual's perspectives on life, attitudes, values, and beliefs. Faculty believe that the application of knowledge from nursing science as well as a broad, liberal education is an essential foundation, upon which the training of a competent and compassionate professional nurse is constructed. The program provides a full range of nursing activities within the multiple contexts of legal and ethical boundaries, political and economic forces, sociocultural influences, and spiritual and historical factors. This environment will provide quality education, which develops critical thinking and nursing competence. A graduate of the program will possess the ability to integrate theories, concepts, and research findings into nursing practice, shaping the future of nursing and meeting the emerging healthcare needs of a global society.

The students are expected to be accountable adults, who have the responsibility to be actively involved in the education process; to identify their learning goals, needs, and styles; to become knowledgeable and skilled; to question and propose new ideas; and to use peer, faculty, college and university resources to further their learning. The collaborative, student-focused nature of this academic program creates an individualized education that motivates students to push the boundaries of personal growth and expectations.
### Program Student Learning Outcomes

<table>
<thead>
<tr>
<th>Proposed Program SLO</th>
<th>BSN Essential</th>
<th>QSEN Competency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Integrate knowledge from the liberal arts, sciences, and nursing to provide culturally competent nursing care for diverse populations.</td>
<td>Essential I: Liberal Education for Baccalaureate Generalist Nursing Practice</td>
<td>Patient-Centered Care: Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient’s preferences, values, and needs.</td>
</tr>
<tr>
<td></td>
<td>Essential VIII: Professionalism and Professional Values</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Essential IX: Baccalaureate Generalist Nursing Practice</td>
<td></td>
</tr>
<tr>
<td>Demonstrate nursing leadership principles to plan and implement patient safety and quality improvement initiatives within the context of a dynamic complex healthcare system and interprofessional care.</td>
<td>Essential II: Basic Organizational and Systems Leadership for Quality Care and Patient Safety</td>
<td>Teamwork and Collaboration: Function effectively within nursing and interprofessional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care. Safety: Minimize risk of harm to patients and providers through both system effectiveness and individual performance.</td>
</tr>
<tr>
<td></td>
<td>Essential VI: Interprofessional Communication and Collaboration for Improving Patient Health Outcomes</td>
<td></td>
</tr>
<tr>
<td>Apply concepts of global health to plan appropriate culturally-safe care and health promotion for vulnerable populations.</td>
<td>Essential VII: Clinical Prevention and Population Health</td>
<td>Patient-Centered Care: Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient’s preferences, values, and needs. Safety: Minimize risk of harm to patients and providers through both system effectiveness and individual performance.</td>
</tr>
<tr>
<td>Utilize the best current evidence and systems thinking to improve nursing and healthcare practices for groups or populations.</td>
<td>Essential III: Scholarship for Evidence-Based Practice</td>
<td>Evidence-Based Practice: Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal healthcare.</td>
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<tr>
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</tr>
<tr>
<td>Essential IV: Information Management and Application of Patient Care Technology</td>
<td>Quality Improvement: Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of healthcare systems.</td>
<td></td>
</tr>
<tr>
<td>Quality Improvement: Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of healthcare systems.</td>
<td>Informatics: Use information and technology to communicate, manage knowledge, mitigate error, and support decision making.</td>
<td></td>
</tr>
<tr>
<td>Incorporate concepts of interprofessional collaboration and communication, health policy, finance, and regulatory environments as leaders in nursing practice.</td>
<td>Essential V: Healthcare Policy, Finance, and Regulatory Environments</td>
<td>Teamwork and Collaboration: Function effectively within nursing and interprofessional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.</td>
</tr>
<tr>
<td>Essential VIII: Professionalism and Professional Values</td>
<td>Teamwork and Collaboration: Function effectively within nursing and interprofessional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.</td>
<td></td>
</tr>
</tbody>
</table>
Section Two: Curriculum
Program Requirements

Students must complete a minimum of 30 credit hours at CMU.

NUR 300WI Transition to Baccalaureate Nursing Practice 3 hours (3-0)
NUR 301 Health Assessment 3 hours (Spec)
NUR 302 Research and Evidence-Based Practice 3 hours (3-0)
NUR 390WI Concepts of Culture and Diversity 3 hours (3-0)
NUR 400 Concepts of Global and Population Health 4 hours (4-0)
NUR 401 Nursing Leadership and Health Care Systems 4 hours (4-0)
NUR 499 Capstone: Systems Thinking and Quality Improvement 4 hours (Spec)

Nursing Electives (6 hours)

Select two of the following:

NUR 320 Nursing Informatics 3 hours (3-0)
NUR 321 Health Care Finance and Economics 3 hours (3-0)
NUR 322 Introduction to Nursing Education 3 hours (3-0)
NUR 323 Case Management and Care Coordination 3 hours (3-0)

TOTAL 30 semester hours
Course Description(s)

The course description for each required nursing course follows:

**NUR 300WI Transition to Baccalaureate Nursing Practice** 3 hours (3-0)

This online writing intensive course focuses on the role of the BSN-prepared nurse. Emphasis is on nursing theory, expanded professional nursing roles, and socio-cultural, political, and economic variables that impact the profession.

**NUR 301 Health Assessment** 3 hours (Spec)

This course builds on the student's knowledge and skills by including environmental, socio-cultural, spiritual, and behavioral health assessments of individuals and families. An online practice component is required; Prerequisite/Admission into the RN-to-BSN program.

**NUR 302 Research and Evidence-Based Practice** 3 hours (3-0)

This online course emphasizes evidence-based practice and introduces students to the research process, common research methods, and relevant statistical analysis for quantitative and qualitative studies. Prerequisite/co-requisite: NUR 300WI.

**NUR 390WI Concepts of Culture and Diversity** 3 hours (3-0)

This online course expands the students' knowledge and understanding of cultural beliefs and practices as they influence nursing practice and healthcare delivery. Prerequisite/co-requisite: NUR 301 or 302.

**NUR 400 Concepts of Global and Population Health** 4 hours (4-0)

This online course focuses on concepts of global health, epidemiology, and health promotion and disease prevention within groups and communities. Factors influencing the delivery of healthcare for vulnerable populations will be explored. Prerequisites: NUR 301, 302.

**NUR 401 Nursing Leadership and Health Care Systems** 4 hours (4-0)

This online course expands the knowledge and skills required for leadership and management roles within healthcare systems. Concepts include health policy, finance, and regulation as they impact nursing practice and leadership. Prerequisite: NUR 302.

**NUR 499 Capstone: Systems Thinking and Quality Improvement** 4 hours (Spec)

This course is the capstone for the program in which students will synthesize course and current evidence to improve healthcare outcomes through the development of a quality improvement project within a healthcare unit or agency. Prerequisites: All required and elective NUR courses.
The course description for each elective nursing course follows:

**NUR 320 Nursing Informatics** 3 hours (3-0)

This online course introduces students to the science and social/ethical issues for research and practice related to nursing informatics and information management; Prerequisite/Admission into the RN-to-BSN program.

**NUR 321 Health Care Finance and Economics** 3 hours (3-0)

This online course focuses on the complexities of healthcare finance, economics, and policy as they impact professional nursing practice; Prerequisite/Admission into the RN-to-BSN program.

**NUR 322 Introduction to Nursing Education** 3 hours (3-0)

This online course expands students’ teaching and learning skills by introducing principles and best practices required for professional and academic educators. Prerequisite: NUR 300WI.

**NUR 323 Case Management and Care Coordination** 3 hours (3-0)

This online course introduces students to the basic components and practice of case management and care coordination in a variety of healthcare and third-party payer settings. Prerequisite: NUR 300WI.

**Clinical Learning/Practice Opportunities/Activities**

Nursing is a practice discipline that includes both direct and indirect care activities that affect health outcomes. Baccalaureate programs provide rich and varied opportunities for practice experiences designed to assist graduates to achieve The Essentials of Baccalaureate Education for Professional Nursing Practice (AACN, 2008). Practice experiences are embedded in baccalaureate nursing programs to prepare students to care for a variety of patients across the lifespan and the continuum of care.

The clinical learning opportunities/activities are accomplished to experiential learning in any setting where healthcare is delivered, or health is influenced that allows for and requires the student to integrate new practice-related knowledge and skills. Simulation and laboratory experiences may augment practice experiences. The table below identifies the areas that fulfill the clinical learning opportunities in the program.
Breakdown of CMU RN-to-BSN Clinical Learning/Practice Experiences

All clinical practice experiences enable students to integrate new knowledge and demonstrate the attainment of program outcomes and will be evaluated by faculty.

<table>
<thead>
<tr>
<th>Experience</th>
<th>Course</th>
<th>Hours</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shadow Health-Digital Clinical Experience</td>
<td>NUR 300</td>
<td>10</td>
<td>Concept labs, focus assessments, and comprehensive assessment</td>
</tr>
<tr>
<td>Community Assessment</td>
<td>NUR 400</td>
<td>8</td>
<td>Community Windshield and Assessment Project</td>
</tr>
<tr>
<td>Service Learning</td>
<td>NUR 400</td>
<td>22</td>
<td>Meaningful community service with instruction, preparation, log, and reflection.</td>
</tr>
<tr>
<td>Capstone Project</td>
<td>NUR 499</td>
<td>20</td>
<td>Evidence-based quality improvement project</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>60 hours</td>
<td></td>
</tr>
</tbody>
</table>

Capstone

NUR 499: Capstone: The purpose of this experiential learning course is to provide you with the opportunity to apply and integrate knowledge from previous coursework in the development of an evidence-based practice (EBP) quality improvement (QI) proposal and presentation. With the help of a Registered Nurse mentor, you will initiate a proposal that may influence a practice change in a healthcare agency that has the potential for future implementation. Students must be compliant in ACE-MAPPS before starting this course (see handbook section on Health and Wellness). Before starting this course a signed “Intent to Register for NUR 499” must be completed, signed, and emails to the nursing secretary. The Capstone course will count as 20 hours of clinical learning/practice opportunities. Please see appendix G for a list of capstone required documents, appendix H for Capstone Welcome Letter and other related documents and appendix J for Capstone log.

E-Portfolio

The purpose of the portfolio requirement is to give students the opportunity to document their educational growth throughout the RN-to-BSN program. The portfolio will serve to demonstrate accomplishment in meeting the BSN program outcomes as well as a tool in seeking employment. The following guidelines are provided to aid students in preparing the portfolio. The evaluation tool faculty will use when reviewing the portfolio is included. See appendix A for detailed information about setting up your portfolio and appendix B for portfolio grading rubric.
Application of Evidence-Based Service Learning Guidelines

Service Learning

Academic Service-Learning is a form of experiential education in which students participate in meaningful service activities that meet identified community needs and are integrated with course student learning outcomes. This method holds both the service and the student learning as equally important components of the experience. Service-learning helps integrate CMU’s student success and community engagement goals, especially our goals to:

- Develop academic program opportunities that provide meaningful and distinctive educational and cultural experiences.
- Encourage sustained community engagement in and across all disciplines.
- Develop community-centered research and scholarship that creates knowledge through engaging with the community around relevant opportunities.
- Foster a mindset of leadership and participation in community engagement.
  - (CMU Office of Community Engagement Vision Statement, 2019).

- See appendix C for detailed guideline for the service learning activities.
- See appendix D Agency contract for service learning form.
- See appendix E rubric for service learning journal rubrics.
- See appendix F rubric for service learning presentation rubrics.

Clinical Agency Policies

Students are expected to abide by the policies of the agency in which clinical (Service Learning and Capstone) placement occurs. Students will sign an agreement outlining their relationship with the clinical agency. Failure to abide by the policies of the clinical agency can result in the student’s dismissal from the agency and may in turn impact the student’s progression in the nursing program.

Clinical Experience and Student Placement

The RN-to-BSN program has been designed to offer experiences to the student which complement previous nursing education and practice and yet provide the student with new opportunities for development within their respective and future roles. Guidelines for the NUR 400 (Service Learning) and NUR 499 (Capstone) practicum experience can be accessed on RN-to-BSN Program webpage.

Students enrolled in the RN-to-BSN program will be able to select their clinical site for their service learning and capstone experience. The capstone site can be the student’s place of employment. If an alternate site is desired, the site must be approved in advance of the semester the course will be taken by the instructor assigned to teach NUR 499. These are CMU’s current affiliation agreements.
**Recommended Course Sequence**

### Full Time (12 months) plan of study

**Current Registered Nurse License**

<table>
<thead>
<tr>
<th>Semester 1-A</th>
<th>Credits</th>
<th>Semester 2-A</th>
<th>Credits</th>
<th>Semester 3-A</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>*STA282: Statistics or General Education if needed</td>
<td></td>
<td>NUR390WI: Concepts of Culture and Diversity</td>
<td>3</td>
<td>NUR499: Capstone: Systems Thinking and Quality</td>
<td>4</td>
</tr>
<tr>
<td>NUR301: Health Assessment</td>
<td>3</td>
<td>NUR400: Concepts of Global and Population Health</td>
<td>4</td>
<td>* General Education if needed</td>
<td></td>
</tr>
<tr>
<td>NURXXX: Nursing Elective (1)</td>
<td>3</td>
<td>* General Education if needed</td>
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</table>

### Semester 1-B

<table>
<thead>
<tr>
<th>Credits</th>
<th>Semester 2-B</th>
<th>Credits</th>
<th>Semester 3-B</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td></td>
<td>14</td>
<td></td>
<td>4</td>
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</table>

### Full Time (12 months) plan of study.

**Starting last semester of Associates Degree Program or before RN licensure. 2 semesters after pass NCLEX**

<table>
<thead>
<tr>
<th>Semester 1-A</th>
<th>Credits</th>
<th>Semester 2-A</th>
<th>Credits</th>
<th>Semester 3-A</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>*STA282: Statistics or General Education if needed</td>
<td></td>
<td>NURXXX: Nursing Elective (2)</td>
<td>3</td>
<td>NUR390WI: Concepts of Culture and Diversity</td>
<td>3</td>
</tr>
<tr>
<td>NUR301: Health Assessment</td>
<td>3</td>
<td>*General Education if needed</td>
<td></td>
<td>NUR400: Concepts of Global and Population Health</td>
<td>4</td>
</tr>
</tbody>
</table>

### Semester 1-B

<table>
<thead>
<tr>
<th>Credits</th>
<th>Semester 2-B</th>
<th>Credits</th>
<th>Semester 3-B</th>
<th>Credits</th>
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<tbody>
<tr>
<td>6</td>
<td></td>
<td>9</td>
<td></td>
<td>15</td>
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</table>

*These courses will be additional credits over the 30 hours of professional nursing courses.*

Nursing required courses 30 credits. The student’s total credits may exceed 30 depending on the number of credits transferred.

Must pass the NCLEX examination before beginning semester two nursing courses.
Part Time (**18 months**) plan of study
Current Registered Nurse License

<table>
<thead>
<tr>
<th>Semester 1-A</th>
<th>Credits</th>
<th>Semester 2-A</th>
<th>Credits</th>
<th>Semester 3-A</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR301: Health Assessment</td>
<td>3</td>
<td>NUR300WI: Introduction to Baccalaureate Nursing Practice</td>
<td>3</td>
<td>NURXXX: Nursing Elective</td>
<td>3</td>
</tr>
<tr>
<td>*STA282: Statistics or General Education if needed</td>
<td></td>
<td>*General Education if needed</td>
<td></td>
<td>*General Education if needed</td>
<td></td>
</tr>
<tr>
<td>Semester 1-B</td>
<td></td>
<td>Semester 2-B</td>
<td></td>
<td>Semester 3-B</td>
<td></td>
</tr>
<tr>
<td>NURXXX: Nursing Elective</td>
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<td>NUR302: Research and Evidence-Based Practice</td>
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<td>NUR390WI: Concepts of Culture and Diversity</td>
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<td>NUR400: Concepts of Global and Population Health</td>
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*These courses will be additional credits over the 30 hours of professional nursing courses.*

Nursing required courses 30 credits. The student’s total credits may exceed 30 depending on the number of credits transferred.

Must pass the NCLEX examination before beginning semester three nursing courses.
### Part Time (2 1/2 year) plan of study

**Current Registered Nurse License**

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<thead>
<tr>
<th>Year 1: Semester 1-A</th>
<th>Credits</th>
<th>Semester 2-A</th>
<th>Credits</th>
<th>Semester 3-A</th>
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<td>NUR301: Health Assessment</td>
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<td>NUR300WI: Introduction to Baccalaureate Nursing Practice</td>
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**Credits**

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**Year 3: Semester 7-A**

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<th>Semester 8-A</th>
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<td>*General Education if needed</td>
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<th>Semester 7-B</th>
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<tr>
<td>NUR401: Nursing Leadership and Health Systems</td>
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Must pass the NCLEX examination before beginning semester three nursing courses.
Part Time (3 year) plan of study  
Current Registered Nurse License

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<th>Semester 2-A</th>
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Section Three: Policies and Procedures
Student Honor Codes

The RN-to-BSN program follows CMU’s Code of Student Rights, Responsibilities and Disciplinary Procedures. As part of the School of Rehabilitation and Medical Sciences (School) in The Herbert H. and Grace A. Dow College of Health Professions, the RN-to-BSN program identifies with and abides by the seven core values, which should permeate and support all activities of the school and its members. These core values include Integrity, Respect, Compassion, Inclusiveness, Social Responsibility, Excellence, and Innovation. It is the intent of the nursing program to embody these core values in all program activities, as they “are the beliefs describing, defining and directing our work through the University and its operations and provide direction and purpose.”

The program is committed to developing and maintaining an environment of honest intellectual inquiry, characterized by the highest standards of ethical and professional conduct. Standards of high academic and professional conduct are expected from students who shall conduct themselves in accordance with this Code of Conduct. Breaches of this high expectation of ethical and professional conduct will not be tolerated and may lead to separation from the University or other disciplinary sanctions.

A thorough understanding of and adherence to the Code of Student Rights, Responsibilities and Disciplinary Procedures is an essential part of each student’s matriculation. This type of honor system demands a commitment from everyone. Students who violate the spirit of trust weaken the academic community. Therefore, it is the responsibility of all to identify and address misconduct. The faculty/student community intends to require high ethical and professional values and conduct of all its members. The Code protects the rights of students and the program.

Students continue to be subject to city, state, and federal laws and appropriate regulatory board rules while a student at CMU and violations of those laws/regulations may also constitute violations of the Code. In such instances, the School may proceed with disciplinary action under this Code independently of any criminal, administrative, or other proceeding involving the same conduct and may impose sanctions for violation of the Code even if such other actions are not yet resolved or are resolved in the student's favor. All persons should report all potential Code violations to an official of the School as soon as possible.

Therefore, students of the program are expected to familiarize themselves with the CMU Code of Student Rights, Responsibilities and Disciplinary Procedures.

2. Social Media Policy

The nursing program supports the use of social media to reach audiences important to the university such as students, and faculty. The university presence or participation in social media sites is guided by university policy.
This Student Social Media Policy applies to nursing students who engage in internet conversations for school related purposes or school-related activities such as interactions in or about clinical and didactic course activities. Distribution of sensitive and confidential information is protected under HIPAA and FERPA whether discussed through traditional communication channels or through social media.

Social media is defined as mechanisms for communication designed to be disseminated through social interaction, created using highly accessible and scalable publishing techniques. Social media is commonly thought of as a group of Internet-based applications that are built on the ideological and technological foundations of the web that allows the creation and exchange of user-generated content. Examples include but are not limited to LinkedIn, Wikipedia, Second Life, Flickr, blogs, podcasts, RSS feeds, Instagram, Snapchat, Allnurses.com, Twitter, Facebook, YouTube, and Myspace.

**General Information:**

- As students, you will want to represent the college and the nursing profession in a fair, accurate and legal manner while protecting the reputation of the institution. When publishing information on social media sites remain cognizant that information may be public for anyone to see and can be traced back to you as an individual. Since social media typically enables two-way communications with your audience, you have less control about how materials you post will be used by others.

- Be aware of your association with CMU in online social networks. If you identify yourself as a student, ensure your profile and related content is consistent with how you wish to present yourself to colleagues, clients, and potential employers. Identify your views as your own. When posting your point of view, you should neither claim nor imply you are speaking on behalf of CMU, unless you are authorized to do so in writing.

- HIPAA guidelines must be followed at all times. Identifiable information concerning clients/clinical rotations must not be posted in any online forum or webpage.

- Violations of patient/client privacy with an electronic device will be subject to HIPAA procedures/guidelines and consequences.

- Students who share confidential or unprofessional information do so at the risk of disciplinary action including failure in a course and/or dismissal from the program.

- Each student is legally responsible for individual postings and may be subject to liability if individual postings are found defamatory, harassing, or in violation of any other applicable law. Students may also be liable if individual postings include confidential or copyrighted information (music, videos, text, etc.).
Follow University Policy. All Central Michigan University student policies apply to social networking and students must adhere to all applicable student policies and the standards of conduct.

- CMU Code of Student Rights, Responsibilities, and Disciplinary Procedures

Faculty, staff, and students are expected to follow the University Social Media Guidelines when sharing communications via the School of Rehabilitation and Medical Sciences and The Herbert H. and Grace A. Dow College of Health Professions social media channels.

- CMU Social Media Guideline

Social Media Guidelines – What do nurses need to know?

White Paper: A Nurse’s Guide to the Use of Social Media

Use of the CMU Logo and Endorsements. Do not use unlicensed versions of the CMU logo, action C, wordmark, seals, or other CMU images on your personal online sites. Do not use CMU’s name to promote or endorse any product, cause, political party, or candidate. Students, faculty, and staff should reference Brand Identity Standards for more information.

- Identity Standards and Templates
- CMU/CHP Brands-Visual & Name Identity Guidelines

3. Technology requirement & Acceptable Use Policies

i. Software overview

Microsoft Office and Office 365: We recommend Microsoft Office. It is used across campus and is the most compatible productivity suite with the programs that our faculty and staff utilize. Microsoft Office is available free to students. Visit our knowledgebase for more information on how to download, install, and activate Microsoft Office on a personal computer. CMU provides a complete Office 365 educational suite that includes, OneNote, OneDrive cloud storage, Office 365 Groups, and Microsoft Teams.

- OneNote is the recommended tool for taking and managing notes. These, as well as all Office documents, can be stored and shared within the OneDrive.
- Office 365 Groups is a tool used by special interest groups and student organizations to collaborate with group email, task management, shared storage, and documents.
- Microsoft Teams is a web conferencing tool offering more than the basic messaging and video calling of traditional Skype. It can support large group video meetings as well as offers in-call collaboration tools.
- Learning Technologies (Microsoft office, Panapto, Blackboard, Shadow health)
- Panopto: A recording program that we use to record most lectures in the nursing program. You can also use this to record presentations for any assignment that requires it. It is easy to use. Instructional videos are available once you access Panopto.
- Mobile device use policy.
Office Software

Through CMU’s partnership with Microsoft, CMU students are eligible to download and use the latest version of Microsoft Office at no cost for as long as they are current students. This software can be downloaded, then choose Office 365 in the settings menu.

ii. Use of Mobile devices at clinical sites

The use of mobile devices in clinical settings must conform to the guidelines of the organization. Students are responsible for confirming guidelines with faculty and preceptors.

iii. Global ID

Students admitted to the university are issued an identification number, unique username (Global ID), and a randomly generated password. Once issued, the identification number and Global ID are the permanent unique identifiers of the student. Your Global ID consists of the first five letters of your last name, a number, and your first and middle initials (e.g., Jones1aa). Activating your Global ID and password is an essential and required first step in connecting to CMU’s virtual infrastructure and services, including email. Your Global ID and password provide secure access to a variety of systems via CentralLink. If you experience difficulty using your Global ID and/or password, contact the CMU Information Technology Help Desk for assistance at (989) 774-3662 or online at the following link: http://helpdesk.cmich.edu.

When you activate your Global ID, you also enable your CMU email account. Your CMU email account provides a means for delivery of communications from CMU. Each time you wish to log into your CMU e-mail account, you will need your Global ID and password. You can access your CMU e-mail account via the CentralLink portal. It is vital that you check your CMU e-mail account daily. If you choose, you can forward your CMU e-mail to another account or vice versa. However, official university communications are sent only to your CMU e-mail account, and the university expects that students are accessing their CMU email.

iv. Email

Upon acceptance to CMU, each student will be issued a complimentary personal university email account (a “CMU account”) for his/her use while enrolled at CMU. All official university correspondence will be directed to these CMU accounts, and it will be the student's responsibility to monitor this account regularly and to read all posted university correspondence. Students may use these CMU accounts as they wish, subject to restrictions of CMU's Acceptable Use Policy. Also, students are reminded that some of the CMU-generated correspondence to these accounts will contain confidential information, and it is vital that they keep their passwords as secure as possible and change it at least twice each year. Students are responsible for activating and regularly checking their CMU e-mail accounts. This is the only e-mail address that the university will centrally maintain for sending official communications to students, and the single e-mail
address that the university will use for sending official communications to students after they enroll. Your CMU email will be the form for numerous vital announcements and information. All course correspondence will be through your CMU emails. Failure to read official university communications sent to the students’ official CMU e-mail addresses does not absolve students from knowing and complying with the content of those communications. If you need assistance setting up your email contact the IT help desk or you can configure your mobile device to access Office 365 CMU email.

Examples of CMU communications sent only to your CMU e-mail account.

- Tuition Statements and Payment Deadlines
- Financial Aid Updates
- Registration Notifications
- Faculty-Student Correspondence
- Academic Progress Communications
- Course-related Information

v. CentralLink

CentralLink is CMU’s web-based information portal, which puts CMU at your fingertips! Students are able to access the items below via one mail log-in.

Accessing the CentralLink portal:

- [CentralLink](#)
- Enter your Global ID and password

Via your Global ID and password, the CentralLink portal provides easy access to:

- CMU e-mail
- CMU directory
- Grades
- Registrar’s Office
- Course registration
- View/pay bill
- Academic history

IT Service Desk & Support Contact Information

Healthcare IT is a team of IT professionals and student technicians that directly support The Herbert H. and Grace A. Dow College of Health Professions staff, faculty, and students. The Healthcare IT team supports all CHP systems and services, will provide courtesy support and advice for personal computer issues, as well. Detailed troubleshooting and repair for personal computers are referred to the OIT Help Desk. See ‘Personal Computer Repair’ for details.
The **OIT Help Desk** provides support to all Central Michigan University students, faculty, and staff. They work hard to assist anyone with their electronic device problems, for a very reasonable price.

- **Hours**
  - Mon-Thurs: 7 a.m. to Midnight
  - Friday: 7 a.m. to 6 p.m.
  - Saturday: 12 p.m. to 6 p.m.
  - Sunday: 12 p.m. to Midnight

**Cellular Phone Services**

Office of Information Technology (OIT) offers Verizon, AT&T, and Sprint cellular phone service and equipment through the Telecom Service Center. Competitive rates are available to all students, faculty, and staff. For additional information, contact the Telecom Service Center at 989- 774-3087, or via their [website](#).

**Computer Purchases**

CMU offers discounted and highly competitive purchasing opportunities with several major computer manufacturers. These [purchasing opportunities](#) are available to all CMU students, faculty, and staff.

**4. Academic Writing**

**Writing standards for the nursing program**

The university requires that students reference a style manual when writing required papers and bibliographies. The reference format adopted by the Nursing program is the Publication Manual of the American Psychological Association (most recent edition).

**APA format requirement: ALL papers and assignments must be in APA format.**

At a minimum the student’s paper should have;

- Title page
- Header/running head
- The first line indented for each new paragraph
- Double spaced
- Headings
- Page numbers
- In-text citations
- Fonts: Times New Roman size 12
- References with hanging indents
Any student who has difficulty with the process of writing a paper should contact his/her course instructor for assistance. Assistance is also available by appointment at the [CMU Writing Center](#).

**Writing Center**

Writing is a skill that students will use as a professional in any field, and it is essential that you write well. No matter what degree you're pursuing. The Writing Center is free to all CMU students and can assist you with any writing project. With two locations on campus and extended hours, writing assistance is more available than ever. Writing Center services include one-on-one consulting, online, for-credit classes, workshops, and outreach. Check the [Writing Center hours and locations](#) for specific hours of operation.

**5. Library Services**

The university library in the Charles V. Park Library building offers a broad range of collections and services for CMU students, faculty, and staff. Its collections contain more than 1,000,000 books and other print items, 100,000 electronic books, 125 electronic periodical article databases, electronic access to the full-text content of more than 70,000 journals, and more than 15,000 multimedia items. Electronic collections are accessible around the clock, on or off campus, via the [Park Library website](#).

Additionally, the Park Library is a selective federal and state government document depository library, providing access to items published by the United States Government and the State of Michigan. Items not owned by the library may be obtained from other institutions through the library’s interlibrary loan service, Documents on Demand. The Park Library provides a wide array of library services and study spaces. Librarians are available to assist students, faculty, and staff with research projects and to help users effectively access library resources. Users may consult with a librarian in person on the second floor of the library and also by email, chat, and telephone.

Students enrolled in CMU’s online or off-campus programs have full access to the CMU Libraries’ services and resources, whether enrolled at an off-campus center or through an online class. The library’s Documents on Demand office will deliver electronic copies of journal articles and book chapters, as well as copies of print books, to students upon request. There is no charge for this service, and electronic requests are typically filled within 24 hours.

Several academic support services are located in the library:

- The [Library Services for Distance Students](#)
- The [Writing Center](#)
- The [Mathematics Assistance Center](#)
- The [Statistical Consulting Center](#)
- The [Student Disabilities Services](#)
- [Scholarships and Financial Aid](#)
The Test Proctoring Center
The Center for Excellence in Teaching and Learning
Ask the Librarian
Library hours of service are posted online

Other services

The University Center (UC) across from the Park Library has several helpful services for students including a post office, bank, the CMU bookstore, and CMU student service offices.

6. Student Disability Services

Central Michigan University is committed to providing students with disabilities the academic accommodations and auxiliary aids necessary to ensure access to all university services, programs, and activities. In addition to the university's campus-wide efforts to promote access and inclusion, students with disabilities are further accommodated based on specific individual needs. The Office of Student Disability Services (SDS) is responsible for determining these accommodations and providing services and assistance to enrolled students who are either permanently or temporarily disabled. The SDS office is located in the Park Library, Suite 120, and is part of the Division of Enrollment and Student Services.

For further information regarding CMU's Student Disability Services, please see the following link: Students affairs: Student Disability Services.

7. Student Participation in Program Governance

- RN-to-BSN students are afforded many formal and informal opportunities to have a voice in governance of the RN-to-BSN program and the Nursing program by providing continual input into program’s decisions.
- The nursing program staff and faculty meet every two weeks to discuss program affairs. Students are invited to attend. This provides an opportunity for students input into policy, planning, and budgeting recommendations as deemed necessary for decision-making.
- **RN-to-BSN Committee**: The RN-to-BSN Committee conducts the work of the program and meets regularly for discussions on relevant issues including curriculum revisions and policies. The direct participation of RN-to-BSN student representatives to the committee is expected. It is expected that the students might have recommendations to make concerning modification of existing courses, addition of new ones, and spelling out of degree requirements and procedures formulated by the program. Therefore the students input are solicited on a continuing basis through the student representatives.
  - Student representatives should attend RN-to-BSN committee meetings and participate within the limits defined by this statement of principles. The agenda will specify the areas in which students are allowed to participate.
- **RN-to-BSN Open forum**: An open forum is held twice a year during the fall and spring semester. The forum is open to all current and potential students. The forum provides an opportunity for students to receive information, ask questions, share their points of view, and develop visible solutions on issues affecting the student.

- **Program Advisory Board**: The nursing program has a formal advisory committee which includes students from the BSN and the associate degree program. Two students are selected annually to serve on the departments Advisory. If interested in serving, contact the RN-to-BSN program director.

- **Other opportunities**: Often the RN-to-BSN program, the College, and departments gather information from surveys and focus groups conducted on an on-going or a periodic basis. At times students are appointed to ad hoc committees.

8. **Students Rights and Policies**

Central Michigan University’s RN-to-BSN program follows many guidelines that support a civil and respectful environment and provide procedures to ensure fair treatment. The primary right of students is to pursue their education so long as they maintain their eligibility to remain a member of the community by meeting its academic standards and so long as they observe the regulations imposed by the university for the governance of the academic community. Every student has the constitutional rights and responsibilities of any citizen under the law. Conversely, the responsibility of any student is to respect the rights of any other member of the university community. It is the responsibility of students to be familiar with and adhere to all university.

  i. Policies and Procedures Related to Students.
  ii. Student Rights under the Family Educational Rights and Privacy Act (FERPA): FERPA.
  iii. Resource for Persons with Disabilities: Student Disability Services.
  v. Inclement Weather Policy.
  vi. Attendance Policy and Absences.
  vii. Grade Policies.
  viii. Grade Changes/Grievances.
  ix. Academic Probation, Suspension and Dismissal.

9. **Academic Policies & Procedures**

  i. Academic Standards (check bulletin)

  The Program faculty and staff monitor progression through the nursing programs. Progress is dependent on the program requirements. Failure to meet the progression requirements may result in dismissal from the nursing program.

  ii. Withdraw Policies: Course Drops/Withdrawals Information

  iv. Student Progress Reports (Check policy early alert).
10. Legal Regulation of Nursing Practice

Students enrolled in the program must conduct themselves as to conform to the nursing practice regulations of the State of Michigan as presented in the Michigan Public Health code Act 368 of 1978 and as amended, or in the Nursing Practice Act of the state in which they are practicing, if it is not Michigan. Students must also demonstrate judgment maturity. In assessing the quality of a student’s academic and clinical performance, the faculty takes account of the student’s judgment maturity, as well as the professional development guidelines noted above. The nursing program may refuse enrollment, discontinue enrollment, or refuse re-enrollment of any student who violates the state nursing practice regulations, or who, in the professional judgment of the faculty, exhibits a serious deficiency concerning her or his judgment maturity or conformity with the professional development guidelines.

11. Evaluation of Program Instruction

   i. End of semester course evaluation
   ii. University End-Of-Course Survey
   iii. End of program course evaluation (EBI, Exit survey)
   iv. 12-month alumni survey

12. Attendance Policy

Class lectures, discussions, demonstrations and all other associated educational experiences are critical to the learning process. It is the expectation of the university that students attend and arrive on time to all class, laboratory, shop, practicum, and clinical experience sessions. Students are responsible for accounting to their instructors any absence and should contact the faculty member following any absence to determine if and when work may be made up. Habitual tardiness may, at the discretion of the instructor, be considered in computing attendance. For more details see CMU Attendance Policy and Absences.

13. Grading Policy

   i. The passing grade for all nursing program courses is a C. Incomplete grades are allowed only if the student is passing the course and completes the proper paperwork as stated in the university’s policy. See CMU Policies for Classroom Management for details.
   ii. All assignments must be submitted via Blackboard on or before the due date. No late assignments will be accepted unless there is prior written authorization by faculty before the due date.
   iii. It is crucial that you review the rubrics for all assignments prior to completing the assignment.
   iv. All written papers must be in APA format. For help writing and formatting in APA style visit the CMU Writing Center or Park Library APA LibGuide.
Grading System, Quality Points, and GPA

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Points</th>
<th>Grade Equivalencies in %</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>100-93</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
<td>92-90</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
<td>89-87</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>86-83</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
<td>82-80</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
<td>79-77</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>76-73</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
<td>72-70</td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
<td>69-67</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
<td>66-63</td>
</tr>
<tr>
<td>D-</td>
<td>0.7</td>
<td>62-60</td>
</tr>
<tr>
<td>E</td>
<td>0</td>
<td>59 or below</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawn</td>
<td>No grade</td>
</tr>
</tbody>
</table>

Grade Changes/Grievances

If a student has a question regarding a grade they have received, they may appeal through the grade grievance procedure. Information regarding this policy is in the online undergraduate bulletin at Grade Grievance Policy.

14. Health and Wellness Compliance

I. IMMUNIZATIONS AND INFECTIOUS CONDITIONS:

STANDARD PRECAUTIONS: All Nursing students are expected to follow Universal Precautions as defined by the Center for Disease Control (CDC) Standard Precautions for All Patient Care.

INJURY: Students injured during practicum experience may receive treatment according to the agency policy. The cost of the treatment is the responsibility of the student. Incident reports for the agency and the university must be completed.
POST-EXPOSURE STATEMENT: Students exposed to blood-borne/body fluid pathogens during clinical experience will follow the agency's policy. The cost of treatment is the responsibility of the student.

IMMUNIZATION REQUIREMENTS:

Prior to the beginning of the RN-to-BSN program, students are required to provide evidence of immunity for the following diseases:

- **Tetanus/diphtheria and Tdap**: All students need to have documentation of one dose of Tdap. If the last Tdap is more than ten years old, provide the date of last tetanus (Td) plus Tdap.

- **MMR (Measles, Mumps, and Rubella)**: Students must provide proof of either: two doses of live attenuated measles, mumps, rubella vaccine or if no combined vaccines, then two doses of live measles and mumps, at least 28 days apart after the age of 12 months and at least one dose of live rubella vaccine OR proof of positive immune titers. Please note: we prefer proof of two MMR vaccines over the serologic proof. If you cannot locate the MMR records, we will accept serologic proof.

- **Varicella**: All students must provide proof of Varicella immunity with either proof of having received the two-shot series, OR a positive immune titer.

- **Hepatitis B**: All students must provide proof of having received the three-shot Hepatitis B series AND proof of immunity with a positive quantitative Hepatitis B surface antibody. Students with a negative Hepatitis B surface antibody (titer) after the initial three-dose series will require a second Hepatitis B vaccine series followed by a repeat Hepatitis B titer drawn 30 days after the 3rd vaccine in that series. If the Hepatitis B surface antibody is negative after a subsequent series, additional testing including hepatitis surface antigen and Hepatitis core antibody should be performed. A vaccine whose antibody remains negative after six doses are considered a "non-responder." Healthcare workers that are non-responders should be considered susceptible to HBV and should be counseled regarding precautions to prevent HBV infection. Those with a positive Hepatitis B surface antigen will have appropriate counseling and a recommendation to seek a medical evaluation.

- **Influenza**: All students are required to have the vaccine annually.

- **Tuberculosis Test**: Students will receive the two-step TB test as this is the preferred initial test for adults who will regularly be tested such as healthcare trainees/workers. Alternatively, students can obtain a Quantiferon (TB Gold) assay. This will be coordinated through CMU Student Health in the first two years. In years three and four, it will be set up through the Saginaw campus. The one-step TB test will be performed annually after this. A history of BCG vaccine does not exempt you from completing the two-step test.
Students will fall into one of these categories:

- If you have no history of a two-step TST (TB skin test), you will need to complete two TST’s.
- If you have had a two-step TST in the past, please provide this documentation of your two-step TST – only one TST is required to be completed annually after a two-step.
- If you have had a previous TST within the current year, please provide this documentation - only one TST is required to be completed in the same year (this will be the second step).
  - A negative Quantiferon TB Gold Test is also acceptable instead of negative TB tests, as is a negative T-Spot test.
  - If a student has had a positive skin test prior to matriculation, a documented treatment plan and a negative chest x-ray are required. A negative or non-reactive skin test or chest x-ray reports done outside the United States will not be accepted.
  - Students with a history of a reactive Tuberculin skin test or blood test must provide a current chest x-ray (taken since their last positive TB test but within three months prior to enrollment or visiting), indicating that the person is free of active tuberculosis. A TB risk evaluation document will be completed, by the student, annually thereafter in place of a TB skin test.
  - Any students with a positive TB screening test or positive TB test, obtained while a student at CMU will be referred to a Central Michigan District Health Department for further instruction.

- Students without immunization documentation, and/or negative titers are considered non-immunized and will be required to have the following vaccines:
  - Hepatitis B vaccines: Three doses AND a positive titer
  - MMR: Two doses
  - Varicella: Two doses
  - TD/Tdap: one Tdap, if longer than ten years then an updated TD
  - Influenza: Annually
  - TB skin test: two-step first year, annually thereafter

- Proof of basic Life Support (BLS) certification.

II. ACE-MAPPS:

CMU’s RN-to-BSN program utilizes the ACE-MAPP (ACE Matching and Placement Program) System, which is an on-boarding compliance database and an online learning system that members (nursing schools and healthcare agencies) utilize to process clinical placement requirements for students.

Enrollment in the ACE-MAPP System is an annual requirement for RN-to-BSN students prior to their nursing experience in a NUR 400. The annual cost for a student is $50. A link for ACE-MAPPS is coming soon.
III. HEALTH PROFESSIONS EDUCATIONAL MODULES:

As a student preparing for a career in health professions, it is important for you to be introduced to topics that you will be expected to understand in the healthcare field. We have produced four educational modules in the following health topics and these can be completed in Blackboard under the “HP Learning Modules” course. After each module, you will be asked to complete a quiz to test your understanding of each module. Once you have successfully completed your educational modules and obtained a passing grade of 85% or greater, you can generate a certificate good for one year. You will be asked to review each module once a year to keep your knowledge of these areas up-to-date.

- **HIPAA**: Health Insurance Portability and Accountability Act of 1996 is United States legislation that provides data privacy and security provisions for safeguarding protected medical information.
- **BBP**: Blood borne Pathogens are infectious microorganisms in human blood that can cause disease in humans.
- **Human Trafficking**: The action or practice of illegally transporting people from one county or area to another, typically for the purposes of forced labor or commercial sexual exploitation.
- **Ethics & Professionalism**: A system of moral principles governing the appropriate conduct of a person or group.

IV. CONFIDENTIALITY:

Students and faculty may not take any patient records, notes, or any identifying data out of a clinical agency on paper [must be shredded] or electronically. Students will conform to the guidelines of the Health Insurance Portability & Accountability Act (HIPAA). Failure to comply with HIPAA guidelines may result in program dismissal. Additionally, it is the policy of the CMU RN-to-BSN Program that students will conduct themselves professionally and no photos will be taken in the clinical (Service Learning and Capstone) setting for any reason. Additionally, students are to refrain from discussing patient/clinical situations in public venues, including Facebook, Instagram, MySpace, or similar online arenas (even if client names are not used). Failure to abide by this policy may result in dismissal from the nursing program.

Criminal Background Checks

CMU’s Policy: [CMU CRIMINAL BACKGROUND CHECKS FOR STUDENTS](#)

Federal and State laws require a criminal background check of those assigned to a clinical agency and Michigan licensure will require an FBI fingerprint check. Felonies and some misdemeanor convictions may prevent you from completing the RN-to-BSN Program requirements. Students must have a clear criminal background check to begin the nursing program. RN-to-BSN program students are required to obtain a background check based on a national database; the student is responsible for the cost. Any student who becomes subject to
criminal prosecution while participating in the nursing program is **required to report** such allegations immediately to the nursing program director.

- Please visit the [State of Michigan’s latest policy](#) in regards to criminal background checks and fill out the Clinical Student Disclosure Statement.
- Legislation- PA 27, 28, and 29: [2006 Michigan Public Act 27, 28, and 29](#).
- Here is the link to the [National Criminal Background Check](#).

In addition to the criminal background check, some agencies may also require drug screening and fingerprinting as part of their requirement for you to be a student in their institution. The cost of all screenings is the responsibility of the student. See [appendix I](#) for the Student Disclosure Statement form. This must be completed and returned to Jen Schanck, office professional via [email](#).
Section Four: Appendices
Appendix A: E-Portfolio guideline

PORTFOLIO:

Introduction:

The purpose of the portfolio requirement is to give students the opportunity to document their educational growth throughout the RN-to-BSN program. The portfolio will serve to demonstrate accomplishment in meeting the BSN program outcomes as well as a tool in seeking employment. The following guidelines are provided to aid students in preparing the portfolio. The evaluation tool faculty will use when reviewing the portfolio is included.

Format guidelines:

Students should consult with faculty in appropriate courses as needed during the portfolio preparation. It is the student’s responsibility to seek out assistance prior to submission of the portfolio if anything is unclear.

A. The portfolio framework will be established in NUR 300 using Live Binder. There will be a video instructions on “How to Create Your Portfolio” in NUR 300 & NUR 499. The portfolio will contain the following pages.
   1. An introductory page: introduces yourself and the portfolio.
   2. A page for each of the nursing courses in the program.
   3. A page labeled BSN Program Outcomes.
   4. A page for your resume.
B. The portfolio will be submitted for review in your final Capstone course (NUR 499). It is up to you to keep it up to date throughout the program.
C. The portfolio should be professional and meet scholarly standards.
   - Careful attention to grammar, spelling, punctuation, and sentence structure.
   - A professional portfolio is not a “memory book,” scrapbook or checklist.
   - Portfolios involve critical thinking, synthesis, and self-direction.
D. Throughout the program, students will place documents that provide evidence of accomplishment of the program outcomes.
   - The introductory page should have a brief introduction of yourself and the purpose of the portfolio (include a photo of yourself or a graphic that represents nursing).
   - Each course reflection should be placed under the appropriate course tab.
   - The artifacts should be “clean” versions of previously submitted work. Meaning that students must make all suggested corrections in writing and content, remove editing remarks prior to inclusion in your portfolio.
   - Do not include papers or projects that did not receive a passing grade without making corrections.
- In the BSN Program Outcome tab, include the chart of how the BSN program outcomes align with the BSN essentials and the QSEN competencies (use chat in appendix A). Also include a chart showing how you accomplished the outcomes will be included in the “BSN Outcomes” tab. An example of this is included in Appendix C.
- The Resume should be current, follow appropriate professional guidelines and be free from errors.
- The following table outlines the documents that are required for each course.

<table>
<thead>
<tr>
<th>RN-to-BSN Program Outcome (SLO’s)</th>
<th>Artifact</th>
<th>Artifact</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Integrate knowledge from the liberal arts, sciences, and nursing to provide culturally competent nursing care for diverse populations</td>
<td>Comprehensive Physical Assessment Score (NUR 301)</td>
<td>Philosophy of Nursing Paper (NUR 300WI)</td>
</tr>
<tr>
<td>2. Demonstrate nursing leadership principles to plan and implement patient safety and quality improvement initiatives within the context of a dynamic complex healthcare system and interprofessional care.</td>
<td>Leadership Final Presentation (NUR 401)</td>
<td>Capstone Project: paper and presentation (NUR 499)</td>
</tr>
<tr>
<td>3. Apply concepts of global health to plan appropriate culturally-safe care and health promotion for vulnerable populations.</td>
<td>Transcultural Nursing Paper (NUR 390)</td>
<td>Final Scholarly Paper (NUR 390)</td>
</tr>
<tr>
<td>4. Utilize best current evidence and systems thinking to improve nursing and healthcare practices for groups or populations.</td>
<td>Community Wind Shield Survey (NUR 400)</td>
<td>Service Learning Presentation (NUR 400)</td>
</tr>
<tr>
<td>5. Incorporate concepts of interprofessional collaboration and communication, health policy, finance, and regulatory environments as leaders in nursing practice.</td>
<td>Scholarly Paper (NUR 300WI)</td>
<td>Discussion (NUR 499)</td>
</tr>
</tbody>
</table>

*Add elective course artifacts under the program outcome it meets.
## Appendix B: Portfolio Rubric

<table>
<thead>
<tr>
<th>E-portfolio Criteria</th>
<th>Exemplary</th>
<th>Accomplished</th>
<th>Developing</th>
<th>Incomplete</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Homepage:</strong></td>
<td>Creativity and original ideas enhance the content of the e-portfolio in an innovative way.</td>
<td>Use of creativity and original ideas are demonstrated to meet objectives.</td>
<td>Some use of creativity or original ideas is evident.</td>
<td>No use of creativity or original ideas is evident that enhances the content of the e-portfolio.</td>
<td>0-2 Points</td>
</tr>
<tr>
<td><strong>Personal/Introduction</strong></td>
<td>All components well written.</td>
<td>All components present and satisfactory.</td>
<td>All components present but brief or not fully developed.</td>
<td>Missing components or poorly developed.</td>
<td>0-4 Points</td>
</tr>
<tr>
<td><strong>Course tabs/outcomes:</strong></td>
<td>Significant information about each outcome. Each program outcomes is addressed. Evident that program outcomes have been met through a variety of documents, provide evidence that support the outcomes.</td>
<td>Well organized, each outcome well documented, evidence of each outcomes being met.</td>
<td>Most documentation supports evidence of meeting program outcomes. All program outcomes addressed. Somewhat unorganized.</td>
<td>Limited documentation to provide evidence of meeting program outcomes.</td>
<td>0-5 Points</td>
</tr>
<tr>
<td><strong>Writing Samples</strong></td>
<td>All six samples of work included in the portfolio is complete, organized, and neatly presented.</td>
<td>Missing information for one writing sample in the portfolio. The portfolio is organized and neatly presented.</td>
<td>Missing information from two writing samples in the portfolio. The portfolio is organized and neatly presented.</td>
<td>Missing information from three or more writing samples in the portfolio. Or the portfolio is unorganized and/or not neatly presented.</td>
<td>0-5 Points</td>
</tr>
<tr>
<td><strong>Self-Reflections</strong></td>
<td>All reflections clearly describe and expand upon all the elements of self-reflection and program evaluation: personal and educational goal, experiences, changes and lifelong learning.</td>
<td>All reflections describe all elements of self-reflection and program evaluation. Each element addressed is complete but not through</td>
<td>Missing part or one element from the self-reflection and program evaluation. Or reflections are brief and missing components.</td>
<td>Missing two or more elements from the self-reflection and program evaluation or the reflections do not illustrate the ability to effectively analyze work.</td>
<td>0-5 Points</td>
</tr>
<tr>
<td><strong>RN-to-BSN Outcomes Tab</strong></td>
<td>Brief introduction, charts of program outcomes and linkages to BSN essentials and QSEN, chart of how you met the outcomes with assignments.</td>
<td>Missing one component or charts incomplete.</td>
<td>Missing 2 or more components.</td>
<td>Missing all components.</td>
<td></td>
</tr>
<tr>
<td>---------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------</td>
<td>-----------------------------------------------</td>
<td>-----------------------------------------------</td>
<td>-----------------------------------------------</td>
<td></td>
</tr>
<tr>
<td><strong>10 Points</strong></td>
<td>8 Points</td>
<td>5 Points</td>
<td>0-4 Points</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Grammar, Punctuation, spelling, sentence structure, and APA</strong></th>
<th>Clean, well-written with minimal mistakes.</th>
<th>Clean with very few mistakes.</th>
<th>Not well organized with few mistakes.</th>
<th>Very disorganized with several mistakes.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>15 Points</strong></td>
<td>10 Points</td>
<td>5 points</td>
<td>0-2 Points</td>
<td></td>
</tr>
</tbody>
</table>

| 0-4 Points | 10 Points | 5 Points | 0-2 Points |
Appendix C: Service Learning Guideline

Academic service-learning is a form of experiential education in which students participate in meaningful service activities that meet identified community needs and are integrated with course student learning outcomes. This method holds both the service and the student learning as equally important components of the experience. Service-learning helps integrate CMU’s student success and community engagement goals, especially our goals to:

- Develop academic program opportunities that provide meaningful and distinctive educational and cultural experiences.
- Encourage sustained community engagement in and across all disciplines.
- Develop community-centered research and scholarship that creates knowledge through engaging with the community around relevant opportunities.
- Foster a mindset of leadership and participation in community engagement.
  
  (CMU Office of Community Engagement Vision Statement, 2019).

This innovative interdisciplinary community service learning course will allow nursing students to integrate meaningful community service with instruction, preparation and reflection to enrich their learning experience, teach civic responsibility, and strengthen communities. This course will enable students to examine social justice and social determinant of health issues and apply these principles in a structured service learning practicum that is conducted in and meets the social and health needs of a community partner in a culturally competent manner.

Such activities for the professional nursing student will include documented service occurring outside assigned program activities, and those not required by their employer. This activity may involve service to the community, university, a healthcare institution, or the nursing profession. Such activity is expected to enhance their professional development and should be related to healthcare. Service learning is a form of practical experience, enhances learning in all areas of a nursing program, and the experience of community service reinforces the moral and civic values inherent in serving others.

The goals of service learning for the professional nursing student are:

1. To develop a plan for community service learning to take place over the course of NUR 400: Concepts of Global and Population Health course.
2. To provide a health-related service to a community of need.
3. To complete a written report (journals) and presentation which identifies what significant personal and professional insights have been gained due to this service learning activity.
4. To clearly describe and give verifiable examples of such learning experiences.
5. To critically examine how this service learning has impacted their career process.
Guidelines:

Purpose: The service learning project is designed to help students appreciate the value of volunteering time to healthcare related cause or program and to gain perspective of the value of global health.

Requirements: Service learning will be structured in the following format:

1. **Service Learning Hours**: The student is responsible for a total of 22 hours of service learning activities.
   a) Eight hours of orientation to the agency and the community for which they provide services (background research, setting up hours, and volunteer requirements that need to be completed for the site).
   b) 12 hours of on-site work to be completed in NUR 400. These hours can be completed ahead of time as long as it was completed while the student was enrolled in the RN-to-BSN program.
   c) Two hours preparation for the service learning presentation.

2. **Reflective Journals**: Students should reflect on how the service learning experience promoted personal growth and growth toward the program outcomes. A total of three journals will be submitted for evaluation.
   #1: Describe the service learning site, the community it provides services too, what you plan to do as a volunteer, what you hope to learn, how you plan to evaluate your learning.
   #2 & #3: For each six hours completed, please write a journal that describe what you did as a volunteer, how this furthered your personal and professional growth, and how your experience did help accomplish the course goals.

3. **Service Learning Presentation**: At the conclusion of NUR 400 the students will give a voice-over PowerPoint presentation about their capstone experience. The presentation should be between five to 10 minutes long. See **appendix E rubric** for service learning presentation rubrics.
Appendix D: Service Learning Agency Contract Form

Student Name: _____________________________________________________________

Agency Name: _____________________________________________________________

Contact Person: ___________________________________________________________

Contact email: _______________________________ Phone: ______________________

Agency address: _____________________________________________________________

_________________________________________________________________________

Description of agency and type of service learning the student will engage in:

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

I agree to let the above named student participate in 12 on-site hours of volunteer service as a part of their service learning requirement at Central Michigan University.

Signature of Agency Representative (agreeing to student volunteer):

_________________________________________________________________________

Printed Name

_________________________________________________________________________

Signature                        Date
### Appendix E: Service Learning Journals Rubric

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Needs Improvement (0-7 points)</th>
<th>Meets Expectations (8-14) points</th>
<th>Exceptional (15-20)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Journal number, name of agency, dates, and short intro to the journal.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Explanation of the services you provided, and what you learned.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>How did this further your personal and professional growth?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Which course objectives were met and why?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>APA format, grammar, spelling.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Appendix F: Service Learning Presentation Rubric

1. **Service Learning Presentation:** At the conclusion of NUR 400 the students will give a voice-over PowerPoint presentation about their service learning experience. The presentation should be between five to 10 minutes long. Use the following rubric for presentation requirements.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Novice</th>
<th>Competent</th>
<th>Proficient</th>
</tr>
</thead>
</table>
| **Introduction:** Agency Description | 0 to 1 points  
Topic may not be clear; missing a large amount of information; does not compel audience.  
| 2 to 3 points  
Introduces topic and include some supplementary information but is not thorough enough or missing some aspects. | 4 to 5 points  
Compelling introduction that clearly introduces audience to the agency. |
| Volunteer Role Described | 0 - 7 points  
Missing critical components; it is not clear.  
| 8 - 14 points  
Minimal information or description given. | 15 - 20 points  
What volunteers and students did for the agency. |
<table>
<thead>
<tr>
<th>Objectives</th>
<th>0-7 points</th>
<th>8-14 points</th>
<th>15-20 points</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Missing or very incomplete discussion of this.</td>
<td>May comment on issue but does not go into detail; lacks critical thought.</td>
<td>Critical thought and discussion on how service learning met personal and program objective.</td>
</tr>
<tr>
<td>Evaluation</td>
<td>0-7 points</td>
<td>8-14 points</td>
<td>15-20 points</td>
</tr>
<tr>
<td></td>
<td>Missing or very incomplete discussion of this.</td>
<td>May comment on issue but does not go into detail; lacks critical thought.</td>
<td>Critical thought and discussion on students’ personal experience and growth as a result of the service learning.</td>
</tr>
<tr>
<td>Nursing Implications</td>
<td>0-7 point</td>
<td>8-14 points</td>
<td>15-20 points</td>
</tr>
<tr>
<td></td>
<td>Lack of understanding of nursing implications.</td>
<td>Provides some nursing implications, may not have example or impact.</td>
<td>Compelling discussion of nursing implications. How does volunteer service impact nursing, how does this organization impact nursing?</td>
</tr>
<tr>
<td>Conclusion</td>
<td>0 -1 points</td>
<td>2-3 points</td>
<td>4-5 points</td>
</tr>
<tr>
<td></td>
<td>Lacks conclusion.</td>
<td>Only partially summarizes.</td>
<td>Thoroughly concludes all aspects of presentation.</td>
</tr>
<tr>
<td>Presentation Quality</td>
<td>0 to 3 points</td>
<td>4 to 7 points</td>
<td>8 to 10 points</td>
</tr>
<tr>
<td></td>
<td>Not well-presented or well prepared; unprofessional; does not meet time criteria. Slide difficulty to read.</td>
<td>May be too short or long, not clearly presented or unprofessional, may show lack of preparation. Format of slides have some difficulty in presentation.</td>
<td>Students present their resource thoroughly and professionally, in the allotted time. Slides are professional and easy to read.</td>
</tr>
<tr>
<td>Total Points</td>
<td>100</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Appendix G: Capstone Students’ Required Documents

Student must complete and provide documentation where appropriate for all the activities listed below by the end of this course. The timeline is provided.

Students name: ______________________________. Semester: ______________

<table>
<thead>
<tr>
<th>Required documents</th>
<th>Required by (date)</th>
<th>Submitted (date)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Intent to register for NUR 499.</td>
<td>Prior to registration.</td>
<td></td>
</tr>
<tr>
<td>2 Signed student and mentor contract.</td>
<td>Two weeks into the course.</td>
<td></td>
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<tr>
<td>3 Mentor resume (must have BSN or above).</td>
<td>Two weeks into the course.</td>
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<tr>
<td>4 Student evaluation of learning activity.</td>
<td>End of course.</td>
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<tr>
<td>5 Complete EBI survey online. (Must be complete before the final class, or your final grade will not be released).</td>
<td>Email will be sent to students within the first two weeks of the course with two reminders.</td>
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<tr>
<td>6 Faculty evaluation of student (done as part of the final presentation grade).</td>
<td>End of course.</td>
<td></td>
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<tr>
<td>7 Student’s resume.</td>
<td>Submitted with portfolio.</td>
<td></td>
</tr>
<tr>
<td>8 Student’s proposal paper.</td>
<td>Date posted by faculty.</td>
<td></td>
</tr>
<tr>
<td>9 Final project presentation.</td>
<td>Date posted by faculty.</td>
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</table>
Appendix H: Student capstone letter

Dear Future Capstone Student:
Subject: NUR 499 Capstone

Capstone Course Information:

The information in this letter is intended to help you prepare for your final course in the RN-to-BSN program, NUR 499 capstone. Knowing the following will assist you making your capstone course a meaningful and enriching learning experience, and in preparing you to incorporate evidence-based practice (EBP) in your professional practice.

Capstone Course Objectives:

Upon completion of this course, it is expected that the learner will be able to:

1. Apply concepts of change theory, care coordination, and evidence-based practice to improve quality of care and ensure healthcare safety. Program 1, 3, 4, 5; BSN Essentials I, III, V, VII.

2. Utilize best current evidence, systems thinking, and appropriate quality improvement tools to improve nursing and healthcare practices. Program SLO 1, 2, 4; BSN Essentials II, III, IV, VI, VII, IX.

3. Participate in the quality improvement process to promote safety and positive healthcare outcomes. Program SLO 1, 2, 3 4, 5; BSN Essentials II, III, IV, VI, VII, VIII, IX.

4. Incorporate concepts of interprofessional collaboration and communication to improve health for groups or populations. Program SLO 1, 2, 3, 5; BSN Essentials I, II, VI, VII, VIII, IX.

5. Demonstrate nursing leadership principles to plan and implement patient safety, quality improvement initiatives, and health policy within the context of a dynamic complex health care system. Program SLO 1, 2, 3, 4, 5; BSN Essentials II, III, V, VI, VII, VIII, IX.

Preparation for Course Assignments (including EBP QI Proposal Paper):

The purpose of this experiential learning course is to provide you with the opportunity to apply and integrate knowledge from previous coursework in the development of an evidence-based practice (EBP) quality improvement (QI) proposal and presentation. With the help of a Registered Nurse mentor, you will initiate a proposal that may influence a practice change in a healthcare agency that has the potential for future implementation.

Capstone course in nursing is fast-paced. Time management and organizational skills are essential! To prepare, please review prior course work with emphasis on evidence-based practice and your research skills. All prior knowledge related to the concept of evidence-based practice, and skills related to critical thinking, searching the literature, identifying research designs, appraising evidence, and writing is essential for success. These previously learned skills are essential as you develop an evidence-based quality improvement proposal.
The following reading will provide a strong resource for the capstone course:


- Student handbook and course syllabus for NUR 499- This provides a wealth of useful information that prepares you to be successful in the course. Please take the time to review prior to the start of the course.

**Selection and Importance of a Registered Nurse (RN) Mentor:**

To help you identify a focus for your EBP proposal, you will need to identify a Registered Nurse Mentor (also referred as nurse clinical liaison) who will provide assistance and guidance with your EBP quality improvement proposal development. Your RN mentor should be a resource person with knowledge of the EBP process. The mentor may assist you with identifying a question of inquiry (generally a quality improvement concern identified on a unit or agency-wide). The mentor may offer guidance in designing an implementation plan for your EBP proposal post-graduation. Essentially, a RN mentor has knowledge of the organizational culture and quality improvement concerns of the facility. The RN mentor should hold a minimum of bachelor’s degree in nursing prior to the start of the courses. This will assist you in meeting course objectives and completing weekly assignments in a timely manner.

We recommend that you identify your RN mentor about four to eight weeks prior to the start of class. The RN mentor will be your contact person and will serve as your agency representative for proposal development and for sharing of ideas related to your evidence-based practice proposal. The mentor contract and mentor resume are a course requirement for your first assignment.

The amount of time you spend with your RN mentor varies depending on the scope of your evidence-based practice proposal. Please note this is not a “hands-on” clinical experience that involves direct patient care activities under the direct supervision of a preceptor. The RN mentor may be selected from your place of employment or can be selected from an acute care/long term care facility, school, community agency, health department or any organization in which professional nursing is practiced (including your service learning site).

As you plan your EBP QI proposal, you may be meeting with your RN mentor at intervals throughout the course. The type and/or location of meetings is your preference and should be arranged at a convenient location for you and your RN mentor. It is not a requirement that meetings occur at the clinical agency.

**Agency Contract or Letter of Agreement:**

Capstone course in nursing does not require direct patient care, access to individual patient information, or any direct clinical hours under the supervision of a preceptor. In rare instances, a formal contract or an informal letter of agreement may be needed to comply with agency policy. If you have verified that a contract or agreement is required, please contact the clinical compliance coordinator to initiate the process. If a contract or letter of agreement is necessary, it
may take up to three months to secure, and will require that you to provide health documents that the agency requests, such as immunization records, criminal background check, or current CPR certificate. It is your responsibility to initiate and complete this process at least three months prior to capstone enrollment due to the length of time it may take to complete.

Steps to Take:

1. Check with the RN mentor or the agency nursing education department to verify whether a contract or letter of agreement is necessary for this EBP QI proposal.
2. If you are told that a contract or letter of agreement is necessary, the clinical compliance coordinator should be notified by the student, indicating the following:
   a. Intended start date.
   b. Name of the chosen RN Facilitator.
   c. Name and location of the agency requesting a contract.
   d. Name, title, address, phone number, and email of the person who negotiates nursing student contracts at the facility.
3. Negotiations between Central Michigan University and the chosen healthcare facility can take up to three months. If a contract is required, the student must comply with the clinical requirements listed in the contract.

Steps for Capstone Success:

- After selection of your RN mentor, engage in a dialogue about a quality improvement, nursing practice, and/or patient outcomes initiatives that may lead to ideas for your evidence-based practice (EBP) quality improvement proposal.
- Your EBP quality improvement proposal must be within the scope of practice for an RN at the BSN level of practice. It cannot be within the scope of an advanced practice nurse or outside the scope of nursing (such as pharmacotherapeutics or comparing medications and/or chemical preparations).
- The key to a successful proposal is to initiate a proposal that may influence a practice change in the identified healthcare agency and has the potential for future implementation. This proposal is developed based on a rigorous search and critical appraisal of the best available evidence and best practice guidelines.
- Proposals may be related (but not limited to):
  o Clinical issues affecting patient/family and/or population served by the agency.
  o Issues related to the agency’s work environment.
  o Quality of care or safety issues.
  o Needs identified requiring policy changes.
- You must identify a question of inquiry—a PICO question (Population, Intervention, Comparison or Condition, Outcome). Please remember that this question must be in the scope of practice for an RN at the BSN level of practice.
  o **Practice writing your question in PICO format.** We cannot emphasize this enough! Your PICO is the framework for your proposal. It must be written clearly and scoped to nursing practice interventions. Your PICO must be scaled to be able to complete in the eight week course.
The implementation phase of your proposal may take much longer, as practice changes often takes time for sustainability. You are not expected to implement during the capstone course, but you will have to write about how you would implement and the evaluation process. We have provided comprehensive EBP QI content through videos, course readings, and extensive library resources through CMUs RN-to-BSN library guide.

- Using evidence to guide practice is essential in proposal development, implementation, and evaluation. Students have access to CMU’s Health Professions Librarian for assistance with database searches.

- Finally, **read, read, and read!** This includes course readings, recommended readings, RN-to-BSN library research guide, announcements, etc. And once you are in the course, review all resources, PowerPoints, the EBP proposal template/rubric, and other aides that will help you be successful in the course.

### Making Capstone Course in Nursing and the EBP Proposal Experience Meaningful

- **Develop your PICO** question including the following key points:
  - When meeting with your RN facilitator/clinical liaison, you should have a prepared written outline of possible proposals. Having a good understanding of EBP is necessary for arriving at a proposal to meet your educational needs and needs of the clinical agency.
  - **Organize** and use appropriate time management principles. An extensive time commitment is essential for proposal development and course assignments.
  - **Engage** in your EBP QI proposal development. It is an expectation that you adhere to professional standards and policies established by the healthcare agency.
  - Take time throughout the course to critically reflect on the experience, your professional goals and course objectives.
  - **Evaluate** the learning that occurred through reflection, discussions, and assignments.

### Additional Resources to Review Prior to Course Start (Three R’s):

- Review RN-to-BSN handbook
- Review capstone course video
- Review prior course work with emphasis on EBP and research

Finally, congratulate yourself for developing a substantive EBP QI proposal for future implementation to change nursing practice at your agency. Celebrate course completion and your achievement of a BSN!

We hope this information will assist you prior to course start.

Sincerely,

Dr. Bethany Brown, DNP, CNM, WHNP, EFM-C, MSN, RN
Assistant Director of Nursing
Central Michigan University
Appendix I: Student Clinical Disclosure Statement

To be retained by the Educational Institution

Student Name: _______________________________ Date of Birth: _________________

Educational Institution Name: ________________________________

Training Program: ________________________________________________

1. **I certify** that I have not been convicted of a crime or offense that prohibits me from being granted clinical privileges in a long-term care setting as required by P.A. 27, 28, and 29 of 2006 within the applicable time period prescribed by each crime.

   ____________________________________________________________
   Signature of Student                                    Date

2. **I certify** that I have not been the subject of an order or disposition under the Code of Criminal Procedure dealing with findings of “not guilty by reason of insanity” for any crime.

   ____________________________________________________________
   Signature of Student                                    Date

3. **I certify** that I have not been the subject of a state or federal agency substantiated finding of patient or resident neglect, abuse or misappropriation of property or any activity that caused my nurse aide certification to be “flagged.”

   ____________________________________________________________
   Signature of Student                                    Date

4. I have listed below all offenses for which I have been convicted, including all terms and conditions of sentencing, parole and probation and any substantiated finding of patient or resident neglect, abuse or misappropriation of property.

   ____________________________________________________________
   Signature of Student                                    Date

<table>
<thead>
<tr>
<th>Conviction/Offense</th>
<th>Date of Conviction/Finding</th>
<th>City</th>
<th>State</th>
<th>Sentence</th>
<th>Date of Discharge</th>
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5. **I certify** that I have reviewed the list of prohibited offenses as defined in P.A. 27, 28, and 29, and that the above list of my convictions and/or substantiated findings of patient or resident neglect, abuse or misappropriation of property (if any) is true, correct and complete to the best of my knowledge. I also understand that if the information is not accurate or complete, my clinical privileges will be withdrawn immediately. I understand that the facility or educational program denying my privileges based on information retained through a background check is provided immunity from any action brought by a student due to the decision to remove clinical privileges.

___________________________________________  _________________________
Signature of Student                          Date

SIGN & RETURN TO:

Barbara Fracassi  
Central Michigan University  
The Herbert H. and Grace A. Dow College of Health Professions  
Health Professions Building 2212  
Mount Pleasant, MI 48859  
Email: fraca1ba@cmich.edu
Appendix J: Student Capstone Log

NUR 499 Capstone
Student Log to be submitted through Blackboard

Name: _________________________________  Hours: _________  Completed: __________

Student needs to demonstrate at least three hours/week (total of 20 hours required).

<table>
<thead>
<tr>
<th>Date</th>
<th>Hours</th>
<th>Activity</th>
<th>Learning Outcome How met?</th>
<th>End of Program Outcome How met?</th>
<th>Summary (include how you are meeting your mentorship goals)</th>
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<tr>
<td><strong>NUR 499 LEARNING OUTCOMES</strong></td>
<td><strong>RN-BSN PROGRAM GOALS</strong></td>
<td><strong>Essentials of Baccalaureate Education for Professional Nursing Practice</strong></td>
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<td><strong>Upon completion of this course students will be able to:</strong></td>
<td><strong>By completion of the BSN program, the graduate will be able to:</strong></td>
<td><strong>The RN-to-BSN program utilizes <em>The 2008 Essentials of Baccalaureate Education for Professional Nursing Practice</em> as the organizing framework for the program.</strong></td>
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<td><strong>• Apply concepts of change theory, care coordination, and evidence-based practice to improve quality of care and ensure healthcare safety. Program 1, 3, 4, 5; BSN Essentials I, III, V, VII.</strong></td>
<td><strong>• Integrate knowledge from the liberal arts, sciences, and nursing to provide culturally competent nursing care for diverse populations.</strong></td>
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<tr>
<td><strong>• Utilize best current evidence, systems thinking, and appropriate quality improvement tools to improve nursing and healthcare practices. Program SLO 1, 2, 4; BSN Essentials II, III, IV, VI, VII, IX.</strong></td>
<td><strong>• Demonstrate nursing leadership principles to plan and implement patient safety and quality improvement initiatives within the context of a dynamic complex healthcare system and interprofessional care.</strong></td>
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<tr>
<td><strong>• Participate in the quality improvement process to promote safety and positive healthcare outcomes. Program SLO 1, 2, 3 4, 5; BSN Essentials II, III, IV, VI, VII, VIII, IX.</strong></td>
<td><strong>• Apply concepts of global health to plan appropriate culturally-safe care and health promotion for vulnerable populations.</strong></td>
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<td><strong>• Incorporate concepts of interprofessional collaboration and communication to improve health for groups or populations. Program SLO 1, 2, 3, 5; BSN Essentials I, II, VI, VII, VIII, IX.</strong></td>
<td><strong>• Utilize the best current evidence and systems thinking to improve nursing and health care practices for groups or populations.</strong></td>
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<tr>
<td><strong>• Demonstrate nursing leadership principles to plan and implement patient safety, quality improvement initiatives, and health policy within the context of a dynamic complex healthcare system. Program SLO 1, 2, 3, 4, 5; BSN Essentials II, III, V, VI, VII, VIII, IX.</strong></td>
<td><strong>• Incorporate concepts of interprofessional collaboration and communication, health policy, finance, and regulatory environments as leaders in nursing practice.</strong></td>
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RN-to-BSN Nursing Program
Student/Mentor Contract & Credentials
NUR 499 - Capstone

Year: ________ Semester: ________

1. Student Information:
   
   Name: __________________________________________________
   
   Address: ________________________________________________
   
   City/State/Zip: __________________________________________
   
   Cell Phone: ______________________________________________
   
   Home email address: _______________________________________
   
   The best way to reach me is by ____________________________

Central Michigan University RN-to-BSN Program is required by our accrediting agency to document the credentials and professional experiences of the mentors. Please complete the following information.
2. Mentor Information

Name of Mentor with Credentials: _______________________________________

Title/Position: _________________________________________________________

Unit/Department: _______________________________________________________

Work Phone: ___________________________________________________________

Work Email: ___________________________________________________________

Preferred way of contact: _____________________________________________

Name of Institution, Agency, or Affiliate: _________________________________

Address: _____________________________________________________________

City/State/Zip: _________________________________________________________

Mentor’s Last University/College attended: _________________________________

Degree Granted: _______________________________________________________

Date Degree Granted: _________________________________________________

Current Valid Licenses: ________________________________________________

Active Certifications (If any): __________________________________________

A copy of Mentor’s updated resume is required.
Student and Mentor Agreement Form

**Mentor’s role:**

The focus of the mentorship practicum is on leadership, evidenced-based nursing practice, quality improvement, nursing education, and clinical management. It is our expectation that the role of mentor include guidance and support to assist the student in meeting their NUR 499 learning outcomes. A key component of this mentorship practicum is an evidenced-based practice quality improvement project, developed by the student, and drawn from a real-life situation. It is our expectation that the mentor will assist the student in developing and meeting this outcome.

NUR 499: Capstone Outcomes:

- Apply concepts of change theory, care coordination, and evidence-based practice to improve quality of care and ensure health care safety. Program 1, 3, 4, 5; BSN Essentials I, III, V, VII.
- Utilize best current evidence, systems thinking, and appropriate quality improvement tools to improve nursing and healthcare practices. Program SLO 1, 2, 4; BSN Essentials II, IV, VI, VII, IX.
- Participate in the quality improvement process to promote safety and positive healthcare outcomes. Program SLO 1, 2, 3 4, 5; BSN Essentials II, III, IV, VI, VII, VIII, IX.
- Incorporate concepts of interprofessional collaboration and communication to improve health for groups or populations. Program SLO 1, 2, 3, 5; BSN Essentials I, II, VI, VII, VIII, IX.
- Demonstrate nursing leadership principles to plan and implement patient safety, quality improvement initiatives, and health policy within the context of a dynamic complex healthcare system. Program SLO 1, 2, 3, 4, 5; BSN Essentials II, III, V, VI, VII, VIII, IX.

As the student’s mentor, I am willing and able to meet all mentorship practicum requirements as stated above.

Mentor Signature: __________________________Date:___________________

**Student’s role:**

The student is responsible for attending all meetings set up between student and mentor. The student is responsible for completing the capstone requirements of NUR499. The student will use the mentor as a resource to help develop the project, but all work is to be done by the student. It is the student’s responsibility to notify course facilitator of any change.

Student Signature: __________________________Date:___________________