Department of Nursing

Student Guidebook

RN/BSN Program

ACADEMIC YEAR 2016-2017
INTRODUCTION TO THE NURSING STUDENT POLICIES AND PROCEDURES GUIDE

This is a guidebook for RN/BSN students and should be used in conjunction with the current Emmanuel College Academic Catalog and other official information resources.

The guidebook is presented in three sections: Governance, Student Advisement, and Policies.
Section I, Governance, provides information relating to the College and department structure and governance.
Section II, Student Advisement, defines the advisement system used in the Department of Nursing and provides guidelines for the interpretation of the department Student Blueprint.
The final section, Section III, Policies/Procedures defines the criteria for policies relating to admission, progression, and retention in the nursing program and provides the guidelines and requirements for the clinical practicum.

The appendices include samples of forms used throughout the program and include explanations where necessary. The guidebook is reviewed and revised on a yearly basis by the faculty of the Department of Nursing.
# Department of Nursing Student Guidebook

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SECTION I- GOVERNANCE

1.1 EMMANUEL COLLEGE AND THE DEPARTMENT OF NURSING

The Board of Trustees of Emmanuel College has the responsibility for the governance of the College. The President of the College serves as a member of the governing body and is the Chief Executive Officer of the College. The President is directly responsible to the Board of Trustees. The Vice President of Academic Affairs has responsibility for all academic units within the College.

The Department of Nursing is located in Marian Hall under the direction of the Vice President of Academic Affairs. The Department of Nursing has well defined lines of communication in the administrative structure of the College. Faculty report to the Associate Dean of Nursing, who is responsible directly to the Vice President of Academic Affairs for academic and administrative matters.
ARTICLE I
Definitions: Unless otherwise indicated, the following terms shall mean:

RN to BSN Baccalaureate Science of Nursing Program (RN-BSN): The educational unit of Emmanuel College that offers an upper division program in nursing.

Master’s Nursing Program: The educational unit of Emmanuel College that offers a graduate program in nursing.

Faculty: Those persons in the Department of Nursing holding a full time or half-time appointment with academic rank.

Voting Faculty: Members of the faculty who hold positions with academic rank.

Adjunct Faculty: Those persons in the Department of Nursing who teach on a per course basis [Refer to The Institutional Faculty Handbook].

Students: All students matriculated in the nursing program.

Voting Students: Any student serving on a standing committee where the bylaws provide for a student vote.

Associate Dean of Nursing: The Chief Administrative Officer of the nursing programs.

ARTICLE II
Department of Nursing Faculty Committees

OFFICERS
The Associate Dean will appoint each committee chairperson and special task force. The chair, of the assigned committee, shall prepare the agenda of the committee meeting and report results and information in the systematic program evaluation plan as it pertains to their committee.
COMMITTEE MEETINGS

These sessions shall be held monthly at a time and day specified by the Committee Chair person with the exception of the Learning Resource Committee which will meet as needed.

**Special Session/ Task Force:** Special meetings may be called and appointed by the Associate Dean.

**Quorum:** A majority (over fifty percent of the voting members) shall constitute a quorum. The Associate Dean, also a faculty member, is a voting member, of the committee. Voting members are all full-time faculty members.

STANDING COMMITTEES

The chairperson of each standing committee, is a full time faculty member and is appointed by the Associate Dean at the beginning of the academic year.

All full-time faculty will be a member of all standing committees. Part-time faculty members are welcome to attend all standing committees.

The chairperson of the committee will be responsible for ensuring all minutes are recorded for all meetings and retained in a permanent file.

The Standing Committees shall be:

1. Admission, Progression, & Graduation Committee
2. Curriculum Committee
3. Program Evaluation Committee
4. Learning Resources Committee

Each Committee Chair will submit an annual report to the Associate Dean.

ADMISSION, PROGRESSION & GRADUATION COMMITTEE

**Purpose**

To establish criteria and revise policies for admission, progression, retention, and graduation of students in the nursing program.

**Functions**

The functions of the Admission, Progression and Graduation Committee are as follows:

1. Review, revise and develop policies that address admission, progression and graduation.
2. Coordinates approval of undergraduate RN-BSN and graduate nursing admissions.
3. Evaluate student progress toward graduation requirements.
4. Monitor those aspects of student records related to progression and graduation.
5. Identify at-risk students.
6. Review Graduate admissions applications for acceptance. Evaluate and answer questions admissions has about RN-BSN admissions acceptance.
7. Prepare and submit an annual report to the Associate Dean

Membership: Membership consists of full nursing faculty. Part-time faculty are welcome to attend.
Meetings: Monthly Meetings and as needed.
Term of Office: Reappointed yearly

CURRICULUM COMMITTEE

Purpose: To maintain the integrity of the Undergraduate and Graduate Curriculum, monitor student learning outcomes, program evaluation, and continuous improvement of the educational programs.

Functions: The functions of the Curriculum Committee are as follows:

1. Evaluate philosophy, conceptual framework, and student learning outcomes related to program educational goals.
3. Facilitate short- and long-term planning for the undergraduate and graduate curriculum.
4. Review recommendations regarding need for innovative changes in the curriculum related to changes in the discipline, new technology, student evaluations, and improved teaching methods.
5. Initiate revisions in Program Outcomes as a result of SPE findings.
6. Communicate curriculum changes to the university curriculum committee and to students.
7. Periodically review and revise as needed clinical objectives, sites, and course evaluations.
8. Coordinate the evaluation of instructors and courses.
9. Prepare and submit an annual report to the Associate Dean.

Membership: Membership consists of full nursing faculty. Part-time faculty are welcome to attend.
Meetings: Monthly and as needed.
Term of Office: Reappointed yearly
PROGRAM EVALUATION COMMITTEE

Purpose: To evaluate program goals, identify and initiate changes that will improve student, faculty, and program outcomes.

Functions: The functions of the Program Evaluation Committee are as follows:

1. Provide leadership in identifying learning outcomes of the RN-BSN and Graduate programs.
2. Provide leadership in identifying appropriate assessment methods/strategies to measure learning outcomes/performance at the program level.
3. Provide leadership in developing and conducting the program’s systematic evaluation plan that
   a. Results in continuous quality improvement
   b. Demonstrates that the university and the RN-BSN and Graduate nursing programs are effectively accomplishing their mission
4. Ensure that feedback from program level assessments is provided to students and other stakeholders.
5. Work collaboratively with the curriculum committee to ensure that the curriculum is making a positive contribution to the achievement of program outcomes.
6. Responsible for completing the systematic program evaluation document yearly.
7. Prepare and submit an annual report to the Associate Dean

Membership: Membership consists of full-time nursing faculty. Part-time faculty are welcome to attend.

Meetings: Monthly and as needed.

Term of Office: Reappointed yearly

LEARNING RESOURCE COMMITTEE (LRC)

Purpose
To increase and improve learning resources utilized to enhance the delivery of education in Nursing Program.

Functions

1. The chair of the committee will work closely with the learning resources staff on campus to facilitate communication and acquisition of learning resources for the Nursing Program. This includes, but is not limited to, electronic and print resources, computing resources, and requests for new and innovative resources.
2. Identify needed Learning Resources for the Nursing Department and develop a prioritization list to include cost of the learning resources.
3. Prepare and submit an annual report to the Associate Dean.
Membership: Membership consists of full nursing faculty. Part-time faculty are welcome to attend.
Meetings: As Needed
Term of Office: Reappointed yearly.

SPECIAL COMMITTEES
A special committee may be appointed from the faculty. The objectives of the committee shall be determined by outlined by the Associate Dean or a designee. Each special committee will function until it has served its purpose and then shall be dissolved.

AMENDMENTS
The Bylaws of the Faculty Association of the Department of Nursing may be amended or altered during a general faculty or established committee meetings by a majority vote of the members.

DEPARTMENT OF NURSING ACADEMIC ORGANIZATIONAL STRUCTURE

1.3 MISSION
Congruent with the philosophy, mission and vision of Emmanuel College, the nursing programs are designed to provide professional education in the art and science of nursing that synthesizes the Catholic intellectual tradition with a broad liberal arts and sciences base into the practice of nursing. The faculty in the Department of Nursing believe that baccalaureate education prepares a professional who thinks critically, communicates effectively, appreciates diverse human experience, and uses personal and professional standards and values to serve others in a responsible ethical practice. Master’s education builds on baccalaureate education to develop a professional with advanced knowledge and expertise who is prepared to assume a leadership role in practice, education and administration across the evolving health care system shaped by the global nature of health and scientific and technologic advances.

1.3.1 PHILOSOPHY
The following beliefs frame the educational experiences of the registered nurse student in these value-centered nursing programs. The professional nurse is committed to the promotion of health and wellness for all persons. The recipients of health care are unique and have distinct emotional, physical, spiritual and social needs to which the professional nurse must respond. The nurse as caregiver uses knowledge and
caring activities to effect positive outcomes for care recipients within the context of their environment. Assuming a leadership role in health care, s/he advocates for access to health care for all members of society, particularly vulnerable urban underserved populations, through inter-professional collaboration. The graduate of the nursing programs at Emmanuel College is a caring, concerned professional who understands systems of care and the health care needs of individuals and society. S/he holds a strong commitment to the profession of nursing. As a caregiver, the professional nurse assumes accountability to individuals and society and for rendering ethical professional nursing practice with a focus on continual quality improvement. S/he acknowledges the importance of scholarly nursing practice achieved through life-long learning as a foundation for self-actualization of personal and professional goals.

1.3.2 ORGANIZING MATRIX

The organizing matrix of the curriculum has as its foundation the core concepts of nursing: Person, Health, Environment, and Nursing and the philosophy of the Department of Nursing. Reflecting upon the nature of Nursing Practice, the meaning of the Department of Nursing Philosophy, the uniqueness of the nursing student at Emmanuel College, the Department of Nursing faculty affirms as organizing foundational components Beliefs, Professional Role, Knowing and Caring.

**Beliefs:** Defines personal and professional values that stem from spiritual, moral-ethical, social and cultural tenets, spiritual traditions and practices that guide behavior.

**Professional Role:** Utilizes nursing’s historical roots with state of the art knowledge and skills for the purpose of advocating for health and wellness for members of society. The role requires professional comportment, individual empowerment, inter-professional collaboration, and accountability to society and peers.

**Knowing:** Reflects on the process of inquiry which generates and expands the body of knowledge used in the discipline of nursing both at the individual and systems level. Knowing requires the use of reflection, critical thinking, communication, the incorporation of personal and professional values, and the understanding of the parameters of scholarly nursing practice.

**Caring:** Incorporates the culture of nursing into a relationship between caregiver and care-recipient resulting in the achievement of mutually desired outcomes on the health/illness
continuum. Caring requires an intentional process that uses concern, connection, empathy and advocacy as linkages with the requirements of knowing.

1.3.3 RN to BSN BACHELOR OF SCIENCE IN NURSING PROGRAM – OUTCOMES -FOUNDATIONAL COMPONENTS

The core concepts of nursing give the Department of Nursing philosophy and foundational components direction to the development of the baccalaureate curriculum. From considerations of the relationship of parts to the whole of the Emmanuel College educational experience, course outcomes, content and sequencing of courses evolved for the baccalaureate program.

OUTCOMES

BELIEFS
ENTRY: Recognize the value of baccalaureate education for personal and professional growth.

PROGRAM OUTCOME:
Expand a personal philosophy of nursing through reflection on the Catholic intellectual tradition to effect positive outcomes for care-recipients within the context of their environments.

PROFESSIONAL ROLE
ENTRY: Recognize the need for accountability in nursing practice.

PROGRAM OUTCOME:
Assume accountability for evidence and knowledge based nursing practice and responsibility for involvement as a citizen knowledgeable in inter-professional health care systems.

KNOWING
ENTRY: Integrate basic physiological, psychosocial and spiritual principles into plans of care for individuals who have common acute and chronic illnesses.
PROGRAM OUTCOME:
Practice as a professional nurse whose care-giving activities reflect the analysis of theoretical knowledge from the liberal arts, sciences, nursing and evidence based practice.

CARING
ENTRY: Recognize that caring is the core of nursing practice.

PROGRAM OUTCOME:
Integrate into the culture of nursing the concepts of caring that foster a relationship between caregiver and care-recipient that results in the achievement of mutually agreed upon outcomes on the health/illness continuum.

1.3.4 MASTER OF SCIENCE IN NURSING PROGRAM – OUTCOMES – FOUNDATIONAL COMPONENTS/COMPETENCIES OF GRADUATES

Likewise, the core concepts of nursing give the Department of Nursing philosophy and foundational components direction to the development of the master’s curriculum. From considerations of the relationship of parts to the whole of the Emmanuel College educational experience and program outcomes evolved for the master’s program.

At the completion of the Master's Program of Study, students will achieve outcomes in the following functions and met the eligibility requirements for certification in advanced nursing administration or nursing education.

BELIEFS:
Integrates personal and professional values, which stem from spiritual, moral-ethical, social and cultural tenets, traditions and practices that guide professional practice.

Program Outcome: Synthesize spiritual, moral, and ethical reflection, values clarification, and discerning leadership into a personal philosophy of nursing for the role of nurse educator or manager/administrator to effect positive outcomes for vulnerable populations within the context of their environments.

PROFESSIONAL ROLE:
Synthesizes nursing's historical roots with state of the art knowledge and skills for the purpose of
advocating for health and wellness locally and globally. The role requires individual empowerment, inter-professional collaboration, leadership, consultative skills, and accountability to society and peers.

**Program Outcome:** Assume accountability for the use of leadership, management, teaching, inter-professional collaboration, consultation, health policy analysis, quality improvement, advanced clinical skills and responsible citizenship to advocate for high quality health promotion and systems of care.

**KNOWING:**
Analyzes and synthesizes through the process of scholarly inquiry the body of knowledge used in the discipline of nursing. Knowing requires the use of reflection, critical thinking, ethical analysis and collaboration in the engagement of scholarly nursing practice.

**Program Outcome:** Practice as an expert professional nurse in a role that synthesizes scholarly inquiry in nursing and other disciplines, research, and clinical knowledge within a theoretical and conceptual framework.

**CARING:**
Incorporates the culture of nursing into a relationship between the caregiver and individuals, families, and communities locally and globally resulting in the achievement of mutually desired outcomes on the health/illness continuum. Caring requires an intentional process that uses respect, connection, competency, empathy and advocacy as linkages with the requirements of knowing.

**Program Outcome:** Design, implement, evaluate and improve nursing practice, education and administration/management that integrates caring concepts into therapeutic relationships with vulnerable populations locally and globally.

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**SECTION II**

**STUDENT ADVISEMENT**

2.1 **STUDENT RESPONSIBILITIES**

Office hours should be scheduled by each Full-time faculty member each academic semester. A minimum of four hours should be scheduled for times when students are available.

Students should seek assistance during these hours or request an alternate time.
The Assistant Director of Graduate and Professional Programs will serve as the student support advisor, counseling students on their course selection. Each student will also be assigned a faculty advisor who will support students in academic achievement and be available to the student support advisor to answer any questions about course. Student should meet the Assistant Director of Graduate and Professional Program to discuss their course selection each semester.

Students registering for the practicum course (Nurs 4170 Health Promotion Practicum) must have met the prerequisites for that course and contacted and met with the course coordinator the semester before the practicum.

Students are responsible for notifying the Registrar’s Office of current home and work addresses, telephone numbers and e-mail addresses. Any change in name should be communicated as soon as possible to the Registrar’s Office by sending a copy of any legal document indicating the name change, such as marriage certificate, motor vehicle licensure, etc. Address, phone number and e-mail address changes can be made by telephone to the Registrars’ office of e-mail.

2.2 STUDENT BLUEPRINT

Each student will be provided with a sample Blueprint and Plan of Study (see appendices) initiated at the Information Session prior to acceptance into the RN/BS Program at Emmanuel College. The College completes the transfer of credits when the student has met the requirements for acceptance into the college. Policies related to transfer credits, challenge exams and sequencing may be found in the Academic Catalog (http://www.emmanuel.edu/academics/registrar/academic-catalog.html). It is the responsibility of the student to keep track of transfer credits and completed courses listed on their Emmanuel College transcript, and courses necessary for graduation with the BSN degree.

2.3 PLAN OF STUDY

The Plan of Study for each student enrolled in the nursing major may be modified when necessary. Students are encouraged to contact their advisor for program guidance. Both full-time and part-time sample plans of study may be found in the appendices of this handbook.
2.4 STUDENT RECORDS

When the acceptance process is completed the student admission records are maintained in the Office of the Registrar and contain the following:

- Application to the nursing program
- Official transcripts
- The initial blueprint
- Excelsior College, DSST/Dantes and/or CLEP score reports, NLN (if applicable)
- Letter of Acceptance
- Record of initial interview
- Evidence of current RN licensure downloaded from http://checklicemse.hhs.state.ma.us/

The student folder in the Department of Nursing contains the following:

- Initial Interview Sheet
- Blueprint
- Plan of Study
- Anecdotal Notes
- Correspondence

Anecdotal records will be written for conferences between the student, her/his faculty advisor, other department faculty or Department Chairperson. This concise note will detail the exchange in relationship to advising information and will be signed by the faculty advisor or designate. In instances when students are given specific guidelines to follow, these will be communicated in writing and a copy of the letter or email will be maintained in the student record.

2.5 WITHDRAWAL POLICY

Please refer to the Emmanuel College academic policies for the withdrawal policies:
http://www.emmanuel.edu/academics/Registrar/academic-policies.html#withdrawal
2.6 COURSE EVALUATIONS

Students are responsible for completing course evaluations online at the end of each nursing course (theory & practicum). These are submitted without student name or identification. Such evaluations assist the department faculty in review and revision of nursing courses when appropriate. Additionally, faculty along with student input complete a clinical agency evaluation, which aids faculty in assessing appropriateness of practica placement.

2.7 EXIT INTERVIEW

An electronic exit interview to evaluate the Emmanuel College educational experience will be conducted with each graduating student by the nursing faculty upon completion of the program.

2.8 GRADUATE SURVEY

A department graduate survey is also conducted online during the last semester. Additional surveys are mailed/mailed to our graduates as needed for evaluation and accreditation.

SECTION III POLICIES

The following policies have been approved by the Department of Nursing faculty and Emmanuel College administration and apply specifically to Department of Nursing students. All academic policies of Emmanuel College Graduate and Professional Programs are located in the Emmanuel College Academic Catalog, available on the College Website:

http://www.emmanuel.edu/academics/registrar/academic-catalog.html

3.1 ADMISSIONS POLICIES

Admissions policies for the Department of Nursing are published annually in the Emmanuel College Academic Catalog and include:
• Graduation from a regionally accredited academic institution. Transcripts must show completion of an Associate of Science in Nursing (BSN) or a Diploma Program from a National League for Nursing (NLN) accredited institution.
• Evidence of current licensure as a Registered Nurse (see below) or eligibility for licensure;
• Completed application materials:

1. application form and personal essay;
2. official transcripts for course work from other institutions;
3. professional licensure information downloaded from http://checkalicense.hhs.state.ma.us/ or eligibility to apply for reciprocity based on other U.S. State licensure

3.2 TRANSFER CREDITS/CHALLENGE EXAMINATIONS

The Department of Nursing follows the policies of Emmanuel College regarding transfer credits and challenge examinations. The following policies pertain to transfer credits or challenge exams:

Congruent with the Graduate Studies policies, the nursing student must take a minimum of 48 credits at Emmanuel College. All transcripts are reviewed by the Admissions Department. Courses will be accepted from accredited colleges and universities only with a grade of "C" or better.

Graduates of Associate Degree Programs of Massachusetts Community Colleges will automatically be credited 72 credits for the following Prerequisites: Anatomy & Physiology, Microbiology, Introduction to Sociology, General Psychology, Developmental Psychology, Two General Electives, and One Humanity Elective, and 36 Credits of Nursing Education Courses.

A passing score on Excelsior College, (formerly NY State Board of Regents College), and NLN and CLEP or Dantes/DSST challenge examinations will be accepted for transfer credit.

Information for the challenge exams may be obtained from the following web sites:

College Boards/CLEP: www.collegeboards.org/clep
Emmanuel College Code # 3368
Dantes/DSST: www.getcollegecredit.com
Emmanuel College Code # 8328
Excelsior College: www.excelsior.edu (formerly New York State Board of Regents College)
Emmanuel College Code # 7N
National League for Nursing Examinations: www.nlnonlinetesting.org

Challenge examinations may be repeated twice. A student may also elect to take the required course.

3.3 PROGRESSION AND RETENTION

3.3.1 General Academic Performance
Students must earn a grade of “C” or better in all nursing courses. Students may be allowed one repeat in a maximum of two nursing courses where grades of less than “C” were earned. A grade of less than “C” in a third nursing course will result in academic dismissal from the nursing program.
Incompletes for nursing courses are allowed only in situations where extenuating circumstances exist. The Department of Nursing follows policies as stated in the Emmanuel College Academic Catalog, found on the college website. (http://www.flipdocs.com/showbook.aspx?ID=10008902_750846).

In accordance with the college wide policy for program completion the student must complete the baccalaureate nursing program within eight (8) years.

3.3.2 Academic Grievance and Appeals
Please see the Emmanuel College Student Life website:

3.3.3 The RN to BSN Nursing Major Courses
Scientific Inquiry:
- BIOL2135 Anatomy and Physiology I
- BIOL2137 Anatomy and Physiology II
- BIOL3127 Microbiology
Social Analysis:

- SOC1101 Introduction to Sociology (SA)
- PSYCH1501 General Psychology (SA)
- PSYCH2303 Child and Adolescent Psychology (SA)

General Studies:

- Moral Reasoning, Aesthetic Inquiry & Historical Consciousness (two courses)
- Theology and Religious Thought (one course)
- Statistics for Nursing Professionals (one course)
- Writing for Nursing Professionals or English Composition (one course)
- General Elective (two courses)

Nursing Major

Bachelor of Science in Nursing Major Courses

- NURS3101 Concepts of Professional Practice
- NURS3103 Health Assessment
- NURS3105 Research in Nursing Practice
- NURS3107 Leadership and Professional Roles in Nursing
- NURS3108 Nursing Informatics and Computer Applications
- NURS3111 Public Health and the Professional Nurse
- NURS3113 Diversity in Health Care
- NURS3115 Contemporary Healing Interventions
- NURS3117 Health Promotion in Nursing Practice
- NURS4170 Health Promotion Practicum
- NURS4171 Senior Seminar

Notes:

*Total Number of Required Credits= 128

*Only courses with a C or above will be transferred to the college.

**Aesthetic Inquiry/Historical Consciousness/Moral Reasoning elective courses include: Music, Art, Literature, Language, History, Philosophy or one additional Religious Studies course. No more than two Religion courses may be taken.
***General Electives include any college course
Students must complete all requirements for their degree in order to participate in commencement and the Nursing Pinning Ceremony.


3.3.4 Attendance Policy

Students are expected to attend and participation in all class meetings.
In the case of a family, personal, professional or medical emergency, please notify the faculty member as soon as you are aware of the situation. S/he will help you to make arrangements to complete your work if at all possible. If you withdraw from a course before it begins, no tuition is due. However, if you withdraw from a course after the first class meeting, some or all of the tuition will be due, according to policies and calendar posted on the Emmanuel College website.

http://www.emmanuel.edu/academics/registrar/academic-catalog.html

Students who miss two or more class meetings of a seven-week course will not receive a passing grade. For a 6-session (4cr) course students may miss only one (1) session to receive a passing grade. For a 3-session (2cr) course students must attend each session. Students missing more than the allowed classes should contact the faculty member and then officially withdraw from the course by contacting the Registrar’s office. Students who miss due dates for two assignments for online or hybrid (please note that missing the due date for one assignment and missing a class meeting in a hybrid course would constitute two assignments) course will not be able to complete the course or receive a passing grade. Students should drop the course immediately after missing the second assignment. If the second assignment missed occurs after the close of the drop period, students will receive an F for the course.

3.3.5 Grading Guideline

Faculty members submit letter grades to the Registrar. Below is the grading guideline.

<table>
<thead>
<tr>
<th>GRADES</th>
<th>KEY TO GRADES</th>
<th>POINT VALUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>95-100</td>
<td>4.0</td>
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<tr>
<td>A-</td>
<td>90-94</td>
<td>3.67</td>
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<tr>
<td>B+</td>
<td>87-89</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>83-86</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>80-82</td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td>77-79</td>
<td>2.33</td>
</tr>
<tr>
<td>Grade</td>
<td>Description</td>
<td>Points</td>
</tr>
<tr>
<td>-------</td>
<td>------------------------------------------</td>
<td>--------</td>
</tr>
<tr>
<td>C</td>
<td>73-76</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>70-72</td>
<td>1.67</td>
</tr>
<tr>
<td>D+</td>
<td>65-69</td>
<td>1.33</td>
</tr>
<tr>
<td>D</td>
<td>60-64</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>BELOW-60</td>
<td>0</td>
</tr>
<tr>
<td>INC</td>
<td>Incomplete (see description below)</td>
<td>0</td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
<td>0</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
<td>0</td>
</tr>
<tr>
<td>UW</td>
<td>Unauthorized Withdrawal</td>
<td>0</td>
</tr>
<tr>
<td>AU</td>
<td>Audit</td>
<td>0</td>
</tr>
<tr>
<td>NG</td>
<td>No Grade was submitted by the faculty member</td>
<td>0</td>
</tr>
<tr>
<td>X</td>
<td>Non-credit item completed</td>
<td>0</td>
</tr>
</tbody>
</table>

All students must receive a grade. Incomplete Grade Contracts are signed by the student. College policy regarding incomplete grades states that incomplete grades should only be given for “extraordinary reason” (Academic Catalog). The deadline for submitting incomplete grades to the Registrar’s Office is posted in the Registrar’s Office and in the official college calendar of events.

http://www.emmanuel.edu/academics/registrar/academic-calendar.html

### 3.3.6 COURSE WITHDRAWAL AND REFUND POLICY

Course withdrawal and refund policy for the Department of Nursing follows the policy as stated in the Academic Policies on the Emmanuel Website.

http://www.emmanuel.edu/academics/registrar/academic-policies.html

### 3.4 ACADEMIC INTEGRITY POLICY

Please see the Emmanuel College website

http://www.emmanuel.edu/academics/registrar/academic-policies/academic-integrity-policy.html
3.5 DEPARTMENT OF NURSING WRITING STANDARDS:

Students having difficulty in written assignments should seek assistance from the writing specialist in the Academic Resource Center. The student may be referred to the Academic Resource Center by their professor.

http://www.emmanuel.edu/academics/academic-resources/academic-resource-center.html

Writing Style and Reference Guidelines

The Emmanuel College Department of Nursing uses the American Psychological Association (APA) format for all written assignments. Please refer to the Publication Manual of the American Psychological Association 6th Edition (revised) and access the APA tutorial on the Library homepage.

http://www.apastyle.org/learn/tutorials/basics-tutorial.aspx

THE FOLLOWING RUBRIC WILL BE ADHERED TO IN ALL WRITTEN ASSIGNMENTS:

<table>
<thead>
<tr>
<th>Objective/Criteria</th>
<th>Needs Improvement</th>
<th>Meets Expectations</th>
<th>Exceptional</th>
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</thead>
<tbody>
<tr>
<td>APA</td>
<td>The writer shows little or no understanding of how to cite references within the paper or how to cite references in a reference list or how to set up the running header or title page.</td>
<td>The writer makes some errors in citing references within the text and reference list and/or does not set up the title page or running header correctly.</td>
<td>The paper reads like a professional piece of work, with a strong voice and a clear command of the conventions of the field in which it is written. Paper is relatively free of errors in citing references within the text or reference list.</td>
</tr>
<tr>
<td>Correct Title Page, Running head, Reference List (articles and books), &amp; Citing References within the text of the Paper</td>
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<tr>
<td>Grammar, Sentence Structure, Punctuation &amp; Spelling</td>
<td>Frequent instances of meaning obscured by deep-level grammar, sentence structure, punctuation and/or spelling errors.</td>
<td>Some instances of deeper grammar, punctuation or spelling errors occur that serve to obscure the writer's meaning.</td>
<td>Discussion is relatively free from clear violations of Standard English usage and reads like a professional piece of work.</td>
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3.6 GUIDELINES AND REQUIREMENTS FOR Practica COURSES

Additional guidelines and requirements for clinical courses are listed in the appendices. It is the responsibility of the student to familiarize her/himself with these requirements.
3.7 CRIMINAL OFFENSE RECORD INQUIRY (CORI) POLICY

Emmanuel College Department of Nursing

Criminal Offender Record Information (CORI) Policy

Where Criminal Offender Record Information (CORI) checks are part of the process for clinical practicum placement of students by the Department of Nursing at Emmanuel College, the following practices and procedures will generally be followed:

I. CORI checks will only be conducted as part of the Massachusetts Criminal History Systems Board (CHSB). All students will be notified that a CORI check will be conducted. All students will be provided with a copy of the Emmanuel College Department of Nursing (DON) CORI Policy. In addition, a copy of the CORI Policy will be included in the Emmanuel College Department of Nursing Student Guidebooks.

II. An informed review of a criminal record requires adequate training. Accordingly, all faculty of the Department of Nursing authorized to review CORI in the decision-making process will be thoroughly familiar with the educational materials made available by the CHSB.

III. Prior to the clinical practicum, students will be required to request a CORI check by the CHSB through the Emmanuel College DON designated agency, Castle Branch Services. Castle Branch Services will then provide the designated faculty with the results of the CORI check from the CHSB.

IV. If a criminal record is received from the CHSB, the designated DON faculty will closely compare the record provided by the CHSB with the information provided on the CORI request form and any other identifying information provided by the student to ensure that the record relates to the student.

V. Students challenging the accuracy of the report shall be provided a copy of the CHSB’s Information Concerning the Process in Correcting a Criminal Record. If the CORI record provided does not exactly match the identification information provided by the student, the DON will make a determination based on a comparison of the CORI report and the documents submitted by the student. The DON may contact the CHSB and request a detailed search consistent with CHSB policy.
VI. Unless otherwise provided by the law, a criminal record will not automatically disqualify a student from the clinical practicum.

VII. If the DON reasonably believes that the criminal record refers to the student and is accurate (based upon the information provided in sections IV and V), then a determination for suitability for clinical practicum placement will be made. Factors considered in suitability may include, but are not limited to the following:

a) Relevance of the crime to the proposed clinical practicum;
b) Nature of the proposed clinical practicum;
c) Time since the conviction;
d) Age of the student at the time of conviction;
e) Seriousness and specific circumstances of the offense;
f) The number of offenses;
g) Whether the student has pending charges;
h) Any relevant evidence of rehabilitating or lack thereof;
i) Any other relevant information, including information submitted by the student or requested by the DON.

VIII. The DON will notify the student of the decision and the basis of the decision in a timely matter.

3.8 EMMANUEL COLLEGE DEPARTMENT OF NURSING CLINICALPRACTICUM ORIENTATION
BSN Emmanuel College students prior to the clinical practicum must complete the online orientation to the Massachusetts Department of Higher Education computerized clinical placement database.
Student Clinical Passport

- This as a guideline for completing clinical requirements and submitting required documentation to CertifiedBackground.com.

**UPDATED RESUME**

**CURRENT HEALTH INSURANCE** (provide copy of insurance card)

**RN LICENSE NUMBER** EXPARATION DATE (provide documented verification of licensure from the Mass. Board of Registration in Nursing)

**MALPRACTICE INSURANCE CARRIER** EXPARATION DATE (provide verification of insurance- copy of certificate)

**BLS (CPR)** [American Heart Association- Healthcare Provider or American Red Cross- Professional Rescuer] EXPARATION DATE (provide verification- copy of card)

**CORI BACKGROUND CHECK**- Through CertifiedBackground.com (MAY BE DONE BY CLINICAL PLACEMENT AGENCY- this will be determined when placement is confirmed) DATE COMPLETED

**Health History & Exam**

(Provide Documentation of the Following to CertifiedBackground.com):

1. **PHYSICAL EXAM** within 1 year of entry into clinical nursing course  Date of exam

2. **MEASLES, MUMPS, & RUBELLA** titer or vaccine  Date

3. **TETANUS/DIPHTHERIA** within 10 years (1 Tdap booster recommended for adults)  Date

4. **VARICELLA (CHICKEN POX)** disease, titer, or vaccine verified by physician diagnosis or laboratory evidence  Date

5. **HEPATITIS B** disease, titer, or vaccine series verified by physician diagnosis or laboratory evidence  Date

6. **TUBERCULIN SKIN TEST (PPD)** required within 6 months of clinical experience- must be current and meet clinical placement standards*  Date

7. **FLU VACCINE** required during the current flu season  Date cleared for clinical: Faculty:

* A positive TB test requires evaluation by a health care provider and documentation of the absence of disease. For a previously documented positive TB test, documentation of treatment or the absence of disease following the positive test along with evaluation by a health care provider within the past 6 months verifying the absence of disease is required.
EMMANUEL COLLEGE
Bachelor of Science in Nursing
NURS 3117/NURS 4170 Health Promotion in Nursing Practice and Health Promotion Practicum

Student Guide: Clinical Planning/Preparation

For those students who plan to take NURS 3117 Health Promotion in Nursing Practice and NURS 4170 Health Promotion Practicum during the spring Semester, planning for clinical placements is done in the fall semester PRIOR TO taking the course in the spring.

There is an increasing demand and competition for student placements in health care settings. Therefore, it is critical for students to meet deadlines in order to secure an appropriate placement. Failure to meet the deadlines outlined below means a student will not be allowed to register for and take the Health Promotion Practicum during the coming spring semester.

The focus of the clinical practicum is on meeting the health promotion/disease prevention needs of a vulnerable population such as children, older adults, the chronically ill, the homeless or the disabled. A registered nurse with a Baccalaureate or higher degree will serve as your preceptor during the practicum for a total of 60 hours (approximately 5 hours per week). Placements are in health promotion settings, i.e. outpatient or home care, occupational health clinic, school, public health agency, or rehabilitation site (such as cardiac rehab). With the assistance of an Emmanuel faculty clinical placement coordinator, students choose a clinical placement designed to meet the course objectives and complement the student’s individual learning needs and career goals.

The Clinical Preparation course site on EC Learn guides the student through the clinical preparation process. Students are responsible for updated practicum information available in this student guide as well as in the Student Guidebook, which can be found on the Emmanuel College web site (www.emmanuel.edu).

The following steps must be followed to prepare for Health Promotion clinical:

Step 1: Submit 3 forms, the Health Promotion Clinical Practicum Placement Contract, the Confirmation of Prerequisites for Clinical Practica and the CORI Request Form w/a copy of a photo ID to the Nursing Office by September 15

Students planning to register for the Health Promotion Practicum course must have been formally accepted into the BSN program and have completed all of the prerequisite courses (see Confirmation of Prerequisites form). The materials needed to complete the Clinical Placement Process are available to all students through the nursing office and on the Clinical Preparation course site in EC Learn.

- Students must complete and sign the Health Promotion Practicum Placement Contract, the Confirmation of Prerequisites for Clinical Practica, and the CORI Request Form- with a copy of a photo ID and return them to the Nursing Office by September 15.

Step 2: Contact the Faculty Placement Coordinator to Discuss a Clinical Site by October 1

Students must contact the clinical coordinator by telephone by October 1 to discuss the selection of a clinical site and clarify the Clinical Placement Process. Students may request a meeting if desired.
The coordinator will negotiate and secure the practicum placement. Students may bring ideas for clinical placements but are not required to make their own clinical placement. When a clinical assignment is confirmed, the student will receive a confirmation email.

Facility Placement Coordinator contact information is as follows:

Tuesday class students: Sheila Silva – silvash@emmanuel.edu - 617-460-3291
Saturday class students: Clare Weissman – weissmanc@emmanuel.edu – 617-361-7698

Step 3: Have a Criminal Background (CORI) check done through the clinical agency or through CertifiedBackground.com by October 31

All students must have a criminal background check—either through your assigned clinical agency or through Emmanuel College.

Some agencies require that students have a background check done directly through them. The clinical coordinator will inform you if your clinical site requires this. **If so, you must contact the agency by October 31 to plan completion of the background check.**

If your agency does not require that the CORI be done through them, you must have a background check done through Certified Background as an Emmanuel student. To do this, go online to [http://www.CertifiedBackground.com](http://www.CertifiedBackground.com) and submit the information required for Emmanuel students. All CORI checks must be submitted by **October 31**. Instructions for this process are specified on the Student Instructions Sheet from Certified Background. There is an associated fee. Be sure to submit the correct package code for an Emmanuel student indicated on the sheet under “Place your Order”.

Step 4: Complete the Student Clinical Document/Immunization Tracker through CertifiedBackground.com by November 15

Students must submit documents as indicated on the Student Instructions Sheet from Certified Background. There is an associated fee. Be sure to submit the correct package code indicated under “Place your Order”.

Some students may be required to submit additional documents or to attend an orientation as required by the agency. The Clinical Coordinator will inform the student if additional requirements are necessary.

Certified Background will contact students via email to notify them of deficiencies in the required documents and when updated documents are needed. The Clinical Coordinator will oversee this process and verify appropriate clearance for clinical.

Step 5: Complete Student Clinical Orientation through the Massachusetts Centralized Clinical Placement website (www.mcnplacement.org) by December 1

From the MCCP homepage, click on Online Orientation under Resources. Next, click Login/Register in the upper right-hand corner. Detailed instructions are provided All students must complete all orientation post-tests. This may be done by clicking on each of the 3 orientation modules. If health care facility specific material is included for your placement, this must also be completed.
Step 6: Pre-register for the Theory and Practicum Course

When the Clinical Coordinator informs you that your practicum placement has been secured, you must register for both the theory and practicum courses in December.

Students may do only one five hour clinical orientation day with their preceptor prior to the first class. This will give you an opportunity to tour the agency, get oriented to the functions of the agency and preceptor, review required manuals and become familiar with documentation.

Thank you for your prompt attention to this placement process, which gives you the best assurance of the clinical placement that you want.

*****Students who have not completed this process by December 1 will not be allowed under any circumstances to register and take the Health Promotion Theory and Practicum courses. No changes in placements will be made after December 1.

We look forward to assisting you with planning for your practicum experience and wish you a successful semester!
**EMMANUEL COLLEGE DEPARTMENT OF NURSING**  
**STUDENT BLUEPRINT**

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<thead>
<tr>
<th>Name: __________________________</th>
<th>ID# ________________</th>
<th>Date: __________</th>
<th>Advisor: __________________</th>
<th>DOA: ________________</th>
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**Transfer Credit**

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<td>Scientific Inquiry/ Anatomy &amp; Physiology (4/4 cr)</td>
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<td>Scientific Inquiry/ Microbiology (4 cr)</td>
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<td>Social Analysis/ Introduction to Sociology (4 cr)</td>
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<td>Social Analysis/ General Psychology (4 cr)</td>
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**Challenge Exam**

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<th>CLEP/Dantes</th>
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**Emmanuel Courses**

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<tr>
<th>General Studies Requirements/Electives</th>
<th>Date</th>
<th>Grade</th>
<th>Credit</th>
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<tr>
<td>Quantitative Analysis/ Statistics (4 cr)</td>
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<td>Religious Thought/ Theology (4 cr)</td>
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<td>Writing for Nursing Professionals (4 cr)</td>
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<td>*Aesthetic Inquiry/ Historical Consciousness/ Moral Reasoning (4/4 cr)</td>
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**Pre-requisites - transfer**

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**Pre-requisites - challenge**

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**General Studies Requirements - transfer**

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**Previous Emmanuel College Credit**

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**Nursing Transfer/Expanded Portfolio/Mobility**

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**Computer Literacy - course/challenge**

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**TOTAL:**

Interviewed by: __________________________

*Aesthetic Inquiry courses include Music, Art, Literature; Historical Consciousness courses include History; Moral Reasoning Courses include Philosophy.

** General Electives courses are any college level courses.*
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Total Credits for Graduation: ________________________________  Date: _______________________

Advisor’s Signature: ________________________________  Approved By: ________________________________

NOTES: ~Transfer credit evaluation is provisional pending review of official transcripts. Only courses with a C or above will be transferred to the college. Demonstration of computer literacy is a college requirement to be completed during the first year of program enrollment.

rev. June 2014
The above plan of study is subject to evaluation of the official transcripts and subsequent transfer of credits. Once the transfer of credits is completed and the student has been accepted into the Nursing Program additional credits may not be transferred in. Students are advised to consult with their academic advisor each semester to review and revise this plan of study as necessary.

REV: spring, 2007
EMMANUEL COLLEGE  
Department of Nursing  
REVISED PLAN OF STUDY

NAME: ____________________________________________________________

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<tr>
<th>FALL</th>
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ADVISOR  REVIEW DATE

Each student will receive an official Plan of Study when all transcripts have been received. Each student’s Plan of Study is individualized. The number of non-nursing courses may vary depending on transferable credit. Students are advised to consult with their academic advisor each semester to review and/or revise the official Plan of Study as necessary. REV: spring, 2007
EMMANUEL COLLEGE
Department of Nursing
SAMPLE PART TIME PLAN OF STUDY

Name: Sample Part Time  I.D.:  Advisor:  

Date: __________________________ Acceptance Date: __________________________

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<tr>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
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<tr>
<td>Concepts of Professional Practice-4cr</td>
<td>Writing for Nursing Professionals-4cr</td>
<td>Health Assessment-4cr</td>
</tr>
<tr>
<td>Nursing Informatics and Computer Apps-4cr</td>
<td>Leadership in Nursing-4cr</td>
<td>Statistics-4cr</td>
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<td>General Elective-4cr (if needed)</td>
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<td>Summer</td>
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<tr>
<td>Research Methods in Nursing-4cr</td>
<td>Health Promotion in Nursing-4cr</td>
<td>Aesthetic Inquiry-4cr (if needed)</td>
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<tr>
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<td>Health Promotion in Nursing Practicum-4cr</td>
<td>Religion-4cr</td>
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<td>Fall</td>
<td>Spring</td>
<td>Summer</td>
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<tr>
<td>Public Health &amp; the Professional Nurse-4cr</td>
<td>Senior Seminar-4cr</td>
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<tr>
<td>Contemporary Healing Interventions-2cr</td>
<td>General Elective-4cr (if needed)</td>
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<td>Aesthetic Inquiry-4cr (if needed)</td>
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Signature: __________________________ Reviewed: __________________________ Initials: _________

(student)  __________________________  __________________________  __________

(advisor)  __________________________  __________________________  __________

REV: summer 2014
Name: Sample Full Time  
I.D.:  
Advisor:  

Date:________________________  Acceptance Date:________________________

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<tr>
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<td>Health Assessment-4cr</td>
<td>General Elective-4cr (if needed)</td>
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<tr>
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<td>Statistics-4cr</td>
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<tr>
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<td>General Elective-4cr (if needed)</td>
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<td>Aesthetic Inquiry-4cr (if needed)</td>
<td>Health Promotion Practicum-4cr</td>
<td>Religious Studies-4cr</td>
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<td>Diversity in Health Care-2cr</td>
<td>Senior Seminar-4cr</td>
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Signature: ___________________________  Reviewed: ___________________________  Initials: ___________________________

(student) ___________________________  (advisor) ___________________________

Revised spring 2014
The Department of Nursing follows the Emmanuel College Criteria for graduation with distinction in the field. This can be found in the Emmanuel College Graduate and Professional Programs Catalog; Honors and the EC DON Student Handbook: Academic Recognition.

- GPA of 3.5 in nursing courses;
- Completion of a significant senior project

The Department of Nursing considers a significant senior project to encompass the following:

A project that results in a major contribution to the clinical agency, to its staff, or to the community; or an extensive literature review of research and/or other evidenced based documents: which includes a major paper that incorporates research utilization around a clinical topic that results in an application relevant to nursing practice ideas or interpretation of nursing data.

**Implementation Steps for Completing a Senior Project:**

1. Once you have an idea you discuss it with your faculty advisor or course coordinator. Class assignments may be used as the foundation for initiation of the senior project. However, the project itself must be a significantly expanded contribution to the clinical agency, its staff or the population it serves. Faculty recommend that you take two semesters to complete the project.
2. Conduct a literature review. (See guidelines for literature review).
3. Submit project proposal by October 1st, or February 1st during the senior level courses for faculty approval and/or recommendations.
4. Proposal approval by faculty and communication of proposal status by faculty.
5. Adhere to proposed timeline as identified in your proposal.
6. Confer with advisor or course faculty throughout project implementation.
7. Submission of agency response which is to be included in completed project.
8. Submission of completed project by November 30th or March 15th for faculty approval and/or recommendations.
9. Upon notification of accepted completed project have two copies bound with an attractive project title page and an overlay of a clear cover. One copy is to be left with the Department of Nursing and one copy with the clinical agency, if applicable.
10. Present the Project/Paper to the Department of Nursing faculty. Students will also participate in the college wide Distinction in the Field Presentation Event.
11. Project/Paper is also displayed at the Pinning Ceremony Reception

Revised Fall 2008
EMMANUEL COLLEGE
Department of Nursing
Senior Project Proposal
Distinction in the Field of Nursing

Name: ___________________________ Date: ___________________________

ID#: ___________________________ Phone: H __ W __ Ext. __

FAX: ___________________________ E-Mail: ___________________________

Attach proposal (use APA Format) which will include the following:

1. Project Title Page
2. Table of Contents
3. Purpose of Project
4. Project Rationale including literature review, value to the agency and/or the population served
5. Describe Specific Target Population, e.g., age, profession, work environment, etc

6. Theoretical Framework
7. Project Objectives including both teacher and learner objectives as applicable
8. Methodology or project description
9. Evaluation Methods including measurement instruments; follow-up plan including continuation of program at the agency as applicable
10. References/Bibliography
11. Timeline indicating specific activities throughout the implementation phase of the project

Faculty Approval of Proposal: ___________________________ Yes: __ No: __ Date: ___________________________

Recommendations: ________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Faculty notification of Student: __ Date student notified of Proposal status: __________

Revised Spring, 2003
EMMANUEL COLLEGE  
Department of Nursing  
Faculty Assessment of Review of the Literature Project  
Distinction in the Field

Date Completed Project Submitted: ________________________________

Candidate: __________________________ GPA: ________________

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<tr>
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<td>Theoretical Framework</td>
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<td>Synthesis of Major Findings</td>
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Recommendation for *Distinction In The Field of Nursing*: Yes: No: Date: ________________________________

Recommendations/Comments:__________________________________________________________________________

_______________________________________________________________________________________________

Student Notification: __________________________ Clearance to bind with clear cover: ____________________

Faculty Signature: ____________________________________________________________________________

Revised FA ‘08
EMMANUEL COLLEGE
Department of Nursing
Proposal: Review of the Literature Project
Distinction in the Field of Nursing

Name: ___________________________ Date: ___________________________

ID#: ___________________________ Phone: H ______ W ______ Ext. _______

FAX: ___________________________ E-Mail: ___________________________

Attach proposal (use APA Format) which will include the following:

Project Title Page

Significance of Nursing Problem

Reasoning for Choice of Literature Review Project

Summary of Tasks and Elements Required for a Literature Review

Identification of Adequate Number of Relevant References

Theoretical Framework

Search Strategy and Analysis Protocol (e.g., Polit & Beck, 2006, p.141)

References/Bibliography

Timeline (Indicating completion dates of elements/tasks of the review)

Faculty Approval of Proposal:  Yes:  No:  Date: ___________________________

Recommendations:

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

Faculty notification of Student:  Date student notified of Proposal status:

Revised FA ‘08
EMMANUEL COLLEGE
Department of Nursing
Faculty Assessment of Senior Project
Distinction In The Field

Date Completed Project Submitted: ________________________________

Candidate: __________________________ GPA: ______________________

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<td>Evaluation results and analysis</td>
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<td>Appendices including raw data</td>
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Recommendation for Distinction In The Field of Nursing: Yes: No: Date: ________________

Recommendations/Comments: __________________________________________________________

Student Notification: Clearance to bind with clear cover: __________________________

Faculty Signature: ________________________________________________________________
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EMMANUEL COLLEGE  
Department of Nursing  

Student Declaration  

I acknowledge that I have accessed the online current Bachelor of Science in Nursing Student Guidebook from the Nursing Homepage of the Emmanuel College website and that I have read and understood all the information contained therein.  

Student Name (Print)  

Student Signature  

Date Signed  

Faculty or Staff Witness  

Date Signed  

Return to the professor teaching NURS3101: Concepts of Professional Practice  

Rev. spring, 2008
Academic Integrity Policy Signature Form

Emmanuel College is an educational community committed to academic integrity, ethics, and trust. All members of this community share in the responsibility for building and sustaining a culture of high academic standards.

Name:________________________________________________________________________

Date:________________________________________________________________________

Course:________________________________________________________________________

I acknowledge by my signature that I have read and understand the Emmanuel College Academic Integrity Policy as described in the Department of Nursing Student Guidebook and fully realize the consequences of violating said policy. “I willingly accept my role in this process”.

Student Signature:_________________________________________________________________ Date __________________

Faculty Signature:_________________________________________________________________ Date __________________

Initiated September, 2013