



Lakeland University

RN to BSN Completion Program

Nursing Program Student Handbook

2019 - 2020

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Welcome to Lakeland University and the RN to BSN Completion Program. As an integral part of Lakeland University, your time here means you'll always be an important contributor to continued success of the University and the Nursing Program. The entire Lakeland University community looks forward to your involvement and seeing your success. The nursing faculty, Director of the nursing program, and Evening, Weekend and Online staff are excited and eager to assist you during your journey.

This student handbook is an important guide to your success. This handbook has been prepared by the faculty and staff of Lakeland University. Please use this handbook along with the Evening, Weekend and Online Undergraduate and Graduate Academic Catalog, and Lakeland University Student Handbook to understand the guidelines, protocols, and expectations of the program as well as those of the University. Knowing the content of these resources is essential to your achievements. Students are responsible for all of the information contained in this handbook.

The field of nursing practice is dynamic and challenging. To meet the ever changing aspects of professional practice, the faculty continually adjust to new demands to ensure students are prepared to achieve their professional goals. In order to meet the needs of students and maintain current best-practices, this handbook is in a constant state of development. It is a living document that is reviewed and revised annually and as needed. Students should feel free to seek clarification if any ambiguities are encountered as they progress through the program.

On behalf of myself, the faculty, and staff – thank you for choosing Lakeland University for furthering your nursing education. We look forward to assisting you as you embark on this journey to earning your Bachelor of Science in Nursing.

Kind regards,

Kerry Hamm

Kerry Hamm MSN, RN
Director of the Nursing Program



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Mission, Philosophy, and Program Learning Outcomes

Lakeland University Mission

Lakeland University educates women and men of diverse backgrounds, preparing them to think critically, to communicate effectively, to succeed professionally, and to lead ethical, purposeful and fulfilling lives. Rooted in the values of the United Church of Christ, Lakeland integrates the liberal arts and experiential learning to develop the whole person for success in a dynamic, multi-faceted world.

RN to BSN Completion Program Mission

The mission of the Lakeland University RN to BSN Completion Program builds on the university's mission in its dedication to educate registered nurses by building on prior knowledge, skills, and experiences to advance the art and science of nursing. The goal of the baccalaureate graduate is to grow personally, advance with increasing competence professionally, and carry on the lifelong learning process that is important for optimal development as a practitioner in the discipline of nursing.

RN to BSN Completion Program Philosophy

Lakeland University nursing faculty believe that the art and science of nursing are founded in the liberal arts and sciences. Nursing education transforms the knowledge from the liberal arts and sciences into the basis of nursing practice. This foundation, when integrated with evidence-based research and practice, provides the root of professional practice.

Professional nursing practice includes an awareness of ethical standards, ability to critically think, participate in lifelong experiential learning, and development of interprofessional relationships. The Essentials of Baccalaureate Education in Nursing (2008) are the basic foundation to the curriculum for the RN to BSN Completion Program, and thus essential for the practice of professional nursing. This education provides the foundation for the development of professional nursing practice, critical thinking, ethical decision-making, leadership skills, and the independent and interprofessional pursuit of high standards of health care.

The graduate of Lakeland University's RN to BSN Completion Program will integrate evidence-based research to practice in the provision of patient-centered, culturally competent, and community/population based care. Through experience as an active member of the healthcare community, the graduate will collaborate with interprofessional teams to achieve positive patient outcomes and develop professional skills that contribute to advanced professional competence and leadership. As an active participant in the learning environment the graduate will develop an understanding of healthcare organizations/systems and the processes of healthcare policy development. As a user of patient care technology and informatics the graduate will use information technology in experiences that apply quality improvement principles in the delivery of safe, quality care.

RN to BSN Completion Program Learning Outcomes

Students who have successfully completed the RN to BSN Completion Program coursework from Lakeland University should be able to:

1. Synthesize knowledge from the liberal arts, sciences, and professional nursing practice in the delivery of patient-centered care



2. Utilize leadership skills and knowledge of system-based practice to enhance the quality and safety of nursing practice within health care systems
3. Integrate the use of critical thinking skills by combining nursing knowledge and evidence-based research to advance professional nursing practice
4. Examine how informatics, information management systems, and patient care technology impact patient-care outcomes
5. Analyze the direct and indirect influence that external and internal factors (i.e. health care policies, practices, and regulatory environments) have on population health and professional nursing practice
6. Deliver patient-centered care as a member of an interdisciplinary team, emphasizing communication, evidence-based practice, quality improvement approaches, and informatics
7. Collaborate with healthcare professionals and patient populations to promote conditions and health behaviors that improve population health across the lifespan
8. Demonstrate accountability for the delivery of professional nursing care that is consistent with altruistic, ethical, and humanistic principles
9. Adapt nursing care based on patient preference, healthcare environment, and scientific advancement



General Information

The RN to BSN Completion Program (nursing program) at Lakeland University (LU) is specifically designed for students interested in obtaining a Bachelor of Science in Nursing (BSN) after the completion of an Associate Degree in Nursing (ADN) from an accredited community, technical, or private college. The nursing program learning outcomes and curricula are based on the following documents from nursing organizations, regulating bodies, and accreditation agencies that establish the foundational requirements of nursing education:

- American Association of Colleges of Nursing (AACN). (2008). *Cultural competency in baccalaureate nursing education*. Washington, DC: Author. Retrieved from <https://www.aacnnursing.org/Portals/42/AcademicNursing/CurriculumGuidelines/Cultural-Competency-Bacc-Edu.pdf>
- American Association of Colleges of Nursing (AACN). (2008). *The essentials of baccalaureate education for professional nursing practice*. Washington, DC: Author. Retrieved from <https://www.aacnnursing.org/Portals/42/Publications/BaccEssentials08.pdf>
- American Association of Colleges of Nursing (AACN). (2013). *Public health: Recommended baccalaureate competencies and curricular guidelines for public health nursing*. Washington, DC: Author. Retrieved from <https://www.aacnnursing.org/Portals/42/Population%20Health/BSN-Curriculum-Guide.pdf>
- American Nurses Association. (2015). *Code of ethics for nurses with interpretive statements*. Silver Spring, MD: Author.
- American Nurses Association. (2015). *Nursing: Scope and standards of practice*. Silver Spring, MD: Author.
- International Council of Nurses. (2012). *The ICN code of ethics for nurses*. Geneva, Switzerland. Retrieved from https://www.icn.ch/sites/default/files/inline-files/2012_ICN_Codeofethicsfornurses_%20eng.pdf
- Interprofessional Education Collaborative. (2016). *Core competencies for interprofessional collaborative practice: 2016 update*. Washington, DC: Author. Retrieved from <https://www.aacnnursing.org/Portals/42/AcademicNursing/CurriculumGuidelines/IPEC-Core-Competencies-2016.pdf>
- Massachusetts Department of Higher Education Nursing Initiative. (2016). *Massachusetts nurse of the future: Nursing core competencies*. Retrieved from http://www.mass.edu/nahe/documents/NOFRNCompetencies_updated_March2016.pdf
- National League for Nursing. (2010). *Outcomes and competencies for graduates of practical/vocational, diploma, associate degree, baccalaureate, master's, practice doctorate, and research doctorate programs in nursing*. New York, NY: Author.
- QSEN Institute. (n.d.). *Quality and Safety Education for Nurses*. Retrieved from <http://qsen.org/>
- Technology Informatics Guiding Education and Reform. (2011). *Informatics competencies for every practicing nurse: Recommendations from the TIGER collaborative*. Chicago, IL: Author. Retrieved from http://www.mhsinformatics.org/CI-Fellowship/Workforce-development/Competencies/Tiger.Report_Competencies_final.pdf

The Nursing Program Student Handbook is available to prospective students and those who have applied and are admitted to the RN to BSN Completion Program at LU. The intent is to communicate policies and procedures, and prepare the student for experiences unique to the nursing program. The nursing program policies and student handbook are supplemental to the Lakeland University Evening, Weekend and Online Undergraduate and Graduate Academic Catalog, and Student Handbook. In some cases, policies and procedures are more defined in the nursing



program student handbook to meet standards of nursing education and accreditation and to ensure equitable treatment of students. In the event that a policy or process in the nursing program student handbook differs from the university's policy or process, the nursing program student handbook will be followed. The policies and procedures listed in this handbook are subject to change and may be modified for just cause. The most current edition of the nursing program student handbook can be found at my.lakeland.edu and Lakeland.edu. Please be aware that course policies are located in each course syllabus.

Lakeland University student policies for admission, progression, retention and graduation can be found in the Evening, Weekend and Online Undergraduate and Graduate Academic Catalog located at <https://catalog.lakeland.edu/>. The Student Handbook, Academic Calendar, and EWO Student Course Guidelines, are located at my.lakeland.edu/ICS/Student/. For transcripts, course schedules, or registration, visit the Office of the Registrar's website at <https://lakeland.edu/Academics/registrar-s-office>

Institution accreditation: Lakeland University is accredited by the Higher Learning Commission (<https://www.hlcommission.org/>) located at 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604; 800-621-7440.

The Wisconsin Board of Nursing has approved Lakeland University's application for Authorization to Admit students. The Higher Learning Commission has granted Lakeland University program approval for the RN to BSN Completion Program. Lakeland will be pursuing accreditation through the Commission on Collegiate Nursing Education (CCNE). Lakeland will seek "new applicant status" from the CCNE. Within two years of approval as a "new applicant," Lakeland will complete the required self-study process and host an on-site evaluation by CCNE (prior to the first graduating class).

Important Contact Information

Kerry Hamm, Director of Nursing Program
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Brian Frink, Dean of School of Science, Technology, and Education
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920-565-1000 ext. 2330

Please feel free to contact your advisor during office hours regarding questions or setting up an appointment. You can also leave a voicemail or e-mail, and they will return your message as soon as possible. We are happy to answer your questions and welcome any feedback you may have.

Admissions

Students will follow the general admission policies common to undergraduate and graduate programs including: application for admission; enrollment prior to admission; criteria for admission; and transfer policies. Students seeking enrollment in the nursing program at LU must meet all of the following additional criteria:



Nursing License: Those interested in enrolling in the nursing program must hold an active, unencumbered RN license from the state of Wisconsin Department of Safety and Professional Services (or other state, see below), and must meet all other eligibility requirements outlined in this document.

In order to be compliant with current state professional licensing regulations, Lakeland University advises that registered nurses licensed in a state other than Wisconsin consult with their home state licensing agency and notify the Director of the nursing program at Lakeland University for guidance prior to enrolling in this program. The RN to BSN Completion Program may currently accept RN's from Arizona, Illinois, Michigan, North Dakota, and South Dakota. Minnesota licensed nurses must work with the Director of the nursing program to ensure proper instruction for the practicum component of the coursework.

Official documentation of an active nursing license is required at the time of the first nursing (NUR) course. The student will upload documentation of current licensure to their CastleBranch account for nursing program access. Licensing will remain active and unencumbered until graduation from the program. Any change in license status must be communicated to the Director of the nursing program within 24 business hours.

Transcripts: Those interested in applying to the nursing program must hold an associate degree in nursing from an institution that is regionally accredited and one in which the nursing program is accredited from a national nursing accrediting agency (ACEN, CCNE, or NLN CNEA). A cumulative grade point average (GPA) of 2.0 or above in the student's associate degree nursing program is required for program acceptance. Official transcripts from all post-secondary institutions attended must be sent to Lakeland University.

- For transcripts transmitted electronically, select Lakeland University as the recipient of your records
 - Common transcript service providers: DocuFide, Credentials Solutions, National Student Clearinghouse, Parchment
- Or mail official transcripts to:
Lakeland University
Attn: Registrar's Office
W3718 South Drive
Plymouth, WI 53073-4878

Background Information Disclosure (BID)/Criminal Background Checks: The nursing program is committed to providing the public with nurses and nursing students who demonstrate personal and professional behaviors consistent with the standards of the nursing profession. The purpose of nursing licensure is to safeguard life, health and the public welfare. In order to ensure the protection of the people of the state of Wisconsin, The Department of Health Services (DHS) and Lakeland University require a background check for students admitted to the nursing program and participating in practicum. For reference and details on legislative guidelines pertaining to Offenses Affecting Caregiver Eligibility follow this link to the [State of Wisconsin Statutes Chapter 50.065](#). Costs associated with criminal background checks are the responsibility and at the expense of the student.

Students who are admitted to the nursing program at Lakeland will complete a background check as part of the admission process. Completion of the background check is handled via CastleBranch. Information pertaining to CastleBranch will be provided to students admitted to the nursing program. Enrollment in NUR courses is



permitted once completion of the caregiver background check is concluded. The background check may be repeated as necessary to meet practicum facility and DHS requirements. Students must be honest and accurate in the completion of the Background Information Disclosure (BID) form. The BID must remain valid throughout progression in the program and the background check record kept on file with CastleBranch for student and nursing program access. Refusal to complete the background information disclosure, background check and storage of documents within CastleBranch will result in exclusion from the nursing program. The student will complete the BID Authorization, Waiver and Release Form (Appendix A) upon admission to the nursing program.

Practicum agencies may prohibit the placement of students with a criminal history. The practicum facility has the final determination and the university makes no guarantee of placement for students demonstrating a disqualifying charge or conviction which may include assault, battery, sexual crimes, drug related, theft, abuse or other that may compromise the health and safety of clients and patients.

Self-disclosure is required from the initial completion of the BID until graduation from the program. It is the students' responsibility to communicate any new charges, investigations, or convictions for misdemeanor, felony, or municipal ordinance violations to the Lakeland University Director of Nursing no later than the next business day (students do not need to report parking tickets or speeding tickets). Any investigation regarding charges, investigations, or convictions may result in suspension from the practicum experience, which in turn may delay or prevent graduation from the nursing program. In addition, a failure to report will result in removal from the program.

CPR Certification: Current American Heart Association CPR certification for health care providers is required for the duration of the program. This certification is to be renewed every 2 years. The student will upload documentation of current certification to their CastleBranch account for nursing program access.

Health and Immunization Requirements: Verification of immunization history is required upon admission and for all students registering for NUR 430: Community and Population Health Practicum (WI). Proof is submitted by a provider signature on the form or a copy of the record. The student will upload documentation of current immunizations to their CastleBranch account for nursing program access. Vaccines can be obtained from the local health department or a health care provider. Costs associated with vaccinations are the responsibility and at the expense of the student. Students must verify:

- **Tuberculin (TB):** current negative 1-step Tuberculin (TB) skin test (TST) or TB blood test (negative quantiferon gold blood test) in the last year. If a student tests positive they may need further testing. If a student has tested positive in the past, they need to submit a copy of the positive skin test, chest x-ray report, any treatment received, complete a previous positive form (available from the Director of the nursing program) and written verification from a healthcare provider that the student is free of TB symptoms and is not communicable. A 2-step test or QuantiFERON Gold test is required if this is the student's first TB test, or if the most current TB test was over 12 months ago.
- **Hepatitis B:** three Hepatitis B vaccinations or positive titer or sign the declination statement (available from the Director of the nursing program) or evidence of the start of the immunization series.



- **Measles, Mumps, Rubella (MMR/MR):** two (MMR/MR) vaccinations in the past, given 28 days apart, and given on or after the first birthday or positive titer for each; measles (rubeola), and rubella.
- **Diphtheria, Tetanus, Pertussis:** five-dose series of Diphtheria, Tetanus, and Pertussis vaccination then Tdap one dose and Td booster every 10 years.
- **Varicella:** two-dose series of Varicella vaccination, given 28 days apart, or proof of immunity with blood titer or proof of history of disease: must have Health Care Provider documentation of diagnosed chicken pox. If no documentation is available, then must submit positive blood titer test or 2 shot vaccination, administered at least 28 days apart.
- **Influenza:** one dose annually during the current flu season (September – March). The vaccine should be obtained before November 1st for fall semester practicum or prior to spring semester practicum. Students in practicum placements between May 1st and September 1st are exempt from influenza requirement. Students are required to meet the influenza requirements of their chosen practicum agency.

Drug Screening: Medical/professional drug screening may be required by the practicum facility. Specific requirements will be provided to students by the Director of the nursing program. Screening will be available via CastleBranch services and the record kept on file for student and nursing program access. Any student who tests positive on a drug screen may be dismissed from the nursing program and/or practicum course.

Bloodborne Pathogen Training: Students must possess Bloodborne Pathogen training. Students may complete “Bloodborne Pathogen Exposure Prevention” training at SafeColleges.com or may provide documentation of training from their current employer. The student will upload documentation of current certificate of completion to their CastleBranch account for nursing program access.

HIPAA: Students must possess HIPAA training. Students may complete “HIPAA Overview” at SafeColleges.com or may provide documentation of training from their current employer. The student will upload documentation of current certificate of completion to their CastleBranch account for nursing program access.

Health Insurance: Lakeland students are required to maintain health insurance. Proof of medical insurance will be submitted annually to the university and the student will upload documentation of current health insurance to their CastleBranch account for nursing program access. Students may purchase medical insurance through Lakeland’s vendor (WPS).

Professional Liability Insurance: Students in the nursing program must obtain their own professional liability insurance at a minimum rate of \$1,000,000 per claim and \$3,000,000 aggregate. Students must show proof of professional liability insurance annually. The student will upload documentation of current professional liability insurance to their CastleBranch account for nursing program access. In addition, Lakeland students are covered by Lakeland’s liability insurance policy strictly for activities in which they are involved which are considered to be part of their practicum. However, if any student engages in any activity outside of the parameters of their defined practicum, the university’s policy does not cover the student for those activities.



Nursing Program Student Handbook: Students who are admitted to the RN to BSN Completion Program will be provided an electronic copy of the Nursing Program Student Handbook. The student must complete the Nursing Program Student Handbook Signature Sheet (Appendix B) and upload the document to their CastleBranch account for nursing program access.

Confidentiality Agreement: Students enrolled in the RN to BSN program have a duty to maintain the confidentiality of individuals both inside and outside the program. The student is expected to read and complete the Confidentiality Consent Form (Appendix C) upon acceptance and admission to the program. The student will upload the completed document to their CastleBranch account for nursing program access.

With their signature on the Nursing Program Student Handbook Signature Sheet (Appendix B), the student gives permission to the University to release pertinent caregiver background check, drug screen and health information to the practicum agency upon request.

Curricular Requirements

Life can be busy and unpredictable, and that can make taking classes challenging. At Lakeland University, students will find unmatched flexibility in course delivery. The nursing curriculum is delivered primarily via BlendEd® Live, which is a flexible learning option in which the students choose their learning option each and every week. This format allows learners the opportunity to see and communicate with each other live, experiencing the diversity and enrichment of an expanded classroom. BlendEd® Live allows the learner to choose one of the three options from week to week:

1. Attend the live class face-to-face at one of the seven Kellett Center locations
 - Central Wisconsin Center (located in Wisconsin Rapids)
 - Chippewa Valley Center (located in Chippewa Falls)
 - Fox Cities Center (located in Neenah)
 - Green Bay Center (located in Green Bay)
 - Madison Center (located in Madison)
 - Milwaukee Center (located in Milwaukee)
 - Sheboygan Center (located in Plymouth at main campus)
2. Attend the class virtually, from the seven Center Locations or remotely from any location with an Internet connection, as the class is broadcast live from the face-to-face location via Blackboard Collaborate Ultra
3. Attend online at the student's convenience as the live class is digitally video-recorded, uploaded to the learning management system (Blackboard), and available for access any time and "on-demand"

Lakeland University's Instructional Design Team oversee the delivery, recording, broadcasting, and uploading of the BlendEd® Live courses. The team is available to assist the instructor with technology needs during the broadcast. Students may call for support using the Blackboard Collaborate support phone number, or access the web-based self-help guide, that can be found on the Blackboard home page as well as within each BlendEd® Live course.

Interdisciplinary Studies courses and courses in the area of emphasis may be offered via the BlendEd® Live format as described above. Alternatively, courses may be delivered in the BlendEd® or online format as necessary. BlendEd®



allows the student the same week to week flexibility as BlendEd® Live, but in this delivery format the student can attend class in person at one of the Kellett Center locations or online on their own time with interactive online discussion boards. Online courses may be offered. In the online format the student completes classwork on their own time, participating in interactive online discussion boards, and completing assignments/exams at a time suitable to the student's active and busy schedule. Lakeland continues to look at adding more course delivery options at the university and within the nursing program.

The program curricular requirements are as follows:

1. Students must complete a minimum of 120 semester hours to earn a bachelor's degree from Lakeland University.
2. Students should review the Transferring as an Associate Degree Graduate curricular requirements listed in the Academic Catalog.
3. Lakeland RN to BSN program students who have an associate degree in nursing as their highest earned degree must complete the Interdisciplinary Studies requirements, Nursing Core Curriculum requirements and at least one Area of Emphasis as noted below to earn a BSN at Lakeland.
4. Lakeland RN to BSN program students who have an associate degree in nursing and college-level work from an accredited four-year college will be evaluated on a course-by-course basis.

Curricular requirements for the RN to BSN Completion Program are:

Interdisciplinary Studies requirements (9 semester hours)

- **GEN 112 – Composition II: Argumentation and Research**
- **Core II: Exploring the Human Condition** (select one 3 semester hour course)
- **Core III: Shaping the Future** (select one 3 semester hour course)

Nursing Core Curriculum requirements (27 semester hours)

- **NUR 301: Professional Nursing Practice**
- **MAT 220: Probability and Statistics**
- **NUR 303: Research and Evidence-Based Practice in Nursing**
- **NUR 320: Comprehensive Health and Physical Assessment**
- **NUR 330: Healthcare Systems, Policy, Regulation, and Advocacy**
- **NUR 401: Systems Leadership for Quality Improvement**
- **NUR 403: Informatics and Patient Care Technologies in Healthcare**
- **NUR 420: Community Health and Population-Focused Nursing**
- **NUR 430: Community and Population Health Practicum (WI)**

Area of Emphasis: completion of at least one of the following area of emphases designed for the nursing major (12 semester hours or as needed)



Healthcare Business Management: recommended for the nurse who aspires to contribute to the health care business organization, desires to be an entrepreneur or who wishes to pursue their master's degree with a Nurse Administrator/Clinical Nurse Leader focus.

Courses (choose 4 of 6 or as needed)

- **ACC 210: Financial Accounting Principles**
- **BUS 282/PSY 282: Industrial/Organizational Psychology**
- **BUS 308: Healthcare Financial Management**
- **BUS 309: Healthcare Economics**
- **BUS 422: Healthcare Law and Ethics**
- **NPO 140: Introduction to Nonprofit Organizations**

System Leadership and Management: recommended for the nurse who is innovative and seeks to provoke change through effective engagement of leadership and management principles. Recommended for the student who wishes to pursue a leadership role or their master's degree with a Nurse Administrator/Clinical Nurse Leader focus.

Courses (choose 4 of 6 or as needed)

- **BUS 282/PSY 282: Industrial/Organizational Psychology**
- **BUS 330: Management Principles**
- **BUS 380: Human Resource Management**
- **BUS 466: Human Resource Development**
- **BUS 492: Organizational Leadership**
- **COM 310: Leadership Communication**

Cultural and Diversity Studies: recommended for the nurse who wishes to increase their cultural competence and deliberate the social context of professional nursing practice.

Courses (choose 4 of 6 or as needed)

- **CRJ 200: Victimology**
- **CRJ 202: Drugs, Crime, and Society**
- **HIS 372: United States Ethnic History**
- **PSY 227: Cross-Cultural Psychology**
- **PSY 306: Gender: Biopsychosocial Perspectives**
- **REL 132/SOC 132: Religious Diversity in America**

Behavioral and Psychiatric Health: recommended for the nurse who wishes to increase their skills in psychiatric-mental health nursing or who wishes to pursue Psychiatric Mental Health Advanced Practice Nursing (PMH-APRN).

Courses (choose 4 of 6 or as needed)

- **COM 365: Health Behavior Communication**
- **PSY 305: Health Psychology**



- **PSY 321: Personality Theories**
- **PSY 361: Aging: Bio-psychosocial Implications**
- **PSY 372: Abnormal Psychology**
- **PSY 417: Drugs and Behavior**

Student Designed (12 semester hours, or as needed): Students may propose a twelve (12) semester-hour, or as needed, emphasis in an area of academic interest that complements their major. Students may fulfill the concentration requirement by completing current courses offered by Lakeland University that are relevant to the area of interest. This concentration plan must be approved in advance by the student’s academic advisor, Director of the nursing program, and the Dean of the School of Science, Technology & Education. Up to 6 semester hours of Experiential Learning may be used as partial fulfillment of the Student Designed option. Cooperative Education courses may not be used to satisfy the requirement of this concentration.

Sample program progression plans are located in Appendix D. For full course descriptions see Appendix E.

Academic Standing and Program Progression

Lakeland University students enrolled for at least twelve (12) semester hours of coursework in a term are classified by the University as full-time students. Students enrolled in less than twelve (12) semester hours of coursework in a term are classified as part-time students.

Financial aid eligibility is determined based on semester hours of coursework per term. Students may be eligible for full-time financial aid benefits if they maintain nine (9) semester hours in consecutive terms: fall, spring and summer. Students may be eligible for half-time financial aid benefits if they maintain six (6) semester hours in consecutive terms. The nursing program curriculum is designed for students to complete at their own pace, however, for optimal learning and progression, students are advised to maintain six (6) to nine (9) semester hours of coursework each term: fall, spring and summer. See Appendix D for sample program progression plans. Students should declare their preference of full-time (9 semester hours per term) or half-time (6 semester hours per term) at time of admission.

Students who wish to change their status from full-time to half-time or half-time to full-time need to communicate their request to their academic advisor, as soon as possible. Requests will be honored on a space available basis. Students who change their progression status are not guaranteed course availability. Students who plan to withdraw from the nursing program are encouraged to contact their academic advisor or Director of the nursing program to discuss future available options.

Grading: the following grading scale is used for all courses delivered in the Evening, Weekend, and Online program.

Grade	Percentage			Description
A	93.0%	to	100.0%	<i>4.0 quality points per semester hour</i>
AB	90.0%	to	92.9%	<i>3.5 quality points per semester hour</i>
B	84.0%	to	89.9%	<i>3.0 quality points per semester hour</i>



BC	80.0%	to	83.9%	2.5 quality points per semester hour
C	74.0%	to	79.9%	2.0 quality points per semester hour
CD	70.0%	to	73.9%	1.5 quality points per semester hour
D	64.0%	to	69.9%	1.0 quality points per semester hour
F		<	64.0%	0.0 quality points per semester hour

Other grades may be awarded as follows:

- **I = Incomplete:** Indicates that the student has the prior consent of the instructor to complete required coursework after the end of the regular term. Incompletes are only considered when the student is in good standing in the class, and due to unforeseen and uncontrollable circumstances, the student is prevented from completing the coursework during the semester of the course. The incomplete signed contract must be signed by the student and instructor and submitted to the Registrar's office by the last day of class for the relevant term. See the Academic Catalog for further details.
- **P = Pass:** Given in courses which are graded on a pass/fail basis.
- **W = Withdraw:** Indicates that the student has formally withdrawn from a course. See the Academic Catalog for further details regarding Official Withdrawals.
- **AU = Audit:** Used when students have formally declared that they are taking a course on an audit basis and have completed all work required of audit students by the course instructor. Failure to meet the instructor's conditions will be recorded as UAU; withdrawal from the course will be recorded as WAU.

Satisfactory Programmatic Progress: to remain eligible for continued progression in the nursing program at Lakeland University the following criteria must be met:

1. Students must maintain a minimum cumulative GPA of 3.0 in the NUR courses.
 - a. A student whose cumulative GPA falls below 3.0 in the NUR courses will be placed on programmatic probation (see unsatisfactory programmatic progress).
2. Students must earn a minimum grade of C, satisfactory achievement, in all NUR courses.
 - a. A students whose NUR course grade is less than a C will be required to retake the course until a C or better is earned. Institutional guidelines state a student may repeat a course up to two times.
3. Students must maintain a minimum cumulative GPA of 2.5 overall.
 - a. A student whose cumulative GPA falls below 2.5 will be placed on programmatic probation (see unsatisfactory programmatic progress).

Unsatisfactory Programmatic Progress: if a student does not meet the satisfactory programmatic progress criteria, the following will be instituted:

1. Students who fall below the minimum GPA of 3.0 in NUR courses are placed on programmatic probation. Students who are placed on programmatic probation must develop a written plan of success each term the student remains on probation, and submit to the Director of the nursing program.



2. Students who repeat a course two times (have had three enrollments in a course) and have not earned a C or better are placed on programmatic suspension and may appeal to continue taking coursework the following semester (see Readmission and Program Appeals).
3. Students who fall below the minimum cumulative GPA of 2.5 for all courses are placed on programmatic probation. Students who are placed on programmatic probation must develop a written plan of success each term the student remains on probation, and submit to the Director of the nursing program.
4. Students placed on programmatic probation will be advanced to good programmatic standing if, after 9 semester hours of coursework, the student is meeting the requirements. If the student does not meet the minimum requirements after 9 semester hours of coursework, the student is placed on programmatic suspension.
5. Students who are placed on programmatic suspension may appeal to continue taking coursework the following semester (see Readmission and Program Appeals).
6. Students who were placed on programmatic suspension and elected to suspended coursework for one semester, may appeal for readmission to the nursing program (see Readmission and Program Appeals).
7. Students who were placed on programmatic suspension and elected to suspend coursework for two or more terms, must meet with their academic advisor to discuss readmission options.
8. Students may seek out additional academic support with peer tutors, study groups and/or the faculty if desired.
9. Academic Advising: Students must consult with their academic advisor at least once a semester or more frequently if requested by the Director of the nursing program. The advisor will assist in academic program planning and assist with non-academic factors that may impact success in the nursing program.
10. The academic advisor, faculty, or Director of the nursing program may initiate referrals to university support services based on review of the student's academic progress and information provided by the student.

To remain eligible for continued progression at Lakeland University, the student must meet the Standards of Academic Good Standing as stated in the academic catalog. Federal regulations require financial aid recipients to maintain satisfactory academic progress towards a recognized bachelor's degree. Students should review the Financial Aid Satisfactory Academic Progress Policy in the academic catalog.

Professional Expectations and Retention

Student Code of Conduct: Students are expected to conduct themselves in a manner consistent with the standards governing the nursing profession which includes the American Nurses Association Nursing Code of Ethics and Scope and Standards of Practice, the Board of Nursing Rules of Conduct/Standards of Practice, as well as the guidelines presented in the Student Handbook and Academic Catalog.

Academic Integrity Code: Maintaining academic integrity is an expectation of professional standards. Provision 3.3 of the ANA Code of Ethics (2015) states *“Inherent in professional nursing is a process of education and formation. That process involves the ongoing acquisition and development of the knowledge, skills, dispositions, practice experiences, commitment, relational maturity, and personal integrity essential for professional practice. Nurse educators, whether in academics or direct care settings, must ensure that basic competence and commitment to professional standards exists prior to entry into practice.”*



Therefore, academic dishonesty of any kind in a classroom or practicum setting will result in disciplinary action that may include immediate dismissal from the program. Some examples of academic misconduct include but are not limited to:

- Inappropriate copying from another student.
- Plagiarizing: copying or paraphrasing from a book, article, or internet source and not giving credit to the source is a form of theft. If you are not sure how to give credit, bring a copy of the original material to your instructor and/or library staff and/or utilize APA Style CENTRL located at <https://lakeland.edu/John-Esch-Library/database-find-articles>
- Lying about/falsifying practicum or classroom data.
- Failing to immediately report clinical errors or omissions delaying any corrective action that could be taken.

Students who have a reasonable suspicion of dishonest or unprofessional behavior of another student should report their observations to the course instructor or to the Director of the nursing program who will then proceed to investigate the behavior as the situation warrants. If you are comfortable, tell the student to stop the suspicious behavior, thus giving them a chance to self-correct and self-report. Student reports are kept confidential unless the student gives permission for release.

Violations of academic integrity result in notification of the Director of the nursing program and the Provost. Penalties may range from failing the assignment to dismissal from the university, depending on the offense. Students who believe they have been unfairly accused or penalized may submit a letter of appeal, stating the specific details of their situation, to the Director of the nursing program and the Provost. Where appropriate, the Director of nursing and the Provost may take such appeals to the Academic Appeals Committee for a formal hearing and decision. The decision of the Academic Appeals Committee is final.

Civility Standards: Students are expected to conduct themselves in a manner that promotes a healthy environment and is consistent with the standards of professional nursing practice. Civility is behavior that:

- Shows respect for others.
- Causes others to feel valued.
- Contributes to mutual respect, effective communication, and team collaboration.

Behavior in and out of the classroom has positive and negative consequences. Students therefore have a responsibility to:

- Take learning seriously, 'attend' class, be prepared, participate, seek clarification, and complete assignments.
- Contribute to the enrichment of the university and larger community.
- Protect and preserve property belonging to others and the university.
- Be aware that personal choices affect academic success and personal growth.
- Know and comply with the university policies outlined in the Academic Catalog, Student Handbook, Nursing Program Student Handbook, and individual course syllabi.

Attendance: Students are expected to actively participate in all classes as per the university attendance policies. For BlendEd® courses, students must follow the attendance requirements for whichever way they choose to attend.



Individual course instructors are responsible for clearly notifying students of their unique and specific class attendance policies. See attendance/participation policy in each course syllabi.

A healthcare provider's release stating a student may resume the practicum experience without restrictions is required if the student is absent for five (5) or more consecutive days due to illness or injury, or if the absence required a hospital stay or surgical procedure, or for an official medical leave of absence.

Social Media: The term social media includes but is not limited to blogs; social networking websites such as Facebook®, Snapchat® and Twitter®; online chat rooms; video sharing; Instagram®; and online collaborative information and publishing systems. The National Council of State Boards of Nursing (NCSBN) recognizes that nurses use social media in their personal lives, but also notes that social media can pose a risk for nurses professionally if not used wisely. Students are encouraged to download the brochure published by the NCSBN to understand how social media can be properly used in the profession without breaking patient privacy and confidentiality laws. Copies of A Nurse's Guide to the Use of Social Media (2018), are located at <https://www.ncsbn.org/3739.htm>

Change of Address/Phone Number: Primary means of communication to students is via their Lakeland University email account. All notifications, billing details and correspondence is sent via this account, students should check their email regularly to access information while pursuing their degree. Students may make changes to their address, phone contact information or update personal information as part of the registration process each semester or use the update contact information form available on the Lakeland.edu website at <https://lakeland.edu/Alumni-Giving/update-contact-info> or notify the Registrar's office. Legal name change requests are made to the Registrar's office. Submit a request with supporting documentation to registrar@lakeland.edu or via the regular mail.

Academic Support Services:

- **Academic Advising:** Lakeland University advising is a collaborative process between students, academic advisors, and faculty members based on the belief that each individual is capable of lifelong success.

Advisors guide the development of students as they discover, clarify and work toward educational and life goals. Academic advisors not only answer questions about campus resources, majors and course selection, but also assist in the development of strategies to help each student accomplish both short and long-term objectives.

- **Hayssen Academic Resource Center (HARC):** The mission of the Hayssen Academic Resource Center (HARC) is to address the academic support needs of the students, faculty, and staff of Lakeland University by providing information, skills training, and support in the areas of learning skills, critical thinking, information access, and assessment of students and their skills and competencies.

HARC offers tutoring and support services, disability accommodations, study tips, workshops, and additional services for unique needs.

- **Disability Services:** Lakeland University is committed to providing resources and services for students with disabilities. Under the Americans with Disabilities Act (ADA), assistance is available for students who qualify. Students who require disability-related accommodations should contact the ADA coordinator, Julia Rodemeier,



for further assistance. Julia Rodemeier can be contacted by phone at 920-565-1021 ext. 2113 or by email at rodemeierja@lakeland.edu. Further information regarding disability services is located at <https://lakeland.edu/Campus-Life/disability-services#application>

- **Tutoring and Academic Support:** HARC works with all levels of students who need help, so they may be academically successful. Many students eventually become peer tutors, offering assistance to others who may benefit from this academic support service. Tutoring is provided to Evening, Weekend, and Online students for most subjects. The tutoring sessions use Blackboard Collaborate Ultra for live, interactive web-conferencing with a tutor on the Sheboygan campus. To connect with a tutor, schedule a tutoring session, or see the weekly tutor schedule students should: login to Blackboard; select the Study Resource tab in the upper right corner; and follow the information posted.
- **John Esch Library:** The library has a wide selection of resources to support the training and education of nursing students. This includes print and electronic books, professional journals, evidence-based nursing databases, citation software, LibGuides and reference librarians to instruct and assist with student research assignments. Students may access library resources from anywhere with Internet access. When off-campus, the library resources will prompt the student to login and verify status as a Lakeland University student. Students who wish to access the library's online resources can click on Databases: Find Articles from the library web page and login using their username (Lakeland email) and password. Students are encouraged to contact librarians in person, by email, or phone for assistance. The library has small study rooms that may be used and a computer lab for use while in the library. Students may access the library web page at <https://lakeland.edu/Inside-Lakeland/john-esch-library>

Lakeland University Campus Store/Bookstore: The physical bookstore is located at the main campus. The Lakeland University bookstore can also be found at <https://www.bkstr.com/lakelandstore/home/en>. Students can rent and purchase new, used, and digital textbooks as well as apparel, gifts, and supplies either at the main campus location or online.

Student Governance

Lakeland University offers many opportunities for student involvement. With over 45 clubs and organizations, students can get involved to meet people, develop leadership skills, contribute to the community, pursue an interest or just have fun. Students can make a difference and enrich their experience at Lakeland University through participation in student governance activities as well. Healthcare organizations seek graduates that have demonstrated their involvement and leadership. The nursing program values student input in determining the curriculum, evaluation, and direction of the program. The Director of the nursing program, nursing faculty, and nursing students have the opportunity to participate in program governance through committee involvement and work. Committees include:

1. **Nursing Student Advisory Committee:** The needs of current and future students is a priority for the nursing program. This committee meets semi-annually, fall and spring, with interested students to identify student needs including those related to academics, technology, facilities, and personal and social needs.



Communication is key to student success and this committee seeks to ensure a sense of community exists through open communication. If interested, please contact the Director of the nursing program. Video conferencing is available for distance students. Documentation of discussions and resultant decision-making are reflected in meeting minutes.

2. **Nursing Student and Faculty Forum:** The forum meets semi-annually and provides a means for which program information is disseminated. All nursing students are invited to attend. Video conferencing is available for distance students. Documentation of discussions and resultant decision-making are reflected in meeting minutes.
3. **Nursing Program Board of Advocates (BOA):** The nursing program BOA meetings are held semiannually. Invitations for committee membership are extended by the Director of the nursing program as she/he meets with employers, students, alumni and other communities of interest (COI) as recognized through the course of business. The committee reviews and revises, as appropriate, the mission, program learning outcomes, course learning outcomes, policies, procedures, achievement of outcomes, etc. to ensure professional nursing standards and the needs of the COI are being met. Documentation of discussions related to the needs and expectations of COI, and resultant decision-making are reflected in meeting minutes.

Graduation Requirements

Students who graduate from the nursing program at Lakeland University will have met the following requirements:

- Completion of all bachelor's degree requirements for an approved major (see the academic catalog for requirements)
- Met general graduation policies (see the academic catalog for policies)
- Completion of all NUR courses with a 'C' or better
- Cumulative GPA of 3.0 or better in all required NUR courses
- Cumulative GPA of 2.5 or better for all coursework

Students should work closely with their advisor to make sure they are accurately projecting their graduation date. Once a date is identified, the Registrar's Office will conduct an analysis of the student academic records and a graduation evaluation is mailed to the student. Students are required to complete and return the graduation application form to the Registrar's Office.

Readmission and Program Appeals

Students who voluntarily withdraw, or fall out of enrollment from the nursing program may apply for readmission to the university following the procedure listed in the academic catalog. Students who officially withdrew in good academic standing and are readmitted will return in good academic standing. Students are encouraged to contact their admissions advisor to discuss readmission procedures.

Students who are dismissed from the nursing program for disciplinary reasons or violations of the student code of conduct and/or academic integrity code are not eligible for readmission to the program.



Students on programmatic suspension who desire to continue taking coursework the following semester, or who have elected to suspend coursework for one semester and wish to re-enroll in the nursing program may appeal one time for continuation or readmission to the nursing program. Students who were on programmatic suspension and elected to suspend coursework for two or more terms must meet with their admissions advisor to discuss readmission options.

Students must take the following steps if they wish to appeal for continuation/readmission in the nursing program:

1. Meet with their academic advisor for the nursing program.
 - a. Review the extenuating circumstances and develop a continuation/re-entry plan.
2. Write a letter of appeal that is insightful, honest, and provides a detailed description of the following:
 - a. Extenuating circumstances and/or reasons that contributed to programmatic suspension.
 - b. Factors that have prevented previous satisfactory academic performance.
 - c. Evidence of remediation and/or solutions of the deterring factors.
 - d. Detailed, specific continuation/re-entry plan for successful achievement of the program curriculum.
3. Submit the letter of appeal with continuation/re-entry plan to the Director of the nursing program. Deadlines for submission are:
 - a. Fall courses, date of July 15th
 - b. Spring courses, date of December 15th
 - c. Summer courses, date of April 15th
4. Upon receipt of appeal letter, the nursing program will conduct an overall review of the appeal letter, continuation plan and student records relating to his or her prior experience at Lakeland University.

After a review of the documents is complete and decision is determined:

1. Director of the nursing program will send written notification of continuation/readmission decision to the student, no later than one month after appeal process is complete.
2. If granted permission to readmit to the nursing program, the student may:
 - a. Need to complete the university readmission process
 - b. Complete additional conditions as imposed upon continuation/readmission
3. If the student fails to meet the written conditions, the student is dismissed from the nursing program and is ineligible for readmission.

Grievance Procedure

The nursing program procedure for a student appeal, grievance, or complaint mirrors that of the university. Students are encouraged to discuss course concerns first with their instructor. If the issue cannot be resolved, the student must put the appeal, grievance, or complaint in written form and file with the Director of the nursing program. The Director of the nursing program will meet with the student and others as deemed necessary and attempt to resolve the matter within 10 business days. If the issue remains unresolved, the Dean of the School of Science, Technology and Education is consulted for resolution. If the issue remains unresolved the student may make a formal grievance with the university.



Students may use the university grievance procedure when they feel that a university policy or procedure has not been followed. Students should reference the student handbook for guidance regarding the formal grievance process with the university.

Grade Appeal Policy: At the end of the semester, final official grades are available to students on my.lakeland.edu. If a student identifies an error in calculation or has reasons to believe the grade posted on my.lakeland.edu differs from the grade earned, the student may initiate a grade appeal. Students with questions about their grades must first contact the instructor. If the student is not able to resolve the concern with the instructor, the student may submit a written grade appeal to the Provost. Grade appeals may be appropriate when there is a miscalculation or error on the part of the instructor or when the student is not held to the criteria identified in the course syllabus. Grades cannot be appealed on the basis of work that was submitted after the end of the semester or after an “incomplete” due date.

Grade appeals must be submitted no later than three (3) weeks after the university posts the official grade. Students submitting a grade appeal must include a written letter of appeal, a completed Grade Appeal Form available through my.lakeland.edu, and all appropriate documentation. If necessary, the Provost may form an Appeal Committee to investigate and review the appeal, and a final decision will be made by the Provost no later than one (1) week after the appeal submission due date. The decision of the Provost is final.

Dismissal

Students may be dismissed from a course or the nursing program at Lakeland University. Potential reasons for dismissal are listed below. This listing is not all-inclusive as there may be other situations that warrant a student’s dismissal.

- Any behavior that threatens the health or safety of clients, client’s family, members of the healthcare team, nursing students, and/or nursing faculty may lead to disciplinary action that may include immediate removal from the nursing program. Some actions may result in permanent expulsion from the nursing program.
- Students may be dismissed if, in the judgment of the faculty, the actions of the student may be detrimental to the program or the profession.
- Students may be dismissed from the course and/or program for breaks in confidentiality.
- Students may be dismissed if they are under the influence of alcohol or drugs.
- Students may be dismissed from the course or the program in situations of violating professional standards including violation of the academic integrity code or theft of any nature.
- Students may be dismissed from the course or the program in situations where a practicum facility refuses a student from returning to complete their rotation. Students may be dismissed from the practicum if they are perceived to be emitting any strong odor including perspiration, perfume, aftershave, tobacco, or alcohol.

Practicum Guidelines

Lakeland University believes that the knowledge, skills, and abilities of the professional nurse cannot be learned in the classroom alone. For this reason, the nursing program includes a practicum experience, namely NUR 430: Community and Population Health Practicum (WI). The practicum is essential to the student’s acquisition of the necessary program learning outcomes. Prior to this unique practicum course, students will have mastered an understanding of the



theoretical foundations of community and population health nursing. Students may fulfill the practicum learning experience at an appropriate healthcare facility or agency that will meet the learning objectives of the course and the population of focus. The student experience is coordinated by Lakeland University nursing faculty and by a qualified preceptor that has been preapproved by the Director of the nursing program.

The Integrative Clinical Preceptor (ICP) model provides the framework for this practicum experience. According to Mallette, Loury, Engelke, & Andrews (2005), the ICP model elevates the student to a proactive, professional role in which the student is responsible for participating in the planning of their practicum experience based on their individual learning needs. Research suggests that preceptors should be selected based on intent and purpose, and not randomly or by convenience (Poradzisz, Kotovich, O'Connell, & Lefavioer, 2012). Therefore, students will take a central role in securing a practicum facility and preceptor. Students must identify their practicum facility, preceptor and apply for their practicum experience in advance to provide the Director of the nursing program time to coordinate the practicum experience. The deadline for applying is the semester (12 weeks) before the practicum is scheduled to begin.

Practicum Placement: Students should use the following criteria when selecting the practicum facility and preceptor:

- Working relationships and professional networks to determine a suitable location
- Identified individual learning needs with a focus on population and/or community health
- Ability to work cooperatively in scheduling of 75 hours of practicum
- Ability to engage in patient care including:
 - Utilizing the nursing process
 - Teaching/learning
 - Clinical conferences
 - Debriefing
 - Health promotion and disease/injury prevention strategies
- Preceptor attributes:
 - Clinical competence
 - Effective communication/collaboration skills
 - Teaching ability
 - Interest in professional growth and development
 - Leadership and organization skills
 - Motivation to share experiences
 - Provide timely constructive, positive, developmental feedback

All of the practicum placements are the responsibility of the student, working in partnership with the nursing faculty and/or the Director of the nursing program. The Director of the nursing program is willing to consider clinical placements in settings where students are employed, providing the setting meets all criteria as described in the course objectives. In addition, students should not be supervised during their practicum training placement by his/her current work supervisor and should have a client caseload selected specifically for purposes of the practicum. Students seeking to use an employment position for the practicum placement **must** talk with the Director of the nursing program



before making any commitments or signing any agreements. The final approval regarding using employment for a practicum facility is the responsibility of the Director of the nursing program.

The practicum facility will have various requirements of the student and LU faculty and staff. It is the responsibility of the student to ensure they understand all facility requirements and complete them prior to beginning the practicum. The student is responsible for providing the practicum facility all the necessary documents and ensuring all requirements are met prior to the practicum experience. Requirements and documentation may include, but is not limited to:

- Facility and LU Affiliation Agreement (coordinated with the Director of the nursing program and practicum facility)
- Background check
- Drug or urine screen
- Proof of health insurance
- Immunization records
- Confidentiality agreement
- Proof of licensure

Preparing for Practicum: The student should select a practicum facility that will meet the course objectives, has the population for which the student wishes to engage, and has the capacity to provide a preceptor who can effectively supervise. Preceptors are practicing nurses who work closely with students to assist and support learning experiences. Preceptors and students are provided the RN to BSN Completion Program Practicum Handbook, which delineates the details of the practicum experience.

Preceptors must meet the following criteria:

- Preceptors are utilized in a supportive role to the program faculty. The program retains ultimate responsibility for student learning and evaluation.
- Preceptor qualifications include:
 - Licensed Registered Nurse, active, current and unencumbered
 - BSN (minimum requirement), MSN, or doctorate in nursing or related field
 - Experienced practitioner who provides transitional role support and learning experiences while continuing to perform some or all of the other responsibilities of their position
 - Ability to design suitable opportunities for student to meet course learning outcomes
 - Ability to assess and manage the professional environment to ensure safe and effective performance
 - Provide guidance and oversight for the student during practicum activities
 - Collaborate regularly with the LU faculty and Director of the nursing program
 - Meet physically or virtually (by phone, Blackboard Collaborate, or other telecommunications) on a regular basis with the LU nursing faculty during the practicum



- Preceptor responsibilities, in addition to the above, include:
 - Provision of a current resume including relevant professional experience
 - Copy of active, current RN license
 - Adhere to the standards and scope of professional nursing practice and abide by the nursing Code of Ethics
 - Arrange a mutually agreeable work schedule with the student
 - Plan suitable learning experiences for the student to meet course outcomes and objectives
 - Orient the student to pertinent policies and procedures of the facility
 - Participate in initial meeting between preceptor, student, and practicum faculty member
 - Agree to maintain regular communication with the student, nursing faculty member and/or Director of the nursing program to discuss progress, problems, and reflect on learning
 - Provide constructive feedback/developmental feedback to the student about their performance
 - Participate in the student evaluation process
 - Refuse compensation from the student and LU and refuse to pay student for practicum work
 - Verification of student hours on Practicum Reflective Journal and Time Record (preceptor signature required)
 - Complete formal evaluation of practicum experience (electronic evaluation)

The practicum faculty member or the Director of the nursing program will provide the preceptor with the following:

- Program mission, philosophy, and program learning outcomes
- Curriculum of course including course syllabus, learning outcomes and objectives
- Pertinent policies and procedures
- Roles and responsibilities of the preceptor, student, and the nursing program faculty
- Evaluation procedure and forms to be used
- Overview of the individual student's knowledge, skills and abilities
- Collect the Preceptor Receipt of Practicum Handbook

The practicum faculty member will:

- Ensure student has met all eligibility requirements prior to beginning the practicum
- Provide the preceptor with
 - Copy of Practicum Handbook
 - Course syllabus
 - Applicable policies, procedures, and forms
- Facilitate the learning experience and suggest activities to enhance the educational experience
- Promptly respond to issues and/or complaints
- Be responsible for ongoing and final evaluation of the student
- Solicit input from the preceptor about the student's performance
- Be available to the preceptor and student throughout the course



- Arrange a communication system whereby they are available if any issues arise that require immediate assistance
- Evaluate academic performance through ongoing collaboration with the preceptor and student
- Ensure receipt of all required forms completed by the student and preceptor

The student responsibilities include:

- Meet eligibility and course requirements
- Meet deadlines for all practicum activities and coursework
- Identification of desired practicum facility and preceptor
- Completion of the Practicum Application Form (Appendix F) and submit to the Director of the nursing program
- Comply with facility requirements (e.g., liability insurance, background screening, physical examination, drug screening, current immunizations, etc.)
- Identify personal and professional learning needs and objectives, formulate goals, and establish expectations
- Assist in the facilitation of an initial meeting between the student, practicum faculty member, and preceptor during the first week of the practicum
- Maintain meaningful regular communication with preceptor and practicum faculty member
- Abide by facility rules and regulations
- Conduct yourself in a safe and professional manner during the practicum
- Accept instruction and feedback from preceptor and faculty member as learning occurs
- Engage in patient care
- Demonstrate willingness to learn and self-direction
- Maintain and submit completed Practicum Reflective Journal and Time Record to faculty member
- Evaluate the course and practicum experience via SmartEvals

Dress Code: The nursing program at Lakeland University requires students to wear professional attire, consistent with the chosen practicum facility dress code. Students must wear their Lakeland name/photo identification badge during the practicum hours. A lab coat may be worn when requested or permitted by the practicum facility. Additionally:

- Footwear must be conservative and business like. Shoes are to be closed toe, closed heel, clean and in good repair.
- Attire should be clean, in good repair, and pressed. Clothing should not be revealing or transparent.
- Skirt or dress length must be below the knee and stockings must be worn.
- Fingernails are short and clean. Artificial nails or nail tips are not allowed.
- The use of after-shaves, perfumes or other noticeable scents should be avoided.
- Hair should be clean and neatly styled. Facial hair must be neatly trimmed, groomed and clean.



Lakeland University Name/Photo ID Badge: Students can obtain their photo student ID badge in the Business Office located in the William A. Krueger (WAK) building room 112 of the main campus. If the student is not able to obtain their photo ID at the main campus location in WAK, the student may submit a professional profile headshot image to the Business Office via email, a student photo ID is made and sent via mail to the student.

Confidentiality: Protecting the privacy of information is referred to as “confidentiality” and is an important part of how health care is delivered to the people in communities we interact with. As required by the federal Health Insurance Portability and Accountability Act of 1996 (HIPAA), all health care providers and caregivers must protect the patients’ medical records and other health information. Patients can expect that steps are taken to ensure the communication about them is kept confidential.

Each healthcare facility has established policies and procedures to protect the confidentiality of protected health information (PHI) about their patients. Some examples are:

- Name
- Date of Birth
- Phone number and address
- Insurance and social security numbers
- Medical history

Health care workers can protect privacy by following the “need to know” rule which states, “Use only the minimum necessary information needed to do your job”. A violation of client confidentiality is a breach of nursing ethics, a violation of state and federal law, and will result in disciplinary action up to and including dismissal from the nursing program.

Students may be asked to sign facility specific confidentiality forms. No information with patient identifiers should leave the practicum facility.

Electronic Health Record: During the practicum experience, students may be provided access to the practicum facilities medical record system. Many agencies are using an electronic health record (EHR) system. Each individual who accesses the record needs to have his or her own unique access code when utilizing the electronic system, therefore agencies need information from the students prior to their arrival. The request for computer access and the ultimate delivery of the unique access code may take as long as 4 weeks to process.

In order to expedite the processing of the request for access to clinical records, the student will need to provide information and sign a form which will give the nursing program at Lakeland permission to share information with the practicum facility. Students must provide this information in a timely manner after receiving the necessary request form from the nursing program or access to the EHR may be delayed which will prevent the student from reviewing the patient’s chart and documenting provided care. The lack of providing the necessary information to request access to the facility EHR when requested from the nursing program may result in removal from the practicum course.

Standards of Safe Care: Nursing students are expected to comply with safe patient care standards at all times. Failure to comply with any element of safe care standards will result in disciplinary action, up to and including immediate dismissal from the program. All students shall comply with the following standards:



- A student shall, in a complete, accurate and timely manner, report and document professional assessments or observations, the care provided by the student for the client and the client's response to that care.
- A student shall immediately and in an accurate manner report to the appropriate practitioner, preceptor, and instructor any errors in or deviations from the current valid order.
- A student shall not falsify any client record or any other document prepared or utilized in the course of or in connection with nursing practice.
- A student shall implement measures to promote a safe environment for each client, practitioner, preceptor, and faculty.
- A student shall delineate, establish and maintain professional boundaries with each client.
- At all times when a student is providing direct care to a client the students shall:
 - Provide privacy during examination or treatment and in the care of personal or bodily needs.
 - Treat each client with courtesy, respect, and with full recognition of dignity and individuality.
 - A student shall practice within the appropriate scope of practice set forth by the regulatory and licensing entities.
 - A student shall use universal blood and body fluid precautions.
 - A student shall not engage in behavior that causes or may cause physical, verbal, mental or emotional abuse to a client.
- A student shall not misappropriate a client's property.
 - Engage in behavior to seek or obtain personal gain at the client's expense.
 - Engage in behavior that constitutes inappropriate involvement in the client's personal relationships.
- A student shall not self-administer or otherwise take into the body any controlled substance or prescription in any way not in accordance with legal, valid prescription issued for the student. Students enrolled in practicum courses are expected to report any ingestion of prescription medications that may alter the student's perception, thinking, judgment, physical coordination or dexterity including any and all narcotics to the assigned faculty. The student and faculty member may determine the necessity to inform the preceptor prior to participating in a practicum experience.
- A student shall not indulge in the use of chemical substances or alcohol that impairs ability to practice prior to participating in a practicum experience.

Students who breach confidentiality or standards of safe care are subject to disciplinary action or may be immediately dismissed from the course and/or program. The status of dismissal is at the discretion of and determined by the Director of the nursing program. Disciplinary sanctions may include but are not limited to: academic warning, behavioral contracts, suspension, course failure, and/or removal from the program.

A student who is dismissed from the nursing program due to violation of safety and/or professional standards is not eligible to apply for readmission to the nursing program.

Unsafe Clinical Practice: The nursing program at Lakeland adheres to the State of Wisconsin Nurse Practice Act (s. 35.93, Chapter N 6, Standards of Practice for Registered Nurses and Licensed Practical Nurses). If it is deemed that a student has practiced in an unsafe manner and/or has not upheld the standards of safe care, the faculty, in conjunction with the preceptor's input:



1. Will complete an Occurrence Report Form (see Appendix G) and submit to the Director of the nursing program;
2. May dismiss the student from the practicum;
3. Will contact the Director of the nursing program within 24 hours of any occurrence requiring the dismissal of a student from the practicum; and
4. Will schedule a conference with the student, faculty instructor, practicum preceptor, and the Director of the nursing program, within 2 business days of the incident.

The student will have an opportunity to explain the circumstances surrounding the unsafe behavior and an appropriate plan will be developed. Repeated unsafe behaviors may result in removal from the nursing program. The nursing program has both the right and responsibility to remove from the program any student whose health, conduct, or academic standing make it unsafe for the student to remain in a nursing course or the nursing program.



Appendix A

BID Authorization, Waiver and Release Form

I hereby authorize Lakeland University to complete a background check on me from any source. I understand and agree that the results of my background check are used in evaluating my eligibility to participate in the RN to BSN Completion Program courses. I also authorize Lakeland University to share the results of my background search with third parties for the purposes of evaluating my acceptance into or continued participation in practicum placement.

I understand and agree that if I have been charged with, convicted of, pleaded guilty or no contest to, or forfeited bail for any criminal conduct under law or ordinance, and the nature of the charge or conviction is incompatible with the responsibilities of working in a clinical setting, I may be unable to participate or to continue to participate in an practicum placement and further, that Lakeland University reserves the right to deny my acceptance into or remove me from the RN to BSN Completion Program.

I understand that the State of Wisconsin Department of Safety and Professional Services (DSPS) may not grant, and has the right to terminate the licensure of a candidate with criminal/civil conviction issues even when the candidate has successfully earned a bachelor's degree and completed the RN to BSN Completion Program.

I also understand that criminal/civil convictions may also prevent any facility, organization, or governmental unit from hiring me, even if I am licensed by the State of Wisconsin Department of Safety and Professional Services.

I also certify that I understand and agree that I have a continuing duty to notify the Lakeland University Director of the nursing program as soon as possible, but no later than the next business day, when I am the subject of any new charges, investigations, or convictions of a misdemeanor, felony, or municipal ordinance violation. I understand that any investigation regarding charges, investigations, professional credential restrictions, limitations, or revocations, or convictions may result in my suspension from the practicum experience, which in turn may delay or prevent my graduation from the program. I also understand that a failure to report will result in my removal from the program.

I hereby waive, release and relinquish all claims and causes of action against Lakeland University and The Lakeland University Foundation, their officers, trustees, employees, agents, servants, assigns and successors that may arise from the use or disclosure of any information referenced by this form or from the prevention or termination of my participation in an practicum experience or from the denial of my application to or my removal from the RN to BSN Completion Program.

Student Name (print): _____

Student ID Number: _____

Student Signature: _____

Date: _____

***complete form and upload to CastleBranch account**



Appendix B

Nursing Program Student Handbook Signature Sheet

I acknowledge that it is my responsibility to read, review, and abide by the policies in the Lakeland University Nursing Program Student Handbook.

Student Name (print): _____

Student ID Number: _____

Student Signature: _____

Date: _____

***complete form and upload to CastleBranch account**



Appendix C

Confidentiality Consent Form

The RN to BSN Completion Program at Lakeland University is committed to excellence in preparing students to become ethical professional nurses. One of the primary responsibilities of both the RN to BSN program instructors and baccalaureate students is to monitor the protection and maintain the confidentiality of individuals both inside and outside the program. Because of this, it is extremely important students are made aware they may have access to confidential conversations shared by peers and instructors in each course.

Therefore, I understand before beginning my coursework and sharing information with fellow students or instructors in any program courses, I must read the statement below, sign, and submit this document to the Director of the nursing program.

It is the role of all RN to BSN students to treat conversations in every course as confidential communication and will not be discussed or shared outside of a specific course. This includes maintaining the confidentiality and identity of everyone in my courses; safeguarding the rights, safety and well-being of patients; and refraining from repeating what is communicated during any course discussion whether in person or online. Information used for the purpose of education may be disclosed, however the participants must ensure that information disclosed is directly relevant to the context of the task at hand.

Consistent with professional ethics and legal requirements, there are special circumstances under which information may be disclosed, including but not limited to the following:

1. A Nurse is required by state law to report knowledge of abuse, neglect, misappropriation and/or exploitation of children (under 18 years), elders, and other vulnerable populations.
2. If a Nurse believes that someone may be a danger to his or her self or another person, the student may be required to disclose information to appropriate individuals or authorities.

I certify that I have read and understand the information on this form.

Student Name (print): _____

Student ID Number: _____

Student Signature: _____

Date: _____

***complete form and upload to CastleBranch account**



Appendix D

Program Progression Plans (Sample)

Full-Time Enrollment Plan (Sample)

Year 1:	Term I	Term II	Term III
	* NUR 301: Professional Nursing Practice * MAT 220: Probability and Statistics * GEN 112: Composition II: Argumentation and Research	* NUR 303: Research and Evidence-Based Practice in Nursing * NUR 320: Comprehensive Health and Physical Assessment * Area of Emphasis Course	* NUR 330: Healthcare Systems, Policy, Regulation, and Advocacy * NUR 401: Systems Leadership for Quality Improvement * Core II or Area of Emphasis Course
Year 2:	Term IV	Term V	Term VI
	* NUR 420: Community Health and Population-Focused Nursing * NUR 403: Informatics and Patient Care Technologies in Healthcare * Core II or Core III	* NUR 430: Community and Population Health Practicum * Core III or Area of Emphasis Course * Area of Emphasis Course	* Core III or Area of Emphasis Course

Half-Time Enrollment Plan (Sample)

Year 1:	Term I	Term II	Term III
	* NUR 301: Professional Nursing Practice * MAT 220: Probability and Statistics	* GEN 112: Composition II: Argumentation and Research * NUR 303: Research and Evidence-Based Nursing Practice	* NUR 320: Comprehensive Health and Physical Assessment * Area of Emphasis Course
Year 2:	Term IV	Term V	Term VI
	* NUR 330: Healthcare Systems, Policy, Regulation, and Advocacy * Core II or Area of Emphasis Course	* NUR 401: Systems Leadership for Quality Improvement * Core II or Area of Emphasis Course	* NUR 403: Informatics and Patient Care Technologies in Healthcare * Core III or Area of Emphasis Course
Year 3:	Term VII	Term VIII	
	* NUR 420: Community Health and Population-Focused Nursing * Core III or Area of Emphasis Course	* NUR 430: Community and Population Health Practicum * Area of Emphasis Course	



Appendix E

Course Descriptions

Interdisciplinary Studies (9 semester hours – each course is 3 semester hours)

GEN 112: Composition II: Argumentation and Research

Through a series of assignments, including a lengthy college-level research paper, Composition II builds upon the skills developed in Composition I. Students learn how to construct logical arguments based on reliable evidence. Students develop proficiency with basic practices of research, including evaluating, integrating, and documenting source materials; narrowing a topic to a research question; and communicating results to different audiences.

Core II

Course description varies based on selected course. Students will select one course from the following to meet the Core II requirement:

- GEN 310K: Exploring Vocation
- GEN 311K: Ideas of Human Nature
- GEN 312K: Gender Studies: Biology, Culture, and Performance
- GEN 325K: Love and Lust
- GEN 345K: Visions of the Afterlife
- GEN 355K: Science, Non-Science, and Pseudoscience
- GEN 365K: Prejudice and Discrimination
- GEN 370K: Prior Learning Assessment Theory and Practice

Core III

Course description varies based on selected course. Students will select one course from the following to meet the Core III requirement:

- GEN 425K: Excellence and Innovation (WI)
- GEN 426K: The Digital Divide (WI)
- GEN 427K: The Global Child (WI)
- GEN 442K: Global Health Issues (WI)
- GEN 443K: Environment and Consumption (WI)
- GEN 445K: Global Conflict and Cooperation (WI)
- GEN 446K: Global Literacy (WI)
- GEN 447K: Applied Innovation (WI)

Nursing Core Curriculum (27 semester hours – each course is 3 semester hours)

MAT 220: Probability and Statistics

The elementary principles of probability and statistics including expectation, means, standard deviations, probability distributions, and hypothesis testing. Applications to business and the social sciences are presented. Prerequisites: MAT 130 - Intermediate Algebra or ACT score at or above 24 or Transfer as an Associate Degree Graduate.



NUR 301: Professional Nursing Practice

This course provides an appraisal of contemporary nursing practice and how professional identity has been developed from a historical perspective, through nursing theory, and the conceptual foundation of practice. The student will examine legal, ethical and social issues in nursing practice. The course will emphasize the application of theory into practice, the scope and standards of nursing practice, and the integration of professional values in practice. Pre-requisites: Required admittance to the Lakeland University RN to BSN Completion Program.

NUR 303: Research and Evidence-Based Practice in Nursing

This course fosters a deep understanding of the principles and practice of research and the importance of building nursing practice on evidence. Students will review research methodologies and then systematically collect, interpret, and report data all while considering patient preferences and values. Nurses must be competent and capable of investigating and evaluating data to adopt, teach and evaluate evidence-based practice to improve patient outcomes, and provide safe, quality health care to patients, communities, and populations. The ever-changing healthcare environment requires an accelerated transition of research findings into practice and the use of practice data to improve care and outcomes. Pre-requisites: MAT 220: Probability and Statistics and NUR 301: Professional Nursing Practice.

NUR 320: Comprehensive Health and Physical Assessment

As a key nursing function, assessment is the systematic method of collecting and analyzing data for the purpose of planning patient-centered care. This course will emphasize accurate health-history taking, and holistic health and physical assessment skills to deliver safe, effective nursing care in today's ever-changing healthcare environment. No matter where the nurse practices, they need to be prepared to perform accurate, timely health assessments based on evidence-based knowledge. The student will develop critical thinking skills to analyze the data collected to identify client problems and make informed nursing judgments. Emphasis will be placed on cultural competence, lifespan considerations, psychosocial, sociocultural, environment and community, and interprofessional collaboration. Pre-requisites: NUR 301: Professional Nursing Practice.

NUR 330: Healthcare Systems, Policy, Regulation, and Advocacy

This course provides an overview of healthcare systems including historical context, philosophical concepts and major developments which have shaped healthcare in the United States and abroad. Students will gain a greater understanding of community collaboration, cultural influences, and emergency preparedness. Various policies, regulations, and practices are examined. Future trends and issues and contemplated as is the nurse's role in policymaking and processes that foster advocacy for individuals, communities and populations. Pre-requisites: NUR 301: Professional Nursing Practice.

NUR 401: Systems Leadership for Quality Improvement

This course provides an introduction to organizational and management theory, and leadership styles, values and skills. Students will explore the necessary habits of mind to work with colleagues and leaders in driving and reinventing health care in the community. Nurses must recognize that leadership is their business, they need to take charge of their professional lives, and actively engage in the improvement of their organizations. Emphasis will be placed on teamwork and collaboration, system analysis and problem-solving, quality and safety, delegation and negotiation and other core topics to develop leadership competence. Pre-requisites: NUR 303: Research and Evidence-Based Practice in Nursing and NUR 330: Healthcare Systems, Policy, Regulation, and Advocacy.



NUR 403: Informatics and Patient Care Technologies in Healthcare

This course provides the necessary foundation for nurses to meet the expectation of providing safe, competent, and compassionate care in an increasingly technical and digital environment. Focus is placed on improving patient care and outcomes through the effective use of information, information management systems, and patient care technologies. This course will highlight the nurse's role in ethically managing data, information, knowledge, and technology to communicate effectively, provide safe and effective patient care, and use data to inform practice decisions. Pre-requisites: NUR 303: Research and Evidence-Based Practice in Nursing.

NUR 420: Community Health and Population-Focused Nursing

Public health nursing is an interconnection of nursing science and public health principles that focuses on improving the health of families, groups, and populations. This course provides a broad focus of public health and health promotion, preparing the learner to practice effectively in the context of community-orientated nursing practice. The public health setting, whether that be a public health department, school, correctional facility or even a business, is dynamic and ever-changing. Students will be introduced to the impact that public health nursing creates on the general health status of the community through large-scale interventions, and political advocacy. The student will gain a greater understanding of public health nursing's focus on: health promotion; disease prevention; genomics; epidemiology; protecting vulnerable (at-risk) populations; and identifying and preventing health disparities while being culturally sensitive, client centered and community focused. Pre-requisites: NUR 303: Research and Evidence-Based Practice in Nursing, and NUR 320: Comprehensive Health and Physical Assessment.

NUR 430: Community and Population Health Practicum (WI)

Through this course, the student will apply the knowledge, skills, and abilities they have gained in the program coursework. This is a one-semester, 75-hour, supervised practicum within a setting approved by the Director of the nursing program, clinical/practicum agency, nursing faculty, preceptor, and student. The student will actively participate and integrate their individual professional nursing practice into the community health setting. Pre-requisites: NUR 420: Community Health and Population-Focused Nursing and GEN 112: Argumentation and Research.

Areas of Emphasis (select one of five areas, 12 semester hours, or as needed)

1. Healthcare Business Management: recommended for the nurse who aspires to contribute to the health care business organization, desires to be an entrepreneur or who wishes to pursue their master's degree with a Nurse Administrator/Clinical Nurse Leader focus.

Courses (choose 4 of 6, or as needed)

ACC 210: Financial Accounting Principles

This course introduces students to the principles of financial accounting. Topics include the basic accounting cycle, the preparation and analysis of financial statements, and applying Generally Accepted Accounting Principles to the recording of merchandise inventories, cash, receivables, long-term assets, current and long-term liabilities, and stockholders equity. Pre-requisites: none.

BUS 308: Healthcare Financial Management

Designed to introduce the healthcare professional with a limited knowledge of business finance to key financial concepts and tools used in various healthcare institutions. Topics covered are financial management in a pluralistic



system characterized by public and private financing, revenue cycle and resource allocation under private and third party payers, and the Medicare and Medicaid programs. Includes financial reporting, management and financing of working capital, operational planning, capital budgeting and the utilization of financial analysis tools to facilitate the financial decision making process to sustain short and long-term financial health of the institution. Pre-requisites: ACC 210 - Financial Accounting Principles.

BUS 309: Healthcare Economics

The study of understanding the relevancy of economics around a set of basic economic principles including resource allocation, supply and demand, utility and profit maximization by utilizing analytical economic tools to develop an informed view about healthcare issues. Topics covered are the labor markets for healthcare professionals, the role of government in healthcare markets, governmental regulations, and the continuous dynamic nature of healthcare services. Pre-requisites: BUS 305 - Survey of the United States Healthcare System or NUR 330 - Healthcare Systems, Policy, Regulation, and Advocacy.

BUS 422: Healthcare Law and Ethics

Basic overview of the multiple legal and ethical issues for healthcare professionals in a variety of settings. Topics covered under the legal environment and medical ethics framework are the legal system, the physician-patient relationship, professional liability, medical malpractice, medical professional code of ethics, the medical record, HIPAA; ethical concerns such as information technology [informatics]; and bioethical issues resulting from medical technology. Pre-requisites: BUS 305 - Survey of the United States Healthcare System or NUR 330 – Healthcare Systems, Policy, Regulation, and Advocacy.

NPO 140: Introduction to Nonprofit Organizations

The volunteer or nonprofit organizations in the United States have played a major role in the nation's development. This course introduces the nonprofit sector as it has developed and currently exists, including its history, its role, its size and characteristics, as well as the structure and types of nonprofit organizations and the ethics of charitable work. Pre-requisites: none.

BUS/PSY 282: Industrial/Organizational Psychology

An application of the principles of psychology to the workplace. Based on the science and theories of human behavior, this course emphasizes the enhancement of organizations through maximizing the performance of employees. Topics include: construction of job descriptions, interview techniques, evaluating letters of recommendation, developing training programs, measurement of job satisfaction, leadership and empowerment skills, stress management, and other concepts crucial to a successful work environment. Pre-requisites: PSY 200 – General Psychology or any BUS course.

2. System Leadership and Management: recommended for the nurse who is innovative and seeks to provoke change through effective engagement of leadership and management principles. Recommended for the student who wishes to pursue a leadership role or their master's degree with a Nurse Administrator/Clinical Nurse Leader focus.
Courses (choose 4 of 6, or as needed)



BUS 330: Management Principles

The major approaches and techniques of management, including the administrator's task of organizing, planning, leading, and controlling the organization, its people, and its resources. Pre-requisites: ACC 210 - Accounting Principles or consent.

BUS 380: Human Resource Management

Human resources management covers the role of management in the human resources cycle which includes planning, recruiting, selection, orientation, training, evaluation, and terminations. It also provides a thorough overview of laws pertaining to human resources, compensation administration, strategic human resources management, and issues associated with labor agreements. Pre-requisites: BUS 330 – Management Principles.

BUS 466: Human Resource Development

This course examines the primary role of human resources development (HRD) in the organization to help people and organizations effectively manage change. This highly interactive course focuses on strategies for assessing, designing, and implementing training and organizational development efforts that positively impact the performance of the individual and the work group. The course also provides an overview of change interventions, including training and staff development; succession planning and performance management; factors that influence HRD; the consulting role and skills of the HRD professional, including facilitation and group dynamics; and the trends in HRD, such as human performance technology and the work out process model. Pre-requisites: BUS 380 - Human Resource Management.

BUS 492: Organizational Leadership

This course invites students to apply the skills and tools necessary to fulfill his/her role as a leader of an organization. The course presents a comprehensive, integrative, and practical focus on leadership and organizational management. It is based upon a framework that analyzes leadership and management at different levels: individual leadership, team leadership, and organizational leadership. The course presents leadership and management theories/concepts that have emerged over the past several decades. In addition, students will survey contemporary perspectives on ethics, coaching, organizational culture, diversity, strategic leadership, managing change, organizational development and crisis leadership. Pre-requisites: BUS 330 – Management Principles.

COM 310: Leadership Communication

Regardless of whether an individual is the head of a Fortune 500 company, an employee at a small company, or an engaged citizen, leadership communication skills are an invaluable asset. This course provides both theoretical understanding and hands-on experience in the art and science of leadership. Throughout the semester, students will examine the complexities of being a leader when communicating interpersonally, in small groups, during negotiations, in public settings, and using different media. This course will explore a variety of leadership mindsets and styles, the communication strategies associated with each, and how to adapt to emerging circumstances. Students will have the opportunity to test communication styles that augment both their personal strengths and the environment they will utilize them. Pre-requisites: COM 111 – Fundamentals of Public Speaking.

BUS/PSY 282: Industrial/Organizational Psychology

An application of the principles of psychology to the workplace. Based on the science and theories of human behavior, this course emphasizes the enhancement of organizations through maximizing the performance of



employees. Topics include: construction of job descriptions, interview techniques, evaluating letters of recommendation, developing training programs, measurement of job satisfaction, leadership and empowerment skills, stress management, and other concepts crucial to a successful work environment. Pre-requisites: PSY 200 – General Psychology or any BUS course.

3. Cultural and Diversity Studies: recommended for the nurse who wishes to increase their cultural competence and deliberate the social context of professional nursing practice.

Courses (choose 4 of 6, or as needed)

CRJ 200: Victimology

Criminal justice professionals, regardless of their specific role, will always come in contact with victims of crime. This course provides an examination of criminal victimization in the United States via an overview of current theory, research, and trends within the context of specific victimization types. We will examine specific crimes types, the impact of crime on victims and society, the role of victims within the criminal justice system, specific remedies, and victim rights and services. We will engage in many of these topics within a context of current events and local examples of crime victim services. Pre-requisites: CRJ 140 – Introduction to Criminal Justice or consent.

CRJ 202: Drugs, Crime, and Society

The main focus of this course will be on examining a variety of contemporary issues in the interconnection between drugs and crime. These areas include the theories of how drugs and crime interact, what recreational drugs do to the human body and the offender, policing strategies for the war on drugs, drug courts, drug intervention and rehabilitation, and its impact on our correctional populations. The controversies surrounding states approaches to these topics and contemporary news/legislation will provide a context for class discussion and debate. Pre-requisites: none.

HIS 372: United States Ethnic History

The varied experiences and accomplishments of American ethnic groups from the pre-Colonial Period to the present. Through the study of each separate history, students will improve their understanding of the rich cultural mosaic that makes up the United States. The struggles for self-empowerment of ethnic peoples in response to the following issues: extermination, domination, slavery, immigration, assimilation, integration, and multiculturalism. The chief focus groups are Native Americans, Hispanic Americans, Asian Americans, African Americans, and Southeastern European Americans. Pre-requisites: HIS 102 – World History II, or HIS 111 – United States History I, or HIS 112 – United States History II, or consent.

PSY 227: Cross-Cultural Psychology

The cultural forces across the globe that influence human behavior and social relationships are examined in the context of psychological, sociological, and ecological research. Using a comparative approach, the predominant modes of human activity (e.g., social interaction, problem solving, emotional experiences, communication, perceptual abilities) are examined in relation to the many cultural contexts in which humans exist. Pre-requisites: none.

PSY 306: Gender: Biopsychosocial Perspectives

Theories and research concerning gender identity and sexual identity. The biological, psychological, sociological, and cultural factors that shape gender identities, sexual identities, and the historical and current



discriminatory privileging of some gender and sexual identities over others. Pre-requisites: DVS 150 - Understanding Issues of Diversity or PSY 200 – General Psychology or SOC 100 – Introduction to Sociology.

REL 132/SOC 132: Religious Diversity in America

Examines and compares American religious groups, both old and new: Catholic, Protestant, Jewish, sectarian, and marginal. Considers recent evangelical, charismatic, and new age movements. Pre-requisites: none.

4. Behavioral and Psychiatric Health: recommended for the nurse who wishes to increase their skills in psychiatric-mental health nursing or who wishes to pursue Psychiatric Mental Health Advanced Practice Nursing (PMH-APRN).
Courses (choose 4 of 6, or as needed)

PSY 305: Health Psychology

An application of biological, psychological, and social principles and research to the treatment of illness, prevention of illness, and promotion of health. Topics will include stress and associated coping methods, eating disorders, substance abuse, chronic and life-threatening illnesses, and complementary/alternative medicine. Pre-requisites: PSY 200 – General Psychology.

PSY 321: Personality Theories

Four broad personality strategies (psychodynamic, dispositional, environmental, and representational) will be explored. The theoretical underpinnings, constructs, and applications of the theories will be examined and critiqued in historical, biopsychosocial, and scientific contexts. Pre-requisites: PSY 200 - General Psychology.

PSY 361: Aging: Bio-psychosocial Implications

Theories and research concerning developmental processes in years after age 65. The biological, psychological, social, and cultural factors that influence development and personality during adulthood and old age. Pre-requisites: PSY 200 - General Psychology or SOC 100 - Introduction to Sociology.

PSY 372: Abnormal Psychology

The description, diagnosis, classification, treatment, and theoretical perspectives of disorders of behavior, emotion, and consciousness. Pre-requisites: PSY 321 - Personality Theories.

PSY 417: Drugs and Behavior

This course provides an overview of the principles and techniques of behavioral pharmacology, including pharmacokinetics, routes of administration, neurophysiology, and research methods. The subjective, behavioral, and neurological characteristics of alcohol and the major drug classes, including psychomotor stimulants, opioids, antipsychotic drugs, antidepressants, cannabis, hallucinogens, and anxiolytics, will be differentiated. Pre-requisites: limited to Psychology majors and minors of junior or senior standing, or by consent.

COM 365: Health Behavior Communication

This course focuses on theories and research that identifies different motivations and influences for health-related behavior. This course is very similar to taking a course in persuasion; the primary difference being that the content focuses exclusively on persuasion regarding health behaviors. The course begins by identifying different models and foundations for studying health behavior. The next part identifies individual behavior by interrogating



belief models, theory of reasoned action, and planned behavior. The third part of the course examines interpersonal health behaviors. This addresses topics such as the role of environment, social support, social networks, and specific forms of communication on health behavioral outcomes. The next section focuses on the group and community level of health behavior change. This looks at media, community organizing, and public health interventions. The final section presents different ways to apply the theoretical components into developing health behavior modification interventions. Pre-requisites: junior standing.

5. Student Designed: Course description varies based on selected coursework.

Students may propose a twelve (12) semester-hour, or as needed, emphasis in an area of academic interest that complements their major. Students may fulfill the concentration requirement by completing current courses offered by Lakeland University that are relevant to the area of interest. This concentration plan must be approved in advance by the student's academic advisor, Director of the Nursing Program, and the Dean of the School of Science, Technology & Education. Up to 6 semester hours of Experiential Learning may be used to partially fulfill Student Designed. Cooperative Education courses may not be used to satisfy the requirement of this concentration.



Appendix F
Practicum Application Form
NUR 430: Community and Population Health Practicum (WI)

Directions: Student to fill in their name and date form completed. Provide the necessary information for the facility and preceptor. Form must be completed and submitted the semester prior, 12 weeks, to the start of the practicum. Please submit form electronically to the Director of the nursing program.

Student Name: _____ **Date:** _____

Facility Information	
Name:	Telephone Number:
Address:	Other Pertinent Information:

Preceptor Information	
Name:	Credentials:
Position/Title:	E-mail:
Telephone Number:	Alternate Telephone Number:

The following information is completed by the Director of the nursing program and will be forwarded via e-mail to the facility, preceptor, faculty member, and student.

Dear Preceptor:

Thank you for volunteering to precept the above named Lakeland University student during this practicum course. This is a very important role, and your efforts are greatly appreciated. The attached Practicum Handbook provides guidelines of the practicum experience including the roles and responsibilities of all participants. Your role of preceptor is one of guidance and support. The Director of the nursing program will be in contact with you to discuss your role further. If you have questions in the meantime, please contact:

Kerry Hamm, Director of the Nursing Program
HammKL@lakeland.edu
[920-565-1000 ext. 2903](tel:920-565-1000)

Faculty Member Information	
Name:	E-mail:
Telephone Number:	Alternate Telephone Number:



Appendix G

Unusual Occurrence Report Form

Date of Unusual Occurrence:	Time of Unusual Occurrence:
Place of Unusual Occurrence (Facility/Unit):	Name and Contact Information of Person Completing Form:
Students Name, Student ID Number, and Contact Information:	

State the Facts of Who, What, Where, When, Why, and How of the unusual occurrence/incidence happened including descriptions of students behavior/symptoms/injury and treatment received. (Use additional sheets of paper if necessary)
Follow up Care (if necessary):

Please return this form to:
 Director of the Nursing Program: Kerry Hamm
 Lakeland University
 W3718 South Drive
 Plymouth, WI 53073
 HammKL@lakeland.edu

For Lakeland University Nursing Program Use Only	
Date LU Nursing Program received report:	Date Report Filed:
Action Taken:	