# Lakeland University

# RN to BSN Completion & BSN Concurrent Enrollment

# Nursing Program Student Handbook

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Welcome to Lakeland University's RN to BSN Completion and BSN Concurrent Enrollment programs, hereafter referred to as the Nursing Program. As an integral part of Lakeland University, your time here means you'll always be an essential contributor to the university's continued success and the Nursing Program. The entire Lakeland University community looks forward to your involvement and seeing your success. The nursing faculty, the Lakeland University staff, and the nursing program director are excited and eager to assist you during your journey.

This student handbook is an essential guide to your success. This handbook is prepared by the faculty and staff of Lakeland University. Please use this handbook along with the Lakeland University Student Handbook to understand the guidelines, protocols, and expectations of the program and those of the University. Where needed, the Nursing Handbook will distinguish information between the RN to BSN Completion Program and BSN Concurrent Enrollment Program. Knowing the content of these resources is essential to your achievements. Students are responsible for all 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. This handbook is in a constant state of development to meet students' needs and maintain current best practices. 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 PhD, MSN, RN, CNE
Director, Nursing Program
Assistant Professor, Nursing

**Table of Contents**

![Lakeland University logo]

**Mission, Philosophy, and Program Learning Outcomes**

**Lakeland University Mission**
Lakeland University educates individuals 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.

**Nursing Program Mission**
The mission of the Lakeland University Nursing 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.

**Nursing 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 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: Core Competencies for Professional Nursing Education* (2021) are the foundation to the curriculum for the Nursing 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 Nursing 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.

**Nursing Program Learning Outcomes**
Students who have successfully completed the Nursing 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 Nursing Program at Lakeland University (LU) is specifically designed for students interested in obtaining a Bachelor of Science in Nursing (BSN) while concurrently enrolled or after the completion of an Associate Degree in Nursing (ADN) from an accredited community, technical, or private college. The BSN Concurrent Enrollment Program pathway at Lakeland University is specifically designed for students *currently* enrolled in the nursing curriculum of an Associate Degree in Nursing program from an accredited community, technical or private college. The RN to BSN Completion Program pathway is intended for students who have completed the nursing curriculum of an associate degree nursing program. 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). (2021). *The essentials: Core competencies for professional nursing education*. Washington, DC: Author. https://www.aacnnursing.org/Portals/0/PDFs/Publications/Essentials-2021.pdf
- American Association of Colleges of Nursing (AACN). (2013). *Public health: Recommended baccalaureate competencies and curricular guidelines for publish health nursing*. Washington, DC: Author. Retrieved from https://www.aacnnursing.org/Portals/42/Population%20Health/BSN-Curriculum-Guide.pdf
- American Nurses Association. (2025). *Code of ethics for nurses with interpretive statements*. Silver Spring, MD: Author.
- American Nurses Association. (2021). *Nursing: Scope and standards of practice*. Silver Spring, MD: Author.
- Ehrlich, O., Lackowski, A., & Gjata, N. (2023). Integrating the AACN hospice/palliative/supportive care sphere in undergraduate nursing education: A practical guide for faculty. Creative Commons.
- End-of-Life Nursing Education Consortium. (2022). Primary palliative care competency. (2nd ed.).
- International Council of Nurses. (2021). *The ICN code of ethics for nurses*. Geneva, Switzerland. Retrieved from https://www.icn.ch/sites/default/files/2023-06/ICN_Code-of-Ethics_EN_Web.pdf
- Interprofessional Education Collaborative. (2023). IPEC *Core competencies for interprofessional collaborative practice: Version 3*. Washington, DC: Author. Retrieved from https://www.ipecollaborative.org/assets/core-competencies/IPEC_Core_Competencies_Version_3_2023.pdf
- Massachusetts Department of Higher Education Nursing Initiative. (2016). *Massachusetts nurse of the future: Nursing core competencies*. Retrieved from http://www.mass.edu/nahi/documents/NOFRNCompetencies_updated_March2016.pdf
- National League for Nursing. (2019). *A vision for integration of the social determinants of health into nursing education curricula*. New York, NY: Author. https://www.nln.org/docs/default-source/default-document-library/social-determinants-of-health.pdf?sfvrsn=6078db72_1
- National League for Nursing. (2025). NLN vision statement: Artificial intelligence (AI) in nursing education. New York, NY: Author. https://www.nln.org/docs/default-source/default-document-library/nln_ai_vision_statement.pdf?sfvrsn=dbb7bef_1
- QSEN Institute. (n.d.). *Quality and Safety Education for Nurses*. Retrieved from http://qsen.org/

The Nursing Program Student Handbook is available to prospective students, those who have applied, and students admitted to the LU nursing program. 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 Academic Catalog and Student Handbook. In some cases, policies and procedures are more defined in the nursing program student handbook to meet nursing education standards and accreditation and ensure equitable treatment of students. If 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 modified for just cause. The most current edition of the nursing program student handbook can be found at Lakeland.edu. Please be aware that course policies are in each course syllabus.

Effective September 2024, Lakeland University (LU) offers a Concurrent Enrollment pathway.

**Program Definitions**

- **RN to BSN Completion Program:** Designed for students who have already obtained, or are enrolled in the second semester coursework of an ADN program from an accredited institution and wish to earn their Bachelor of Science in Nursing.
- **BSN Concurrent Enrollment Program:** Designed for students *concurrently* enrolled in the Moraine Park Technical College Associate Degree in Nursing (ADN) program and in which Lakeland is the home institution for financial aid. This pathway allows students to work toward their BSN at Lakeland University while simultaneously enrolled in the MPTC ADN program, reducing coursework duplication and accelerating the transition to a professional degree.

**Partnership Highlight** Lakeland University maintains a formal partnership with **Moraine Park Technical College (MPTC)** to facilitate this simultaneous enrollment.

For specific details, please visit the official Lakeland University and Moraine Park Technical College websites.

Lakeland University academic information and student policies for admission, progression, retention, and graduation can be accessed and reviewed through the following methods:

- Academic Catalog found at https://catalog.lakeland.edu/
- Academic Calendars found at https://my.lakeland.edu/ICS/Student/Academic_Information.jnz
- Student registration information and Course Schedules for current and upcoming terms can be found at https://my.lakeland.edu/ICS/Student/Academic_Information.jnz
- Information on transcript requests, Lakeland's current Academic Catalog, course registration, and Family Educational Rights and Privacy Act (FERPA) information at https://lakeland.edu/admissions/registrars-office
- Traditional (main campus) student and residential policies for students enrolled in the BSN Concurrent Enrollment Program are located at https://my.lakeland.edu/ICS/Student/Academic_Information.jnz

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 Higher Learning Commission has granted Lakeland University Bachelor of Science in Nursing degree awarding approval.

The baccalaureate degree program in nursing at Lakeland University is accredited by the Commission on Collegiate Nursing Education (http://www.ccneaccreditation.org).

The Wisconsin Board of Nursing has approved Lakeland University's Nursing Program.

## Important Contact Information

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Students who have applied to the nursing program are assigned an Admission Advisor and Academic Advisor. Please feel free to contact your advisor with questions or to request an appointment. You may 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 the following additional criteria.

**Nursing Program Admission:** Those interested in enrolling in the required core NUR courses must meet one of the following requirements:

- Accepted into Moraine Park Technical College's Associate Degree of Applied Science in Nursing and eligible to enroll in or are enrolled in the core nursing coursework
- BSN Applicants nearing completion of their associate degree nursing program or pursuing licensure may enroll in select NUR courses with the Nursing Program Director's written permission – permission to enroll form
- Hold an associate degree in nursing from an institution that is regionally accredited and one in which the nursing program is accredited by a national nursing accrediting agency (ACEN, CCNE, or NLN CNEA).

A note to students enrolled in the Nursing Program, to remain 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 nursing program director at Lakeland University for guidance before enrolling in this program. The nursing program may currently accept RNs from Arizona, Florida, Illinois, Michigan, North Dakota, South Carolina, and South Dakota.

**Transcripts\*:** Those interested in enrolling in the required core NUR courses must hold a cumulative grade point average (GPA) of 2.0 or above in the student's associate degree nursing program. 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 nursing profession's standards. The purpose of nursing licensure is to safeguard life, health, and public welfare. 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 enrolled in the nursing program before participating in practicum. For reference and details on legislative guidelines about 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 admitted to the nursing program at LU will complete the Background Information Disclosure (BID) found in Castle Branch. Students must be honest and accurate in the completion of the BID. The BID must remain valid throughout progression in the program for student and nursing program access. Refusal to complete the BID, background check, and storage of documents within Castle Branch will result in exclusion from the nursing program. The student will complete the BID Authorization, Waiver, and Release Form (Appendix A) during their first term enrolled in the nursing program.

Self-disclosure is required from the initial completion of the BID Authorization, Waiver, and Release Form until graduation from the program. The student's responsibility is 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. Also, failure to report will result in removal from the program.

Practicum agencies may prohibit the placement of students with a criminal history. Students admitted to the nursing program and enrolling in NUR 430 will complete a criminal background check. Completion of the background check is handled via Castle Branch. Information pertaining to Castle Branch will be provided to students admitted to the nursing program and the term before commencing enrollment in NUR 430. A background check may be repeated as necessary to meet practicum facility and DHS requirements.

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 crime, drug-related offense, theft, abuse, or other infraction that may compromise the health and safety of clients and patients.

**Nursing Program Student Handbook**: Students seeking admission to the nursing program are 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 it to their Castle Branch account as part of the enrollment process. Completion is expected within the first term of enrollment.

**Confidentiality Consent Form**: Students enrolled in the nursing program have a duty to maintain individuals' confidentiality both inside and outside the program. Students are expected to read and complete the Confidentiality Consent Form (Appendix C). The student will upload the completed document to their Castle Branch account during their first term enrolled in the nursing program.

**Contact Information/Emergency Form**: Students enrolling in the nursing program will complete the Contact Information/Emergency Form found in their Castle Branch account.

**Professional Liability Insurance**: Students in the nursing program are encouraged to obtain professional liability insurance. Lakeland's liability insurance policy strictly covers Lakeland students for activities considered part of their practicum. If a student engages in any activity outside of their defined practicum parameters, the university's policy does not cover the student for those activities.

## Curricular Requirements

Life can be busy and unpredictable, making taking classes challenging. At Lakeland University, students will find unmatched flexibility in course delivery. The nursing curriculum is delivered via Online Live, a flexible learning option in which the students choose one of two learning options each week. These formats allow learners the opportunity to see and communicate with each other live, experiencing the diversity and enrichment of an expanded classroom. Online Live course delivery methods enable the learner to choose one of the two options from week to week; Online Live allows students to choose between option two and three below:

1. Attend the class virtually, from a Center Locations or remotely from any location with an Internet connection, as the course is broadcast live via Blackboard Collaborate Ultra via Class for Teams
   a. Center & Online locations include
      - Central Wisconsin Center – located within Mid-State Technical College's Wisconsin Rapids campus
      - Fox Cities Center – located within Fox Valley Technical College's Appleton campus
      - Green Bay Center – located within Northeast Wisconsin Technical College's Green Bay campus
      - Sheboygan Center – located at the main campus in Plymouth
      - Waukesha County Center – located within Waukesha County Technical College's Pewaukee campus
2. Attend online at the student's convenience (asynchronous) 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, Information Technology and Help Desk are available to assist the instructor and student with technology needs. Students may seek support through Blackboard Ultra by going to the Institutional Page and accessing Academic Resources and the Center/Online Student Resources tabs. Through these menu options students can locate various support information including the New Student Orientation videos, information on connecting with the IT Help Desk, and links to access tutoring services information, and library and career resources.

Interdisciplinary Studies courses and courses in the area of emphasis may be offered via the BlendEd® Live format which offers students the additional option of attending the class live face-to-face at one of the Center locations listed above. Alternatively, courses may be delivered in the BlendEd® or online form 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 Center & Online 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 add 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 to Lakeland (Undergraduate) curricular requirements listed in the Academic Catalog.
3. Lakeland RN to BSN Completion Program students with an associate degree in nursing as their highest earned degree must meet the Interdisciplinary Studies requirements, Nursing Core Curriculum requirements, and at one Area of Emphasis as noted below to earn a BSN at Lakeland.
4. Lakeland BSN Concurrent Enrollment Program students concurrently enrolled in Moraine Park Technical College's (MPTC) Associate of Applied Science in Nursing program must meet the Lakeland Interdisciplinary Studies, Nursing Core Curriculum, and Area of Emphasis requirements. Additionally, students must meet the MPTC associate degree in nursing requirements.
5. Lakeland Nursing Program students with college-level work from an accredited two- or four-year college are evaluated on a course-by-course basis.

## Curricular requirements for the RN to BSN Completion Program are as follows:

**Interdisciplinary Studies requirements:**

- GEN 112 – Composition II: Argumentation and Research
- GEN 300 Level - Seminar II (select one 3 semester hour course)
- GEN 400 Level - Seminar III (WI) (select one 3 semester hour course)

**Lakeland Nursing Core Curriculum requirements** (24 semester hours) (see appendix E for course descriptions):

- NUR 301: Professional Nursing Practice
- 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 one of the following areas of emphasis designed for the nursing major**

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 -** minimum of 4 courses, additional as needed. Other courses may be considered with approval of the Director of the nursing program.
   - 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
   - Other courses may be considered with approval of the Director of the Nursing Program

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 master's degree with a Nurse Administrator/Clinical Nurse Leader focus. **Courses -** minimum of 4 courses, additional as needed. Other courses may be considered with approval of the Director of the nursing program.
   - 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
   - Other courses may be considered with approval of the Director of the Nursing Program

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 -** minimum of 4 courses, additional as needed. Other courses may be considered with approval of the Director of the nursing program.

- 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
- Other courses may be considered with approval of the Director of the Nursing Program

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 -** minimum of 4 courses, additional as needed. Other courses may be considered with approval of the Director of the nursing program.
   - 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
   - Other courses may be considered with approval of the Director of the Nursing Program

5. Student-Designed: Students may propose a twelve (12) semester-hour (minimum) emphasis in an area of academic interest that complements their major. Students may fulfill the emphasis requirement by completing current courses offered by Lakeland University that are relevant to the area of interest. The emphasis plan must be approved in advance by the nursing program director.

### Curricular requirements for the BSN Concurrent Enrollment Program are as follows:
**Lakeland Interdisciplinary Studies requirements:**

- GEN 130 - First-Year Seminar (meets MPTC College 101 requirement)
- GEN 300 Level - Seminar II (select one 3 semester hour course)
- GEN 400 Level - Seminar III (WI) (select one 3 semester hour course)
- GEN 110 – Composition I: Academic Writing (meets MPTC English Composition I requirement)
- GEN 112 – Composition II: Argumentation and Research
- Distributional Studies (3 semester hours of coursework from three of the following four categories)
   - Art, Music, and Theatre
   - Literature and Writing
   - Mathematics
   - World Languages

**Lakeland/MPTC Course Requirements** (non-nursing core, substitutions may be allowed per MPTC and LU agreement)

- General Anatomy & Physiology
- Advanced Anatomy & Physiology
- Microbiology
- Introduction to Psychology
- Developmental Psychology
- Computer Literacy
- Oral and Interpersonal Communication

**MPTC Nursing Core Courses** (38 credits)

| First Semester | Second Semester | Third Semester | Fourth Semester |
|---|---|---|---|
| Nursing Fundamentals (2) | Nursing Health Alterations (3) | Complex Health Alterations I (3) | Complex Health Alterations II (3) |
| Nursing Skills (3) | Nursing Health Promotions (3) | Mental Health Community Concepts (2) | Nursing Management & Professional Concepts (2) |
| Nursing Pharmacology (2) | Clinical Care Across the Lifespan (2) | Intermediate Clinical Practice (3) | Advanced Clinical Practice (3) |
| Intro to Clinical Practice (2) | Intro Clinical Care Management (2) | Advanced Skills (1) | Nursing Clinical Transitions (2) |

**Lakeland Nursing Core Curriculum requirements** (24 semester hours) (see appendix E for course descriptions):

- NUR 301: Professional Nursing Practice
- 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 one of the above noted areas of emphasis designed for the nursing major**

**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 period 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 successive terms.

The RN to BSN Completion 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 full-time preference (9 semester hours per term) or half-time preference (6 semester hours per term) at the time of admission. See Appendix D for sample program progression plans.

The BSN Concurrent Enrollment Program student is advised to maintain full-time coursework each term: fall and spring. See Appendix D for sample program progression plans.

Students who wish to change their status from full-time to half-time or half-time to full-time need to communicate their requests to their academic advisor as soon as possible. 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 options.

**Grading:** the following grading scale is used for all Lakeland NUR courses. Non-NUR courses may, with exception, follow a different grading scale.

| Grade | Percentage | | | Description |
|:---:|:---:|:---:|:---:|:---:|
| A | 93.0% | to | 100.0% | *4.0 quality points per semester hour* |
| AB | 90.0% | to | 92.9% | *3.5 quality points per semester hour* |
| B | 84.0% | to | 89.9% | *3.0 quality points per semester hour* |
| 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/notations may be included 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. To be eligible for an incomplete, a student must meet the following criteria:
  - Making satisfactory progress in the course.

- o Once a signed contract between the student and instructor arrives at the Registrar's office the I grade entry occurs.
  - o This contract is due on the last day of grading by 12:00 Noon.
  - o This form is available in the Office of the Registrar. Incomplete grades, if not complete revert to the grade recorded on the incomplete contract in accord with the following rules:
  - o Summer term incomplete must work is due by the end of the following fall term.
  - o Spring term incomplete must work is due by the end of the following summer term.
  - o Fall term incomplete work is due by the end of the following spring term.
- P = Pass: Given in courses where grading occurs on a pass/fail or pass/no credits basis.
- \* - Repeated: Indicates a repeated course along with the original grade received.
- NC = No Credit: Progress was made in the course, but not all final work was completed. No credit or quality points awarded.
- W = Withdraw: Indicates that the student has formally withdrawn from a course. See the Academic Catalog for further details regarding Official Withdrawals.
- Audit Grades: See the Academic Catalog for details regarding Audit Grades.
- NR = Not Reported: This is a temporary mark. It indicates that the grade for the course had not been received by the Registrar at the time the grades were reviewed.
- X = Fundamental skills course semester hours and quality points removed. Only six semester hours of these courses are allowed toward degree.

**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 core 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 core NUR courses.
   a. A student whose core 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 core NUR courses are placed on programmatic probation. Students placed on programmatic probation must develop a written plan of success each term the student remains on probation and submit it to the nursing program director.
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 placed on programmatic probation must develop a written plan of success each term the student remains on probation and submit it to the nursing program director.
4. Students placed on programmatic probation will be advanced to good programmatic standing if the student meets the requirements after 9 semester hours of coursework. If the student does not meet the minimum requirements after 9 semester hours of coursework, the student is placed on programmatic suspension.
5. Students placed on programmatic suspension may appeal to continue taking coursework the following semester (see Readmission and Program Appeals).
6. Students placed on programmatic suspension and elected to suspend coursework for one semester may appeal for readmission to the nursing program (see Readmission and Program Appeals).
7. Students placed on programmatic suspension and elected to suspend coursework for two or more terms must meet with their admissions advisor to discuss readmission options.
8. If desired, students may seek additional academic support with peer tutors, tutur.com, study groups, and/or the faculty.
9. Academic Advising: Students must consult with their academic advisor at least once a semester or more frequently if requested by the nursing program director. The advisor will assist in academic program planning and non-academic factors that may impact success in the nursing program.
10. The academic advisor, faculty, and/or Director of the nursing program may initiate referrals to university support services based on a 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 for Undergraduate 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.

**Athletic Eligibility**: Lakeland University is a member of the Northern Athletics Collegiate Conference (NACC) and follow National Collegiate Athletic Association (NCAA) policies and procedures. To participate in athletics, Lakeland students must maintain full-time enrollment during their last two full-time terms of attendance and earn at least a 2.0 cumulative GPA. See the Academic Catalog for further details regarding Athletic Eligibility.

**Academic Integrity Code**: Maintaining academic integrity is an expectation of professional standards. Provisions 4, 5, and 7 of the ANA Code of Ethics (2025) notes that professional nursing practice is grounded in the process of education and professional formation that extends beyond technical skills. The process requires continual development of nursing knowledge, clinical competence, ethical judgment, professional values, personal integrity, and respectful

relationships with others. Nursing students are expected to take responsibility for their learning, practice safely, and uphold professional standards.

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:

- Intentional or unintentional use of another person's work.
- Plagiarizing: copying or paraphrasing from a book, article, or internet source and not giving credit to the reference is a form of theft. If you are not sure how to provide credit, bring a copy of the original material to your instructor and/or library staff and/or utilize Academic Writer (formerly APA Style Central) located at https://lakeland.edu/John-Esch-Library/database-find-articles
- Unauthorized assistance of Artificial Intelligence (AI) and submission of AI generated work.
- 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 the nursing program director, who will then 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 permits release.

Violations of academic integrity result in the Director of the nursing program's notification and the Vice President for Academic Affairs (VPAA). Depending on the offense, penalties may range from failing the assignment to dismissal from the university. Students who believe they have been unfairly accused or penalized may submit a letter of appeal stating their situation's specific details to the nursing program director and the VPAA. Where appropriate, the Director of nursing and the VPAA may take such requests 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 professional nursing practice standards. Civility is behavior that:

- Shows respect for others,
- Causes others to feel valued, and
- 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 the broader 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. Students must follow the attendance requirements for the specific course delivery methodology and based on the course delivery method, 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 and 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 used appropriately in the profession without breaking patient privacy and confidentiality laws. Copies of A Nurse's Guide to the Use of Social Media (2024) are located at https://www.ncsbn.org/public-files/NCSBN_SocialMedia.pdf

**Change of Address/Phone Number**: Primary means of communication to students is via their Lakeland University email account. All notifications, billing details, and correspondence are 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 data 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.

**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 answer questions about campus resources, majors, and course selection and assist in developing 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 promote academic success for all students through quality academic coaching services, flexible study spaces, and supportive staff. The HARC offers tutoring and support services, disability accommodations, study tips, workshops, and additional services for unique needs.

- **Disability Services**: Lakeland University collaborates with students, faculty and staff to ensure equal educational and programmatic access for eligible students with documented disabilities. Under the Americans with Disabilities Act (ADA), assistance is available for qualified students. Students who require disability-related

accommodations should contact the ADA coordinator, Karen Eckhardt, for further assistance. Karen Eckhardt can be reached by phone at 920-565-1021 ext. 2115 or by email at EckhardtKL@lakeland.edu. Additional information regarding disability services is located at https://lakeland.edu/student-experience/academic-services/disability-services

- **Academic Coaching and Support Services**: The HARC works with all students who seek help in accomplishing their educational and life goals, reaching their own potential, and succeeding in an increasingly diverse and rigorous university environment. Additionally, students may become peer coaches, helping others who may benefit from academic support services. Coaching sessions may use Blackboard Collaborate Ultra for live, interactive web-conferencing with a Sheboygan campus tutor. To connect with a coach and schedule a coaching or tutoring session, please reach out to Karen Eckhardt at EckhardtKL@lakeland.edu or 920-565-1021 ext. 2115

  Lakeland partnered with a tutoring service called Tutor.Com to provide tutoring services to Center and Online students in most subject areas. This tool allows a student to have 24/7 access to a tutor in a wide variety of subject areas. Students connect with a tutor and discuss course concepts, assignments, and practice problems. Once an appointment is finished, students can go back and review session notes later. Apart from student-specific tutoring, Tutor.Com also provides writing assistance, including a paper drop-off service where someone can check and send back your paper within 24 hours. To access Tutor.Com, students must click on "Tutor.Com" within the course Blackboard Shell – Books & Tools link – Details & Actions on the right-side menu. Here students will be immediately linked to the service. These tools are available to both undergraduate and graduate students.

- **John Esch Library**: The library has a wide selection of resources to support nursing students' training and education. This includes print and electronic books, professional journals, evidence-based nursing databases, citation software, LibGuides, and reference librarians to instruct and assist student research assignments. Students may access library resources from anywhere with Internet access. The library resources will prompt the student to log in and verify status as a Lakeland University student when off campus. Students who wish to access the library's online resources can click on Databases: Find Articles from the library web page and log in using their username (Lakeland email) and password. Students are encouraged to contact librarians via the website Live Chat Box (available during open hours), 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 online Lakeland University textbook store can be found at https://www.bkstr.com/lakelandstore/home/en. Students can rent and purchase new, used, and digital textbooks and apparel, gifts, and supplies at the online textbook store. The Musko Campus Shop, a 1,000-square-foot, on-campus store for clothing and other items, is located in the Wehr Center lobby. Additionally, the Musko Campus Shop is available online at https://muskosshop.lakeland.edu/

## 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 Lakeland University experience by participating in student governance activities. Healthcare organizations seek graduates that have demonstrated their involvement and leadership. The nursing program values student input in determining the program's curriculum, evaluation, and direction. The nursing program director, nursing faculty, and nursing students can participate in program governance through committee involvement and work. Committees include:

1. **Nursing Student Meetings**: The needs of current and future students are a priority for the nursing program. Nursing students are invited to meet semi-annually, or as needed, to discuss program updates, identify and address any student needs related to academics, technology, facilities, and personal and social needs. Communication is key to student success, and these meetings seeks to ensure a sense of community exists through open communication. Video conferencing is available for distance students. Documentation of discussions and resultant decision-making is reflected in meeting minutes.

2. **Nursing Program Board of Advocates (BOA)**: The nursing program BOA meetings are held semiannually. The Director of the nursing program extends invitations for committee membership to 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, the achievement of outcomes, etc., to ensure professional nursing standards and the COI needs are being met. Documentation of discussions related to COI's needs and expectations and resultant decision-making is 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
- BSN Concurrent Enrollment students will have met the degree requirements and have the Moraine Park Technical College Associate of Applied Science degree conferred

Students should work closely with their advisors to make sure they are accurately projecting their graduation date.

## 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 academic catalog's procedure. 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 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 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 the continuation/re-entry plan to the nursing program director. 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 receiving the appeal letter, the nursing program will conduct an overall review of the appeal letter, continuation plan, and student records relating to their prior experience at Lakeland University.

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

1. The nursing program director will send written notification of the continuation/readmission decision to the student no later than one month after the appeal process.
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 granted permission to readmit 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 the universities. 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 nursing program director. The nursing program director will meet with the student and others as deemed necessary and resolve the matter within 10 business days. If the issue remains unresolved, the Dean of the College of the College of Humanities 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 practice 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 cannot resolve the concern with the instructor, the student may submit a written grade appeal to the Dean of the College of the College of Humanities and Education. Grade appeals may be appropriate when there is a miscalculation or error on the instructor's part or when the student is not held to the criteria identified in the course syllabus. Grades cannot be appealed based on work submitted after the semester ends 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 Dean may form an Appeal Committee to investigate and review the appeal. A final decision will be made by the Dean no later than one (1) week after the appeal submission due date. The decision of the Dean is final.

## Dismissal

Students may be dismissed from a course or the nursing program at Lakeland University. Potential reasons for dismissal are listed below. BSN Concurrent Enrollment students must follow the student conduct and academic progression at both Lakeland University and Moraine Park Technical College to remain enrolled. This listing is not all-inclusive as there may be other situations that warrant a student's dismissal.

- Any behavior that threatens clients' health or safety, the client's family, healthcare team members, 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.
- Actions of the student that may be detrimental to the program or the profession.
- Breaks in confidentiality and/or violating HIPAA regulations.
- Being under the influence of alcohol or drugs.
- Violating professional standards, including violation of the academic integrity code or theft of any nature.
- Instances in which a practicum facility refuses a student from returning to complete their rotation.

## Practicum Guidelines

Lakeland University believes that the professional nurse's knowledge, skills, and abilities 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. Before this unique practicum course, students will have mastered understanding 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 course's learning objectives and the population of focus. The student experience is coordinated by Lakeland University nursing faculty, the nursing program director, and the

student's academic advisor in conjunction with a qualified preceptor that the nursing program director has preapproved.

The Integrative Clinical Preceptor (ICP) model provides the framework for this practicum experience. According to Mallette, Loury, Engelke, and Andrews (2005), the ICP model elevates the student to a proactive, professional role in planning 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 supporting role in securing a practicum facility and preceptor. Students will collaborate with the program director to identify a practicum facility and preceptor. Students will apply for their practicum experience in advance to provide the Director of the nursing program time to coordinate the practicum experience. The target 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 the scheduling of up to 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

Practicum placements will be secured in collaboration and partnership with the practicum agency, nursing student, nursing faculty, Director of the nursing program, and the student's academic advisor. The nursing program director is willing to consider clinical placements in settings where students are employed, providing the environment meets all criteria as described in the course objectives. In addition, students should not be supervised during their practicum training placement by their current work supervisor and should have a client caseload explicitly selected for practicum purposes. Students seeking to use an employment position for the practicum placement **must** notify the nursing program Director 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 student and LU faculty and staff requirements. The student's responsibility is to ensure they understand all facility requirements and complete them before beginning the practicum. The student is responsible for providing the practicum facility with all the necessary documents and ensuring all requirements are met before the practicum experience. Requirements and documentation may include, but are not limited to:

- **Facility and LU Affiliation Agreement** (coordinated with the Director of the nursing program and practicum facility)
- **Background check**
- **Confidentiality Agreement**
- **Evidence of active/unencumbered licensure:** Students will upload documentation of current licensure to their Castle Branch account for nursing program access. Once licensure has been granted, the license must remain active and unencumbered until graduation from the program. Any change in license status must be communicated to the nursing program director within one business day.
- **CPR Certification:** Current American Heart Association CPR certification for health care providers or other approved CPR certification. The student will upload documentation of current certification to their Castle Branch account for nursing program access.
- **Health and Immunization Requirements:** Verification of immunization history may be required for all students registering for NUR 430: Community and Population Health Practicum (WI). Students in practicum placements are required to meet the expectations of the chosen practicum agency. The student will upload documentation of required current health and immunization requirements to their Castle Branch 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 student's expense. Students may be required to verify the following health requirements of their chosen practicum facility; typical standards are also listed:
  - **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.
  - **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 chickenpox. If no documentation is available, then must submit positive blood titer test or 2 shot vaccination, administered at least 28 days apart.
  - **Hepatitis B:** three Hepatitis B vaccinations; positive titer; sign the declination statement (available from the Director of the nursing program); or evidence of the start of the immunization series.
  - **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. Suppose a student has tested positive in the past; in that case, they may 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 may be required if this is the student's first TB test or if the most current TB test was over 12 months ago.
  - **Diphtheria, Tetanus, Pertussis:** five-dose series of Diphtheria, Tetanus, and Pertussis vaccination then Tdap one dose and Td booster every 10 years.

- **Influenza:** healthcare agencies typically require one dose annually during the current flu season. The vaccine is generally needed before November 1st for the fall semester practicum or before the spring semester practicum. Students in practicum placements between May 1st and September 1st may be exempt from influenza requirements.
- **COVID-19**: healthcare agencies may require proof of completed COVID-19 vaccination. Students in practicum placements are required to meet the expectations of the chosen practicum agency.

- **Health Insurance**: Proof of medical insurance may be required by the student's chosen practicum facility. Students can submit documentation of current health insurance to their Castle Branch account for nursing program access. Students may be eligible to purchase medical insurance through Lakeland. Please contact the nursing program director for more information.
- **Bloodborne Pathogen Training:** Students may be required to possess Bloodborne Pathogen training for their practicum. Students may complete the training through their current employer or another approved training program. Please contact your academic advisor or the nursing program director if you are required to submit proof of Bloodborne Pathogen Training and your employer does not provide this training. If required, the student will upload documentation of the current certificate of completion to their Castle Branch account for nursing program access.
- **HIPAA Training:** Students may be required to possess HIPAA training for their practicum. Students may complete the training through their current employer or another approved training program. Please contact your academic advisor or the nursing program director if you are required to submit proof of HIPAA Training and your employer does not provide this training. If required, the student will upload documentation of the current certificate of completion to their Castle Branch account for nursing program access.
- **Drug Screening:** Medical/professional drug screening may be required by the practicum facility. Specific requirements will be provided to students by the nursing program director or the student's academic advisor. The screening will be available via Castle Branch 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.
- **Physical Examination:** may be required by the practicum facility. Specific requirements will be provided to students by the nursing program director or the student's academic advisor.

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

**Preparing for Practicum**: The student should select a practicum facility that will meet the course objectives, have the population for which the student wishes to engage, and 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 Nursing Program Practicum Handbook, which delineates the details of the practicum experience.

Preceptors are utilized in a supportive role to the program faculty. The program retains ultimate responsibility for student learning and evaluation. Preceptors must meet the following criteria:

- Licensed Registered Nurse, active, current and unencumbered
- ADN (minimum requirement), BSN (preferred), 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 the 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, Teams, or other telecommunications) 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 the 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 a 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

The University faculty member will:

- Ensure the student has met all eligibility requirements before 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 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 timely assistance
- Evaluate academic performance through ongoing collaboration with the preceptor and student
- Ensure receipt of all the necessary 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 health requirements, training, 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 weeks of the practicum
- Maintain meaningful regular communication with preceptor and practicum faculty member
- Abide by facility rules and regulations
- Conduct self safely and professionally during the practicum
- Accept instruction and feedback from preceptor and faculty member as learning occurs
- Engage in patient care
- Demonstrate a willingness to learn and self-direction
- Maintain and submit completed Practicum Reflective Journal and Time Record to the faculty member
- Evaluate the course and practicum experience via Anthology Evaluate

**Dress Code**: The nursing program at Lakeland University requires students to wear professional attire consistent with the chosen practicum facility dress code. Students may be required to wear their Lakeland name/photo identification badge by the practicum facility 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 must 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 from Campus Life. If the student cannot obtain their photo ID at the main campus location, they may submit a professional profile headshot image to the Coordinator of Campus Life; 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 integral part of how health care is delivered to the people in the 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 their patients' confidentiality of protected health information (PHI). 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, stating, "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. It 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 facility's medical record system. Many agencies are using an electronic health record (EHR) system. Each individual who accesses the record needs to have their unique access code when utilizing the electronic system; therefore, agencies need information from the students before their arrival. The request for computer access and the ultimate delivery of the unique access code may take as long as four weeks to process.

To expedite the request for access to clinical records, the student will need to provide information and sign a form to give the nursing program at Lakeland permission to share information with the practicum facility. Students must

provide this information promptly after receiving the necessary request form from the nursing program, or access to the EHR may be delayed, preventing 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 abide by the following standards:

- In a thorough, accurate, and timely manner, a student shall 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 accurately report any errors in or deviations from the current valid order to the appropriate practitioner, preceptor, and instructor.
- 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 a 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 all narcotics, to the assigned faculty. The student and faculty member may determine the necessity to inform the preceptor before participating in a practicum experience.
- A student shall not indulge in using chemical substances or alcohol that impairs practice before 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 nursing program director. Disciplinary sanctions may include but are not limited to academic warning/letter of concern, behavioral contracts/plans, course failure, program suspension, and/or dismissal from the program.

**A student 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 Nursing Program Director within 24 hours of any occurrence requiring the dismissal of a student from the practicum; and
4. Will schedule a conference with the student, practicum preceptor, and the Nursing Program Director within two 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. Repeat unsafe behaviors may result in dismissal 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 or the BSN Concurrent Enrollment Programs. 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 a practicum placement and further, that Lakeland University reserves the right to deny my acceptance into or remove me from the RN to BSN Completion or the BSN Concurrent Enrollment 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 or the BSN Concurrent Enrollment 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 inquiries regarding charges, investigations, professional credential restrictions, limitations, 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 a practicum experience or the denial of my application to or my removal from the RN to BSN Completion or the BSN Concurrent Enrollment Program.

Student Name (print/type): _____     Student ID Number: _____

Student Signature: _____     Date: _____

**\*complete form and upload to Castle Branch account**

33

**Appendix B**

**Nursing Program Student Handbook Signature Sheet**

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

Student Name (print/type): _____     Student ID Number: _____

Student Signature: _____     Date: _____

**\*complete form and upload to Castle Branch account**

**Appendix C**

**Confidentiality Consent Form**

The RN to BSN Completion and/or the BSN Concurrent Enrollment Program at Lakeland University is committed to excellence in preparing students to become ethical professional nurses. One of the primary responsibilities of both the nursing 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 essential students are made aware they may have access to confidential conversations shared by peers and instructors in each course.

Therefore, before beginning coursework and sharing information with fellow students or instructors in any program courses, students must read the statement below, sign, and submit this document.

It is the role of all nursing program students to treat conversations in every course as confidential communication and not discuss or share said communications outside of a specific course. This includes maintaining the confidentiality and identity of everyone in 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 themself 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/type): _____    Student ID Number: _____

Student Signature: _____    Date: _____

**\*complete form and upload to Castle Branch account**

**Appendix D: Academic Progression Plans**
**RN to BSN Completion Program Progression**

**Full-Time Enrollment RN to BSN Completion Program Progression Plan (Sample)**

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

**Part-Time Enrollment RN to BSN Completion Program Progression Plan (Sample)**

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

**Appendix D: Academic Progression Plans (continued)**
**BSN Concurrent Enrollment Program Progression (Sample)**

| Moraine Park Technical College<br>Lakeland University | Notes |
|---|---|
| YEAR 1 | |
| TERM 1 Fall | |
| General Psychology (3)<br>GEN 110 Composition 1 (4)<br>GEN 130 Core I (3) meets 890-101 College 101 (2) & 809 Behavioral/Social Science<br>Area of Emphasis course (3)<br>Total (13) | |
| | |
| TERM 2 Spring | |
| General Anatomy & Physiology (4) B or better<br>Computer Literacy (1)<br>Oral/Interpersonal Communications (3)<br>GEN 112: Composition II Argumentation and Research (3)<br>Area of Emphasis course (3)<br>Total (14) | |
| | |
| TERM 3 Summer @ home | |
| Distributional Studies (3)<br>Area of Emphasis course (3)<br>Total (6) | |
| Year 2 | |
| TERM 4 Fall | |
| Advanced Anatomy & Physiology (4) B or better<br>Microbiology (4) C or better<br>Developmental Psychology (3)<br>GEN 3XX – Seminar II (3)<br>Total (14) | |
| | |
| TERM 5 Spring | |
| 101 Nursing Fundamentals (2)<br>102 Nursing Skills (3) (8W1)<br>103 Nursing Pharmacology (2)<br>104 Intro to Clinical Practice (2) (8W2)<br>NUR 301 Professional Nursing Practice (3) (7W2) | |

| | |
|---|---|
| Total (12) | |
| | |
| TERM 6 Summer @ home or on campus | |
| Distributional Studies (3)<br>NUR 330: Healthcare Systems, Policy, Regulation, and Advocacy (3) (7W2)<br>Total (6) | |
| | |
| Year 3 | |
| TERM 7 Fall | |
| 105 Nursing Health Alterations (3)<br>106 Nursing Health Promotions (3)<br>107 Clinical Care Across the Lifespan (2) (8W2)<br>108 Intro Clinical Care Management (2) (8W1)<br>NUR 320: Comprehensive Health and Physical Assessment (3) (7W2)<br>Total (13) | |
| | |
| TERM 8 Spring | |
| 109 Complex Health Alterations I (3)<br>110 Mental Health Community Concepts (2)<br>111 Intermediate Clinical Practice (3) (8W2)<br>112 Advanced Skills (1) (8W1)<br>NUR 303: Research and Evidence-Based Practice in Nursing (3) (7W2)<br>Total (12) | |
| | |
| TERM 9 Summer @ home or on campus | |
| Area of Emphasis course<br>Area of Emphasis course<br>Total (6) | |
| | |
| Year 4 | |
| TERM 10 Fall | ADN complete – Dec. |
| *543-113 Complex Health Alterations II (3)<br>*543-114 Nursing Management & Professional Concepts (2) (8W2)<br>*543-115 Advanced Clinical Practice (3) (8W1)<br>*543-116 Nursing Clinical Transitions (2) (8W2)<br>Distributional Studies (3)<br>Total (13) | |
| | |

| TERM 11 Spring | | NCLEX – RN Jan./Feb. BSN – May |
|---|---|---|
| NUR 401: Systems Leadership and Quality Improvement (3) (7W2) <br> NUR 403: Informatics and Patient Care Technologies in Healthcare (3) (7W1) <br> NUR 420: Community and Population-Focused Nursing (3) (7W1) <br> NUR 430: Community and Population Health Practicum (3) (7W2) <br> GEN 4XX – Seminar III (3) <br> Total (15) | | |
| | | |
| | 124 credits | |
| | | |

**Appendix E**

**Course Descriptions: For the most current description, please visit this webpage, select the year and undergraduate catalog and then search using Undergraduate Course Descriptions (left-screen menu)**

https://catalog.lakeland.edu/

## Interdisciplinary Studies
### GEN 110: Composition I: Academic Writing
Composition I introduces students to common practices of academic writing, including identifying main ideas, synthesis, and analysis. Through regular engagement with texts and the writing process, students will learn to compose well-supported, thesis-driven essays that avoid sentence-level errors.

### 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.

### GEN 130 – First-Year Seminar
This course is intended to enhance the academic and social integration of students at Lakeland University. Specific topics will vary by seminar type, but all classes will encourage the development of positive habits and a growth mindset essential for success in college and beyond.

### GEN 300 – Level – Seminar II
Course descriptions vary based on the selected course. Students will choose one course from the approved Seminar II courses listed in the academic catalog.

### GEN 400 – Level - Seminar III
Course descriptions vary based on the selected course. Students will choose one course from the approved Seminar III courses listed in the academic catalog.

## Nursing Core Curriculum (24 semester hours)
### 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: No course prerequisite. Required admittance to the Lakeland University Nursing 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- or co-requisites: 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 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 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- or co-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- or co-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- or co-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- or co-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, a more

focused view of population health and health promotion, preparing the learner to practice effectively in the context of community-orientated, population-focused nursing practice. 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 population 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- or co-requisite: 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. Pre- or co-requisites: NUR 401 Systems Leadership for Quality Improvement and NUR 403 Informatics and Patient Care Technologies in Nursing.

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


**Directions**: Student provides the necessary information for the facility and preceptor. The form must be completed and submitted 12 weeks before the start of the practicum. Please submit the form electronically to the Academic Advisor, who will inform the nursing program director.


**Student Name**: _____ **Date**: _____ **Student Telephone Number**: _____

| Facility Information | |
|---|---|
| Name: | Dept./Unit Manager Name/Credentials: |
| Address: | Dept./Unit Manager Contact Telephone Number (facility telephone): |
| Department/Unit: | Department/Unit Manager email address (facility email): |


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


**The nursing program director will complete the following information** and forward it via e-mail to the facility, preceptor, faculty member, and student as required.


Dear Preceptor:
Thank you for volunteering to precept the above-named Lakeland University student during this practicum course. Your commitment and role are essential, and your efforts are much appreciated. The Practicum Handbook provides guidelines for the practicum experience, including the roles and responsibilities of all participants. Your part as a preceptor is one of guidance and support. The nursing program director or nursing faculty will contact you to discuss your role. If you have questions in the meantime, please contact:

Kerry Hamm, Director of the Nursing Program
HammKL@lakeland.edu
920-565-1000 ext. 2903 (office) or 920-323-4181 (cell)

| 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 student's 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: | |