



Louise Harkey School of Nursing

BSN Completion Program

Student Handbook 2017-2018



Dear BSN Completion Students,

Welcome to the Cabarrus College of Health Sciences RN to BSN Completion Program. You have made an important decision to continue your nursing education. Continuing your education makes our profession stronger and more powerful. Let me first congratulate you on your decision. Your commitment to higher learning demonstrates your willingness to provide more compassionate and conversant care to your patients.

The BSN program is supported by Carolinas Healthcare System (CHS) as well as many community resources to provide you the most comprehensive and hands-on experiences. The curriculum is designed to prepare you for excellence in practice and the knowledge to demonstrate evidence-based practice to the diverse populations we serve. The program will prepare you for: future changes in practice, higher education, and to be a successful leader in the nursing profession.

The faculty and staff at Cabarrus College of Health Sciences are dedicated to offering you a comprehensive education and preparing you for life-long learning. We continually update the courses with current information to provide you with the most recent information and evidenced-based research for nursing practice and knowledge.

This student handbook is published to provide you with pertinent information about the BSN program. It should be used with the Cabarrus College Student Handbook as well as our College web page. The BSN program faculty advisors, including myself, are key resources and are available to assist you and facilitate student progression through the program.

I wish you success in the program and look forward to working with you in the coming semesters.

Sincerely yours,

Dr. Delores D. Benn

Delores D. Benn DNP MSN RN
Dean of Nursing, BSN Completion Program
Associate Professor

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Philosophy

BSN Completion Program

CARING CULTURE

The Cabarrus College community believes that the foundation of all practices and principles is caring. Caring involves the ability to nurture the self, one another, and the greater community. By believing in and respecting the totality and inherent worth of each individual, we honor the intrinsic value of his or her unique journey of self-discovery. Therefore, we accept individuals for where they are – and what they can become – in life. We value connecting to one another with a positive, collegial spirit through listening and responding with authentic presence to foster honest and open communication. Ultimately, our educational experiences are designed to promote collaboration in the pursuit of excellence; the realization of one's dreams; and the development of knowledge, awareness, relationships, attitudes, behaviors, and skills based on the appreciative art and science of caring

Nursing is a humanitarian profession dignified by and identified with compassion and reverence for life. Nursing demonstrates its unique professional practice through the application of the nursing process which utilizes critical thinking in applying knowledge, skills, appreciations and attitudes drawn from humanities and biological, physical, mathematical, and behavioral sciences. Professional obligations are fulfilled through interdisciplinary collaboration to achieve patient outcomes of health promotion and disease prevention. The nurse functions both independently and collaboratively to accomplish the goals of nursing.

Graduates of the baccalaureate nursing program are expected to demonstrate competencies consistent with being a critical thinker, a culturally competent person, a politically aware professional, a practitioner whose actions are consistent with professional legal and ethical standards, an effective communicator, a competent provider of health care, and a person who exemplifies a positive image. Graduates demonstrate a life-long learning quest for knowledge and growth.

Mission

The mission of the BSN program is to provide innovative educational opportunities for nurses to develop leadership skills to competently work in partnership with individuals, families, and communities to promote health in a variety of healthcare settings.

Accreditation

The baccalaureate degree in nursing at Cabarrus College is accredited by the: Commission on Collegiate Nursing Education One DuPont Circle NW, Suite 530, Washington, DC 20036 (202) 887-6791

Program Outcomes

- Integrate concepts of community health, community and the role of public health nursing.
- Synthesize knowledge of nursing and community health in practice to promote, restore and maintain the health potential of groups and populations in the community.
- Incorporate assessment findings, theory and research in the delivery of an education project to a selected population.
- Collaborate with faculty and community partners to develop an education program involving a community health issue and incorporates knowledge of health disparities.
- Demonstrate positive work relationships with community partners during their service learning experience.
- Enhance knowledge of cultural competence through the service learning experience.
- Complete a satisfactory community assessment activity.
- Communicate professionally, accurately and effectively in verbal, nonverbal, written and digital modes.
- Assume accountability/responsibility for the professional nursing role(s) of advocate, clinician, coordinator, educator, and leader in promoting the health of populations/aggregates.

Technical Support – Support for the Canvas Learning Management System is provided 24/7/365 by calling the Canvas Support Hotline at 866-862-3131. When logged into Canvas, support is also available via live chat, by clicking on the “Help” menu located in the top right-hand corner. Contact support if you need help using the system or if any technical issues arise.

Students enrolled in web-based courses at Cabarrus College must have the following technology systems:

1. Minimum CPU: Pentium 4, 1.0 GHZ or higher
2. Minimum RAM: 1 GB
3. Hard drive Size: 80 GB or higher
4. CD / DVD ROM
5. Sound card
6. 56k Modem, 10 / 100 Ethernet card or wireless card
7. Camera and microphone (**required**)

Software Requirements:

1. Internet connection: Since most content is data intensive; cable or DSL connection is required.
2. Edvance360 is currently compatible with Internet Explorer 7 or later versions and Firefox 1.0 or later versions. Other browsers may be

used, but may not support all functionality in Edvance360. We recommend that you remain updated with the latest versions of web browser software that you use.

3. All browsers should support JavaScript and have JavaScript enabled.
 4. Operating system: online platform independent (Windows XP or Apple's most current operating system minimum suggestion).
 5. Microsoft Office 2007 or higher required.
 6. Other Software: antivirus, Adobe Reader 9 or higher, WinZip, Media Player software, Apple's Quick time, Skype (required).
- Students are required to keep their personal computers up to date with the latest Microsoft Windows updates, virus data files, etc. The College is not responsible for maintaining students' personal computers.

BSN Completion Degree Curriculum Plan

The Bachelor of Science in Nursing degree will be awarded to students who successfully complete a minimum of (122) hours of course work. In this baccalaureate completion program, up to sixty- one (61) credit hours are awarded for successful completion of an associate degree or diploma program in nursing which includes courses in the nursing major and general education. The completion program requires an additional 21 credit hours in general education and elective courses, and 40 credit hours in upper level nursing and major courses for a minimum of 122 credit hours. All nursing (NSG) courses are designed to be completed in a five-week period.

Students are strongly encouraged to enroll in the following courses prior to enrolling in the Nursing Course Sequence outlined below:

- BUS 310 Introduction to Financial Management**
- MAT 201 Introductory Statistics*
- ENG 302 Professional Research and Reporting*
- SOC 313 Diversity

Completion of the aforementioned courses will be required for graduation. Students who do not complete the aforementioned courses prior to starting the Nursing Course Sequence must meet with the advisor to create a plan for adding these courses into the student's curriculum plan.

The entire BSN curriculum sequence can be found on p. 82-85.

<http://www.cabarruscollege.edu/content/catalog/Catalog2016-2017.pdf>

RN-BSN Program

Policies and Procedures

The College Catalog and College Handbook are the primary sources of information for policies and procedures that apply to students, faculty and staff.

Prior Experiences and/or Certification and Academic Credit

Earning credits based on experiences and/or certification is governed by the Extra Institutional Credit policy of the College (see College Catalog). BSN students may challenge by examination theory courses but concurrent clinical courses are exempt from credit by examination.

Collaborative Clinical Experience Dress Code

Students are expected to dress in a professional manner when conducting College/Course related business in clinical agencies. Professional attire includes a clean, unwrinkled lab coat with school insignia on the left sleeve and student ID badge. No form of denim or tennis shoes should be worn in the clinical setting or at CMC-NorthEast. Business Casual is expected.

Students should become familiar with the dress policy of their assigned agencies and must follow stated agency policies. Violations of dress policies may represent a breach of agency contract with Cabarrus College and may result in termination of assigned clinical experience.

Clinical Travel

A variety of organizations and clinical agencies are used to meet program goals and objectives. Students are expected to provide their own transportation for all courses. No reimbursement will be given for mileage or expenses incurred.

Health Information

Students must meet all health and immunization requirements of Cabarrus College and assigned health agencies. That includes up-to-date immunizations, tuberculin control measures (test and/or chest x-ray), Hepatitis B vaccine (or signed declination form), drug screen, and cardiopulmonary resuscitation certification. All health information must be accurate and remain current during the academic year.

RN Licensure

RN licensure is an admission requirement and is mandatory throughout enrollment in the BSN completion program. The RN license must be current, unencumbered in NC or a COMPACT state throughout the academic year. Any change in RN licensure status must be reported to the Program Chair immediately.

Written Assignments

The American Psychological Association (APA) is the style approved for written assignments for CCHS students. All written assignments must follow APA guidelines for cover or face page, headings, citations, serialization, listing, margins, references, etc. Students are encouraged to use online sources of information about APA style but are cautioned to use resources that are based on the most current edition of APA.

ATTENDANCE

The Cabarrus College faculty expect students to consistently attend and participate in all academic courses in which they are registered. Attendance refers to all required on-campus classes, laboratory sessions, clinical/fieldwork and related experiences, as well as active participation in distance education activities as

outlined in the course syllabi. Absences interfere with the student receiving the full benefit of the educational experience and therefore should only occur in emergency situations such as personal illness, family illness, or death of a close family member. In order to meet academic attendance expectations, all students must have access to the internet, a telephone, Cabarrus College email, the Learning Management System email, and as applicable, transportation services. All students are expected to keep their contact information up to date in Sonis and check their College email account, personal phone, and the College website for announcements concerning College closings, delays or rescheduling due to inclement weather, faculty absences, facility closing or other emergencies impacting student attendance. Students who stop attending a course should officially drop the course or be subject to involuntary withdrawal by the instructor. For additional information, please refer to the Withdrawal section.

E-mail Correspondence Statement:

Email is a valuable communication tool for issues in this course associated with information and notifications (schedule changes, making appointments, notification of assignments, etc.). When there is a need to resolve differences regarding performance evaluation, grading, or other academic issues communication should be via a scheduled meeting between the faculty and student.

As a general rule, the instructor will respond to student communications within 48 hours.

ACADEMIC INTEGRITY POLICY

The entire academic community of Cabarrus College recognizes that adherence to high principles of academic integrity is vital to the academic function of the College. Academic integrity is based upon honesty. All students of the College are expected to be honest in their academic endeavors. Please refer to the college catalog pp 52-54 for the official polices.

DISABILITY STATEMENT

Cabarrus College of Health Sciences provides reasonable accommodations, upon request, to qualified individuals with documented disabilities. In accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, Disability Services assists students with physical, psychological and learning disabilities in fulfilling the fundamental requirements of the curriculum by accessing reasonable accommodations to ensure that they have equal access to educational opportunities at the College. The College is not required to fundamentally alter its course/degree requirements in order to grant accommodations. Students wishing to request accommodations must self-identify and must meet with the Coordinator, Advising and Student Success at the beginning of each semester to request services, review their documentation and discuss their courses. The College requires that a copy of a recent assessment, completed by an appropriate service provider, be on file with the Coordinator,

Advising and Student Success. The assessment should include recommendations made by the service provider. All information related to disabilities will remain confidential.

Tips for a successful academic experience:

- Maintain communication with your advisor.
- Follow the designated curriculum plan posted in the college catalog or collaborate with your advisor.
- All NSG 300 level courses are to be completed before NSG 400 level courses.
- Professional writing is a basic competency and outcome across the entire curriculum. View the Purdue Owl website for APA and video to format all papers.
<https://owl.english.purdue.edu/owl/resource/560/01/> or purchase the APA manual.
- Check your email for important information for other departments in the college.
- Communicate with your course faculty and advisor. Don't disappear in cyber land. We care about you and your success.

General Information

- Students are expected to use the syllabus, course calendar and guidelines throughout the semester and to refer to this information when raising questions or clarifying assignments.
- Major papers and other class assignments must be typewritten and prepared according to acceptable collegiate standards and APA guidelines. Assignments will be evaluated based on APA guidelines.
- Assignments submitted after the due date will automatically lose 10 points per day, any assignment submitted later than 3 days after the due date will receive a 0 for the assignment.
- In the event a student is unable to meet a scheduled due date because of circumstances beyond their control the student may request an extension for a specific assignment. Extensions are granted by the faculty on a case-by-case basis, all extensions must be requested *prior* to the due date. Work schedule/changes, internet access issues, and computer issues will *not* be considered as circumstances beyond your control.
- All exams, quizzes and assignments will be graded as soon as reasonably possible. Exams, quizzes and assignments are brought to the discussion sessions for your review. Any grading issues must be resolved at that time. Once you leave the discussion session, the score on the exam, quiz or assignment is final and will no longer be available for review. All papers submitted for grades are retained by Cabarrus College and must be returned after review of faculty comments.
- Please keep a back-up copy of all work/emails/papers while in the program.
- No recording of lectures or classes unless approved by the nursing faculty.
- Review the Cabarrus College Catalog for the Grievance and Appeals Policy.

Service Learning

Each student will participate in a service learning project while enrolled at Cabarrus College. The service learning experience will provide the student and the community agency an opportunity to provide health related education to the diverse populations we serve. Your NSG 410 and 411 project serves as your service experience.

Awards and Recognition

Several opportunities are available to recognize students for their scholarship, leadership, and academic achievements. Students should become familiar with the standards and criteria for the various awards by referring to the College Catalog, the Program Chair and faculty advisors.

Cabarrus College has its own chapter of Sigma Theta Tau International which is a honor society for nurses. Our chapter is *Upsilon Mu* and invitations are made to select applicants based on academic performances and community service.

Welcome to the BSN Completion Program! Important Contact Information

Cabarrus College of Health Sciences
401 Medical Park Drive
Concord, NC 28025
Phone: 704.403.1555
Fax: 704.403.2077

Delores D Benn DNP RN
Dean of Nursing
Associate Professor

Sherri Marlow, DNP, RN
Associate Professor
Office 354

Jill Carey MSN RN
Assistant Professor

Susan Brooks PHD RN
Assistant Professor

BSN Completion Program Handbook Agreement

I have read the material in the current 2016-2017 *BSN Completion Program Student Handbook* and understand it. As a Cabarrus College of Health Sciences BSN student, I understand that I must comply with the policies contained in the *Nursing Student Handbook* to continue in the program.

Name (print): _____

Signed: _____ **Date:** _____

Please sign this form and return it by fax September 30, 2017 to:
Tammy Fulton, Staff Assistant
Phone: 704-403-2212
Fax: 704-403-2077
Tammy.Fulton@cabarruscollege.edu