California State University Northridge

BSN
STUDENT HANDBOOK

Revised 8/99 & Annually

*   *First issue prepared by California State University, Northridge faculty and staff in collaboration with Diane Kehrli (BSN 1997), Debra Arellano (BSN 1998, and Shirley Parks (BSN 1998)*

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ABSN Student Orientation Guide (Addendum)

Disclaimer: The faculty reserves the right to make program modifications as necessary to meet current professional standards, Board of Registered Nursing requirements, and Commission on Collegiate Nursing Education (CONE) accreditation criteria, Students and applicants will be informed via written program materials and announcements, and only in rare, unavoidable cases would such changes be retroactive (e.g., Such a rare circumstance occurred with healthcare agency initiation of background checks required current post-licensure students to begin background checks and face the possibility of being unable to complete degree requirements without prior notification.)

Introduction

The *California State University, Northridge (CSUN) BSN Department Student Handbook* is to be used in conjunction with the current *CSUN Catalog*. The knowledge and application of the CSUN and the BSN policies and procedures is the responsibility of the student.

Curricular and other modifications and revisions to policies and procedures are published accordingly. It is the student's responsibility to keep abreast of these announcements.

No provision of this publication shall be construed as a contract between any applicant or student and the University. The University reserves the right to change any admission or progression requirement at any time and to request that a student withdraw at any time when it is considered to be in the best interest of the University.

History of Nursing @ CSUN

California State University, Northridge

California State University, Northridge (CSUN) is one of 23 campuses of the California State University system and is one of the largest institutions of higher learning in California. Beginning as the San Fernando Valley State College in 1958, and renamed California State University, Northridge in 1972, CSUN now has over 20,000 full- and part-time students.

The present campus site consists of approximately 350 acres, in the western section of the San Fernando Valley in Northridge. Housing for 3,200 students is available in the new University Park apartment complex on the north campus. Renovation and construction of classroom and office buildings is in progress as part of the earthquake recovery following the Northridge earthquake on January 17, 1994. The Department of Nursing is located in Jacaranda Hall.

RN to BSN Program

The RN to BSN Program evolved from the commitment and dedication of nurses from the community who identified the need for a baccalaureate program for registered nurses in the San Fernando Valley. Through the hard work of individual nurses, including Mary Parker and Mary Tedrow, and the founding donors, the RN to BSN Program became a reality in fall 1993.

The first class graduated on May 30, 1996. Beginning in fall 1996, upper division RN to BSN courses became available to the Ventura CSUN campus via interactive video. The first class from the Ventura campus graduated in June, 1999.

The RN to BSN Program is designed for registered nurses that hold an Associate Degree in Nursing (ADN) or equivalent and return to pursue a Bachelor of Science in Nursing (BSN). Most students work full-time. Therefore, efforts are made of offer courses on one full day for part-time students and two full days for full-time students.

Theory courses have a ratio of one unit equal to one hour per week of class. Laboratory courses (designated as "L") have a ratio of one unit equal to three hours of instruction per week. Clinical laboratory courses (NURS 427L and NURS 428L) require a minimum of 90 hours per semester in an assigned clinical placement. Thus, students enrolling in lab courses need to anticipate a heavy load.

The Accelerated-BSN Program

The A-BSN Program developed from a request from the nurses in the community who identified the need for a pre-licensure baccalaureate program in the San Fernando Valley. This program has been generously supported by our community partners.

The A-BSN Program is designed for students that hold a Baccalaureate Degree in another field and wish to return to pursue a Bachelor of Science in Nursing (BSN). This is a 15-month, full time program. At the completion of this program students will be eligible to sit for the NCLEX licensure examination.

Theory courses have a ratio of one unit equal to one hour per week of class. Laboratory courses (designated as "L") have a ratio of one unit equal to three hours of instruction per week.

Nursing Department Overview

The faculty of the California State University, Northridge Nursing Department supports the philosophy and mission of California State University, Northridge (CSUN) & the College of Health and Human Development.

Mission

The **mission** of the CSUN BSN degree program is to develop professional nursing leaders in all areas of practice who can apply nursing knowledge and build upon existing competencies.

Values

We value integrity, advocacy, excellence, life-long learning, respect for others, and competence. To facilitate this mission we promote academic excellence in the teaching and scholarly activities of the faculty, encourage personalized student learning, and foster interactions and partnership with our affiliating healthcare agencies.
Philosophy & Framework

Philosophy

The Nursing Department philosophy below is consistent with the University and College, mission, values, and philosophy. It reflects faculty beliefs regarding clients, the health-illness continuum, environment, nursing practice, and importance of the contributions of related disciplines to nursing practice and knowledge. Content related to these areas and to all aspects of the philosophy are woven into the curriculum from the first to last semesters. Courses reflect an understanding of all persons, whether students, faculty, or patients, as diverse, psychosocial, physical, and spiritual beings. The ideas and language of the faculty are largely grounded in Dorothea Orem's (2001) self-care deficit

nursing theory and complemented by other theories and models such as health promotion model (Pender et al., 2006) and transcultural nursing theory (Leininger, 2006).

The faculty believes that **persons** are unique physical, psychosocial, spiritual beings with the responsibility for self-care and dependent-care agency. As physical beings, humans act upon and are subject to the material world; as psycho-social beings, they interact with society; and as spiritual beings, they seek meaning in and interact symbolically with the universe. The responsibility for self-care and dependent care-agency assumes a human capacity for self-knowledge, learning, ethical behavior, and deliberate action.

Persons demonstrate varying abilities to practice self-care agency and to give and receive appropriate dependent-care agency. Self-care agency is determined by the ability of persons a) to perform activities that maintain their own physical, psychosocial, and spiritual health and b) to receive appropriate dependent-care when for therapeutic reasons they must refrain from self-care activities. Dependent-care agency is determined by the ability of persons to practice activities that maintain the physical, psychosocial, and spiritual health of vulnerable individuals. Agency is the ability and decision to take action.

Adult persons have primary responsibility for self-care and for the care of their dependents within the context of families, groups, community and populations. Dependent and vulnerable persons, including but not limited to the elderly, the challenged, and children, are those who are unable independently to exercise either effective self-care or dependent-care activities.

The **external environment** or society influences both the development of persons throughout the life span and their ability to seek and maintain health. Society includes other individuals, families, groups, communities, and populations who in varying degrees are both similar and diverse in many attributes, such as culture, religion, age, education, socioeconomic status, health beliefs, and health resources. In the United States, persons must exercise self-care and dependent-care within an increasingly community-based and community focused external environment of integrated health care systems. The faculty believes that health care in the United States is a patient-driven wellness system. The dynamic interaction of person and environment affects health and well-being.

The **health** of persons is a dynamic state of wholeness and well-being along interconnected physical, psychosocial, and spiritual continuums. Health is supported by the person's ongoing ability to practice self-care and to give or receive appropriate dependent-care within the context of family, groups, communities, and populations. Any interference with the ability to perform self-care and dependent-care, or to receive appropriate dependent-care, indicates a potential need for professional nursing intervention.

The art and science of professional **nursing** consists of assessment, diagnosis, planning, delivery and evaluation of care that assists individuals, families, groups, communities, and populations to meet potential and actual deficits in self-care and dependent-care needs. Nurses diagnose, plan, intervene, and evaluate outcomes. They serve as leaders and coordinators of care in providing direct and indirect care. Nursing practice takes place within a context of caring relationships with a goal of assisting individuals, families, groups, communities, and populations to achieve optimal health and well-being and make informed decisions about self-care and dependent care.

Nursing professional practice is grounded in distinct nursing knowledge and also draws on and applies relevant knowledge from other disciplines. Professional practice requires critical thinking, communication and interpersonal skills, leadership, management, teaching, and the use of current research, technology and information systems. Nursing practice involves a process of action and evaluation in order to reach outcome-based goals of patients. Nurses act, guide, direct, provide holistic support, enhance a supportive patient environment, teach, and advocate for patients as individuals or multi-person units.

Nursing education is a caring, collaborative, and dynamic process shared by students, faculty, administration, and the community of nursing. The process of professional nursing education is personalized and takes into consideration students' diverse backgrounds, including their education, existing competencies, cultural milieus, ethnicities, communication skills, learning styles, goals, motivations, and support systems. The faculty believes that the education of nurses is achieved through the joint efforts of students, faculty, university administration and the nursing community. Faculty believe that nursing students are or can learn to become self-directed, adult learners who are able to accept responsibility for their own learning. Course objectives, content, and learning activities reflect both the diversity of BSN students and the diversity of the individuals, families, groups, and communities whom they serve.

BSN Faculty and Administration

✉ Dr. Marianne Hattar-Pollara	Nursing Program Director & Department Chairperson
✉ Dr. Samira Moughrabi	Assistant Professor & Assistant Director
✉ Dr. Martha Highfield	Professor & Assistant Director
✉ Dr. Rebekah Child	Assistant Professor
✉ Dr. Zarmine Naccashian	Assistant Professor
✉ Dr. Carol Velas	Assistant Professor
✉ Professor Rosine Der-Tavitian	Clinical Coordinator & Lecturer
✉ Profesor Irma Duke	Sim Lab Coordinator
✉ Dr. Sylvia Alva	Dean, College of Health and Human Development
✉ Dr. Tami Abourezk	Associate Dean, College of Health and Human Development
✉ Dr. Mario Lopez	Student Service Center/EOP (general advising issues; appeals)
✉ Ms. Joanne Moreno	RN-BSN Student Advisement

Call 2111 for Emergencies on campus MAKE SURE YOUR EMERGENCY CONTACT INFORMATION IN SOLAR IS CORRECT!

Important Numbers

NAME	OFFICE	EXT	E-MAIL
Dr. Mario Lopez	SQ 111	2883	
Ms. Joanne Moreno	JD 2505	5785	Joanne.moreno@csun.edu
Nursing Department Office	JD 2210	7533	absn@csun.edu
Nursing Department Fax		2045	
Dr. Marianne Hattar-Pollara	JD 2210	7533	marianne.hattar@csun.edu
Dr. Martha Highfield	JD 2509	3649	martha.highfield@csun.edu
Dr. Samira Moughrabi	JD 2503	5027	samira.moughrabi@csun.edu
Dr. Rebekah Child	JD 2507	5742	Rebekah.child@csun.edu
Dr. Zarmine Naccashian	JD 2511	4249	Zarmine.naccashian@csun.edu
Dr. Carol Velas	JD 2513	6530	Carol.velas@csun.edu
Professor Rosine Der-Tavitian	JD2507	5748	rosine.der-tavitian@csun.edu
Professor Irma Duke	JD 2202	4311	Irma.duke@csun.edu
Student Affairs	[various]	2391	http://www.csun.edu/studentaffairs/about/departments.htm
Student Health Center		3666	http://www.csun.edu/~shcenter/
University Counseling Services		7834 or 2366	http://www.csun.edu/counseling/

Faculty Office Hours

1. Faculty office hours are posted on their door.
2. Make an appointment to avoid waiting.
3. Email is an excellent way to get many tasks done.
4. Although faculty may be available at other times, do not expect faculty to be always available for "drop-ins" on days other than office hours.
5. If you <u>FAX a professor</u>, you *must* put the professor's name on the cover sheet. The FAX is 818-677-2045.

Class Schedules

★ Per BRN, Carnegie, & CSUN requirements, **<u>each lecture unit of class will be 50 minutes and each lab unit of class will be 150 minutes.</u>**

★ SOLAR scheduling sometimes reflects these minutes as "straight through" without breaks.

★ Therefore what **<u>is printed in SOLAR schedule online as end-time of class may be shorter than actual end time</u>** because faculty do provide equivalent of 10 minute break per hour.

Advisement

1. Nursing advising is available as follows:
   ★ **ABSN students** = Dr. Moughrabi
   ★ **RNBSN students =** Ms. Joanne Moreno and Dr. Highfield

2. **Only faculty can advise. Department office staff cannot advise students.**
3. **Bring to advisement appointments:**
   a. Degree progress report (DPR) or Academic Planner (MAP)
   b. Nursing degree plan

Scholarships

Financial aid is explained in the CSUN catalog. In addition, students who meet specific criteria can apply for scholarships below. Ask your advisor about these scholarships.

1. The class of **1996 Memorial Scholarship** is a scholarship started by the first graduating class of the CSUN RN to BSN Program in memory of a deceased classmate. This scholarship is for excellence in clinical nursing practice. The amount of the scholarship is dependent on contributions from the community, alumni, students and faculty.
2. **Clinishare** provides a scholarship for nurses interested in home health. Priority is given to applicants currently engaged in home health nursing and/or bilingual. **Application Deadline: October 1.**
3. **Dr. Ellen McFadden Memorial Scholarship**: Currently accepting donations from students & alumni. May begin granting scholarships to RN-BSN students in 2012.
4. Kaiser Permanente provides Delores Jones scholarships for a select number of students. Applications are due in spring.
5. **Health Professions Education Foundation Scholarships and Loans**: Applications are due in March and May.
6. **Oncology Nursing Society** (http://www.ons.org) provides BSN scholarships to oncology nursing professionals.
7. **FastWeb Scholarship Site**: http://www.fastweb.com/
8. **After College/AACN Nurse Scholarship:** http://www.aftercollege.com/groups/aacn.asp?id=863269411

Continuing Education Unit (CEU) Provider Number

For RNs: The CSUN RN to BSN Program is approved by the California Board of Registered Nursing as a CEU provider. **You do not need the CE provider # to get credit for academic courses** when you are renewing your license.

1 semester unit = 15 contact hours
2 semester units = 30 contact hours

Helpful Web Sites

✓ **Librarian Page**	•http://library.csun.edu/mhenry/nursing.html
✓ **Study Guides & Strategies**	•http://www.studygs.net/
✓ **APA & writing help**	•http://owl.english.purdue.edu/owl/resource/560/01/
✓ **Professional organizations, theorists,**	•http://www.csun.edu/~meh20426/helpfulprof.htm

Information Technology

⭐ **See the link to IT Center on CSUN webpage for LOTS of information!!**
   http://www.csun.edu/it/
⭐ **You MUST activate your account to receive email & use the library.**
⭐ **Many courses will require use of Moodle**

Computer Labs & Help

You are <u>not</u> required to own a computer.
Staffed computer labs are available on campus. For a map of these labs, go to
http://www.csun.edu/it/computerlabs.html.
For help with setting up your computer or technical problems with
software/hardware or email contact Information Technology via
1. **In Oviatt Library basement room #29**
2. **Helpdesk at (818) 677-1400**
3. **Via email helpdesk@csun.edu.**
4. *http://www.csun.edu/it/students.html*

Activate your CSUN Computer Account

YOU MUST ACTIVATE YOUR CSUN COMPUTER ACCOUNT!

Through it you may receive syllabi, class handouts, grades, access to library, CSUN email account, etc.
Instructions on activating CSUN account
1. Locate your Admissions Application Acknowledgement letter sent to you from Admissions and Records. The Admissions Application Acknowledgement letter contains your CSUN Username and Initial Password.
2. Visit the "CSUN Login" page, and enter your CSUN Username and Initial Password.
3. Follow the subsequent instructions to activate your CSUN Username and Password.

Your CSUN Email Address

⊠ CSUN will NOT send official mail to any other email account.
⊠ You are required to use your assigned personal @mycsun.edu webmail address that you can access worldwide from any computer.
⊠ You must regularly empty trash & junk/spam folders from this account or you may be blocked from receiving official emails.

Mail groups (Listserv)

√ **You will receive key information through email groups!**
√ <u>Every BSN</u> track student will be automatically added to a group email by staff.

√ Every course section has a mail group in which you will be automatically enrolled when you register and pay for that class for that class.

√ You may use these groups to send messages to your classmates, but *remember that faculty & staff are members of the groups and will read all your messages to these groups.*

SOLAR

You must activate your CSUN account to access SOLAR. SOLAR is an online system of school records, includes your academic degree plan, how you register, and other valuable information. You will need your user ID and password activated to log in through the CSUN website.

Through SOLAR sign in &….

1. Complete MY ACADEMIC PLANNER (MAP) online
2. Track how many units/courses you lack to graduate
3. See final course grades as soon as faculty posts them.

Connect via Student Organizations!

1. Student representatives are invited to monthly faculty meetings.   Contact your student representative for issues to be brought to faculty
2. Honor Society Chapter membership
3. BSN Student Association membership via CSUN Associated Students.
    a. $50.00 one-time dues
    b. Each cohort needs a class representative for faculty meetings
    c. Each cohort needs a class historian
    d. BSNSA provides mechanism to access student fees. Let your needs be known!!

Gamma Tau Chapter-At-Large UCLA/CSUN

All students are invited to participate in Gamma Tau sponsored events below. You do NOT need to be a member of the Honor Society to attend.

Eligible students are invited each spring to join. You do not need to apply. To be eligible for membership you must have completed at least half the BSN curricula, maintain at least a 3.0 GPA and be in the upper 35% of your graduating class. Membership in this provides access to journals, scholarships & other resources and is an asset on your résumé.

Gamma Tau sponsors these events open to nonmembers & members.

1. Annual Fall research & evidence-based practice conference, *The Odyssey Conference*, and all students are encouraged to attend
2. *NHMC/CSUN Collaborative Evidence Based Practice Day* each April
3. *Ethics of Caring Conference* at UCLA each Spring

BSN Student Association (BSNSA)

All nursing students are members of the BSNSA by virtue of enrollment in the program. **Dues are $50 one-time fee**. All students are automatically members, but students who pay these dues and/or participate in fund-raising may receive additional benefits.

Each class should elect a representative who can provide class input to faculty and to the BSNSA about student issues. Students are expected to represent the needs/concerns of their constituents and not personal agendas.

POTENTIAL BENEFITS of dues-paying membership
1. Access to your mandatory CSUN student fees.
2. Help with pinning ceremony costs
3. Conference reimbursement.
4. Mentoring by other students
5. Contact with student officers who can request funds for what nursing students need!
6. NO regular meetings unless you want them.
7. Panels of clinical experts to explain their specialties as requested.

Alumni Chapter

As a student (or certainly after graduation) consider joining the BSN Chapter of CSUN Alumni Association. As a student you pay only half the annual dues and have the opportunity to network with alumni in terms of graduate schools and jobs. Join the BSN Chapter or volunteer via http://www.csunalumni.com/

Associated Students

There are many other campus clubs & you'll find the list at Associated Students webpage.

Selected Professional Nursing Organizations

☒ Students often receive DISCOUNTED membership & excellent mentorship. You are strongly encouraged to join your specialty or other nursing organization!

- *American Nurses Association* – 600 Maryland Avenue, SW, Suite 100 West, Washington, DC 20024-2571, (202) 554-4444, Fax (202) 554-2262.
- *American Association of Colleges of Nursing* – One Dupont Circle, Suite 530, Washington, DC 20036, (202) 463-6930, Fax (202) 785-8320.
- *American Association of Legal Nurse Consultants* – 500 North Michigan Avenue, Suite 1400, Chicago, IL 60611, (312) 670-0550, Fax (312) 661-0769.
- *American Association of Occupational Health Nurses, Inc.* – 50 Lenox Pointe, Atlanta, GA 30324, (404) 262-1162.
- *American Organization of Nurse Executives (AONE)* – 840 North Lake Shore Drive, Chicago, IL 60611, (312) 280-5213.
- *American Psychiatric Nurses Association,* 1555 Wilson Blvd. Suite 530 Arlington, VA 22209, 866-243-2443
- *Emergency Nurses Association, Inc.* – 216 Higgins Road, Park Ridge, IL 60068, (708) 698-9400, Fax (708) 698-9406.
- *The National Alliance of Nurse Practitioners* – 325 Pennsylvania Avenue SE, Washington, DC 20003-1100, (202) 675-6350.
- *National Association of School Nurses, Inc.* – P. O. Box 1300, Scarborough, ME 04074-1300, (207) 883-2117.
- *National League for Nursing* – 350 Hudson Street, New York, NY 10014, (212) 989-9393.
- *National Student Nurses' Association* – 555 West 57th Street, Suite 1327, New York, NY 10019, (212) 581-2211, Fax (212) 581-2368.
- *Oncology Nursing Society:* http://ons.org/
- *Society of Pediatric Nurses* – 7250 Parkway Drive, Suite 510, Hanover, MD 21076, (800) 723-2902.
- *Transcultural Nursing Society* – College of Nursing and Health, Madonna University, 36600 Schoolcraft Road, Livonia, MI 48150, (313) 591-8320.

Academic Information

The BSN Nursing Program is an upper division curriculum. The faculty believes that an adult learner brings to the program strengths and diversity in life experiences, clinical experiences, and motivation for independent, self-directed, collaborative learning.

The curriculum consists of courses that build upon each other to foster the critical thinking, therapeutic intervention, and communication skills of the student. There are three levels of course work to achieve these outcomes and meet the terminal objectives of the nursing program: Level One – Foundation; Level Two – Application/Integration; and Level Three – Synthesis.

Terminal Objectives/Program Learning Outcomes

Upon completion of the CSUN BSN Program, graduates will use critical thinking, therapeutic interventions, and communication in order to:

1.   Use nursing systems to promote health and prevent disease & injury among diverse communities, families, and individuals across the life span.

2.   Translate current, best evidence into practice that meets professional standards.

3.   Demonstrate competence in information management and patient care technology.

4.   Function collaboratively as a member within an inter-professional healthcare community to improve health outcomes.

5.   Provide direct and indirect care within legal and ethical professional standards.

6.   Demonstrate leadership skills in providing safe, quality, patient-centered care to individuals, families, groups, communities and populations.

7.   Serve as a patient advocate locally, nationally, and globally.

8.   Demonstrate characteristics of a life-long learner.

Degree Requirements

Upper Division Writing Requirement

- ☆ **ALL BSN students, except those with their BA/BS from a CSU, must complete the exam.**
- ☆ The Writing Proficiency Exam may be taken after a student completes 56 units or more.
- ☆ Refer to the CSUN Catalog for further instructions.

Application for Graduation

1. **12 months before planned graduation** all undergraduate students must file an Application for Graduation and Diploma with the Office of Admissions and Records.

2. If you file after this time you will be charged a late fee.

3. If you are earning a 2nd BS you will need to completed the ABSN or RNBSN DEGREE EVALUATION FORM available through nursing webpage http://www.csun.edu/~nursing/NURSforms.htm

4. Faculty advisor must sign application for graduation + PRN degree evaluation plan

5. Students seeking a second baccalaureate degree, please refer to the appropriate CSUN policy in the catalog for all graduation requirements

Graduation Policy

The Nursing Program will adhere to the requirements and procedures state in the current *CSUN Catalog* regarding graduation qualification and application procedures. Students completing the course work as laid out in the catalog with satisfactory performance will be eligible to apply for graduation at CSUN.

Undergraduates may "walk" in spring graduation ceremonies, even if requirements will be completed in summer.

RN to BSN Track

The nursing RN to BSN program is planned specifically for the Registered Nurse, offering the nurse with an Associate Degree in Nursing (ADN), or its equivalent, an opportunity to continue the educational process and obtain a Bachelor of Science in Nursing.

Requirements for admission to the RN to BSN Track are:
- Associate Degree in Nursing, or its equivalent, from a regionally accredited program.
- Minimum of 60 transferable units; a maximum of 32 units or nursing courses will be transferable. All students must have completed the Basic Subjects courses (Written Communication/Math/Quantitative Reasoning, and Oral Communication) before applying to CSUN.
- Completion of one lower division course in each of the following: anatomy, physiology, chemistry, and microbiology, each with a laboratory, and introductory statistics. A minimum grade of "C" must be attained in each.
- Current licensure as a Registered Nurse in California.
- Completion of separate applications to the University and the nursing program.
- Verification of clinical competency

Lower Division Requirements:

BIO 211 & 212	Human Anatomy	(2/1)
BIO 215 & 215L	Introductory Microbiology	(2/2)
BIO 281 & 282	Human Physiology	(3/1)
CHEM 103/L	Introductory Chemistry I	(3/1)
MATH 140	Introductory Statistics	(4)

Lower division = 19 units

Upper Division Professional Nursing Course List

NURS	302	Basic Pathophysiology (3)
NURS	303	Professional Nursing (3)
NURS	306	Supportive/Education Nursing Systems (3)
NURS	307	Health Assessment in Self-Care Agency (2)
NURS	307L	Laboratory: Health Assessment in Self-Care Agency (1)
NURS	308	Family Systems Nursing (3)

NURS	310	Principles of Nursing Research (3)
HSCI	488	Epidemiology (3)
NURS	426	Nursing Systems Issues and Ethics (3)
NURS	427	Dynamics of Nursing Leadership (2)
NURS	427L	Laboratory: Dynamics of Nursing Leadership (2)
NURS	428	Community Health Nursing (3)
NURS	428L	Laboratory: Community Health Nursing (2)
NURS	495AA	Clinical Advances in Nursing, SENIOR PROJECT (2)

Maximum units transferred: 70 (includes prerequisites)
Nursing units: 35
Upper division general education: 9
Elective units PRN: 6
TOTAL REQUIRED FOR GRADUATION = 120

☒ *2nd BA/BS students do NOT need Title V , upper division GE or electives*
☒ *All students need upper division Writing Proficiency Exam (WPE). See Catalog.*

Summary of Undergraduate Degree Requirements

Degree requirements are published by the university and faculty in the CSUN Catalog. It is the responsibility of the student to be aware of and successfully meet all degree requirements for graduation. A summary follows:

1. **Graduation requirements**
    a. 120 total units for initial BS/BA
    b. Completion of application for diploma one year before anticipated graduation
    c. For 2nd BA/BS students see FORMS page of NURSING DEPT website:
       - Complete graduation evaluation checklist.
       - No upper division general education
       - No title V courses
       - No need for 120 unit
       - No Electives

    A total of 120 units of course work are required for graduation. All upper division-nursing courses must be completed within 5 years of taking the first nursing course.

3. All upper division-nursing courses must be completed within 5 years of the first nursing course or students may be asked to repeat some courses.

    Completion of all nursing class requirements; electives; general education (GE) which includes 9 units of upper division courses, to a total of 120 units; upper division writing requirements (essay exam to be completed at least one year prior to anticipated graduation date). All policies and procedures are in the CSUN Catalog. Regardless of advisement received, decisions made by the student are the student's responsibility. **A minimum grade of C is considered passing in upper division**

nursing courses. C- or below is considered a failing grade, and the course must be repeated. Faculty defines the grading criteria for all courses including the use of the plus/minus system, which is written in the syllabus. It is the faculty's discretion to assign numerical conversions of letter grades. Final grades are reported as letter grades and appear as a letter on the student's transcript. All lab courses must be taken concurrently with the related class (e.g., 307+307L) and a grade of C must be earned in both courses. If a C is not earned in either or both courses then the student must repeat both courses concurrently. A course may be repeated only once with a maximum of 15 repeated units.

4. The student must submit a graduation evaluation checklist to the assigned advisor in Admissions and Records one year prior to the anticipated graduation date.

RN-BSN Curriculum

LEVEL ONE: FOUNDATION
The Foundation Level includes knowledge acquired in the Associate Degree Program: General Education requirements, the biological sciences, social sciences, arts and humanities. The following are registered nurse to baccalaureate (RN to BSN) courses that expand the foundation into the professional nursing curriculum:

Course Number	Title	Units
NURS 302	Basic Pathophysiology	3
NURS 303	Professional Nursing	3
NURS 306	Supportive Educative Nursing System	3
NURS 307	Health Assessment in Self-Care Agency	2
NURS 307L	Health Assessment in Self-Care Agency Lab	1

LEVEL TWO: APPLICATION/INTEGRATION

The second building level consists of courses that encourage the student to apply and integrate foundation courses by demonstration, analyses, and examination of knowledge in application to various self-care client situations.

Course Number	Title	Units
NURS 308	Parent/Child Self-Care Agency	3
NURS 310	Principles of Nursing Research	3
NURS 426	Nursing Systems Issues and Ethics	3
HSCI 488	Epidemiology	3

LEVEL THREE: SYNTHESIS
The third building level consists of capstone courses where students synthesize together knowledge derived from previous course work. The student will demonstrate independent, self-directed learning with a clinical emphasis and leadership and management focus in nursing systems for individuals, families, groups, communities, and populations.

Course Number	Title	Units
NURS 427	Dynamics of Nursing Leadership	3
NURS 427L	Leadership in Nursing Laboratory	2
NURS 428	Community Health Nursing	3
NURS 428L	Community Health Nursing Laboratory	2
NURS 495AA	Clinical Advances in Nursing: RN to BSN Senior Project	2

RN-BSN Sample Plans of Study

Sample Two-Year Option
This option is two days per week for nursing courses. (A full time student takes 15 units/semester. This consists of the nursing courses and any uncompleted GE requirements.) Nursing classes are held between 0800-2200. Required upper division general education coursework and HSCI 488 Epidemiology (required) may be on an additional day. All lower division coursework should be completed prior to beginning nursing courses. 120 units are required to graduate.

1ST YEAR – FALL

Recommended classes	Units	IN class Clock hours
NURS 302 - Pathophysiology	3	3
NURS 303 – Professional Nursing	3	3
NURS 310 – Principles of Nursing Research	3	3
HSCI 488 – Epidemiology	3	3
TOTAL	12	12

1ST YEAR – SPRING (FILE FOR GRADUATION!)

Recommended classes	Units	IN class Clock hours
NURS 306 – Supportive/Educative Nursing Systems	3	3
NURS 307 – Health Assessment Self Care Agency	2	2
NURS 307L – Health Assessment in Self Care Agency Lab	1	3
NURS 308 – Family Systems Nursing	3	3
NURS 426 – Nursing Systems Issues & Ethics	3	3
TOTAL	12	14

1ST YEAR – SUMMER

Recommended classes	Units	IN class Clock hours
Upper division GE	3	3
Title V	6	6
Total	9	9

2ND YEAR – FALL

Recommended classes	Units	IN class Clock hours
NURS 427 – Dynamics of Nursing Leadership	3	3
NURS 427L – Leadership in Nursing Lab	2	6
NURS 495AA – Clinical Advances in Health Sciences: RN to BSN Senior Project	1	1
Upper division GE	3	3
TOTAL	9	13

2ND YEAR – SPRING

Recommended classes	Units	IN class Clock hours
NURS 428 – Community Health Nursing	3	3
NURS 428L – Community Health Nursing Lab	2	6
NURS 495AA – Clinical Advances in Health Sciences: RN to BSN Senior Project	1	1
Upper division GE	3	3
TOTAL	9	13

Sample Three-Year Option

The part-time option class schedule is generally one day per week for nursing courses. Classes are held between 0800-2200. Required upper division general education coursework and HSCI 488 Epidemiology may be on an additional day. All lower division coursework should be completed prior to enrolling in nursing classes. 120 units are required to graduate.

1ST YEAR – FALL

Recommended classes	Units	IN class Clock hours
NURS 302 – Pathophysiology	3	3
NURS 303 - Professional Nursing	3	3
Upper division GE	3	3
TOTAL	**9**	**9**

1ST YEAR – SPRING

Recommended classes	Units	IN class Clock hours
NURS 306 – Supportive/Educative Nursing Systems	3	3
NURS 307– Health Assessment in Self Care Agency	2	2
NURS 307L – Health Assessment in Self Care Agency Lab	1	3
Elective	**2**	**3**
TOTAL	**8**	**11**

1ST YEAR – SUMMER

Recommended classes	Units	IN class Clock hours
HSCI 488 – Epidemiology	3	3
Upper division GE	3	3
TOTAL	**6**	**6**

2ND YEAR – FALL

Recommended classes	Units	IN class Clock hours
NURS 310 – Principles of Nursing Research	3	3
TOTAL	**3**	**3**

2ND YEAR – SPRING (FILE FOR GRADUATION!)

Recommended classes	Units	IN class Clock hours
NURS 308 – Family Systems Nursing	3	3
NURS 426 – Nursing Systems Issues & Ethics	3	3
TOTAL	**6**	**6**

3rd YEAR – FALL

Recommended classes	Units	IN class Clock hours
NURS 427 – Dynamics of Nursing Leadership	3	3
NURS 427L – Leadership in Nursing Lab	2	6
NURS 495AA – Clinical Advances in Health Sciences: RN to BSN Senior Project	1	1
TOTAL	**6**	**10**

3rd YEAR – SPRING

Recommended classes	Units	IN class Clock hours
NURS 428 – Community Health Nursing	3	3
NURS 428L – Community Health Nursing Lab	2	6
NURS 495AA – Clinical Advances in Health Sciences: RN to BSN Senior Project	1	1
TOTAL	**6**	**10**

Accelerated-BSN Track

The nursing A-BSN program allows the student who has already obtained a BA/ BS in another field the opportunity to obtain a Bachelor of Science in Nursing in a 15-month, intensive, immersion, 4-semester program.

For Frequently Asked Questions about A-BSN see the CSUN Catalog or website: http://www.csun.edu/~nursing/

Total Units Required for Major: 56
General Education & Title V: Fulfilled as part of original BA/BS
Upper Division Writing Requirement: All except those with BA/BS from a CSU must take

Summary of Undergraduate Degree Requirements
Degree requirements are published in the CSUN Catalog. It is the responsibility of the student to be aware of and successfully meet all degree requirements for graduation. A summary follows:

1. Completion of all nursing class requirements and upper division writing requirements (essay exam to be completed at least one year prior to anticipated graduation date). All policies and procedures are in the CSUN Catalog. Regardless of advisement received, decisions made by the student are the student's responsibility.
2. A total of 56 units of course work are required for graduation. All upper division-nursing courses must be completed within 5 years of taking the first nursing course.
3. **A 2.75 GPA must be maintained in order to continue with program. A minimum grade of C is considered passing in upper division nursing courses. C- or below is considered a failing grade, and the course must be repeated.** Faculty define the grading criteria for all courses including the use of the plus/minus system, which is written in the syllabus. It is the faculty's discretion to assign numerical conversions of letter grades. Final grades are reported as letter grades and appear as a letter on the student's transcript. All lab courses must be taken concurrently with the related class (e.g., 307+307L) and a grade of C must be earned in both courses. If a C is not earned in either or both courses then the student must repeat both courses concurrently. A course may be repeated only once with a maximum of 15 repeated units.
4. The student must submit a graduation evaluation checklist to the assigned advisor in Admissions and Records **during the first semester of** enrollment in order to submit it one year prior to the anticipated graduation date.

Accelerated-BSN (ABSN) Curriculum

Level One: Foundation
The foundation level consists of knowledge acquired in prior BA/BS, the general education requirements, biological sciences, social sciences, and humanities. A-BSN professional courses that build on that foundation of liberal arts & sciences are: NURS 302, 315, 307/L, & 318/L.

Level Two: Application
The second building level consists of courses that encourage the student to apply and integrate foundation courses by demonstration, analysis, and examination of knowledge in application to various self-care client situations. These include NURS 310, 319, 321, 321A/L, 321B/L, 443/L, 444/L, 430/L, & 426.

Level Three: Synthesis
The third building level includes capstone courses where students synthesize to gather knowledge derived from previous course work. The student will demonstrate independent, self-directed learning with a clinical emphasis on leadership and a

management focus in nursing systems for individuals, families, groups, communities, and populations. Synthesis level courses are NURS 427/L, 428/L.

Accelerated-BSN (ABSN) Plan of Study

FIRST SEMESTER	
NURS 302 Basic Pathophysiology	3
NURS 307 Health Assessment in Self Care Agency	2
NURS 307L Health Assessment in Self Care Agency: Laboratory	1
NURS 318 Intro to Prof Nursing	3
NURS 318L Intro to Prof Nursing: Laboratory	4
NURS 319 Effective Communications in Prof Nursing	3
Total units	16

SECOND SEMESTER	
NURS 315 Pharmacology & Self Care Agency	3
NURS 321 Adult/Aged Medical-Surgical Nursing	4
NURS 321A L Adult Medical-Surgical Nursing: Laboratory	8
NURS 321B L Care of Older Adults: Laboratory	1
Total units	16

THIRD SEMESTER	
NURS 310 Principles of Nursing Research	3
NURS 443 Nursing Care Children	2
NURS 443L Nursing Care of Children: Laboratory	1.5
NURS 444 Nursing Care of the Childbearing family	2
NURS 444L Nursing Care of the Childbearing family: Laboratory	1.5
NURS 430 Psychiatric/Mental Health Nursing	2
NURS 430L Psychiatric/Mental Health Nursing: Laboratory	1
Total units	13

FOURTH SEMESTER	
NURS 426 Nursing Systems Issues & Ethics	3
NURS 428 Community Health Nursing	3
NURS 428L Community Health Nursing: Laboratory	2
NURS 427 Dynamics of Nursing Leadership	3
NURS 427L Dynamics of Nursing Leadership: Laboratory	2
HSCI 488 Epidemiology**	3
Total units	16

**May be taken before or after entering the Nursing program.

LVN 30-Unit Option

CSUN offers two options for the LVN: 1) a 30-unit, **non-degree** option and 2) a BSN **degree** option *if the LVN has a BA or BS degree already* and applies through the regular ABSN track

The 30-unit option is designed for the LVN who wants only to be prepared for RN licensure. Such students do not need to apply to or enroll in the BSN program, but will be admitted on space available basis. Prospective students wanting this option need to **set up an appointment with the Nursing Program Director.** After they are admitted, LVNs taking the 30-unit option must enroll through Open University and pay Open University fees for the specific nursing courses that constitute the curriculum for licensure. Transcripts submitted to the BRN will reflect eligibility to sit for the licensure examination in California.

30-Unit LVN to RN NON-degree Option

COURSE	UNITS
Bio 215 & 215L Introductory Microbiology & Lab*	4
Bio 281 Human Physiology & Lab	3

TOTAL PREREQUISITE UNITS   7

COURSE	UNITS
NURS 321 Adult/Aged Medical-Surgical Nursing	4
NURS 321A L Adult Medical-Surgical Nursing: Laboratory	*8 (clinical)*
NURS 321B L Care of Older Adults: Laboratory	*1*
NURS 430 Psychiatric/Mental Health Nursing	2
NURS 430L Psychiatric/Mental Health Nursing: Laboratory	*1 (clinical)*
NURS 443 Nursing Care Children	2
NURS 443L Nursing Care of Children: Laboratory	*1.5 (clinical)*
NURS 444 Nursing Care of the Childbearing family	2
NURS 444L Nursing Care of the Childbearing family: Laboratory	*1.5 (clinical)*

TOTAL NURSING UNITS   23

TOTAL UNITS   30

 LVNs who wish to pursue the A-BSN track are subject to all the same academic requirements, policies and procedures of all other pre-licensure ABSN students. Such LVNs pursuing the A-BSN must meet all prerequisites for the A-BSN track, including additional basic and social sciences and an earned baccalaureate degree. LVN students in the A-BSN will be subject to the same CSUN requirements for graduation that all other CSUN graduates must meet.

Class Expectations

Clinical Requirements & certifiedbackground.com

Clinical agencies require proof of selected requirements. *See clinical coordinator for questions about packages.*

We use **certifiedbackground.com** to track your immunizations and other requirements, and offer you affordable criminal background checks & drug screens done **package:**

- **Cj02**---**background check, drug screen, and immunization tracker $97**
  - This package is required for all BSNs who **do not have access to the results** of their previously completed drug screen & background check.

After purchase upload your documents per instructions. If a particular section does not apply to you, please mark that section as "not applicable". For example, if your 2-step TB was negative, put "not applicable" next to the chest x-ray. If there are any problems with downloading documents, please contact the Student Service Desk at **certifiedbackground.com**. They can help you with any problems on the website.

Required Checklist

The due dates for the submission of ALL of the above requirements are as follows:
- Fall Semester clinical courses - DEADLINE July 1
- Spring Semester clinical courses- DEADLINE December 1
- Summer Semester clinical courses- DEADLINE April 20

Once you complete these requirements you need only to update any expiring items.

Klotz Student Health Center offers TB tests, vaccines, and titers at a low cost.

REQUIREMENT	DATE	DONE
1. Respond to certifiedbackground.com e-vite and purchase packages.		
2. Background check and urine drug screen completed		
3. Student Malpractice Insurance You may purchase from any vendor of your choice. One example: Go to nso.com (Nursing Service Organization) and purchase either the student package (+/-$35) or the RN package (+/-$80). **This insurance must be renewed annually.**		
4. **Automobile Insurance** Required for any student driving to clinical. Please upload name, policy #, and expiration date		

5. **Health Insurance** You must have a comprehensive health insurance policy.. CSUN offers low-cost health insurance policies to their students. On the main CSUN webpage, put your cursor over "students" in the red bar on top of the page, and click on "student health insurance".		
6. **Driver's License -** Number and expiration date		
7. **Physical Examination** This can be either a letter or form stating that you can perform clinical responsibilities without limitations—or it must specify those limitations. Should be signed by your healthcare provider.		
8. **Positive Hepatitis B Titer** • You must either upload a **positive numeric** hepatitis B titer **or** • Proof of the hepatitis B vaccines you have received to date if you are getting the series for the 1st time (titer drawn 3 months after #3) **or** • If you have received the series of 3 and still have a negative titer, proof of the three vaccines and a booster. You will then have to have your titer redrawn 3 months after the booster.		
9. **Negative TB Tests (PPD)** • **Two-step TB Test-**If you have never had a TB skin test or yours has expired, you must have two TB tests, one to three weeks apart and they both must be negative **or** • **One-step TB Test-**If you have been receiving TB tests annually and yours has not expired **or** • **Chest x-ray-**If you have ever had a **positive** TB test, you should not ever repeat the TB skin test. Instead, you are required to have a chest x-ray and submit a report every two years indicating that you do not have the disease. You must submit a completed "TB Questionnaire" every year signed by your physician stating that you do not have symptoms of the disease. • **The TB skin test must be repeated annually.**		
10. **Positive Measles, Mumps, Rubella (MMR) Titers** • You must submit **positive numeric titers** for all three diseases **or** • Show proof of having the series of two vaccines and have a titer drawn one month after the last vaccine **or** • If you have had the series and your titer is negative, you must show proof of the booster and have the titer drawn one month after the booster.		
11. **Positive Varicella Titer (Chicken Pox)** • Proof of a **positive numeric titer.** • If you have received the vaccine and the titer is negative, you must show proof of a booster and follow-up titer		
12. **TDAP (Tetanus, Diphtheria, Adacel, Pertussis) Vaccine**		

	• Within last 10 years		
13.	**Flu Shot** within last 12 months & annually		
14.	**Current American Heart Association BLS (CPR) Card**		
15.	**HIPPA and Blood Borne Pathogen Certification** • To complete your Blood Borne Pathogen testing please contact kristin.morris@csun.edu x 2401 for instructions on how to obtain your password to the BBP and HIPPA tests. You will need to provide her with an email address and your CSUN ID# in your email. • Even though this test is available online, you will not be able to take it at home. You will need to come to campus to take this test. • Follow the link below , which contains the information about the Blood Borne Pathogen program. http://www-admn.csun.edu/ehsr/ehs/ehsweb_08/program-areas/health-and-safety/blood_borne_pathogens/bloodborne- pathogens-		
16.	**LA County Fire Card** • All of the area hospitals require that you take the Fire & Safety Training offered by the LAFD. Valley Presbyterian Hospital and St. Francis Hospital offer the 5-hour class. They are scheduled through the education coordinators. • The cost is +/- $35. The card expires in four years.		
17.	**RN License -** If you are in the RN-BSN program.		

*RN-BSN STUDENTS ONLY: The **renewable** clinical requirements (TB, Flu Shot, BLS, Malpractice insurance, Health and Auto Insurance) are not required until the semester before you start clinical laboratories (Fall). It is recommended that you do these tests and renewals in the May or June prior to your clinical so that you do not need to repeat them before you complete the program the following spring.

Confidentiality and Ethical Concerns

Students must maintain confidentiality in line with HIPPA and sign a confidentiality statement prior to clinical experiences. No data shall be shared outside the immediate class without consultation beginning with instructor.

All written and oral presentations must reflect the student's work in content, grammar, and style. Faculty may ask students to submit all reference articles used in preparing any presentation or paper. Students should expect also to provide full information on any editorial assistance received in formulating a presentation or writing a paper, including earlier drafts of the paper and drafts reflecting editorial input. Failure to supply any of these materials when asked may result in significant grade penalties and/or disciplinary action. Ideally, students should consult with faculty in advance before seeking outside editorial assistance.

Students may be asked to submit papers through turnitin.com. Turnitin.com may papers. Please keep in mind APA requires that quotations longer than 3 words from a source be appropriately marked and cited. Consult your faculty if you have concerns.

Upper division students at CSUN are expected to be proficient in speaking and writing English. Any student, who is concerned about their proficiency in these areas, should seek prompt and thorough assistance from the writing center or other sources on campus. Some students may wish to enroll in additional courses in writing and oral communication. Individual faculty may be willing to review early drafts of papers and make suggestions regarding content, grammar, and style.

See also section in this handbook and CSUN Catalog on **Academic Misconduct.**

LIFE-LONG LEARNER SELECTED SKILLS

Oviatt Library, CSUN

➢ You must activate your CSUN username and password (found in your admission letter) before you can use library resources.
➢ Many full-text articles are available to you online, and the library can often send interlibrary loan requests directly to your email.
➢ Marcia Henry is the librarian assigned to Nursing; and she is willing to work one on one or with a group to help obtain articles or other information for assignments. To reach her or for specific help go to her page for nursing students at http://library.csun.edu/mhenry/nursing.html.
➢ (Don't forget that your own medical center may also have significant library resources that you are easy for you to access!)

Information Competence

You will need to learn to access, read, and use information competently as a professional. To understand the difference between pop and professional publications, go to http://library.humboldt.edu/infoservices/scholorpop.htm.   For a full set of interactive tutorials on information competence see http://www.lib.calpoly.edu/infocomp/modules/index.html.   Information competence is NOT the same thing as computer competence.

Written Work

All formal papers must be APA format using latest edition

WRITING RESOURCES:

- ✓ **APA & writing help**   http://owl.english.purdue.edu/owl/resource/560/01/

- ✓ No matter how well you write, you should consult the CSUN Writing Center to improve: http://www.csun.edu/~hflrc006/

- ✓ **Penalties** are described in syllabi for late papers.

- ✓ Written work is expected to conform to APA style including clean copy (no white-out or handwritten parts to paper).

- ✓ For **formatting your paper in APA**, you may want to consider a program like that at http://www.styleease.info/moodle/, but remember that you personally—not a program—are responsible for proper formatting.

- ✓ The Oviatt Library also now has a program called "End Notes" that can help. Information on this will be included in library orientation or you may consult directly with Marcia Henry.

- ✓ What is peer-reviewed or refereed journal?

- ☆ **Peer Review:** An appraisal by professional coworkers of equal status of the way an individual nurse or other health professional conducts practice, education, or research. The appraisal uses accepted standards as measures against which performance is weighed. (Page 892)

- ☆ **Refereed Journal:** A professional or literary journal in which articles or papers are selected for publication by a panel of referees who are experts in the field. They read and evaluate each of the articles submitted for publication. The important national professional journals in medicine and nursing are refereed. (Page 1013)[1]

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[1] Both from: Glanz, W.D. (Managing Editor). (1990). Mosby's Medical Nursing and Allied Health Dictionary, 3rd Ed. St. Louis: The C.V. Mosby Company.

CHECKLIST

Use this checklist to help with papers. Items are in no particular order.

1. Always ***spell check*** and ***grammar check*** features before submitting the final draft of your work.
2. Follow paper criteria requirements in your syllabus.
3. Include: Introduction, Body, Conclusion (or Summary)
4. Typewritten & double spaced throughout
5. 3-5 sentence paragraphs.   Each paragraph has topic sentence.
6. Flow of ideas is logical.
7. Organization and structure are obvious.
8. Materials cited per APA, including all quotation in "" or block quotes with page #.
9. References follow text; & appendices after that.
10. Parsimony (simply, concisely, yet completely).
11. Have 1-3 people review your next-to-last draft:
    - 1 with writing talent to check grammar
    - 1 as content expert
    - 1 interested person to tell you if it is logical & "makes sense"
12. Use primary sources. If quoting something found in a secondary source, be sure to use APA style. Check to be sure it accurately reflects whether the original source was actually seen or just quoted it as found in a text, which quotes the original.
13. References should be within 5-7 years or approved by faculty & from scholarly, peer-reviewed journals. (A few may be from popular literature, if appropriate)
14. Use NURSING literature.
15. Write a strong conclusion.

Online Discussions Groups

For any class using online discussions the instructor will provide you with the URL (address) for how to get to the discussion. These may use WebCT, Moodle, turnitin.com, or other software, and/or require password.

Student question about online discussions
QUESTION: Do you just go by if one is done for each topic or do you get more credit for lengthy answers or do you get more credit for answering 2 or 3 questions?

FACULTY GUIDELINES: (remember that different faculty may grade differently)

Reading and evaluating discussion groups is a lot like grading papers. Some of the things that are looked for are the writer's understanding of what they are talking about and how thorough the answer is. Length is important only when it is necessary to thoroughly answer the question. On the other hand, sometimes answers are so brief and incomplete that it gives the appearance that a student does not care what is posted, but is simply concerned with checking off the discussion on their list of things to do. Also, if many questions remain unanswered and all students have written something online, the person who goes in and tries to answer an additional question or two to help complete the discussion is certainly showing initiative and interest. Of course, those answers should be well written, too. Just like an in-class participation grade, such initiative can make a difference if your grade is sitting on the cusp of the next highest grade up.

When deciding how to best write the discussion, think about this for a minute. If I explained something to you in class, you would probably not want me to just read a few paragraphs from the textbook without explanation, particularly if there were lots of complicated concepts and vocabulary. I think that you would want me to explain the idea in straightforward terms, in my own words to you. You might want me to list the 1-3 key ideas. You might want me to tell you what complex concepts or terms mean. You would most certainly want me to cover the topic thoroughly and not leave out important ideas. You would probably also enjoy it if I told you some additional, relevant things from y practice to help you grasp the ideas that I would be trying to communicate. And, if I gave you a handout in written form, you might appreciate bulleted items so you could easily pull out and digest the main points. You probably would not want a paragraph that was a page long. Now, apply these ideas to your written answers on the discussion. (Believe the question basically in your own words (although you should still cite the reference(s) that you are using). It is sometimes okay to quote when the explanation is clear. Just be sure that you give credit. Explain any complicated concepts. Refer the reader to relevant diagrams or illustrations in the text. Write in an interesting way that you think others would want to read.

I am sure that you have observed that some student comments are much more helpful than others are. Use those to give you an idea of how to do an even better job.

Study Buddy

Identify a "study buddy" among your classmates. This person will keep you informed of any information or handouts you may miss for some reason. Professors will not save copies of materials handed out in class for you.

The standard expectations related to study time are the following: ***For each 1 hour of class time, a minimum of 2 hours of outside time will be devoted to studying for the course.*** Thus, for a 3-unit course, it is expected that the student will devote 9 hours of study time per week in addition to the 3 hours in class. For laboratory courses, the amount of time outside of lab varies but can be expected to be equal to this formula.

Religious Holiday Policy

Accommodation of Religious Creed

California State University, Northridge, complies with the California Education Code, Chapter 3, Students, Article 3, Accommodation of Religious Creed, Section 89320, which states, in part: "in administering any test or examination, permit any student who is eligible to undergo the test or examination to do so, without penalty, at a time when that activity would not violate the student's religious creed. This requirement shall not apply in the event that administering the test or examination at an alternate time would impose an undue hardship, which could not reasonably have been avoided. In any court proceeding in which the existence of an undue hardship which could not reasonably have been avoided is an issue, the burden of proof shall be upon the institution". Inquiries and complaints are referred to the Office of Equity and Diversity (OED), in UN 285, (818) 677-2077.

(Source: CSUN Catalog. Retrieved August 20, 2008 form http://www.csun.edu/catalog/appendices.html#D6)

BSN Clinical Expectations

Prior to the clinical laboratory placements, each student must provide documentation of items on the pre-clinical checklist. In addition, evidence of clinical competencies will be requested. Students must provide their own transportation, meals and housing accommodations during all clinical experiences. Parking may or may not be provided at all clinical facilities, and students may have to pay for parking.

Students are required to meet the clinical agency requirements as well as CSUN

All students are expected to comply with OSHA requirements for Blood Borne Pathogens through the program. Compliance for policies specified at clinical agencies is expected when assigned to clinical placements.

Students will be required to obtain, at their own cost, a criminal background check and/or drug screen or similar testing as required by the clinical agencies where students are placed. Students must meet background check standards required by clinical agencies. Failure to meet such standards may result in the inability to complete clinical course objectives and thus inability to complete the BSN.

Students will also sign an agreement for confidentiality, which must be observed at all times in clinical matters.

Advancement to clinical courses is at the discretion of faculty and is based on course performance in prerequisites and documentation of clinical competence.

The University Policy on Health Screening/Measles Requirement can be found in the CSUN Catalog.

Students may use the Student Health Center for assistance in meeting health requirements.

Professional Behaviors

Expectations in the Clinical Setting

In addition to the expectations listed elsewhere in this material, you are expected to comply with the ANA *Code of Ethics*, CSUN student codes of conduct, and the following:

1. Arrive promptly at the appointed time.

2. Dress in accordance with agency policy. Lab coats may be required. Jeans are prohibited. Comfortable closed shoes are advised. No high heels; no tennis shoes.

3. Wear a nametag that identifies you as an RN and a CSUN student. (You can use your student ID in a plastic nametag holder.)

4. Avoid excessive or extra jewelry.

5. If ill, notify instructor, preceptor (and family if an independent home visit was scheduled for that day).

6. Must receive a satisfactory (or better) clinical evaluation to pass the course.
7. Provide preceptor(s) with a copy of course objectives and personal objectives for this clinical experience.

8. Preparing for and participating in class meetings and scheduled conferences.

10. Following safety procedures.

11. Protecting clients from physical and emotional jeopardy.

12. Demonstrating professional comportment, including personal appearance, conduct,

13. Participating in orientation to the agency, its policies, procedures, and philosophy,

14. Using initiative and good judgment, seeking direct and indirect supervision from

15. Informing the preceptor of significant changes in clients, their conditions or

16. Consulting with the instructor and/or preceptor should problems occur.

Professional Behaviors

The CSUN BSN student represents CSUN, the nursing Department, and the nursing profession both at on-campus and off-campus learning environments. Students are expected to conform to a professional dress code and display appropriate identification.

Student conduct is expected to be that of a professional. Part of professional behavior is accountability and personal responsibility. Therefore, the student is responsible for all actions and for compliance with CSUN and BSN requirements and any requirements of assigned clinical agencies. In particular, adherence to legal and ethical professional standards are minimal expectations.

Guidelines for Professional Image

Dress: Clothing must be acceptable according to specific clinical facility guidelines, and should be clean and appropriately wrinkle-free at all times. They should fit well (not too tight or too short), be non-clinging, non- see-through, and reflect a professional appearance. Sport and play clothes are not acceptable. This includes jeans, Bermuda shorts, sleeveless dresses or tops, sweat shirts, leg warmers and T-shirts. Accelerated-BSN students must wear prescribed uniforms, patches, lab coats and other appropriate attire as prescribed by course faculty.

Footwear: Shoes should be clean, closed-toe, with non-skid soles and of non-porous

Hair: Hair must be clean and neatly combed. Any extreme look or color is not permitted. Hair at shoulder length or below should be combed away from the face so that it will not fall forward over the face while performing normal nursing duties. Long hair must be tied back. Plain barrettes or combs are allowed. Neatly trimmed mustaches and beards are acceptable when the style is not extreme.

Make-up: Make-up should appear fresh and natural. Excessive make-up is not acceptable.

Nails when involved in patient care: Nails should be kept clean and smooth. If polish is used, it should be colorless, natural finish. Nail polish should be unchipped and without adornment. Fingernail length should not exceed beyond the tip of the finger. Acrylic or other types of artificial nails are *not permitted.*

Perfume: Because of close contact with staff, patients, and visitors, the use of perfume and after-shave lotion is *not appropriate.*

Sunglasses: Sunglasses are a block to interpersonal communication and should *not be worn.* Transition lenses or those with a transparent tint are acceptable.

Jewelry: One small ring, class ring, or wedding band/set is acceptable. A small ring is defined as the same size or smaller than a class ring. Very large or long dangling earrings or necklaces are not appropriate. Watches and nursing school class pins may be worn.

Hygiene: Personal hygiene plays a major role in professional appearance. All students should pay particular attention to bathing regularly, ensuring absence of body and mouth odor and a neat and clean appearance.

Medical Exception: Any request for exception(s) to the appearance code for medical

reasons must be signed by your personal physician or appropriate specialist. It is then given to the Director of the School of Nursing, and must be updated annually.

Body Piercing: Students may have no more than two visible piercings and those must confirm to the clinical agency's dress code.

(Source: Adapted from CSU/LA dress code)

Examples of Unprofessional Behavior

The following examples, although not all-inclusive, are examples of unprofessional behavior: (Refer also to CSUN Undergraduate/ Graduate Catalog.) Violations of the *ANA Code* are also considered unprofessional behavior.

1. Behavior which jeopardizes the safety or rights of clients, peers, fellow members of the university community and/or which interferes with the orderly function of the university's academic, extracurricular or business activities. (Clinical agencies are part of the university community.)
2. Theft, malicious destruction or damage belonging to the university or its community.
3. Threat of or inflicting physical harm to clients, peers or other members of the
4. Abusive, obscene, violent, willfully disturbing or irresponsible behavior on
5. Violation of published university regulations or policies.
6. Failure to accept personal responsibility for actions.
7. Violation of confidentiality.

Simulation Lab Rules

1. Food and Drinks are not allowed in the SIM Lab. There are lockers for the students to store their items. All food and drinks must be stored in these lockers. Food that can easily spill is not allowed.

2. There will be no eating or drinking in the lab. If a person is thirsty, they must take their water into the hall, drink it out in the hall, close it and then come back inside.

3. Students are not allowed in the Staff area (near the door). There are two desks for the Staff use only. Professors and Staff cannot print out documents for students, such as papers or homework. It is a student's responsibility to come prepared for class.

4. Students cannot be in the SIM Lab without their Instructor. The Instructor must open the door for the students to come in. Staff will not open the labs for students. During class breaks, please make sure to take everything you need since you will not be able to get into the classroom after the door is closed.

5. There are books on a bookshelf for students to use. These books must be checked out. There is a logout sheet on top of the bookshelf and students must fill out the information. These books are **NOT** to leave the SIM Lab.

6. Students are not allowed to get supplies from the cabinets. Professors must check out any supplies that are used for their class. Students are not allowed to use the simulators without proper consent and supervision.

7. Students must be respectful of the other students who use the classroom. Please remove all trash from desks and lockers before leaving.

Background Check & Other Clinical-related Policies

Students are responsible for obtaining at their own cost any necessary clinical requirements that agencies specify. We do not control agency requirements. Students must complete clinical requirements to earn BSN.

Student access to transportation is required for clinical and other required activities off campus.

The faculty reserves the right to make program modifications as necessary to meet current professional standards, Board of Registered Nursing requirements, and Commission on Collegiate Nursing Education (CCNE) accreditation criteria. Students and applicants will be informed via written program materials and announcements, and only in rare, unavoidable cases would such changes be retroactive. (e.g., such a rare circumstance occurred when healthcare agency initiation of background checks required current post-licensure students to begin background checks and face the possibility of being unable to complete degree requirements without prior notification.)

Absences/Lateness

If you must be tardy or absent, please let the professor know as soon as you know. You can do this by e-mail or voice mail.

Punctual attendance is required. There are no excused absences automatically granted, nor does notifying faculty mean that you will be granted excused absence. In case of illness, the student is expected to contact the instructor. Habitual tardiness is not acceptable. Weekly reading assignments are required preparation for each class session or lecture and should be done prior to class. Participation is expected during all activities.

Excessive absences or tardiness will result in:
1. **A reduction in the student's grade**
2. **Additional (make-up) assignments**

SEE *CSUN Catalog* & Nursing Department Policies & Procedures for
- ✓ Clinical absences
- ✓ Challenge policy, transfer & advanced placement
- ✓ Progression (promotion), Course repeat, & Retention
- ✓ Repeating Course policy
- ✓ Program Dismissal policy
- ✓ Clinical requirements policies
- ✓ Other key policies & procedures
- ✓ Academic Grievances & Grade Appeals

NOTE: If you are considering an academic grievance or grade appeal, follow these guidelines:
1. **Discuss with the involved faculty & try to resolve at this level**
2. **If not resolved with faculty, then meet with Nursing Chairperson Dr. Hattar-Pollara**
3. **If not resolved via Chairperson, then meet with College Dean, Dr. Sylvia Alva.**
4. **Follow Catalog Procedures carefully and within specified time deadlines.**

★ **BEWARE SOCIAL NETWORKING SITES:**

★ Under no circumstances should any patient or clinical information be shared on twitter, Facebook, or any other social networking media or site. To do so is a probable violation of federal HIPPA law and unethical. (Optional reference: McBride, D., & Cohen, E. (2009, July). A closer look: Misuse of social networking may have ethical implications for nurses. *ONS Connect*, p. 17)

Student Complaint Tracking Procedure

All faculty and staff will make every effort to resolve student complaints at the lowest level possible. The Chairperson in collaboration with faculty will seek to resolve all complaints and will track resolution.

1. All faculty and staff are required to refer any student complaint first directly to the faculty member involved.

2. Whether or not the complaint is resolved at the student-faculty level, that faculty member initiates a student complaint tracking form and files that form in a confidential notebook/file in the Nursing Department office.

3. If the complaint is not resolved the involved faculty member refers the student to the Chairperson and to relevant sections in the Catalog & BSN Handbook, including those assuring protection of students.

4. The Chairperson and faculty record any dates of meeting with the student and is responsible to maintain the files in the Department office.

5. The Chairperson refers the student with unresolved complaints to the Dean's office.

6. Faculty, staff, and students are expected to follow all official University complaint processes specified in the Catalog as related to grievances and grade appeals.

7. A copy of the student's complaint and resolution may be placed in the student's file.

8. It will be the responsibility of the Program Director to monitor the student complaints for all part-time faculty.

Academic Dishonesty Policy

The maintenance of academic integrity and quality education is the responsibility of each student within this university and the California State University system, for this reason, academic dishonesty is considered an especially serious offense. Cheating or plagiarism in connection with an academic program at a campus is listed in Section 41301, Title 5, California Administrative Code, as an offense for which a student may be expelled, suspended, or given. Less severe disciplinary sanction.

Academic dishonesty diminishes the quality of scholarship on the campus and defrauds those who may eventually depend upon our knowledge and integrity. Such dishonesty includes:

A. CHEATING
Intentionally using or attempting to use unauthorized materials, formation, or study aids in any academic exercise.

B. FABRICATION
Intentionally, without authorization, falsifying or inventing any information or citation in an academic exercise.

C. PLAGIARISM
Intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise.

D. FACILITATING ACADEMIC DISHONESTY
Intentionally or knowingly helping or attempting to help another commit Academic Dishonesty.

Student Conduct Code

Standards of Ethical Behavior
The personal behavior and ethical conduct of each student at California State University, Northridge impacts, positively or negatively, on the climate and reputation of the entire institution. Thus, it is imperative that each student act at all times with integrity and with respect toward all members of the campus community. The University assumes that all students will conduct themselves as mature, responsible, and law-abiding citizens who will comply with University policies and regulations.

STANDARDS FOR STUDENT CONDUCT

California Code of Regulations; Title 5, Article 2
[Retrieved July 8, 2008 from http://www.csun.edu/a&r/soc/studentconduct.html]

(a) Campus Community Values
The University is committed to maintaining a safe and healthy living and learning environment for students, faculty, and staff. Each member of the campus community must choose behaviors that contribute toward this end. Students are expected to be good citizens and to engage in responsible behaviors that reflect well upon their university, to be civil to one another and to others in the campus community, and contribute positively to student and university life.

(b) Grounds for Student Discipline
Student behavior that is not consistent with the Student Conduct Code is addressed through an educational process that is designed to promote safety and good citizenship and, when necessary, impose appropriate consequences.
The following are the grounds upon which student discipline can be based:

(1) Dishonesty, including:
  A. Cheating, plagiarism, or other forms of academic dishonesty that are intended to gain unfair academic advantage.
  B. Furnishing false information to a University official, faculty member, or campus office.
  C. Forgery, alteration, or misuse of a University document, key, or identification instrument.
  D. Misrepresenting one's self to be an authorized agent of the University or one of its auxiliaries.

(2) Unauthorized entry into, presence in, use of, or misuse of University property.

(3) Willful, material and substantial disruption or obstruction of a University-related activity, or any on-campus activity.

(4) Participating in an activity that substantially and materially disrupts the normal operations of the University, or infringes on the rights of members of the University community.

(5) Willful, material and substantial obstruction of the free flow of pedestrian or other traffic, on or leading to campus property or an off-campus University related activity.

(6) Disorderly, lewd, indecent, or obscene behavior at a University related activity, or directed toward a member of the University community.

(7) Conduct that threatens or endangers the health or safety of any person within or related to the University community, including physical abuse, threats, intimidation, harassment, or sexual misconduct.

(8) Hazing, or conspiracy to haze. Hazing is defined as any method of initiation or pre-initiation into a student organization or student body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury to any former, current, or prospective student of any school, community college, college, university or other educational institution in this state (Penal Code 245.6), and in addition, any act likely to cause physical harm, personal degradation or disgrace resulting in physical or mental harm, to any former, current, or prospective student of any school, community college, college, university or other educational institution. The term "hazing" does not include customary athletic events or school sanctions events.

Neither the express or implied consent of a victim of hazing, nor the lack of active participation in a particular hazing incident is a defense. Apathy or acquiescence in the presence of hazing is not a neutral act, and is also a violation of this section.

(9) Use, possession, manufacture, or distribution of illegal drugs or drug-related paraphernalia, (except as expressly permitted by law and University regulations) or the misuse of legal pharmaceutical drugs.

(10) Use, possession, manufacture, or distribution of alcoholic beverages (except as expressly permitted by law and University regulations), or public intoxication while on campus or at a University related activity.

(11) Theft of property or services from the University community, or misappropriation of University resources.

(12) Unauthorized destruction, or damage to University property or other property in the University community.

(13) Possession or misuse of firearms or guns, replicas, ammunition, explosives, fireworks, knives, other weapons, or dangerous chemicals (without the prior authorization of the campus president) on campus or at a University related activity.

(14) Unauthorized recording, dissemination, or publication of academic presentations (including handwritten notes) for a commercial purpose.

(15) Misuse of computer facilities or resources, including:
1. Unauthorized entry into a file, for any purpose.
2. Unauthorized transfer of a file.
3. Use of another's identification or password.
4. Use of computing facilities, campus network, or other resources to interfere with the work of another member of the University community.

5. Use of computing facilities and resources to send obscene or intimidating and abusive messages.
6. Use of computing facilities and resources to interfere with normal University operations.
7. Use of computing facilities and resources in violation of copyright laws.
8. Violation of a campus computer use policy.

(16) Violation of any published University policy, rule, regulation or presidential order.

(17) Failure to comply with directions, or interference with, any University official or any public safety officer while acting in the performance of his/her duties.

(18) Any act chargeable as a violation of a federal, state, or local law that poses a substantial threat to the safety or well-being of members of the University community, to property within the University community or poses a significant threat of disruption or interference with University operations.

(19) Violation of the Student Conduct Procedures, including:
   A. Falsification, distortion, or misrepresentation of information related to a student discipline matter.
   B. Disruption or interference with the orderly progress of a student discipline proceeding.
   C. Initiation of a student discipline proceeding in bad faith.
   D. Attempting to discourage another from participating in the student discipline matter.
   E. Attempting to influence the impartiality of any participant in a student discipline matter.
   F. Verbal or physical harassment or intimidation of any participant in a student discipline matter.
   G. Failure to comply with the sanction(s) imposed under a student discipline proceeding.

(20) Encouraging, permitting, or assisting another to do any act that could subject him or her to discipline.

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Application of This Code

Sanctions for the conduct listed above can be imposed on applicants, enrolled students, students between academic terms, graduates awaiting degrees, and students who withdraw from school while a disciplinary matter is pending. Conduct that threatens the safety or security of the campus community, or substantially disrupts the functions or operation of the University is within the jurisdiction of this Article regardless of whether it occurs on or off campus. Nothing in this Code may conflict with Education Code Section 66301 that prohibits disciplinary action against students based on behavior protected by the First Amendment.

Classroom Misconduct

Instructors are responsible for setting both the academic and behavioral standards for their courses. Students are expected to comply with established class standards as well as the Student Conduct Code. Students who display disruptive, threatening or abusive behavior in class are subject to student discipline. Faculty may eject a student from a single class session when necessary to end seriously disruptive or threatening behavior. Such actions will be reported to the appropriate campus officials.

Reporting Misconduct

Behavior believed to be in violation of the Student Conduct Code should be reported, in writing, to the Associate Vice President for Student Affairs. For assistance, call (818) 677-2391.

Discipline Policy

Student Discipline (not including the assignment of grades) is exclusively the province of the Office of the Dean of Students. Final campus authority is vested in the Dean of Students the President's Designee in student disciplinary matters.

The Student Conduct Code is contained in Article 1.1, Title 5, <u>California Administrative</u> <u>Code,</u> and is published in the University catalog, schedule of classes, and the student handbook. The document governing the student disciplinary procedures of the California State University is Executive Order 148, issued by the Chancellor's Office on March 18, 1972.

Formal written reports of incidents involving violations of the student conduct code (including instances of academic dishonesty) may be referred by a faculty member, school Dean or Associate Dean to the Office of the Dean of Students either for information purposes or with a request for disciplinary action. When disciplinary action is requested, a Student Conduct Code Violation Report form (see attached) and all other substantiating evidence shall be provided.

The Assistant Dean of Students/Coordinator of Student Discipline is empowered to investigate all instances of academic dishonesty and other alleged violations of the Student Conduct Code.

The Coordinator of Student Discipline shall contact persons having knowledge of the incident and shall conduct an investigation of the charges.

Cases of academic dishonesty are resolved either through an appropriate sanction accepted by the student or by a disciplinary hearing conducted in accordance with Section 7 or Executive Order 148.

Notice of the resolution of a case shall be sent by the Dean of Students, to the Dean or Associate Dean, Department Chair, and other appropriate faculty members in the school involved.

Penalties

Section 41301, Title 5, <u>California Administrative Code,</u> as published in the University catalog, Appendix I, provides that a student may be expelled, suspended, placed on probation or given a lesser sanction for a proven violation of the Student Conduct Code. Among the violations listed in Section 41301 cheating or plagiarism in connection with an academic progʳam is specifically included.

Disciplinary records of any action of academic dishonesty are retained in the Office of the Dean of Students for at least five years from the date of final adjudication. These records may be available to prospective employers and other educational institutions, in accordance with federal and state regulations.

Coordinator: Student Discipline

Persons wishing to report an act of academic dishonesty would call 8852391 or visit Administration Building Room 205 and ask for the Coordinator of Student Discipline. The Coordinator with investigate such reports. Information may be provided anonymously; disciplinary action, however, cannot be taken on the basis of anonymous reports alone. The Coordinator is also available to assist faculty members in the development and presentation of academic dishonesty cases.
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41301. Expulsion, Suspension and Probation of Students.

Following procedures consonant with due process established pursuant to Section 41304, any student of a campus may be expelled, suspended, placed on probation or given a lesser sanction for one or more of the following causes, which must be campus, related.

Please refer to the current CSUN Catalog online at http://www.csun.edu/catalog/

Sexual Harassment Nondiscrimination Policy

Students are protected from sexual harassment from others both in the University setting and in clinical agencies. Any harassment should be reported immediately. (See CSUN Catalog, as well as this manual under "Campus Community and Cultural Diversity Policy."

Sexual Harassment Policy
Definition of Sexual Harassment (California Education Code, Section 212.5):
"Sexual harassment" means unwelcome sexual advances, requests for sexual favors and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work of educational setting, under any of the following conditions:

(a) Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.
(b) Submission to or rejection of, the conduct by the individual is used as the basis of employment or academic decision affecting the individual.

(c) The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment,
(d) Submission to, or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs or activities available at or through the educational institution.

The BSN Program, in accordance with California State University, Northridge policies, will not tolerate sexual harassment in any form, including student/student, student/faculty, or faculty/student harassment, and could ultimately result in strong disciplinary action, such as the possibility of suspension and or dismissal from the program and/or university. Sexual harassment, including employee/student harassment occurring while at a clinical site, is handled by the clinical site, as per their policy. If sexual harassment occurs on the clinical site, the student is to immediately inform the Clinical Instructor of the behavior, who will ensure that appropriate action is taken. If the clinical instructor is in violation of these codes of conduct, the student should instead immediately inform the Nursing Program Director at 818-677-4108. Manipulation of the clinical schedule may be considered in the event that a grievance procedure is activated, in order to protect the quality of student's clinical education environment.

Every allegation of sexual harassment will be taken seriously and pursued as outlined in the California State University, Northridge catalog.