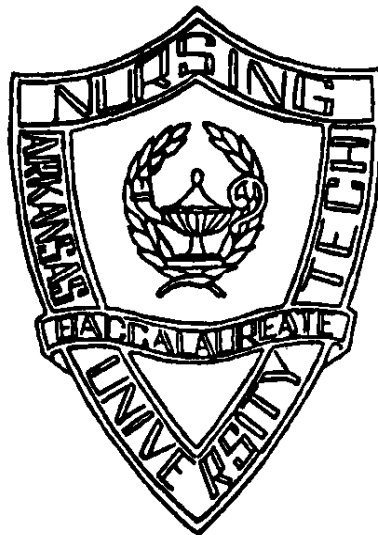


Department of Nursing

STUDENT HANDBOOK



2009-2010

ACKNOWLEDGMENT

I have received a copy of the Department of Nursing Student Handbook (2009-2010 revision) and will familiarize myself with the information therein. I understand that the Student Handbook constitutes the general policies and procedures for students in the nursing program and having signed this document accept these policies.

(Signature)

(Date)



Please sign and return this form to the instructor of NUR 2023 (Introduction to Professional Nursing). This signed form will be retained as part of your permanent record.

TABLE OF CONTENTS

Purpose	1
Overview of the Nursing Department	2
Curriculum BSN	3
Faculty	4
Mission/Outcomes Statement	6
Philosophy	7
Conceptual Framework	9
Curriculum Schema	14
ANA Code for Nurses	15
Organizational Chart	16
Upper Division Student Requirements	17
Health Requirements	17
CPR Verification	18
Licensure	18
Liability Insurance	18
Photograph	19
Driving University Vehicles	19
Academic Policies and Procedures for Upper Division Nursing	20
Standardized and Achievement Examinations	20
Attendance Policy	20
Tardy	20
Missed Exams and Practicum	21
Substance Abuse	22
Children in the Classroom	22
Inclement Weather	23
Miscellaneous Requirements	23
Nondiscrimination Policy	24
Crime Conviction Statement	24
Sexual Harassment Policy	24
Evaluation and Grading	25
Academic Honesty	26
Graduation/NCLEX	28
Student Progression	30
Student Withdrawal	33
Grievance Policy and Procedure	33

TABLE OF CONTENTS (Continued)

Communications	35
Student Expectations	35
Accountability	35
Medication Errors/Incident Reports	36
Transportation	36
Uniforms	36
Documentation	38
Tobacco Use	38
Cellular Phones and Beepers	38
Nails and Artificial Nails Policy	38
Recording Devices	38
Scholastic Non-Cognitive Performance Standards	38
Finances	40
Financial Aid	40
Nursing Scholarships and Loans	40
Scholarships	40
Costs	40
Department Facilities and Learning Resources	42
Audiovisual Laboratories	42
Computer Use Policy	42
Physical Assessment Laboratories	44
Skills Laboratories	44
Guidelines for Consumption of Food/Drink in Dean Hall	45
Student Nurse's Association	46
University Committee Membership	47
Accidental Sharps Injuries and HIV/HBV	47
Nursing Pin	55
Appendices	56
Appendix A: How to Study for Nursing Courses	57
Appendix B: Clinical Incident Report	59
Appendix C: Unsafe Behavior Report Instruction /Unsafe Behavior	60
Appendix D: Conference Notes	63
Appendix E: Inclement Weather Policy	64
Appendix F: Professional Nursing Points Generic	65
Appendix G: Incomplete Grade Agreement	66
Appendix H: Guidelines for Part-Time Generic Students	67
Appendix I: Guide for Citing Electronic Media	68

PURPOSE

Welcome to the Arkansas Tech University (ATU) Department of Nursing. This handbook has been prepared by faculty and students to provide you with the information that you will need in order to function effectively within the nursing program. Because it contains the policies, procedures, and guidelines for the Department, you should read it thoroughly and remain familiar with its contents throughout your career within the nursing program. Any new or revised policies, procedures, or guidelines will be posted, discussed with all students, and incorporated into the next edition of this handbook.

The handbook of the ATU Department of Nursing has been developed to supplement the information contained in the ATU Student Handbook. If you need information about the University as a whole or about general requirements, you should refer to the ATU Catalog or the ATU Student Handbook.

If, after reviewing these resources, you still have questions, feel free to ask one of the faculty or staff members for help. You will find that we are very interested in helping you to meet your goal of becoming a professional nurse.

OVERVIEW OF THE DEPARTMENT OF NURSING

The Department of Nursing offers undergraduate study in nursing to qualified graduates of high schools, diploma and associate degree nursing programs, and practical nursing programs. This program leads to a degree of Bachelor of Science in Nursing and is approved by the Arkansas State Board of Nursing and the Arkansas Department of Higher Education. It is also accredited by the National League for Nursing Accrediting Commission, 61 Broadway, New York, NY 10006, Telephone: 1-800-669-1656.

Generally, nursing students begin study at the University with two academic years of foundation courses consisting of Nursing Department prerequisites, general education requirements, and electives of the students' choice. These classes provide the basis of knowledge on which nursing theory and skills are built.

Once the prerequisite requirements are completed, the student applies for admission into upper division nursing courses (see the Admissions section for more in-depth information.) All admitted generic students enroll for an introductory course in professional nursing (NUR 2023) prior to entry into upper division nursing courses. This course introduces core nursing concepts to all applicants seeking a B.S.N.

The upper division nursing courses for generic BSN nursing students comprise the last two academic years of study and are designed to prepare students for beginning professional responsibilities in a variety of health-care settings and to provide the necessary foundation for graduate study.

Upon completion of degree requirements, the graduate may be eligible to write the National Council Licensure Examination-Registered Nurse (NCLEX) for licensure as a Registered Nurse.

The Arkansas Tech University Department of Nursing offers an on-line RN-BSN program. This program allows RN's who have met the general education requirements and prerequisites to enroll and complete the requirements for the BSN in one year.

ARKANSAS TECH UNIVERSITY
 Department of Nursing
 BSN PROGRAM
 CURRICULUM

<p>First Year – 1st Semester</p> <p>English Composition (Engl 1013)..... 3</p> <p>College Algebra (Math 1113)..... 3</p> <p>Survey of Chemistry (Chem 1114)..... 4</p> <p>Introductory Sociology (Soc 1003)..... 3</p> <p>TECH 1001¹..... 1</p> <p>Physical Education²..... <u>1</u></p> <p style="text-align: right;">15</p> <p>First Year – 2nd Semester</p> <p>English Composition (Engl 1023)..... 3</p> <p>General Psychology (Psy 2003)..... 3</p> <p>Basic Human Anatomy (Biol 2014)..... 4</p> <p>Physical Education²..... 1</p> <p>Social Science³..... 3</p> <p>Electives⁴ (NUR1001 recommended)..... <u>1</u></p> <p style="text-align: right;">15</p> <p>Second Year – 1st Semester</p> <p>Developmental Psychology (Psy 3063)..... 3</p> <p>Fine Arts³..... 3</p> <p>Human Physiology (Biol 3074)..... 4</p> <p>Social Science³..... 3</p> <p>Nutrition (NUR 2303)..... <u>3</u></p> <p style="text-align: right;">16</p> <p>Second Year - 2nd Semester</p> <p>Pathophysiology (NUR/Biol 3803)..... 3</p> <p>Microbiology (Biol 3054)..... 4</p> <p>Humanities³..... 3</p> <p>Dev Psy II (Psy 3163) or Soc Gen (SOC 3173)..... 3</p> <p>Electives⁴..... <u>3</u></p> <p style="text-align: right;">16</p>	<p>Second Year - Summer Semester</p> <p>Intro to Professional Nursing (NUR 2023)..... 3</p> <p>Nursing Skills I (NUR 3103)..... <u>3</u></p> <p style="text-align: right;">6</p> <p>Third Year - 1st Semester</p> <p>Nursing Skills II (NUR 3513)..... 3</p> <p>Theories and Concepts (NUR 3204)..... 4</p> <p>Health Assessment (NUR 3304)..... 4</p> <p>Practicum in Nursing (NUR 3404)⁵..... <u>4</u></p> <p style="text-align: right;">15</p> <p>Third Year - 2nd Semester</p> <p>Theories and Concepts (NUR 3606)..... 6</p> <p>Practicum in Nursing (NUR 3805)⁵..... 5</p> <p>Pharmacology (NUR 3703)..... <u>3</u></p> <p style="text-align: right;">14</p> <p>Fourth Year - 1st Semester</p> <p>Theories and Concepts (NUR 4206)..... 6</p> <p>Practicum in Nursing (NUR 4405)⁵..... 5</p> <p>Nursing Research (NUR 4303)..... <u>3</u></p> <p style="text-align: right;">14</p> <p>Fourth Year - 2nd Semester</p> <p>Theories and Concepts (NUR 4606)..... 6</p> <p>Practicum in Nursing (NUR 4804)⁵..... 4</p> <p>Nursing Electives (NUR 3000-4000)..... 1</p> <p>Synthesis of Clinical & Theoretical Nursing (NUR 4903)⁵..... <u>3</u></p> <p style="text-align: right;">14</p>
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Minimum total Credit Hours for Graduation – 125.

Minimum Upper Division Nursing Credits for Bachelor in Nursing – 63.

¹Either CSP 1013 or TECH 1001 is required.

²Two activity credits - either Physical Education or Wellness Science

³See General Education requirements in the [Arkansas Tech University Catalog](#).

⁴Required Electives: Nursing students must have 2 hours if CSP 1013 taken or 4 hours if TECH 1001 is taken.

⁵One credit hour equals 3 contact hours

Administration

Name and Degrees

Title

Rebecca F. Burris, Ph.D., R.N. Doctor of Philosophy in Nursing, University of Arkansas for Medical Science; M.S.N., Northwestern State University B.S.N., Northwestern State University.	Head, Department of Nursing Professor of Nursing
--	---

Faculty

Carey Bosold, M.S.N., R.N., A.P.N., C.N.E. M.S.N., University of Central Arkansas B.S.N., Arkansas Tech University	Assistant Professor
Linda A. Buckholtz, M.N.Sc., R.N. M.N.Sc., University of Arkansas for Medical Sciences B.S.N., University of Arkansas Pine Bluff	Assistant Professor
Wanda Christie, R.N., M.N.Sc., O.C.P. M.N.Sc., University of Arkansas for Medical Sciences B.S.N., Arkansas Tech University	Assistant Professor
Jennifer Coleman, M.S.N., P.N.P., R.N. M.S.N., University of Iowa B.S.N., University of Iowa	Assistant Professor
K. Kay Cox, M.N.Sc., R.N. M.N.Sc., University of Arkansas for Medical Sciences B.S.N., University of Central Arkansas	Assistant Professor
Shelly Daily, M.N.Sc., A.P.N., C.N.E. M.N.Sc., University of Arkansas for Medical Sciences B.S.N., Arkansas Tech University	Assistant Professor
Melissa Darnell, M.S.N., A.P.N., C.N.E. M.S.N., University of Central Arkansas B.S.N., University of Central Arkansas	Assistant Professor Learning Resource Coordinator
Celeste Davis, M.S.N., R.N. M.S.N., University of Central Arkansas B.S.N., Arkansas Tech University	Assistant Professor
Julia Henderson Gist, Ph.D., R.N. Doctor of Philosophy in Nursing, Texas Woman's University M.S., Texas Woman's University B.S.N., Harding University	Visiting Assistant Professor
Lisa Harless, M.S.N., R.N., C.N.E. M.S.N., University of Central Arkansas B.S.N., Arkansas Tech University	Assistant Professor

<u>Name and Degrees</u>	<u>Title</u>
Jennifer Helms, Ph.D., R.N. Doctor of Philosophy in Nursing, University of Arkansas for Medical Science M.S.N., University of Missouri-Kansas City B.S.N., Harding University	Professor of Nursing
Cynthia J. Jones, M.N., R.N. M.N., University of Mississippi B.S.N., University of Mississippi	Assistant Chair Associate Professor
Loyce A. Kennedy, M.S.N., R.N. M.S.N., University of Central Arkansas B.S.N., University of Arkansas Medical Science	Assistant Professor
Terri McKown, D.N.P., F.N.P.-B.C. D.N.P., University of Tennessee Health Science Center M.S.N., University of Central Arkansas B.S.N., Arkansas Tech University	Assistant Professor
Shelly Randall, M.S.N., R.N. M.S.N., West Texas A&M University B.S.N., Arkansas Tech University	Assistant Professor
Linda Self, M.S., M.A., R.N., A.P.N., CCRN M.N., Webster University M.S., Texas Women's University B.S.N., University of Maine	Assistant Professor
Cheryl Smith, Ph.D., R.N. Doctor of Nursing Science, University of Arkansas for Medical Sciences M.S., University of Mississippi B.S.N., University of Alabama	Professor of Nursing

**Arkansas Tech University
Department of Nursing
Congruency of the ATU Mission/Program Mission/Program Goals Outcomes**

ATU MISSION	PROGRAM MISSION	PROGRAM GOAL/OUTCOMES
<p>Arkansas Tech University, a state-supported institution of higher education, is dedicated to nurturing scholastic development, integrity, and professionalism. The University offers a wide range of traditional and innovative programs which provide a solid educational foundation for life-long learning to a diverse community of learners.</p>	<ol style="list-style-type: none"> 1. Provide an intellectual climate that fosters the development of critical thinking to prepare a graduate who is professional, caring, competent, and self-directed in providing therapeutic nursing intervention and demonstrates an interest in life-long learning. 2. Assist the student to achieve personal and professional goals regardless of cultural, racial, or ethnic background. 	<ol style="list-style-type: none"> 1. Graduate is a competent, self-directed, professional nurse who provides theory based, therapeutic nursing care that incorporates caring and critical thought processes. 2. Graduate possesses the basis for life long learning and for the pursuit of higher education. 3. Graduate achieves personal and professional goals. 4. Graduate is capable of leadership in caregiving, communicating, teaching, utilizing research, advocating, collaborating and managing diverse patients in a variety of health care settings.

PHILOSOPHY OF THE NURSING PROGRAM

The University provides opportunities for intellectual growth, skill development, and career preparation. The faculty of the Department of Nursing at Arkansas Tech University seeks through its professional program to implement the mission of the University, a mission committed to prepare students to meet the demands of an increasingly competitive and intellectually challenging future.

Individuals are complex beings with bio-psychosocial, emotional, spiritual, cultural, and environmental elements. The Department of Nursing is committed to providing opportunities for students to enhance their critical thinking and communication skills in therapeutic interventions. The graduate will utilize the nursing process to assist individuals, families, groups and communities to meet their bio-psycho-social, emotional, spiritual, cultural, and environmental needs.

Nursing is a caring relationship that facilitates health and healing. Encompassing the acquisition and critical application of knowledge from nursing and the social, psychological, biological, and physical sciences, nursing meets the health needs of individuals, families, groups, and communities. As a profession with responsibilities and privileges, nursing is concerned with promotive, restorative, and supportive practices aimed to optimize health in the recipients of care. Nursing is publicly accountable to the society it serves, obligated to improve nursing practice through acquisition, utilization, augmentation, and promotion of knowledge and skills, as well as the systematic study of the effects of these practices on human health.

Learning is essentially manifested in a change or reorganization of behavior and is best accomplished through active inquiry and participation in the learning process. Learning is a lifelong, self-initiated process by which knowledge, skills, attitudes, and values are acquired. Learning occurs independently through perception, assimilation, formulation, and synthesis. The teacher functions as a facilitator by establishing a learning climate of mutual respect regarding beliefs, feelings, and opinions, and by providing learning opportunities and guidance with regard to individual differences. Learning experiences are designed to facilitate personal and professional growth within the student's cognitive, affective, and psychomotor domains. The ultimate responsibility for learning rests with the learner.

Philosophy (continued)

Nursing education, an integral part of higher education, fosters the generation and application of scientific knowledge through the nursing process. These learning experiences are organized for an orderly progression through an increasing complexity of nursing situations. During the educational process, the student acquires knowledge of the independent and collaborative functions of the nurse.

Baccalaureate nursing education prepares a person for professional nursing practice. The curriculum is designed to prepare the person for professional nursing practice, to be competent, self-directed, and capable of demonstrating leadership in the application of the nursing process in a variety of healthcare settings. The graduate should demonstrate initiative for responsible change, the ability to think critically, and a lifelong quest for knowledge and growth.

CONCEPTUAL FRAMEWORK

The design of the conceptual framework at Arkansas Tech University's Department of Nursing is a construct composed of four major components: PERSON, HEALTH, NURSING, and ENVIRONMENT. Thus, the design of the program is an intersecting circular formation of the four major components.

Description of the Components

Person Person, a bio-psycho-social, emotional, spiritual, cultural, and environmental being, functions as a unique, integrated "whole". Person is an open system, changing and being changed by the environment. Person's relationships are influenced by stages of development at any given point in time and experience in the life cycle. Through interactions, persons attempt adaptation to maintain a high level of health. Health and illness are human experiences. Persons must adapt in order to survive. Adaptive processes occur on a continuum, from the moment of conception throughout life. Physiological, psychological, social, emotional, spiritual, cultural, and environmental forces shape the process of adaptation. Person's state of health is determined by the ability to adapt. According to the ANA Nursing's Social Policy Statement (2003) "The presence of illness does not preclude health, nor does optimal health preclude illness" (p. 3). The life cycle is an orderly sequence of events beginning at conception and ending with death. Within this sequence, certain common cognitive, psychological, and motor developmental tasks can be identified. The mastery of these tasks is essential to the achievement of self actualization and optimal health. Communication is a process by which persons gather information and share ideas, opinions, values,

and feelings with others. Person's ability to communicate produces vital forces which can be utilized for positive benefits to self and society. The person has freedom of choice in making decisions related to personal health. This freedom to choose influences the nurse's ability to assist the client to optimal health. Nurses must respect the person's right to make decisions that might conflict with the nurse's own value system. The nurse acknowledges there are times when a person may not make logical choices that would improve health, however, the right to make such choices must be protected.

Health Health is a condition of physical, mental, and social well-being that reflects adaptation to environmental, physical, and psychological factors. Health is not a static condition; it is dynamic in nature and may change over time in response to new situations, new challenges, and aging. Health is culturally defined and reflects a person's ability to perform daily activities in culturally expressed ways.

Nursing Six essential features of professional nursing practice are identified in ANA Nursing's Social Policy Statement (2003): provision of a caring relationship that facilitates health and healing; attention to the range of human experiences and responses to health and illness within the physical and social environments; integration of objective data with knowledge gained from an appreciation of the patient or group's subjective experience; application of scientific knowledge to the processes of diagnosis and treatment through the use of judgment and critical thinking; advancement of professional nursing knowledge through scholarly inquiry; and influence on social and public policy to promote social justice (p. 5). The bio-component of the person directs nursing's attention to the physical needs. The emotional and psycho-component requires that the nurse regard the

interrelatedness of mind and body. Cultural and social aspects must also be taken into account in the delivery of nursing care. Since the spiritual component gives quality and aesthetic features to life, it too must be considered. The concept of spirit refers to that which gives meaning, purpose, and direction to life--it may be understood in a religious, philosophic, or humanistic sense. The beliefs of the nurse in regard to various aspects of life's spirituality will be motivators in the kinds of care delivered to clients. Therapeutic touch, sensitivity to client's needs, religious affiliations, compassion for suffering persons, and comfort measures are all contained in the realm of spiritual aspects. "Nursing behaviors reflect nursing roles and practices utilized to promote health, prevent illness, or assist with activities that contribute to recovery from illness or to achieving a peaceful death" (ANA 2003, p. 76). "Restorative practices modify the impact of illness or disease. Supportive practices are oriented toward modification of relationships or the environment to support health. Promotive practices mobilize healthy patterns of living, foster personal and family development, and support self-defined goals of persons, families, and communities" (ANA 2003, p. 74). Nursing behaviors are acquired and synthesized by the nurse in the delivery of appropriate nursing care. The major roles within the scope of nursing behaviors include manager, communicator, teacher, health care provider, researcher, advocate, and collaborator. Research methodology and utilization of well-designed nursing studies are necessary to provide a scientifically based order and reason to the practice. The activities of nursing encompass the traditional roles and the augmented interdependent roles in collaboration with other members of the health care team. The scope of these activities is flexible and responsive to the changing needs of society. The expanded role of the nurse includes independent functions which assure continuity of

care of the client, family, group, or community, in a variety of health care settings. Nurses provide care in both basic and advanced nursing practice. Within either basic or advanced practice, the nurse may choose a specialty area. Examples of settings for the practice of basic nursing include homes, schools, hospitals, institutions, community based health centers, and businesses. The professional nurse provides quality nursing care utilizing critical thinking. It is based on scientific principles and focuses on optimal health. The nurse functions as a leader in the provision of nursing care that is planned, goal directed, and specific to the needs of the particular patient, family, group, or community. The nursing process provides the methodology for nursing care. The nursing process consists of five steps: assessment, diagnosis, planning, implementation, and evaluation. During assessment, data collection, and organization leads to the formulation of the nursing diagnosis. Having diagnosed the client's needs and problems, the nurse develops a plan. Within this step of the nursing process, priorities are set. Patient outcomes are determined collaboratively with the patient whenever possible. The outcomes provide the nurse with the necessary direction to plan and implement interventions. The nursing process is unique; the care of the client becomes personalized and meets the client's perceived needs. Finally, evaluation of the client outcomes leads to re-assessment and then application of the process in a cyclic manner. The nursing process provides for input, evaluation, and utilization by the client and by all members of the health care team. This process can be utilized in any setting where nursing care is provided to persons, families, groups, or communities (ANA 2003).

Environment Environment takes into account the external world of persons. The world encompasses the society in which the Person lives. This includes the culture, set within a particular

geographical location. The environment consists of a group of persons who share certain commonalities, such as goals, values, political ideologies, and socio-economic status. The community is an interactional unit of this world consisting of health care consumers, health care providers, and health care settings. The structural unit of the community is the family in various traditional and nontraditional family forms. Because a person's life depends upon the environment, one cannot view the person apart from it. Throughout the life cycle, the person changes and adapts to the environment. The person's response to the environment impacts on the possibilities for health which then guide the nurse in making appropriate nursing intervention.

**Arkansas Tech University
Department of Nursing
Russellville, Arkansas
Curriculum Schema**

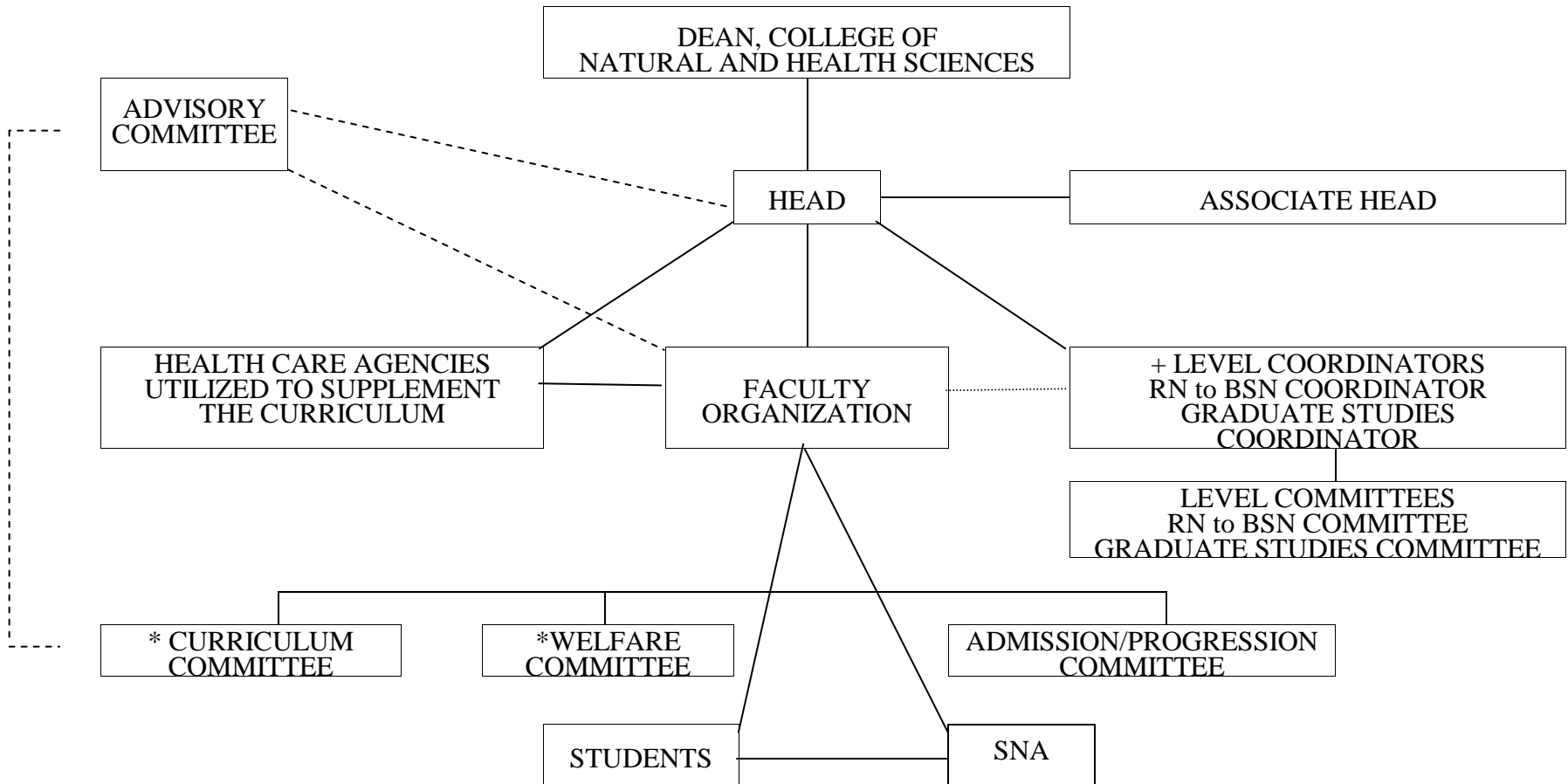
CONCEPT	<p style="text-align: center;"> Communication Critical Thinking Nursing Process Caring Holism Professionalism -Legal/Ethical -Leadership Health - Promotive - Restorative - Supportive </p>				
	JUNIOR LEVEL 0	JUNIOR LEVEL I	JUNIOR LEVEL II	SENIOR LEVEL III	SENIOR LEVEL IV / RN-BSN
Roles	Introduction to all roles including: Care Giver Communicator Teacher Collaborator	Care Giver Communicator Collaborator	Care Giver Communicator Teacher Collaborator	Care Giver Communicator Researcher Teacher Advocator Collaborator	Care Giver Communicator Researcher Teacher Advocator Collaborator Manager
Diversity Life Cycle Settings	Growth and development of all ages	Adult and Elderly Hospital/Community	Young Adult/Children Hospital/Community	Adult and Elderly Hospital/Community	All Ages Hospital/Community
Patient	Introduction to care required by the: Individual Family Community	Individual Within the Context of Family	Individual Family	Individual Family Groups	Individual Family Groups Community
Research	Read	Read/Utilize	Read/Utilize	Analyze/Utilize/Critique	Analyze/Utilize/Critique

ANA CODE FOR NURSES

The 2001 American Nurses Association Code is as follows:

1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, or community.
3. The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.
4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.
5. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.
6. The nurse participates in establishing, maintaining, and improving health care environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.
7. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.
8. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.
9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

**Organizational Chart
Department of Nursing**



LEGEND

- Lines of Responsibility or Authority
- - - Lines of Advisement and Recommendation
- Lines of Coordination
- * Student Representation on Committee
- + Position May Vary Each Semester
- Direct Communication

Upper Division Admission Student Requirements: Health Requirements

- A. Documentation of:
1. Hepatitis B Vaccination. At least the first two of three injections must have been received before the student may practice in the practicum setting. The third HBV vaccine must be received and documented by the end of the 1st clinical semester. Failure to do so will result in the student's inability to continue clinicals the next semester.
 2. Td (Tetanus-diphtheria) at least every 10 years.
 3. PPD (TB) negative skin test yearly, or chest x-ray with positive skin test according to Health Department protocols.
 4. The Health Department recommends the MMR (Measles, Mumps, Rubella) for female students of childbearing age. "Persons born after January 1, 1957 must furnish proof of immunity against measles and rubella to the TECH infirmary prior to enrollment in classes" (See ATU catalog). A copy of this record must also be on file in the nursing office.
- B. Clinical sites that colleges and universities in Arkansas utilize for educational training may require that, prior to the student being permitted to use the clinical facility, he or she must provide proof of timely polio immunizations, diphtheria immunizations, tetanus boosters, HBV immunizations, negative TB and Hepatitis B tests, a negative drug test and a criminal background check (See crime conviction statement, p. 24 of this handbook).

Cardiopulmonary Resuscitation (CPR)

Each student, juniors and seniors, must have verification documentation of **current** American Heart Healthcare Provider CPR verification (adult, child, and infant) on file each year prior to the start of Level I courses. The verification must be current through the entire two (2) year academic program. If a student fails to progress, the student is responsible to reverify and provide documentation of current CPR prior to reentry into the clinical setting. A Healthcare Provider CPR course is offered at St. Mary's Regional Medical Center for hospital employees. ATU Nursing Students may enroll in this course **if space is available** in the class. Students must set up an appointment to take the course by calling the Nursing Educator at St. Mary's Regional Medical Center (964-9465). CPR classes are also offered at other area hospitals and Pope County EMS. **A copy of a verification card is to be submitted to the ATU Department of Nursing as part of the completed Admission/Required Documentation Packet.**

LICENSURE

If you hold a current RN or LPN license, a copy must be on file in the nursing department. It must be updated yearly. Falsification of this information will be cause for dismissal.

LIABILITY INSURANCE

Students are required to have professional liability insurance of \$1,000,000. This is at the student's own expense. For improved coverage at the lowest possible cost, Marsh (Seabury & Smith) was chosen to provide blanket coverage for *\$14.50 (*This fee is subject to change) per student per year. For the level one students beginning the fall semester, payment for the student policy must be made at the Student Accounts office in the Doc Bryan Student Center between July 5 and August 5th. Payment will NOT be accepted before July 1. Payment for the insurance must be paid by August 1st. For the level zero nursing student beginning in the spring semester, payment for the student policy must be made between November 1st and December 1st. Payment will not be accepted before November 1st. Insurance must be paid by December 1st. Please be sure to submit a copy of your receipt for the blanket coverage insurance **or**, for licensed nurses, a copy of your individual professional liability insurance policy with evidence that you are covered as a nursing student, to the Nursing Department with the completed Admission/Required Documentation Packet.

PHOTOGRAPH

Each student must submit a **passport photo** of self in the Required Documentation Packet. This photo is to be a bust profile only. No snapshots, Christmas pictures, etc. will be accepted.

All required documentations for Upper Division Nursing for each semester will be submitted in an 8 1/2 x 11 manila envelope with a checklist on the outside envelope showing that all items are enclosed. This documentation will be due the first day of the theory class for the appropriate level. **Failure to provide documentation of vaccines, PPD, CPR, Liability Insurance, Background checks, Photograph, and Licensure (if applicable) by the first day of Theories I or III class, will result in the student being dropped from the clinical course for the current semester. The student must reapply for entrance into the clinical course by the deadlines published in the Undergraduate Catalog 2009-2010 (p. 189).**

DRIVING UNIVERSITY VEHICLES

Any student requested to drive a university vehicle will complete appropriate documentation.

ACADEMIC POLICIES AND PROCEDURES

UPPER DIVISION NURSING

Standardized and Achievement Examinations

Subject specific achievement tests are administered to junior and senior nursing students at intervals during their program. The examination results provide the students with information regarding their strengths and weaknesses in the various areas of nursing. All students are required to take the designated tests. Each Theories and Concepts syllabus will inform the student of course requirements concerning these standardized and achievement examinations. Payment amount has been incorporated into a nursing lab fee.

Students are informed of the results of the tests and thus gain valuable feedback about their knowledge in the subject areas of nursing. The Department of Nursing uses these results in evaluation of the curriculum.

Attendance Policy

As professionals, you must be responsible for your own learning experiences. You are responsible to make the most of all educational opportunities. This is a mark of professionalism. Attendance in class reflects your dedication and the value you place on your chosen profession. We, the faculty, expect you to attend ALL CLASSES AND PRACTICUM EXPERIENCES. If a consistent pattern of absences from class develops (more than three absences), the situation will be dealt with by the faculty and/or level/team member, and the student may be dropped from the course. Each level may have a statement that limits the number of absences from theory and practicum classes. The student should note this for each syllabus. The requirements noted in each syllabus shall take precedence over this handbook.

The student is responsible for notifying the instructor and clinical agency prior to any absence from a clinical experience. Failure to notify the instructor and clinical agency prior to an absence will not only be reflected in the student's grade, but will also result in a clinical incident and could result in failure of the course!

The Arkansas Tech University catalog provides content concerning class attendance.

Tardy Policy

Regular and timely attendance, in theory classes and practicum, is considered essential if students are to receive maximum benefit from the nursing courses. The Nursing Department has implemented a policy, which we believe will discourage unnecessary tardiness and absences, but will not punish those conscientious students who must be absent from time to time for unavoidable reasons.

At the discretion of the instructor, a student who is tardy or absent may be allowed to complete a quiz or receive a handout *if the student has been courteous enough to call the nursing*

department before class to inform the instructor of the possibility of tardiness or absentness. This is at the instructor's discretion only and there is no obligation to change the rules in this case.

Students are responsible for obtaining any missed information after class. Disrupting the learning of other students to ask questions or copy notes of the missed class time while class is in progress is inconsiderate.

The student is responsible for verbally notifying the instructor and agency if the student will be late for clinical experience. Excessive tardiness will be reflected on the student's clinical evaluation.

Missed Exams

On the first day back to class, the student should be prepared to take the makeup exam. The student must be responsible for contacting the instructor on the first day back to class to make this arrangement. Failure to do so could result in a "0" grade for the test. The makeup exam may be an alternate test with some essay/discussion questions.

Missed Practicum

Missed practicum experiences may seriously affect the student's ability to meet the course objectives, and therefore may jeopardize the student's grade for the course. The instructor responsible for the experience must excuse practicum absences. Absences will be excused only for reasons beyond the student's control, such as personal illness or death of an immediate family member.

Specific requirements will be stated in the syllabus for each course. For clinical rotations, an absence will result in a makeup assignment. Makeup assignments will equal the number of clinical hours missed. Assignments may vary with the instructor. Failure to make up clinical assignments will result in failure of the course. **The student is responsible for contacting the instructor regarding makeup assignments on the first day back to clinical.**

Guidelines for Make-up Practicum

1. Students will receive written instructions regarding the make-up assignment for the missed clinical day. If written instructions are not given, then the faculty will document in the student file what instructions were given and the student will sign the file noting that the instructions were received.
2. If the make-up assignment involves use of the SimMan or any other lab setting then two evaluators will be present during the "check-off" to verify accuracy.
3. Counseling of students regarding make-up assignments or performance will be conducted with two faculty. All counseling will be documented in the student file and the student will sign the file noting that they received counseling.

The practicum instructor and person coordinating the course determine makeup work. If a student must be absent from practicum, **THE STUDENT MUST NOTIFY THE UNIT TO WHICH HE OR SHE IS ASSIGNED AND THE PRACTICUM INSTRUCTOR.** This must be done prior to the time the practicum experience is scheduled

Substance Abuse

Arkansas Tech University is committed to the maintenance of a drug-and-alcohol free work place and to a standard of conduct for employees and students that discourages the unlawful possession, use, or distribution of controlled substances and alcohol on its property or as a part of any of its activities. Therefore, the unauthorized or unlawful possession, use, manufacture, or distribution of controlled substances or alcohol by students or employees on property of the University or as a part of any of the University's activities is expressly prohibited. Students violating the University policy on alcohol or other drugs are subject to sanctions up to and including expulsion from the University and referral for prosecution. The University may notify parents or guardians of students under age 21 who are found to be in violation of the drug or alcohol policies as set forth in the Student Code of Conduct.

The Department of Nursing recognizes its responsibility to provide a healthy environment within which students may learn and prepare themselves to become members of the nursing profession. The department is committed to protecting the safety, health, and welfare of its faculty, staff, students, and people who come into contact with its faculty, staff, and students during scheduled learning experiences. The Department of Nursing strictly prohibits the illicit use, possession, sale, conveyance, distribution, and manufacture of illegal drugs, intoxicants, or controlled substances in any amount or in any manner and the abuse of non-prescription and prescription drugs.

Any student who demonstrates behaviors or actions that cause concern of possible drug or alcohol use will be asked to leave the classroom and/or clinical site. The student will be referred to the office of the Vice President for Student Services. Faculty will follow up with the student and notify the Vice President for Student Services of the referral.

In order to protect the staff, faculty, clinical agency, and clients, the students and faculty have devised an "Unsafe Student Behavior" form to be completed in the event a student displays behaviors that could cause harm to self or others. This form will be completed, witnessed by another person, and the student will document his/her version. This form will be sent to the Vice President for Student Services and will be placed in the students' clinical file. Substantiation of this unsafe behavior will result in dismissal from the Nursing program and Arkansas Tech University (See Appendix C for form).

Children in the Classroom

Children are not allowed in the classroom during any class, seminar, group work session or any scheduled learning experience.

Inclement Weather

The Nursing Department adheres to the university policy on inclement weather (See Appendix E).

Miscellaneous Requirements

Intermittently, throughout the student's career in the Department of Nursing, the student may be asked to participate in learning activities that are an extension of the usual course offerings. For example, the student may be required to attend a conference that contains content related to nursing knowledge. These learning experiences are carefully chosen and are believed by the faculty to be valuable additions to the course content.

Students may also be asked to participate in the education of their peers by acting as subjects in the fundamental skills and physical assessment courses. These activities are viewed as beneficial to all of the students concerned.

Nondiscrimination Policy

In accordance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Educational amendments of 1972, and Section 504 of the Rehabilitation Act Amendments of 1974, the Department of Nursing of Arkansas Tech University does not discriminate on the basis of race, color, sex, national origin, or physical handicap in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, and educational services.

Crime Conviction Statement

All nursing students should be aware that the State Board of Nursing requires all applicants for the NCLEX to have a criminal background check performed. If the applicant has ever been convicted of a crime, the Board will review each application individually and make a decision as to whether the applicant is eligible to take the NCLEX exam and to practice nursing in the State of Arkansas.

Students who intend to pursue a nursing license in the State of Arkansas are required under Arkansas law to submit to a criminal background check. Any student who has been convicted of a crime is informed of the possibility of being denied permission to take the NCLEX exam when he/she completes the paperwork required for the students file of all nursing majors. (See the Crime Conviction Release Form). This information will be kept strictly confidential. The student will be advised of the method of petitioning the Board and counseled regarding the process.

Sexual Harassment Policy

The policy of Arkansas Tech University is to maintain the University community as a place of work and study for staff, faculty, and students free of harassment, to include sexual and gender harassment and all forms of sexual intimidation and exploitation. All students, staff, and faculty should be aware both that the University is concerned and prepared to take action to prevent and correct such behavior.

The determination of what constitutes sexual harassment will vary with the particular circumstances, but it may be described generally as unwanted sexual behavior, such as physical contact and verbal comments or suggestions, which adversely affect the working or learning environment of others.

Anyone who is subjected to offensive sexual behavior is encouraged to pursue the matter through the established informal or formal grievance procedures. Generally, the informal procedures afford an opportunity to explore a problem and consider alternative means for its resolution.

EVALUATION AND GRADING

1. Courses and Faculty Evaluation

The nursing faculty believes that evaluation of courses and of the teaching process is an integral part of nursing education. Based on this belief, the faculty provides opportunity for evaluation to occur within the program. At the end of each semester, junior and senior nursing students complete unsigned written evaluations of courses and instructors.

Standardized nursing departmental forms are used to record the evaluation information.

Faculty members also evaluate the courses in which they teach. The evaluation data are summarized by faculty and, in addition to other variables, are used to make needed course revisions and to improve teaching methods. Students have the option to sign or leave the evaluation unsigned.

2. Student Evaluation

All students in the nursing major receive ongoing evaluation of their progress throughout each semester. The evaluations are given verbally and in writing.

Student-teacher conferences are required at the end of each clinical rotation. The instructor completes a written student evaluation form. The form is dated and signed by both the student and the practicum instructor and is placed in the student's clinical file. Final student evaluations are the responsibility of the instructor. A copy will be given to the student upon request.

The student evaluation is based upon how well the individual has met the course requirements and objectives and followed Departmental policies and procedures. These are found in the course syllabi and in this student handbook.

3. Grading

Students must maintain a minimum grade of "C" in each nursing course in order to progress in the nursing major. (For further information on this topic, see "Progression" later in this section.)

The grading scale for the upper division nursing courses is standardized as follows:

A.....	90 – 100
B.....	80 – 89
C.....	75 – 79
D.....	68 – 74
F.....	67 and below

- a. Grades less than 75% will not be rounded. See appropriate syllabi for additional information on grading, course requirements, etc.
- b. A grade of "I" may be recorded for a student who has not completed all the requirements of a course because of illness or other circumstances beyond the student's control, provided work already completed is of passing quality. For all nursing courses "passing quality" is defined as a grade of 75% or above on previously completed work. Before a grade of "I" may be recorded, the student and instructor must determine course requirements to be completed and the completion date. This information is to be documented by completing the ATU Incomplete Grade Agreement contract (See Appendix G).
- c. No grades will be given by phone.
- d. Grades will be posted via BlackBoard on-line.

Academic Honesty

Students are expected to be honest and truthful in both classroom and practicum experiences. They are expected to adhere to the Code of Ethics and Standards of Care. Students are referred to the Arkansas Tech University Student Handbook for more specific regulations regarding academic honesty.

Students are expected to:

- a. Perform their assigned tasks in the practicum experiences. Students should have the permission of the clinical instructor before using assistance from the staff.
- b. Notify the instructor immediately of any clinical error made so that steps can be taken to prevent harm to the patient.
- c. Present written work that is theirs alone.
- d. Correctly document any materials from a textbook, pamphlet, journal, etc., that is used for an assignment.
- e. Be honest and truthful when writing clinical logs and giving verbal or written reports regarding patient care or the student's clinical experiences or assignments.
- f. Only use authorized devices or materials for an examination and not copy from other students' papers.
- g. Document material correctly. Plagiarism is defined as stealing and presenting as one's own ideas or words of another, or not documenting material correctly.

Students' papers may be evaluated by turnitin.com. For the first occurrence of academic dishonesty, the student will receive an F. If there is a second occurrence, the student will be dismissed from the program. Students are referred to the ATU catalog and handbook for the policy in detail.

If an incident occurs which a faculty member believes may constitute unprofessional conduct, or when such an incident is discovered, the faculty member aware of the conduct/incident, will immediately notify the student and instruct the student to leave the classroom. The faculty member will then complete a conference note in writing, describing the event, within 24 hours of discovery.

This information will be shared by the faculty member making the discovery with the level coordinator. A decision will be made if the incident should be taken to the level committee. The investigation into the incident/discovery will begin within three (3) working days. This investigation will include an opportunity to discuss the incident with the student.

If the incident is minor, the faculty member, in consultation with the person(s) named above, may require remedial work or instruction for the student.

If the incident is major or serial in nature, the course coordinator will notify the Department Head or his/her designee. In consultation with the involved faculty member(s), the Head will review the investigative report, the student's class and clinical performance evaluation(s), academic record, potential for successful completion of the major in nursing, and any other pertinent information. The Department Head will discuss the incident with the student. The Head may then make one of the following decisions:

1. Reprimand the student
2. Require remedial work, physical and/or mental evaluation, or instruction for the student
3. Award a failing grade for the course
4. Require administrative withdrawal from the clinical course
5. Dismiss the student from the Department of Nursing

The Department Head will notify the student in writing. The Dean will receive a copy of the student's notification.

The student may appeal any adverse decision through the standard appeals process of the University and Department of Nursing (See Appendix D for conference form).

GRADUATION/NCLEX

To be eligible for graduation, the student must complete the following steps:

1. Comply with all Arkansas Tech University requirements for a baccalaureate degree in nursing.
2. Complete the requirements of a minimum of 62 semester hours of lower division courses as specified in the University catalog.
3. Complete the requirements of the nursing courses or their equivalent for a total of 63 hours.
4. Submit the specified forms to the Registrar's office. For spring graduates, transcript evaluations and applications for graduation are completed during the spring semester of the year previous to the academic year the student plans to graduate. For fall graduates, transcript evaluations and applications for graduation are to be on or before the end of the 8th week of the previous spring semester (degree audit is done one year in advance). The forms should be obtained by the student from the Office of the Registrar within two weeks of the start of the spring semester. These forms are to be completed in conjunction with the student's academic advisor.
5. All senior nursing students are required to complete (1) the ATI Comprehensive Predictor Assessment, and (2) the HESI Exit Exam if a passing score is not achieved on the ATI Comprehensive Predictor . These exams are administered during Level IV of the senior year. ***A passing score on the ATI Comprehensive Predictor or the HESI Exit Exam is required in order to receive credit for NUR 4903.*** The ATI Comprehensive Predictor may be attempted only one time (unless additional forms of the test become available). If a passing score is not achieved on the ATI test, the student will be responsible for the fees associated with the HESI Exit Exam. The passing score for the ATI Comprehensive Predictor and the HESI Exit Exam are set by the Department of Nursing and reflect predicted NCLEX-RN success. The passing scores are published each semester in the course syllabi. Any student not achieving a passing score on the ATI Comprehensive Predictor or the subsequent HESI Exit Exam will be required to complete the ATI virtual NCLEX review course before taking the HESI a second time.
6. A processing fee, payable to the Student Accounts Office, is assessed when the application for graduation is approved. If the student fails to complete all graduation requirements, an additional processing fee will be assessed for the next semester or the term in which graduation is planned.

NCLEX

Upon completion of the degree requirements, the graduate may be eligible to apply for the National Examination for Licensure as a Registered Nurse. The fees to sit for the NCLEX and to obtain a license from the Arkansas State Board of Nursing are subject to change. Students will be provided with further information and the necessary forms in the 2nd semester of the senior year.

Student Progression

Once accepted into the upper division nursing courses, students should keep in mind that they must maintain a 'C' or better in every nursing course in order to progress in the program. Students receiving an "I" or incomplete, for any nursing course, must remove the "I" before they will be permitted to progress.

In order to progress in the nursing program the student must meet the following guidelines**.

*Completion of the following courses with a grade of "C" or better in each:

Engl 1013	Engl 1023	Math 1113	Biol 2014
Biol 3054	Biol 3074	Chem 1114	Psy 2003
Psy 3063	Soc 1003	Nur 2303	Nur 3803
Psy 3163	or Soc 3173		

*Students who attempt the 3000 level courses listed above twice (2 times) and cannot achieve a grade of "C" or better in any of these courses will not be considered for upper division.

For 3000 and 4000 Level courses, an attempt is "any enrollment in any course and dropping it after the first day of the 10th week of the semester, or after the third week of a summer session, for any reason, and/or failure (grade of "D", "F", < or "FE") of the course".

*For students desiring entry to fall Upper Division Nursing (Level I):

1. All requirements are complete at the end of the spring semester, $GPA \geq 2.75$.
2. Student has no more than 6 hours of prerequisite requirements outstanding at the end of spring semester, **to be completed by the end of summer session II**, $GPA \geq 2.75$.
3. Do not admit at this time.

*For students desiring entry to spring semester Upper Division Nursing (Level 1):

1. All requirements are complete at the end of the summer session II, $GPA \geq 2.75$.
2. Student has no more than 6 hours of prerequisite requirements outstanding at the end of the summer session II, **to be completed by the end of fall semester**, $GPA \geq 2.75$.
3. Do not admit at this time.

*All required prerequisite courses (62 hours of general education courses) are to be completed with $GPA \geq 2.75$ prior to admission to Upper Division Level I nursing courses.

*A student in the Upper Division courses may only repeat one nursing course. Following a second failure in **any** Upper Division nursing course the student will be dismissed from the program. Readmission will not be considered for any student dismissed from the nursing program who obtained a "D", "F", or "F*" in two (2) Upper Division nursing courses. The Department Head will consider exceptions on an individual basis. (Refer to University Formal Grievance procedure). Upper Division nursing courses include: 63 hours of course work allotted to the nursing major, inclusive of NUR 2023, all 3000 level nursing courses (with the exception of 3803) and all 4000 level nursing courses.

- *Students who make less than a “C” in any Upper Division nursing course may not progress into courses for which that course(s) is a prerequisite until the course(s) have been repeated and the required minimum grade attained.
- *Any student who plans to reenter upper division nursing classes after failing or withdrawing from nursing courses must reapply by March 1, June 30, or October 1 of the semester immediately preceding the fall/spring semester that he or she plans to resume progress in the Nursing program.
- *If a student obtains a “D”, “F”, or “F*”, in any two (2) Upper Division nursing courses for any reason, the student will be dismissed from the nursing program. Upper Division nursing courses includes: 63 hours of course work allotted to the nursing major, inclusive of NUR 2023, all 3000 level nursing courses (with the exception of 3803) and all 4000 level nursing courses.

The following Upper Division required non-clinical courses (NUR 2023, NUR 3103, NUR 3204, NUR 3304, NUR 3513, NUR 3606, NUR 3703, NUR 4206, NUR 4303, NUR 4606) must be completed with a grade of “C” or better to graduate. Any students who attempts any one of these courses twice (2 times) and does not achieve a final grade of “C” or better in the course, will be automatically be withdrawn from the Arkansas Tech University Nursing Program and will not be eligible for readmission. An attempt is defined as “any enrollment in any course and dropping it (or changing it to an audit) after the first day of the 10th week of the semester during the Fall or Spring semester, or after the third week of either Summer session for any reason, or failure (grade of “D”, “F”, or “F*”) of the course.”

- *Any student who withdraws from a clinical nursing course (NUR 3404, NUR 3805, NUR4405, NUR 4903, NUR 4804) after the fifth (5th) day of classes must have a passing grade at the time of withdrawal in order to withdraw passing. Student’s failing (“D” or “F”) at the time of withdrawal will receive an “F” after the 5th day of classes. A grade of “F” will count as a failure (“F”) for progression purposes.
- *All senior nursing students are required to complete (1) the ATI Comprehensive Predictor Assessment, and (2) the HESI Exit Exam if a passing score is not achieved on the ATI Comprehensive Predictor . These exams are administered during Level IV of the senior year. ***A passing score on the ATI Comprehensive Predictor or the HESI Exit Exam is required in order to receive credit for NUR 4903.*** The ATI Comprehensive Predictor may be attempted only one time (unless additional forms of the test become available). If a passing score is not achieved on the ATI test, the student will be responsible for the fees associated with the HESI Exit Exam. The passing score for the ATI Comprehensive Predictor and the HESI Exit Exam are set by the Department of Nursing and reflect predicted NCLEX-RN success. The passing scores are published each semester in the course syllabi. Any student not achieving a passing score on the ATI Comprehensive Predictor or the subsequent HESI Exit Exam will be required to complete the ATI virtual NCLEX review course before taking the HESI a second time.

- * A course grade of “C” or higher in NUR 4903 is a graduation requirement for the BSN degree.

**Effective January 1, 2006

*Students must achieve a passing grade of “C” or better in both the Theories and corresponding Practicum courses in order to progress within the program. Students who repeat a Theories course are required to show clinical competency in order to progress. Students who repeat Practicum are required to show theoretical competency in order to progress.

Clinical competence can be attained by:

1. Taking for credit corresponding practicum course
2. Completing a two hour Independent Study (NUR 3892) in Directed Practicum with a grade of “C” or better.

Theoretical competence can be attained by:

1. Taking for credit corresponding Theories course. Students must maintain a 75% average on all exams.
2. Auditing of corresponding Theories course. Student must maintain a 75% average on all exams.
3. Make $\geq 75\%$ on corresponding comprehensive Theory exam.

Students are responsible for seeking academic advice and guidance when they experience difficulty in meeting course objectives.

A student who has a failing grade in clinical cannot withdraw after the 5th day of classes.

The following courses may be taken out of sequence, if offered, provided that prerequisites for the course have been met:

NUR 3304Health Assessment
NUR 4202Selected Topics
NUR 499-4Special Problems in Nursing
3000/4000Nursing Electives

Student Withdrawal

When a student leaves the nursing program for any reason, the withdrawal procedure will be followed:

- A. Any faculty member who becomes aware that a student is withdrawing should inform the level coordinator and advise the student to notify the level coordinator of his/her intention to leave the program.
- B. The level coordinator will notify the student's nursing faculty advisor that the student has withdrawn.
- C. The advisor will then contact the student and arrange for an exit interview which will include the reason for withdrawal. The student should be aware of the fact that he or she will need to apply for readmission by March 1 or October 1 immediately preceding the fall/spring semester they plan to resume progress in the Nursing Program. A summary of the interview will be prepared by the advisor and will be placed in the student's file in the Nursing Department office. In addition, the advisor will complete an additional exit form to be placed on file within the Department that explains the withdrawal. This second form is prepared solely for use in preparing Department reports.
- D. The advisor will notify the coordinator of the above action.
- E. The coordinator will inform the Department Head who will send a letter to the student noting the withdrawal. If appropriate, the letter will include options for possible reentry into the program. Students may apply for reentry one time.
- F. The student must follow the official withdrawal procedure or a grade of "F" will be recorded for every course in which the student is enrolled. The student should go to the Registrar's Office to start the withdrawal procedure.
- G. The above steps are stated within the Department of Nursing Student Handbook.
- H. If the student does not return for an Exit Interview, any faculty member having knowledge of the reason for the withdrawal should write a note in the Advisory Notes and complete an Exit Interview form.

Grievance Policy and Procedure

The Department of Nursing grievance policy and procedure is consistent with that of the University. The policy provides the student with a way of appealing grades received or a grievance concerning a University employee or institutional regulation. This procedure is to be used for any conflict resolution.

Grievance procedures are of both an informal and formal nature. The student should exhaust the informal means before filing a formal complaint. The student directly affected must make the

appeal. In the case of appealing a grade, the appeal must be made during or within five days following the conclusion of the course involved (prior to the beginning of another semester).

The four steps to be followed when presenting an informal grievance are:

1. The appeal must begin with the student discussing the problem with the instructor or person involved.
2. Evidence of attempted resolution must precede any further action.
3. The issue will be presented to the level coordinator who will attempt to resolve the matter. If resolution is not possible, the level coordinator will choose from the following options according to the nature of the problem
 - a. Place the student issue on the next level meeting agenda. The student will attend the level meeting to present his or her case. A predetermined amount of time will be allotted for both the student's presentation and the presentation of the faculty member involved. After both presentations, time will be allowed for further discussion. After further discussion, both the student and faculty member will exit the meeting. The committee may opt to further discuss the situation before voting, or may move directly to the vote. The student will receive written notification of the committee's decision and recommendations from the committee if appropriate. These proceedings may be tape-recorded. If tape-recorded, the tape will be given to the Department Head directly after the meeting.
 - b. Recommend that the student meet with the Head of the Nursing Department as indicated in Step 4.
4. If the grievance is not resolved after steps 1-3 and/or within a reasonable time, the student will take the issue to the Head of the Nursing Department. If the Department Head should be the person involved, step 3 above should be omitted and the grievance will then progress to the Dean of the College of Natural and Health Sciences.

If these informal steps have not resolved the problem, the student may submit a written request to the Department Head, asking that a formal grievance committee consider the grievance. (Refer to the University Student Handbook for the formal grievance procedure.)

In case of a grievance resulting from a violation of student regulation, federal law, or the Arkansas Tech Affirmative Action Plan, the Department Head shall take immediate action to resolve the problem. If the grievance involves questions of opinion not covered in stated policies, the Department Head shall counsel with the student to resolve the grievance.

The student is referred to the ATU catalog and handbook for the policy in detail.

STUDENT NON-ACADEMIC GRIEVANCE PROCEDURE

Any alleged non-academic grievance (hereinafter referred to as "grievance") which a student may have regarding a University employee, an institutional regulation, and/or the interpretation and application of such regulation, may be considered under this procedure. Grievance procedures are of both an informal and formal nature, and the informal means should be exhausted before filing a formal grievance. A non-academic grievance may include instances of discrimination which create conditions affecting a student's academic performance or learning environment.

INFORMAL GRIEVANCE PROCEDURE

The procedure for an informal grievance is as follows:

1. The person should first discuss her/his grievance with the person responsible for the action, interpretation, or application leading to the problem.
2. If the grievance remains unresolved, the complainant may discuss it with the appropriate supervisory official.
3. If the circumstances of the grievance prevent the use of the above listed steps, or if the appropriate official does not resolve the grievance within five (5) school days, the complainant may discuss the grievance with the administrative head of that portion of the institution out of which the problem arose. In all cases, this should be one of the Vice Presidents or the Director of Athletics.
4. If the grievance resulted from a violation of stated student regulations, federal law, or the Arkansas Tech University affirmative action plan, the administrative head shall take immediate steps to enforce the stated regulation, law, or plan, and resolve the grievance.
5. If the grievance involves questions of opinion not covered in stated policies, the administrative head shall counsel with the complainant and departmental official(s) to resolve the grievance if possible.

FORMAL GRIEVANCE PROCEDURE

When a grievance has not been resolved by informal means, the student may submit a written request to the appropriate administrative head to have the grievance considered by a formal grievance committee. In no case will such a request be granted prior to five (5) college days after an informal grievance has been initiated and the appropriate administrative head notified.

1. A request for a formal grievance hearing should include the written nomination of one member of the Student Services staff and one employee from the administrative area involved. (The second nomination may come from any administrative area by mutual agreement of the student and the administrative head.)
2. The administrative head will select two (2) of the three (3) students on the Student Services Committee to complete the committee, which will be chaired by the administrative head, who will not vote, but only coordinate the hearing.
3. The Vice President for Student Services, or designate, shall serve as secretary and advisor to the committee, but will not vote. In matters concerning civil rights and equal opportunity, the affirmative action officer shall also serve as advisor, but shall have no vote.
4. The grievance committee will hear the grievance with such witnesses and evidence as it deems germane and shall present its recommendations in writing to the administrative head within three (3) college days of the hearing. The administrative head will render a decision within three (3) days. Copies of the findings, recommendation, and decision will be made available to all parties.
5. The decision of the administrative head may be appealed in writing to the President, with a copy to the administrative head, within ten (10) college days of receipt of the decision.
6. The decision of the President shall be final and binding.

Communications

Maintaining good communication between nursing students and faculty members is very important. This communication is generally very good. Most communication occurs in the theory classroom and in the practicum setting. Sometimes, however, some exchange of information outside these usual situations is needed.

Methods of sharing information within the Department include:

1. Bulletin boards located on the second floor of Dean Hall where students, faculty, and administration post important materials. Such information may include new policies, sign-up sheets for return demonstrations, information pertaining to course work, advanced educational opportunities, and advisor-advisee lists. THE STUDENT IS RESPONSIBLE FOR CHECKING THE BULLETIN BOARD BETWEEN ROOMS 220 and 221 FOR POLICY CHANGES.
2. Individual student mailboxes located in the Student lounge.
3. Student-faculty meetings for the purpose of sharing and clarifying pertinent information.
4. Written memos from faculty to student and from students to faculty. Memos or other materials for faculty members may be left with the Department secretaries for placement in the faculty mailboxes.
5. Individual student-faculty conferences. These are usually scheduled throughout nursing classes and at the conclusion of the courses. They may also be scheduled for other purposes such as advisement.
6. Information may be shared through email and discussion boards on-line. Students are held responsible for information posted on the bulletin boards and are encouraged to check the bulletin boards and mailboxes daily.

STUDENT EXPECTATIONS

Accountability

Students must maintain the highest standards of integrity, ethical, and legal behavior at all times. (See American Nurses Association Standards of Nursing Practice included in NUR 2023 syllabus.) Serious violation of any of these standards may result in the dismissal of the student from the program. This behavior must be exhibited in all theory and practicum-related situations. The student is responsible for maintaining familiarity with the standards described in all nursing syllabi.

The following are examples of some practicum related situations:

1. Information regarding clients and families must be kept absolutely confidential.
2. Students are expected to report to the practicum setting on time and be prepared to meet assigned objectives.
3. Students are expected to notify the instructor if they will be unavoidably late or absent from assigned practicum.
4. Upon completion of the client assignment, the student will give a report to the appropriate staff person regarding care given and any other pertinent information. Proper communication between students, staff, and faculty provides continuity of care for the client.
5. Students are expected to comply with the Health Insurance Portability and Accountability Act of 1996.

Medication Errors/Incident Reports

An incident report form shall be completed as indicated for errors made while in the practicum setting (See Appendix A).

Transportation

The Department of Nursing primarily utilizes the practicum facilities and services of the Arkansas River Valley area. However, in order to completely meet the objectives of certain courses, students will be required to travel outside the immediate area. Students must provide their own transportation to and from the practicum setting. Assignments cannot be made based upon whether or not a student has a car. In addition, students may have to make arrangements for overnight lodging when practicum experiences are out of town. Each individual student is responsible for his/her own transportation and overnight lodging.

Uniforms

Students are expected to present a clean and neat appearance in the classroom and in practicum settings. Obtaining uniforms and accessories is the responsibility of the student.

The student uniform consists of a black scrub-style, straight leg pant uniform with the ATU Department of Nursing insignia, white shoes, and a name badge. A white laboratory coat (at least fingertip length) with a name badge and ATU Department of Nursing insignia is worn over appropriate street clothing when in the practicum setting for study, research, or patient contact other than during assigned practicums. Required uniform accessories include a watch with a second hand, stethoscope, scissors, and penlight. Exceptions to the student uniform can be made as designated by the practicum agency's dress code. For example, professional looking street

clothing and a lab coat may be worn in some agencies. Tennis shoes and/or jeans are not acceptable with lab coats. See individual requirements below for more pertinent details.

Specific requirements for uniforms are:

- a. Black scrub-style, straight leg pants uniform.
- b. ATU Nursing insignia on left sleeve of uniform.
- c. One full or 3/4 length white lab coat with ATU Nursing insignia on left sleeve. A white lab jacket is not acceptable. A black lab jacket with ATU insignia on the sleeve is acceptable to wear with scrubs.
- d. White nursing shoes. White leather tennis shoes with conservative trim may be worn.
- e. Name badge with student's name, picture, and ATU Nursing Student.
- f. Hair shall be pulled back away from the face if it is longer than shoulder length.
- g. Fingernail polish shall not be worn. Fingernails should be short.
- h. Students may not have tongue piercing. If the tongue has been pierced, studs, rings, etc. must be removed during clinicals, and any activity associated with the Arkansas Tech University Department of Nursing. There are to be no visible body piercing. Students may wear one earring in each ear. Jewelry is ONLY to be single stud earrings, a wedding band, and a watch.
- i. Male students must be clean-shaven, or beards and mustaches must be well trimmed.

Uniforms may be ordered from the company of the student's choice, but they must be a black color. Locally, these may be purchased from Russellville Medical Supply or J.C. Penney. Students may refer to the SNA web page for links to uniform companies.

If the student is a licensed or registered nurse and already owns a white uniform, and does not wish to purchase an additional black uniform, he/she may have the option to wear a professional white uniform dress, pantsuit, or white shirt and straight leg trousers. The ATU insignia and white professional lab coat are required as with the black uniform.

The required accessories may come from the company of the student's choice.

The Department of Nursing insignia is sold only in the ATU Bookstore. It must be sewn on the left sleeve of the uniform and lab coat halfway between the shoulder and the elbow.

A Nursing photo ID badge must be purchased from the Student Accounts office. Students must purchase this prior to the first day of clinical. If a student is currently enrolled at ATU, the student's current photo on file is used for the badge.

** Any student who does not have an ATU photo ID must have a photo made in Student Accounts for an ID card and the nursing photo ID badge.

Documentation

When signing any documentation in the clinical setting, the student should sign his/her name followed by "ATUNS".

Example: Mary Green, ATUNS

This also applies to students who are already licensed as LPN or RN. Licensed students may not

sign their licensure initials after their name while functioning in the student role in the clinical setting.

Tobacco Use and Gum Chewing

Students are not permitted to use any tobacco products within Dean Hall or on the grounds of any clinical agency. Gum chewing is unprofessional and prohibited during all clinical experiences.

Cellular Phones and Beepers

Due to noise and distraction, cellular phones are NOT allowed in classes or clinicals. Beepers must be in the vibrating mode.

Nails and Artificial Nails Policy

Students are not permitted to wear artificial fingernails or long natural nails. Fingernail polish is not to be worn on clinical days. A good rule to follow is that when the fingers are held up, no nails can be seen past the fingertips.

Recording Devices*

Use of recording devices of any type is strictly prohibited at any time in the Department of Nursing in all classrooms, clinical, or conference situations without the prior written approval of individual faculty involved. This would include all formal and informal circumstances. Recording devices include, but are not limited to, tape recorders, digital recorders, cellular phones, personal digital assistants, or any other device that would maintain a record of conversations. Recording of lectures in a classroom setting may be allowed as long as the individual faculty is aware of and provides written approval prior to the class.

SCHOLASTIC NON-COGNITIVE PERFORMANCE STANDARDS*

Department of Nursing Student's Responsibilities: Failure to comply with the requirements of any of the following items or other policies in the Department of Nursing Student Handbook and the Catalog may result in a conference with the appropriate Department Head or his/her designee to discuss the difficulty. Should the problems warrant immediate action, the Department Head may recommend the student be placed on disciplinary probation or dismissed from the College. The following is a description of the scholastic, non-cognitive performance responsibilities of a student in the nursing program at Arkansas Tech University.

Attentiveness – The student regularly attends class. All extended absences are for relevant and serious reasons and approved, where applicable, by the appropriate authority. The student is consistently on time for lectures and stays until the ends of presentations. The student is alert during the presentation and demonstrates attentiveness by taking notes and asking appropriate questions.

Demeanor – The student has a positive, open attitude towards peers, teachers, and others during the course of nursing studies. The student maintains a professional bearing in interpersonal relations. The student functions in a supportive and constructive fashion in-group situations and makes good use of feedback and evaluations.

Maturity – The student functions as a responsible, ethical, law-abiding adult.

Cooperation – The student demonstrates his/her ability to work effectively in large and small groups and with other members of the health team, giving and accepting freely in the interchange of information.

Inquisitiveness – The student acquires an interest in his/her courses and curricular subjects, demonstrating individual pursuit of further knowledge.

Responsibility – The student has nursing school performance as his/her primary commitment. Student/student and student/faculty academic interchanges are carried out in a reliable and trustworthy manner.

Authority – A student shows appropriate respect for those placed in authority over him/her both within the University and in society.

Personal Appearance – The student's personal hygiene and dress reflect the high standards expected of a professional nurse.

Communication – The student demonstrates an ability to communicate effectively with peers, teachers, patients, and others.

Professional Role – The student conducts self as a professional role model at all times and in compliance with ANA Standards of Practice and the Arkansas State Board of Nursing Rules and Regulations regarding professional conduct. The student demonstrates the personal, intellectual and motivational qualifications of a professional nurse.

Judgment – The student shows an ability to think critically regarding options, reflecting his/her ability to make intelligent decisions in his/her personal and academic life.

Ethics – The student conducts self in compliance with the ANA Code of Ethics.

Moral Standards – The student respects the rights and privacy of other individuals and does not violate the laws of our society.

Arkansas Tech University Department of Nursing reserves the right to dismiss a student at any time on grounds the University and Department of Nursing judge to be appropriate. Each student by his/her own admission to the University and Department of Nursing recognizes this right of the University and the Department of Nursing.

***Adopted from UAMS, September 23, 2005**

FINANCES

Financial Aid

Arkansas Tech University provides financial assistance to eligible students in the form of scholarships, loans, and grants. Nursing students are eligible for the same financial aid as other enrolled students.

Nursing Scholarships and Loans

1. Dr. Charles and Joyce Wilkins provide a tuition scholarship to the senior with the highest grade point average.
2. Some hospitals and health agencies have loan programs available to nursing students in exchange for a specific period of employment following graduation.
3. The Yell County Medical Society provides a scholarship.
4. Junior Auxiliary of Russellville provides a scholarship for Upper Division nursing students.
5. Hazel Thrasher Memorial Scholarship Fund provides scholarships for Upper Division nursing students.
6. The First United Methodist Church of Russellville provides a nursing scholarship.
7. Nell Teeter Balkman Nursing Scholarship provides partial tuition for Upper Division Nursing students.

Details concerning aid specific to nursing students are available in the Financial Aid Office in the Doc Bryan Building and the Department of Nursing.

Fees and charges are listed in the ATU Catalog and the schedule of courses published prior to each semester.

Scholarships

Scholarships and financial aid are listed in the ATU catalog. An application form for some of the scholarships is available in the Department of Nursing office. Students may go by the Financial Aid office and ask for the “scholarship form”. This form allows the student to write down all scholarships of interest. This form is returned to the Financial Aid.

Costs

Below are items that you will incur in the Upper Division Nursing courses. This list does not comprise all costs but will aid you to be better financially prepared.

FINANCES (continued)

*Special Fees:

Junior Year

	Uniforms. \$100.00
CPR mask/Cards. . . \$35.00	Stethoscope.
Criminal Background \$35.00	Pen Light.
	Scissors.
	Total. \$82-100.00
SNA Dues. \$35.00	Clipboard.
ASNA Convention. . \$35-55.00	Watch. variable
	ID Badge. \$5.00
Hotel Expenses. . . \$50-100.00 night	Liability Insurance. . \$14.50
Textbooks. \$400- 800/semester	Travel expenses to & from clinical. \$50-100.00

Senior Year

Liability Insurance \$14.50	SNA Dues. \$35.00
Research Day. \$15	Textbooks. \$400/800 Semester
ARNA Convention. . . \$90.00	
Hotel Expenses. . . \$50-100.00 night	Class Pin. \$36 to \$200.00
NCLEX Review. . . . \$298.00 (optional)	Travel Expenses to & from Clinical. . . . \$50-100.00
Disciplinary/ Legislative Day. . . . \$15 -30.00	*NCLEX AP Fee. . . \$55.00
Criminal Background. . \$22.00 and \$24.00 Fingerprinting	*NCLEX Exam. . . . \$200.00
	NCLEX Review course if needed. . . . \$ 300/400

*These are estimated fees. Prices are subject to change.

There are some times when additional purchases may be required of all students. When nearing graduation, for example, students may be asked to purchase pictures of themselves for use in the Department composite photo of each class that is prepared and displayed in the nursing building.

Refer to the University catalog for costs of dormitory living.

DEPARTMENT FACILITIES AND LEARNING RESOURCES

Audiovisual Laboratories

Dean Hall

Many audiotapes, videotapes, and other audiovisual learning aids are available for student use to augment the information gained in theory and practicum courses. The faculty strongly encourages students to utilize these excellent resources.

At the beginning of each semester, the Learning Resources Coordinator assures that all required audiovisual materials are available in the AV Laboratory on the second floor of Dean Hall. These required AVs are noted in the syllabus for each course along with the required readings.

In addition to the required AVs, students may desire to utilize AV materials in order to further their nursing knowledge or for use in teaching others about health. The Learning Resources Coordinator can advise the student about available materials and their use.

Computers

The Department has computer facilities and equipment for students to use for computer aided instruction, literature review, and word processing. Access to the Internet is also available. Department of Nursing computers are housed in the AV laboratory. The Library and the Computer Lab in Corley have computers available to students.

The following policy has been developed in the Department of Nursing for the AV/Computer room to allow optimal use of the facility while maintaining adequate security.

1. PRIORITY OF USE

- FIRST:** Completion of assigned Computer Assisted Instruction Assignments by Upper Division Nursing Students.
- SECOND:** Completion of other assignment, i.e. papers etc. by Upper Division Nursing Students.
- THIRD:** Other personal use by Upper Division Nursing Students including Internet and E-mail Access.

2. Use of Computer Programs in Computer/AV Room

- a. Required computer assisted instruction programs will be set out by the Learning Resources Coordinator. Each instructor is responsible for informing the Learning Resources Coordinator at least two working days before the students are expected to view the material in order that the students can complete the required class preparation.
- b. All disks will be kept in a safe place until they are required for use.
- c. Learning resource materials may not be removed from the Department.

RULES FOR USING THE AUDIOVISUAL/COMPUTER ROOMS

ANY VIOLATION WILL RESULT IN LOSS OF USAGE OF THE FACILITY.

1. No eating or drinking in DEAN 213 or in the AV/computer areas of DEAN 211.
2. Leave equipment in good condition. If any part of a printer is removed in an attempt to load paper it should be replaced as it was originally found.
3. Care should be taken to handle software appropriately, return disks to their original jackets or files and place in the designated place.
4. Consider the audiovisual/computer room as you would a library. It is a working area and each student deserves an atmosphere conducive to study. When working together students should do so quietly.
5. If a problem is encountered with a computer or software, leave a note on the computer indicating the problem and also report it to the Learning Resources Coordinator or to the classroom Instructor.
6. Turn off all equipment before leaving the AV/computer room. Each computer and printer may differ in how to turn it off.
7. Clean up after yourself -- papers in wastebasket, chair in proper position, no books, disks, etc., left out.
8. The telephone is to be used only for very brief conversations. There will be no incoming calls on the phone and no long distance calls.

Physical Assessment Laboratories

Dean Hall

On the first floor of Dean Hall, there are three fully equipped physical assessment rooms. These rooms are used primarily for the physical assessment courses and contain all of the equipment needed for a thorough screening exam.

Skills Laboratories

Dean Hall

Two completely equipped skills laboratories are located on the second floor of Dean Hall. These rooms are utilized for the nursing skills courses as well as by students wishing to preview a previously learned skill. These labs are open every day and are under the direction of the Learning Resources Coordinator.

Students will find that the Learning Resources available to them within the Department of Nursing are of very high quality. Utilization of these facilities and the equipment within them will greatly aid the student in maximizing his or her learning potential.

FOOD & DRINK IN THE NURSING DEPARTMENT

DEAN HALL

1. Classrooms

- a. Food and drink will be allowed in some classrooms as long as it does not cause a problem.
- b. Students should clean up any spills or crumbs before leaving the classrooms.
- c. Food and drink containers should be disposed of in the proper manner.
- d. No glass containers.

2. Audiovisual/Computer/Lounge Area

- a. FOOD OR DRINK IS NEVER ALLOWED IN DEAN 213 OR IN THE AUDIOVISUAL/COMPUTER AREA OF DEAN 211.
- b. Food and drink will be allowed in the lounge unless damage to reference materials results.
- c. Students should clean up any spills or crumbs before leaving the resource room.
- d. No food or drink should be left in the resource room overnight.
- e. No glass containers.

3. Skills Laboratories

- a. FOOD AND DRINK IS NEVER ALLOWED IN THE SKILLS LABS.

STUDENT NURSE'S ASSOCIATION

All nursing students are encouraged to become members of the Department of Nursing Student Nurse's Association (SNA) as a first step toward professionalism. The ATU SNA is the local organization of the State and National Student Nurse's Association. It functions to create a community that serves the student through social, service, and professional activities that are both educational and enjoyable. The SNA elects officers and two nursing faculty advisors to serve for each academic year. The parent organization is the American Nurses' Association (ANA).

Each fall, members elect junior and senior student representatives to serve on the Nursing Department's Curriculum and Welfare committees and the Self Study Committee. The representatives have full membership privileges as outlined in the Nursing Faculty By-Laws. They collaborate with faculty in making suggestions for the development or revision of policies, curriculum changes, and in general program evaluation. Student representatives also communicate actions of the committees to fellow students. Students do not participate in the selection of students for admission to the Nursing Program or when students' confidentiality would be violated on any committee.

Arkansas Tech nursing students are encouraged to seek office and to serve on state and national student nurse committees. State SNA officers are elected during the Arkansas Student Nurse's Association convention that is held early in the fall of each year. State and National Student Nurse's Association application membership forms are available in the Nursing Department office, from the SNA officers, and the faculty advisor. Membership dues are established at the national level and are currently *\$35.00 per year. Local SNA membership is \$5.00 per year.

Benefits of National SNA membership include reduced rates for nursing liability insurance, a newsletter to keep students informed about current issues in nursing, scholarly activities, fellowship with other nursing students, and an opportunity to serve the community.

Participation in the ATU Student Nurse's Association activities is considered to be a show of professionalism. One benefit of this participation is the opportunity to earn up to two (2.0) professional points to be applied toward any one-course grade above 75. The points will only be used if adding them to the number grade results in an improvement in the letter grade. Spring professional points may be applied to summer courses.

Registered nurses have a choice of belonging to SNA or ArNA or both.

*Fees are subject to change.

UNIVERSITY COMMITTEE MEMBERSHIP

Nursing students are eligible for membership on the various University committees through the Student Government Association (SGA). Members of these committees participate with faculty and administration in the general guidance of the University.

Accidental Sharps Injuries and HIV/HBV Exposure Policy

It is the policy of the Arkansas Tech University Department of Nursing to provide a follow-up program for students and faculty following HIV/Hepatitis B (HBV) exposure incidents. This includes accidental sharps injuries and exposure to blood and body fluids. "Student" applies to student or faculty who are exposed.

Following an accidental sharps injury or exposure to blood/body fluids, the student should immediately report the situation to the faculty member in charge of clinical assignment. The faculty member assists the student in completing the clinical agency's incident report form and seeks appropriate treatment for the injury, following the clinical agency's guidelines and ATU Nursing Department guidelines. The Nursing Department Head (or Assistant Head) notified by the faculty member as soon as possible.

Forms that must be completed following a sharps injury or blood/body fluid exposure include:

1. The clinical agency's Incident Report form
2. The ATU Nursing Department Clinical Incident Report form
3. The Source Consent form, if source consent is required by the agency
4. Consent for HIV and HBV test completed by the student
5. Assumption of Risk and Waiver form, if the student refuses HIV/HBV testing

ACCIDENTAL SHARPS INJURIES AND HIV/HBV EXPOSURE POLICY (continued)

PRE-TEST COUNSELING GUIDELINES

OBJECTIVE:

The objective of the pre-test counseling guidelines is to inform the student or faculty member who has been exposed to blood or body fluids of the possible or probable medical, economic, and social consequences of HIV and HBV antibody testing.

INFORMATION TO BE COVERED:

- Review of the antibody test, including meanings of positive and negative results, testing times, and procedures for testing

- Review of initial written incident report with the student

- Discuss issues such as:
 - ◆ relationship changes, marital difficulties and contact notification

 - ◆ insurance issues such as non-payment of testing and the possibility of future requests or reporting of HIV testing

 - ◆ potential psychological and emotional reactions to negative and positive results (see “Possible Risk of Testing”)

 - ◆ information about risk reduction behaviors, general health measures, pregnancy avoidance, and the generalized viral syndrome some people experience at seroconversion

ACCIDENTAL SHARPS INJURIES AND HIV/HBV EXPOSURE POLICY (continued)

POSSIBLE RISKS OF TESTINGS:

- severe psychological reactions, including anxiety, nightmares, sleep disturbances, depression, and suicidal behavior
- disrupted interpersonal relations, including potential for rage reactions and their extreme manifestations, such as homicidal behavior
- social ostracism and self-imposed social withdrawal
- relationship problems (blaming partners, sexual dysfunction, disrupted ability to make plans as a couple)
- stigmatism and discrimination if a positive antibody status is made known to others outside of confidentiality guarantees
- employment and insurance problems including future hiring situations
- preoccupation with bodily symptoms
- a false sense of security and denial if the test results are negative

PAYMENT:

Payment for drug therapy, lab tests, and physician visits are the responsibility of the student. Arkansas Tech University pays for testing of the source patient if not an agency patient.

FOLLOW-UP APPOINTMENT:

A follow-up appointment for notification of test results should be made. If the student does not allow the Department of Nursing designee to be informed first, he/she is **STRONGLY** encouraged to notify the counselor **IMMEDIATELY** of the test results. This will allow for appropriate follow-up, as well as provide support for the student.

ACCIDENTAL SHARPS INJURIES AND HIV/HBV EXPOSURE POLICY (continued)

POST-TEST COUNSELING GUIDELINES:

The post-test counseling session is to assist the student to cope with immediate psychological reactions, cope with the test results and manage information, and develop a personal health plan.

The student is encouraged to have the HIV test repeated at 6 weeks, 3 months, and 6 months after the last possible exposure. Appointments should be consistently met.

Information should include:

- interpretation of test results
- recommendations for medical follow-up and discussion of infection symptoms
- discussion of a personal health plan (rest, nutrition, stress-reduction behaviors, possible participation in clinical drug trials)
- referral for continued psychological and education services, including involvement in a support group
- recommendations for prevention of transmission
- recommendations concerning the follow-up of sexual partners and children
- review of potential discrimination (personal and professional)

*** As in the case of any policy guidelines, Arkansas Tech University reserves the right to change them or to make appropriate revisions, additions, amendments, or corrections. Faculty/students will be notified of any changes.

ACCIDENTAL SHARPS INJURIES AND HIV/HBV EXPOSURE POLICY (continued)

**ARKANSAS TECH UNIVERSITY
Department of Nursing**

CONSENT FOR HIV AND HEPATITIS B TEST

I agree to have a sample of my blood taken for the purpose of testing for the Human Immunodeficiency Virus Antibody (HIV (AIDS Screen) and for Hepatitis B Virus Surface Antibody (Anti-HBs) and surface antigens. I acknowledge that I am financially responsible for the cost of the tests and follow-up treatments, if any, prescribed due to tests results.

The reason for this test is that I have been exposed to another's blood or body fluid during my course, work assignment or clinical and the criteria has been met that requires follow-up screening test and prophylactic treatment.

One test is for antibodies to the virus that causes AIDS. It does not diagnose AIDS or tell whether a person will get AIDS. Additional tests for HIV will be repeated at 6 weeks, 12 weeks, and 6 months. In the case of a positive result, I will be referred to my private physician and the result reported to the Arkansas State Department of Health, as required by law.

A second test is done to indicate if I have Anti-HBd. In the case of a positive result without history of previous vaccination, I will be referred to my private physician. Confidentiality is maintained in regards to record keeping and personnel policies in compliance with federal, state and local laws.

Please Initial One:

_____ I authorize test results to be given to Arkansas Tech University Department Head the Department of Nursing or his/her designee, who will notify me of screening results and recommended follow-up medical care and counseling.

_____ I prefer to be informed of the tests results directly by the agency performing such test. I authorize the agency performing the tests to release the tests results to the Arkansas Tech University Department of Nursing Head or his/her designee for counseling and for recommendations as to follow-up medical care.

Witness

Signature

Date

Date

Witness

Date

ACCIDENTAL SHARPS INJURIES AND HIV/HBV EXPOSURE POLICY (continued)

**ARKANSAS TECH UNIVERSITY
Department of Nursing**

**ASSUMPTION OF RISK AND WAIVER FORM
RELATING TO REFUSAL TO TAKE HIV AND HEPATITIS B TESTING**

I understand that due to my occupational or clinical exposure to blood or other potentially infectious materials I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to have the Hepatitis B Virus Surface Antibody (Anti-HBs) and have been informed that regardless of the results I should be vaccinated with Hepatitis vaccine at my own expense. However, I decline Hepatitis B Virus Surface Antibody (Anti-HBs) and Antigen tests at this time. I understand that by declining the vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. I also understand that by declining the test and vaccine, that should I contract HBV prior to being vaccinated, I have willfully and voluntarily consented to the following agreement: I understand that by declining this test, I hereby and for myself, my heirs, executors, administrators, successors and assigns release, acquit and forever discharge Arkansas Tech University, Inc., and its successors in interest, assigns, employees, agents, officers, and directors of and from any and all claims, actions, causes of action, demands, rights, damages, costs, loss of service, expenses and compensation whatsoever, which the undersigned may hereafter accrue on account of or in any way growing out of any and all known and unknown, foreseen and unforeseen bodily and personal injuries and property damage and the consequences thereof resulting or to result from exposure to another's blood or body fluid which occurred on or about the day of _____, 200__ as a student of Arkansas Tech University Department of Nursing. I understand and agree that by refusing this test the person whose blood or body fluids I was exposed to will not be tested.

I understand that due to my occupational or clinical exposure to blood or other potentially infectious materials, I may be at risk of acquiring the Human Immunodeficiency Virus (HIV). I have been given the opportunity to have testing for the HIV virus at a minimal charge to myself. However, I decline this at this time. I understand that by declining this test, I hereby and for myself, my heirs, executors, administrators, successors and assigns release, acquit and forever discharge Arkansas Tech University, Inc., and its successors in interest, assigns, employees, agents, officers, and directors of and from any and all claims, actions, causes of action, demands, rights, damages, costs, loss of service, expenses and compensation whatsoever, which the undersigned may hereafter accrue on account of or in any way growing out of any and all known and unknown, foreseen and unforeseen bodily and personal injuries and property damage and the consequences thereof resulting or to result from exposure to another's blood or body fluid which occurred on or about the _____ day of _____, 200____, as a student of Arkansas Tech University Department of Nursing. I understand and agree that by refusing this test the person whose blood or body fluids I was exposed to will not be tested.

ACCIDENTAL SHARPS INJURIES AND HIV/HBV EXPOSURE POLICY (continued)

I the undersigned, hereby declare and represent that the injuries sustained may be permanent, progressive and may take several years to manifest itself as AIDS (Acquired Immune Deficiency Syndrome). Recovery therefore is uncertain and indefinite, and in making this Release it is understood and agreed that the undersigned relies wholly upon the undersigned's judgment, belief and knowledge of the nature, extent, effect and duration of said injuries and liability therefore. This release is made without reliance upon any statement or representation of the party or parties hereby released or their representatives or by any physician or surgeon by them employed.

The undersigned further declares and represents that no promise, inducement or agreement not herein expressed has been made to the undersigned, and that this Release contains the entire agreement between the parties hereto, and that the terms of this Release are contractual and not a mere recital.

Witness

Signature

Date

Date

Witness

Date

**STATE OF ARKANSAS
COUNTY OF POPE**

On this the _____ day of _____ 20__, before me, the undersigned officer, personally appeared _____ known to me to be the person whose name is subscribed to the within instrument and acknowledged that he/she executed the same for the purposes therein contained.

IN WITNESS THEREOF I hereunto set my hand and official seal.

Notary Public

My Commission Expires:

ACCIDENTAL SHARPS INJURIES AND HIV/HBV EXPOSURE POLICY (continued)

**ARKANSAS TECH UNIVERSITY
Department of Nursing
SOURCE CONSENT FORM**

I, _____, consent to the collection of bloods as requested by _____ at Arkansas Tech University, for the purpose of testing for the Human Immunodeficiency Virus Antibody (HIV) or (AIDS Test) and for Hepatitis B Virus Surface Antibody (Anti-HBs) and surface antigens. The reason for requesting this test is that an Arkansas Tech University student or employee has been exposed to my blood or bodily fluid and the results of my test will be used in determining the need for further treatment of that person. I furthermore authorize the release to Arkansas Tech University's Department of Nursing Head or his/her designee of any and all medical information obtained during the exam and testing procedure agreed to herein. I understand that the examination and testing procedures mentioned above will be conducted at no charge to me. Confidentiality will be maintained in keeping with federal, state and local laws.

Signature

Date

Witness

Date

Witness

Date

**STATE OF ARKANSAS
COUNTY OF POPE**

On this the _____ day of _____ 20__, before me, the undersigned officer, personally appeared _____ known to me to be the person whose name is subscribed to the within instrument and acknowledged that he/she executed the same for the purposes therein contained.

IN WITNESS WHEREOF I hereunto set my hand and official seal.

Notary Public

My Commission Expires: _____

HISTORY OF THE ARKANSAS TECH UNIVERSITY BACHELOR OF SCIENCE IN NURSING PIN



The nursing pin, as we know it today evolved from a badge worn by knights during the Crusades. The Crusades, which swept northern Europe, were to last for almost 2000 years (1096-1291). The deaconess movement, suppressed by the Western churches, became all but extinct. Military nursing orders evolved as a result of the Crusades. The Knights Hospitallers of St. John was one such order. It was organized to staff two hospitals that were located in Jerusalem. The knights, organized as a nursing order, were required, at times, to defend the hospital and its patients. For this reason they wore a suit of armor under their habits. On the habit was the Maltese cross. The same cross was to be used later on a badge designed for the Nightingale School. The badge became the forerunner of the nursing pin, as we know it today. The symbolism of the pin dates back to the sixteenth century, when the privilege of wearing a coat of arms was limited to noblemen who served their kings with distinction. As centuries passed the privilege was extended to schools and to craft guilds, and the symbols of wisdom, strength, courage, and faith appeared on buttons, badges, and shields. The pins of many schools of nursing are fashioned after a cross of some kind.

Each nursing program designs its own pin. Graduates and others recognize each other from the pin no matter where they work all over the world. The first class to graduate from the Arkansas Tech University Bachelor of Science in Nursing Program in 1980 chose the shield design with a lamp (with a flame) in the center to symbolize the knowledge needed to direct and administer care to patients of all ages in various stages of wellness, illness, and rehabilitation. The lamp is embedded in a wreath to denote life and caring. Because the class was proud to be the first graduates of the Bachelor of Science in Nursing Program in Russellville, Arkansas, they emblazed Nursing across the top and Baccalaureate at the lower end of the lamp and wreath. They had Arkansas inscribed on the top left side and Tech on the top right side, and University beginning on the lower left side and ending on the lower right side so graduates everywhere would recognize each other. The pin is one inch in actual size. The die from the first sketch was cast on September 17, 1979. A chain is an option. The colors are Arkansas Tech University's colors green and gold.

APPENDICES

APPENDIX A

HOW TO STUDY FOR NURSING COURSES

Before Class

As minimum preparation for class, utilize the following guide for pre-reading the reading assignment before the lecture.

1. Read the unit objectives in the course syllabus.
2. Read the introduction to the unit in the text.
3. Read the title to the chapter(s). These will give you an idea of where the material is starting and where it is leading.
4. Review the anatomy and physiology and the pathophysiology for the system covered. Utilizing notes from previous courses should provide an adequate review.
5. Read each major heading in the chapter.
6. Look over any typographical aids, i.e., italic, boldface, etc. Pay particular attention to definitions of terms.
7. Look over any visual aids, i.e., graphs, pictures, diagrams, tables, figures, etc.
8. Read the chapter summary.
9. Estimate how long it will take you to read the entire chapter and make a plan for when and where you will read the chapter.

For complete preparation, read the chapter before the lecture is presented in class.

After Material Is Presented In Class

1. Review your lecture notes as soon as possible after the lecture and definitely before the next lecture.
2. Write down any questions that you have or flag any areas that need clarification.
3. Read the chapter if you have not done so.
4. Expand your notes and/or highlight text to further clarify other important material.

Before Examinations

1. Review lecture notes and text.
2. Apply the material to the client situations you have experienced in the clinical setting.
3. Review pharmacological agents presented in the material.
4. Make a list of applicable nursing diagnoses and be able to explain rationale for why the diagnoses apply.
5. List appropriate nursing intervention.
6. Finally, review the syllabus section pertaining to the topic. Analyze each objective to see that you have met that objective.
7. Study for any deficiencies revealed by analyzing unit objectives.

APPENDIX B

CLINICAL INCIDENT REPORT

This form should be completed when any of the following incidents have occurred.

1. Student is not prepared for clinical (paperwork or knowledge).
2. Medication or treatment errors.
3. Inability to perform a psychomotor skill.
4. Any major demonstration of lack of safety.
5. Accidental needle stick injury or exposure to blood/body fluids. In addition the Accidental Sharp Injuries and HIV/HBV Exposure Policy Form must be completed.

DATE _____ TIME _____

Description of Incident: Student and/or Instructor (include all persons involved i.e. patient, student, agency personnel, instructor, etc.):

Resolution of Incident: Student and/or Instructor (include resolution with each person involved with incident):

Student

Instructor

Original Copy: To Head of Department to be Placed in Student's Folder

APPENDIX C

Instructions to complete the Unsafe Behavior Report Form

1. Faculty will initial unsafe behaviors noted, write a brief description of the event(s) and have it witnessed by others who observed the same, unsafe behavioral event(s).
2. The student performing the unsafe behavior(s) will be asked by the faculty member to perform a routine task/calculation or critical thinking activity and document student's completion of the activity. The student will be asked to write his/her own comments on the same form.
3. After completion of the form, the student will be asked to leave the clinical/classroom area and to see the Vice President of Student Services for follow up.
4. If the student(s) is/are unsafe to leave the facility, faculty will confer with the Department Head for further instructions.

**Arkansas Tech University
Department of Nursing
Unsafe Behavior Report Form**

Name of Student: _____

Name of Instructor: _____

Date: _____ Time: _____ Office: _____

Name of Witness and Title: _____

Please initial the behavior(s) of the student identified above that you observed on the date indicated:

Disorientation		Extremely Nervous		Thick, Slurred Speech	
Belligerence		Glassy-Eyed		Profuse Sweating	
Poor Motor Coordination		Jerky Movement of Eyes		Sleepiness & Drowsiness	
Uncoordinated Gait		Unusually Talkative		Staggering Gait	
Odor of Burnt Rope		Mood Changes		Dilated Pupils	
Odor of Glue, Paint Solvent, ETOH		Flushed Face, Head or Neck		Poor Perception of Time & Distance	
Redness around Nasal Area		Use of Sunglasses at Inappropriate Times		Tremor of Fingers & Hands	
Unable to Perform Usual Routine Tasks		Unusual Body Position		Blank Stare Appearance	
Muscle Rigidity		Difficulty in concentrating		Hearing and/or Seeing Things	
Rapid Respiration		Needle Marks		Restlessness	
Confused		Panic		Inability to Remember	
Poor hygiene		Constricted pupils		Apathetic	
Difficulty grasping/holding objects		Improper student performance		Inappropriate response to questions	

Other:

Describe in detail the events that led to this report and explain your observations checked below.
You may write on the back of this form.

Student Comments

APPENDIX E
Inclement Weather Policy

Procedure for decision-making and announcements regarding class cancellation

1. Unless a decision is announced to the contrary, classes will be held as scheduled.
2. When weather that would make travel dangerous/ precarious is present in the Arkansas Tech service area, this policy will be followed:
 - a. This decision will be made by the President in consultation with appropriate administrators. No individual classes are to be canceled by a dean, department Chair, or individual faculty member.
 - b. Current conditions and forecasts will be checked with local and regional sources.
 - c. When it is judged that a significant portion of students and faculty will not be able to travel safely to and from campus, a recommendation for class cancellation will be conveyed to the President.
 - d. If a decision is made to cancel classes, it will be announced by the VPSA (Vice President for Student Affairs) calling local radio and TV outlets, the two Fort Smith TV stations and three Little Rock stations. In announcing the closing, a callback confirmation number will be given.
 - e. If at all possible, announcements affecting day classes will be made by 6 a.m., and announcements affecting night classes will be made by 4 p.m.
 - f. All announcements will be specific as to the dates and times of the classes to be canceled.
 - g. No announcements will be made except through the public media as listed.
- h. Class cancellations for classes not meeting at Arkansas Tech will be handled at the local site.

APPENDIX F

PROFESSIONAL NURSING POINTS Generic Student

Fall 20____

Spring 20____

Points Used for NUR _____

Professional nursing points are percentage points which are added to a student's grade for one course at the end of a semester. These points represent extra, non-mandatory work, and participation in SNA.

Professional nursing points are determined and applied under the following conditions:

- Students may earn a maximum of two (2) percentage points each semester.
- Points will **only** be added to a "passing" grade of 75% or above.
- It is the student's responsibility to submit the Professional Nursing Points Application to the SNA advisor for verification and signature at the end of the semester.
- The SNA advisor will then forward the application to the appropriate level coordinator.
- Professional nursing points will then be added to the course grade that will most benefit the student.

Student may desire to copy this page for use all four semesters.

SNA INVOLVEMENT	POSSIBLE POINTS	POINTS EARNED
1. National SNA Membership (Automatically become members of ASNSA and ATU-SNA)	0.25 each semester	
2. ATU-SNA Membership Only	0.25 each semester	
3. Each SNA meeting (local, state, or national)	0.25 each meeting	
5. Each SNA sponsored project.	0.25 each project	
7. Officer - local ATU-SNA	0.25 each semester	
8. Officer - state or national SNA	0.50 each project	
9. Actively involved Chair or Co-chair of an ATU-SNA Committee.	0.50 each semester	
10. Actively involved ATU-SNA committee member.	0.25 each semester	
11. Active Delegate or Alternate on Welfare or Curriculum Committee	0.25 each semester	
List projects	List committee	

PRINTED NAME: _____

Level: _____

STUDENT SIGNATURE: _____

Date: _____

SNA ADVISOR SIGNATURE: _____

APPENDIX H

GUIDELINES FOR PART-TIME GENERIC STUDENTS

1. The part-time generic student must meet the requirements for admission into Upper Division nursing courses.
2. The part-time generic student is permitted four years to complete the Upper Division nursing courses.

Summer/Fall Session *Intro to Profess. Nursing (NUR 2023) *Nursing Skills I (NUR 3103)	
Semester I Health Assessment (NUR 3304) *Nursing Skills II (NUR 3513)	Semester II *Pharmacology (NUR 3703)
Semester III *Theories and Concepts I (NUR 3204) *Practicum in Nursing I (NUR 3404)	Semester IV *Theories and Concepts II (NUR 3606) Practicum in Nursing II (NUR 3805)
Semester V Theories and Concepts III (NUR 4206) Practicum in Nursing III (NUR 4405)	Semester VI Theories and Concepts IV (NUR 4606) Practicum in Nursing IV (NUR 4806)
Semester VII Nursing Research (NUR 4303)	Semester VIII Upper Division Nursing Elective Synthesis of Clinical Theoretical Nursing (NUR 4903)

- Advanced placement students who do not have CLEP credit for these courses must enroll in these classes.

NOTE: Generic students must take all courses listed.

APPENDIX I

GUIDE FOR CITING ELECTRONIC MEDIA

This information taken from

(<http://www.apastyle.org/electmedia.html>)

INTRODUCTION

This guide is based on the information obtained from Electronic References by the APA. It is offered only as a guideline. The student is encouraged to obtain a full copy (CD-ROM or Text) of the APA Manual, 5th edition to use as a reference in typing a term paper.

SOURCES ON THE INTERNET

The Internet is a worldwide network of interconnected computers. Although there are a number of methods for navigating and sharing information across the Internet, by far the most popular and familiar is the graphical interface of the World Wide Web. The vast majority of the Internet sources cited in APA journals are those that are accessed via the Web.

The variety of materials available on the Web, and the variety of ways in which it is structured and presented, can present challenges for creating and using references. Regardless of format, however, authors using and citing Internet sources should observe the following two guidelines:

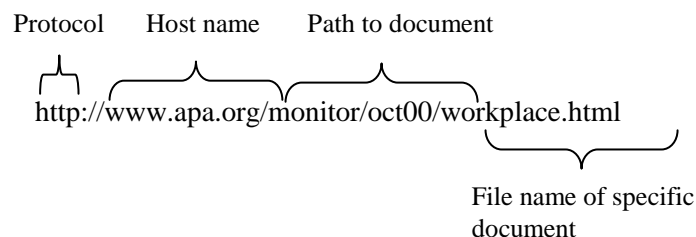
1. Direct readers as closely as possible to the information being cited; whenever possible, reference specific documents rather than home or menu pages.
2. Provide addresses that work.

Documents available via the Internet include articles from periodicals (e.g., newspaper, newsletter, or journal); they may stand on their own (e.g., research paper, government report, online book or brochure); or they may have a quintessentially Web-based format (e.g., Web page, newsgroup).

At a minimum, a reference of an Internet source should provide a document title or description, a date (either the date of publication or update or the date of retrieval), and an address (in Internet terms, a uniform resource locator, or URL). Whenever possible, identify the authors of a document as well.

The URL is the most critical element: It is doesn't work, readers won't be able to find the cited material, and the credibility of your paper or argument will suffer. The most common reason URLs fail is that they are transcribed or typed incorrectly; the second most common reason is that the document they point to has been moved or deleted.

The components of a URL are as follows:



The protocol indicates what method a Web browser (or other types of Internet software) should use to exchange data with the file server on which the desired document resides. The protocol recognized by most browsers are hypertext transfer protocol (ftp); other Internet protocols listed in this paragraph should be followed by a colon and two forward slashes (e.g., <http://>).

The host name identifies the server on which the file resides. On the Web, it is often the address for an organization's home page (e.g., <http://www.apa.org> is the address of for APA's home page). Although most host names start with "www", not all do (for example, <http://journals.apa.org> is the home page for APA's electronic journals, and <http://members.apa.org> is the entry page to the members-only portion of the APA site). The host name is not always case sensitive; for consistency and ease of reading, always type in lowercase letters.

The rest of the address indicates the directory path leading to the desired document. This part of the URL is case sensitive; faithfully reproduce uppercase and lowercase letters and all punctuation. It is important to provide the directory path, and not just the host name, because home pages and menu pages typically consist mainly of links, only one of which may be to the document or information you want the readers to find. If there are hundreds of links (or even just 10 to 20), readers may give up in frustration before they have located the material you are citing.

If you are using a word-processing program, the easiest way to transcribe a URL correctly is to copy it directly from the address window in your browser and paste it into your paper (make sure the automatic hyphenation feature of your word processor is turned off). Do not insert a hyphen if you need to break a URL across lines; instead, break the URL after a slash or period.

Test the URL's in your references regularly when you first draft a paper, when you submit it for peer review, when you're preparing the final version for publication, and when you're reviewing the proofs. If the document you are citing has moved, update the URL so that it points to the correct location. If the document is no longer available, you may want to substitute another source (e.g., if you originally cited a draft and a formally published version now exists) or drop it from the paper altogether.

Electronic References

The following is excerpted from the new 5th edition of the Publication Manual. Some elements of the fifth edition's style guidelines for electronic resources differ from previously published guidelines.

Citations in Text of Electronic Material

To cite a specific part of a source, indicate the page, chapter, figure, table, or equation at the appropriate point in the text. Always give page numbers for quotations (see section 3.34). Note that the words *page* and *chapter* are abbreviated in such text citations:

(Cheek & Buss, 1981, p. 332)
(Shimamura, 1989, chap. 3)

For electronic sources that do not provide page numbers, use the paragraph number, if available, preceded by the paragraph symbol or the abbreviation *para*. If neither paragraph nor page numbers are visible, cite the heading and the number of the paragraph following it to direct the reader to the location of the material (see section 3.39).

(Myers, 2000, ¶ 5)
(Beutler, 2000, Conclusion section, para. 1)

Internet articles based on a print source

At present, the majority of the articles retrieved from online publications in psychology and the behavioral sciences are exact duplicates of those in their print versions and are unlikely to have additional analyses and data attached. This is likely to change in the future. In the meantime, the same basic primary journal reference (see examples 15) can be used, but if you have viewed the article only in its electronic form, you should add in brackets after the article title “Electronic version” as in the following fictitious example:

VandenBos, G., Knapp, S., & Doe, J. (2001). Role of reference elements in the selection of resources by psychology undergraduate [Electronic version]. *Journal of Bibliographic Research*, 5, 117-123.

If you are referencing an online article that you have reason to believe that has been changed (e.g., the format differs from the print version or page numbers are not indicated) or that includes additional data or commentaries, you will need to add the date you retrieved the document and the URL.

VandenBos, G., Knapp, S., & Doe, J. (2001). Role of reference elements in the selection of resources by psychology undergraduates. *Journal of Bibliographic Research*, 5, 117-123. Retrieved October 13, 2001, from <http://jbr.org/articles.html>

Article in an Internet-only journal

Fredrickson, B. L. (2002, March 7). Cultivating positive emotions to optimize health and well-being. *Prevention & Treatment*, 3, Article 0001a. Retrieved November 20, 2000, from <http://journals.apa.org/prevention/volume3/pre0030001a.html>

Article in an Internet-only newsletter

Glueckauf, R. L., Whitton, J., Baxter, J., Kain, J., Vogelgesang, S., Hudson, M., et al (1998, July). Videocounseling for families of rural teens with epilepsy – Project update. *Telehealth News*, 2(2). Retrieved from <http://www.telehealth.net/subscribe/newslettr4a.html>

- * Use the complete publication date given on the article.
- * Note that there are no page numbers.
- * In an Internet periodical, volume and issue numbers often are not relevant. If they are not used, the name of the periodical is still all that can be provided in the reference.
- * Whenever possible, the URL should link directly to the article.
- * Break a URL that goes to another line after a slash or before a period. Do not insert (or allow your word processing program to insert) a hyphen at the break.

Nonperiodical documents on the Internet

Stand-alone document, no author identified, no date

GVU's 8th WWW user survey. (n.d.). Retrieved August 8, 2000, from <http://www.cc.gatech.edu/gvu/usersurveys/survey1997-10/>

- * If the author of a document is not identified, begin the reference with the title of the document.

Document available on university program or department Web site

Chou, L., McClintock, R., Moretti, F., & Nix, D. H. (1993). *Technology and education: New wine in new bottles: Choosing pasts and imaging educational futures*. Retrieved August 24, 2000, from Columbia University, Institute for Learning Technologies Web site:
<http://www.ilt.columbia.edu/publications/papers/newwing1.html>

* If a document is contained within a large and complex Web site (such as that for a university or a government agency), identify the host organization and the relevant program or departure before giving the URL for the document itself. Precede the URL with a colon.

Other Electronic Sources

Electronic Copy of a journal article, three to five authors, retrieved from database

Borman, W. C., Hanson, M. A., Oppler, S. H., Pulakos, E. D., & White, L. A. (1993). Role of early supervisory experience in supervisor performance. *Journal of Applied Psychology*, 78, 443-449. Retrieved October 23, 2000, from PsycARTICLES database.

* When referencing material obtained by searching an aggregated database, follow the format appropriate to the work retrieved and add a retrieval statement that gives the date of retrieval and the proper name of the database.

General Form for Electronic References

Note: Some elements of the 5th edition's style guidelines for electronic resources differ from previously published guidelines.

Electronic sources include aggregated databases, online journals, Web sites or Web pages, newsgroups, Web- or e-mail-based discussion groups, and Web- or e-mail-based newsletters.

Online Periodicals

Author, A. A., Author, B. B., & Author, C. C. (2000). Title of article. *Title of Periodical*, xx, xxxxxx. Retrieved month day, year, from source.

Online Document

Author, A. A. (2000). *Title of work*. Retrieved month day, year, from source.