



# **STUDENT HANDBOOK**

## **BSN PROGRAM, 2023-2025**

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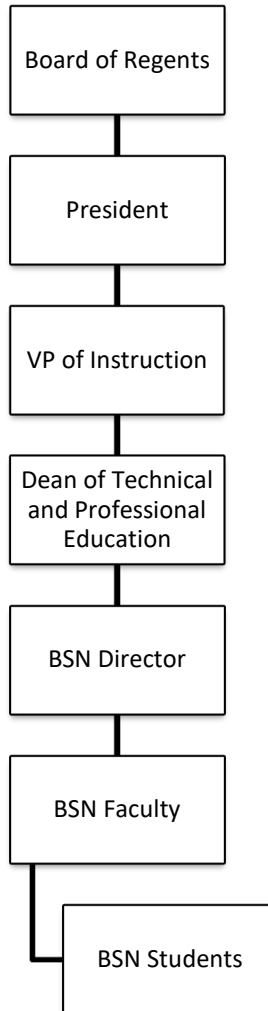
## **WELCOME**

Welcome to Galveston College's Bachelor of Science in Nursing (BSN) Program. We are delighted you have chosen to further your education by embarking on the journey to earning your BSN. This handbook is designed to help guide you through the nursing program. You will be held accountable for following the policies and procedures contained in this handbook. Nurses are unique individuals who are a vital part of the healthcare team. Year over year, nurses have been voted one of the most trusted groups of professionals. Therefore, it is exciting that you chose to continue your education and strive to be the most educated, caring, and safe practitioner and leader possible. It is the hope and an expectation of the Galveston College administration, the BSN director, and the faculty that you will become a lifelong learner and continue your education both formally and informally.

**WELCOME ABOARD!**

## ORGANIZATIONAL STRUCTURE

The BSN Program is a division within a larger Galveston College Administrative structure. Please see the organizational chart below for a visual representation of the hierarchy at the macro and micro levels.



As you know as a Registered Nurse, it is important to know and follow the organization's chain of command for requests and/or dispute resolution. The pathway for students who have concerns or celebrations is to first approach the BSN Faculty and if unsatisfied then, the Program Director, the Dean of Technical and Professional Education, the Vice President of Instruction, and then the President of Galveston College if needed.

## **MISSION STATEMENT**

In keeping with the mission of Galveston College, the BSN program strives to provide Associate Degree prepared registered nurses (ADN) access to a high quality, online program facilitating their BSN education. This program is dedicated to providing a collaborative environment focused on teaching relevant content, investing in student success, demonstrating the value of lifelong learning, and creating the next generation of nurse leaders.

## **VALUES**

The shared values listed below are among the beliefs which guide Galveston College in the development of its mission, goals, programs, and services:

1. Access
2. Integrity
3. Respect
4. Innovation
5. Academic Excellence and Student Success
6. Diversity and Inclusion
7. Stewardship

## **ACCREDITATION**

Effective January 19, 2023, this nursing program is a candidate for initial accreditation by the Accreditation Commission for Education in Nursing. This candidacy status expires on January 19, 2025.

Accreditation Commission for Education in Nursing (ACEN)  
3390 Peachtree Road NE, Suite 1400  
Atlanta, GA 30326  
(404) 975-5000  
<http://www.acenursing.com/candidates/candidacy.asp>

Note: Upon granting of initial accreditation by the ACEN Board of Commissioners, the effective date of initial accreditation is the date on which the nursing program was approved by the ACEN as a candidate program that concluded in the Board of Commissioners granting initial accreditation.

## **PHILOSOPHY**

The Galveston College BSN Program promotes nursing through a holistic lens. Students examine mind, body, spirit, cultural beliefs, and health practices of their patients, and their resultant impacts on health status and beliefs. Nurses are in the unique position of meeting others at times of vulnerability. Many times, patients share information with nurses that they don't share with their loved ones. The BSN Program prepares graduates to perform advanced nursing functions with integrity, utilizing therapeutic communication, and in a manner supported by evidence.

The BSN Program delivers educational content designed to build upon the student's Associate Degree and Liberal Arts foundations. Graduates from Galveston College's BSN program are prepared to

meet the Texas Board of Nursing's Differentiated Essential Competencies (DEC's) at the Bachelor Degree level in four major roles: provider of patient-centered care, member of the profession, patient safety advocate, and member of the healthcare team. The BSN students will gain a deeper understanding of the role of evidence and how it informs patient care, skills to perform a holistic health assessment, and of the influence of culture, community, and health beliefs on patient, family and community health statuses. The BSN Program strives for excellence and encourages its graduates to continue their education in pursuit of knowledge for self-growth and for application in patient-care settings. \

## STATEMENT OF PURPOSE

The purpose of the BSN program at Galveston College is to provide ADN prepared licensed registered nurses with the opportunity to achieve a baccalaureate degree in nursing so that they are prepared to care for clients, families, communities, and populations. Graduates of the program will have a more in-depth understanding of professional nursing and they will bring that understanding into areas of employment locally, regionally, and nationwide. Graduates will be prepared to assume entry-level management roles and positions. The upper division core nursing courses will be delivered via distance education.

## MAJOR CONCEPTS

Galveston College's BSN program integrates caring behaviors, therapeutic communication, practicum competence and judgement, and evidence-based practice throughout the curriculum. Students are expected to utilize these characteristics into decision-making when responding to client/patient/family/community/ and group needs. During the educational process, students organize and blend knowledge from scientific courses, liberal arts, and their ADN nursing courses with the new content presented in the upper division nursing courses. The merging of all these concepts provide the foundation for a deeper understanding of the role of evidence and how it informs patient care while gaining proficiency in performing a holistic health assessment including the exploration of culture, community, and health beliefs.

**Caring behaviors** encompass showing concern, patience, compassion, empathy, attention to details, and being an advocate. According to Watson compassion is an emotion felt when others are perceived to be in need, and a desire to alleviate that need or suffering. Caring is having the ability to make authentic connections and form a cooperative and trusting interpersonal relationship (Watson, 2008).

Demonstrating patience is an essential quality, and includes showing attentiveness in a timely manner. Having an authentic connection is taking the time to be genuine and sensitive to a patient's needs (both verbal and non-verbal). The students and faculty will provide an atmosphere which promotes and offers hope.

**Therapeutic Communication** is a dynamic, collaborative process involving information, and attitude between two or more persons. There are many forms of communication including verbal, non-verbal, written, and electronic. Characteristics of communication include caring, empathy, sympathy, acceptance, encouraging the expression of feelings, and understanding. The nurse interacts with clients/patients/families, and the healthcare team by adapting communication techniques based on the client/patient/family's communication patterns, cultural background, and developmental level (Oermann & Gaberson, 2016).

I-SBAR (I-introduction, S-situation, B-background, A-assessment, R-recommendations and read-back) is taught as the preferred method of communication.

**Practicum Competence** is the demonstration of knowledge, skills and attitudes (KSAs), judgment and professional behaviors derived from merging content from nursing and general education courses. Professional behaviors include accepting accountability for actions, demonstrating safe, outcome driven professional nursing care within the legal and ethical guidelines of the Texas Nursing Practice Act and the American Nurses Association's Standards of Care, valuing the need for lifelong learning and demonstrating self-assessment skills.

**Practicum Judgement** uses the tools of critical thinking, the nursing process, and practicum experiences to aid in meeting the needs of the client/patient/family. These skills include: interpretation, analysis, explanation, inference, evaluation, and self-reflection (Johns, 2004). Practicum reasoning and decision-making are found in the nursing process in the form of assessment, analysis, formulating a nursing diagnosis, implementation, evaluation and re-evaluation of a situation.

**Evidence-Based Practice** is the application of theory and current research into nursing decisions, treatments, and practices. These skills include assessing patients, searching for evidence, deciphering the evidence, forming practicum decisions based on the evidence, integrating the evidence, and evaluating the results. The employment of evidence-based practice ensures delivery of the highest quality of healthcare, patient-centered care, and improved patient outcomes.

## **GRADUATE OUTCOMES:**

1. Describe the role of the BSN prepared RN as it relates to community health promotion, risk reduction, access to care, resource allocation and healthcare disparities.
2. Use oral and written formats to disseminate information within an interdisciplinary healthcare environment.
3. Navigate local, regional, and global research findings, through various information technology platforms, relating to nursing practice, disease prevention, and health promotion.
4. In pursuit of quality and safe patient outcomes utilize EBP guidelines and research findings when collaborating with or leading healthcare teams.
5. Integrate knowledge acquired from core General Education and collective Nursing courses to inform practicum reasoning when providing nursing care to individuals, families, and communities.
6. Differentiate scope of practice of nursing roles based on the Texas rules and regulations, Nurse Practice Act, ethical principles, and expectations of maintaining practice related competencies through lifelong learning.
7. Scrutinize healthcare and regulatory policy that govern nursing practice in contemporary healthcare delivery systems.

## **TEXAS BOARD OF NURSING COMPETENCIES OF BSN GRADUATES**

The Texas Board of Nursing (BON) has established baseline graduate competencies for prelicensure program graduates delineated by conferred degree. Although this is a post-licensure program, the expectation is that each graduate will demonstrate the same competencies as those exiting a prelicensure program. These competencies were adjusted for publication on the BON website in 2021. They are listed below:

### **Member of the Profession**

1. Function within the nurse's legal scope of practice and in accordance with regulation and the policies and procedures of the employing health care institution or practice setting.
2. Assume responsibility and accountability for the quality of nursing care provided to patients, families, populations, and communities.
3. Promote the practice of professional nursing through leadership activities and advocacy.
4. Demonstrate responsibility for continued competence in nursing practice, and develop insight through reflection, self-analysis, self-care, and lifelong learning

### **Provider of Patient-Centered Care**

1. Use practicum reasoning and knowledge based on the baccalaureate degree nursing program of study, evidence-based practice outcomes, and research studies as the basis for decision-making and comprehensive patient care.
2. Determine the physical and mental health status, needs, and preferences influenced by culture, spirituality, ethnicity, identity, and social diversity of patients, families, populations, and communities and the interpretation of comprehensive health assessment findings compared with evidence-based health data and a synthesis of knowledge derived from a baccalaureate degree nursing program of study.
3. Synthesize comprehensive assessment data to identify problems, formulate goals/outcomes, and develop plans of care for patients, families, populations, and communities using information from evidence-based practice and published research in collaboration with the above groups and the interdisciplinary health care team.
4. Provide safe, compassionate, comprehensive nursing care to patients, families, populations, and communities through a broad array of health care services.
5. Implement the plan of care for patients, families, populations, and communities within legal, ethical, and regulatory parameters and in consideration of disease prevention, wellness, and promotion of healthy lifestyles.
6. Evaluate and report patient, family, population, and community outcomes and responses to therapeutic interventions in comparison to benchmarks from evidence-based practice and research findings, and plan follow-up nursing care.
7. Develop, implement, and evaluate teaching plans for patients, families, populations, and communities to address health promotion, maintenance, restoration, and population risk reduction.
8. Coordinate the management of human, information, and physical resources in providing care for



patients, families, populations, and communities

### **Patient Safety Advocate**

1. Demonstrate knowledge of the Texas Nursing Practice Act and the Texas Board of Nursing Rules that emphasize safety, as well as all federal, state, and local government and accreditation organization safety requirements and standards
2. Implement measures to promote quality and a safe environment for patients, self, and others.
3. Formulate goals and outcomes using an evidence-based and theoretical analysis of available data to reduce patient and community risks.
4. Obtain instruction, supervision, or training as needed when implementing nursing procedures or practices.
5. Comply with mandatory reporting requirements of the Texas Nursing Practice Act.
6. Accept and make assignments and delegate tasks that take into consideration patient safety and organizational policy.

### **Member of the Health Care Team**

1. Coordinate, collaborate, and communicate in a timely manner with patients, families, populations, and communities, and the interdisciplinary health care team to plan, deliver, and evaluate care.
2. Serve as a health care advocate in monitoring and promoting quality and access to health care for patients, families, populations, and communities.
3. Use multiple referral resources for patients, families, populations, and communities, considering cost; confidentiality; effectiveness and efficiency of care; continuity and continuum of care; and health promotion, maintenance, and restoration.
4. Communicate and manage information using technology to support decision-making to improve patient care and delivery systems.
5. Assign and/or delegate nursing activities to other members of the health care team based upon an analysis of patient or organizational need.
6. Supervise nursing care provided by others for whom the nurse is responsible by using best practices of management, leadership, and evaluation.
7. Coordinate, collaborate, and lead health care teams during local or global health emergencies or pandemics to promote community stability, health, safety, and prevent disease.

## **ADMISSION PROCESSES AND PROCEDURES**

### **Nursing Admissions Committee Guidelines**

The Admission and Progression Committee is responsible for student admission into the Galveston College BSN Program. Committee members review the admission criteria for all applicants; make decisions relative to admission, retention, and progression; and review/revise public documents related to the BSN Program. Galveston College does not discriminate on the basis of race, color, sex, age, creed, national origin, religion, sexual orientation, disability or any other constitutionally or statutorily impermissible reason.

## **Admission Requirements**

1. Acceptance for admission to Galveston College.
2. CGPA (Cumulative Grade Point Average includes all college courses attempted) – 2.5 or higher; Science and Nursing GPA – 2.7: Courses in-progress will not be calculated into CGPA or GPA for application purposes. Students are considered ineligible for admission if at the time of application transcripts reflect more than (1) D or F in a core nursing or required core nursing science course. The student is considered eligible if the course is repeated and the student earns an A, B or C in the subsequent attempt.
3. Unofficial transcripts can be used during the application process. Once accepted, official transcripts from all institutions attended must be sent to the Admissions Department.
4. Proof of successful completion of an accredited AND program.
5. Active unencumbered Registered Nursing license in Texas or a compact state. If the applicant has earned an ADN but has not attempted the NCLEX Examination, conditional acceptance will be considered. If conditionally accepted, the applicant must successfully take the NCLEX Examination by the end of the first 8 weeks of class.
6. Completion of the prerequisite courses prior to first day of classes. (Exceptions will be considered by the Admissions and Progression Committee after a meeting with the program director to develop a plan of study.) Applicants can be enrolled in the final semester of prerequisite courses at the time of application submission.
7. Two professional letters of reference. At least one should be from a current supervisor. The other can be from anyone speaking to your professional manner.
8. Valid Texas Driver's license or State ID. (Must send a copy of the front and back)
9. Current Basic Life Support Healthcare Provider Level CPR card from the American Heart Association.
10. Preference will be given to these three groups of applicants: 1) Has experience as an RN 2) Actively employed as a RN or Graduate Nurse or 3) Has a job offer to work as either a RN or GN.

## **Application Review**

Complete applications for admission will be reviewed at least three (3) times each year. Please apply early so you have the best chance of gaining acceptance into the program. Each completed application received by the deadlines listed below will be considered for admission during the corresponding review session.

If a decision on the application is made during a review session, the applicant will receive one of three outcome letters (see next section). If no decision is made, the applicant will not receive any communication during that round of notifications. The application will remain pending and re-considered during the next review session. Please see the website for current application dates.

## **Application Outcomes**

All applicants who submit a complete application by the final deadline will receive one of three application outcome letters. These are listed below:

1. Accepted into the BSN program at Galveston College.
2. Conditionally accepted into the BSN program at Galveston College (must resolve all outstanding items by the first-class day unless the later states otherwise).

3. Denied admission into the BSN program at Galveston College. If an applicant is denied, they are welcome to apply for admission the following year.

### **CPR Certification**

Students must hold a current American Heart Association BLS Health Care Provider Card while enrolled in the BSN Program.

### **Immunizations**

BSN program students are required to be compliant with their chosen practicum site's required immunizations and any other facility-related compliance needs. Students must supply proof to the practicum course assigned faculty member and the facility at least four weeks prior to the beginning of the practicum course. Failure to remain compliant during the practicum course may result in failure of the practicum and companion didactic course.

### **Student Records Release Process**

All records submitted for a student's file become the property of Galveston College and a part of the student's permanent record. High school transcripts, transcripts from this and other colleges, test scores, immunization records and other similar documents are not duplicated for any reason to any person or institution.

## **GRADING SYSTEM AND REPETITION OF COURSES**

Students in the BSN Program must earn a grade of C (75.00) or better in each nursing course. Failure to satisfactorily complete a practicum course will result in failure of both the didactic and practicum components of that course. Similarly, if a student fails the lecture component of a course with a companion practicum course, the student will fail both course components and be required to successfully complete both the lecture and practicum components prior to the conclusion of the following eight-week session. Arrangements must be made with the Program Director prior to the start of the next session following the failure.

Course requirements will be outlined in the Syllabus and course outline. Please ask for clarification with your faculty member if you do not understand what is required. Required assignments and specific due dates are listed in the course schedule and assignment outline documents posted in the Canvas shell. Faculty have the right to reduce the grade downward (to 0) when work is not submitted by the stated deadline. Grammar, sentence structure, spelling, legibility, neatness, and following instructions as to the organization and content of the work are related to acceptable quality both in written and oral assignments. Points can be deducted for the things above not being met. Written work is expected to follow the most current American Psychological Association (APA) format unless otherwise stated.

The syllabus explains the assigned weight of course requirements for both theory and practicum courses. The student should keep track of his/her grades and be aware of class standing at all times. If there is a question regarding assignment expectations or the grade received, students are expected to approach the assigned faculty member first, if unsatisfied, the student should arrange a meeting with the director.

## GRADES

- ❖ The semester grading criteria is outlined in the course syllabus and is designed to measure the student's comprehension of the materials presented in each course. A grade of "C" or better is required for a student to progress to the next level. The BSN Program grading scale is as follows:

- o **A = 91-100**
- o **B = 81-90.99**
- o **C = 75-80.99**
- o **F = 74 and below**

A minimum grade of 75% and a letter grade of "C" or better is required to receive credit for any upper division nursing course.

Students with a grade of "W", "F", or "AWN", in any upper division nursing course must discuss progression requirements with the program director prior to beginning the next session's courses. It is possible a student may have to wait one (1) year for the course to be offered again to continue progressing through the program. It is suggested that a student now withdraw from a course prior to meeting with the faculty and/or the program director to explore other options.

### "INCOMPLETE" IN A NURSING COURSE

An incomplete ("I") grade is considered a mutual agreement between the student and the faculty, both agreeing that all of the requirements necessary for the completion of the course will be done at a later date and not by the end of the session in which the student has enrolled for a class. An "I" that is not replaced with a letter grade by the end of the next eight-week session will automatically change to a grade of "F", and the student will need to schedule a meeting with the program director to explore their options for program completion.

## GRADE INFORMATION POLICY

In compliance with the Family Educational Rights and Privacy Act of 1974, the following procedure will be implemented by all BSN program faculty members.

1. No grades will be given over the telephone/email to a student or any other person under any circumstances.
2. No indication of grade status such as **Pass/Fail** will be given over the telephone/email to a student or any other person under any circumstances.
3. Students will receive grades via "Canvas" or other secure electronic means.

## PROGRESSION REQUIREMENTS

Students enrolled in the BSN program must be in good standing:

- ❖ Maintain a programmatic GPA of 2.0.
- ❖ Earn a "C" or better in each nursing didactic and practicum course.
- ❖ Successfully complete all concurrent nursing courses to advance to the next course block of the degree plan unless granted permission by the program director.

## **PROGRESSION TO GRADUATION**

Candidates for the Bachelor of Science degree must complete all curriculum requirements included in the degree plan, complete the Texas Core Curriculum and maintain an overall grade point average of 2.0 or better to satisfactorily meet graduation standards.

Certification of graduation will occur after the students have:

1. Applied for graduation and presented proof of their application;
2. Completed all courses on the Degree Plan;
3. Completed the Texas Core Curriculum;
4. Have an overall GPA of 2.0 or better.

## **ACHIEVEMENT IN CLASS AND PRACTICUM/LABORATORY EXPERIENCE**

The grading scale for Galveston College, BSN Program is the following:

- ❖ A student may be recommended for course failure for cheating, inappropriate behavior or attitude, or unsatisfactory (unsafe, inaccurate, and/or incompetent) practicum performance. The final outcome of the recommendation for dismissal will supersede any classroom grade and will, therefore, mean failure for the session.
- ❖ The assigned faculty will plan, implement, and evaluate course requirements.
- ❖ The assigned faculty will maintain a record of student progress and communicate to the student their progress or lack thereof and suggest appropriate techniques for success.
- ❖ Course requirements are listed in the syllabus and the supplemental course outline and schedule. Students are expected to utilize the provided rubrics when completing course assignments.
- ❖ The practicum evaluation tool is utilized to determine if the course outcomes have been met by the student. Practicum grades may appear as a letter grade or satisfactory or unsatisfactory. A failing grade in practicum means the student will receive a failing grade in the corresponding theory course regardless of the earned grade in theory. Theory and practicum courses are companion courses.

## **GALVESTON COLLEGE BSN PROGRAM**

### **COMMITMENT TO PROFESSIONALISM**

The Galveston College BSN Program staff is dedicated to preparing its graduates to lead by example as they continue their mission within the nursing community. The program faculty and director strive to model respect, integrity, honesty, and compassion when interacting with each other, student, members of the college staff and faculty, or when in the community. There are established professional values and/or commitments we all strive to emanate and expect that students will as well while enrolled in the program and beyond:

**Commitment to professional responsibilities** - Every member of the Galveston College BSN program (students, faculty, and administration) is considered a professional. We respect one

another, work collaboratively, practice civility, and carry out our duties with utmost integrity and deliver the highest level of quality. We evaluate our professional growth and performance, and we demonstrate continued competence and growth. We support the remediation of problems and discipline of those who fail to act professionally.

**Commitment to service** - Every member of the Galveston College BSN community puts the interests of those being served before self-interest. Integrity, compassion and respect characterize this commitment to service.

**Commitment to diversity** - Every member of the Galveston College BSN community respects differences, honors choices, and works to eliminate discrimination. At the most basic level, each member addresses discrimination when he or she sees or experiences it.

**Commitment to professional competence** - Every member of the Galveston College BSN community is committed to lifelong learning and is responsible for maintaining the knowledge, skills and attitudes learned here. We are each committed to maintaining the learning required for continued professional high-quality performance.

**Commitment to confidentiality** - Every member of the Galveston College BSN community safeguards the privacy of personal and sensitive information about patients, families, co-workers, students, and the institution.

**Commitment to honesty** - Every member of the Galveston College BSN community values honesty. We are truthful, trustworthy and accountable. We do not cheat, steal, lie, destroy, or falsify information. Honesty and accountability also prevail when errors and injuries occur. We promptly admit our mistakes and take corrective actions.

**Commitment to the responsible use of resources** - Every member of the Galveston College BSN community is a good steward of the resources entrusted to the college. This commitment includes the responsible use of money, equipment, time, space and personnel.

**Commitment to quality** - Every member of the Galveston College BSN community is committed to excellence. This commitment is met by continuously striving to achieve higher levels of performance. Each community member develops and improves measures of quality that promote optimal professional and educational outcomes.

**Commitment to managing conflicts of interest** - Every member of the Galveston College BSN community recognizes, discloses and addresses issues—whether real or perceived—that compromise institutional loyalty and personal integrity.

**Commitment to knowledge** - Every member of the Galveston College BSN community promotes ethical conduct in the gathering and use of new knowledge that will become our bedrock of professional skill. We are each committed to the honest gathering of skills and the appropriate application of our professional knowledge.

\*\*This document has been adapted from Medical Professionalism in the New Millennium: A Physician Charter, Annals of Internal Medicine, 2002; 136 (3): 243-246, created by the ABIM Foundation, ACP-ASIM Foundation and European Federation of Internal Medicine under the

auspices of the Medical Professionalism Project. \*\*

## **PROFESSIONAL CONDUCT**

A code of ethics or behavior indicates a certain group's acceptance of the responsibility and trust with which it has been invested by the profession. Each registered nurse inherits the responsibility, trust, and obligation to adhere to the standards of professional and ethical practice. It is vital that the nurse treats all clients/patients/family/significant others, groups, communities, and colleagues with respect and dignity in order to foster confidence. The nurse should avoid personal gain. All members of the BSN community must abstain from inappropriate personal relationships with any client, patient, or subordinate.

As registered nurses we are held accountable for our actions and expected to act in accordance with the Nurse Practice Act. It is expected that while a person is an active member of the Galveston College BSN community they will act according to the Board of Nursing code of conduct and the following:

The course format for the upper division nursing courses is asynchronous and online. It is imperative that during any live collaborative or information sharing session that all participants adhere to a set of ground rules designed to foster a positive experience for all. The expected conduct during these sessions is listed below:

- These are vital sessions with a limited duration; thus, BSN community participants are expected to be on-time, have their cameras live and focused on them, refrain from distracting behavior, and to be respectful.
- These sessions are considered a safe space. Participants should not interrupt each other; should practice active listening; refrain from judgement; and be an active participant.
- Please refrain from using any body language that would send a message of disinterest or ridicule.
- 

## **PERSONAL INTEGRITY POLICY**

Promote an environment in the BSN community of intellectual honesty, professionalism, trust, and integrity. It is intended to guide the actions of all BSN community members, and applies to all endeavors or conduct pertaining to nursing education. All students of Galveston College are representatives of the BSN community and are expected, throughout their tenure, to engage in appropriate interpersonal conduct, act ethically, demonstrate accountability, respect authority, practice civility, and be self-aware of the impact their behavior has on others.

## **ACADEMIC DISHONESTY**

**CHEATING** refers to **ANY** academic dishonesty on examinations, written papers, and assigned projects and is defined by deliberate, deceitful intention to obtain or give information. The person(s) deliberately giving information and the person(s) deliberately receiving information are both "CHEATING". Faculty will assign a grade of "0" for work found to be associated with cheating. If a "0" grade is received due to academic dishonesty, there will be no

opportunity to make up or redo the assignment.

### **Academic Cheating and Plagiarism**

1. Academic cheating includes but is not limited to, the accomplishment or attempted accomplishment of the following:
  - a. Copying or obtaining information from someone else's paper or test,
  - b. Using, during a test, materials not authorized by faculty giving the test,
  - c. Collaborating, conspiring, or cooperating during a test with any person by giving or receiving information without authority,
  - d. Stealing, buying, or otherwise obtaining ALL or PART of an un-administered test,
  - e. Selling or giving away ALL of Part of an un-administered test or ANY information concerning specific questions and items on an un-administered test,
  - f. Requesting, demanding, bribing, blackmailing, or in any way causing any other person to obtain an un-administered test (written or electronic) or information about an un-administered test in the process of being administered,
  - g. Substituting for another student, or permitting any other person to substitute for oneself to take an examination or write a paper or do a project,
  - h. Submitting as one's own, in fulfillment of academic requirements, any theme, report, term paper, essay, reflective journal, or other required work prepared totally or in part by another person or computer,
  - i. Any selling, giving, or otherwise supplying to another student for use in fulfilling academic requirements,
  - j. Submitting artificially produced data or information in place of descriptive, experimental or survey results,
  - k. Any other devious means of securing an unearned grade in a course offered for credit:  
\*A student looking on another student's paper. \*\*The presence on one person (or close proximity there to) of a condensation of test information which could be regarded as a "cheat sheet" will be considered adequate evidence to establish cheating.
2. Plagiarism is the use of any other person's work (such work need not be copyrighted) and the unacknowledged incorporation of that work into one's own work offered for credit.
3. Self-Plagiarism is turning in a previously graded or submitted personal work without disclosing the re-submission. In addition, simply changing a few words of a previously graded assignment would be considered Self-Plagiarism, if undisclosed. Unless specifically provided permission to reuse a previous submission, students are not allowed to re-submit their own work. If this is discovered, the student will receive a "0" for the assignment and no redo or makeup will be allowed.

Penalties for Cheating and Plagiarism are severe and may include suspension or dismissal from the BSN program.

## **POLICY ON SCHOLASTIC INTEGRITY**

Each student is charged with the responsibility of maintaining scholastic integrity. When



written assignments require excerpts from material published by others, the student must give full credit to the author; to fail to do so is plagiarism.

Any student violation of scholastic integrity from plagiarism or cheating falls properly within the realm of student/faculty relations and is subject to faculty recommendation to the college administration for loss of credit for a particular assignment, examination, or unit of work, failure in a course, or dismissal from the college. Students must sign an “Academic Integrity Policy” during orientation. (**Appendix A**)

## **COMMUNICATIONS**

Open communication is encouraged between students and faculty. Faculty may be contacted during office house, by email, and text message if offered. Office hours are posted next to the office doors and in the Canvas Shell within the WebEx tab. These times are designated as most advantageous times students should schedule faculty-student conferences. If the times posted are not advantageous, students are encouraged to request an appointment with the faculty member at a mutually convenient time.

Students are required to notify the instructor at least two (2) days in advance if they are going to miss collaborative sessions, cannot meet an assignment due date or practicum (if an emergency occurs please contact the faculty as soon as possible). Written documentation may also be required.

## **TIME EXPECTATIONS**

A rule of thumb is that for every class hour, the student will need to study 2 hours. Many students will find that they need to study more than the allotted time in certain classes and for specific types of information given the delivery format of the courses. The time commitment to the program should be adequate to maintain your GPA.

## **STUDENT EMPLOYMENT**

It is encouraged for students enrolled in the BSN program to work. The program is designed to allow students to conduct their practicum requirements in their workplace; however, assignment preparation including assessment of the problem, researching evidence, completing practicum assignments, or any other practicum related activity must be completed outside of the student's paid hours. An identified preceptor and a practicum hours log will be required to demonstrate time spent outside of the student's work schedule.

## **PROFESSIONAL LIABILITY INSURANCE**

Each student is legally responsible for his/her own actions. Students are required to carry liability insurance for the duration of the program. At present, a blanket policy is provided for students. Payment is included in tuition and fees each semester. Following graduation, the policy expires and graduates may purchase their own policy.

### **Health Insurance Portability and Accountability Act of 1996 (HIPAA)**

One of the student's major responsibilities is to preserve the confidentiality of ALL medical and personal information concerning patients. Students MUST successfully complete HIPAA Training at Galveston College. Students will sign a copy of the HIPAA training form and the form will be included in the student's file. **ANY VIOLATION** of confidentiality or breach of HIPAA Regulations may result in immediate dismissal from the BSN Program at Galveston College pending an investigation by the AP Committee.

## **STUDENT HEALTH**

Fees for the Student Health Program at UTMB are assessed at the time of registration each semester. Students should consider maintaining the Student Wellness access as it is physically convenient to the College and there is no deductible for clinic visits if you are covered.

## **INCIDENT REPORT**

Incident reports are utilized in the practicum setting when an error or accident has occurred (i.e., medication error, injury involving student, client, staff, visitor, etc.).

In the event that an accident or error occurs, the student will first notify the instructor. The nurse manager/charge nurse, physician and the patient will then be notified according to facility protocol.

The student is responsible for writing the incident report on the institution's forms and forwarding it in accordance with facility policy. The student will also schedule a conference with the Practicum Instructor within one week after the error. The purpose of the conference is to critically think the error and problem solve to prevent further occurrences.

## **GRIEVANCE PROCEDURES**

A grievance is any complaint, injustice, or unresolved conflict a person has encountered. As a student, these problems can be related to the practicum experience, theory classes, exams, school policy, or faculty-student relationships.

The procedure to resolve grievances provides a formal avenue for the student. The grievance procedure begins at the departmental level and is outlined in the Galveston College Catalog.

## **STUDENT RESPONSIBILITIES**

### ***Live online session Dress Code***

Appropriate attire is required when participating in any live online session. Any area of the student or faculty that is visible during the session should have a professional appearance. Please refrain from wearing any colorful headbands (except those affiliated with a specific religion or culture), sleeveless shirts, distracting hair styles, or having a background not conducive to learning (lying in bed).

### ***Submitting Required Projects***

Students are expected to submit written course work and projects on the dates specified in the syllabus or by the instructor/teaching team. Please refer to the grading rubric or syllabus for penalties for late work. After four(4) working days the student will receive a grade of "0" for the project or course work. The student will still be required to submit the required work to complete the course requirements. Failure to submit the project or course work will result in a course failure.

### ***Social Networking***

Following are general guidelines for use of Facebook, Twitter, Instagram and other social networking sites. Failure to adhere to these rules will result in disciplinary action. You may use those sites, but with these cautions:

- It is your responsibility to keep your site appropriate and your profiles clean.
- Do not post threats or derogatory remarks about anyone associated with the BSN program or Galveston College. This includes fellow students, faculty, staff, college administrators, practicum affiliates and, above all, patients. Violations will result in disciplinary action and possible dismissal from the program.
- Any posted photos of yourself must be appropriate and must not depict illegal activity. Posting photos of other students, faculty, staff, etc. without their permission is prohibited.

## How to Respond to an Active Shooter

This section provides students and faculty with a sequential, step-by-step guide of actions required to comply with response to an active shooter.

### ***RUN(Evacuate)***

If there is an accessible escape path, attempt to evacuate the premises. Be certain to:

1. Have an escape route and plan in mind and proceed to a predetermined safe location;
2. Evacuate even if others do not agree to follow;
3. Leave your belongings behind;
4. Help others to evacuate, if possible; Prevent individuals from entering an area where the active shooter may be
5. Keep your hands visible;
6. Follow instructions of law enforcement officers;
7. Call 911 when you are safe. Provide law enforcement or police dispatchers with
  - a. Location of the active shooter and direction of movement
  - b. Number of shooters
  - c. Physical description of shooter, if you have seen the shooter
  - d. Number and type of weapons displayed by the shooter, and
  - e. Number of victims at the specific location

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. That hiding place should:

1. Be out of the active shooter's view;
2. Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door);
3. To prevent the active shooter from entering your hiding place:
  - a. Lock the door, if possible; Barricade the door with heavy furniture, cabinets, or equipment
  - b. Silence your cell phone; Turn off any source of noise;
  - c. Hide behind large items (i.e., cabinets, desks, large equipment);
  - d. Remain quiet

### ***FIGHT***

If evacuation and hiding are not possible:

1. Remain calm;
2. Dial 911, if possible, to alert the police of an active shooter, or contact the Galveston College Operator so campus security can be activated;
3. If you cannot speak, leave the line open and allow the police dispatcher to listen;
4. Take aggressive action against the active shooter. As a last resort, and if your life is in imminent danger, attempt to disrupt and/or incapacitate the active

- shooter by
- a. Acting as aggressively as possible;
  - b. Yelling and throwing items;
  - c. Acting in a coordinated manner if others are present;
  - d. Taking deliberate actions and committing to them; Improvising weapons and using the weapons against the active shooter (such as, a fire extinguisher or heavy blunt object).

## **PRACTICUM ATTENDANCE POLICY**

Students are required to provide the practicum course faculty with an eight-week schedule which depicts times they plan to use as “practicum hours”. If a student fails to respond to the faculty or director during these times, without prior approval, the student could be considered absent which would constitute a breach of duty. If it is determined the student did commit a breach of duty, the penalty could be failure of the practicum and companion lecture course.

## **SAFE AND UNSAFE PRACTICUM PRACTICES**

Safety is a basic human need. A safety need can be classified as physical, biological, or emotional in nature. Safe practices are an academic requirement of the BSN program. Unsafe practicum practice shall be deemed to be behaviors demonstrated by the student which threaten or are perceived to threaten physical, biological, or emotional safety of the patient, caregivers, other students, faculty, staff or self. Unsafe or unprofessional practicum practice may result in dismissal from the BSN program pending investigation.

The following examples are a guide to inappropriate/unsafe behaviors; this is not an exhaustive list:

**Emotional Safety:** Unsafe behaviors include but are not limited to:

1. Threatening anyone or making a patient/client, caregiver, faculty, staff or bystander fearful
2. Providing inappropriate or incorrect information
3. Performing actions without proper supervision
4. Failure to seek help when needed, unstable emotional behaviors, i.e., excessive crying, throwing objects, fits of hysteria, etc.

**Unprofessional Practice:** Unprofessional behaviors include but are not limited to:

1. Verbal or nonverbal language, actions, or voice inflections which compromise rapport and working relationships with patients, family members, faculty, staff, or physicians which may potentially compromise contractual agreements and/or working relationships with practicum affiliates, or constitute violations of legal/ethical standards.
2. Behavior which interferes with or disrupts teaching/learning experiences
3. Using or being under the influence of any drug, alcohol, or substance which may alter judgment and interfere with safe performance in the practicum or classroom setting
4. Breach of confidentiality in any form.
5. Violation of the Code of Ethics and Unprofessional behavior guidelines may result in suspension from the practicum area/classroom immediately and

dismissal from the program pending investigation.

**Witnessing Forms:** Students, regardless of their level, **Are Not Allowed** to sign as a witness to the patient's signature on wills, consent forms, or other legal documents.

**Substance Abuse:**

Any experimentation with or involvement in drug, alcohol or substance abuse will result in dismissal from the Nursing Department and be reported to the appropriate authorities. A confidential conference will be held with the student immediately and a faculty witness shall be present. Should the incident occur while the student is completing a practicum day, the student shall be immediately removed from the practicum area.

## **PRACTICUM EVALUATION**

Practicum evaluations are required to be filled out for each student participating in a practicum course. The expectations of these tools will be reviewed by the instructor. At mid-term and course completion a practicum evaluation must be filled out by the preceptor and student. After having a discussion with a student's preceptor (if applicable), the faculty will determine the grade the student achieved. In addition, the faculty might request to attend any live demonstrations, review any project outcomes, and ask the student to write an outline of the processes they followed during the practicum course. All of these and any other work submitted during the practicum course will be utilized to determine if a student's performance falls within a pass or fail level.

When the quality of nursing practice is judged to be unsafe, inaccurate, and/or incompetent, the student earns a failure in the practicum course and the companion theory course. Regardless of the grade earned in theory the course, a practicum failure requires repeating both the theory course and the practicum course.

## **PRACTICUM FAILURE CRITERIA**

A student will receive an immediate practicum failure for the following behaviors:

- ❖ Serious endangerment of a patient/client
- ❖ Abuse of, or non-civility towards a patient/client, staff, faculty, fellow student, or the public
- ❖ Stealing from a patient/client, hospital, staff, faculty member, or fellow student or the public
- ❖ Stealing drugs or narcotics
- ❖ Any other actions which would result in refusal of licensure renewal by the Texas Board of Nursing.
- ❖ Falsification of information which includes, but is not limited to, documentation of patient/client care or Galveston College Program Requirements.

## **POLICIES RELATED TO NURSING STUDENTS CARING FOR CLIENTS WITH INFECTIOUS DISEASES**

The faculty of the BSN Program at Galveston College believe that all clients are entitled to quality nursing care, regardless of their diagnoses. The faculty also believes that all health care

workers should be knowledgeable about matters pertaining to self-protection and potential transmission of infectious diseases.

“Direct exposure of students and/or personnel to blood or other body fluids via skin, mucous membranes or parenteral contact represents a hazard for transmission of blood borne and other infections, and to minimize student nurses’ and faculty contact with blood and body fluids, the following policy is in effect.”

BSN nursing students may not be required to care for suspected or diagnosed AIDS clients if the following personal health care situations(s) exist:

- ❖ “Confirmed” Pregnancy - patients with AIDS may excrete large amounts of cytomegalovirus (CMV), placing the mother at risk for possible placental transmission to the unborn child.
- ❖ Incompetent Immunological System - persons with diagnosed immunological deficiencies are at an increased risk for developing opportunistic infections.
- ❖ Infections - such persons could further compromise the already incompetent immunological system of the AIDS patient.

Other nursing students are expected to care for clients with any infectious disease (including AIDS & HBV), using the guidelines developed by the Center for Disease Control (CDC).

## **SAFETY IN PRACTICUM AREAS**

Standard precautions are advocated throughout the program for the safety of the student, as well as the client.

### **PROCEDURE FOR ACCIDENTAL EXPOSURE TO AN INFECTIOUS DISEASE**

Any accidental exposure to an infectious disease or any situation in which safety guidelines were not followed is to be immediately reported to the BSN nursing student’s practicum instructor. The instructor will report to the Director of the BSN Program and the appropriate agency representative as soon as possible. An **incident report form** will be completed by faculty and student. A copy will be kept in the BSN Program Director’s office.

### **GUIDELINES FOR INFECTION CONTROL (BLOOD AND OTHER BODY FLUIDS)**

The following are the guidelines regarding student exposure to blood and other body fluids in a practicum agency during student practicum time.

- ❖ .
- Exposure in Hospital/Practicum Agency
- ❖ Complete required agency Incident Report and an Incident Report for the BSN program.
  - ❖ Student may use their personnel physician for treatment and follow-up. It is the student’s responsibility to seek appropriate testing and counseling.
  - ❖ Treatment or testing provided at the practicum site will be the financial responsibility of the student.

All BSN nursing students will routinely use appropriate barrier precautions to prevent skin and mucous membrane exposure when contact with blood or other body fluids of any patient.

## **DISMISSAL FROM THE BSN PROGRAM**

Reasons for dismissal from the BSN program include any demonstration of the following during enrollment in the program which include but are not limited to:

1. Evidence of actual or potential harm to a patient, client, or to the public;
2. Criminal behavior whether violent or non-violent, directed against persons, property, or public order and decency;
3. Intemperate use, abuse of drugs or alcohol, or diagnosis of or treatment for chemical dependency, mental illness, or diminished mental capacity;
4. Lack of good professional character as evidenced by a single incident or an integrated pattern of personal, academic, and/or occupational behaviors which indicate that an individual is unable to consistently conform his or her conduct to the requirements set forth in the Texas Nursing Practice Act, The Texas Board of Nursing's Rules and Regulations, and generally accepted standards of nursing practice including, but not limited to: behaviors indicating dishonesty, accountability, trustworthiness, reliability, and integrity;
5. Failure to notify the program of any investigations, arrests, charges, or convictions for any criminal behavior, or intemperate use, abuse of drugs or alcohol, or the diagnosis or treatment for chemical dependency, mental illness, or diminished mental capacity.

## **STUDENT REPRESENTATION ON STANDING FACULTY COMMITTEES**

Students enrolled in the Galveston College BSN program are invited and encouraged to participate in designated standing committees. Committees included are Curriculum, Graduation and Pinning, and Nursing Advisory Committee. Each student's term is the length of a long semester. Interested students will be asked to volunteer for committee membership. The representative should plan to attend each called meeting. Representatives report back to their classmates on the work of the committee. Students wishing to present ideas about any phase of the program are encouraged to do so through the class representative or may ask to speak directly with the committee members. Student representatives may be excused after making a report to the committee or if faculty need to be in executive session.



# University of Texas Medical Branch

## Student Health and Counseling

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Dear Galveston College BSN, Pre-licensure Nursing and Allied Health Student:

Welcome to Galveston College and UTMB Student Health and Counseling. We look forward to working with you to achieve optimal health during your tenure as a student.

If you have paid the medical service fee on your tuition as an enrolled student in one of the Health Occupation programs at Galveston College, you will be eligible for services at UTMB Student Health and Counseling beginning orientation week and thereafter as long as the medical service fee is paid each semester.

Call Student Health and Counseling for an appointment at **409-747-9508**. Please bring your Galveston College acceptance letter and a copy of your immunization record to your appointment.

Services that we offer include primary care, physicals, well exams, family planning, administration of required immunizations and Tuberculosis Screening. Other services include evaluation and treatment for minor illnesses and injury, initial evaluation and follow up for Occupational Exposures and Mental Health Counseling.

Fees will apply for vaccines, labs, x-rays, medications, emergency room visits, hospitalizations and any referrals to services outside Student Health and Counseling

If you have any questions, please feel free to contact us at **(409) 747-9508**. We look forward to working with you in the months ahead!

Sincerely,

## COMPETENT STUDENT/CLASSROOM PRACTICUM PRACTICE

Galveston College BSN program will abide by the Nursing Practice Act for the State of Texas in regards to practicum practice of students. Rule 217.12 of the Nursing Practice Act states:

*“The unprofessional conduct rules are intended to protect clients and the public from incompetent, unethical, or illegal conduct of licensees. The purpose of these rules is to identify unprofessional or dishonorable behaviors of the professional nurse which the board believes are likely to deceive, defraud, or injure clients or the public.”*

1. Each course syllabus will contain specific course related information and expectations.
2. A student is legally responsible for their own acts, practices or omissions. Faculty is responsible for supervising the student in a practicum area in a safe and responsible manner.
3. Students may be evaluated by a second practicum faculty for validation and fairness related to unacceptable practicum performance.
4. Failing practicum performance may be related, but not limited, to the following:
  - a. Failing to assess and evaluate a patient, failing to implement appropriate nursing interventions, and/or failing to accurately report patient status.
  - b. Falsifying or failing to make accurate entries into the patient’s medical record.
  - c. Failing to administer medicines and/or treatments in a responsible manner.
  - d. Failing to implement measures to promote a safe environment for clients and others.
  - e. Leaving a nursing assignment without notifying one’s appropriate supervisor.
  - f. Failing to obtain instruction or supervision when implementing nursing procedures or practices for which one lacks the educational preparation, ability, knowledge and/or experience.
  - g. Inappropriate communication that would cause the patient to suffer any emotional injury.
  - h. Violating patient confidentiality.
  - i. Violating professional boundaries of the nurse/patient relationship.
  - j. Violation of any healthcare facility policy or being asked to leave by any health care facility.
5. Students are subject to course failure and/or dismissal from the program for documented incidents of unsatisfactory or unsafe practicum performance.

Student’s Name: \_\_\_\_\_ Student ID # \_\_\_\_\_  
**PRINT CLEARLY**

Student’s Signature: \_\_\_\_\_ Date \_\_\_\_\_



Galveston College BSN Program  
FERPA Release

Galveston College is required to follow the guidelines set forth in the Family Educational Rights and Privacy Act (FERPA). This act requires that the College maintain the privacy and confidentiality of all student records.

Your signature below, authorizes the BSN Program to send your student information to your assigned practicum facility (if required), which is required for your participation in the practicum rotation.

The practicum facilities may require:

- Social security number
- Driver's license information/State ID/Liability for car
- Immunization Information
- Negative Drug Screen
- Findings on Background Check
- CPR certification

Students who want to cancel this release must do so in writing with the BSN Program Director.

Student's Name: \_\_\_\_\_ Student ID # \_\_\_\_\_  
**PRINT CLEARLY**

Student's Signature: \_\_\_\_\_ Date \_\_\_\_\_

# STUDENT CONTACT INFORMATION SHEET

*(Please print clearly)*

Semester: \_\_\_\_\_

Name: \_\_\_\_\_

Social Security #: \_\_\_\_\_

Permanent Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

City

State

Zip Code

Area Code & Tele. No.: \_\_\_\_\_

Birth Date: \_\_\_\_\_

Month

Day

Year

E-mail address: \_\_\_\_\_

*(Please check appropriate box)*

Male

Female

American Indian

African American

Asian/Pacific Islander

Caucasian

Hispanic

Other (Specify): \_\_\_\_\_

License # \_\_\_\_\_ Certification # \_\_\_\_\_ CPR date: \_\_\_\_\_

Are you working while attending nursing school?  Yes  No

If yes, do you work ...  Full Time  Part time

Specify your job position: \_\_\_\_\_

## STUDENT ACKNOWLEDGMENT

I have read the **Galveston College BSN Program Student Handbook and Orientation Manual**. I understand the policies as discussed.

I will comply with the requirements as delineated. It is my understanding that this signed form will become a part of my permanent file.

Student's Name: \_\_\_\_\_ Student ID # \_\_\_\_\_  
**PRINT CLEARLY**

Student's Signature: \_\_\_\_\_ Date \_\_\_\_\_

# APPENDIX A

## ACADEMIC INTEGRITY PLEDGE & CONFIDENTIALITY STATEMENT

### Academic Integrity Pledge

As a student enrolled at Galveston College, BSN Program, I affirm the principle of academic integrity and commit to upholding integrity by completing academic assignments in the manner expected, informing the instructor of suspected instances of academic misconduct by my peers, and fully engaging in the class and its related assignments for the purpose of learning.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

I, \_\_\_\_\_, have obtained, read, and discussed the Galveston College BSN Program Handbook. I understand the requirements and grading procedures for the BSN Program, both classroom and practicum. I attest that I have been allowed to request clarification, amplification, or verification as needed. I also confirm that by my signature, I agree to comply with the rules and regulations of Galveston College.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

### Confidentiality Statement

One of the student's major responsibilities is to preserve the confidentiality of all medical and personal information concerning patients, as well as all confidential information concerning activities at practicum affiliates and their staff. I will successfully complete the HIPAA Training at Galveston College. I understand that a breach of this confidentiality at any time during my enrollment may result in dismissal from the BSN Program.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

Term: \_\_\_\_\_ Year: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix B Student Pledge

**As Galveston College BSN Students, We Commit to:**

1. Follow conventions of good classroom manners and the student responsibilities as outlined above.
2. Collaborative sessions can not be taped because they are considered mandatory. No taping is allowed.
3. Refrain from verbal, emotional, or sexual harassment
4. Listen respectfully to each other
5. Respond respectfully and reflectively to ideas aired in the classroom
6. Refrain from electronic harassment in e-mails, Facebook, or any other electronic/wi-fi media or devices
7. Refrain from personal insults, profanity and other communication-stoppers
8. Recognize and tolerate different levels of understanding of complex social and cultural issues among your classmates and the faculty
9. Issue “gentle reminders” when these guidelines are breached
10. Arrive timely to collaborative sessions
11. Bring the required supplies and be ready to be actively engaged in the learning process
12. Focus on the business at hand—the class, its content, learning and the faculty
13. Turn **ALL CELL PHONES** off or to vibrate during online activities.
14. **DO NOT text** during class
15. **DO NOT** sleep in class or drive during scheduled online live sessions.
16. **TURN ASSIGNMENTS** in on time
17. Be courteous in class (This does not mean that you have to agree with everything that is being said. However, your point will be much more credible and effective if conveyed without rudeness, aggression, or hostility. If you strongly disagree with the faculty, it is a good idea to speak with him/her after class).
18. Raise a hand to indicate a question, comment, or emergency as a courtesy to faculty and classmates. Remember, your questions are NOT an imposition—they are welcome. Chances are, if you have a question, someone else is thinking the same thing but is too shy to ask it. So, ask questions! You’ll learn more, it makes class more interesting, and you will help others learn too.
19. Make arrangements if an emergency arises which requires an absence from an online live event, get the notes and all other information covered in class from a peer.
20. Respect the rules of the syllabus.

***By signing this contract, I acknowledge receipt and understanding of this contract. I understand that any behavior or action determined to be a breach of this contract may result in my being subject to immediate dismissal from the program.***

Student Name (Printed): \_\_\_\_\_

Student Signature \_\_\_\_\_

Date: \_\_\_\_\_