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RN-BSN Program

Student Handbook

Summer 2021

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Welcome to Olivet College's RN-BSN Program

On behalf of Olivet College and the Nursing Program, we are excited to welcome students into the RN-BSN Program and welcome back our continuing students. We recognize that the decision to continue your education in nursing was made with a potpourri of emotions. It is our goal to provide a challenging curriculum, while making student success a priority. Best wishes to you as you begin or continue your journey towards earning your Bachelor of Science in nursing degree.

RN-BSN Program Student Handbook, Academic Catalog, and Olivet College Student Handbook

It is essential that students understand the information in this handbook is to facilitate progression through the program. This handbook, your admissions advisor, faculty, and the director of the RN-BSN Program are excellent resources throughout the program. The RN (Registered Nurses) – BSN Program Student Handbook is designed to be used by the student throughout the program and in conjunction with other Olivet College publications containing information relevant to the Olivet College student, including the Academic Catalog and Olivet College Student Handbook.

The faculty and staff are available to assist students in their academic endeavors. It is important that the faculty and admissions advisor be notified of potential problems that might interfere with academic success (illness, financial problems, and personal issues) as soon as they arise rather than later, when options may be limited.

Academic Catalog and Olivet College Student Handbook Information

All students are expected to be aware of Olivet College regulations and to abide by them. These policies and procedures are outlined in the Academic Catalog and Olivet College Student Handbook. Also found in the academic catalog is the Olivet College mission and vision and program information.

These can be found at the following websites (select the current academic year publication):

Academic Catalog

https://my.olivetcollege.edu/ICS/

Olivet College Student Handbook

https://my.olivetcollege.edu/ICS/Campus_Life/Home.jnz?portlet=Student_Life_Documents

Nursing Program Mission Statement.

The mission of Olivet College's RN-BSN Program is to provide a diverse education which will enrich lives of nursing students and the lives that the graduates touch intellectually, morally, and spiritually; to go forward and do good.

Educational Goals for the BSN Degree Program.

- Foster an environment that supports learners from diverse academic, individual and practice backgrounds to promote academic and professional excellence.

- Prepare students to apply a broad understanding of the liberal arts to nursing practice.

- Prepare students in the application of professional practice and nursing leadership skills.

- Prepare students for evidenced-based/research-driven practice.

- Prepare students for the role of patient advocate for diverse populations and a variety of healthcare settings.

- Provide students with knowledge of patient care technologies that are critical to the delivery of quality patient care.

- Prepare students to provide nursing care to populations within their community as well as county, state, country, and world.

- Assure students understand effective nurse-patient and inter-professional relationships.

Program Outcomes for the BSN Degree Program.

1. Liberal Arts Foundation – The Olivet College nursing graduate will transform concepts from liberal arts to enhance professional practice of nursing and lifelong learning. (BSN Essential I)

2. Professional Practice and Leadership – The Olivet College nursing graduate will integrate health care policy, finance, and application of environments to develop knowledge and skills in leadership, quality improvement, and patient safety that are necessary to provide high quality health care. (BSN Essential II, V, and IX)

3. Research and Evidence-based Practice – The Olivet College nursing graduate will effectively employ interdisciplinary frameworks, theories, concepts, models, and current nursing evidence-based practice to maximize health outcomes for individuals, families, groups, and communities. (BSN Essential III)

4. Advocacy – The Olivet College nursing graduate will develop an understanding of the influence of health care policies, including financial and regulatory, directly and indirectly on the role of nurse advocate for the professional nurse. (BSN Essential V)

5. Technology and Informatics – Olivet College nursing graduates will formulate advanced knowledge and skill in information management as well as patient care technologies critical to the delivery of quality evidence-based patient care (BSN Essentials III and IV).

6. Community Engagement and Social Responsibility – The Olivet College nursing graduate will construct evidenced-based holistic disease prevention and health promotion nursing interventions and develop knowledge to improve local, state, national, and world health across the lifespan and across the continuum of healthcare environments. (BSN Essentials VII and IX)

7. Collaboration and Inter-Professional Relationships – The Olivet College nursing graduate will develop and apply values of altruism, autonomy, human dignity, integrity, and social justice while implementing interdisciplinary collaborative relationships and communication aimed to provide high quality and safe patient care. (BSN Essentials VI, VIII, and IX)

Olivet College Compact

To give further definition to Olivet College's institutional vision of Education for Individual and Social Responsibility, the following set of principles about what it means to be a responsible member of this college community were developed. They serve as a guide and inspiration to Olivet's students, faculty, staff, administrators and trustees alike. Olivet College is founded on and devoted to student learning, growth and development. The college values diversity within a community built on trust, participation and a sense of pride. As a member of this community, I affirm the following commitments:

I am responsible for my own learning and personal development. We recognize the critical importance of taking ownership for our learning. We seek to learn from the full range of our experience, to be open to new experiences and new ideas and to continuously pursue excellence and fulfillment in our intellectual, social and spiritual pursuits.

I am responsible for contributing to the learning of others. Every learner benefits when each shares ideas, insights and experiences with others. We value differences of opinion and perspective as well as open, respectful dialogue about these differences as central to the ongoing learning process.

I am responsible for service to Olivet College and the larger community. People working together for the common good is a key to growth for both the individual and the community. We commit ourselves to participating in community service and volunteer activities, both on and off campus.

I am responsible for contributing to the quality of the physical environment.
Enhancing environmental quality is critical to the College, the community and ultimately to
the survival of our planet. We will act to maintain and improve our facilities and grounds,
to enhance the safety, the security and the appearance of our surroundings and to protect
the ecology of our larger community.

I am responsible for treating all people with respect. We aim to create a positive and
inclusive campus culture celebrating both the individual and cultural differences which
make each of us unique and the similarities which bond us together. We recognize the need
to seek to understand others as the first step to developing mutual understanding, caring
and respect.

I am responsible for behaving and communicating with honesty and integrity. We
build trust when we communicate openly, when we seek justice and fairness for all people,
regardless of role or position, and when we honor our values and commitments in our
private as well as our public behavior.

I am responsible for the development and growth of Olivet College. We reach outward
and seek to inform, involve and recruit new students, employees and friends who share the
vision and principles of Olivet College. In joining this community, I commit myself to
these principles and accept the obligation entrusted to me to foster a culture of
responsibility at Olivet College.

Accreditation

The RN-BSN Program at Olivet College is accredited by the Commission on Collegiate Nursing
Education (CCNE) (http://www.ccneaccreditation.org). The CCNE is an autonomous accrediting
agency. As a "specialized professional accrediting agency, CCNE ensures the quality and
integrity of baccalaureate and graduate nursing programs."

RN-BSN Program Conceptual Framework

BSN Essentials

Professional Nursing Program Courses and the Liberal Arts. *The Essentials of Baccalaureate Education for Professional Nursing Practice* developed by the AACN identifies Essential I as the provision of a liberal education: "A solid base in liberal education provides the cornerstone for the practice and education of nurses." They state that:

> A strong foundation in liberal arts includes a general education curriculum that provides broad exposure to multiple disciplines and ways of knowing. Other than the nursing major, some aspects of liberal arts study will be provided as discrete parts of the full educational curriculum; However, the rich and diverse perspectives and knowledge embedded in the liberal arts and sciences will be integrated throughout the nursing curriculum, as these perspectives are integral to the full spectrum of professional nursing practice.

> *(http://www.aacnnursing.org/Portals/42/Publications/BaccEssentials08.pdf)*

Essential I: Liberal Education for Baccalaureate Generalist Nursing Practice
- A solid base in liberal education provides the cornerstone for the practice and education of nurses.

Essential II: Basic Organizational and Systems Leadership for Quality Care and Patient Safety

- Knowledge and skills in leadership, quality improvement, and patient safety are necessary to provide high quality health care. ·

Essential III: Scholarship for Evidence Based Practice

- Professional nursing practice is grounded in the translation of current evidence into one's practice.

Essential IV: Information Management and Application of Patient Care Technology

- Knowledge and skills in information management and patient care technology are critical in the delivery of quality patient care. ·

Essential V: Health Care Policy, Finance, and Regulatory Environments

- Healthcare policies, including financial and regulatory, directly and indirectly influence the nature and functioning of the healthcare system and thereby are important considerations in professional nursing practice. ·

Essential VI: Interprofessional Communication and Collaboration for Improving Patient Health Outcomes

- Communication and collaboration among healthcare professionals are critical to delivering high quality and safe patient care.

Essential VII: Clinical Prevention and Population Health

- Health promotion and disease prevention at the individual and population level are necessary to improve population health and are important components of baccalaureate generalist nursing practice.

Essential VIII: Professionalism and Professional Values

- Professionalism and the inherent values of altruism, autonomy, human dignity, integrity, and social justice are fundamental to the discipline of nursing. ·

Essential IX: Baccalaureate Generalist Nursing Practice

- The baccalaureate graduate nurse is prepared to practice with patients, including individuals, families, groups, communities, and populations across the lifespan and across the continuum of healthcare environments.
- The baccalaureate graduate understands and respects the variations of care, the increased complexity, and the increased use of healthcare resources inherent in caring for patients.

Program Enrollment and Admission

The program enrollment and admission process occur when the following steps have been completed.

1. Complete the online application at https://apply.olivetcollege.edu/apply/
2. Submit transcripts from all college or universities attended.
3. Complete the FAFSA (FREE APPLICATION FOR FEDERAL STUDENT AID), if using financial aid or receiving scholarship funding
4. Admission is pending official transcripts of all colleges sent to the admission advisor.
5. The plan for paying tuition must be articulated with the Student Service Department.
6. After official transcripts have been received and transcribed, the student will receive a credit acceptance memorandum (CAM)
7. Students will receive an official acceptance letter from the Director of Nursing Education
8. After these processes have been completed, the Registrar will be notified to enroll students in their first semester courses.
9. Students will receive an e-mail from Information Services and the Director of Distant Learning that includes student's username and password for MyOlivet, Blackboard, and E-mail. The e-mail will also include information about the online orientation course (at no cost to the student) designed to assist students to be successful with using the technology required for the RN-BSN Program.

If there are more students meeting admission requirements than available seats in the courses, the date in which student submitted all their admission documents will be used for selection. Students who are not admitted in their desired start semester will be offered a seat in the following semester start. Olivet College is committed to serving every student that meets the program admission criteria.

RN-BSN Program

The RN-BSN program admits students in the summer, fall, and spring. The part-time plan of study is designed to be completed in 24 to 36 months. Should a student step out of sequence (i.e., not attend every semester according to the schedule or drop courses), the time to completion of the degree will be delayed. RN-BSN courses are sequenced; and not every course is offered each semester. Students must complete the RN-BSN program in no more than 6 years. When a student changes their academic plan, they must submit a new academic plan document for approval from the director of nursing education.

Computer Requirements

This program is delivered online through the Olivet College Blackboard Learning Management system. Blackboard works best when using Google Chrome. Students will be expected to complete assignments that will require Microsoft Office. All Microsoft Office products are provided to students as part of your Outlook e-mail package and can also be accessed through Blackboard. In addition to having the following capabilities, students need access to Wi-Fi that will allow for timely completion of course work.

Operating Systems

  • Windows (current release)

  • Mac OS (current release)

Laptop Hardware

  • Processor: Intel Core i3-3xxx or equivalent (Intel Core i5-

    6xxx or equivalent recommended)

  • RAM: 4GB (8GB or more recommended)

  • HD: 250GB (Solid State optional)

  • Monitor/Screen: 1280x800 or higher resolution

  • Built-in WIFI (802.11 ac/g/n)

  • Webcam

Software • Microsoft Office Suite 2016 (or compatible Office Suite)

  • Adobe Acrobat Reader

  • Chrome Web Browser

  • Antivirus Software (current release)

Note: Students should be able to perform basic computing tasks, such as performing internet searches, uploading, and downloading documents and using email. Students should also have a basic level of proficiency using Microsoft Word, PowerPoint, and Excel.

Olivet College Portal

MyOlivet found at www.myolivet.edu is the Olivet College portal. Students will receive and e-mail from itshelp@olivetcollege.edu with your 'one sign-on' via e-mail with instructions for creating a new password. The username and newly created password will give student's access to MyOlivet, Blackboard, and Outlook.

MyOlivet has many features that students will need to use to be successful in the program. First, students will need access to their financial aid information and financial aid award letter. Prior to the first day of courses, students will need to accept their financial aid award. Another feature is class registration. Students will be auto-enrolled the first semester and then will be responsible for registering for courses during the open drop/add period found of the academic calendar in MyOlivet. Students will find a link to the online bookstore, OC (Olivet College) online library services, Blackboard, and campus e-mail.

Blackboard Learning Management System

Students can access Blackboard through MyOlivet. A list of courses that the student is registered for can be found there. Orientation to the Blackboard course is provided each semester via a video.

Academic Credit from Associate Degree

Graduates of community college associate degree and diploma programs may be awarded up to 90 transfer credit on a course-by-course basis in accordance with Olivet College policies.

Olivet College BSN Graduation Requirements

As is typical of bachelor's degree programs in the U.S (United States)., the Olivet College RN-BSN Program requires the completion of 120 semester hour credits. Liberal arts requirements are embedded in the nursing courses and program. As is the case with other institutions, a minimum of 30 credits must be earned at Olivet College to be awarded a bachelor's degree from the college.

The 120 total credits required for the BSN degree are earned through a combination of the following:

> • Upper-division nursing courses including required liberal arts criteria courses (35 credits)

> • Credits transferred from the ADN-granting institution or other colleges attended (90 credits)

> • "Flexible credits" that may be earned in a variety of ways (20 credits)

Total credits required for BSN degree – 120

Didactic Courses

Didactic courses are courses ending in either a "0" or a "5". These courses are taught exclusively through Blackboard. In a typical didactic course, a student can expect to complete a discussion forum every two weeks and an assignment every other week. There is also a cumulative project due at the end of the semester for each course. There are two didactic courses that are usually taken with a practicum course (NUR 411 and NUR 441).

Practicum/Service-Learning Guidelines

According to the American Association of Colleges of Nursing (AACN, 2012): nursing is a practice discipline that includes both direct and indirect care activities that impact health outcomes. Practice experiences are embedded in baccalaureate nursing programs to prepare students to care for a variety of patients across the lifespan and across the continuum of care. Practice experiences refer to experiential learning in any setting where health care is delivered, or health is influenced that allow for and require the student to integrate new practice related knowledge and skills. Practice experiences include activities that support health and/or provide care, interacting with a variety of providers and/or with patients and cannot be completed solely by a student in isolation. "Patients" are defined as individuals, families, groups, communities, or populations.

Practice experiences to transition the nursing student's competencies to the baccalaureate level of proficiency include organization/systems understanding, leadership development, evidence-based practice, information management and integration of technologies into practice, inter-professional collaboration and communication, clinical prevention and population health, comprehensive assessment, and quality improvement strategies. Didactic and practice experiences should be provided to all baccalaureate students, including those in RN to BSN programs, for the student to achieve these expected skills and knowledge and to integrate them into one's practice.

Practicum courses are courses ending in "1". These courses are delivered through Blackboard. In a typical practicum course, the student can expect to spend 45 hours with a preceptor. Each practicum course requires that students complete five (5) journals addressing the progress towards the student's goals articulated in the first journal, complete a mid-term (Week 7) and final self-evaluation (Week 14), and complete a service-learning project deliverable to the practicum site and uploaded into Blackboard.

Practicum Health and Safety Compliance

Practicum sites require that colleges and universities track and store evidence that students meet health and safety guidelines. Information uploaded in the CastleBranch compliance tracker may be shared with the practicum agency. Olivet College and our contracted practicum sites make reasonable and safe accommodations for identified limitations. Students who do not have all required documents uploaded in CastleBranch at least 10 days prior to the practicum course start date will not be eligible to participate in the practicum course.

CastleBranch is a compliance tracking organization that the program partners with to assure that students meet the health and safety requirements to complete practicums with our contracted practicum sites. CastleBranch is a FERPA (Family Education Rights and Privacy Act) and HIPPA compliant organization that has the following fees that students will need to pay to CastleBranch:

- $35 Multi-Year Compliance Tracker
- $103.50 Background Check
- $42.00 Urine Drug Test
- $15.00 HIPPA e-learning (if needed)
- $15.00 OSHA e-learning (if needed)

At the beginning of the first nursing course (NUR 305), the student will be asked to create an account with the programs health and safety management system CastleBranch and upload the following items:

☐ A current Registered Nurse license.

> Provide documentation of current Professional License or verification of licensure through the state website.

- Students who do not hold a Registered Nurse license must present verification of the license within 3 months of beginning the program.
- Nursing students who passed all full-time first year ADN (Associate Degree Nursing) courses with a grade of "C" of better and who submit a letter of recommendation are eligible to apply to enroll in any courses noted in the academic catalog as "Open to approved ADN students." These students are eligible to apply for regular admission to the RN-BSN Program after successful completion of the NCLEX (National Council Licensure Examination). When these students apply for regular admission, they will be required to comply with the health and safety requirements but are encouraged to begin the process when taking NUR 305.

☐ Satisfactorily complete a criminal background check via CastleBranch ($103.50)

☐ 10-panel drug test via CastleBranch ($42.00)

At least 10 prior to the start of NUR 411 and NUR 440, the student is required to upload the following items in CastleBranch:

☐ Documentation of American Heart Association Healthcare Provider CPR Certification

Must be American Heart Association Healthcare Provider course. Must be front and back of card OR eCard. Card must be signed; eCard does not need signature. Renewal date will be set for expiration date on certification.

☐ Documentation of Health Insurance

Provide a copy of your current health insurance OR proof of coverage. Students who have changes in their health insurance should resubmit a copy of their current insurance OR proof of coverage within 30 days.

☐ Documentation of Physical Examination

Upload documentation of your completed physical examination. The form must be completed and signed by a medical professional. Document must state any limitations or state "no limitations".

☐ Documentation of Professional Liability

Provide documentation of current Professional Liability insurance coverage with a minimal coverage level of $1,000,000.

☐ Documentation of Influenza Vaccine

Submit documentation of flu shot administered during the current flu season (September-March). Renewal September 1 annually.

☐ Documentation of Varicella

2 vaccines OR positive antibody titer. Non-immune follow-up action Single booster and repeat titer.

☐ Documentation of Measles, Mumps, & Rubella

MMR combined (1) Requirement (2 vaccines or positive antibody titer; non-immune follow-up: single booster and positive titer) OR Individualized (3) requirements.

☐ Documentation of Tetanus

Full Tdap (Td or Tetanus not accepted) within 10 years. Renewals 10 years from Tdap administration.

☐ Documentation of Hepatitis B OR Signed Declination

3 vaccines OR a positive antibody titer. Non-immune follow-up: single booster and repeat titer.

☐ Documentation of Tuberculosis (TB)

Negative two-step test OR Negative QuantiFERON Gold Blood Test. Accepted positive evidence: Physician clearance documented on letterhead following positive results. Renewal Negative one-step test OR Negative QuantiFERON Gold Blood Test.

☐ Documentation of COVID-19: Immunization may be required depending upon practicum site.

Students who received Pfizer and Moderna must demonstrate completion of both doses. Students who receive the Janssen Vaccine should demonstrate the one immunization received. A positive antibody titer; non-immune follow-up: vaccination of choice and repeat titer OR declination in writing with student signature. Students who decline the COVID-19 vaccine must record this is writing.

☐ Documentation of HIPPA Certification

Any certification must be uploaded. The following link will provide a HIPPA Certification after completing a course. https://compliancy-group.com/free-hipaa-training/hipaa-training-quiz/. CastleBranch also offers an OSHA Training Course at a $15.00 fee.

☐ Documentation of HIPPA Training

Any certification must be uploaded. The following link will provide an OSHA Training Certificate after completing a course. https://compliancy-group.com/free-hipaa-training/hipaa-training-quiz/. CastleBranch also offers a HIPPA Certification course at a $15.00 fee.

☐ Completed RN-BSN Program Practicum MOU (Memorandum of Understanding)

MOU is not needed if the student is completing their practicum at Bronson Health or Oaklawn Hospital (and affiliates). All areas must be completed on the document.

☐ RN-BSN Program Preceptor Agreement

All areas must be completed, and the 4 questions must be answered with the 4th question being answered "yes".

☐ RN-BSN Program Student Agreement and Release of Liability

All areas must be completed.

Course Enrollment

As part of the admission process, your academic faculty advisor will assist you with any scheduling needs throughout your program including individual course enrollment. The program courses are offered in a sequence and all courses may not be offered every semester. Students who wish to either speed up or slow down course sequencing must work with their advisor to complete and academic plan to ensure that you are on track with graduation requirements prior to the beginning of each semester.

In NUR 305 students will be asked to complete and academic plan. This academic plan will be forwarded to the Assistant Dean for Academic Records. At any time that a student's academic plan changes, the student must submit a new academic plan. Periodically there are program revisions that may make sense for students to move to the revised curriculum. In this situation students are required to complete a Major/Minor Declaration Form. These documents can be found in MyOlivet or by contacting the student's service specialist or director of nursing education.

Textbooks

A list of required textbooks will be available at least two weeks prior to the first day of classes. It is always appreciated when students use the Olivet College Online Bookstore (link below), however; students may purchase textbooks at any location. Be aware, some courses may require students to use the electronic resources assigned to the text by an authorization number within the text. In these cases, it is important to assure that there is an inactivated code within the text. Link to OC Bookstore

Library Resources

Kellogg Community College (KCC) supplies Olivet College RN-BSN Program students with a desktop username and password to access and use KCC library resources on and off campus. Students may also use the on-campus library for learning materials (texts, periodicals, etc.) by visiting the library and presenting a picture identification. Students have online access to KCC's electronic library.

Student Support Services

The Olivet College Nursing Program Office is at KCC in the C-Building room C105. The Student Service Specialist and Director of Nursing Education is equipped to assist students with admissions, registration, financial aid, and other general questions about Olivet College and/or the Nursing Program. Olivet College support services are also available to nursing program students via virtual connection. Faculty and the Director of Nursing Education are also available virtually and by appointment at KCC or OC. Please contact Barbara McCalley at 269-719-0167 for assistance. Please contact Dr. Lorraine Manier at 269-832-3591.

Student Tutoring Services

Olivet College offers tutoring services through the Academic Accommodation Coordinator and online tutoring services. Students who identify a need for a tutor should first work with their faculty to assist with meeting their needs. All faculty are required to have office hours and should be a student's first contact for additional help in a course. The director of nursing education is also available to assist students with understanding course materials.

Orientation Activities

All students will be enrolled in an online orientation course that will introduce Olivet College and the Blackboard learning management system. On the first day of each course the instructor will provide an orientation to the individual course.

Communication

Communication between students and faculty is critical. All communication should be conducted through Olivet College e-mail. Students must check their Olivet College e-mail every 48 hours to assure that they are receiving the most up-to-date information. Students can expect that faculty will respond to e-mails within 48 hours Monday through Friday and respond to e-mails sent over the weekend by 5:00 pm the following Tuesday. It is recommended that students forward their Olivet College e-mails to their personal e-mail account.

Faculty often share their cell phone numbers with students in the event of an urgent need. The director of nursing education is available for emergencies 24 /7 at (269)832-3591. Phone calls and text should be limited to urgent and emergent needs. Faculty have been directed to redirected student to their e-mail accounts for communication when phone / text messages are deemed non-urgent.

RN-BSN Recommended Course Sequence

The RN-BSN Program is designed to support the students' needs for academic success.

Fall Start

Fall (6cr)	Spring (6cr)	Summer (3cr)
NUR 305 Transition to Baccalaureate Nursing (3)	NUR 340 Nursing Research (3)	NUR 360 Critical Analysis of Pharmacology & Pathophysiology (3)
NUR 320 Applied Statistics & Research Methods (3)	NUR 310 Bioethics in a Diverse World (3)	
Fall (6cr)	**Spring (7cr)**	**Summer**
NUR 325 Healthcare Informatics (3)	NUR 410 Community Health & Diverse Populations (3)	
NUR 405 Advanced Nursing Management & Leadership (3)	NUR 411 Community Health & Diverse Populations Practicum (1)	
	ENG 249 Creative Non-Fiction Writing (3)	
Fall (7cr)		
NUR 440 Nursing Capstone (3)		
NUR 441 Nursing Capstone Practicum (1)		
IDS 211 Civilization Studies (3)		

Spring Start

Spring (6cr)	Fall (6cr)	Summer (3cr)
NUR 305 Transition to Baccalaureate Nursing (3)	NUR 340 Nursing Research (3)	NUR 360 Critical Analysis of Pharmacology & Pathophysiology (3)
NUR 320 Applied Statistics & Research Methods (3)	NUR 310 Bioethics in a Diverse World (3)	
Spring (6cr)	**Fall (7cr)**	
NUR 325 Healthcare Informatics (3)	NUR 410 Community Health & Diverse Populations (3)	
NUR 405 Advanced Nursing Management & Leadership (3)	NUR 411 Community Health & Diverse Populations Practicum (1)	
	ENG 249 Creative Non-Fiction Writing (3)	
Spring (7cr)		
NUR 440 Nursing Capstone (3)		
NUR 441 Nursing Capstone Practicum (1)		
IDS 211 Civilization Studies (3)		

RN-BSN Program Core Courses

Students graduating with the BSN through the RN-BSN Program must complete the following courses.

in their major *(35 credits)*:

NUR 305	Transition to Baccalaureate Nursing*	3 cr	___
NUR 310	Bioethics in a Diverse World*	3 cr	___
NUR 320	Applied Statistics & Research Methods*	3 cr	___
NUR 325	Healthcare Informatics*	3 cr	___
NUR 340	Nursing Research	3 cr	___
NUR 360	Critical Analysis of Pharmacology & Pathophysiology	3 cr	___
NUR 405	Advanced Nursing Leadership & Management	3 cr	___
NUR 410	Community Health & Diverse Populations	3 cr	___
NUR 411	Community Health and Diverse Populations Practicum	1 cr	___
NUR 440	Nursing Senior Capstone	3 cr	___
NUR 441	Nursing Capstone Practicum	1 cr	___
ENG 249	Creative Non-Fiction Writing*	3 cr	___
IDS 211	Civilization Studies*	3 cr	___

Optional Course:

NUR 404	Special Topics	1 cr	___

*Courses may be taken by ADN Level II students

Liberal Arts Criteria

Alignment of Program Courses with Updated Liberal Arts Core Curriculum

Working with the Liberal Arts Core Committee, the following alignment of courses within this adult professional degree program in fulfillment of the various components of the updated LAC (Liberal Arts Criteria) curriculum has been developed.

OC Educational Goal	LAC Learning Outcome/ Program Area		Course(s) Fulfilling the LAC Graduation Requirements
Foundational Skills	1.1/2.1	Written Communication; Reasoning & Critical Thinking	ADN Writing Course NUR 340 Nursing Research
	1.2/2.1	Interpersonal Communication; Reasoning & Critical Thinking	NUR 405 Advanced Nursing Management & Leadership
	2.2	Quantitative Analysis	NUR 320 Applied Statistics & Research Methods
Liberal Arts Knowledge	3.1/3.2	Liberal Arts Knowledge Distribution Requirements *(for adult professional programs)*	ADN Anatomy & Physiology Course ENG 249 Creative Non-Fiction Writing IDS 211 Civilization Studies
Institutional Values	4.1/4.2	Cultural Understanding of Diversity in the US; Global Awareness	NUR 310 Bioethics in a Diverse World NUR 410 Community Health & Diverse Populations
	5.1	Individual Responsibility & Ethical Awareness	NUR 305 Transition to Baccalaureate Nursing NUR 310 Bioethics in a Diverse World
	5.2	Social Responsibility *(Service Learning Project)*	NUR 411 Community Health & Diverse Populations Practicum NUR 441 Nursing Senior Capstone Practicum
Integration of Knowledge	6.1/6.2	Integration & Application of Knowledge *(Senior Capstone Project)*	NUR 440 Nursing Senior Capstone

Academic Catalog Materials: RN-BSN Program Description, Course Descriptions and Learning Outcomes

Please click on the following link to find the most current academic catalog: https://my.olivetcollege.edu/ICS/. Students may also find the academic catalog in myOlivet and selecting the current academic catalog.

Students with Disabilities

Students with disabilities are encouraged to discuss academic accommodations with their professors the first day of class. Please refer to the Academic Catalog, Student Support Services, and Students with Disabilities for further clarification.

Holiday Scheduling of Classes/Practicums

Students should familiarize themselves with Olivet College's academic year holiday schedule. All holidays that occur during the normal Monday through Friday college schedule will be honored according to the OC Academic Calendar. Any time the college is closed, faculty will also be unavailable.

Grading System

The grading system provides a framework for faculty to report evaluation of student performance and achievement. Olivet College employs a grading system of A, B, C, D and F, with a plus/minus grading system as follows:

Points
93-100% = A
90-92% = A-
87-89% = B+
83-86% = B
80-82% = B-
77-79% = C+
73-76% = C
70-72% = C-
67-69% = D+
63-66% = D
60-62% = D-
0-59% = F

Guidelines for Written Assignments

American Psychological Association (APA) guidelines are used for all written work by students. All undergraduate students must use the APA style for written assignments in nursing courses. The *Publication Manual of the American Psychological Association* (7th ed.) is available through the Olivet College Bookstore.

The faculty supports the use of web sites that explain the use of APA format. The following is a list of selected sites:

- http://www.apastyle.org/
- http://owl.english.purdue.edu/handouts/research/r_apa.html

The following items are to be written using APA format as needed in papers: title page, margins, spacing, alignment, title, headings, paragraph indentation, pagination (page numbering), abbreviations, numerals, citations, quotations, and references.

Plagiarism

Plagiarism is the presentation of someone else's ideas or work as one's own. Students must give credit for any information that is not either the result of their original research or common knowledge. If a student borrows ideas or information from another author, he/she/they must acknowledge the author in the body of the text and on the reference page. Students found plagiarizing are subject to the penalties outlined in the Policies and Procedures section of the Olivet College Academic Catalog, which may include a failing grade for the work in question or for the entire course. Blackboard has plagiarism SafeAssign software that examines all submitted work for plagiarism.

Evaluations

Course Evaluation

At the conclusion of each course, students are provided the opportunity to evaluate the course and faculty. Student evaluations contribute to the overall evaluation of the faculty and curriculum.

Program Evaluation

Periodically throughout the program students will receive a survey to evaluate the current program and / or provide input in making program changes. In the final course of the program students will receive a program evaluation survey. This survey is used to assure that the program continues to meet student's needs.

Agency and Preceptor Evaluations

All Olivet College nursing students are required to complete an evaluation of their practicum experiences. The evaluation will be completed at the end of each practicum course and submitted to the course instructor.

Courses and Syllabus

Please refer to the course syllabus, college catalog, and learning management system for specific information regarding course expectations. Every course has a syllabus which is the contract between the faculty and the student. Syllabi do include the language that the syllabus may be changed to assure that students are meeting the course competencies.

Formal Complaint Process

Olivet College's Informal and Formal Complaint procedure is in MyOlivet and found at the following link: https://my.olivetcollege.edu/ICS/Student_Complaint_Form.jnz

Graduation

The nursing program will host a pinning ceremony in celebration of the service that students accomplish throughout the program. In May nursing program students will be invited to participate in the Olivet College Commencement for program students who meet graduation requirements by the end on the intensive learning term and students who plan to complete by the end of the summer semester. Family members are welcome to attend this ceremony.

Students must complete the commencement application found in the student tab information in MyOlivet. In addition, all flex credits must be submitted to the student service specialist and director of nursing education no later than May 1, prior to graduation.