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</tbody>
</table>
Welcome to the UWM College of Nursing’s RN-to-BS-Nursing completion program! Congratulations on choosing a strong accredited program to complete your baccalaureate degree. I have taught at UWM in classroom, online and clinical settings for many years and I currently coordinate and teach the N445 Capstone course in the RN-BS-Nursing program. I love the knowledge and experience that our RN students bring to our programs and look forward to working with you.

One Program – Three Modes of Learning

This is an exciting time in nursing education and especially in RN-to-BSN programs. We are currently at the forefront of nursing education at the UWM College of Nursing by offering one curriculum in three modes of RN-to-BS-Nursing completion. Our statewide collaborative BSN@Home program is offered online. Our BSN@Work program is offered in 7-week face-to-face class sessions at area hospitals. Our BSN@School is offered in a 10-week session at local technical colleges. Our newest option – the online competency-based UW-FLEX Option is a unique online, self-paced competency-based learning mode. As the only university offering three modes of learning, we can meet your learning needs using a unique and student-centered approach.

RN Capstone Course – An Opportunity to Create Your Own Learning Experience

Accredited RN-BSN programs must provide a clinical component so that students can apply the knowledge they have learned in their baccalaureate program. Our program does this by having students create a clinical project at their workplace whenever possible. The semester before you begin your N445 Capstone clinical practicum course, we will send you an email survey to complete so that you can secure a spot in the clinical project portion of the course. We encourage our RN Capstone students to create their own clinical project practicum experience as this process benefits both the student and their workplace.

We have a web page with information and resources dedicated to the final Capstone course, the link below has resources and information about designing your own Capstone experience: [https://uwm.edu/nursing/academics/undergrad/capstone-resources/](https://uwm.edu/nursing/academics/undergrad/capstone-resources/)

Please feel free to contact me or your advisor with questions or concerns at any time. Thank you for choosing the UWM College of Nursing on your RN-to-BSN journey and best wishes for continued success. With our professional organizations forecasting the need to have 80% of all RN’s prepared at the baccalaureate level by 2020, you have made a wise choice to continue your education. I look forward to meeting you in N445 Capstone!

Warm regards,

Lisa Mihlbauer MSN, RN, IBCLC, CNE
Clinical Associate Professor and Director of RN-to-BSN Completion Programs
ONLINE (BSN@HOME): We offer online classes through our BSN@Home program, which is a collaborative program between the six UW campuses (Madison, Milwaukee, Oshkosh, Eau Claire, Green Bay and Steven’s Point) with BSN completion programs. Students are admitted to a “home campus” and each UW campus teaches one core course and additional electives totally online. Students can take the entire nursing program online with the exception of their final Capstone course, which is offered, face-to-face on each campus. See additional information on the BSN@Home program at http://www.bsnathome.com

IN-PERSON (BSN@Work and BSN@School): Face-to-face classes are offered at area hospitals and technical schools. All core nursing courses are offered in the face-to-face mode. Students who desire to learn in a face-to-face mode can enroll in this option.

FLEX (UW FLEX Option Online): Our UW-Flexible Option is a self-paced, competency-based degree program that allows students to progress toward an RN-to BS-Nursing degree by demonstrating past and current knowledge they have obtained through coursework, employment, studying, and other learning experiences. FLEX students progress toward a degree by successfully completing a series of competency assessments that demonstrate mastery of required outcomes. All required RN-to-BS-Nursing courses are offered in our FLEX Option mode. There are no traditional classes by faculty in this mode, all resources are offered online, and faculty facilitate student learning by creating clear competency assessments evaluating student work and providing feedback. See for additional information on the FLEX option at http://flex.wisconsin.edu/

UWM RN-BS-Nursing Program Eligibility: Licensed Registered nurses with a past ADN or diploma degree in nursing are eligible for all program options. Students must have a past cumulative GPA of 2.5 or higher.

UWM RN-BS-Nursing Program Requirements: In addition to the advanced core nursing courses listed below, RN students are required to take pre-requisite courses and electives that meet the general education requirements of the university. These requirements include 124 undergraduate credits: • Non-Nursing Courses – 64 credits (includes English, Humanities, Social, Biological and Natural Science courses) • Previous Nursing Credits – 30 credits (awarded for work completed in a past Associate Degree or Diploma nursing program) • Advanced Nursing Courses – 30 credits.

UWM RN-BS-Nursing Programs: For more information, contact an advisor at Milwaukee (414-229-5047) or Racine/Kenosha (262-595-2480) or see our website at: http://uwm.edu/nursing/academics/undergrad/rn-bs/
Consistent with and evolving from the core values, the following principles about human beings, environment, health, nursing, learning, and teaching guide the educational programs of the University of Wisconsin-Milwaukee College of Nursing (UWM-Milwaukee, CON).

Professional nurses are educated at a variety of curricular levels for generation, application, and evaluation of knowledge. The teaching-learning process is interactive. Learning requires active student participation and is enhanced when the instructional environment is respectful and supports personal worth, dignity, and self-identity in the teacher and the student and encourages each person to grow and discover meaning.

Each human is a unique, dynamic, integral being. Human beings exist within physical and social environments. These environments are shaped by dynamic events in socio-cultural, natural, local and global political milieus. Actions of individuals and groups also shape these environments that provide the context within which health and nursing systems operate. Nursing is committed to social justice, challenges existing paradigms when appropriate and creates innovative solutions for health care problems.

Nursing is a socially derived profession whose members assist person, families, groups and the larger society to pursue the goal of optimum health. Health is a dynamic state influenced by the constant interaction of internal and external factors. Health status is reflective of the well-being of individuals and aggregates within environments and encompasses wellness, risks, problems, and needs that may be or have the potential to be present.

Through the use of the nursing process, dynamic interactions between the nurse and the client facilitate the promotion, maintenance, or restoration of health. The knowledge base of nursing must be continually developed and evaluated in response to changing environmental health needs. Nursing care is guided by professional standards and requires personal and professional integrity.

Nursing, as a human interaction, is most effective when nurses reflect the population that it serves. The CON seeks to admit and educate a diverse student body in order to enrich the students’ educational experience and to prepare them to meet the health needs of a diverse society. Therefore, a holistic review of applicants to the CON includes an evaluation of academic achievement, work and leadership experiences, personal and professional accomplishments, skills, abilities and personal qualities. Consideration of these factors as well as a wide range of economic, social, racial/ethnic and geographic backgrounds will enhance diversity within the CON and the nursing profession.
Vision, Mission, Core Values and Guiding Principles

Vision Statement
As an innovative, academic, nursing community, the University of Wisconsin-Milwaukee College of Nursing faculty, staff, students, and alumni are renowned leaders in creating bold and effective solutions for advancing local, national and global health.²

Core Values
Accountability  Collaboration  Creativity  Diversity & Inclusion  Excellence
Integrity  Human Dignity  Social Justice
We, the University of Wisconsin-Milwaukee College of Nursing community, embrace and demonstrate these core values in our learning, teaching, research, practice, and service.

Guiding Principles
As a diverse Community of Scholars that values passionate, academic discourse and debate in a climate of civility, we live our core values and create opportunities to embrace, welcome, respect, and strive to understand the perspectives of others – colleagues, students, patients/clients, and community partners.
As a CON community, we:

• live our core values;
• exhibit respectful, transparent and clear communication;
• expect and embrace shared accountability;
• appreciate and foster innovation; and
• seek collaboration in teaching, research, practice and service.

Mission Statement
The University of Wisconsin-Milwaukee College of Nursing is a premier, urban, academic, collegial, nursing community that acts collaboratively with partners to:

• Prepare a diverse population of students to become science based, compassionate, nurse leaders through innovative, quality, educational programs for all settings and levels of practice;
• Conduct research and scholarship that advance science in nursing and health;
• Address emerging health needs through evidence based practice and consultation; and
• Develop leaders who transform health care delivery and health policy.

¹School of Nursing Faculty approved Faculty Document #:87-04)093 on April 3, 1987; 09/13/02 (ed.) CON Faculty approved Faculty Document #87-04)083A on November 17, 2006.
²Faculty Document #(96-09) 100 B, Revised May, 2012
The following Admission Mission Statement reflects the goals and values of the CON and guides the admission process:

The undergraduate nursing program at the University of Wisconsin-Milwaukee is committed to admitting diverse students who will become compassionate nurse leaders in creating bold and effective solutions for advancing local, national and global health. Our admission process is guided by support for our core values of collaboration, diversity and inclusion, social justice, human dignity, integrity, creativity, accountability, and excellence. We will use attributes, experiences, and academic metrics in selecting students for admission consistent with our mission as a premier, urban, academic college of nursing community.
University of Wisconsin–Milwaukee College of Nursing
Organizational Chart for 2019-2020

Nursing Programs

Undergraduate Programs

Kay Jansen - UG Program Director
Lisa Mihlbauer - Director of RN-BSN Completion Programs

Undergraduate Program Support
Amy Amherdt (Sr. Admin. Specialist)
BSN@Home:
Sylvia Forbes (Outreach Program Manager II)
Sue Seeberg (University Services Prog. Assoc.)

Undergraduate Program Coordinators
Melissa Brown (Clinical Asst Prof) - NCLEX
Deanna Harcarik (Clinical Instructor) - Curriculum
Mandy Sheriff (Clinical Asst Prof) - Curriculum
Nicole Simonson (Clinical Instructor) - Curriculum

Graduate Programs

Paula Lucey - MN Program Director
Timothy Ehlinger - MSP Program Director
Peninnah Kako - DNP Program Director
Julia Snethen - PhD Program Director

Graduate Program Support
Sue Wolff (Admin. Prog. Specialist) - Support for MN, DNP & PhD Program Directors
Bridget Brown (Admin. Prog. Specialist) - Program Coordinator for MSP Program
University of Wisconsin–Milwaukee College of Nursing
Organizational Chart for 2019-2020

Student Affairs

Robin Jens - Assistant Dean of Student Services

Student Affairs Support Staff

Michael Walk - Office Manager
(Admin. Specialist)

Lynn Helmke - Receptionist/Admin. Support (University Services Assoc. II)

Matthew Halloran - Recruitment Coordinator (Advisor)

Advisors

Bridget Brown (Admin. Prog. Specialist - MSP)

TBD (Advisor - MATC/WCTC)

Jennifer Daood (Sr. Advisor)

Sylvia Forbes (Outreach Prog. Manager II)

Deatra Holloway (Sr. Advisor)

Katie Nack (Advisor - UWP)

Donna Wier (Sr. Advisor)

Nursing Study Center

Ebony Cobb - Coordinator (Advisor)
**Undergraduate Nursing Program**

The graduate of the UWM College of Nursing is prepared to practice as a beginning generalist in a variety of settings. In addition, graduates will possess knowledge and skills that qualify them to pursue life-long learning and advanced study. The UWM College of Nursing undergraduate and graduate programs are directed toward enhancing the health of those who live and work in urban communities.

The curriculum is built on a set of competencies and objectives (Table 1) that identify the knowledge, skills and attitudes that are needed by the professional nurse. Our competency-based curriculum is supported by a conceptual approach (Table 2) to teaching and learning.

**Table 1 Undergraduate Program Competencies and Level Objectives**

<table>
<thead>
<tr>
<th>Competencies/Program Outcomes</th>
<th>Foundations</th>
<th>Integration</th>
<th>Synthesis</th>
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<tbody>
<tr>
<td>Patient*-centered Care: The graduate will provide holistic care that recognizes patients’* (individuals, families, groups, and communities) preferences, values, and needs and respects patients or their designees as full partners in providing compassionate, coordinated, age and culturally appropriate, safe and effective care.</td>
<td>Determines patient preferences, values, and needs and their impact on care.</td>
<td>Delivers nursing care based on patient preferences and values while recognizing one’s own values.</td>
<td>Independently incorporates the multiple dimensions of patient-centered care to provide holistic nursing care to individuals, families, groups, and communities.</td>
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<tr>
<td>Professionalism: The graduate will demonstrate accountability for the delivery of standard-based nursing care that is consistent with moral, altruistic, legal, ethical, regulatory, and humanistic principles.</td>
<td>Comprehends the guiding principles and standards of the professional nursing role.</td>
<td>Applies principles of professionalism in one’s nursing practice.</td>
<td>Formulates a professional identity consistent with the principles and standards of the professional nursing role.</td>
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<tr>
<td>Competencies/Program Outcomes</td>
<td>Foundations</td>
<td>Level Objectives</td>
<td>Synthesis</td>
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<tr>
<td><strong>Leadership:</strong> The graduate will influence the behavior of individuals or groups of individuals within the environment in a way that will facilitate the establishment and acquisition/achievement of shared goals.</td>
<td>Identifies personal and professional beliefs and values regarding leadership. Discusses the theories and practice of leadership in an interprofessional environment.</td>
<td>Demonstrates ability to engage in reflective practice. Utilizes theories and practice of leadership in care delivery.</td>
<td>Evaluates leadership skills as a member of an interprofessional team to facilitate change and achieve shared goals.</td>
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<td><strong>Systems-based Practice:</strong> The graduate will demonstrate an awareness of and responsiveness to the larger context of the health care system and will demonstrate the ability to effectively call on microsystem resources to provide care that is of optimal quality and value (Adapted from ACGME, n.d.).</td>
<td>Relates the concepts of micro/macro systems to the delivery of health care.</td>
<td>Delivers effective health care utilizing knowledge of the micro/macro systems of care. Values collaboration as an essential component of micro/macro systems.</td>
<td>Evaluates systems of care in collaboration with others to achieve optimal outcomes.</td>
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<tr>
<td><strong>Informatics and Technology:</strong> The graduate will use information and technology to communicate, manage knowledge, mitigate error, and support decision making (QSEN, 2007).</td>
<td>Describes how technology and information management are related to the quality and safety of health care. Navigates the health record to retrieve and enter pertinent data and information while maintaining privacy and confidentiality.</td>
<td>Employs the electronic health record and other technologies to coordinate care, support self-management, and enhance accessibility to care. Applies the principles of data integrity and terminology standards to generate information and knowledge, support nursing practice, and improve patient outcomes.</td>
<td>Proposes information management and technology solutions to advance quality health care. Uses database applications for statistical analyses to evaluate practice and perform quality improvement.</td>
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<tr>
<td>Competencies/Program Outcomes</td>
<td>Level Objectives</td>
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<td><strong>Communication</strong>: The graduate will interact effectively with patients, families, and colleagues, fostering mutual respect and shared decision making, to enhance patient satisfaction and health outcomes.</td>
<td><strong>Foundations</strong>: Uses clear, concise, and professional written, electronic, verbal, and non-verbal communication. <strong>Integration</strong>: Adapts communication based on individual, family, community, and colleague responses and needs. <strong>Synthesis</strong>: Critically evaluates communication with individuals, families, communities, and colleagues to promote collaboration and to achieve optimum health outcomes.</td>
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<td><strong>Teamwork and Collaboration</strong>: The graduate will function within nursing and interdisciplinary teams, fostering open communication, mutual respect, shared decision making, team learning, and development (Adapted from QSEN, 2007).</td>
<td><strong>Foundations</strong>: Explains the essential components of nursing and interdisciplinary teams including communication, ethics, collaboration, and self-awareness. <strong>Integration</strong>: Begins to function as a member of nursing and interdisciplinary teams, recognizing roles and contributions of self and others as well as relevant system factors. <strong>Synthesis</strong>: Critically evaluates nursing and interdisciplinary teams to identify ways to enhance collaborative efforts.</td>
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<td><strong>Safety</strong>: The graduate will minimize risk of harm to patients and providers through both system effectiveness and individual performance (QSEN, 2007).</td>
<td><strong>Foundations</strong>: Articulates the essential role of nurses in providing safe care environments. <strong>Integration</strong>: Promotes a culture of safety through communication strategies, technology, and standardized practices. <strong>Synthesis</strong>: Advances strategies to improve safety in health care settings.</td>
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<td><strong>Quality Improvement</strong>: The graduate uses data to monitor the outcomes of care processes and uses improvement methods to design and test changes to continuously improve the quality and safety of health care systems (QSEN, 2007).</td>
<td><strong>Foundations</strong>: Describes the basic processes of quality improvement and how they relate to nursing practice. <strong>Integration</strong>: Examines quality improvement data and initiatives that are relevant in nursing practice settings. <strong>Synthesis</strong>: Applies quality improvement tools and processes in a process improvement project.</td>
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<tr>
<td>Competencies/Program Outcomes</td>
<td>Level Objectives</td>
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</tbody>
</table>
| **Evidence-based Practice:** The graduate will identify, evaluate, and use the best current evidence coupled with clinical expertise and consideration of patients’ preferences, experience and values to make practice decisions (Adapted from QSEN, 2007). | **Foundations**
* Describes the concept of evidence-based practice (EBP) including the components of research evidence, clinical expertise, and patient values and preferences.
* Demonstrates the ability to locate reliable research, evidence, and clinical practice guidelines. |
| **Integration**
* Values the concept of EBP as integral to determining the best nursing practice approaches. |
| **Synthesis**
* Utilizes the EBP process in clinical reasoning and decision making. |
* Synthesizes information from multiple sources to inform clinical reasoning and apply EBP in nursing practice. |
* Advocates for the integration of EBP into clinical guidelines and nursing practice. |
It is recommended that a student complete the general education requirements before the nursing courses. The 6 required nursing courses and 3 upper division nursing electives (upper division means the courses must be at a junior or senior level or 300 or 400 level courses) may be taken in any order. The Capstone course is taken as the last course before graduation. Students must earn a minimum of 124 semester credits to complete requirements for the undergraduate degree and earn a minimum of 30 credits from UWM. A cumulative GPA of 2.0 for all credits earned at UWM is required for graduation.

<table>
<thead>
<tr>
<th>NON-NURSING COURSES = 64 credits</th>
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<tbody>
<tr>
<td>English 102</td>
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<tr>
<td>Humanities</td>
</tr>
<tr>
<td>Arts</td>
</tr>
<tr>
<td>History</td>
</tr>
<tr>
<td><strong>SOCIAL SCIENCE</strong></td>
</tr>
<tr>
<td>Sociology</td>
</tr>
<tr>
<td>Psych 101</td>
</tr>
<tr>
<td>Growth and Development</td>
</tr>
<tr>
<td><strong>NATURAL/BIOLOGICAL SCIENCES</strong></td>
</tr>
<tr>
<td>Chemistry or Biochemistry</td>
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<tr>
<td>Biochemistry (or alternate science course)</td>
</tr>
<tr>
<td>Anatomy &amp; Physiology 1 &amp; 2</td>
</tr>
<tr>
<td>Microbiology</td>
</tr>
<tr>
<td>Nutrition</td>
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<tr>
<td>Electives</td>
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<table>
<thead>
<tr>
<th>ADVANCED NURSING COURSES = 30 credits</th>
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<tr>
<td>*407 - Foundations of Professional Nursing Practice</td>
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<tr>
<td>*441 – Chronic Care Management</td>
</tr>
<tr>
<td>*446 – Research and Evidence-Based Practice</td>
</tr>
<tr>
<td>*447 – Leadership and Management</td>
</tr>
<tr>
<td>*453 – Information Management and Healthcare Technology</td>
</tr>
<tr>
<td>*454 – Community Health Nursing</td>
</tr>
<tr>
<td>* Nursing Electives</td>
</tr>
<tr>
<td>*445 - Capstone Seminar &amp; Practicum</td>
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</table>
PREVIOUS NURSING CREDITS = 30 credits

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<tbody>
<tr>
<td>Non-Nursing</td>
<td>64</td>
</tr>
<tr>
<td>Advanced Nursing Courses</td>
<td>30</td>
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<tr>
<td>Previous Nursing Credit</td>
<td>30</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td><strong>124</strong></td>
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</tbody>
</table>

Thirty (30) nursing credits are awarded when any one (1) of the Advanced Nursing courses indicated by the * is completed with a grade of C or higher. WCTS Articulation Agreement for A.D.N. graduates of May 1996 or later will also have a minimum of 30 credits from non-nursing courses applied to the UWM degree.

Other Requirements:

- Cultural Diversity – Required for students starting UWM Fall, 1989 or later
- Foreign Language – Required for students starting college Fall, 1999 or later
- Math Competency – Math 102, 103, 105, 108 or equivalent
- English Competency – English 102 or equivalent
<table>
<thead>
<tr>
<th>Program Competencies</th>
<th>RN-to-BS Required Course or Competency Set</th>
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</thead>
</table>
| **Patient Centered Care** – Provide holistic care that recognizes patients’ preferences, values and needs and respects patients as full partners in providing compassionate, coordinated, age and culturally appropriate, safe and effective care | • 407 Foundations of Professional Nursing Practice  
• 441 Chronic Care Management  
• 447 Leadership and Management  
• 446 Research and Evidence Based Practice  
• 454 Community Health Nursing  
• 445 RN-to-BS Capstone |
| **Professionalism -** Demonstrate accountability for the delivery of standard-based nursing care that is consistent with moral, altruistic, legal, ethical, regulatory, and humanistic principles. | • 407 Foundations of Professional Nursing Practice  
• 446 Research and Evidence Based Practice  
• 447 Leadership and Management  
• 453 Information Management and Healthcare Technology  
• 445 RN-to-BS Capstone |
| **Leadership -** Influence the behavior of individuals or groups of individuals within the environment in a way that will facilitate the establishment and acquisition/achievement of shared goals. | • 407 Foundations of Professional Nursing Practice  
• 447 Leadership and Management  
• 453 Information Management and Healthcare Technology  
• 445 RN-to-BS Capstone |
| **Systems-based Practice** - Demonstrate an awareness of and responsiveness to the larger context of the health care system and will demonstrate the ability to effectively call on microsystem resources to provide care that is of optimal quality and value. | • 441 Chronic Care Management  
• 447 Leadership and Management  
• 453 Information Management and Healthcare Technology  
• 454 Community Health Nursing  
• 445 RN-to-BS Capstone |
| **Informatics and Technology** - Use information and technology to communicate, manage knowledge, mitigate error, and support decision making | • 453 Information Management and Healthcare Technology  
• 454 Community Health Nursing  
• 445 RN-to-BS Capstone |
| **Communication** - Interact effectively with patients, families, and colleagues, fostering mutual respect and shared decision making, to enhance patient satisfaction and health outcomes | • 407 Foundations of Professional Nursing Practice  
• 441 Chronic Care Management  
• 447 Leadership and Management  
• 453 Information Management and Healthcare Technology  
• 445 RN-to-BS Capstone |
| Teamwork and Collaboration - Function within nursing and interdisciplinary teams, fostering open communication, mutual respect, shared decision making, team learning, and development. | 407 Foundations of Professional Nursing Practice  
441 Chronic Care Management  
446 Research and Evidence Based Practice  
447 Leadership and Management  
445 RN-to-BS Capstone |
|---|---|
| Safety - Minimize risk of harm to patients and providers through both system effectiveness and individual performance. | 407 Foundations of Professional Nursing Practice  
441 Chronic Care Management  
446 Research and Evidence Based Practice  
445 RN-to-BS Capstone |
| Quality Improvement - Use data to monitor the outcomes of care processes, and uses improvement methods to design and test changes to continuously improve the quality and safety of health care systems. | 446 Research and Evidence Based Practice  
447 Leadership and Management  
453 Information Management and Healthcare Technology  
454 Community Health Nursing  
445 RN-to-BS Capstone |
| Evidence-based Practice - Identify, evaluate, and use the best current evidence coupled with clinical expertise and consideration of patients’ preferences, experience and values to make practice decisions | 407 Foundations of Professional Nursing Practice  
441 Chronic Care Management  
453 Information Management and Healthcare Technology  
454 Community Health Nursing  
446 Research and Evidence Based Practice  
447 Leadership and Management  
445 RN-to-BS Capstone |
All College of Nursing Policies & Procedures can be found in a special Canvas site. Access to this site is available on all course Canvas sites. Students will need to click the link, then click the Enroll button to gain access. After completing this initial step, students will have regular access to all the policy and procedure documents.

The following list of “Frequently Used Policies and Procedures” can be found on the Canvas site. Students are expected to review these policies and are responsible for information contained in them.

**Admission, Progression, and Appeals**

- UPC # 10-06-17(1): Competency Requirements. Addresses completion of math and English competencies required of all undergraduate students.
- UPC # 10-06-17: Minimum Requirement for Satisfactory Completion of Courses and Progression through the Major. Describes requirements for progression through the nursing major.
- UPC # 05-05-17: Policy Statement for Undergraduate Appeals. Addresses the request for exemption from the stated policies and/or regulations of the College of Nursing pertaining to an academic grievance/grade change.
- UPC # 05-05-17(1): Undergraduate Appeals Subcommittee. Describes membership meetings and functions of this subcommittee.
- UPC # 05-05-17(2): Undergraduate Appeal for an Academic Grievance/Grade Change. Describes the process for an appeal.
- UPC # 05-05-17(3): Undergraduate Appeal for Policy or Regulation. Addresses request to appeal.

**Health and Safety Expectations**

- CP # 02-01-19: Background Checks Policy. Includes student responsibilities related to background checks and drug testing along with implications of positive results.

**Clinical and Classroom Requirements**

- CP # 04-05-19: Technical Standards. Describes the performance abilities and characteristics that are necessary to successfully complete the requirements of the nursing curriculum and provide effective and safe health care. Students must be able to meet these technical standards, with or without reasonable accommodations.
- CP # 05-01-17: Professional Expectations of Students in Academic and Clinical Settings. Describes the professional characteristics and dispositions expected of all students in the College of Nursing.
• UPC # 05-01-15A: Undergraduate Program Clinical Placement Policy. Addresses requirements for placement in clinical.
• CP # 05-07-17A: Undergraduate/MN Student Uniform and Dress Code Policy. Details the professional appearance and uniform requirements for nursing students.
• UPC # 09-07-18A: Policy on Testing and Exams in Undergraduate Nursing Courses. Describes the policies and procedures required for instructors and students in any testing environment.
• CP # 05-05-17 Technology Use and Electronic Media Policy. Describes standards of conduct that must be followed when nursing students use social media platforms.
Travel. Students are responsible for arranging transportation to and from all agencies or clients’ homes used to provide clinical experience for the program. They are also responsible for any related liability. Students are expected to carry insurance on their vehicles.

Supplies. Students are expected to provide their own uniforms, books, supplies, equipment and other learning resources for practice experience as deemed necessary to meet course objectives. Students are required to purchase the books, learning package and an electronic device to participate in the program. An electronic device is essential to completing learning activities in the classroom and off campus.

Attendance. Student attendance is expected at every class/clinical. All information and activities in class/clinical are important. In the event, you miss a class/clinical you will be responsible for obtaining information from the instructor, handouts, and notes from another student. Students must notify the instructor by email or phone prior to missing class/clinical.

An absence may be excused for the following reasons: (1) serious illness or death in the immediate family, (2) Religious observances, (3) Military duty or veteran status, (4) Required University related absences, including but not limited varsity (NCAA) athletic match and presentation of research at a conference, (5) Pregnancy or childbirth, and (6) Legally mandated absences such as jury duty or court subpoena. For an absence to be excused, the student must provide verification (e.g., note from physician, letter from varsity coach, etc.). Verification must be provided within one week of the absence for the absence to be excused.

Instructors have the discretion to determine what constitutes appropriate make-up work or make-up exam for an excused absence. To receive credit for a missed exam, it must be made up within one week of the original exam date unless there are extenuating circumstances that are documented. The instructor may provide an alternate format make-up exam (e.g. essay exam) covering the same content to preserve exam integrity. If an absence is not excused, the student will not have the opportunity to make up the work missed and will lose the points for that work.

Illness or Prolonged Absence. Students are expected to be present at all scheduled classes and clinical laboratory experiences. Absence impacts students’ ability to meet required course objectives. As a result, frequent or prolonged absences from scheduled classes and/or clinical experiences may necessitate that the student drop a nursing course. Any planned interruption in course work should be discussed with the student’s advisor at the earliest possible date.

Professional Expectations of Students. Please refer to ‘Professional Expectations of Students in Academic and Clinical Settings’ (Policy CP #05-01-17).
HEALTH, SAFETY, AND CLINICAL PRACTICE EXPECTATIONS FOR ALL STUDENTS

Clinical compliance is required for the final Capstone Clinical Practicum. Compliance will depend on the student’s clinical practicum site.

If clinical compliance is required through CastleBranch, failure to complete these requirements and to upload them to CastleBranch by the due date will result in the student losing the clinical placement.

Due Dates
- July 1st for the Fall semester
- December 1st for the Spring semester
- November 1st influenza inoculation

Detailed information Related to these expectations follows:

Health and Accident Insurance Students are required to have personal health insurance that is in effect at the time of entry into the clinical portion of the nursing program. This insurance must cover you while you are on location at a facility or institution. STUDENTS ARE NOT COVERED BY HEALTH OR ACCIDENT INSURANCE BY EITHER THE UNIVERSITY OF WISCONSIN-MILWAUKEE NOR THE PRACTICUM FACILITY NOR PRACTICUM INSTITUTION. In addition, WORKER’S COMPENSATION INSURANCE DOES NOT COVER STUDENTS. IF YOU BECOME ILL OR INJURED AS A RESULT OF THE FIELD TRAINING PROGRAM, THERE IS NO COVERAGE FOR YOUR COSTS OF MEDICAL TREATMENT. If you suffer a needle stick or are hurt while in practicum, you need personal health insurance to cover your medical bills. You are not covered by any policy from the University nor the practicum site.

Health: Physical Exam Requirements, including Health Record and Proof of Immunizations. Good physical and mental health is essential for study and practice in professional nursing. The faculty of the College of Nursing reserves the responsibility for retaining only those students who demonstrate qualities of physical and mental health generally considered to be imperative for professional nursing practice.

Health and Vaccination Service Availability The Norris Health Center is available, by appointment, to assist students in meeting the physical exam and immunization requirements. Students are asked to bring evidence of recent immunizations to their appointments. A health history and a physical examination will be performed by a physician or nurse practitioner. There is no fee for the physical examination provided through the Norris Health Center for matriculated students. IF the exam is completed prior to the date designated each semester by the Norris Health Center. After the designated date, nursing students will be charged per the fee schedule. Students who choose to go to their personal physical or nurse practitioner to fulfill the health requirements must bring documentation of the physical exam and immunization and/or diagnostic tests to CastleBranch.
The following table details the immunization requirements when completing the requirements through CastleBranch.

**Table 4: Immunization Requirements**

<table>
<thead>
<tr>
<th>Disease</th>
<th>Primary Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuberculosis</td>
<td>Annual PPD skin test using Mantoux method two-step process or Quantiferon Gold. For those persons with a history of positive PPD-test reaction, a chest x-ray is required. If results of the initial chest x-ray are negative, repeat x-rays are not required. (this requirement is to be met within 3 months prior to starting the course NURS 353 and kept current through graduation) Results must be turned in by stated deadlines showing compliance through the semester and cannot lapse during the semester.</td>
</tr>
<tr>
<td>Hepatitis B</td>
<td>Hepatitis B vaccine series (3 doses; 0, 1 &amp; 6 months apart)</td>
</tr>
<tr>
<td>Diphtheria/Pertussis/Tetanus</td>
<td>There must be documentation of a Tetanus &amp; Diphtheria toxoids &amp; acellular pertussis (Tdap) followed by Tetanus and Diphtheria (Td) booster within the past 10 years. Additional Td booster only required if 10 years since Tdap.</td>
</tr>
<tr>
<td>Rubeola (measles)</td>
<td>Serologic evidence of immunity or documentation of 2 MMRs. In the absence of the above records, 1 dose MMR followed by a second dose at least 1 month after the first dose.</td>
</tr>
<tr>
<td>Rubella</td>
<td>Serologic evidence of immunity or documentation of 1 MMR. In the absence of the above records, 1 dose MMR.</td>
</tr>
<tr>
<td>Mumps</td>
<td>Serologic evidence of immunity or documentation of 1 MMR. In the absence of the above records, 1 dose MMR.</td>
</tr>
<tr>
<td>Varicella (chicken pox)</td>
<td>Serologic evidence of immunity. If no immunity shown, two 0.5 ml doses 4-8 weeks apart.</td>
</tr>
<tr>
<td>Influenza</td>
<td>Influenza inoculation required annually due by 11/1.</td>
</tr>
</tbody>
</table>

**CPR Certification.** Current American Heart Association BLS (no other certification will be accepted) certification is required to be kept current throughout the professional major. This cannot lapse during a semester – if so, it must be renewed prior the start of the semester.

**Caregiver Background Check.** Chapters 48 and 50 of the WI State Statutes make it a requirement for the College of Nursing to perform rigorous background checks on all students who are required to complete internships or clinical training at a WI Department of Health and Family Services covered facility.
Students completing their final Capstone Practicum may be required to have a completed Background Information Disclosure form (BID/HFS-64) and an Authorization and Release form through CastleBranch. Cost is @$38.

It is the responsibility of the student to fully disclose pertinent information at time of program admission and to update that information as needed throughout the program. Failure to fully disclose or update information related to background check, criminal history, drug tested, or health status may result in denial of student participation by a clinical site. All requirements must be met by published deadlines or students risk loss of their eligibility.

Should a background check reveal that a student has a history of one of the crimes that are listed as a permanent bar or bar with rehabilitation, they will be asked to make an appointment to see the Associate Dean to discuss the implications of this finding on their educational plan. For other crimes, the decision about whether a student will be able to complete a practice experience will be made by the clinical agency. More information on Caregiver Background Check Laws is available at: www.dhfs.state.wi.us/caregiver/index.htm. Should a clinical agency request additional information regarding an item in a student’s criminal background check, refusal to satisfy the request may result in ineligibility to participate in clinical experiences and program completion.

You must check your UWM email regularly (even between semesters). You will receive important emails about these clinical requirements. You are responsible for completing them by the due dates noted above.

**Drug Test. If requested by the clinical setting**, southeast WI health care agencies that provide clinical experiences require pre-placement urine drug screening for all assigned nursing students. This is done prior to Capstone at which time more information will be given, due by July 1 for Fall and Dec 1 for Spring. This 10-panel drug test will cost @$34 at the time of sign-up.
Liability Protection. General, professional and medical malpractice is extended to UWM nursing students while participating at a facility/institution, as afforded by Wisconsin State Statutes under the following conditions:

- The program must be sanctioned by the Dean of the College.
- Liability protection is extended only for the time specified by the agreement between the affiliate and the School or College.
- The program provides credit and is a requirement for your graduation.
- You are a registered student in good standing.
- If an accident occurs, you were acting within the scope of the program at the time of the incident.
- You report any incident which may give rise to a claim to the Program Coordinator or Dean of your School or College. (The Coordinator or Dean will advise UWM’s Risk Manager).
- Should the incident result in a claim or legal action naming you or UWM staff, you must cooperate fully and follow instructions given to you by the UWM’s Legal Affairs or Risk Management staff. (If legal action is needed, legal representation will be assigned by the State of Wisconsin Attorney General.)

Personal Property Insurance. The University does not provide insurance for personal property, which may be damaged or stolen while you are at a practicum facility or institution. Students should verify what types of personal property protection they might have under a homeowner’s, renter’s or automobile policy.

Student should leave all valuable property at home, including jewelry, large sums of money, and electronic and computer equipment.
RN-BS Undergraduate Student Uniform and Dress Code Policy

The principle behind this statement is to provide guidance for current acceptable professional appearance, as well as, appropriate identification of professional nurse students for others in clinical areas. Students enrolled in their final Capstone course must abide by the dress code and policies of the clinical agency they are placed in. There is no official RN-to-BSN Capstone uniform.

I. UWM College of Nursing photo identification name badges are to be worn at shoulder level while in the clinical agency. The identification photo badges are available through the Office of Student Affairs.

II. Appearance

A. Students are always to be appropriately and professionally attired when engaged in clinical activities.
B. Hair must be neat, clean, and controlled. Long hair must be pulled back away from the face. Hair cannot fall forward across the face.
C. Mustaches and beards must be neatly trimmed and/or styled so as not to come in contact with patients or interfere with cares.
D. Jewelry should be conservative, i.e., simple rings, one pair of stud earrings. Loose, dangling jewelry is prohibited. Aside from earrings, jewelry may not be worn in any visible body piercings including but not limited to, piercings in the tongue, nose or eyebrow. Jewelry worn in non-visible piercings which may pose a safety risk because of patient care responsibilities is not permitted. Methods to conceal unacceptable jewelry in a piercing, such as using a bandage, are not permitted.
E. Tattoos and body art must be covered.
F. Natural nail tips must be kept less than ¼ inch long. Nail polish must be a neutral color that is intact with no chips or cracks. Artificial fingernails or extenders, and nail ornaments are not permitted.
G. Perfumes, colognes, and other scents may not be worn.
H. Head coverings, except for those worn for religious reasons, are not permitted.
I. Students are encouraged not to smoke while in uniform.
The Family Educational Rights and Privacy Act (FERPA) is a federal law that is designed to protect students’ education record information. This law grants four specific rights to eligible students (students in attendance at an educational institution). These rights include the right to:

1. Inspect and review the educational records the school is keeping.
2. Request a correction to those records.
3. Control disclosure of certain aspects of their educational records.
4. File a complaint with the Family Compliance Office in the U.S. Department of Education in Washington D.C. concerning alleged failure by an academic institution to comply with the requirements of FERPA.

Educational institutions must obtain written permission from eligible students in order to release any personally identifiable information. For this reason, students requesting letters of recommendation or completion of an online recommendation must complete the Letter of Recommendation Waiver Form. Please complete this form, including your signature, and give it to instructors when you ask them to complete a recommendation for you.

For additional information regarding FERPA, please see https://uwm.edu/registrar/ferpa-facultystaff/
Health Insurance Portability and Accountability Act (HIPAA)

HIPAA stands for Health Insurance Portability and Accountability Act and involves legislation protecting patient privacy and records security. Nursing students are expected to comply with their assigned clinical agency HIPAA privacy policies. Based on agency policies, students may be required to sign confidentiality agreements that describe their responsibilities pertaining to patient information and medical records. Students should raise any questions about HIPAA issues or agency agreements with their clinical agency instructor.

Significant points for students related to HIPAA include:

1. In accordance with the UWM College of Nursing Undergraduate Program Standards of Professional Conduct, students are expected to “observe all institutional, ethical and legal parameters regarding privacy and confidentiality when dealing with clients and families, their records and all information relating to them and their care.”

2. Generally, as nursing students, any medical or other confidential information or knowledge acquired or received during the course of clinical experiences, including, but not limited to, patient data and patient care information, business affairs, methods of operations, and computer-processing systems is confidential. Students agree to maintain this confidentiality and not to disclose or use this information during and after clinical assignments, without the agency’s prior written consent.

3. Clinical information and/or activities essential to students’ preparation as professional nurses, under the supervision of their instructors, are provided for under the HIPAA Privacy Rule. Clinical pre- and post-conference discussions between students and their instructors, who have participated in the nursing care of patients on their assigned units, are examples of activities necessary to the clinical education of nursing students.

4. Students must take specific steps to protect the privacy and confidentiality of patients in their care. These steps include, but are not limited to, limiting any written and/or verbal discussions of patients to facts that do not make patients easily identifiable. Discussion of patients outside of students’ clinical practice settings or instruction is not allowed.

5. Students are to keep any notes, files, diskettes, or electronic files that involve patient information in a secure place. Information provided in coursework should not make the patient identifiable. Clinical assignments or coursework should not be submitted or exchanged via e-mail.

6. Students should return or destroy any patient health information received in the clinical setting at the completion of the clinical course. Course instructors may collect this information to facilitate its destruction.
**HEALTH AND SAFETY ISSUES**

**Invasive Procedures**
UWM nursing students may not practice invasive procedures on each other in the Cunningham Building, Tallent Hall, nor in clinical facilities. Invasive may be interpreted as breaking of skin integrity or entering body orifices with the hands or with objects, with the exception of orifices in the head (i.e., assessment of eyes, ears). Students in the clinical setting may conduct invasive procedures with patients when the student is under the direction of a clinical instructor.

**Guidelines on Acquired Immunodeficiency Syndrome (HIV/AIDS)**
1. Students and faculty with HIV/AIDS should contact the UWM Norris Health Center for an individual analysis and response based upon the particular facts of each situation.
2. Students who come in contact with patients/clients/co-workers who have HIV/AIDS should follow the policies and procedures of the appropriate agency.
3. It is usually recommended that persons who are pregnant or are immunosuppressed due to a chronic debilitating disease, such as cancer, should not care for patients/clients with HIV/AIDS due to the high incidence of viral infections in such patients/clients.
4. Students with known exposure to persons with HIV/AIDS may contact the UWM Norris Health Center for appropriate screening and testing.
5. The UWM Norris Health Center is a screening site for HIV/AIDS. Therefore, there is no charge for these tests. These tests will be examined anonymously and the results returned with a code.
6. Students who have concerns caused by contact with patients or other persons with HIV/AIDS may contact the UWM Norris Health Center for confidential information, advising and possible testing for this disease. As a screening site, the Health Center makes no charge for these services.
7. UW-Parkside Consortial students may contact the UW-Parkside Health Services for information and/or services.

Additional information on HIV/AIDS is available in a file in the Office of the Associate Dean for Academic Affairs. Please direct any concerns or question to the Associate Dean.

Note: At UW-Parkside, students should contact the UW-Parkside Health Services, whose protocol and procedures are extremely similar to the UWM Norris Health Center’s protocol and procedures.

**Protocol for Percutaneous Exposure to Body Fluids**

**Universal Precautions.** To protect all persons against exposure to human blood-borne pathogenic disease, “universal precautions” will be observed to prevent contact with blood or other potentially infectious body fluids or tissues. These precautions make the assumption that all human blood and certain body fluids are to be handled as if known to be infectious for Hepatitis B virus (HBV), Human Immunodeficiency Virus (HIV) and other blood-borne pathogens. “High risk body fluids” as defined by the Center for Disease Control (CDC) are blood, semen,
vaginal secretions, cerebrospinal fluid, synovial fluid, amniotic fluid, blood products, menstrual discharge, and inflammatory exudates. Saliva, sputum, tears, nasal secretions, urine, feces, sweat and vomitus are not considered high risk fluids unless visibly contaminated with blood. However, non-blood-borne pathogens may be present in these fluids, and the Exposure Protocol should be initiated whenever a biohazardous injury results in exposure to one of these substances.

**Injury.** If the Exposed Person is a UWM student, please note that the student, not the College of Nursing or UWM, is responsible for costs incurred during the emergency post injury evaluation/intervention if done outside of the Norris Health Center.

**Biohazardous injury.** 1) a puncture or laceration caused by a needle or sharp object contaminated with blood or other body fluids; 2) blood or blood-tinged secretions which contaminate the mouth, eyes, nasal mucosa, or open skin lesions; or 3) human bites.

**Exposure incident.** The direct contact of non-intact skin (e.g. puncture, abrasion, rash) and/or any mucous membrane to the “high risk body fluid” of another person.

**A. Initial Injury Management/First Aid (Immediately upon injury)**
1) Percutaneous injury 5-minute betadine scrub
2) Mucosal/ocular splash-irrigate with normal saline; if the eye involved, lift eyelids to ensure thorough irrigation
3) Report injury to facility infection control officer

**B. Exposure Evaluation and Management (Within 30 minutes of injury)**
1) Exposed Person (EP) should go to ER of facility where exposure occurred;
   
   **IF**
   
   the initial facility ER declines to serve EP and/or is not covered by his/her insurance provider;
   
   **THEN**
   
   2) EP to go to ER facility covered by his/her health insurance provider
   
   **OR**
   
   3) EP to go to Norris Health Center (If Norris Health Center is closed, this is not an option for emergency exposure evaluation). If EP is UWP consortial student, go to Student Health Services (If Health Services is closed, this is not an option for emergency exposure evaluation)

**C. Post-Exposure Counseling (Within 24-48 hours of injury)**
1) EP to contact Norris Health Center or UWP Health Services to make arrangements for follow-up counseling/guidance
   
   **OR**
   
   2) EP to contact counseling/support services covered by his/her insurance provider
**Academic Misconduct.** The University has a responsibility to promote academic honesty and integrity and to develop procedures to deal effectively with instances of academic dishonesty. Students are responsible for the honest completion and representation of their work, for the appropriate citation of sources, and for respect of others’ academic endeavors. (UWM Faculty Document #1686). Cheating on exams or plagiarism are violations of the academic honor code and carry severe sanctions, including failing a course or even suspension or dismissal from the University. Please review the following webpage for more information about what constitutes academic misconduct. [http://uwm.edu/academicaffairs/facultystaff/policies/academic-misconduct/](http://uwm.edu/academicaffairs/facultystaff/policies/academic-misconduct/)

Instructors may require (it will be noted in the syllabus) students to add the following statement to written work submitted to meet course requirements:

"*By submitting this paper for grading I am certifying that it is entirely my own work, with any words and/or ideas from other sources properly indicated (words with quotation marks), cited in text, and referenced. I have not submitted this paper to satisfy the requirements of any other course.*"

Please refer to the following document below: *Undergraduate Students and Faculty Minimum Expectations for APA Style and Professional Writing.*

**Nonacademic Misconduct.** As with any community, the University has established standards of conduct in order to create a safe, healthy environment for all students. Students are expected to adhere to all policies and standards established by the University of Wisconsin-Milwaukee and UW-System. These rules are found in the UW-System Administrative Code which applies to all UW campuses and students. They are commonly referred to as UWS 17. [https://uwm.edu/deanofstudents/conduct/policies/](https://uwm.edu/deanofstudents/conduct/policies/)

For additional information about nonacademic misconduct, please refer to the Dean of Students web page [https://uwm.edu/deanofstudents/conduct/conduct_procedures/non-academic-misconduct/](https://uwm.edu/deanofstudents/conduct/conduct_procedures/non-academic-misconduct/)

**Accommodation for Religious Observances.** No: S-1.5. Students will be allowed to complete examinations or other requirements that are missed because of a religious observance. (UWS 22 and UWM Faculty Document 1918) [https://www4.uwm.edu/secu/docs/other/S_1.5_ACCOMMODA_OUS_BELIEFS.pdf](https://www4.uwm.edu/secu/docs/other/S_1.5_ACCOMMODA_OUS_BELIEFS.pdf)

**Accommodations for Military Duty.** Accommodations for absences due to call-up of reserves to active military duty can be found here. [http://uwm.edu/active-duty-military/](http://uwm.edu/active-duty-military/)

**Complaint Procedure.** Students may direct complaints to the head of the academic unit or department in which the complaint occurs. If the complaint allegedly violates a specific
University policy, it may be directed to the head of the department or academic unit in which the complaining occurred or to the appropriate university office responsible for enforcing the policy. All complaints should be directed to the Professor first. If you are unsatisfied with results of this meeting, then the next step is to go to the Professor's program director. https://www4.uwm.edu/secu/docs/other/S_47_Discriminatory_conduct_Policy.pdf

**Discriminatory Conduct Policy.** Discriminatory conduct. Discriminatory conduct will not be tolerated by the University. It poisons the work and learning environment of the University and threatens the careers, educational experience, and well-being of students, faculty, and staff. https://www4.uwm.edu/secu/docs/other/S_47_Discriminatory_conduct_Policy.pdf

**Participation by Students with Disabilities.** If you need special accommodations in order to meet any of the Technical Standards for the program, please contact the Accessibility Resource Center so accommodations can be provided in a timely manner. http://uwm.edu/arc/

**Title IX/Sexual Violence.** Title IX is a federal law that prohibits sex discrimination in education program or activities, and UWM policy prohibits such conduct (see Discriminatory Conduct, above). This includes sexual violence, which may include sexual harassment, sexual assault, relationship violence, and/or stalking in all educational programs and education-related areas. UWM strongly encourages its students to report any instance of sex discrimination to UWM’s Title IX Coordinator (titleix@uwm.edu). Whether or not a student wishes to report an incident of sexual violence, the Title IX Coordinator can connect students to resources at UWM and/or in the community including, but not limited to, victim advocacy, medical and counseling services, and/or law enforcement. For more information, please visit: https://uwm.edu/sexual-assault/

**LGBT+ resources.** Faculty and staff can find resources to support inclusivity of students who identify as LGBT+ in the learning environment. http://uwm.edu/lgbtrc/

**Financial Obligation.** The submission of your registration form and your subsequent assignment to classes obligates you to pay the fee-tuition for those classes or to withdraw your registration in writing no later than the date specified in the Schedule of Classes. It is important to both you and the University to make payment on time. A complete description of UWM Fee Facts may be obtained from the Department of Enrollment Services. Please refer to the Dean of Students, Tuition and Fee Appeals https://uwm.edu/deanofstudents/assistance/tuition-and-fee-appeals/

**Grade Appeal Procedure.** A student may appeal a grade on the grounds that is based on a capricious or arbitrary decision of the course instructor. Such an appeal shall follow the established procedures adopted by the department, college, or school in which the course resides. These procedures are available in writing from the respective program director or the Academic Dean of the School. (UWM Faculty Document #1243) https://www4.uwm.edu/secu/docs/other/S_28_Grade_Appeal_by_Students.pdf
Incompletes. A notation of “Incomplete” may be given in lieu of a final grade to a student who has carried a subject successfully until the end of a semester, but who, because of illness or other unusual and substantiated cause beyond the student’s control, has been unable to take or complete the final examination or to complete some limited amount of term work. (UWM Faculty Document #1558 and #2536).
http://www4.uwm.edu/secu/docs/other/S_31_INCOMPLETE_GRADES.pdf

Final Examinations. Information about the final exam requirement, the final exam date requirement, and make-up examinations. (UWM Faculty Document #214R1 & #2691)
https://www4.uwm.edu/secu/docs/other/S_22_Final_Examinations.pdf

Inclement Weather. UWM students should contact the University at 414-229-4444 (UW-Parkside, 262-595-2345) to ascertain the status of class cancellation due to inclement weather. Even when classes are canceled, University offices and services remain available, unless the entire University is closed by the Governor.

Smoke and Tobacco-Free campus. S-49. UWM prohibits smoking and the use of tobacco on all campus property.
https://www4.uwm.edu/secu/docs/other/S_49_Smoke_Toba_Free_Policy.pdf
All nursing faculty expect students to demonstrate a minimum level of competence in using APA format and professional writing in a baccalaureate program. Although faculty members may provide different levels of feedback on student work, all faculty use the most recent APA guidelines for evaluating student assessments. The following minimum expectations are required by students and faculty members on every scholarly submission in the Undergraduate Program.

**Student Expectations**

**Mechanics:**
- Submitted work follows the most recent APA Style manual guidelines.
- Running head formatted correctly.
- No introduction heading above first paragraph.
- Papers include a cover page with a signed academic honesty statement (see Word document template in each competency set).
- Papers are double spaced evenly throughout (including between paragraphs), have one-inch margins and page numbers.
- Indent the start of paragraph.
- Papers use a 12-point font (APA manual lists Times New Roman, Courier or another standard font).
- Submitted work contains no grammar or spelling errors.
- Paragraph should not be longer than one page.

**Plagiarism:**
- Assessments are the students own work with no plagiarism.
- Each source used is cited to avoid plagiarism; words and ideas of others should not be represented as the writer’s own.
- Direct quotes should always be limited and used sparingly.

**In-text citations:**
- All in-text citations have an exact match in the final reference list of the paper.
- Paraphrased or summarized citations use (author, year) when cited in the text of the paper.
- Direct quotes use quotation marks (for less than 40 words) or indentations with single spacing (for more than 40 words) and (author, year and page number) when cited in the text of paper.
- Direct quotes should always be limited and used sparingly.
- Correctly formats citation for articles with multiple authors.
Reference list:
- Final reference list is a separate page and is titled “References”.
- All references listed have an exact match in the text of the paper.
- References in the final reference page are listed in correct format (author, year, italicized titles of books or periodicals, other data as needed).

Faculty Expectations
- Must explicitly identify unmet expectations from the list above in narrative feedback.
- Can point out additional errors (not noted above) in the paper or your narrative feedback.
- Must correct at least some of the above errors in the narrative feedback or on the actual paper using track changes.
- Point deductions for APA format must be based on clear, objective rubric criteria. Points allotted for APA format must be less than 10% of the paper grade.
Accommodations
Please refer to the College of Nursing Technical Standards policy CP # 04-05-19, which describes the performance abilities and characteristics that are necessary to successfully complete the requirements of the nursing curriculum and provide effective and safe health care. Students must be able to meet these technical standards, with or without reasonable accommodations. Assistance is available to students who have challenges in learning caused by physical, psychological or learning disabilities.
UWM students who think they may need accommodations should contact the Accessibility Resource Center at 414-229-6287 or go to https://uwm.edu/arc/
UWP students should contact Disability Services at 262-595-2372 or go to https://www.uwp.edu/live/offices/disabilityservices/. UWP students may also contact Student Support Services at 262-595-2726 or go to https://www.uwp.edu/learn/academicsupport/studentsupportservices/

Academic Support
The Academic Enrichment Center (AEC) is located in Cunningham Hall, Room 139, across from the large lecture hall. The Center provides mentoring services and academic support in science and other nursing classes for all nursing students who desire to achieve academic success. Please contact the AEC Coordinator through the Student Affairs office in the College of Nursing 414-229-2491. UWP students should contact the Academic Resource Center at 262-595-2044. You may find more information at https://www.uwp.edu/learn/academicsupport/parc/

E-mail
All students receive a university e-mail account and the faculty and staff of the nursing program count on you to use it. The College of Nursing relies on this method of communication to inform you of important events or issues related to your theory and clinical courses. It is essential that you check your e-mail on a consistent basis to stay informed. If you have problems with your email account, contact your campus Help Desk immediately. If you do not have a computer at home, there are computer labs available on campus for your use.

Scholarships for Nursing Students
UWM students can access scholarship information and applications at the following website: https://uwm.edu/onestop/finances/types-of-financial-aid/scholarships/
Here you will find the Panther Scholarship Portal along with other good information regarding financial assistance. Also review the following nursing webpage for scholarship information: https://uwm.edu/nursing/academics/scholarships/
The nursing webpage also contains a link to the scholarship portal.

UWP students can access scholarship information at the following website: https://www.uwp.edu/apply/payingforschool/scholarships.cfm
The Student Affairs advisor keeps a binder with scholarship information in Tallent Hall, Room 180. Also, please watch your email for information from Student Affairs about scholarships.

**Student Affairs Office**
You are assigned to an academic advisor in the College of Nursing who is available to assist you personally and academically.

**Nursing Learning Resource Center (NLRC)**
The Nursing Learning Resource Center provides learning and teaching resources for students, faculty, and staff. Learning in the NLRC occurs through a variety of strategies with simulation as one of the major tools. Simulation provides an environment for the student to experience an aspect of patient care without fear of harm to a real patient. Simulation includes the use of models, manikins, medical equipment, as well as human patient simulators that are run with computer software.

NLRC resources for students include:
- Practice labs where students learn, practice, and test-off on basic to advanced psychomotor skills.
- Media/resource library for textbooks, reference books, video/audio/DVD resources, and all books that have been purchased by Black & Gold that are loaned to students during semesters 2-4.
- Audiovisual equipment for student viewing of media and digital video recording
- Equipment for clinical activities, such as audiometers and vision screening, BP cuffs, and patient/client teaching materials.
- Human patient simulators, both adult and infant

**Computer Lab Availability**
At UWM, there is a computer lab located on the ground floor in Cunningham Hall. This computer lab is also used for testing, course-related activities, and faculty/staff instruction. At UWP, computer lab availability can be found by checking this site https://www.uwp.edu/explore/offices/campustechnologyservices/classrooms/computerlabs.cf

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STUDENT PARTICIPATION IN THE COLLEGE OF NURSING

Students are encouraged to participate actively as individuals and/or as a group to enhance their professional development and the progress of the College of Nursing. This is your school and the faculty and administration desire to hear from you to continue to meet the needs of students. Some of the ways you can become involved are described below, including feedback to faculty regarding courses and faculty teaching methods; student representation on College of Nursing committees; student organizations; and attendance at social events.

**College of Nursing - Student Representation on Standing Committees.** Undergraduate nursing students may be appointed to serve as voting members on the Undergraduate Program Committee. Interested students should obtain the necessary application from the UWM Student Association and also alert the Academic Affairs Office of your intent.

**Student Organizations**

**Black and Gold.** Students, faculty and staff work together to share information and make decisions affecting the undergraduate program. The College of Nursing’s Black and Gold Committee strives to 1) promote and maintain an open environment for the exchange of information between students, faculty, and staff, 2) improve student satisfaction and success through the identification and reduction of stressors within the boundaries of the CON's Black and Gold committee, and 3) Enhance the respect for a diverse population within the CON.

**Wisconsin Student Nurse Association (WSNA) and the National Student Nurses Association (NSNA).** There are chapters at both UWM and UW-Parkside. At UWM, students belong to the Nursing Students Association (NSA) and at UW-Parkside, the Students Nurses Association at UW-Parkside- UWM Consortial Program (SNAP-UWM). Membership is open to all nursing students whether or not they are yet enrolled in the nursing major. Membership in NSA and SNAP-UWM provides students with opportunities to share concerns, ideas, and information among themselves, as well as with nursing students throughout the state and the nation. The affiliation with the state and national associations provides students with a broad perspective of political and legislative issues and actions.

**Sigma Theta Tau.** The Eta Nu Chapter of Sigma Theta Tau International Honor Society was established in fall of 1983. The purpose of the honor society is to recognize superior achievement, leadership qualities, foster high professional standards, encourage creative work, and strengthen commitment to the ideals of the profession. This prestigious membership is by invitation only, based on criteria established on the international level. Undergraduate students are invited to join at the end of either their junior or senior year.

**Nursing Alumni Association (NAA).** All graduates of the CON are encouraged to become members of the Nursing Alumni Association, a constituent association of the UWM Alumni Association. The purposes of the NAA are to: stimulate the continue interest of graduates and other nurses in the community in the UWM College of Nursing, Support and assist fund raising efforts for the College of Nursing, promote the continued emphasis on high standards in the education, research, and service functions of the College, promote the professional interest of
nurses and to cooperate with other professional nursing organizations in promoting a high standard of professional practice through such means as newsletters, educational functions, and social functions, and provide an opportunity for communication between alumni, faculty, and students of the CON about educational trends and developments in nursing.
Independent Study in Nursing

UNIVERSITY OF WISCONSIN-MILWAUKEE
College of Nursing

I. Overview
Independent Study in Nursing provides the student with an opportunity to pursue a topic or project under the guidance of a College of Nursing faculty member. The student enrolled in an Independent Study course is expected to assume primary responsibility for learning. The faculty member’s role is to stimulate and guide the student in intellectual efforts.

II. Student’s Role
The student may select any area for independent study in nursing which meets the individual’s overall learning goals. In addition, the student is responsible for establishing a contract with a College of Nursing faculty member. The student performing effectively in an independent study course is one who:

Is intrinsically motivated.
Makes use of human and material resources.
Is searching for knowledge.
Can define her/his own learning needs.
Can formulate and articulate a set of learning objectives.
Is able to produce results.
Can learn to evaluate her/his learning achievement; and strives for improvement.

III. Faculty Member’s Role
The faculty member is a facilitator in helping the student arrange learning opportunities rather than providing and/or dispensing what is to be learned. The faculty member and student establish a written contract in which the faculty member agrees to:

a. Provide time for individual conferences and other forms of supervision.
b. Help the student critically plan learning experiences.
c. Challenge and assist the student to think critically.
d. Help the student integrate learning experiences with overall learning objectives; relate knowledge and see new relationship.
e. Support the student’s independence and creativity.
f. Assist the student in evaluating whether the objectives of the independent study are met.
g. Prepare a written evaluation for the student’s file.

The faculty member must accept the premise that the student is capable of learning apart from regularly established classroom and clinical settings. In addition, the faculty member must be flexible in allowing for innovative and creative learning experiences both within
and without the university setting and must determine whether he/she has prerequisite expertise and time to assist the student in the independent study course.

**IV. Process**

The student may apply credit earned in Independent Study in Nursing under the “free elective” designation. The number of independent study credits applied to degree requirements may not exceed the total number of electives identified in the 124-credit curriculum.

1. Prior to registration, the student desiring to register for independent study in nursing confers with a faculty member selected by the student. If the faculty member believes the student can achieve the objectives which the student has identified, the teacher agrees to act as mentor.

2. Prior to registering for the course, the student completes the attached College of Nursing Application form.* On this form, the student is expected to:

   - Identify the title of study,
   - State the objectives,
   - Outline the plan for action and evaluation,
   - Obtain the Application for Independent Study and obtain the faculty member’s signature on the Faculty Member Agreement form and forward both original forms to the Director of the Undergraduate Program.

   The completed application form and faculty consent form are submitted to the Director of the Undergraduate Program. Upon receiving the faculty member’s approval, the student may register for the course using the current class schedule.

3. See your advisor for assistance with course numbers. Students taking multiple semesters of Independent study should not duplicate course numbers, as degree credit is not granted for multiple semesters of the same course.

   - All work for an independent study course must be completed within the semester. Independent Study that requires more than one semester to complete must be divided into two or more semesters. Plans must be agreed upon by the faculty member and the student. In such cases, a separate grade will be awarded for each semesters’ work.

4. The student is responsible for scheduling regular conferences with the faculty member.
5. Both the student and the faculty member are responsible for submitting the Evaluation Form (evaluation of the learning experience and of the learning achievement).

6. The faculty member is responsible for submitting a grade for a special studies course in accord with UWM Policies and Procedures.
Application for Independent Study in Nursing

UNIVERSITY OF WISCONSIN-MILWAUKEE
College of Nursing

Name ______________________________ # of credits assigned to study ______

Address __________________________________________________________________________

Telephone # ________________________ Student # ___________________________

Semester & Year of Independent Study ________________________________

NURS - ________-__________
3-digit course # - instructor code #

Graduate Students  Master’s_____ CNS_____ FNP_____ HPEC_____ PhD _____

Undergraduate Students  Level in Nursing program:

Traditional Student____  Pre-Clinical____

Accelerated Student____  IIIA _____ IIIB ____

RN Student ______  IVA ____ IVB____

Cumulative Grade Point Average _________

Faculty Member Selected ________________________________

Did s/he agree to work with you?  Yes____  No____
TITLE of Independent Study:

________________________________________________________________________

OBJECTIVES

________________________________________________________________________

PLAN FOR MEETING THE OBJECTIVES (brief explanation):

________________________________________________________________________

EVALUATION PLAN (brief explanation):

________________________________________________________________________

Please discuss your plans for Independent Study with the faculty member you selected. When you and the faculty member have reached agreement and this form is complete, return with the Faculty Member Agreement form, to the Director of the Undergraduate Program. The original will be placed in your file.

**Make a copy for yourself, instructor, and forward original to Director of the RN-to-BS Program for final signature**

________________________________________________________________________

To be completed by the Director of the RN-to-BS Program:

__________________________________________  ______________________________________________
Date                                               Director of the RN-to-BS Program’s signature
Faculty Member Agreement Form

UNIVERSITY OF WISCONSIN-MILWAUKEE
College of Nursing

For Independent Study in Nursing  NURS - ______________-______________
                        3-digit course # - instructor code #

Semester/Year_____________

I have discussed the proposed independent study with ______________________________
And am willing to supervise this student’s work. We shall arrange for regular conferences and
will submit an evaluation of this learning experience at the end of the semester.

______________________________________________
Date       Faculty member’s signature

Please forward this form with the Application for Independent Study to the Director of the
Undergraduate Program. The original will be placed in the student’s file.

**Make a copy for yourself, instructor, and forward original to Director of the RN-to-BS Program
for final signature**

To be completed by the Director of the RN-to-BS Program:

______________________________________________
Date       Director of the RN-to-BS Program’s signature

Isform.doc 8/99
Evaluation Summary for Independent Study

Directions: To be completed upon completion of the Independent Study course as stated below. Supervising professor should complete the form below to evaluate student’s performance. A copy of this completed form should then be sent to the Student Affairs Office for placement in the student’s file.

_________________________________      ______________________________________
Name of Student     Name of Professor
Semester/Year ____________  Number of Credits____________

Evaluation/Summary of Independent Study (to be filled out by the faculty member):

**Make a copy, and forward original to the Student Affairs Office**

To be completed by the faculty member:

Grade Earned__________  Signature of Professor______________________________