

Minnesota State University, Mankato  
School of Nursing  
Undergraduate Student Handbook



2009 - 2010

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## **WELCOME**

The faculty of Minnesota State University, Mankato, School of Nursing welcome you to the baccalaureate nursing program. The student handbook contains essential information that you must read. The handbook will aid in your communication, understanding, and success here at the School of Nursing.

We, in the School of Nursing, highly value learning fostered through faculty-student relationships. Faculty are expert learners. Students bring many perspectives to the learning process. Through the sharing of knowledge and perspectives, the best outcomes for clients can be achieved.

Each student who is enrolled in the School of Nursing (SON) is assigned an advisor who is a member of the faculty. The student is expected to utilize his/her advisor as a resource person by maintaining contact throughout progression in the nursing curriculum. The student is free to select a different advisor in the event that (for any reason) he/she does not wish to meet with the assigned advisor. The student must file a request with the undergraduate program secretary to be reassigned to a new advisor. In addition to faculty as your learning resources, the Coordinators of the basic, accelerated, and BS Completion programs and the School of Nursing Chair are also available to assist you.

Group advising sessions are held during spring semester each year to inform students about registration in the nursing curriculum for the following semester. Students are required to attend advising sessions when they are scheduled. Calendars for the upcoming academic year are distributed at the group advising sessions. In addition to class and clinical offerings, the calendars contain information related to other important dates and functions. Students are responsible for adhering to the dates listed.

A file is maintained on each student in the School of Nursing. The file contains health records, evidence of liability insurance, background studies, clinical evaluation tools, advising report, transcripts and other pertinent data. Seven years after graduation, only essential information is kept.

The student handbook is regularly evaluated and is expected to provide guidance for the duration of your progression through the nursing curriculum. Students will be notified in course syllabi and bulletin board of any changes in the student policies. Please address any concerns or questions to the Coordinators, School of Nursing, 360 Wissink Hall, Minnesota State University, Mankato, Mankato, MN 56001. The telephone number is (507) 389-6022. Fax (507) 389-6516.

## **Mission**

The mission of the School of Nursing is to foster the health and adaptation of the global community by promoting holistic health and preventing disease through:

1. Educational partnerships designed for critical thinking, caring, and managing change.
2. Scholarship focused on enhancing the systematic body of knowledge for nursing practice.
3. Service by and for culturally diverse populations.

## **Purpose**

The purpose of the School of Nursing is to offer a quality professional nursing program leading to a Bachelor of Science degree with a major in nursing. Students are educated for a variety of roles in diverse health care settings. Graduates are prepared as generalists and have the foundation for graduate study in nursing.

## **Curriculum Outcomes**

The graduate of the Minnesota State University, Mankato Baccalaureate Program in Nursing is able to:

1. Utilize the nursing process and communication skills to maintain and promote adaptation in the individual, family and community throughout the lifespan.
2. Collaborate with various systems contributing to the delivery of health care in the promotion of adaptation.
3. Demonstrate teaching, leadership, and management abilities in the delivery of health care and through participation in professional and community activities leading to quality health care.
4. Utilize the research process to continually improve the practice of nursing.
5. Assume nursing roles in the four health system domains of health promotion/ maintenance/education, trauma/acute illness, chronic disease management and supportive care management.
6. Demonstrate self-awareness through the identification of internal values, strengths, and weaknesses, and the initiation of change by utilizing resources for personal and professional growth.
7. Demonstrate a set of values and ethics which reflect a caring commitment to people and a respect for individual dignity and worth.

**MINNESOTA STATE UNIVERSITY, MANKATO**  
**SCHOOL OF NURSING**  
**Philosophy Statement**

Nursing is a discipline, a profession, and a service. The discipline of nursing is a distinct body of knowledge, developed through a variety of methods of scholarly inquiry. The nurse integrates scientific and philosophic knowledge with aesthetic and personal knowing to form the basis of practice. The knowledge on which the service is based includes nursing knowledge and knowledge from the natural and social sciences, and from the arts and humanities. As a profession, nursing is a self-regulating organization of persons who provide a unique service in accordance with a code of ethics. The essence of this service is an interpersonal process aimed at facilitating the health of persons, families and groups. Provision of this service fulfills a contract between society and the profession.

Health is viewed as a dynamic state and a process. As a state, health is considered to be a condition of dynamic equilibrium which is perceived as well-being and manifested as balance among life processes. Health is also viewed as a developmental process of defining and creating well-being throughout the life span. Because persons may hold conflicting views of health, the focus of nursing service is the health experience as defined by the client.

In order to facilitate health, nurses must understand the nature of persons, families and groups and their relationships with their environments. A person is a unique whole whose characteristics are more than the sum of the parts. The same is true of families and groups. These human entities have intrinsic value and are worthy of respect. Consequently, the values and beliefs of persons, families, and groups must be understood and honored, regardless of the nurse's own values and beliefs if the goal of facilitating health is to be achieved. Environment is a relative term, referring to all realms of human experience that are not a manifestation of the person, family or group. Thus, nurses must understand the nature of various environments, which include physiological, emotional, interpersonal, spiritual, social, economic, political, cultural, and geophysical relationships in which the person, family, or group is situated.

The nursing student is an intelligent, articulate, autonomous, ethical person. He or she is able to assess situations, make decisions, develop strategies, and implement change. The student advocates for self and others and is a proponent of social justice. The student is also able to propose learning goals and to evaluate and modify behavior.

In order to educate students to practice professional nursing at the entry and the advanced levels, learning situations must be structured to promote the development of empirical, philosophical, aesthetic, and personal ways of knowing. Specifically, critical thinking skills, communications skills, reflective skills and psychomotor skills must be taught and integrated.

The faculty recognizes that students differ in abilities, learning styles, educational and cultural backgrounds, and goals. Therefore, a variety of learning activities that require inquiry, analysis, synthesis and evaluation are provided. Learning is optimal when teachers and students develop a dynamic professional relationship and when they engage in critical reflection. As a result of this learner-focused approach to education, the student develops cognitive, affective and psychomotor skills that can be used in diverse life situations.

Approved by NFO 1/14/05  
Revised 2/08

## Conceptual Framework for Undergraduate Program

The undergraduate curriculum of the Minnesota State University, Mankato School of Nursing is based on the interrelationships of four major concepts and twelve threads which are supportive to the major concepts. These major concepts and supportive threads are organized as follows:

1. Person
  - 1.1 Individual, Family, and Community
  - 1.2 Life Span
2. Environment
  - 2.1 Adaptation
3. Health
  - 3.1 Health System Domains
4. Nursing
  - 4.1 Nursing Process
  - 4.2 Research Process
  - 4.3 Leadership/Management
  - 4.4 Communication
  - 4.5 Teaching
  - 4.6 Caring
  - 4.7 Ethics
  - 4.8 Roles

### Person

A person is viewed as having dignity, worth, and individual values. As the recipient of nursing care a person may be an individual man, woman, or child. At times, the recipient (client) may be a group of individuals such as the family or the community.

As a whole human being, a person responds uniquely to stimuli at different biopsychosociospiritual levels. Across the life span a variety of coping mechanisms are utilized. Each individual has potential for creativity. The family and community have the potential for influencing a person's adaptation as well as the person influencing family and community adaptation.

### Environment

Humans have innate and acquired biological, psychological, social and spiritual mechanisms that enable them to cope with a changing environment; in other words, a person is a biopsychosociospiritual being who is in constant interaction with the environment. One's behavior is influenced by his/her values, by past and present experiences and by future expectations. As an open system, a person has subsystems, suprasystems, purpose, organization, and integration, all of which are related to one's biopsychosociospiritual nature.

Adaptation is perceived as the process by which a person or group as a system responds to a changing environment. The Roy Adaptation Model<sup>1</sup> is utilized as the framework for organizing, analyzing and synthesizing assessment data from the client or group. This model further facilitates the application of the nursing process and thus the practice of nursing with individual clients, families and communities.

A person or group's ability to adapt depends on the degree of change which is taking place and the state of the person or group coping with change. The process of adaptation occurs when there is incongruity between environmental stimuli and the present level of functioning.

The level of adaptation is determined by the combined effect of three classes of stimuli: focal, contextual, and residual. The focal stimulus most immediately confronts the individual or group and is internal or external. The contextual stimuli are all the other contributing stimuli. The residual stimuli are nonvalidated environmental factors that may be either within or without the system. Adaptation occurs through four modes: physiologic/physical, self-concept/group identity, role function, and interdependence.

The physiologic/physical adaptive mode is based on a person's need for physiological integrity and a group's need for operational integrity. An individual's needs are: oxygenation, nutrition, elimination, activity and rest, and protection. The four associated complex processes are the senses; fluid, electrolyte, and acid-base balance; neurologic function; and endocrine function. The basic need for the group is resource adequacy.

The self-concept/group identity mode refers to a person's need for psychic and spiritual integrity and a group's need for identity integrity. The components of this adaptive mode for the individual are physical self and personal self. The physical self relates to body image and body sensation. The personal self relates to self-consistency, self-ideal, and moral-ethical-spiritual self. The interrelatedness of these components forms a person's view of self. Group identity is composed of interpersonal relationships, group self-image, social milieu, and culture.

The role function mode refers to a person's need for social integrity and the need to know who one is in relationship to other people. Within this adaptive mode a person has primary, secondary and tertiary roles. These roles include instrumental and expressive behaviors related to the performance of a role. The goal of instrumental behavior is role mastery and the goal of expressive behavior is direct or immediate feedback. There are four role performance requirements. These requirements are: consumer, reward, access to facilities/set of circumstances, and cooperation/collaboration. The need for role clarity within a group can be accomplished by its members' understanding of and commitment to fulfilling expected tasks.

The interdependence mode refers to a person or group's need for relational integrity. This mode examines behavior in relationship to significant others and support systems. Two major areas of interdependence behaviors are the receiving and giving behaviors. Receiving behaviors are those that indicate receiving, taking in, or assimilating nurturing. Giving behaviors are those of giving or supplying nurturing to another. The goal in the interdependence mode is to achieve a sense of adequacy.

Individuals and groups have needs which are basic to each of the adaptive modes. These needs fluctuate according to changes in the internal and external environments. The adaptive mode and its corresponding regulator, cognator, innovator and stabilizer subsystems are brought into action when these needs occur. This activity is observable as behavior.

An adaptive response is that behavior which promotes the integrity or wholeness of a person or group in terms of the general goals of the individual or group. An ineffective response is one that does not contribute to these adaptive goals.

### Health

The process of adaptation assists the individual or group to move toward a state of high level wellness. High level wellness or health is a state and a process of being and becoming an integrated and whole system.

Wellness and illness are complex dynamic processes. Both processes have physical, psychosocial, and spiritual components. An individual or group's level of adaptation influences health-seeking behavior. In seeking wellness an individual or group may have experiences in any of four health system domains. Core knowledge is evident in the four health system domains which are health promotion/ maintenance/ education, supportive care management, trauma/acute illness and chronic disease management.

### Nursing

The goal of nursing is to promote adaptation in the four adaptive modes, thereby contributing to health, quality of life, and death with dignity. The nurse incorporates critical thinking in a deliberate approach to maximize the effectiveness of nursing care. This approach encompasses the use of the nursing process, the research process and leadership/management concepts. Communication is perceived as an essential tool in the implementation of these processes. Adaptation is enhanced through the systematic use of teaching principles. Basic to the professional nurse's role are the concepts of caring and a commitment to the ethical values of altruism, autonomy, human dignity, integrity, social justice<sup>2</sup> and esthetics which enhance the quality of nursing care.

The professional nurse functions in the independent and collaborative roles of provider of care; designer/manager/coordinator of care; and member of a profession.<sup>2</sup> Nurses function independently in making decisions about nursing problems that clients may experience at any point throughout the life span. Nurses function collaboratively in working with health care providers. The responsibility for leadership is inherent in each of these roles. Leadership may include engaging in political action in our society and involvement in the health issues of the larger global community.

The practice of professional nursing is supported by knowledge which has been synthesized from the biological, physical and psychosocial sciences. Contributions from other disciplines, such as the humanities, serve to broaden the nurse's perspective and enhance the decision-making abilities inherent in the practice of professional nursing.

Approved Spring 93

Reviewed Annually

Revised and Accepted Fall 1999 (Pending)      Effective for 995 Admits

Approved by the Nursing Faculty Organization 10-15-99

<sup>1</sup>Roy, Sr. C. & Andrews, H. A. The Roy adaptation model (2<sup>nd</sup> ed.). (1999). Stamford, CT: Appleton & Lange.

<sup>2</sup>The essentials of baccalaureate education for professional nursing practice. (1998). Washington, DC: American Association of Colleges of Nursing

## STANDARDS FOR PROFESSIONAL NURSING

- I. ANA Standards of Clinical Nursing Practice (2004)
- Standards of Practice
    1. Assessment
    2. Diagnosis
    3. Outcome Identification
    4. Planning
    5. Implementation
    6. Evaluation
  
  - Standards of Professional Performance
    7. Quality of Practice
    8. Professional Practice Evaluation
    9. Education
    10. Collegiality
    11. Ethics
    12. Collaboration
    13. Research
    14. Resource Utilization
    15. Leadership
- II. The Essentials of Baccalaureate Education for Professional Nursing Practice (1998)
- Three Major Roles of Baccalaureate Nurse
    - Provider of Care
    - Designer/Manager/Coordinator of Care
    - Member of A Profession
  
  - Essential Values
    - Altruism
    - Autonomy
    - Human Dignity
    - Integrity
    - Social Justice
    - Esthetics
  
  - Core Competencies
    - Critical Thinking
    - Communication
    - Therapeutic Nursing Interventions
    - Assessment
  
  - Core Knowledge
    - Health Promotion, Risk Reduction, and Disease Prevention
    - Illness and Disease Management
    - Information and Health Care Technologies
    - Ethics
    - Human Diversity
    - Global Health Care
    - Health Care Systems and Policy
- III. Code for Nurses with Interpretive Statements (2001)
- Respect for human dignity regardless of status
  - Primary commitment to patient
  - Protection of patient health, safety and rights to privacy and confidentiality
  - Safeguarding of public from unethical or illegal practice
  - Responsibility and accountability
  - Personal and professional growth
  - Individual competence and qualifications
  - Ongoing development of nursing's body of knowledge
  - Implementation and improvement of standards of nursing
  - High quality nursing care
  - Maintenance of the integrity of the nursing profession
  - Promotion of community and national efforts

## **DEFINITIONS OF THREE OUTCOME CRITERIA**

### **Critical Thinking**

Critical thinking is the application of purposeful and self-regulatory judgments in analysis, interpretation and evaluation. A critical thinker is inquisitive, open-minded, flexible and truth-seeking.

### **Communication**

Communication is sharing nonverbal, verbal and written messages. Nonverbal communication is defined as exemplifying a professional image and demonstrating a set of values and ethics which reflect a caring commitment to people and a respect for dignity and worth. Verbal communication is the exchanging of information orally. Nonverbal and verbal are congruent and exemplify the use of a wide range of professional communication techniques. Written communication comprises word processing and handwritten messages in an accurate, concise and clear manner.

### **Therapeutic Nursing Interventions**

Therapeutic nursing interventions are nursing actions which utilize the nursing process in promoting adaptation of individuals, families, and communities throughout the life span. These interventions are based on theory, clinical practice and research.

Approved by nursing faculty 11/5/93

Reaffirmed 4-3-98

## **CORE COMPETENCIES**

Critical thinking and communication are also core competencies as listed by the American Association of Colleges of Nursing (AACN) in the 1998 edition of "The Essentials of Baccalaureate Education for Professional Nursing Practice." A third core competency is technical skills which we refer to as therapeutic nursing interventions. A fourth core competency listed by AACN is assessment. Assessment is encompassed in the nursing process which is part of the therapeutic nursing interventions outcome.

Reaffirmed by nursing faculty 5-6-99

**MINNESOTA STATE UNIVERSITY, MANKATO  
SCHOOL OF NURSING**

**Listing of Nursing Courses, # Credits and Contact Hours**

**Required Nursing Courses for Basic and Accelerated Nursing Students**

Theory course credit:contact hour ratio is 1:1.

Seminar, lab, and clinical course credit:contact hour ratio is 1:2.

Theory (Classroom) Courses

Theory classes serve as a foundation for clinical experiences. The Basic and Accelerated Nursing students must complete fourteen theory courses which total 31 semester credits. They are:

Course Number and Title	Credits	Contact Hours
N.110 Nursing Perspectives (waived for accelerated students)	1	15
N.220 Foundations in Nursing Science (N.220 is 3 credits lecture and 1 credit seminar)	4	75
N.252 Altered Human Functioning	3	45
N.260 Pharmacology for Nursing Practice	2	30
N.340 Gerontological Nursing	2	30
N.350 Altered Physiologic Mode Nursing I	3	45
N.360 Childbearing Family Nursing	2	30
N.380 Child Health Nursing	2	30
N.410 Nursing Perspectives of Leadership & Management	2	30
N.430 Nursing Research	2	45
N.440 Mental Health Nursing	2	30
N.450 Altered Physiologic Mode Nursing II	3	45
N.460 Community Health Nursing	2	30
N.470 Nursing Synthesis Seminar	1	30

Learning Resource Center (Lab) Courses

Learning resource center (lab) courses provide the student with opportunity to practice psychomotor skills prior to application with patients in a variety of clinical settings. Basic and Accelerated Nursing students complete two lab courses which total 4 semester credits. They are:

Course Number and Title	Credits	Contact Hours
N.253 Psychomotor Strategies in Nursing I (Lab portion only)	3	60
N.353 Psychomotor Strategies in Nursing II	1	30

Clinical Courses

Clinical experiences are an integral part of the nursing curriculum. The Basic and Accelerated Nursing students must complete nine clinical courses which total 28 semester credits. They are:

Course Number and Title	Credits	Contact Hours
N.253 Psychomotor Strategies in Nursing I (Clinical portion only)	1	30
N.341 Gerontological Clinical	3	90
N.351 Altered Physiologic Mode Clinical I	3	90
N.361 Childbearing Family Clinical	3	90
N.381 Child Health Clinical	3	90
N.441 Mental Health Clinical	3	90
N.451 Altered Physiologic Mode Clinical II	4	120
N.461 Community Health Clinical	4	120
N.471 Nursing Synthesis Clinical	4	120

**Required Nursing Courses for RN Baccalaureate Completion Students**

Theory course credit:contact hour ratio is 1:1.

Seminar, lab, and clinical course credit: contact hour ratio is 1:2.

The curriculum for the RN Baccalaureate Completion has been revised and approved in May, 2006. Students transfer in 30 nursing credits from their prior nursing educational program. RN's take 33 credits.

There are two types of coursework; required nursing courses and core nursing courses. Students must take three (3) out of four (4) required nursing courses to meet the requirements of the program. Once admitted to the SON, students can take required nursing courses with general education courses.

Required nursing courses include 3 out of the next five support courses:

- a. N342 Gerontology Nursing for RNs (3)
- b. N352 Altered Human Functioning for RNs (3)
- c. N362 Family Nursing for RNs (3)
- d. N402 Psychosocial Nursing (3)
- e. N452/552 Advanced Health Assessment (3)

The second type of nursing coursework is core nursing courses. Students must have all general education requirements and support courses, such as a college level Chemistry course met – approximately 80 credits prior to beginning core nursing courses.

Core nursing courses include:

- a. N320 Nursing Theory and Research (5)
- b. N382 Provider of Care I (5)
- c. N412 Manager of Care (5)
- d. N472 Provider of Care II (5)
- e. N473 Provider of Care II Clinical (4)

**CERTIFIEDBACKGROUND.COM**

Beginning in Fall, 2009 the School of Nursing will be using the services of CertifiedBackground.com for keeping track of required health, immunization and policies that require student signature. This record tracking system is secure, tamper-proof and kept confidential. You are required to submit copies of the following forms:

Student Health Record

Hepatitis B Vaccine Completion or Declination

Medical/Hospitalization Insurance Coverage

Plagiarism Detection

Photo, Video and Audio Release Form

Permission Form

Nursing Student Confidentiality Agreement

Code of Conduct Pledge

Background Check Verification

CPR Certification

Current unrestricted RN license (in case of RN Baccalaureate Completion students)

All of these are located on the School of Nursing website “current students” link at <http://ahn.mnsu.edu/nursing/undergraduate/students/forms.html>.

The forms can be sent to CertifiedBackground.com via e-mail, fax, or surface mail. Complete student instructions follow are included on the next page.



CertifiedBackground.com

-----Student Instructions-----

## Background Check

### Minnesota State University Mankato

The above organization has chosen CertifiedBackground.com to provide immunization and document tracking services for students.

## About CertifiedBackground.com

CertifiedBackground.com is a service that allows students to upload and track their immunizations records and other documents online. Information collected through CertifiedBackground.com is secure, tamper-proof, and kept confidential. The services performed by Certified Background are based on guidelines provided by your organization, so you know you'll get the information you need, all from one source.

## Ordering Instructions

1. Go to [www.CertifiedBackground.com](http://www.CertifiedBackground.com) and click on "Students."
2. In the Package Code box, enter package code: **mi19t**
3. Enter your PIN # : This is your tech ID #.
4. Your package requires you to submit immunization, medical, or certification records. At the end of the order process you will be prompted to visit a secure web page where you will view additional instructions for uploading your records.

## Retrieval Instructions

Once your order is submitted, you will receive a confirmation email containing the password needed to view the results of your background check. To view your results, visit [www.CertifiedBackground.com](http://www.CertifiedBackground.com), enter your password in the area provided on the lower right side of the homepage, then enter the last four digits of your Social Security Number. You will be able to login with your password and access you immunization and document tracker at any time. If you have any questions please feel free to contact our customer service department at 888-666-7788 ext. 1.

**MINNESOTA STATE UNIVERSITY, MANKATO  
SCHOOL OF NURSING**

**POLICIES FOR STUDENTS**

In addition to the student policies which are outlined in the Minnesota State University, Mankato Bulletin, the following policies are in effect for nursing students. These policies are in reference to:

- A. Academic Integrity
- B. Affirmative Action
- C. Nondiscrimination
- D. Access for Individuals with Disabilities
- E. Grades, Progression, and Retention
- F. Class Attendance
- G. Clinical Experiences
- H. Uniforms
- I. Health
- J. Guidelines for Off-campus Use of Equipment
- K. Communication
- L. Counseling
- M. Standardized Exams
- N. Employment
- O. Policy for Use of Computers in Wissink Hall 366

**A. Statement on Academic Integrity**

In order for an academic community to teach and support appropriate educational values, an environment of trust, cooperation and personal responsibility must be maintained. As members of this University community, students assume the responsibility to fulfill their academic obligations in a fair and honest manner. This responsibility includes avoiding such inappropriate activities as plagiarism, cheating or collusion. Students found responsible for one or more of these activities may face both academic sanctions (such as lowering a grade, failing of a course, etc.) and disciplinary sanctions (such as probation, suspension, expulsion).

It is the intent of Minnesota State University, Mankato to encourage a sense of integrity on the part of students in fulfilling their academic requirements. To give students a better understanding of behaviors that may constitute academic dishonesty, the following definitions are provided.

Plagiarism – Submission of an academic assignment as one’s own work, which includes critical ideas or written narrative that are taken from another author without the proper citation. This does not apply only to direct quotes, but also to critical ideas that are paraphrased by the student.

Plagiarism includes but is not limited to:

- submitting the work of others as your own
- submitting others’ work as your own with only minor changes
- submitting others’ work as your own without adequate footnotes, quotations, and other reference forms
- multiple submission of the same work, written or oral, for more than one course without both instructor’s permission, or making minor revisions on work which has received credit and submitting again as new work.

Cheating – Use of unauthorized material or assistance to help fulfill academic assignments. This material could include unauthorized copies of test materials, calculators, crib sheets, help from another student, etc.

Collusion – Assistance to another student or among students in committing the act of cheating or plagiarism.

Source: Office of Academic Affairs, Minnesota State University, Mankato  
 For further information regarding Student Responsibilities of academic integrity as well as  
 Jurisdiction of Violations, see the Student Conduct System at  
[www.mnsu.edu/conduct/studentresources.html](http://www.mnsu.edu/conduct/studentresources.html)

Any incident of plagiarism, cheating or collusion in the School of Nursing will be grounds for failure of the assignment or the course and may result in further disciplinary action.

**B. Affirmative Action**

Minnesota State Colleges and Universities is committed to and supports aggressive affirmative action. Please contact the Affirmative Action Office, phone 389-2986, with concerns or questions.

**C. Nondiscrimination**

Minnesota State Colleges and Universities is committed to a policy of nondiscrimination in educational opportunity. No person shall be discriminated against in the terms of educational opportunity with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, or membership or activity in a local commission as defined by law. Please contact the Affirmative Action Office, phone 389-2986, with concerns or questions.

**D. Access for Individuals with Disabilities**

The University will provide access to programs, services and activities to qualified individuals with known disabilities as required by law. The university shall make reasonable accommodations to ensure access to programs, services and activities as required by law. Please contact the Disabilities Services Office, phone 389-2985, with concerns or questions.

The School of Nursing has included the following statement in every syllabus:  
 Every attempt will be made to accommodate qualified students with disabilities. If you are a student with a documented disability, please see the instructors as early in the semester as possible to discuss the necessary accommodations, and/or contact the Disability Services Office at (507) 389-1819 (V) or 1-800-627-3529 (MRS/TTY).

**E. Grades, Progression, and Retention**

The student has rights which must be protected. These rights include, but are not limited to: fair evaluations, advisement and counseling, and assistance in identifying and meeting learning goals.

*1. Goal-Directed Behaviors*

With reference to learning and professional activities, the student is expected to demonstrate and maintain goal directed behavior by:

- a. Identifying verbally, or in writing, personal learning objectives and needs which are within the framework of course outcomes.
- b. Taking personal responsibility for his/her own actions relative to behaviors which facilitate, impede, or interfere with the achievement of learning objectives.
- c. Demonstrating efforts to understand one's own behavior as this relates to the achievement of learning objectives.
- d. Demonstrating collaborative behavior regarding teaching-learning activities that have been designed to achieve course outcomes by taking the responsibility for:

- 1) Utilizing faculty as resource persons.
- 2) Communicating with an appropriate faculty person when it is necessary to be absent from planned learning activities (clinical practice, seminar, etc.).
- 3) Communicating with appropriate persons when difficulties with faculty-student relationships are such that progress toward learning is impaired.
- 4) Taking the personal responsibility for managing information about course requirements, announcements, assignments (dates these are due, etc.).
- 5) Periodically evaluating, verbally or in writing, his/her own behavior relative to progress toward learning objectives.
- 6) Completing assigned written work on or before the specified date.
- 7) Offering constructive criticism or alternatives to faculty when certain learning activities are perceived as in need of change.

## 2. Drop/Add

The SON adheres to the University policy of drop/add dates for complete session courses. Students are expected to follow the dates as printed in the class schedule. For a clinical nursing course, the deadline for dropping is the Friday of the 3rd week of the course.

## 3. Grade Requirements

- a. Once provisionally or fully admitted to the SON, the student must achieve at least a “C” or a “Pass” in each required nursing course, at least a “C” in required related courses, and maintain a minimum of a “C” average in all courses. Courses in the nursing curriculum are sequentially arranged and progression is based on successful completion of the prerequisite course(s).
- b. When a nursing student receives no credit, D, F, NO PASS, or withdraws from a nursing course or required related courses while enrolled in the nursing major, the procedure to follow is:
  - 1) Make an appointment to talk with your advisor to discuss options.
  - 2) Complete the “Change in Progression” form. See Appendix A. Be sure to obtain your advisor’s signature.
  - 3) Submit the signed “Change in Progression” form to the Undergraduate Admission and Progression Committee Chairperson by 4:30 PM on the Thursday before the Friday afternoon Admission and Progression Committee meeting. Deadline dates are posted on bulletin boards for each admitting group.
  - 4) The Admission and Progression Committee makes recommendations regarding requests. While an alternative plan may be approved, taking a course is dependent on available space. (See Appendix G “Guidelines for Reviewing Student Requests for Returning to the School of Nursing”.)
  - 5) The Undergraduate Admission and Progression committee will notify the appropriate Undergraduate Program Coordinator (Basic, Accelerated or BS Completion).
  - 6) The Undergraduate Nursing Program Coordinator will notify the School of Nursing Chairperson of the Undergraduate Admission and Progression Committee’s recommendation.
  - 7) The student can expect a written response from the Undergraduate Admission and Progression Committee within one week following the date of the Committee review.
  - 8) If the student is dissatisfied with the Undergraduate Admission and Progression Committee’s recommendation, the student may appeal to the School of Nursing Chairperson.

- 9) When the repeated course has been successfully completed, written notification by the student must be made to the Nursing Advisor and appropriate Undergraduate Program Coordinator, who notifies the School of Nursing Chairperson and the Admission and Progression Committee.
- c. A student is allowed to repeat the same nursing course only once. If a nursing course is not successfully completed after taking a second time, the student will not be allowed to continue in the nursing program. A student who must repeat a clinical may not do so with the same instructor except with the written permission of the instructor and approval by the Admission and Progression Committee.
- d. After being admitted to the School of Nursing, if a student receives two No Credits, D's, F's, NO PASSES or withdraws from two (2) courses or any combination of these in nursing or required related courses, the student will not be allowed to continue in the nursing program. Students who have earned two "no credit" grades **cannot** reapply to the nursing major.
- e. In the event of extenuating circumstances, the student may petition the Admission and Progression Committee requesting permission to continue in the Nursing Program. The procedure to follow is outlined below:
- 1) Make an appointment with your advisor to discuss options.
  - 2) Complete the "Change In Progression" form. See Appendix A. Be sure to obtain your advisor's signature.
  - 3) Submit the signed "Change in Progression" form and supporting documents to the Undergraduate Admission and Progression Committee Chairperson by 4:30 PM on the Thursday one week prior to the Friday afternoon Admission and Progression Committee meeting. Submission of documents one week prior to the Committee meeting is important so that the Undergraduate Admission and Progression Committee members have time to carefully review all materials prior to the meeting. Deadline dates are posted on bulletin boards for each admitting group.
  - 4) The Undergraduate Admission and Progression Committee Chairperson will notify the appropriate Undergraduate Program Coordinator (Basic, Accelerated, or BS Completion) and the School of Nursing Chairperson of the upcoming appeal.
  - 5) The student has the right to present information at meetings where recommendations are made regarding his/her progress in the School of Nursing. The student time will be limited to 15 minutes. The student may be accompanied by another individual; in this case, the student must inform the Undergraduate Admission and Progression Committee Chairperson by 4:30 PM the day before the meeting as to who will be attending. It is recommended that no more than one additional person be present at the meeting.
  - 6) The Undergraduate Admission and Progression Committee will make a recommendation for progression based on a review of the:
    - "Change in Progression" request,
    - Academic record of the student,
    - Factors contributing to the student's failure(s),
    - Supporting documentation if provided by the student, and
    - Student advisor and faculty member statements.
  - 7) The Undergraduate Admission and Progression Committee Chairperson will notify the appropriate Undergraduate Program Coordinator and the School of Nursing Chairperson of the Committee's recommendation.
  - 8) The student can expect a written response from the Undergraduate Admission and Progression Committee within one week following the date of the Committee review.

- 9) If the student is dissatisfied with the Undergraduate Admission and Progression Committee's recommendation, the student may appeal to the Chair of the School of Nursing.
- 10) When the repeated course(s) has been successfully completed, written notification by the student must be made to the Nursing Advisor and the appropriate Undergraduate Program Coordinator, who notifies the School of Nursing Chairperson and the Undergraduate Admission and Progression Committee.

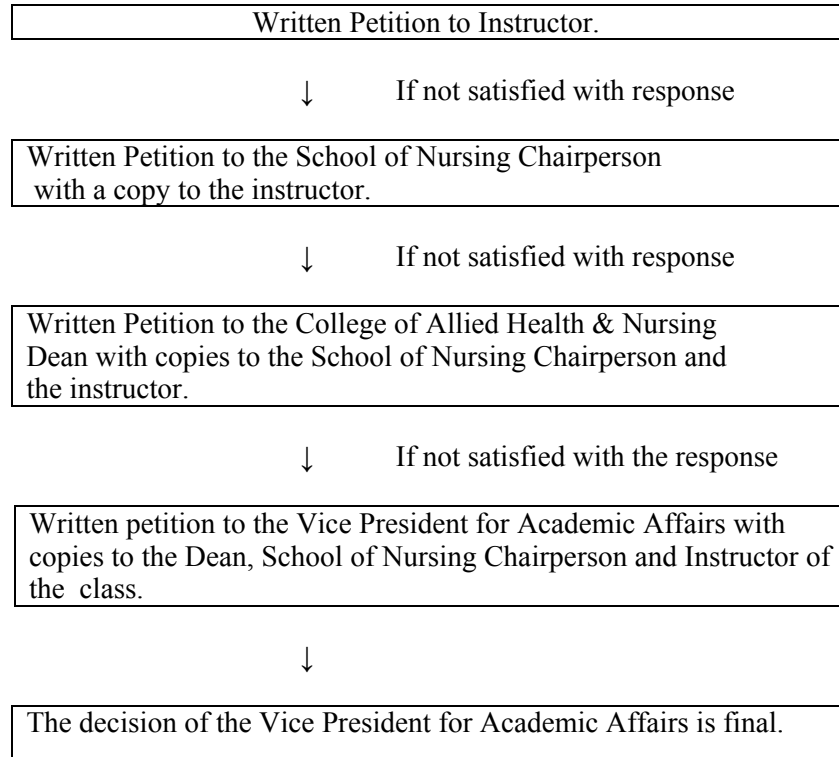
#### 4. Grade Appeal Process

The student has the right to appeal decisions on academic matters. Grade appeals are reviewed in instances where students perceive that a final grade is unfair, arbitrary, or capricious. Students have the right to ask an instructor for an explanation of any grade received. **Students are strongly encouraged to talk to their instructor before beginning the formal appeal process to attempt to resolve the matter informally.**

If there is no satisfaction, the student should follow the University policy as outlined in MSU's "The Basic Stuff Student Handbook" under "Grade Appeal Process". However, please note that **appeals must be filed within one week (excluding breaks) of written notification by the nursing faculty of the course grade earned by the student.** This differs from the University policy which states appeals must be filed within two weeks of University notification of a final grade. The reason for the earlier filing deadline is to facilitate student scheduling in our sequential nursing curriculum and in clinical rotations which end both mid-semester and at the end of a semester.

Petitions should contain the nature of the problem, relevant information which supports the appeal, the remedy sought, and a statement that an attempt was made to resolve the issue at the appropriate lower levels of appeal. The student should always retain a copy of all paperwork for his/her own records.

A student who is appealing an academic decision is permitted to continue with the next sequential course in order not to place him/her in jeopardy for continuing the appeal. However, the student must have written verification of clinical safety by a nursing faculty member in order to enroll in a course which includes clinical practice.



Students needing assistance at any step in appealing or filing a complaint may contact the Academic Affairs Coordinator of the Student Senate (CSU 218A, 389-2611).

#### 5. Dismissal

- a. The student who fails to meet the stated requirements of the SON regarding grades, progression, and retention may be advised to change career goals or required to leave the program.
- b. A student may be dismissed from the nursing major for behavior or actions which threaten the health or safety of clients/patients. **This includes behaviors indicative of drug or alcohol abuse.** As stated in the Patient's Bill of Rights, the client's right to safe and quality nursing care must be protected. Students are encouraged to seek counsel from his/her advisor.
- c. A student may be required to withdraw from a clinical course at any time during the semester when her/his clinical performance is such that the student jeopardizes patient safety or requires an excessive amount of supervision which interferes with the instructor's ability to adequately supervise other students in the clinical group. The student must then seek counsel from his/her advisor. The student may petition the Admission and Progression Committee following the procedure outlined in 3.c above.
- d. Evidence of plagiarism, false documentation or cheating constitutes grounds for dismissal.

#### 6. Leave of Absence (LOA)

A student may request a personal or academic leave of absence (LOA) after the successful completion of **at least 14 credits of nursing**. The LOA can be for a minimum of one academic semester and a maximum of one academic year. While registered in the School of Nursing, **STUDENTS WILL BE ALLOWED TO TAKE A MAXIMUM OF TWO LOA'S.**

The procedure to follow for initiating an LOA is as follows:

- a. Make an appointment to talk with your advisor to discuss implications for progression and ramifications of the LOA.
- b. If the LOA request still is the preferred action, complete the “Change in Progression” form. See Appendix A. Be sure to obtain your advisor’s signature.
- c. Submit the signed “Change in Progression” form to the Undergraduate Admission and Progression Committee Chairperson by 4:30 PM on the Thursday before the Friday afternoon Committee meeting. Deadline dates are posted on bulletin boards for each admitting group.
- d. The Admission and Progression Committee makes recommendations regarding requests.
- e. The Undergraduate Admission and Progression Committee will notify appropriate Undergraduate Program Coordinator (Basic, Accelerated or BS Completion) and the School of Nursing Chairperson of the Committee’s recommendation.
- f. The student can expect a written response from the Undergraduate Admission and Progression Committee within one week following the date of the Committee review.
- g. If the student is dissatisfied with the Undergraduate Admission and Progression Committee's recommendation, the student may appeal to the School of Nursing Chairperson.

*7. Returning from an LOA:*

- a. Notify the Undergraduate Admission and Progression Chairperson of intentions to return by completing the "Change in Progression" form. See Appendix A. The Undergraduate Admission and Progression Committee will notify the appropriate Undergraduate Program Coordinator (Basic, Accelerated or BS Completion). It is especially important that the appropriate Undergraduate Program Coordinator know of intentions to return so that clinical placement possibilities can be determined. Deadlines for notification are the:
  - 1) first Friday of the prior spring semester, if planning to re-enter the nursing program fall semester rotation one or two.
  - 2) first Friday of the prior fall semester, if planning to re-enter the nursing program spring semester rotation three or four.
- b. Students will be admitted into the nursing course(s) IF THERE IS SPACE AVAILABLE.
- c. In the event that a student left the nursing program without requesting an LOA or an LOA was denied, and at a later date the student desires readmission to the School of Nursing, s/he must petition the Admission and Progression Committee using the “Change in Progression” form. See Appendix A. Deadlines for student requests are the same as those in policy 7a.
- d. A student who is planning to re-enter the School of Nursing is required to meet with his/her advisor or the appropriate Undergraduate Program Coordinator prior to registering for nursing courses. The purpose of this meeting is to plan for successful completion of the nursing major.

### 8. *Part-time Status*

A student may request part-time status. The procedure to follow for initiating part-time status is as follows:

- a. Make an appointment to talk with your advisor to discuss implications for progression and ramifications of part-time status.
- b. If part-time status still is the preferred action, complete the "Change in Progression" form. See appendix A. Be sure to obtain your advisor's signature.
- c. Submit the signed "Change in Progression" form to the Undergraduate Admission and Progression Committee Chairperson by 4:30 PM on the Thursday before the Friday afternoon Committee meeting. Deadline dates are posted on bulletin boards for each admitting group.
- d. The Undergraduate Admission and Progression Committee makes recommendations regarding requests.
- f. The Undergraduate Admission and Progression Committee will notify the appropriate Program Coordinator and the School of Nursing Chairperson of the Committee's recommendation.
- g. The student can expect a written response from the Undergraduate Admission and Progression Committee within one week following the date of the Committee review.

### **F. Class Attendance**

If a student is absent from a classroom course (theory class) he/she is responsible for the content of the class, as well as materials and announcements which were part of that class. Students are also expected to be responsible for announcements which are posted on the bulletin boards.

### **G. Clinical Experiences**

1. MSUM SON has elected to use CertifiedBackground.com to track student health, immunization, and other required forms.
2. State law requires that any person who provides services that involve direct contact with patients and residents at a health care facility have a background study conducted by the State. An individual who is disqualified from having direct patient contact as a result of the background study, and whose disqualification is not set aside by the Commissioner of Health, will not be permitted to participate in a clinical placement in a health care facility. Failure to participate in a clinical placement required by the academic program could result in ineligibility to qualify for a degree in this program.

Students will be asked to complete the background study form at the end of spring semester each year, to ensure clearance is received prior to the beginning of the fall clinical courses. The SON must provide background study results to each agency in which you have a clinical experience.

3. Professional Liability Insurance is required of all nursing students and is available through the Minnesota State Colleges and University System at low premium rates. This coverage meets requirements of clinical agencies. Protection is limited to those nursing activities which are performed during clinical experiences and supervised by School of Nursing faculty or precepted by faculty arrangement. The student needs to be aware that insurance does not provide protection for nursing actions which are performed as an employee in a health care agency.

Students must provide written verification to CertifiedBackground.com that liability insurance is current prior to each clinical course. The policy number and expiration date must be provided. Students will not be allowed into the clinical agency until current liability insurance is verified. Missing more than one clinical day may result in failing the course.

4. Students must be certified in professional two-rescuer cardiopulmonary resuscitation (CPR) of adults and children before scheduled clinical experiences. Written evidence that CPR certification is current must be provided prior to each clinical course. Students will not be allowed into the clinical agency until current CPR certification is verified. Missing more than one clinical day may result in failing the course.
5. Item #'s 3, 4, 5 and 6 under the section on **Health** must also be met before students will be allowed into the clinical agency. Failure to provide written evidence of met health requirements will result in dismissal from the clinical. Missing more than one clinical day may result in failing the course. MBN # 6301.1800 Subpart 6. O.
6. All nursing students must be covered by some type of health insurance: an individual policy, a family policy, or through Medical Assistance, which assists in paying for bills for medical services and/or hospitalization. Nursing students can also purchase a student health insurance plan. Information on the Student Health Insurance Plan can be found online at <http://www.mnsu.edu/shs/clinic/insurance.html>.
7. Students are **required** to participate in Pass for Clinical each semester as scheduled on calendars distributed during Group Advising Sessions each spring semester (fall semester for spring admits). Students must provide xerox copies for their file of the following information: current professional liability insurance; current certification in professional two-rescuer CPR of adults and children; completed medical history and physical examination; current immunizations for rubella, rubeola, and varicella; negative mantoux every 6 months; if not a negative mantoux, follow-up with appropriate health care provider is required, Hepatitis B vaccination or declination, and Signed Medical/Hospitalization insurance Coverage form (Appendix H). Students will be issued a Pass for Clinical Ticket when information is complete. The ticket will indicate requirements to participate in clinical experiences have been met.
8. The School of Nursing utilizes a variety of clinical agencies in the rural and in the Twin Cities Metropolitan areas. Students will be required to travel to these clinical agencies and this travel will be at their own expense. In addition, students who stay overnight at a distance from their home must make their own accommodations at their own expense.
9. Students are not allowed to complete a clinical rotation at a site where they are currently employed except at the discretion of the instructor.
10. The student is responsible for following the policies of the agency in which clinical experience is obtained.
11. All clinical experiences, including conferences and seminars, require attendance. If the student finds that it is necessary to be absent from a clinical experience due to illness or an emergency, he/she must report the expected absence to the clinical area of assignment at least one hour prior to the scheduled clinical experience. This is necessary in order to provide for continuity of patient care. In addition, some individual faculty members may require that students notify them directly when an absence from a clinical experience becomes necessary. If the student anticipates an expected absence because of other University course requirements, such as a field trip, arrangements must be made with the clinical instructor several days in advance. The student's first priority is to the current registered nursing courses and course requirements.
12. The student is expected to take the responsibility for contacting the clinical instructor to make the necessary arrangements for making up those clinical experiences which were missed because of absences due to an emergency, illness, weather, etc. The clinical instructor reserves the right to make the decision as to whether the student needs to make up clinical experience(s) in order to meet the outcomes of a clinical course.

In the event that clinical experiences cannot be satisfactorily re-scheduled and progress toward course outcomes and requirements is impeded, the situation needs to be reviewed by the Admission and Progression Committee.

13. When the University cancels because of bad weather and it is a clinical day, the clinical day is not made up. If a clinical faculty member cancels class because of weather when the University remains open, the clinical must be made up. Insurance coverage is not determined based on whether a class is canceled; therefore, faculty may hold clinical in a site where weather does not warrant cancellation even if the University closes because of weather, according to Legal Services at Minnesota State University, Mankato. If the University is officially closed because of a holiday or break, the University is not obligated to enact the liability insurance policy; therefore, faculty may not hold clinical.
14. Failure during a clinical course may occur for a student at any time with or without prior notification. Unsafe practice at any point in the clinical rotation constitutes grounds for failing the course.

#### **H. Uniforms**

1. The student uniform is determined by the student group and approved by faculty. A specific date for ordering uniforms as a group is announced. Students are required to purchase a uniform top from Solmes Uniform Company. Should students wish to order additional uniforms or school insignia patches or name pins after the initial order has been placed and received, students need to individually contact the uniform company.

Solmes Uniform Co.  
2337 Delons Road  
Osceola, WI 54020  
1-800-367-7831

The complete uniform consists of:

##### Female Uniform

Specified colored scrub top worn over professional white pants or skirt.

White or neutral hose / white socks.

White nurse's shoes.

Students may use white athletic shoes if they are worn only for clinical use.

Shoes must be in good condition.

Minnesota State University, Mankato School of Nursing name badge.

##### Male Uniform

Specified colored scrub top with breast pocket worn over professional white nurse's uniform pants.

White socks.

White nurse's shoes.

Students may use white athletic shoes if they are worn only for clinical use.

Shoes must be in good condition.

Minnesota State University, Mankato School of Nursing name badge.

RN Baccalaureate Completion Students will wear a white professional uniform and will be required to wear a Minnesota State University, Mankato name badge which indicates the title of "RN" after their name.

Community health nursing and mental health nursing students: Uniform as determined by the agency policy. Dress clothes are appropriate. Name badges will be worn as determined by the agency.

The University insignia is worn on the left sleeve of the colored scrub top.

The University insignia is worn on the left sleeve of a lab coat. A lab coat is optional. The purpose for using one is to cover clothing when in a clinical setting. The lab coat serves to identify the student, protect the student's clothing, and protect a client from any microorganisms on the student's clothing.

Lab coats are appropriate for additional warmth when needed.

Hose is required with all skirts.

Hair must be neatly arranged and long hair must be pulled back.

Beards and mustaches are permitted but must be trimmed; otherwise male students must be clean shaven.

Jewelry should be limited to one set of stud earrings (one earring per ear), wedding ring, and watch. Clinical agencies may have additional policies regarding jewelry. No visible body piercings are allowed except the ear lobes.

Make-up should be subtle. Fingernails should be reasonably short and groomed. Nail polish and /or artificial fingernails are not allowed for infection control purposes.

Colognes and perfumes must not be worn. Odors such as smoke or body odor must be absent.

**The following items are NOT permitted to be worn as the student uniform:**

White denim pants, T-shirts (or any shirts with insignias/color), leggings, stirrup pants, capri pants, anklets/knee-high socks with skirts, colored shoestrings, or clothes made of lightweight see-through fabrics.

**Students must adhere to dress code policies of assigned agencies.**

**Students inappropriately dressed for clinical may be asked to leave.**

2. In view of patient safety and comfort, students will be expected to assume responsibility for appropriate hygiene and neatness.
3. A student who is preparing for a clinical assignment, completing a patient assessment, or returning to the hospital after clinical experience hours to look at patient records must wear the full uniform or lab coat with dress clothes. The MSU name badge must be worn. Students are not permitted to wear sweatshirts/pants, jeans, shorts, or boots.
4. Within the clinical setting, hospitals provide limited space for placement of coats, books, and belongings during clinical hours. Avoid bringing valuables to the clinical site because safety of those items cannot be guaranteed.

**I. Health**

1. The student who is enrolled in the nursing major must be in good physical and mental health. In the presence of evidence to the contrary, the individual faculty reserves the right to ask the student to seek professional assistance, to withdraw from the program, or to take a leave of absence from the nursing curriculum. If issues cannot be resolved at this level, the Admission and Progression Committee or School of Nursing Chair may be consulted for definitive action.

Please also note policies A. Affirmative Action, B. Nondiscrimination, and C. Access for Individuals with Disabilities.

2. The School of Nursing follows the University policy relating to alcohol and drugs as noted in "The Basic Stuff Student Handbook". Students must adhere to the policies of each agency in which they have clinical experiences.
3. Prior to beginning the first clinical experience at sophomore year, all nursing students are to complete/update a medical history form and have a physical examination, utilizing the School of Nursing physical examination form. See Appendix B. Evidence of current immunizations and Mantoux tests as listed on the physical examination form is required. Students are required to provide evidence of current rubella, rubeola, and varicella immunity. Students will not be allowed into the clinical agency until current information on immunizations is provided. Missing more than one clinical day may result in failing the course.
4. The completed physical examination form is to be submitted to CertifiedBackground.com before the first day of clinical experience. Health requirements may be secured through the University Health Service by appointment or, if the student wishes to pay the fee, from a private physician. Responsibility for securing and paying for these immunizations, tests, and examination rests with the student.
5. Prior to beginning experience in all clinical settings, the student must submit evidence of a negative Mantoux every 6 months; if mantoux is not negative, follow-up with appropriate health care provider is required. Students must provide a copy of the Mantoux results and any follow up testing needed. Tine tests are not acceptable. This information is to be submitted to CertifiedBackground.com. Students will not be allowed into the clinical agency until current information on immunizations is provided. Missing more than one clinical day may result in failing the course.
6. Hepatitis B is a blood-borne disease with serious implications for health care workers. In light of this information the School of Nursing strongly encourages nursing students to complete the series of HBV immunizations before clinical experiences are begun. This is voluntary. As health regulations change this may become mandatory. Please complete the "Hepatitis B Vaccine Completion" form in Appendix C. If students decline, they are requested to sign the "Hepatitis B Vaccine Declination" form in Appendix C. In either case the form must be submitted to CertifiedBackground.com. Students will be expected to comply with the requirements of each agency in which they have clinical experiences. Students will not be allowed into the clinical agency until current information on immunizations is provided. Missing more than one clinical day may result in failing the course.
7. Item #'s 1, 2, and 3 under the section on **Clinical Experiences** must also be met before students will be allowed into the clinical agency. Failure to provide written evidence of met health requirements will result in dismissal from the clinical. Missing more than one clinical day may result in failing the course.
8. See Item # 5 under **Clinical Experiences** regarding the procedure to obtain information needed from students before being allowed into clinical agencies.
9. University Health Service provides a limited amount of health care for all university students. Hospitalization and medical care is the student's financial responsibility. Students are financially responsible for expenses associated with injuries or accidents incurred in the lab or a clinical setting. See University Undergraduate Bulletin and the University Student Handbook, "The Basic Stuff" for further health care information.
10. Students with a communicable disease may not be in clinical. The instructor may require written verification from the health care provider for clearance to return to clinical.

### **J. Guidelines for Off-Campus Use of Equipment**

As students have increasing experiences in a variety of clinical agencies and community settings, there is a need to take equipment from the Nursing Learning Resource Center to the clinical sites. The following guidelines have been developed to facilitate the availability of needed equipment at a time most beneficial to the individual learning experiences.

1. The activity for which specialized equipment is needed must be faculty directed.
2. Student must sign the EQUIPMENT LOAN form that specifically describes the equipment, the time frame of its use and the consequences of damaged, stolen or lost equipment. One copy will be kept on file in the Nursing Learning Resource Center.
3. No grade(s) will be given until equipment has been returned and/or damages, losses, etc. have been paid.
4. Undergraduate students will have priority use of the Denver II Kits.

### **K. Communication**

Communication with students is essential for success at Minnesota State University, Mankato. To facilitate effective communication, students must provide current name, local and permanent addresses, phone numbers, and email addresses. When there are changes, please provide a completed “Student Information Change Form” to the Undergraduate Program Administrative Assistant at the time the change occurs. (See Appendix F.)

The School of Nursing uses a variety of ways to facilitate communication between faculty and students. **The Minnesota State University, Mankato assigned email address will be used as the primary method of communication.** Therefore, it is essential that nursing students access their MSU email. Failure to do so may result in missing important information. Forwarding your University e-mail to another account may also lead to losing important information. Therefore, students should not forward mail from their MSU account. If the student chooses to forward e-mail sent to their University e-mail accounts, they are still responsible for all information, including all attachments. Students can access and use the MSU email account from off-campus sites throughout the year through MavMail at <http://mavmail.mnsu.edu/>. This access requires knowledge of the user name and password. Students are also encouraged to frequently check the School of Nursing bulletin boards located in the Wissink Hall third floor hallway for information.

Due to data privacy issues, information for specific students is not posted according to social security number or name. Students are assigned a five digit random number referred to as the School of Nursing (SON) ID#. The student keeps the same ID# throughout the tenure in the nursing curriculum.

### **L. Counseling**

The School of Nursing recognizes the value of physical and mental health in a nursing student. Minnesota State University, Mankato Counseling Center offers confidential help to assist students in resolving personal, social, and educational concerns that may be interfering with their ability to succeed at the university. Services include short-term counseling, educational programming, crisis intervention, consultation, testing, and referral to outside resources. The Center is located in Centennial Student Union, Room 245. Hours are Monday through Friday, 7:30 a.m. to 4:30 p.m. during the academic year. Phone: (507) 389-1455.

### **M. Standardized Exams**

All students who are enrolled in the School of Nursing will be required to take standardized exams at periodic intervals. These examinations are to be used for student self-evaluation as well as faculty evaluation of teaching and learning.

## N. Mavjobs.com

Junior and senior students are encouraged to register with and utilize mavjobs.com, the Career Development and Counseling Center's on-line recruiting system. This system provides access to job postings and information on recruiter visits to campus and other special events. Students can also upload their resume on the system for employers to access through a database search, apply for jobs, and sign up for on-campus interviews on-line. Information about registration can be found by clicking the mavjobs.com link at the website, www.mnsu.edu/cdc. Students can also contact the Career Development Center, 209 WA, 507-389-6061 for more information.

## O. Employment

1. It is the student's responsibility to meet course requirements and he/she must coordinate employment around these requirements.
2. A student employed in a hospital has the same employee relationship to the hospital as to any other employer, such as in a restaurant or market.
3. A student employed by a hospital has the status and responsibilities of non-professional staff. The student must wear the same uniform as is worn by the other employees performing similar duties. The student may not wear any identifiable part of the nursing student uniform while working as a hospital employee.
4. By Minnesota law, the student may not assume professional nurse responsibilities when working for pay. He/she may only accept employment as a nurse's aide or in a non-nursing capacity. This does not apply to RN's and LPN's who practice according to the Minnesota Nursing Practice Laws.

## P. Policy For Use Of Computers In Wissink Hall 366

Two computers have been placed in Wissink Hall 366 for nursing student and faculty use. There are also two computers in Wissink Hall 379-1 for nursing student and faculty use. The primary purpose of the computers is to provide students with access to computers to aid in fulfilling course requirements. The use of the computers includes

- Psychomotor strategies testing
- Online research related to course materials
- Online evaluations of nursing courses
- Accessing online courses through D2L

The computers are generally accessible Monday through Friday from 8 am to 4 pm. The computers and/or rooms may be reserved by faculty for educational purposes. Use of the computer for Internet browsing and accessing personal email for purposes unrelated to one's academic study should be avoided. SON faculty, scheduled classes and student meetings will have priority use of the rooms. Students may sign up to use the computers in the scheduling book kept in WH 360. Time spent using the computer (excluding, psychomotor strategies testing or a specific-nursing assignment) should ordinarily be limited to 30 minutes.

Storage of Information: NO files are to be saved on the hard drives. Software should not be installed on the computers without permission from School of Nursing personnel. Software programs or other files also are not to be downloaded from the Internet. Students may save files to personal jump drives. School of Nursing personnel will assume no responsibility for personal ~~disks~~ jump drives.

Printers/Paper: The computers are connected to an ink jet printer. Printing is to be limited to printouts generated by specific School of Nursing assignments only. Printing multiple copies, long web documents, etc. should NOT be done!

Maintaining the work environment: Upon completing tests, assignments/tasks, students should close all software programs and leave the computer screen displaying the Windows desktop. Students should be extremely cautious not to leave their connection to the Internet, Ucompass Educator, or email accounts active. Users are expected to clean/straighten up their work area and printer area when they are through. Chairs should be placed under the desktop. Recycle paper as appropriate.

Contaminants: There is to be **no** eating or drinking while using the computers.

When Problems Occur: Anyone experiencing any problems with hardware or software is to inform an administrative assistant in the School of Nursing. No attempts should be made by the user to correct the problem without supervision

Computer Use Policy Approved: Admission and Progression Committee, 11/02

Policy for Students revised: September 1975, September 1976, September 1977, June 1978, June 1979, June 1980, May 1981, April 1982, March 1983, January 1984, March 1985, May 1987, May 1988, June 1989, August 1990, June 1991, June 1992, August 1993, June 1994, May 1996, April 1999, April 2001, January, 2002, August 2002, August 2003, August 2004, May, 2009

**MINNESOTA STATE UNIVERSITY MANKATO  
SCHOOL OF NURSING  
APA Citation Guide**

The School of Nursing follows the standards described in the Publication Manual of the American Psychological Association, 2001 Fifth Edition, and the APA Style Guide to Electronic Resources, 2007, both published by the American Psychological Association.

It is recommended that you purchase the 5<sup>th</sup> Edition Manual as you will use it often, not just for citations, but for paper layout as well.

There are a number useful websites that offer tips of important APA 5<sup>th</sup> edition rules:

APA Style at <http://apastyle.apa.org/>

Introduction to APA Style – Purdue University at

<http://owl.english.purdue.edu/workshops/hypertext/apa/introduction.html>

The University of Illinois Writers Workshop has a good APA style guide online at [http://www.english.uiuc.edu/cws/workshop/writer\\_resources/citation\\_styles/apa/apa.htm#internet](http://www.english.uiuc.edu/cws/workshop/writer_resources/citation_styles/apa/apa.htm#internet)

To assist you in finding and resolving DOI's use the free DOI lookup at

<http://www.crossref.org/guestquery/>

**Examples of Most Often Used Print Citation Types. *Please Note:*** In a manuscript or when typing the reference list for your academic papers, references should be double-spaced and the reference should be a hanging indent; the first line of each reference is set flush left and subsequent lines are indented. Also, always provide issue number (if available) following volume number (changed 6/07).

## CITING PRINT RESOURCES

Type of Entry	Reference List	Reference Citation in Text
Book with 1 to 2 authors	Cohen, L.G. & Sorenson, L.P. (2007). <i>Disabilities in children</i> . New York: Prescott.	(Cohen & Sorenson, 2007)
Book with 3 to 5 authors	Peterson, A.J., Cohen, S.P., & Fredricks, F. R. (2006), <i>Attitude structure and function</i> . New York: Columbia University Press.	(Peterson, Cohen, & Fredricks, 2006) <i>first time cited then</i> (Peterson et al., 2006) <i>subsequent citations</i>
Chapter from an edited book	Yaun, A. (2006). The brain and nervous system. In Louis Pellegrino & Rozien, N. (Eds.), <i>Children with Disabilities</i> (pp. 51-48). Philadelphia: Brooks.	(Yaun, 2006)
Type of Entry	Reference List	In-text Citation
Edited book (editors in place of authors)	Gibbs, J.T., & Huang, L.N. (Eds.). (1991). <i>Children of color: Psychological interventions with minority youth</i> . San Francisco: Jossey Bass.	(Gibbs & Huang, 1991)
Professional Journal article	Duffy, M.E. (2005). Guidelines for otitis media: A valuable resource for evidence-based practice. <i>Clinical Nurse Specialist</i> , 19(3), 117-120.	Evidence-based guidelines for otitis media (Duffy, 2005) provide important information for practitioners.
Professional/Scholarly Journal article with 2 authors (paginated by issue)	Klimoski, R., & Palmer, S. (1993). The ADA and the hiring process in organizations. <i>Consulting Psychology Journal: Practice and Research</i> , 45(2), 13-37.	(Klimoski & Palmer, 1993)
Professional/Scholarly Journal article with 3 to 6 authors (continuous pagination throughout volume)	Francesco, A., Jones, K.P. & Bolton, P. (2004). Writing for publication. <i>Journal of Nursing Practice</i> , 24, 223-228.	(Francesco, Jones & Bolton, 2004) <i>first citation then</i> (Francesco, 2004) <i>subsequent citations</i>
Newspaper article with no author	Music therapy appears to low blood pressure in neonates. (2008, May 15). <i>Minneapolis Star Tribune</i> , p. A 13.	("Music Therapy," 2008)
Encyclopedia article	Fischer, P.J. (2006). Magnetism. In <i>The new encyclopedia Britannica</i> (Vol. 24, pp. 444-448). Chicago: Encyclopedia Britannica.	(Fischer, 2006)
Article in a popular magazine	Poppy, S. (2006, September 14). Changes in health care. <i>Science</i> , 255, 122-124.	(Poppy, 2006)
Monograph series	Phillips, R.P. (2005). <i>Family Coping: Assessment and interventions (Contemporary Nursing Series No. 22)</i> . New York: Sebastian.	(Phillips, 2005)

Effective June 15, 2007, APA style guidelines for electronic resources (section 4.16 of the APA Manual, pp. 268-281) changed. Referencing on-line journal articles and some other materials has changed to emphasize using an assigned DOI (digital object identifier). This alpha-numeric code usually appears on the article or in the database record. DOI may be verified by searching the cross reference guide at <http://www.crossref.org/guestquery/>

Date of retrieval is no longer included for materials that are unlikely to be changed or updated (PDF/page images). Use retrieval date for changeable content retrieved from the open Web, as well as in-preparation, in-press, or pre-print journal articles

**URL's (web addresses) are not underlined, even though some software will automatically underline. However, they should remain as active links.**

Type of Entry	Reference List	Reference Citation in Text
Article with DOI assigned	Tang, P., Yuan, W., & Tseng, H. (2005). Clinical follow-up study on diabetes patients participating in a health management plan. <i>Journal of Nursing Research</i> , 13, (4), 253-261. Doi:10.177/0269881105058776	
Electronic journal article without DOI assigned; content retrieved from an online database which provides article.	Brancato, V.C. (2006). An innovative clinical practicum to teach evidence-based practice. <i>Nurse Educator</i> , 31 (5), 195-199. Retrieved from Journals @ OVID Full Text	(Brancato, 2006)
Electronic journal article with no DOI assigned: final version of article; content is freely available from publisher; page numbers indicated.	Weaver, T. (2000). Changes in forestry policy, production, and the environment in northern Mexico: 1960-2000. <i>Journal of Political Ecology: Case Studies in History and Society</i> , 7(1), 1-18. Retrieved from <a href="http://jpe.library.arizona.edu/volume_7/Weaver00.pdf">http://jpe.library.arizona.edu/volume_7/Weaver00.pdf</a>	(Weaver, 2000)
Article in a professional/scholarly journal retrieved from a publisher's web site, no DOI, freely available, format differs from print version or page numbers not indicated	Mehra, B., Bishop, A.P., & Bazzell, I. (2002). The role of use scenarios in developing community health information system. <i>Bulletin of the American Society for Information Science</i> , 26. Retrieved from <a href="http://www.asis.org/Bulletin/May 00/mehra_et_al.html">http://www.asis.org/Bulletin/May 00/mehra_et_al.html</a>	(Mehra, Bishop & Bazzell, 2002)

Adapted from Yale University School of Nursing APA Guidelines  
Suggestions provided by David Chapman, CESR, MSUM

## STUDENT EXPENSES FOR SCHOOL OF NURSING

For information on tuition and fees, please refer to the Minnesota State University, Mankato Undergraduate Bulletin.

### Expenses in Addition to University Tuition and Fees

There are additional expenses involved in the School of Nursing for which the student is responsible. It is important that the student be aware of these fees and plan accordingly. For students eligible to receive financial aid, an "Individual Student Budget" form is available from the Financial Aids Office. Nursing students may be eligible to receive an adjustment in their financial aid awards because of the additional costs of the program. There are also many scholarships available to the nursing students. See the section on **Nursing Awards and Scholarships** in this Handbook. The following is an estimation of additional expenses within the School of Nursing. Expenses are approximate and subject to change.

Uniforms - \$120

Books - \$600/year

Miscellaneous:

--physical exam \$30-100

(dependent upon the facility chosen by the student)

--mantoux semi-annually - \$25

--malpractice insurance - \$9.75/year

--stethoscope - \$60

--BP cuff - \$30

--pen light - \$7

--scissors - \$ 7

--CPR certification \$70-90

--special fees (see below)

There are also travel expenses when students commute to clinical experiences. This may include overnight lodging since health care agencies in the Twin Cities metropolitan area are utilized as well as the more rural Mankato area. Students must provide their own transportation to the Twin Cities and rural settings.

### Special Fees/Costs

#### 1. NCLEX

Registration to take the NCLEX-RN Examination is approximately \$320, depending upon the state in which the student writes the exam. Information will be presented to seniors during their last semester.

#### 2. Pinning

Each School of Nursing has its distinctive pin, and a pinning ceremony at the time of graduation has been a tradition for many Schools of Nursing across the United States. The Minnesota State University, Mankato School of Nursing pin has been the same since the program graduated its first class in 1956. It symbolizes your identity, having accomplished your goal to be a professional nurse through a particular school. The pin, therefore, identifies you as a graduate of Minnesota State University, Mankato School of Nursing.

A pinning ceremony is planned for each class in collaboration with students. The ceremony occurs the evening before graduation. This celebration includes students, their guests and faculty. At this time students receive their purchased Minnesota State University, Mankato School of Nursing pin.

The Basic Nursing Program Coordinator arranges a time for a Josten's representative to visit the School of Nursing for the purpose of taking orders from students. The pins are ordered and paid for by the individual student. They cost approximately \$55.00.

### **TRANSFER STUDENTS FROM OTHER NURSING PROGRAMS**

Students who wish to transfer to Minnesota State University, Mankato School of Nursing from other nursing programs must meet the same criteria as all other students, including a cumulative grade point average of at least 2.5.

The student who has received three grades of F, D, or no pass in the required prenursing courses may not be considered for admission to the School of Nursing. If these courses have been re-taken and successfully completed these students will have to petition the Admission and Progression Committee for admission. They must demonstrate changes in risk behavior and show evidence of academic success to be considered for provisional admission.

A student who has been unsuccessful in another nursing program may not be considered unless she/he has had at least one quarter/semester of absence from that program, and has petitioned the Admission and Progression Committee for admission. To be considered for admission, the application must be received at least by the second week of the semester PRIOR to the semester for which admission is requested.

Students who wish to transfer nursing credits from other nursing programs must provide course syllabi for the courses for which they are requesting transfer credits. These must document the number of credits and the number of contact hours spent in the classroom and in the clinical area. These documents must be submitted at the time of application and will be reviewed by the Program Coordinator and by the Admission and Progression Committee who will determine if the courses for which the student is requesting credit are comparable. If these courses are not comparable they will have to be successfully completed at Minnesota State University, Mankato.

### **STUDENTS WITH A PREVIOUS B.S. /B.A. DEGREE**

Candidates for admission who have previously graduated with a B.S. or B.A. degree may be exempt from meeting the English 101 requirement. Through consultation with an advisor in the School of Nursing, course substitutions may be made based on previous college coursework in meeting the English 101 composition requirement. This course substitution must be submitted with the application for admission.

**REQUIREMENTS FOR PUBLIC HEALTH NURSE CERTIFICATE**

(verified on 5/20/08)

A registered nurse may practice as a public health nurse without being registered by the Board. However, no person may use any abbreviation such as PHN or other designation such as the title public health nurse unless the person is registered by the Board

The registered nurse applicant must:

1. Be licensed and currently registered to practice professional nursing in Minnesota;
2. Have a baccalaureate or higher degree with a major in nursing;
3. Have completed course work which included theory and clinical practice in public health nursing;
4. Submit an application and non-refundable fee by cashier's check or money order;
5. Submit an affidavit of graduation and public health nurse education.

The application forms are available from:

State of Minnesota Board of Nursing  
2829 University Avenue SW  
Minneapolis, MN 55414  
612-617-2270

Or MBN website: [nursing.board@state.mn.us](mailto:nursing.board@state.mn.us)

**REQUIREMENTS FOR SCHOOL NURSE LICENSURE**

(verified on 5/20/08)

A school nurse is authorized to provide nursing care to pre-kindergarten through grade 12 students nursing services in a school setting.

A candidate for licensure as a school nurse shall:

- A. hold a baccalaureate degree in nursing from a regionally accredited college or university;
- B. be currently registered in Minnesota to practice as a licensed registered nurse under the Board of Nursing
- C. be currently registered in Minnesota as a public health nurse under the Board of Nursing.

Applications are available at the Minnesota Department of Education at [http://www.minnesotaschoolnurses.org/Teacher\\_Nurse\\_License.pdf](http://www.minnesotaschoolnurses.org/Teacher_Nurse_License.pdf)

You will be required to submit official transcripts from all college/university institutions you've attended in a sealed envelope. You will also be asked to submit a copy of the wallet size Minnesota RN and Public Health Nurse License. The application fee is \$57.00.

## **NURSING AWARDS AND SCHOLARSHIPS**

Over the years, several people have contributed to and nurtured the growth and development of the School of Nursing (SON). These contributions have resulted in significant endowed funds used for scholarships and awards that have been established to support nursing education. In addition, nursing Alumni and School of Nursing faculty have contributed to these funds. Current scholarships/awards are listed on the SON website to facilitate the student's application process. See the SON website for application forms and specific directions. Updated scholarship information and the application deadline can be found on the School of Nursing web site <http://ahn.mnsu.edu/nursing/scholarships/>

**Please note that this information is subject to change.**

Information regarding scholarships awarded by other organizations will be posted on the bulletin board outside the Learning Resource Center WH 379.

### **Basic Nursing Program**

Students must be enrolled in at least two courses of the semester(s) listed to be eligible for an award.

### **Scholarships Available For Students Enrolled In:**

#### **Semester One**

- Blue Earth County Medical Society Scholarship
- Clarice Joan Amundson Nursing Endowment
- David Schober Memorial Nursing Scholarship
- Elsa Johansen Natvig Endowment
- Gertrude Jane Timmerman Award for Creative Expression
- Golden Jubilee Scholarship Endowment
- Lisa Buerhaus Schumacher Scholarship
- Nursing Faculty Scholarship
- Patrick Willette Memorial Nursing Scholarship Endowment
- Robert, Jean, Linus & Michael Schramski Nursing Endowment Scholarship
- Waunda-Mae Wyndle Nursing Endowment Scholarship

#### **Semester Two**

- Blue Earth County Medical Society Scholarship
- Clarice Joan Amundson Nursing Endowment
- David Schober Memorial Nursing Scholarship
- Dr. Walter and Lorna Zettler Memorial Endowed Scholarship
- Elsa Johansen Natvig Endowment
- Gertrude Jane Timmerman Award for Creative Expression
- Golden Jubilee Scholarship Endowment
- Lisa Buerhaus Schumacher Scholarship
- Dr. Donald and Majorie Meredith Nursing Scholarship Endowment
- Nursing Faculty Scholarship
- Patrick Willette Memorial Nursing Scholarship Endowment
- Robert, Jean, Linus & Michael Schramski Nursing Endowment Scholarship
- Waunda-Mae Wyndle Nursing Endowment Scholarship

#### **Semester Three**

- Blue Earth County Medical Society Scholarship
- Clarice Joan Amundson Nursing Endowment
- David Schober Memorial Nursing Scholarship
- Dr. Walter and Lorna Zettler Memorial Endowed Scholarship
- Elsa Johansen Natvig Endowment
- Gertrude Jane Timmerman Award for Creative Expression
- Golden Jubilee Scholarship Endowment

Lillian Crawford Endowment  
 Lisa Buerhaus Schumacher Scholarship  
 Melba Leichsenring Nursing Endowment  
 Nancy Schaffler Henry Endowed Scholarship  
 Nursing Faculty Scholarship  
 Patrick Willette Memorial Nursing Scholarship Endowment (now open for 3rd semester students)  
 Robert, Jean, Linus & Michael Schramski Nursing Endowment Scholarship  
 Waunda-Mae Wyndle Nursing Endowment Scholarship

#### **Semester Four**

Clarice Joan Amundson Nursing Endowment  
 David Schober Memorial Nursing Scholarship  
 Dr. Walter and Lorna Zettler Memorial Endowed Scholarship  
 Gertrude Jane Timmerman Award for Creative Expression  
 Golden Jubilee Scholarship Endowment  
 Melba Leichsenring Nursing Endowment  
 Nursing Faculty Scholarship  
 Robert, Jean, Linus & Michael Schramski Nursing Endowment Scholarship

#### **Semester Five**

Clarice Joan Amundson Nursing Endowment  
 David Schober Memorial Nursing Scholarship  
 Dr. Walter and Lorna Zettler Memorial Endowed Scholarship  
 Gertrude Jane Timmerman Award for Creative Expression  
 Golden Jubilee Scholarship Endowment  
 Nursing Faculty Scholarship  
 Robert, Jean, Linus & Michael Schramski Nursing Endowment Scholarship

#### **Awards Given to Students for Which There Is No Application**

##### Award for Excellence in the Implementation of the Roy Model

Given annually to a 400 level nursing student who demonstrates excellence in the implementation of the Roy Adaptation Model.

##### LuVern L. Penn and Bess Ellison Penn Memorial Award

Given annually to the outstanding 400 level student who shows potential for graduate study.

##### The Art of Caring Award

Given annually to any student in the nursing program who best exemplifies commitment to caring. To be considered for the award the student must demonstrate behaviors which are characteristic of caring and perform interventions in a caring manner to promote client and family adaptation.

##### Helmar J. Nilson Memorial Endowment Award

Given annually to an outstanding 300 level student for his or her professional nursing ability, scholarship and leadership potential, especially as demonstrated through involvement in the student nursing organization and extra-curricular activities.

##### Student Nurses' Association Scholarship

The recipient of this scholarship is chosen by the Student Nurses' Association (SNA) based on the level of involvement in SNA.

## **Accelerated Nursing Program**

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### **Scholarships Available For Students Enrolled In**

#### **Semester One or Two**

Blue Earth County Medical Society Scholarship  
 Waunda-Mae Wyndle Nursing Endowment Scholarship  
 Elsa Johansen Natvig Endowment  
 Melba Leichsenring Nursing Endowment  
 Lillian Crawford Endowment  
 Nancy Schaffler Henry Endowed Scholarship  
 Dr. Walter and Lorna Zettler Memorial Endowed Scholarship  
 Nursing Accelerated Option Scholarship  
 Robert, Jean, Linus & Michael Schramski Nursing Endowment Scholarship  
 Lisa Buerhaus Schumacher Scholarship

#### **Full-Time Undergraduate Students**

Clarice Joan Amundson Nursing Endowment  
 Gertrude Jane Timmerman Award for Creative Expression  
 Robert, Jean, Linus & Michael Schramski Nursing Endowment Scholarship

#### **Male Undergraduate Students**

David Schober Memorial Nursing Scholarship

## **RN to Baccalaureate Program**

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### **Scholarships Available**

Blue Earth County Medical Society Scholarship  
 Waunda-Mae Wyndle Nursing Endowment Scholarship  
 Elsa Johansen Natvig Endowment  
 BS Completion/RN Option Scholarship  
 Lillian Crawford Endowment  
 Nancy Schaffler Henry Endowed Scholarship  
 Dr. Walter and Lorna Zettler Memorial Endowed Scholarship  
 Robert, Jean, Linus & Michael Schramski Nursing Endowment Scholarship  
 Lisa Buerhaus Schumacher Scholarship

#### **Full-Time Undergraduate or Graduate Student Scholarships**

Clarice Joan Amundson Nursing Endowment  
 Gertrude Jane Timmerman Award for Creative Expression

#### **Male Undergraduate Student Scholarship**

David Schober Memorial Nursing Scholarship

**SCHOLARSHIP CRITERIA (Also see SON website)**

**Blue Earth County Medical Society Scholarship**

The Blue Earth County Medical Society frequently donates money for scholarships for nursing students.

The criteria for awarding the scholarship are:

- 200 or 300 level standing at the time of application
- Scholarship
- Character
- Need
- Permanent residence in Blue Earth or Nicollet Counties

**Clarice Joan Amundson Nursing Endowment Scholarship**

All students are eligible for this scholarship. Preference may be given to a student who provides evidence of being or having been a first generation baccalaureate level college student. To be considered for a scholarship from this endowment, the student must:

- Be a full-time nursing student in either the undergraduate or graduate program
- Work part-time in a clinical setting
- Intend to work in a rural setting as opposed to a tertiary/urban setting upon graduation
- Demonstrate commitment to the profession of nursing
- Have a GPA of 3.0 or above for all college-level work completed prior to the semester during which application is made

**David K. Schober Memorial Scholarship**

David Schober was a 1st semester junior in the School of Nursing when he died in February of 1998. His family gave memorial money for the first scholarship awarded in 1998. His classmates collected money for a scholarship awarded in 2000. Since then, his family has been providing funds for continuation of this scholarship.

- Awarded annually to a male undergraduate student

**Dr. Walter and Lorna E. Zettler Memorial Scholarship**

This scholarship is for a graduate or undergraduate student. If an undergraduate, they must be a 300 or 400 level student accepted to the Nursing Program. Student should demonstrate the following:

- Quality of goal setting
- Achievement of goals
- Perseverance and dedication toward achievement of goals
- Motivation
- Potential for graduation
- Potential for contribution to the profession

**Elsa Johansen Natvig Endowment Scholarship**

The scholarship was planned by Elsa who over the period of her illness valued and relied on excellent nursing care given by skilled and compassionate nurses. It is the recognition of these nurses' potential for professional growth and her value of excellence which shaped this scholarship for nurses seeking a baccalaureate degree in nursing.

Family and friends wish to extend this scholarship to the applicant who is goal-directed and a compassionate nurse. Selection will be based on academic achievement and assessment of clinical performance by faculty and clinical employer. To be considered for the scholarship, the student must:

- Hold 200 or 300 level standing at the time of application
- Have a grade point average of 3.3 for all college work
- Demonstrate outstanding clinical competence

**Gertrude Jane Timmerman Scholarship Award for Creative Expression**

The criteria for awarding this scholarship are:

- Must reflect the theme for the year (see website)
- May include any form of artistic expression such as skits, drawings, prose, poetry, stitchery, dance, song, or musical expression
- Must address a relationship to nursing
- Must be an original work

**Golden Jubilee Endowed Scholarship**

The criteria for awarding this scholarship are:

- Submit an essay that addresses celebration of nursing/nursing education. The essay should also include a view of nursing practice for the future
- Preference will be given to a student who has a family member/relative who graduated from the SON program.

**Lillian Crawford Endowment Scholarship**

The Lillian Crawford Scholarship was established in memory of Lillian Crawford, wife of former president C.L. Crawford. The scholarship will be awarded annually to a student who will be entering the 400 level of the nursing program. The criteria for awarding the scholarship are:

- 300 level standing at the time of application
- High academic achievement
- Need

**Lisa Schumacher Buerhaus Scholarship in Gerontological Nursing (Semester 1, 2 or 3)**

To be considered for the scholarship the student must:

- Be admitted to the School of Nursing
- Be a junior or senior in the School of Nursing
- Be pursuing a career caring for the elderly (apply as sophomores and juniors)
- Have a grade point average above 3.0
- Have financial need as described in an essay written by the student

**Melba Leichsenring Nursing Endowment Scholarship**

Dr. Melba Leichsenring was the Dean of the School of Nursing from 1976-1986. The criteria for awarding this scholarship are:

- Basic student
- Awarded when 300 level nursing courses are in progress or completed
- Leadership in the School of Nursing
- Financial need
- Scholastic ability

### **Dr. Donald and Marjorie Meredith Nursing Scholarship Endowment**

This endowment Fund is established to support undergraduate merit (academic) scholarships to students who are admitted to the undergraduate nursing program.

To be considered for the Meredith Nursing Scholarship, a student must meet all of the following selection criteria:

- Be admitted to the nursing major at Minnesota State University, Mankato.
- Hold a 3.5 grade point average or higher in all undergraduate courses at the time of application.
- Apply for the scholarship during their second semester in the nursing program.
- Be a U.S. citizen with residence in Minnesota. Residents of North Dakota, South Dakota, Wisconsin and Iowa may be considered.
- Be selected by the School of Nursing scholarship selection committee, with input from applicant's first semester nursing faculty, based on their ability to demonstrate a well balanced lifestyle, leadership abilities, and commitment to the nursing industry. Each applicant will submit a 1-2 page essay which should include but not be limited to: reasons for pursuing a career in nursing, related volunteer experiences, extra curricular activities, related job experiences, professional goals and aspirations, and academic successes.

Renewal of this scholarship is subject to certification by the Chair of the School of Nursing that the recipient has:

- Maintained 10-14 credits each semester of the academic year.
- Demonstrated satisfactory progress toward a degree in nursing as determined by the Chair.
- Not engaged in any paid employment during academic sessions without the express prior approval of the Chair.
- Satisfactorily participated in student/faculty research, peer mentoring or tutoring, or other activities directly related to nursing as determined by the Chair.
- Maintained a cumulative academic grade point average of 3.5 or above as measured at the end of each academic semester. Exceptions may be granted by the Chair on a case-by-case basis and for reasons that warrant such consideration. Said reasons are at the discretion of the Chair.
- Notified the Chair of any changes in status which might affect eligibility for this scholarship.
- Recipient has corresponded directly with the donor each semester.

A recipient of the Meredith Nursing Scholarship will remain eligible until the earlier of one of the following conditions exists:

- Satisfaction of all graduation requirements for a degree in Nursing. Transfer, Post Secondary Education Options, and Advanced Placement credits, which apply to the bachelor's degree, will be counted to satisfy graduation requirements. If a delay is expected in the progress toward graduation, recipient must inform the Chair as soon as possible and present a graduation plan for approval. Exceptions due to extenuating circumstances will be considered for a one semester absence. Recipient is responsible for seeking approval for such exceptions from the Chair.
- Completion of a maximum of five semesters in Nursing.
- Change major from nursing to another area of study.
- Discontinue college career.

Scholarship funds will be disbursed twice annually: one payment to be made in the fall semester and one payment to be made in the spring semester. No scholarship disbursements will be allowed for any summer session enrollments or if interest on endowment is not sufficient.

Communication:

The School of Nursing will announce each new recipient in the form of a media press release. Said media press release will be sent to the Mankato Free Press and the student's hometown newspaper as reported in their scholarship application. Other newspapers may be notified as directed by the student and Chair. The

School of Nursing will be responsible for providing the Donor or designated family member with the name and relevant background information about the scholarship recipients each semester.

#### **Nancy Schaffler Henry Scholarship Endowment**

Dr. and Mrs. T.R. Schaffler have established a scholarship in memory of their daughter Nancy Schaffler Henry. Selection will be based on academic achievement and faculty assessment of clinical performance. This scholarship will be awarded annually to a student who will be entering the 400 level of the nursing program. To be considered for the scholarship, the student must:

- Be enrolled as a full-time student in the School of Nursing
- Hold 300 level standing at the time of application
- Have a grade point average of 3.5 for all college level work completed prior to the semester during which application is made
- Be above average in clinical performance

#### **Nursing Faculty Scholarship - Accelerated Nursing Program**

The alumni, faculty, and administration of the School of Nursing have contributed money for a scholarship for nursing students. This scholarship is to be awarded to an Accelerated Nursing Program student. To be considered for the scholarship the student must:

- Be enrolled as a full time accelerated option student in the School of Nursing.
- Have a grade point average of 3.3 for all college level work.
- Be in need of financial assistance.

#### **Nursing Faculty Scholarships – Basic Nursing Program**

The alumni, faculty, and administration of the School of Nursing have contributed money for scholarships for nursing students. These scholarships are to be awarded to a Basic Nursing Program student from each admit group. Students' statuses are determined by the courses they are enrolled in spring semester. The scholarships are as follows:

To be considered for the scholarship the student must:

- Be enrolled as a full-time\* Basic Nursing Program student in the School of Nursing.
- Have a grade point average of 3.3 or above for all college level work.
- Be in need of financial assistance.

\* Full-time for semester three is 10 nursing credits.

#### **Nursing Faculty Scholarships – RN Baccalaureate Completion Program**

The alumni, faculty, and administration of the School of Nursing have contributed money for a scholarship for nursing students. This scholarship is to be awarded to a BS Completion Program student.

To be considered for the scholarship the student must:

- Be enrolled as a full time BS Completion Program student in the School of Nursing
- Have a grade point average of 3.3 for all college level work
- Be in need of financial assistance

#### **Patrick Willette Memorial Nursing Scholarship Endowment**

To be considered for the scholarship the student must:

- Be admitted to the nursing program
- Have a GPA of 3.0 or higher
- Submit an essay (one page or less) addressing how the award will make recipient a better nurse
- Lost a parent through death before the (student's) age of 25, OR lost a spouse through death, OR spouse has a serious terminal illness or disability
- Never received this award

**Robert, Jean, Linus & Michael Schramski Endowment**

To be considered for the scholarship the student must:

- Have completed all pre-nursing requirements
- Be admitted to the School of Nursing
- Have a grade point average of at least 3.0
- Be entering the 200 level of the nursing program
- Submit an essay demonstrating commitment to a career in nursing

Preference will be given to male or minority students.

**Waunda-Mae Wyndle Nursing Endowment Scholarship**

This award was established by Waunda-Mae Wyndle, a faculty member in the School of Nursing from 1965-1991. Ms. Wyndle's career in nursing included active involvement in professional organizations. She was the recipient of the President's Award from the Minnesota Nurses' Association in 1989. The criteria for awarding the scholarship are:

- 200 or 300 level standing at the time of application
- GPA of 3.4 or above for all college level work
- Demonstrated commitment to a career in nursing
- Demonstrated excellence in clinical nursing
- Preference will be given to a student who has English as a Second Language
- Preference will be given to a full-time student

**MU LAMBDA SIGMA THETA TAU INTERNATIONAL**  
**Honor Society of Nursing**

The Minnesota State University, Mankato Honor Society of Nursing was chartered as Mu Lambda Chapter #297 of Sigma Theta Tau International on May 4, 1990. Sigma Theta Tau International, Honor Society of Nursing, was founded in 1922 by six nursing students at Indiana University. It is the second largest nursing organization in the United States and among the five largest and most prestigious in the world. The society exists to:

- \* Recognize superior achievements in nursing.
- \* Encourage leadership development.
- \* Foster high nursing standards.
- \* Stimulate creative work.
- \* Strengthen the commitment to the ideals of the profession.

Sigma Theta Tau International is committed to improving the health of people worldwide through the development, dissemination and deployment of nursing knowledge. In support of this mission, the Society advances nursing leadership and scholarship and supports the use of research in clinical practice and in public policy.

More than 450,000 nurse scholars have been inducted into Sigma Theta Tau. With 130,000 active members, it is the second largest nursing organization in the world. Members are active in more than 114 countries and territories, and the 463 chapters are located on 515 college and university campuses in the U.S. and countries including Australia, Botswana, Brazil, Canada, Hong Kong, South Korea, Mexico, The Netherlands, Pakistan, South Africa, Swaziland, Taiwan, Tanzania, Columbia, Ghana, Japan, Kenya, Malawi, Singapore, Sweden, and Wales.

Senior students in the School of Nursing who meet established criteria may be invited to membership in the Spring of each year. Invitations are extended to students who have achieved a G.P.A. of at least a 3.0 and are within the top 35% of their senior class. In addition, community nurse leaders who have a minimum of a baccalaureate degree and have demonstrated achievement in nursing education, practice, research or publication are invited to membership. Nominations are initiated by members of the Mu Lambda Chapter and processed by members of the Governance Committee.

## **ACADEMIC AND STUDENT ORGANIZATIONS**

### Section 1

Students shall have the right to organize within academic departments as Departmental Student Associations. The membership of such an association shall include all students who have declared a major or minor in the department. The School of Nursing and the College of Graduate Studies shall be considered as departments and shall follow the procedures of this Article.

Subsection A: A Departmental Student Association shall be certified as the principal agency for student participation in the respective department by filing with the Speaker of the Senate a petition signed by 50 percent of the Departmental Student Association membership. Upon certification, the appropriate dean and department chairperson shall be informed. Certification shall not extend beyond the day of spring quarter commencement. Percentages shall be based upon the most recent non-summer session enrollment figures.

Subsection B: Departmental Student Associations have the authority to represent students only on issues that affect the respective department, such as major and minor requirements, course content, procedures for faculty selection and removal, new courses, and course scheduling.

Subsection C: The Departmental Student Association chairperson and not more than four designees may meet with the department chairperson and selected designees and shall within ten days of such meeting report in writing to the Speaker of the Senate.

### Section 2

Organizations seeking University recognition shall submit to the Senate a statement containing such information as is required by the Senate. Affiliation with a non-University organization shall not disqualify an organization from recognition. Recognized organizations shall have access to University facilities in accordance with University policy.

Organizations shall clearly state, whenever engaged in public activity that is not specifically authorized by the Senate or the University, that their programs and activities do not necessarily reflect the views of the University or the student body.

### **NATIONAL STUDENT NURSES' ASSOCIATION**

NSNA is an organization run by nursing students for nursing students. As future nurses it is important to be aware of what is happening in the field of nursing. NSNA is a great way to do this. It can help us stay in touch with the latest trends, become informed on issues that affect us as nursing students and future nurses and guide us in choosing our first job. There are many other benefits including the annual convention and access to scholarships. The convention is an excellent way to learn more about nursing, meet other nursing students from across the U.S. and make contacts with potential employers. GET THE PROFESSIONAL EDGE. Become a member of NSNA.

### **MINNESOTA NURSING STUDENTS' ASSOCIATION**

MNSA is the state level of NSNA. MNSA offers many of the same benefits as NSNA, but the focus is on what is happening in Minnesota. Each year there is an annual convention for MNSA also. At this convention you get to hear specialists from this area of the country and learn more about what Minnesota has to offer you as a nurse. Get involved.

**STUDENT NURSES' ASSOCIATION**

SNA is a local constituent of Minnesota Nurses Association and National Student Nurses Association. We are currently not involved at the State or National level. This option is addressed and voted on at the first meeting of officers and members each year.

We are involved in many activities on campus and in the community. Some of the projects we participate in are BP clinics, health fair and Nurses Week activities. In addition, we provide opportunities twice a year for students to purchase stethoscopes and scissors for personal use. We have organized and sold sweatshirts and jackets in the past to promote visibility of Minnesota State Mankato's School of Nursing. Our biggest event of the year is a "Spring Picnic" that we sponsor for all nursing students, but place an emphasis on welcoming newly admitted students.

SNA is an excellent way to promote support for our fellow students, give and receive advice and have fun!!

**STANDING COMMITTEES: MEMBERSHIP AND FUNCTIONS**

The School of Nursing has various standing committees that address issues related to curriculum, admissions and progression, student life, and faculty life. The membership of many of these committees includes student representation. Most meetings are held on Friday afternoons. Students are encouraged to volunteer for these committees. Further information will be provided during the semester.

APPENDIX A

**MINNESOTA STATE UNIVERSITY, MANKATO**  
**School of Nursing**  
**CHANGE IN PROGRESSION FORM**

Name:

Tech ID#:

Address where response to this request should be sent:

---

---

---

Phone: \_\_\_\_\_

To the student:

Please address envelope as noted and deliver to the nursing office.

Undergraduate Admission and Progression Committee Chairperson  
Minnesota State University, Mankato  
School of Nursing WH 360  
Mankato, MN 56001

The Admission and Progression Committee will review your request.  
You may expect to receive a written response from the  
Admission and Progression Committee Chairperson within one week following the date of  
your request review.

**MINNESOTA STATE UNIVERSITY, MANKATO**  
**School of Nursing**  
**CHANGE IN PROGRESSION FORM**

I. Request for:

\_\_\_\_\_ Leave of Absence (Please indicate from when (date) to when (date))

\_\_\_\_\_ Return from Leave of Absence (Please indicate when you wish to return to School of Nursing and which course(s) you wish to take)

\_\_\_\_\_ Change in sequence of courses

\_\_\_\_\_ Need to repeat course (Please note which course, semester taken and grade earned)

\_\_\_\_\_ Request part-time option

\_\_\_\_\_ Other (Please specify)

II. Rationale  
Please indicate the reason for your request.

III  
Supportive Documentation  
Please list all nursing courses you have successfully completed.  
Attach additional material as appropriate.

\_\_\_\_\_ Signature of Advisor (prior to submission to Undergraduate Admission & Progression Committee)  
Date

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

For A & P Committee Use Only:  
Request Granted: \_\_\_\_\_ Request Denied: \_\_\_\_\_

\_\_\_\_\_ Signature (A & P Chair)  
Date

**APPENDIX B**

**Minnesota State University, Mankato – School of Nursing  
Student Health Record**

**Side 1 – To be completed by student candidate prior to submitting to Primary Health Care Provider**

Please print

**Name:** \_\_\_\_\_  
(Last) (First) (Middle)

**Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City/State/Zip:** \_\_\_\_\_

**Contact Person/Relative:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City/State/Zip:** \_\_\_\_\_

Medical History						
I have/have had the following:						
	No	Yes	Family History of:			Member
Bone Disease			Cancer			
Chicken Pox (after 1 year of age)			Diabetes			
Hay Fever			Heart Disease			
Ear Infections (Otitis Media)			Kidney Disease			
Heart Disease			Liver Disease			
Joint Disease			Mental Disease			
Gastrointestinal Disease			Nervous System Disease			
Kidney Disease			Tuberculosis			
Liver Disease						
Measles (Rubella)						
Mumps						
Nervousness, Anxiety, Depression						
Pneumonia						
Polio						
Rheumatic Fever						
Scarlet Fever						
Skin Disease						
Tuberculosis						
Whooping Cough (Pertussis)						

Do you have, or have you had the following:	No	Yes	Specify/Give Details
Allergies (medications, food, environmental)			
Injuries			
Major illness or disorder			
Are you on any current medications?			

Significant Data	No	Yes	Specify/Give Details
Has your physical activity been restricted during the past five years? (Give reasons and durations)			
Have you received treatment or counseling for a psychological or emotional disorder? (i.e.: chemical dependency, eating disorder, depression)			
Have you had any serious illness or injury or been hospitalized other than already noted?			

**Family History**

Family Member	Age	State of Health	If Deceased, Age at Death	Cause of Death
Father				
Mother				
Brothers				
Sisters				

(Side 2)

**Report of Physical Examination**

Name: \_\_\_\_\_  
 (Last) (First) (Middle)

Age		Sex		Weight		Height		Temp		BP		Pulse		Resp	
-----	--	-----	--	--------	--	--------	--	------	--	----	--	-------	--	------	--

**General Appearance:**

<b>Skin</b>		<b>Breasts</b>	
<b>Eyes/Vision</b>		<b>Abdomen</b>	
<b>Ears/Hearing Acuity</b>		<b>Genitalia</b>	
<b>Nose</b>		<b>Rectal</b>	
<b>Mouth</b>		<b>General Nodes</b>	
<b>Throat</b>		<b>Spine</b>	
<b>Neck</b>		<b>Extremities</b>	
<b>Heart</b>		<b>Neurological</b>	
<b>Lungs</b>		<b>Mental Status</b>	
<b>Chest</b>		<b>Hernias</b>	

**Dates of Immunization:**

**MMR** 1) \_\_\_\_\_ 2) \_\_\_\_\_  
**Polio** 1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_ 4) \_\_\_\_\_  
**Hepatitis B** 1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_  
**DPT** 1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_ 4) \_\_\_\_\_ 5) \_\_\_\_\_

**DT** Date of last immunization \_\_\_\_\_

**Varicella** 1) \_\_\_\_\_ 2) \_\_\_\_\_

If you have had any of these diseases (i.e. mumps, pertussis) please indicate:

Disease \_\_\_\_\_ Year \_\_\_\_\_ Disease \_\_\_\_\_ Year \_\_\_\_\_

**Tuberculin** (every 6 months)

Date Given \_\_\_\_\_ Forearm  L  R \_\_\_\_\_ Signature \_\_\_\_\_

Date Read \_\_\_\_\_ Result \_\_\_\_\_ mm Signature \_\_\_\_\_

**OR**

Chest x-ray Date: \_\_\_\_\_ Results \_\_\_\_\_

Note: These tests are required for student activities in patient care/clinical sites.

**Summary of History, Previous Diagnoses and Findings:** \_\_\_\_\_

**Comments:** \_\_\_\_\_

**Provider Information:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 (Last) (First) (Middle)

Agency/Clinic: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Address: \_\_\_\_\_ Date: \_\_\_\_\_  
 Signature of Provider: \_\_\_\_\_

**Student Verification:**

I certify that all of the above information is correct to the best of my knowledge. I understand that medical information is private data and will only be used by School of Nursing faculty and clinical agencies in determining my physical health for nursing. While I am not legally required to provide this information, failure to complete this health record will prevent my being allowed to participate in clinical activities. Permission is hereby granted to Minnesota State Mankato School of Nursing to request and receive my medical information with appropriate hospitals/agencies providing clinical experiences/practicum's for nursing students.

Signature of Student: \_\_\_\_\_

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

APPENDIX C

**HEPATITIS B VACCINE COMPLETION**

I completed the Hepatitis B vaccine B series in \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

I am currently receiving the Hepatitis B Vaccine B series.

Date of 1st dose \_\_\_\_\_

Date of 2nd dose \_\_\_\_\_

Date of 3rd dose \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**HEPATITIS B VACCINE DECLINATION**

I understand that due to my possible exposure to blood or other potentially infectious materials I may be at risk for acquiring hepatitis B virus (HBV) infection. I have been encouraged by School of Nursing faculty to be vaccinated with hepatitis B vaccine. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk for acquiring hepatitis B, a serious disease.

Signature \_\_\_\_\_

Date \_\_\_\_\_

## APPENDIX D

**MINNESOTA STATE UNIVERSITY, MANKATO  
SCHOOL OF NURSING****MEDICAL/HOSPITALIZATION INSURANCE COVERAGE**

All nursing students must be covered by some kind of health insurance: your own policy, that of your parents, or through Medical Assistance, which assists in paying for bills for medical services and/or hospitalization. Nursing students can also purchase a student health insurance plan. Information on the Student Health Insurance Plan can be found online at <http://www.mnsu.edu/shs/clinic/insurance.html>.

A photocopy of your health insurance card or policy would be helpful, but is not required.

Please indicate:

Name of Company: \_\_\_\_\_

Policy Number: \_\_\_\_\_

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

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

I declare that the above information is true and accurate to the best of my knowledge.

Signature: \_\_\_\_\_

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

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

## APPENDIX E

**Minnesota State University Mankato  
School of Nursing**

***Plagiarism Detection***

*Minnesota State University, Mankato School of Nursing subscribes to the Turnitin.com plagiarism prevention service, and you will be asked to submit written assignments to Turnitin.com. Your work will be used by Turnitin.com for plagiarism detection and for no other purpose. You may indicate in writing to the instructor that you refuse to participate in the Turnitin.com process, in which case your instructor can use other electronic means to verify the originality of your work.*

**Instructions to Student: Carefully read the information below. After completing the form, submit it to CertifiedBackground.com**

TURNITIN.COM STUDENT AUTHORIZATION FORM

I hereby consent to allow any paper required by the School of Nursing faculty to be submitted to Turnitin.com, an electronic database owned and operated by iParadigms, LLC, a California Limited Liability Company, for purposes of comparing the paper for possible textual matches against internet-available resources and iParadigms' proprietary database in order to assist in the detection and prevention of plagiarism.

I further understand and agree that my paper will be included as a source document in the Turnitin.com database solely for the purpose of detecting plagiarism of such papers. I acknowledge and agree that use of the Turnitin.com service is subject to the terms of a use agreement posted on the Turnitin.com site as well as a Registration Agreement between iParadigms and Minnesota State University, Mankato.

I further agree to cooperate with efforts by my instructor and/or other instructors, to detect and prevent plagiarism, including the release of my name to third parties as necessary to verify the originality of papers submitted by myself or other students.

I acknowledge that my consent is given freely and voluntarily and that I may revoke this consent in writing at any time, except to the extent action has been taken in reliance upon my prior consent. I understand that my written consent will remain in effect until I notify Minnesota State University, Mankato in writing, to cancel it.

\_\_\_\_\_ Student's signature

\_\_\_\_\_ Student's name (Please print)

\_\_\_\_\_ Student Tech ID Number

\_\_\_\_\_ Date

***Minnesota State University, Mankato is required to keep the original signed consent (kept in records of CertifiedBackground.com) Students are advised to keep a copy of this consent form with their records.***

## APPENDIX F

Minnesota State University, Mankato

School of Nursing

<b>Photo, Video and Audio Release Form</b>
--------------------------------------------

I authorize the School of Nursing, Minnesota State University and those acting pursuant to its authority to:

1. Use my photograph in promotional materials and/or publicity related to the School of Nursing. I understand that my photograph may be used in a publication, print ad, direct-mail piece, electronic media (e.g. video, CD-ROM, Internet/WWW), or other form of promotion.
2. Record my participation in high fidelity simulations or other School of Nursing activities/events on DVD, audio, or any other medium.
3. Exhibit the recording using secure private digital video network, or to select student audiences, in whole or in part without restrictions or limitation for any educational purpose which the School of Nursing deems appropriate.
4. I hereby release and discharge School of Nursing, Minnesota State University, Mankato, its officers, employees and agents, from any and all claims and demands arising out of or in connection with the use of such photographs, film or audio, including but not limited to any claims for defamation or invasion of privacy
5. I hereby consent to the release of video, audio tape, film, photograph or any other medium for the above-stated purposes and in accordance with the terms stated above, pursuant to the consent provisions of the Family Educational Rights and Privacy Act, 20 U.S.C. 1232.

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_

Signature \_\_\_\_\_

Witness \_\_\_\_\_

Date \_\_\_\_\_

Photo, Video and Audio Release Form

Approved : 3/09 P &amp; R; 04/03 NFO

APPENDIX G

**MINNESOTA STATE UNIVERSITY, MANKATO  
SCHOOL OF NURSING**

**PERMISSION FORM**

I give my permission for Minnesota State University, Mankato, faculty in the School of Nursing to share copies of my scholarly accomplishments, i.e., papers, thesis, clinical projects, or presentation materials with members of nursing/university community as deemed necessary and appropriate.

I also give permission to share information that I have submitted to the School of Nursing regarding my health status to agencies that are sites for my clinical education.

This permission will be in effect for the duration of my nursing education.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

## APPENDIX H

**MINNESOTA STATE UNIVERSITY, MANKATO  
SCHOOL OF NURSING**NURSING STUDENT CONFIDENTIALITY AGREEMENT

I understand that I may have access to confidential patient information and confidential information about the business and financial interests of the clinical facilities where I care for patients. I understand that Confidential Information is protected in every form, such as written and/or electronic records and correspondence, oral communications, and computer programs and applications.

I agree to comply with all existing and future policies and procedures of the clinical agencies to protect the confidentiality of Confidential Information. I agree not to share confidential information through electronic means such as texting, Facebook.com, or Twitter.com. I agree not to use, copy, make notes regarding, remove, release, or disclose Confidential Information with another individual.

I agree not to share or release any authentication code or device, password, key card, or identification badge to any other person, and I agree not to use or release anyone else's authentication code or device, password, key card, or identification badge. I agree not to allow any other person, except those authorized by the clinical agency, to have access to the clinical agency information systems under my authentication code or device, password, key card, or identification badge. I agree to notify the appropriate administrator immediately if I become aware that another person has access to my authentication code or device, password, key card, or identification badge, or otherwise has unauthorized access to the clinical agency's information system or records.

I agree that my obligations under this Agreement continue after my role as a student ends.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

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

APPENDIX I

Minnesota State University Mankato

School of Nursing

**Code of Conduct Pledge**

I affirm that I will adhere to the School of Nursing and Minnesota State University Mankato's expectations for academic integrity in the completion of all written assignments, examinations, and clinical work as outlined in the School of Nursing Student Handbook, the MSU Policy on Academic Honesty, and the MSU Statement of Student Responsibilities. I will neither give nor receive unauthorized assistance with academic work.

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

Print name: \_\_\_\_\_

Approved by Undergraduate Curriculum Subcommittee on December 16, 2005  
Approved by School of Nursing Faculty on January 13, 2006

## APPENDIX J

**MINNESOTA STATE UNIVERSITY, MANKATO  
School of Nursing****Directions For Completing Scholarship Applications**

- Please complete one general "Scholarship Cover Form"
- **Permanent** address as well as **local** address must be included.
- You must complete a **separate** "Individual Scholarship Application" **for each** scholarship for which you are applying. **Individual scholarship application forms may be accessed from the Scholarship Criteria page by clicking on the scholarship title.**
- Each application must be **typed**.
- **Each** of the **criteria** must be **specifically addressed** in narrative form in the space provided on the "Individual Scholarship Application" form. Only scholarship applications which address **all criteria** will be considered. Each individual scholarship application essay should speak only to the criteria of that specific scholarship. In other words, do not write one general essay for all scholarship applications.
- Correct spelling and grammar are essential.
- **Supporting data** such as copy of transcript/grade report, copy of FAFSA, reference letters, etc for relevant criteria must be **provided by the deadline date**. If students apply for more than one scholarship with similar criteria, attach the original supporting documents to one application and xerox copies to the other applications.

Please deliver or send to the nursing office.

Attention: Grants and Awards Committee  
Minnesota State University, Mankato  
School of Nursing  
WH 360  
Mankato, MN 56001

Check the SON Scholarship web site for application deadlines,  
<http://ahn.mnsu.edu/nursing/scholarships/>

- **No** late submissions will be honored.
- A note of gratitude must be sent to the donor by the date designated in the award letter.

MINNESOTA STATE UNIVERSITY, MANKATO  
School of Nursing

Please complete one "Scholarship Application" (this form) and as many "Individual Scholarship Application" forms (next page) as the number of scholarships for which you are applying.

Scholarship Application

Name \_\_\_\_\_

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

Permanent Address

Local Address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Permanent Phone # \_\_\_\_\_

Local Phone # \_\_\_\_\_

Are you an LPN? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you an RN? Yes \_\_\_\_\_ No \_\_\_\_\_

Career GPA \_\_\_\_\_

Nursing GPA \_\_\_\_\_

**(Please attach a current unofficial transcript to this form only)**

Hometown Newspaper and Address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If awarded a scholarship/award, I give the School of Nursing permission to release this information to my hometown newspaper. Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

MINNESOTA STATE UNIVERSITY, MANKATO  
School of Nursing

**Individual Scholarship Application**

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

Instructions: Please complete a separate “Individual Scholarship Application” for each scholarship for which you are applying.  
Each scholarship criteria must be specifically addressed in narrative form in the space provided below. Please attach any supporting data, such as references or personal statements. Since applications are blind reviewed, please use social security number for identification data on supporting documents.

Only scholarship applications which address all criteria will be considered.

Name of Scholarship For Which You Are Applying

\_\_\_\_\_

Are you an LPN? Yes \_\_\_\_\_ No \_\_\_\_\_      Are you an RN? Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_ # of credits for which you are or will be enrolled during spring semester of this application.

For the spring semester of this application, please list all courses in which you are enrolled.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Career GPA \_\_\_\_\_

Nursing GPA \_\_\_\_\_

A note of gratitude must be sent to the donor by the date indicated in the award letter.

APPENDIX K

**Minnesota State University, Mankato  
School of Nursing  
STUDENT INFORMATION CHANGE FORM  
ADVISOR REQUEST FORM**

Student Name: \_\_\_\_\_  Change  
Change from: \_\_\_\_\_

Social Security Number: \_\_\_\_\_  
Address: \_\_\_\_\_  Change

(  Local,  Dorm,  Perm,  Spec,  Other)

Local Phone: \_\_\_\_\_  Change

Perm.Phone \_\_\_\_\_  Change

\*\*\*\*\*

\_\_\_\_\_ Assign Advisor \_\_\_\_\_ Code 1st Major = P-NR or NURS

\_\_\_\_\_ Specific / assign to: \_\_\_\_\_

\_\_\_\_\_ Change Advisor from: \_\_\_\_\_

to: \_\_\_\_\_

\_\_\_\_\_ **Please create a file.** Major and Advisor (have) (have not) been changed  
in computer \_\_\_\_\_ (Date/initials)

**\*\*\*Go to the Nursing Office WH 360 to complete a Change in Advisor Request Form.**

## APPENDIX L

## GUIDELINES FOR REVIEWING STUDENT REQUESTS FOR RETURNING TO THE SCHOOL OF NURSING

The following guidelines will be utilized to process requests from students to re-enter and complete the nursing curriculum. The Guidelines describe actions the student will need to take to re-enter and progress in the program based on the length of the students' absence.

1. Students who did not complete the first semester of the curriculum must reapply and will be placed in the general pool along with new applicants.
2. Students who completed at least one semester of the nursing curriculum may return at a point of exit on a "space available" basis.
3. Students who receive two "no credit" grades in nursing courses will not be allowed to progress in the nursing curriculum. Students who have earned two "no credit" grades cannot reapply to the nursing major.
4. A student absent from the School of Nursing more than 2 semesters may be required to complete an independent study course to demonstrate competence in previously learned nursing skills, retention of content from courses completed in Nursing theory, and an ability to plan patient care using the Roy Model.
5. Prior to registration the student must meet with the Student Relations Coordinator or the appropriate Undergraduate Program Coordinator to create a plan for successful completion of the Nursing Program.
6. In the event of extenuating circumstances, the student may petition the Undergraduate Admission & Progression Committee requesting permission to reapply to the nursing program.

Approved by UPC 2/15/02  
Revised November, 2002  
Approved by UPC 11/22/02