

# BSN STUDENT HANDBOOK



**2025–2026**

**Florida State University  
College of Nursing**

**BOLDLY  
RISING**

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All students are responsible for reading and abiding by the information contained in this handbook, as well as College of Nursing Student Policies. The BSN Handbook is updated annually and does not constitute a contract, the College of Nursing reserves the right to change information in this publication. Updates and changes to policies and procedures are made without notice as necessitated by governing authorities and administrative rights.

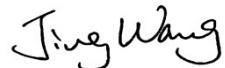
## **Message from the Dean**

Welcome to the Florida State University College of Nursing!

I'm thrilled to extend my warmest greetings as you embark on this transformative journey. Nursing is not just a profession; it's a calling, and you've chosen one of the most trusted paths of service and care. As Nole Nurses, you are now part of a legacy built on compassion, expertise, and unwavering dedication. Your road ahead will require hard work and determination, but rest assured, it will also be immensely rewarding. Throughout your academic career, always remember you are supported by a community of faculty, staff, and fellow students who are here to uplift and guide you.

I am truly glad to welcome you into our Nole Nurse family. Together, let's embrace opportunities, overcome challenges, and continue to uphold the highest standards of nursing excellence. Your journey begins now, and I couldn't be more excited for what lies ahead.

Warm regards,



Jing Wang  
Professor and Dean  
Florida State University College of Nursing

## **Florida State University Mission Statement**

Florida State University preserves, expands, and disseminates knowledge in the sciences, technology, arts, humanities, and professions, while embracing a philosophy of learning strongly rooted in the traditions of the liberal arts. The University is dedicated to excellence in teaching, research, creative endeavors, and service. The University strives to instill the strength, skill, and character essential for lifelong learning, personal responsibility, and sustained achievement within a community that fosters free inquiry.

## **College of Nursing Vision—“Boldly Rising”**

The College of Nursing at Florida State University will be a preeminent nursing education and research program that inspires intellectual discovery and shapes students, faculty, and alumni to become leaders and trusted professionals.

## **College of Nursing Mission**

Florida State University's College of Nursing educates clinicians, educators, leaders, researchers, scholars, and advanced practitioners who can enhance the quality of life for people of all cultures, economic levels, and geographic locations. The CON integrates the liberal arts and sciences with the knowledge, skills, and attitudes essential for lifelong learning, personal responsibility, and sustained achievement in the nursing profession and the communities in which our graduates reside.

## **College of Nursing Strategic Directions**

1. Faculty and Student Academic Excellence, Success, and Engagement
2. Research Excellence, Innovation, and Entrepreneurship in Healthcare
3. Global and Cultural Humility in Healthcare
4. Organizational Well-being, Excellence, and Reputation

## **Undergraduate Program Outcomes**

The curriculum for the Bachelor of Science in Nursing at Florida State University builds on a liberal education and serves as the foundation for graduate study. The optimal graduate of the FSU College of Nursing undergraduate program is a reflective practitioner who can:

1. Use knowledge from the liberal arts, nursing science, and related disciplines to promote, enhance, and create opportunities for client well-being through a generalist practice.
2. Provide client-centered care by applying and evaluating the nursing process and NCSBN Clinical Judgement Model to maximize the health of clients and communities.
3. Demonstrate critical-thinking attitudes, skills, and abilities in clinical decision-making and evaluation of evidence-based nursing practice.
4. Integrate technology and information management with culturally responsive and relationship-centered nursing care across the health continuum in various healthcare settings.
5. Use interpersonal communication, collaboration, and organizational skills to work in partnership with clients, families, communities, and healthcare teams to promote health across populations.
6. Apply leadership principles and innovative quality improvement techniques to influence health policy, regulation, and provision of care to ensure quality and safety.
7. Demonstrate professional values through a commitment to self-evaluation, lifelong learning, professionalism, and service.

## Professional Values for Baccalaureate Nursing Education

Baccalaureate education for professional nursing should facilitate the development of professional values and value-based behaviors. Values are beliefs or ideals to which an individual is committed, and which are reflected in patterns of behavior. Professional values are the foundation for practice; they guide interactions with clients, colleagues, other professionals, and the public. Values provide the framework for commitment to client welfare, which is fundamental to professional nursing practice.

**Caring** is a concept central to the practice of professional nursing. There are a variety of definitions and applications of caring; some are overly broad; others are specific and specialized. Caring, as used here, encompasses the nurse's empathy for and connection with the client, as well as the ability to translate these affective characteristics into compassionate, sensitive, and appropriate care.

The values and sample professional behaviors listed below epitomize the caring, professional nurse. Nurses, guided by these values, demonstrate ethical behaviors in the provision of safe, humanistic health care. The sample behaviors are not mutually exclusive and may result from more than one value. Conversely, the value labels provided are intended to encapsulate a core set of values and behaviors that can be elaborated in a variety of ways.

**Altruism** is a concern for the welfare and well-being of others. In professional practice, altruism is reflected by the nurse's concern for the welfare of clients, other nurses, and other healthcare providers. Sample professional behaviors include:

- Demonstrates understanding of cultures, beliefs, and perspectives of others;
- Advocates for patients, particularly the most vulnerable;
- Takes risks on behalf of patients and colleagues; and
- Mentors other professionals.

**Autonomy** is the right to self-determination. Professional practice reflects autonomy when the nurse respects clients' rights to make decisions about their health care. Samples professional behaviors include:

- Plans care in partnership with clients;
- Honors the right of clients and families to make decisions about health care; and
- Provides information so clients can make informed choices.

**Human Dignity** is respect for the inherent worth and uniqueness of individuals and populations. In professional practice, human dignity is reflected when the nurse values and respects all patients and colleagues. Sample professional behaviors include:

- Provides culturally competent and sensitive care;
- Protects the patient's privacy;
- Preserves the confidentiality of patients and healthcare providers; and
- Designs care with sensitivity to individual patient needs.

**Integrity** is acting in accordance with an appropriate code of ethics and accepted standards of practice. Integrity is reflected in professional practice when the nurse is honest and provides care based on an ethical framework that is accepted by the profession. Sample professional behaviors include:

- Provides honest information to patients and the public;
- Documents care accurately and honestly;
- Seeks to remedy errors made by self or others; and
- Demonstrates accountability for own actions.

## SACS Concepts, AACN Essentials, and BSN Program Outcomes

SACS Concepts	AACN Essentials (Domains)	Program Outcomes
Student Evaluation	<b>D1:</b> Knowledge of Nursing Practice <b>D2:</b> Person-Centered Care <b>D9:</b> Professionalism	<b>1.</b> Use knowledge from the liberal arts, nursing science, and related disciplines to promote, enhance, and create opportunities for client well-being through a generalist practice.
Leadership	<b>D9:</b> Professionalism <b>D10:</b> Personal, Professional, and Leadership	<b>6.</b> Apply leadership principles and innovative quality improvement techniques to influence health policy, regulation, and provision of care to ensure quality and safety.
Critical Thinking	<b>D4:</b> Scholarship for Nursing Practice <b>D5:</b> Quality and Safety	<b>3.</b> Demonstrate critical-thinking attitudes, skills, and abilities in clinical decision-making and evaluation of evidence-based nursing practice.
Informatics	<b>D8:</b> Information and Health Technologies	<b>4.</b> Integrate technology and information management with culturally responsive and relationship-centered nursing care across the health continuum in a variety of healthcare settings.
Resource Management	<b>D3:</b> Population Health <b>D7:</b> Systems-Based Practice	<b>5.</b> Use interpersonal communication, collaboration, and organizational skills to work in partnership with clients, families, communities, and healthcare teams to promote health across populations.
Health Policy	<b>D7:</b> Systems-Based Practice	<b>6.</b> Apply leadership principles and innovative quality improvement techniques to influence health policy, regulation, and provision of care to ensure quality and safety.

Communication	<b>D6:</b> Interprofessional Partnerships	<b>5.</b> Use interpersonal communication, collaboration, and organizational skills to work in partnership with clients, families, communities, and healthcare teams to promote health across populations.
Population and Prevention Illness Strategies	<b>D3:</b> Population Health	<b>2.</b> Provide client-centered care by applying and evaluating the nursing process and NCSBN Clinical Judgement Model to maximize the health of clients and communities.
Professional Role Model	<b>D9:</b> Professionalism <b>D10:</b> Personal, Professional, and Leadership	<b>7.</b> Demonstrate professional values through commitment to self-evaluation, lifelong learning, professionalism, and service.

## American Nurses Association Code of Ethics for Nurses

<b>Provision 1</b>	The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
<b>Provision 2</b>	The nurse's primary commitment is to the recipient(s) of nursing care, whether an individual, family, group, community, or population.
<b>Provision 3</b>	The nurse establishes a trusting relationship and advocates for the rights, health, and safety of recipient(s) of nursing care.
<b>Provision 4</b>	Nurses have authority over nursing practice and are responsible and accountable for their practice consistent with their obligations to promote health, prevent illness, and provide optimal care.
<b>Provision 5</b>	The nurse has moral duties to self as a person of inherent dignity and worth including an expectation of a safe place to work that fosters flourishing, authenticity of self at work, and self-respect through integrity and professional competence.

<b>Provision 6</b>	Nurses, through individual and collective effort, establish, maintain, and improve the ethical environment of the work setting that affects nursing care and the well-being of nurses.
<b>Provision 7</b>	Nurses advance the profession through multiple approaches to knowledge development, professional standards, and the generation of policies for nursing, health, and social concerns.
<b>Provision 8</b>	Nurses build collaborative relationships and networks with nurses, other healthcare and non-healthcare disciplines, and the public to achieve greater ends.
<b>Provision 9</b>	Nurses and their professional organizations work to enact and resource practices, policies, and legislation to promote social justice, eliminate health inequities, and facilitate human flourishing.
<b>Provision 10</b>	Nursing, through organizations and associations, participates in the global nursing and health community to promote human and environmental health, well-being, and flourishing.

**Source:** American Nurses Association. (2025). Code of ethics for nurses. American Nurses Publishing.

Retrieved from <https://codeofethics.ana.org/provisions>

## Nursing Academic Map – BSN Program

This nursing academic map is designed to guide you from your first semester to graduation in four years. To progress on the nursing map, you must complete all milestones by the end of each semester. Milestones include required prerequisite coursework and minimum overall GPA. Students must successfully complete all nursing prerequisites with a grade of “C” or better. Please refer to the [College of Nursing website](#) for updated information.

### FRESHMAN YEAR: Fall Semester

Sample Schedule	Credits	Milestones
MAC1105 College Algebra	3	Complete MAC 1105 ( $\geq$ C minus)
ENC1101 English Composition	3	Complete ENC 1101 ( $\geq$ C minus)
HUN1201 Science of Nutrition	3	Overall GPA $\geq$ 3.0
PSY2012 General Psychology	3	
General Education course	3	

**Total Semester Credits: 15**

### FRESHMAN YEAR: Spring Semester

Sample Schedule	Credits	Milestones
ENC2135 Research, Genre, and Context	3	Complete ENC2135 ( $\geq$ C minus)
STA2023 or STA2122 Statistics	3	Complete STA2XXX ( $\geq$ C)
MCB2004 Microbiology	3	Complete HUN1201 ( $\geq$ C)
MCB2004L Microbiology Lab	1	Overall GPA $\geq$ 3.0
General Education course	3	

**Total Semester Credits: 13**

## SOPHOMORE YEAR: Summer Semester

Sample Schedule	Credits	Milestones
CHM1045 General Chemistry I	3	
FAD3220 Individual and Lifespan Development	3	

**Total Semester Credits: 6**

## SOPHOMORE YEAR: Fall Semester

Sample Schedule	Credits	Milestones
Anatomy and Physiology I	3	Complete BSC 2085 and Lab ( $\geq$ C in each)
Anatomy and Physiology I Laboratory	1	Complete MCB 2004 and Lab ( $\geq$ C in each)
General Education course	3	Complete FAD3220 ( $\geq$ C)
General Education course	3	Overall GPA $\geq$ 3.0
Elective or optional minor course	3	

**Total Semester Credits: 13**

## SOPHOMORE YEAR: Spring Semester

Sample Schedule	Credits	Milestones
Anatomy and Physiology II	3	Complete BSC 2085 and Lab ( $\geq$ C in each)
Anatomy and Physiology II Laboratory	1	Complete a biological or physical science with prefix
General Education course	3	BCH, BSC, CHM, PCB, or PHY ( $\geq$ C); CHM1045
General Education course	3	recommended
Elective or optional minor course	3	Overall GPA $>$ 3.0

**Total Semester Credits: 13**

## BSN ACADEMIC MAP – Nursing Courses

### Semester 1 – 15 Credits (Level I: EXPLORATION) *Recognizing and Analyzing Cues (Noticing)*

	Course	Credits	Clinical Hours
NUR3056	Professional Nursing Practice	3	
NUR3065	Health Assessment and Interventions Across the Lifespan	3	
NUR3065L	Health Assessment and Interventions Across the Lifespan – Clinical	3	90
NUR3145	Pharmacology	3	
NUR3125	Pathophysiology	3	

### Semester 2 – 15 Credits (Level II: FORMATION) *Prioritizing Hypothesis, Generating Solutions, and taking Action (Interpreting and Responding)*

	Course	Credits	Clinical Hours
NUR3225	Promoting Health of Adults – Acute/Chronic	3	
NUR3225L	Promoting Health of Adults – Acute/Chronic – Clinical	4	120
NUR3524	Promoting Mental Health	3	
NUR3524L	Promoting Mental Health – Clinical	1	30
NUR4667	Promoting Population and Community Health	3	
NUR4667L	Promoting Population and Community Health – Clinical	1	30

### Semester 3 – 16 Credits (Level II and III)

	Course	Credits	Clinical Hours
NUR4445	Promoting Health of Families	3	
NUR4445L	Promoting Health of Families – Clinical	3	90
NUR4766	Promoting Health of Adults – Complex	3	
NUR4766L	Promoting Health of Adults – Complex – Clinical	4	120
NUR4169	Research Methods for Evidence-Based Practice	3	

**Semester 4 – 14 Credits (Level III: TRANSFORMATION) Evaluating Outcomes (Reflecting)**

	Course	Credits	Clinical Hours
NUR4827	Leadership Innovation and Entrepreneurship	2	
NUR4940	Professional Nursing Internship	8	240
NUR4081	Transition to Professional Practice	1	
NUR3XXX	Nursing Elective	3	
<b>TOTAL</b>		<b>60</b>	<b>720</b>

### College of Nursing Electives – BSN Program

Course Number	Course Name	Credits
NSP 3185	Multicultural Factors of Health	3
NSP 3425	Women's Health Issues	3
NSP 3685	Death and Dying: Ethnic & Individual Variations to Grief & Loss	3
NUR 3053	Foundations of Lifestyle Medicine: Positive Habits for Optimal Health	3
NUR 3076	Communication in Health Care	3
NUR 3695	Disaster Nursing	3

\*The Traditional BSN Undergraduate Curriculum requires one (1) nursing elective (3 credit hours).

## How to Keep Informed

The nursing website is the official source of information. **It is imperative that students read their FSU email daily. Check the CON Undergraduate Program Canvas for announcements related to college activities. This is the site where faculty and CON administrators post information regarding events, jobs, and volunteer activities. This is how your faculty will communicate with you.** <https://canvas.fsu.edu/>

## Information Related to Enrollment

Students are responsible for adherence to all policies related to actual and designated deadlines in the academic calendar published each semester in the annual issue of the *FSU Bulletin* and the *Registration Guide*. These activities include pre-registration, drop/add, and graduation application. **A graduation check should be requested from the Registrar's Office two (2) terms before graduation.**

Time schedules distributed by the College of Nursing take precedence over the printed schedule in the University Schedule of Classes.

## Transportation/Clinical Experiences

Nursing students are responsible for transportation expenses related to clinical experiences. Clinical experiences are arranged to provide the best educational opportunity and may involve overnight stays at the student's expense.

## Oral Communication Competency

A student will satisfy the requirement for competency in oral communication either by petitioning to have prior demonstration of oral communication competency accepted in place of an approved Florida State University course or by earning a grade of "C -" or better in a course that has been approved by the Undergraduate Policy Committee for oral communication competency credit. NUR 3076 – *Communication in Health Care* and NUR 3053 – *Foundations of Lifestyle Medicine: Positive Habits for Optimal Health* satisfy the oral communication competency requirement.

## The Digital Literacy Requirement (Digital Literacy in 2023)

To satisfy Florida State University's Computer Competency Requirement, a course must require the student to demonstrate competent use of a discipline useful software package. NUR 4169 – *Research Methods for Evidence-based Practice* satisfies the computer communication competency requirement. As of Fall 2024:

- NSP 3185: Diversity
- NUR 3076: Oral Communication Competency
- NUR3053: Oral Communication Competency
- NUR 4169: Upper-Division Writing, Digital Literacy
- NUR 4945: Formative Experiences
- NUR 4946L: Formative Experiences
- NUR 4975: Formative Experiences, Upper-Division Writing

## Graduation

The university policy is that a 2.0 or better grade point average is required for graduation. The College of Nursing policies are:

- a. A student is granted a Bachelor of Science in Nursing degree upon satisfactory completion of Liberal Studies, prerequisite and elective courses, and the prescribed courses in nursing.
- b. Eligibility for graduation from the nursing program requires a grade of 75% or better in all nursing courses.
- c. See the Undergraduate General Bulletin for the graduation requirements for a baccalaureate degree.

## Graduation Check

**All undergraduate students must request a graduation check** from the Office of the University Registrar and from the College of Nursing's Student Services Office at the time the student has earned one hundred (100) semester hours of credit or at least **two (2) terms** prior to the planned graduation date. The Office of the Registrar will check Liberal Studies and other university requirements needed for graduation and the College of Nursing's Student Services Office will check nursing prerequisites and major requirements.

**If a graduation check has not been requested by the time the student reaches one hundred (100) semester hours, a stop will be placed on the student's future registration.**

## Application for Graduation

Application for a degree must be made to the Office of the University Registrar by the date stated in the academic calendar in the *FSU General Bulletin*, usually at the beginning of the term in which the student expects to graduate. A student is granted a Bachelor of Science in Nursing degree upon satisfactory completion of the Liberal Studies requirements, nursing prerequisites, and the prescribed nursing and elective courses. For more information about graduation, please contact the Office of the University Registrar.

Students planning to obtain a registered nurse's license in other states must contact the chosen state's board of nursing for instructions on required university documentation for license application.

## Dean's List

Students who maintain a 3.5 or above grade point average in a particular term are placed on the Dean's List, and a student who maintains a cumulative GPA of 3.5 or above is eligible for graduation with honors as defined in the *FSU General Bulletin* (<http://registrar.fsu.edu/bulletin>). Please contact the Office of the Registrar for more information.

## How to Obtain Licensure as a Registered Nurse in Florida

A licensure to practice professional nursing in the State of Florida is issued following the successful completion of a state-approved program in nursing and the NCLEX examination. Application is made at the end of the final term of study. The student is responsible for completing the application and adhering to published deadlines. Any applicant who has been convicted of a felony/criminal act is subject to review by the Board of Nursing and may not be permitted to take the licensing examination. If you intend to seek licensure in another state, contact the Board of Nursing in that state. Licensure in other states is based on the specific requirements of that state.

It is the student's responsibility to have transcripts sent to the Board of Nursing in states other than Florida. The Florida Board of Nursing does not require a transcript to be submitted with the application. Once one is licensed in Florida, licensure by endorsement (application) is possible in most other states.

# College of Nursing Student Policies

## Student Policies (S-Policies and U-Policies)

Student policies are located at: <https://nursing.fsu.edu/student-resources/student-handbook-and-policies>

### HESI Policy

**HESI Statement:** The College of Nursing is committed to fostering a supportive environment for NCLEX preparation. Health Education Systems Incorporated is a branch of Elsevier. The purpose of HESI remediation is to guide students towards meeting established standards of nursing practice, develop critical thinking, clinical judgement, clinical reasoning skills, and prepare for the NCLEX. The Undergraduate Curriculum and Evaluation Committee, in consultation with HESI representatives, created the HESI Testing and Remediation Plan for students in the BSN program.

**Orientation to HESI:** Elsevier representatives will provide a detailed orientation to HESI products and resources during week one or two of NUR 3056 – *Professional Nursing Practice*. Students will be oriented to NexGen (specialty exams and remediation), HESI Test Trio (specialty exams, practice quizzes, and case studies), Sherpath, essentials videos, and CPEE (exit exams I and II). Students sign in to HESI products using their Evolve Account. Students will use the following website: <https://evolve.elsevier.com/> to access HESI products, resources, and technical support.

**NCLEX Preparation Plan:** The NCLEX Preparation Plan (Appendix A) is a document that students will complete and present to their instructor(s) and the director of student success at the beginning of their final semester. It is expected students, and their director of student success and instructor(s), will engage in a robust dialogue to construct and scaffold a plan for NCLEX preparation (based on the student's remediation plan prepared by HESI) as students' progress through the program.

**Specialty Exams:** HESI specialty exam(s) will be administered at the end of the semester in the courses listed below and will count towards **10%** of the final course grade. Students who score below 900 are encouraged to complete their remediation plan and seek guidance from their instructor(s) and the director of student success.

- NUR 3056 – Foundations of Nursing Practice (10% course grade)
- NUR 3065 – Health Assessment (10% course grade)
- NUR 3678 – Nursing Care of Vulnerable Populations (5% Psych, 5% Community)
- NUR 4445 – Nursing Care of Women, Children, and Families (5% Peds, 5% OB)
- NUR 4766 – Nursing Care of Adults Complex and Pharmacology (5% Complex, 5% Pharm.)

**Comprehensive Predictor Exit Exam:** The Comprehensive Predictor Exit Exam will be scheduled, administered, and proctored by faculty and is taken twice (Version I at the end of the third semester and Version II at the end of the fourth semester) Proctored exams are secure and scored exams (Version II is 10% of the course grade for NUR 4837 – Leadership Innovation and Entrepreneurship). There is **no scheduled make-up** for the CPEE. Make-up for the CPEE is determined on a case-by-case basis and must have extreme extenuating circumstances.

After completing the CPEE (Version I), students are expected to develop a remediation action plan based on their CPEE (Version I) score (HESI creates a comprehensive individualized remediation plan). The remediation plan **must** be completed and ready for approval by the director of student success one week after taking the CPEE 1 (Version I).

See HESI Testing and Remediation Plan – BSN

## Academic Honor Policy

The Florida State University Academic Honor Policy outlines the university's expectations for the integrity of students' academic work, the procedures for resolving alleged violations of those expectations, and the rights and responsibilities of students and faculty members throughout the process. Students are responsible for reading the Academic Honor Policy and for living up to their pledge to “ . . . be honest and truthful and . . . [to] strive for personal and institutional integrity at Florida State University.” Florida State University Academic Honor Policy can be found at <https://fda.fsu.edu/academic-resources/academic-integrity-and-grievances/academic-honor-policy>

Please be aware that using social media to collaborate on and share course exams or assignments with other students not identified by the course instructor as group work violates the FSU Academic Honor Policy.

## University Attendance Policy

Excused absences include documented illness, deaths in the family and other documented crises, call to active military duty or jury duty, religious holy days, and official university activities. These absences will be accommodated in a way that does not arbitrarily penalize students who have a valid written excuse. Consideration will also be given to students whose dependent children experience serious illness.

## College of Nursing Attendance Policy

**Required First-Day Attendance Policy:** University-wide policy requires all students to attend the first class meeting of all classes for which they are registered. Students who do not attend the first class meeting of a course for which they are registered will be dropped from the course by the academic department that offers the course. This policy applies to all levels of courses and all campuses and study centers.

**Class Attendance:** All students are expected to abide by the class attendance policy set forth by the instructor in each course.

**Clinical/Lab/Simulation Attendance:** Students are expected to arrive at their assigned clinical site (lab, simulation, boot camp) on time and per dress code guidelines. Late arrival may result in being dismissed for the day (faculty discretion). Due to scheduling constraints and faculty availability, there may not be an opportunity to make up a missed lab, simulation, boot camp, or clinical, resulting in failure of the course. Additionally, an unexcused absence from lab, simulation, boot camp, or clinical will result in a failure.

Students who schedule an exam in the Testing Center (or elsewhere) during another scheduled class, lab, simulation, boot camp, or clinical, will receive a **zero** on the exam. In addition, students will also receive an unexcused absence for the missed lab, simulation, boot camp, or clinical and will not be provided a make-up day. This will most likely result in failure of the course/clinical/lab. ***There will be no exceptions made to this rule.***

Excused absences will be accepted, and a make-up day will be scheduled for the last Friday, Saturday, or Sunday of the semester (at the end of final exam week). Make-up days will not be scheduled throughout the semester. Students will only be allowed to attend a make-up day with prior approval from the undergraduate assistant dean's office. Failure to attend the scheduled make-up day at the end of the semester will result in failure of the clinical.

Students must provide advance notice of absences as well as relevant documentation, to the instructor as soon as possible following the illness or event that led to the absence. Additionally, planned absences must be reported to and approved by the instructor(s) **60 days prior** to the planned absence.

Excused absences include documented illnesses, deaths in the immediate family, active military duty or jury duty, university-recognized religious holy days, official university activities, and unforeseen and other documented crises. Students will be required to submit official documentation to support their absences. A valid excuse needs to be signed by a licensed healthcare provider on official letterhead, dated, and should include the provider's license number. The faculty member and/or administration may choose to request you have the letter sent directly from the provider to the assistant dean's office. Failure to do so will result in the absence being unexcused.

Absences will be accommodated in a way that does not arbitrarily penalize students who have a valid excuse. Consideration will be given to students whose dependent children experience serious illness.

Any arrangement to make up work because of class absence is the responsibility of the student. The instructor, who will explain the evaluation (grading) statement at the beginning of the term, determines the effect of absences upon grades. Ultimately, the authority to decide whether the student is excused for medical reasons rests with the instructor.

### **Additional College of Nursing Requirements:**

The FSU College of Nursing's curricula are developed to provide the number of theory and clinical hours required by the Florida Board of Nursing. Any required hours lost due to absence must be completed by the student within the duration of the course, lab, boot camp, or clinical.

Student absences are to be documented by the instructor, including documentation of how the content or clinical missed will be made up.

Absences or requests for absence that are beyond those identified as excused by the university or include absences longer than two consecutive days are to be managed by the assistant dean for the Undergraduate Program.

## **Academic Success**

Your academic success is a top priority for Florida State University. University resources to help you succeed include tutoring centers, computer labs, counseling and health services, and services for designated groups, such as veterans and students with disabilities. The following information is not exhaustive, so please check with your advisor or the Department of Student Support and Transitions to learn more.

## **Americans with Disabilities Act**

Students with disabilities needing academic accommodation should:

1. Register with and provide documentation to the Student Disability Resource Center; and
2. Bring a letter to the instructor indicating the need for accommodation and what type.

Please note that instructors are not allowed to provide classroom accommodations to a student until appropriate verification from the Student Disability Resource Center has been provided.

This syllabus and other class materials are available in an alternative format upon request.

For more information about services available to FSU students with disabilities, contact the:

Student Disability Resource Center  
874 Traditions Way  
108 Student Services Building  
Tallahassee, FL 32306  
Phone VOICE: 850.644.9566  
Phone TDD: 850.644.8504  
[oas@fsu.edu](mailto:oas@fsu.edu)  
<https://dsst.fsu.edu/oas>

## **Syllabus Change Policy**

Except for changes that substantially affect implementation of the evaluation (grading) statement, this syllabus is a guide for the course and is subject to change with advance notice.

## **College of Nursing Exit Survey**

All students are required to complete the exit survey. The survey will be sent to all graduating 4th-semester students within the first few weeks of semester four via their FSU email and the deadline will be strictly enforced. Once the survey is completed, no changes will be allowed.

### **Attire for the Pinning Ceremony**

All undergraduate students participating in the pinning ceremony will wear their College of Nursing scrubs and white lab coats for uniformity and professionalism. Students who arrive on site in anything other than the required scrub/white coat attire will not be allowed to participate in pinning.

### **Family Pinners**

Students will be pinned by FSU undergraduate faculty members. Students may choose to select a guest pinner instead of having faculty pin them. *Family pinners are limited to immediate parental family members, specifically a mother, father, grandmother, or grandfather who is also a registered nurse.* Students who elect to use a family pinner will be required to provide valid licensure information for the family pinner.

### **Tickets**

Tickets will be evenly distributed to all graduates from the cohort and will be based on seating availability.

## **Confidential Campus Resources**

Various centers and programs are available to assist students with navigating stressors that might impact academic success. These include the following:

Victim Advocate Program  
University Center A, Rm. 4100  
(850) 644-7161  
Available 24/7/365  
Office Hours: M–F 8–5  
<https://dsst.fsu.edu/vap>

## **Counseling and Psychological Services**

Florida State University's Counseling and Psychological Services' primary mission is to address psychological needs and personal concerns, which may interfere with students' academic progress, social development, and emotional well-being. The following in-person and virtual (tele-mental health) services are available to all enrolled students residing in the state of Florida:

1. Individual therapy
2. Group therapy
3. Crisis Intervention
4. Psychoeducational and outreach programming
5. After hours crisis-hotline
6. Access to community providers for specialized treatment

Call 850-644-TALK (8255) for more information on how to initiate services.

Counseling and Psychological Services  
250 Askew Student Life Center  
942 Learning Way  
(850) 644-TALK (8255)  
Walk-in and Appointment Hours: M–F 8 am–4 pm  
<https://counseling.fsu.edu/>

## **UHS Services are available to all enrolled students residing in Florida**

The mission of University Health Services is to promote and improve the overall health and well-being of FSU students. UHS provides a coordinated continuum of care through prevention, intervention, and treatment. Services include general medical care, priority care, gynecological services, physicals, allergy injection clinic, immunizations, diagnostic imaging, physical therapy, and a medical response unit. The Center for Health Advocacy and Wellness assists students in their academic success through individual, group, and population-based health and wellness initiatives. Topics include wellness, alcohol, and other drugs, hazing prevention, nutrition and body image, sexual health, and power-based personal violence prevention.

University Health Services  
Health and Wellness Center  
960 Learning Way  
Hours: M-F, 8 am – 4 pm  
(850) 644-6230  
<https://uhs.fsu.edu/>

## Plagiarism

Intentionally presenting the work of another as one's own (i.e., without proper acknowledgment of the source). Typical examples include:

- Using another's work from print, web, or other sources without acknowledging the source; quoting from a source without citation
- Using facts, figures, graphs, charts, or information without acknowledgment of the source

## Academic Dishonesty

Improper application of any information or material that is used in evaluating academic work. Typical examples include:

- Copying from another student's paper or receiving unauthorized assistance during a quiz, test, or examination
- Using books, notes, or other devices (e.g., calculators, cell phones, or computers) when these are not authorized
- Procuring, without authorization, a copy of or information about an examination before the scheduled exercise
- Unauthorized collaboration on exams

## Unauthorized Group Work

Unauthorized collaboration with others. Typical examples include:

- Collaborating with another person or persons on any activity that is intended to be individual work, where such collaboration has not been specifically authorized by the instructor

## Fabrication, Falsification, and Misrepresentation

Intentional and unauthorized altering or inventing of any information or citation that is used in assessing academic work. Typical examples include:

- Inventing or counterfeiting data or information
- Falsely citing the source of information
- Altering the record of or reporting false information about practicum or clinical experiences
- Altering grade reports or other academic records
- Submitting a false excuse for absence or tardiness in a scheduled academic exercise
- Lying to an instructor to increase a grade

## Multiple Submissions

Submitting the same academic work (including oral presentations) for credit more than once without instructor permission. It is each instructor's responsibility to make expectations regarding the incorporation of existing academic work into new assignments clear to the student in writing by the time assignments are given. Typical examples include:

- Submitting the same paper for credit in two courses without instructor permission
- Making minor revisions in a credited paper or report (including oral presentations) and submitting it again as if it were new work

## Abuse of Academic Materials

Intentionally damaging, destroying, stealing, or making inaccessible libraries or other academic resource material. Typical examples include:

- Stealing or destroying library or reference materials needed for common academic purposes
- Hiding resource materials so others may not use them
- Destroying computer programs or files needed in academic work
- Stealing, altering, or intentionally damaging another student's notes or laboratory experiments. (This refers only to abuse as related to an academic issue.)

## Complicity in Academic Dishonesty

Intentionally helping another to commit an act of academic dishonesty. Typical examples include:

- Knowingly allowing another to copy from one's paper during an examination or test
- Distributing test questions or substantive information about the material to be tested before a scheduled exercise
- Deliberately furnishing false information
- Attempting to commit any offense as outlined above

## Student Responsibility

Each student shall always be responsible for abiding by the Academic Honor Policy. If required by instructor, at the conclusion of each examination or submission of an assignment, each student shall sign a pledge that the student has neither given nor received aid from any unauthorized source during the examination or in preparing the assignment. Any student who violates the Academic Policy is expected to report the violation to the instructor and/or the university judicial officer.

If a student observes cheating during an examination, the student should consult with the instructor of the course as soon as reasonable so that the cheating may be stopped. If a student otherwise observes or learns of another student's violation of the Academic Honor Policy, the student shall either: a) ask the student to report the violation to the instructor of the course and/or the university judicial officer or b) report the violation to the instructor of the course and the university judicial officer. If a student asks another student to report himself/herself and such student does not do so, then the student shall report, as soon as practical, the violation to the instructor of the course and/or the university judicial officer. The student should provide the name of such students or students involved, if known, and furnish such evidence as is available to support the charge.

## Academic Penalties

In the FSU College of Nursing, students violating the Academic Honor Policy in any assignment, test, etc. will receive a minimum penalty of a grade of zero (0) for the assignment in question, will be reported to the dean and the university judicial officer, and may receive an "F" for the course at the option of the instructor.

## Plagiarism Prevention

FSU now has a site-wide license to SafeAssign for detecting plagiarism. This service scans materials to see if the content has been copied from papers available on the internet or other papers in the database. All required papers may be subject to submission for textual similarity review to SafeAssign for the detection of plagiarism and may be entered into the database.

While there are a variety of reasons for plagiarism, every instance of plagiarism may not be deliberate. Most cases of plagiarism can be avoided by citing sources, acknowledging that the material and/or the essential idea has been borrowed, and providing the information necessary to locate that source.

The resources below include checklists, guidelines, examples, and explanations in how to research and write papers without risk of plagiarism. These resources are concise in content and presentation and should be valuable to the beginner and the experienced student alike.

- Citation Style for Research Papers <https://guides.lib.fsu.edu/citations>
- IPL Teen Space: A+ Research and Writing (useful for teens and college students, a list of steps, processes, and tips) <https://www.ipl.org/div/aplus/stepfirst.htm>
- Evaluating Web Resources <https://libguides.umn.edu/EvaluatingWebResources>
- Writing Research Papers: A Step-by-Step Procedure (a 1-page checklist) [http://owl.english.purdue.edu/handouts/research/r\\_ressteps.html](http://owl.english.purdue.edu/handouts/research/r_ressteps.html)

## FSU College of Nursing Academic Honor Policy

The College of Nursing expects students to uphold the Florida State University Academic Honor Policy which outlines the university's expectations for the integrity of students' academic work, the procedures for resolving alleged violations of those expectations, and the rights and responsibilities of students and faculty members throughout the process. Students are responsible for reading the Academic Honor Policy and for living up to their pledge to "... be honest and truthful and ... [to] strive for personal and institutional integrity at Florida State University." (Florida State University Academic Honor Policy, found at:

<https://fda.fsu.edu/academic-resources/academic-integrity-and-grievances/academic-honor-policy>.

In addition, the following apply in the College of Nursing: the CON Academic Honesty Policy (S-10), the CON Professional Critical Behaviors Policy (S-13 Attachment 1), and the CON Substance Abuse Policy (S5). Each policy can be found on the College of Nursing website at: <https://nursing.fsu.edu/student-resources/student-handbook-and-policies>.

I have read the Academic Honor Policy of the Florida State University, the College of Nursing policies on Academic Honesty, Plagiarism, Substance Abuse, and Professional Critical Behaviors and understand the statements provided above.

I affirm my commitment to the concept of responsible freedom. I will be honest and truthful and will strive for personal and institutional integrity at Florida State University. I will abide by the Academic Honor Policy at all times.

Student Signature

Date

Print Student Name

## HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPPA)

Effective April 14, 2003, HIPAA Standards protecting patient privacy came into effect. These are the first federal privacy standards in the U.S., and they have far-reaching implications for all individuals.

Patient protection includes:

- Access to medical records: Healthcare providers must provide access to records within 30 days of a request for these records
- Notification of privacy practices is given. Patients may designate persons with whom their care may be discussed
- New restrictions and limits on the use of patient information for marketing purposes
- State laws are strengthened
- Confidentiality in all areas
- Complaints may be filed with the Health and Human Services Office for Civil Rights if a consumer feels his privacy was violated

Health plans and providers must comply by:

- Having written processes for ensuring privacy
- Training for employees
- Disclose information in special circumstances. These circumstances may include emergencies; identifying a deceased body or the cause of death; public health needs; research that has been approved by an Institutional Review board; judicial proceedings; law enforcement; and activities related to the national defense and security

Facts for nursing students:

- Professional standards and the code of conduct developed by the American Nurses Association are recognized as binding rules
- HIPAA rules apply to all medical records and to nursing students
- Providers of health care (nursing students) are allowed access to the full medical record for the purpose of treatment
- Nursing students must maintain confidentiality in all matters of health care
- Do not release any health-related information about your patient to any person not involved in direct care
- Remove all identifying information from personal notes or assignments. This includes address, birth date, name, insurance information, gender, etc.
- Never copy a medical record
- Do not fax client information at any time
- Be sure the environment is private when discussing a patient's medical information for educational purposes

Violations of HIPAA standards may result in penalties

Harkreader, H. & Hogan, M.A. (2004) Fundamentals of Nursing: Caring and Clinical Judgment. (2nd edition) Saunders: St. Louis

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

*(Information as listed in the 2023-2024 FSU Undergraduate General Bulletin available at <https://registrar.fsu.edu/bulletin/university-notices>)*

### Notification of Student's Rights Under FERPA

The **Family Educational Rights and Privacy Act (FERPA)** affords students certain rights with respect to their education records. These rights are:

1. The right to inspect and review the student's education records within forty-five days of the day the University receives a request for access. Students should submit to the registrar, dean, or head of the academic department (or appropriate official) written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, DC 20202-4605

Students have the right to obtain a copy of Florida State University's student record policy. You can obtain a copy of the policy from the Office of the University Registrar, *A3900 University Center, Florida State University, Tallahassee, FL 32306-2480*.

**Note:** Under Federal Statute, the University is authorized to and may release records to other institutions without notification to the student, when the student is applying for admission.

## **Release of Student Information**

The disclosure or publication of student information is governed by the policies of Florida State University and the State of Education within the framework of state and federal laws, including the Family Educational Rights and Privacy Act of 1974.

The written consent of the student is required for the disclosure or publication of any information that is: (1) personally identifiable of the student and( 2) a part of the educational record. Certain exceptions to that generality, both in types of information that can be disclosed and in access to that information, are allowed within the regulations of the Family Educational Rights and Privacy Act, as described in the following paragraphs.

1. Subject to statutory conditions and limitations, prior consent of the student is not required for disclosure of information in the educational record to (or for):
  - a. Officials of the University with a legitimate educational interest. A school official is defined as a person employed by the University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility;
  - b. Certain government agencies;
  - c. Accrediting organizations;
  - d. Certain financial aid matters;
  - e. Certain research circumstances;
  - f. Health and safety emergencies;

- g. A court pursuant to order or subpoena, so long as the student is notified in advance of the University's compliance; and
  - h. As otherwise provided by law
2. Subject to statutory conditions and limitations, prior consent of the student is not required for disclosure of certain types of information for:
  - a. Portions of the educational record for which the student has signed a waiver;
  - b. Portions of the educational record that are exempted by law including records of law enforcement agencies of the University; employment records of the student within the University as long as the student's employment is not predicated upon his or her status as a student; personal records of instructional, supervisory, or administrative personnel; and alumni records related to that student; and
  - c. Records transmitted to another school or school system in which the student seeks or intends to enroll, since the University generally forwards these on request.

**Note:** More specific information regarding such exempted information can be obtained by contacting the Office of the University Registrar, *A3900 University Center*. For the complete text of the applicable statutes refer to Section 1006.52, Florida Statutes, 20 U.S.C. 1232g, and 34 C.F.R. §99.1, et seq. or write the U.S. Department of Education at *600 Independence Ave., S.W., Washington, D.C. 20202*.

1. **Prior consent of the student is not required** for disclosure of portions of the educational record defined by the institution as "Directory Information," which may be released via official media of the University:

- a. Name
- b. EMPLID
- c. Date and place of birth
- d. Official FSU email address
- e. Local address
- f. Permanent address
- g. Classification
- h. Major
- i. Participation in official University activities and sports
- j. Weight and height of athletic team members
- k. Dates of attendance
- l. Degrees, honors and awards received
- m. Most recently attended educational institution
- n. Digitized FSUCard photo

**Important:** The information above, designated by the University as "Directory Information," may be released or published by the University without prior written consent of the student unless exception is made in writing by the student.

## **BSN Clinical Experience**

### **Guidelines for Clinical Laboratory Experiences**

Students are to be properly attired for clinical laboratory experiences. If not, action may be taken at the discretion of the faculty member. Students order their uniforms prior to entering the nursing major to ensure receipt prior to clinical laboratory experiences. Students who participate in clinical laboratory learning experiences must wear the appropriate uniform.

A student who becomes ill or suffers injury in a clinical agency should notify the instructor. If at a hospital, the emergency room should be consulted. At other agencies, the student is responsible for obtaining appropriate care (instructors will advise in these agencies). The student assumes financial responsibility for the treatment of illness/injury.

Generally, all courses will be offered at the stated hours found on the schedule of classes. Any requested changes are made only after the approval of the dean. This is done to allow nursing students to take other nursing electives or courses in other departments if they so desire. College and clinical laboratory experiences are scheduled at hours consistent with the availability of instructors, students, and agencies. Any changes must be made in the form of written requests to the assistant dean of Undergraduate Programs, so conflicts do not occur.

Promptness of arrival in the clinical laboratory is a professional expectation.

### **Clinical Experiences Outside of Tallahassee**

Students may have scheduled clinical experiences outside the Tallahassee area, either during the week or on weekends. If the agency is located far enough away to require overnight accommodation, the cost of these arrangements is the responsibility of the student, as is the travel to and from the agency.

#### **Dress Code**

**Clinical hours—community sites** (home visits, community sites and mental health clinical, in the hospital to review charts, interview patients, or to obtain a clinical assignment prior to the actual clinical day).

#### **Appropriate attire:**

- Attire may be dependent on the clinical agency and required activities. Certain circumstances may require attire for acute care sites listed below. This will be at the discretion of the clinical instructor and clinical agency.
- Black or tan slacks or knee length skirt and FSU College of Nursing polo shirt.
- Closed toe dress shoes. If a student elects to wear heels, they must be low-heeled. Socks should be worn when appropriate with dress shoes.
- FSU white lab coat with College of Nursing patch should be worn over shirt.
- A hairstyle that is arranged off the face and collar.

- Name pin and FSU ID, and agency badge if required should be worn on the Florida State University lab coat and remain clearly visible.

### **Clinical hours—simulation lab and acute care sites** (acute care facilities where uniforms are required)

#### **Appropriate attire:**

- FSU College of Nursing garnet scrubs with College of Nursing logo.
- FSU College of Nursing garnet scrub jacket with College of Nursing logo.
- A plain white or black round-necked  $\frac{3}{4}$  or short sleeve tee shirt or turtleneck may be worn under the standard FSU garnet scrubs unless dictated by the unit that no undershirt is allowed to be worn.
- FSU College of Nursing Name pin, FSU ID, and agency badge when required must be worn and clearly visible.
- Professional shoes (black or white) with non-perforated leather or rubber uppers are required (no canvas or crocs with holes). Shoes should have closed toes (for safety with liquid spills, bodily fluids, and sharp instruments), offer good support, and should be reserved for clinical use only. Shoes without shoelaces are preferred.

#### **Uniform items:**

- Garnet FSU College of Nursing scrubs
- Garnet FSU College of Nursing scrub jacket
- Garnet FSU College of Nursing polo shirt
- White lab coat with FSU College of Nursing logo
- Professional shoes (black or white) with non-perforated leather or rubber uppers White or black round necked plain  $\frac{3}{4}$  sleeve tee shirt or turtleneck shirt
- FSU College of Nursing pin and FSU ID; facility badge
- Watch with second hand
- Bandage scissors
- Stethoscope
- Sphygmomanometer
- Black pen
- Clipboard

#### **Jewelry limited to:**

- Watch with second hand
- Plain wedding band without stones
- Smartwatch with secondhand capabilities
- Two pairs of plain stud earrings per ear. No hoops or dangling earrings may be worn
- Necklaces should not be worn unless it is of religious significance. If necklaces are worn, they should be worn underneath the scrub top or shirt
- No visible facial piercings allowed, facial piercings must be removed or replaced with a fleshcolored or clear retainer

## **Grooming standards**

### **Hair:**

- Hair off collar, fastened to the head
- Headbands and hair ties used to secure hair must be professional
- If hair is unable to be secured using hair ties, a bouffant cap may be used to secure hair off the collar and away from the face
- Beards and mustaches must be neatly trimmed and not interfere with mask requirements or pose a safety risk
- Hairstyles that cannot be pulled back and off the collar or excessively bright unnatural hair colors are not permitted
- Head coverings are permitted for religious beliefs only
- False eyelashes should not be worn. They may fall off and become an infection-control risk

### **Nails:**

- Nails no longer than the end of the finger
- Clear, pink, and neutral colors of non-chipped nail polish may be worn
- No artificial nails of any kind can be worn. This includes gels, acrylics, tips, forms, wraps, appliques, and other items applied to the nail surface

### **Cosmetics, Fragrances, and Personal Odor:**

- Students must be clean and well-groomed to minimize odor. Healthcare professionals are expected to maintain good personal hygiene to treat patients
- Makeup should be worn with discretion and moderation
- Strong odors should not be detected, this includes but is not limited to perfume, cologne, aftershave, lotions with fragrances, and cigarette smoke. Strong odors may cause nausea, and many patients are allergic to perfumes. All clinical settings, including the simulation lab are scent-free zones.

### **Body Art:**

- Tattoos should be covered unless the tattoos cannot be covered (i.e., hands, wrists)
- Offensive tattoos (e.g., nudity, profanity, objectionable symbols, crime) are not allowed and must remain covered
- No exceptions

### **Unacceptable items at any time in any professional setting:**

- Hoodies
- Jeans
- Shorts
- Skirts above the knee or below the ankle

- Strapless tanks or camisole tops
- Sleeveless tops
- Tight-fitting clothing
- Clothing with glitter or rhinestones
- Gum

## Expectations for Clinical Lab

- Students are to be on the unit only for the assigned clinical hours so that overlap does not occur with other nursing programs.
- Students are to be on the unit for the assigned time so to meet the mandated clinical hours for the course.
- Patient assignments will be commensurate with the level of the course and with the clinical lab expectation set forth by the faculty and articulated in the lab course syllabi.
- Students will provide coverage for each other for the assigned patients during the lunch hour. Breaks (if any) and lunch will be staggered.
- Students will not make or receive personal telephone calls while in the clinical setting. Texting and the use of personal cell phones are prohibited while in the clinical unit.
- Students will give a complete verbal report to the appropriate staff nurse when leaving the unit for the day.
- Students will receive feedback from the faculty on a weekly basis.
- Students will have a midterm and final written clinical evaluation.
- Clinical evaluation tools are placed in the student's permanent file.

## Student Committee Representation, Student Involvement, Student Organizations, Student Representatives

*(From the Bylaws of the Faculty of the College of Nursing, Article III, Section E College Committees)*

### Undergraduate Admissions and Graduation

1. The chairperson shall schedule meetings of the total committee at least twice a semester.
2. Membership:
  - a. There shall be at least five (5) faculty members on the committee, to include the Assistant Dean for Undergraduate Programs and the Associate Dean of Student Affairs.
  - b. The Assistant Dean for Undergraduate Programs shall serve as a voting member.
  - c. There shall be one (1) non-voting undergraduate student member.
  - d. The Assistant Director of Student Services shall be a non-voting ex-officio member.
3. The functions of the committee shall be to:
  - a. Review and present recommendations to faculty about policies for admissions and graduation for all undergraduate programs.
  - b. Evaluate students for admission into the undergraduate program.
  - c. The Assistant Director of Student Services and the Office of Student Services will use the

appropriate rubric to rank order the undergraduate applicants. Once rank ordered, the Assistant Director of Student Services, the College of Nursing advisor, and the Assistant Dean for Undergraduate Programs will review the applicants, adjust, and present the list to the Committee for final approval. The Committee will inform Student Services of the admission decision. The Student Services Office will notify applicants regarding admissions.

- d. Submit the names of candidates for degrees to the faculty for approval at a faculty meeting prior to the end of the semester.

## **Undergraduate Curriculum**

1. The chairperson shall schedule meetings of the total committee at least twice per year.
2. Membership:
  - a. There shall be at least (5) faculty members on the committee, all with teaching responsibilities in the Undergraduate Program, Assistant Dean for Undergraduate Programs, and one (1) nonvoting undergraduate student.
3. The functions of the committee shall be to:
  - a. Review and evaluate the undergraduate curriculum.
  - b. Review and evaluate student requests for exceptions regarding prerequisites and required courses.
  - c. Formulate and present to the faculty recommendations for new programs and modifications of the undergraduate curriculum.
  - d. Review and present revised or new course syllabi and new or revised programs for faculty consideration.
  - e. After faculty approval, forward all curriculum changes to the administrative specialist, who will complete the remaining requirements and forward to the University Curriculum Committee for final approval.

## **Program Evaluation**

1. The chairperson shall schedule meetings of the total committee at least twice per year.
2. Membership:
  - a. There shall be at least five (5) faculty members, two (2) who teach primarily in the graduate program and two (2) who teach primarily in the undergraduate program. The Assistant Dean for Graduate Programs, and the Assistant Dean for Undergraduate Programs shall be ex-officio; and
  - b. There shall be one (1) voting community member, and two (2) non-voting student members, one (1) graduate and one (1) undergraduate.
3. The function of the committee shall be to:
  - a. Develop and coordinate an overall plan of evaluation for the College of Nursing in terms of the established mission, goals, standards, and current health care trends.
  - b. Report these findings to the faculty for approval.
  - c. Collect evaluation data and make recommendations to appropriate committees and/or administration for changes or development of new programs.

## **Student Affairs**

1. The chairperson shall schedule a meeting of the committee at least twice a year.
2. Membership:
  - a. There shall be three (3) faculty members, Assistant Director of Students Services, Assistant Dean for Graduate Programs, and Assistant Dean for Undergraduate Programs shall be exofficio. Additionally, faculty advisors of NSNA, Relationships, Recruitment and Retention, and Community Outreach liaison shall attend as needed; and
  - b. There shall be two (2) non-voting student members; one (1) graduate and one (1) undergraduate.
3. The function of the committee shall be to:
  - a. Evaluate and facilitate and monitor the engagement of students in service leadership, personal development, and growth in the Nursing discipline by encouraging student involvement in community activities and organizations.
  - b. Promote active participation of students with faculty in undergraduate nursing research activities.
  - c. Support and collaborate with students and persons from varying cultural backgrounds to promote self-awareness and respect for all persons, while embracing cultural competence as basic tenets of the nursing profession and the University.

## **Student Involvement**

### **Student Ambassador Program**

The FSU College of Nursing Student Ambassadors (referred to as CON Ambassadors externally and Student Ambassadors or Ambassadors internally) are a group of students selected to function as representatives of the College of Nursing. Ambassadors serve as the “face” of the CON at internal events/activities, campus-wide events, and community events. The ambassador program differs from the other student organizations within the CON as the staff of the college administers it, and as such students are representative of our whole institution. The ambassador program operates during the fall and spring terms of each academic year.

#### **Fall**

Applications open in July. Virtual interviews are conducted in early August and students are selected and notified by the beginning of the semester. The Ambassador Welcome and Training Session for the new program occurs within the first two weeks of classes.

The ambassador program begins after the Ambassador Welcome and Training Session.

#### **Spring**

Applications open in October. Virtual interviews are conducted in early November and students are selected and notified by the end of November. The Ambassador Welcome and Training Session for the new program occurs within the first two weeks of classes.

The ambassador program begins after the Ambassador Welcome and Training Session.

## Summer

At this time, the program will be halted over the summer semester due to the rigor of the student's coursework. Occasionally, fourth-semester active students (who are remaining in Tallahassee for their final semester), and emeritus students may have the opportunity to assist as volunteers with CARE tours, summer tours, and be invited to leadership events. They are not required to participate but are still offered the opportunity should their schedule allow.

For more program requirements, information, and eligibility please contact us at [info@nursing.fsu.edu](mailto:info@nursing.fsu.edu).

## Student Organizations

All Registered Student Organizations through the FSU College of Nursing are open to all current students of the nursing program as well as pre-nursing students. Students may find more information on these organizations through Nole Central at <https://nolecentral.dsa.fsu.edu/>.

- Gift of Life
- Lifestyle Medicine Interest Group
- Minority Student Nurses Association
- Student Nurses Association
- Seminole Nursing Club

### Sigma Theta Tau – Beta Pi Chapter

Sigma Theta Tau, the International Honor Society of Nursing, was founded in 1922 by six students at the Indiana University Training School for Nurses. The purposes of Sigma Theta Tau are to (1) recognize superior achievement; (2) recognize the development of leadership qualities; (3) foster high professional standards; (4) encourage creative work; and (5) strengthen commitment to the ideals and purposes of the profession.

Membership in Sigma Theta Tau and its constituent chapters in colleges and universities is an honor conferred on students in baccalaureate and graduate programs who have demonstrated excellence in their nursing programs. Graduates of baccalaureate programs who demonstrate excellence in leadership positions in nursing are also eligible for membership consideration.

Academic grades and professional performance in clinical nursing are criteria used for eligibility. Study and progressive application of nursing theory can result in an invitation to join the Beta Pi Chapter.

## Student Resources

### Resources and Facilities for Student Use

The student handbook is designed to provide nursing students with information about the College of Nursing that is not readily available from other sources on campus. Nursing students are encouraged to read the Florida State University Bulletin and the FSU Student Handbook for general information about the campus and university policies.

Information about campus activities and programs may be obtained through University Information. Information about students currently enrolled and living on campus is available through Directory Information.

Nursing students having questions not answered in the handbook or sources above can direct their questions to the Nursing Student Association, an academic advisor, the assistant dean of Undergraduate Programs, the dean, or individual faculty members.

### **FSU Libraries**

All nursing students are encouraged to use the Dirac Science Library and Strozier Library for studying and checking out books and journals. Orientation sessions are held at the beginning of each term.

Contact the library for specific information.

### **Simulation and Skills Laboratories**

The Nursing Simulation and Skills Laboratories have completed simulated patient units. There are sinks, counter space, and seating for students. Training mannequins, models, equipment, and supplies can be set up to simulate clinical situations. A full-time simulation coordinator is available to facilitate the teaching-learning process and to encourage optimal use of these resources.

## **Student Services**

### **Academic Advising**

The College of Nursing provides academic advisors to guide students in the selection and sequencing of required and elective courses during their program of studies. Appointments are made by calling (850) 644-5638. The academic advisors are available at pre-registration and registration periods to advise you of general and special course offerings. Be a wise student and confer with an advisor.

### **Student Success Center**

The College of Nursing Student Success Center is located within the office of Student Services in Suite 104. The Student Success Center provides student-centered interventions to identify gaps in student learning and academic support services through academic coaching and supplemental instruction. Group and individual academic sessions are available.

### **Group Academic Sessions**

Supplement instruction to support nursing curriculum available throughout the semester. The Student Success calendar strategically provides space for students to develop study groups supervised by our director of student success.

Sessions available throughout the semester—announced via Canvas under specific NUR Courses.

### **Individual Academic Coaching**

Individual academic coaching focuses on early intervention to develop a plan for success.

Individual sessions can focus on time management, testing strategies, test anxiety, critical thinking skills and implementation of active study strategies in addition to course content support. Appointments are made via Campus Connect with Director of Student Success Lynn Sleeth MSN, RN.

### **Academic Center for Excellence (ACE)**

On-campus tutoring and writing assistance is available for many courses at Florida State University. For more information, visit the Academic Center for Excellence Tutoring Services' comprehensive list of on-campus tutoring options - see <http://ace.fsu.edu/tutoring> or contact [tutor@fsu.edu](mailto:tutor@fsu.edu). High-quality tutoring is available by appointment and on a walk-in basis. These services are offered by tutors trained to encourage the highest level of individual academic success while upholding personal academic integrity.

### **SUSSAU – State University Assessment of Instruction**

The State University Assessment of Instruction is the evaluation that students complete at the end of a course of a faculty member or teaching assistant. SUSSAU is required for fall, spring, and summer semesters. Students are urged to take this evaluation seriously. This is your opportunity to participate in communicating with faculty in relation to the quality of teaching in the university.

### **Exit Survey**

Graduating students are given the opportunity to evaluate the nursing program during their last semester in the College of Nursing

### **Scholarships**

Scholarships are a type of aid that does not need to be paid back and can be based on merit, extracurricular activities, or demographics. Some scholarships require that you complete the [Free Application for Federal Student Aid \(FAFSA\)](#). Filling out the FAFSA should always be your first step in applying for financial aid of any type. The key to earning a scholarship is to make the effort to identify scholarships you qualify for, respond fully and accurately to any application requirements, and do not give up! Scholarship renewal is based on the requirements and funding of each donor. Bright Futures renewal criteria can be found [here](#).

### **FS4U**

FS4U is the internal institution online scholarship platform to help you in your scholarship search: [FS4U - Finding Scholarships for You](#). FS4U identifies any FSU Foundation scholarships for which you may apply. Please review it carefully and check back frequently as new opportunities may be added at any time. Any student with an FSU email can apply for scholarships on this platform.

## **Private Scholarships**

Private scholarships must be reported as outside aid. They are a financial resource that will be used in determining your need for other aid. Your financial aid award may be adjusted based on the receipt of scholarships at any time during the academic year. For more information about private scholarships, including a comprehensive list of scholarships that are available, visit [FSU Student Business Services Private Scholarships](#).

## **ServScript Program**

FSU recognizes the importance of community service within a liberal arts education by encouraging its reporting on academic transcripts. Through the ServScript program at Florida State University, you can record your hours in service to the community on your official FSU transcript. Your transcript is a permanent record of your academic achievements and a direct reflection of your college career to potential employers and graduate and professional schools. At the conclusion of each semester for which you qualify for Service-Learning Hours and complete the required online forms, the following statement will be posted to your transcript immediately following your grades based on the actual number of hours completed and correctly reported to the Center for Leadership and Social Change.

Students who meet the guidelines and deadlines can participate in the ServScript Program. For a complete description of the guidelines, criteria, and deadlines, please see <https://thecenter.fsu.edu/resources/servscript>. Any questions regarding the ServScript Program can be directed to the Center for Leadership and Social Change at 850-644-3342 or [ServScript@admin.fsu.edu](mailto:ServScript@admin.fsu.edu).