Delaware Technical Community College

RN to BSN Student Handbook

Effective August 14, 2022
Table of Contents

Mission .......................................................................................................................................................... 1
Vision ............................................................................................................................................................ 1
Nursing Program Philosophy ....................................................................................................................... 1
Description of Program ............................................................................................................................... 1
Accreditation Information ............................................................................................................................ 2
  Accreditation Statement ............................................................................................................................ 2
  ACEN ....................................................................................................................................................... 2
Program Admission ..................................................................................................................................... 2
  Program Eligibility .................................................................................................................................. 2
  Application Process ................................................................................................................................. 3
  Submission of Transcripts ......................................................................................................................... 3
  Priority of Service for Veterans and Eligible Spouses ........................................................................... 4
Admission Term Policy ................................................................................................................................. 4
Financial Aid ................................................................................................................................................ 4
Academic Advising and Counseling ........................................................................................................... 4
  Disability Support Services ..................................................................................................................... 5
  Collegewide Program and Student Home Campus ............................................................................... 5
Transfer Credits .......................................................................................................................................... 5
  General Education Requirements .......................................................................................................... 5
  Process for Determination of Transfer Credits ..................................................................................... 5
  Advanced Credit ..................................................................................................................................... 6
  Nursing Courses ..................................................................................................................................... 6
  Progression/Readmission ......................................................................................................................... 6
Program Requirements ............................................................................................................................... 6
  Credits in Residence ............................................................................................................................... 6
Program Outcomes ...................................................................................................................................... 7
  Program Graduate Competencies .......................................................................................................... 7
  Course Descriptions .............................................................................................................................. 7
Practicum Information ................................................................................................................................ 8
  Pre-Practicum Requirements .................................................................................................................. 9
  Practicum Requirements ......................................................................................................................... 11
  Professional Attire .................................................................................................................................. 13
  Reasons for Dismissal from a Practicum Experience ............................................................................. 14
E-Portfolio .................................................................................................................................................. 14
Academic Policies ....................................................................................................................................... 14
  Attendance (Participation) ...................................................................................................................... 15
  Late Assignments ................................................................................................................................. 16
Technical Requirements ............................................................................................................................. 16
  Minimum Technology Requirements .................................................................................................... 16
Online Course “Netiquette” ......................................................................................................................... 17
Social Media ............................................................................................................................................. 17
  Board of Nursing Implications ............................................................................................................. 17
Opportunities for Student Engagement ..................................................................................................... 18
  Course Evaluations ............................................................................................................................... 18
  Collaboration Committee ....................................................................................................................... 18
  Campus-based Student Government ..................................................................................................... 18
RN to BSN Student Resources .................................................................................................................. 18
Appendix A: Course Sequence Sheet ........................................................................................................ 19
Mission
The RN to BSN program provides registered nurses with a baccalaureate nursing education that is relevant and responsive to labor market and community needs. The program supports the mission of the College: Students are at the Center of Everything We Do.

Baccalaureate education prepares professional nurses with a broad knowledge base for practice with expanded roles encompassing advocacy, leadership, and scholarship for the advancement of equitable health outcomes. The RN to BSN program empowers students with the education necessary to support nursing career opportunities.

Vision
The program focuses on evidence-based nursing practice through a holistic approach that enables graduates to be designers, coordinators, leaders, and managers of collaborative care. Graduates will function autonomously and interdependently within the healthcare team, uphold standards of nursing practice, and be accountable for outcomes within their practice.

Nursing Program Philosophy
The philosophy of the RN to BSN nursing program is congruent with the College Mission. The nursing faculty believes in the value of higher education as a means of personal and professional advancement while supporting lifelong learning. The faculty believes that there is a dynamic relationship between the nursing student, nurse educator, learning environment, and the profession of nursing. These relationships create a transformative, adaptive, collaborative, and inclusive environment that supports the nurse in expanded professional opportunities. The nursing faculty further believes that advancing one's education promotes improved client and population outcomes, thereby reducing global health disparities.

Description of Program
The Bachelor of Science in Nursing program is an online degree program that provides licensed registered nurses with baccalaureate-level education. The RN to BSN program builds upon the foundational knowledge and skills attained in previous nursing courses, general education courses, and experiences. Baccalaureate education prepares professional nurses for practice within expanded roles of advocacy, leadership, and scholarship. The curriculum incorporates a broad base of general education courses as a foundation of knowledge for the baccalaureate education. Coursework places emphasis on evidence-based nursing practice through a holistic approach, enabling graduates to be designers, coordinators, leaders, and managers of collaborative care. The practicum components, contained within NUR 330 and NUR 460, focus on population health and nursing leadership experiences.
Accreditation Information

Accreditation Statement
Delaware Technical Community College is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104 (267-284-5000). The Middle States Commission of Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation.

ACEN
The baccalaureate nursing program at Delaware Technical Community College is an online collegewide program with the main campus located in Dover, Delaware and is accredited by the:

Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
(404) 975-5000

The most recent accreditation decision made by the ACEN Board of Commissioners for the baccalaureate nursing program is Initial Accreditation.

View the public information disclosed by the ACEN regarding this program at [http://www.acenursing.us/accreditedprograms/programSearch.htm](http://www.acenursing.us/accreditedprograms/programSearch.htm)

Program Admission
All students interested in applying to the program are encouraged to contact the RN to BSN academic counselor. Appointments can be made with the RN to BSN academic counselor via [https://calendly.com/rn-bsn-advising/rn-bsn-advising](https://calendly.com/rn-bsn-advising/rn-bsn-advising).

Program Eligibility
Students who meet the eligibility criteria of an active, unencumbered RN license and a minimum GPA of 2.5 at time of nursing program graduation may be admitted directly into the program. An associate degree is not required. Students completing nursing diploma programs for pre-licensure education may apply to the RN to BSN program, provided the student meets the eligibility criteria listed above.

A student must maintain an active, unencumbered RN license while enrolled in the program. An unencumbered license is defined as a license without current discipline, conditions, or restrictions.
Students who do not meet the eligibility criteria for admission will be considered non-award seeking or non-matriculated students assigned the major code of NASNADBOS. Students may take general education courses during this period, but cannot take 300- and 400-level nursing courses. In addition, financial aid is not available while waiting to be accepted into the RN to BSN program.

Students who do not have a GPA of 2.5 at the time of pre-licensure nursing graduation will be assigned the major code NASNADBOS. Students in this category must complete the eight general education courses required for the RN to BSN program and achieve a minimum GPA of 2.5 in the eight courses to be eligible for admission into the program. Grades of transferred courses will be included in the calculation.

Students who do not meet registered nurse licensure requirements will be assigned the major code NASNADBOS. Once an active, unencumbered license is obtained, students can complete the RN to BSN program application.

**Application Process**

Students who meet the admission criteria will be notified through the student’s DTCC email account of official acceptance into the RN to BSN program. There are two steps to apply:

**Step 1: Apply to the College**

*New students or returning students who have not taken classes for 2+ years*

Complete an application for admission to the College using the [online application](#) or in person at any of the [campus locations](#). At the time of admission, students may be required to submit [proof of Delaware residency](#) (if applicable). For further assistance, contact [Admissions](#) or the [RN to BSN academic counselor](#).

*Current Delaware Tech students*

Students who have obtained an RN license and who have taken classes at the College in the past two years should contact the [RN to BSN academic counselor](#) to discuss the program. These students are not required to reapply to the College. Graduates of the associate degree of nursing (ADN) program will be required to change majors before registering for courses in the RN to BSN program.

**Step 2: Complete the RN to BSN Program application**

All interested students must apply to the RN to BSN program. This process is separate from admission to the College. Program admission is ongoing. The program application can be accessed at [http://go.dtcc.edu/RNtoBSNapply](http://go.dtcc.edu/RNtoBSNapply) or on the [RN to BSN program webpage](#).

**Submission of Transcripts**

Students who have attended other institutions should contact the institutions to have official transcripts sent to Admissions electronically or by mail to a campus address. All electronic
transcripts must be sent directly to the College from the academic institution. The transfer student webpage has additional information and links.

**Priority of Service for Veterans and Eligible Spouses**

In accordance with the implementation of the Veterans’ Priority Provisions of the “Jobs for Veterans Act” (PL 107-288), qualified veterans and eligible spouses will receive priority of service status. Students who have priority of service status have benefits consistent with College policies and services, including course registration.

**Admission Term Policy**

Students are not required to complete any RN to BSN coursework before being accepted into the program. However, students are expected to enroll in at least one course in the first semester following acceptance in the RN to BSN program.

Students who are accepted into the program and decide to start in a semester other than initially indicated should notify the RN to BSN academic counselor or Admissions. Students should include their name, 700 number, and the preferred semester/year to begin studies. Once Admissions receives all the required information, the student’s enrollment will be deferred to the appropriate semester.

**Financial Aid**

Students waiting to be accepted into the program are considered non-award seeking or non-matriculated students. Financial aid is not available for students waiting to be accepted into the program. Students accepted into the program may apply for financial aid. Students must complete the Free Application for Federal Student Aid (FAFSA) annually. Scholarships may be available for students accepted into the program. Students can apply for scholarships at go.dtcc.edu/scholarship.

Veterans, service members, and dependents may be eligible for VA benefits and should contact a veterans and service members counselor after applying to the College.

**Academic Advising and Counseling**

Upon admission, the College assigns students a program advisor. The program advisor’s role is primarily for academic purposes; however, students may reach out to the advisor to assist with individual challenges, issues, or events which may directly impact academic performance. Program advisors and academic counselors may be aware of services or resources available at the College or within the surrounding community that may help address student needs.
Disability Support Services
Students may receive disability support services through the College by contacting a disability support counselor at the student’s home campus. Please refer to the College’s Guide to Requesting Academic Accommodations and/or Auxiliary Aids at:


Collegewide Program and Student Home Campus
Because the RN to BSN program is a collegewide program, students may take courses at any campus location or online course section. The campus through which the student applies to the program is the student’s home campus.

Transfer Credits
General Education Requirements
Credits for the general education requirements for the RN to BSN major may be accepted if awarded from an accredited postsecondary institution and if such credits apply to the established RN to BSN curriculum of the College.

Process for Determination of Transfer Credits
- The student must request and arrange for an official transcript from transferring institution to be sent to the College.
- The student must be admitted to the College before transfer credits will be evaluated or posted to the student's academic history/transcript.
- The College has established transfer course equivalencies that delineate how individual courses transfer from several local and regional institutions to the College.
- Courses not included on the College's course equivalencies matrix will be evaluated by the RN to BSN academic counselor in coordination with a department chairperson who has oversight for the subject when the following criteria are met:
  - The student earned a grade of “C” or better in the course being evaluated for transfer;
  - The course is applicable to the RN to BSN major;
  - The course is eligible for transfer consideration based on the Age Limits on Courses policy; and
  - Additional materials, such as the course description and syllabus, have been submitted, if required to have the evaluation completed.
- The transferability of a course does not indicate that the course will automatically apply to the graduation requirements of the student’s intended major.
Advanced Credit
Upon verification of RN licensure and acceptance into the RN to BSN program, students may receive up to 65 credit hours of advanced credit for pre-licensure education. Students will receive 38 credits for the nursing courses in the pre-licensure program. Students may be eligible for additional credits based on a transcript review.

Nursing Courses
At least 75% of the required nursing courses must be completed at the College. NUR 300, 330, and 460 must be taken at the College. Transcripts for potential transfer of nursing credits will be evaluated on an individual basis by the RN to BSN program instructional director, academic counselor, or program coordinator.

Progression/Readmission
Once accepted into the program, students are encouraged to take at least one course each semester and may proceed at their own pace. Per College policy, if a student has not been enrolled for six consecutive terms, including summer sessions (two calendar years), the student is moved to inactive status and will need to reapply to the College, then complete the RN to BSN program application. Readmitted students will be responsible for the current requirements of the program.

NUR 300 is a prerequisite for all subsequent nursing courses. Once a student has successfully completed NUR 300, nursing courses may be taken in any order. However, all nursing courses, except NUR 420, must be completed before taking NUR 460. ENG 122 and MAT 162 are prerequisites for NUR 330 and NUR 340.

Program Requirements
The Bachelor of Science in Nursing degree requires the 120 credits outlined below.

- 30 credits of RN to BSN nursing courses
- 25 credits of BSN general education credits
- 38 credits of pre-licensure nursing courses
- 27 credits of pre-licensure general education courses

The course sequence sheet in Appendix A and online version of the course sequence sheet outline the path for achieving the required credits for graduation.

Credits in Residence
Candidates for the RN to BSN program must complete a minimum of 75% of the 300- and 400-level nursing courses at the College to meet the credits in residency requirement. To meet this requirement, seven of the nine 300- and 400-level nursing courses must be completed at
the College. NUR 300, 330, and 460 must be completed at the College. There is no limit on the number of general education credits which may be transferred into the program.

**Program Outcomes**

**Program Graduate Competencies**

The graduate will be able to:

1. Integrate general education knowledge, skills, and aptitudes to advance nursing education and growth in professional practice.
2. Demonstrate leadership skills to promote patient safety and the delivery of high-quality healthcare.
3. Apply skills of inquiry, analysis, and information literacy to support evidence-based professional nursing practice.
4. Integrate information management technology to improve patient outcomes.
5. Advocate for patients and the nursing profession with regard to healthcare policy at the local, state, national, and global levels.
6. Direct patient-centered care through advocacy, interprofessional communication, collaboration, and delegation.
7. Integrate health promotion and disease prevention practices to positively impact the delivery of healthcare to diverse populations.
8. Practice professional nursing within an ethical framework.
9. Demonstrate lifelong learning that empowers personal and professional growth.

**Course Descriptions**

*NUR 300 RN to BSN Transition (3 credits)*

This introductory course builds on prior education and provides foundational knowledge on the role of a baccalaureate-prepared nurse. Emphasis is placed on the expanded role of the professional nurse, including theoretical models, evidence-based practices, and outcomes-driven healthcare. Students begin to create a professional portfolio, which is further developed throughout the curriculum.

*NUR 310 Global Health (3 credits)*

This course prepares students to explore global health and healthcare issues. Emphasis is placed on global health disparities and an understanding of nursing’s role in advocating for health promotion worldwide. Students examine healthcare practices from a multi-cultural and systems perspective.

*NUR 320 Health Assessment (2 credits)*

This course prepares students to conduct comprehensive health assessments using a variety of data collection strategies. Emphasis is placed on conducting assessments using a holistic approach. Students interpret assessment data for health promotion and disease prevention.
**NUR 330 Population and Community Health (4 credits)**
This course prepares students to collaborate with healthcare professionals and community members to plan, implement, and evaluate interventions for population health, through online and preceptor experiences. Emphasis is placed on facilitating access to community resources to advocate for health promotion and disease management.

**NUR 340 Nursing Research (3 credits)**
This course introduces foundational concepts of nursing research and information literacy to promote the development of the student as a research-consumer. Emphasis is placed on the critical evaluation and communication of nursing research from relevant sources and its potential application to clinical practice.

**NUR 400 Nursing Leadership (3 credits)**
This course prepares students to integrate leadership theories and principles into nursing practice. Emphasis is placed on developing the knowledge, skills, behaviors, and abilities of a nurse leader. Students examine leadership using the principles of advocacy, interprofessional communication, collaboration, and delegation.

**NUR 410 Nursing Informatics (3 credits)**
This course provides an introduction to nursing informatics and focuses on application to the nursing profession. Emphasis is placed on the integration of nursing practice and information sciences. Students analyze the impact of informatics on nursing practice and the healthcare system.

**NUR 420 Nursing Policy (4 credits)**
This course prepares students to examine the foundations of healthcare policy that impact nursing practice. Emphasis is placed on the role of the nurse as an advocate in the legislative and regulatory processes.

**NUR 460 Nursing Capstone (5 credits)**
This course prepares students to integrate their knowledge, skills, behaviors, and abilities acquired in the RN to BSN program into nursing practice. Students demonstrate the achievement of program competencies through both online and practicum experiences culminating in the presentation of a comprehensive professional portfolio.

Please see the [course sequence sheet listed in Appendix A](#) for prerequisite courses and additional program course requirements.

**Practicum Information**
Practicum requirements are embedded in the Population and Community Health (NUR 330) and Nursing Capstone (NUR 460) courses. The practicum experiences are designed to meet
Core Course Performance Objectives (CCPOs). Students design practicum experiences in collaboration with a preceptor and with the approval of the course faculty.

NUR 330 is offered during the fall, spring, and summer semesters. NUR 460 is offered during the fall and spring semesters or can be completed during the summer with instructor approval if all other courses have been completed. The course sequence for the program requires NUR 330 to be completed after NUR 300 and before starting NUR 460; NUR 460 is completed in the last semester. Advanced planning is required to integrate the practicum experiences and coursework into work and personal schedules.

Students are responsible for conducting outreach to secure a preceptor and are encouraged to start the process three to six months before starting NUR 330 or NUR 460. Please see the Criteria for Site Selection and Criteria for Selection of Preceptor sections for requirements. Students can view a list of pre-approved sites, and program faculty are available to assist students in finding a practicum site and preceptor if needed.

- NUR 330 requires a community health setting such as a health agency, school, community hospice, parish nurse program, or outpatient clinic with community outreach programs.
- NUR 460 requires a preceptor who serves in a leadership role at an appropriate setting such as a hospital, long-term-care facility, school, clinic, medical office, or hospice. Community settings are considered if the experience focuses on leadership.

A legal affiliation agreement must exist between the College and the student’s practicum agency before a student can attend practicum. Early planning helps ensure this process and prevents delays in the student’s practicum experience.

Students are encouraged to share their goals and availability with possible preceptors, and preceptors should seek approval from their employer. The course instructor will provide final approval of selected site and preceptor.

**Pre-Practicum Requirements**

The following is a list of pre-practicum requirements. Additional requirements may apply according to a student’s selected practicum site.

**License**

Students must maintain an active, unencumbered registered nurse license in the United States throughout the program. If a student's nursing license is suspended or revoked, the student will not be eligible to continue in the program. Students must inform the RN to BSN program instructional director of any sanctions placed on the license.

**Personal Malpractice Insurance**

Students are required to carry liability or malpractice insurance with minimum limits of one
million dollars ($1,000,000.00) per occurrence and three million dollars ($3,000,000.00) in the aggregate. For students currently employed as RNs, this insurance must be above and beyond that provided through a student’s employing agency.

Insurance may be purchased through organizations such as Nurses Service Organization or other professional nursing organizations.

**College Student ID Badge**
It is strongly recommended that students obtain a college student ID badge (at no cost), which is required for student support services, are used at practicum sites, and can be used for student discounts at some locations. If needed, a replacement ID badge can be obtained for a small fee.

Students who cannot come to a campus location to obtain a badge can request an initial non-photo badge by emailing Admissions. Students should include name, address, student ID number, driver’s license information, phone number, and current driver’s license scan attached to the email request. The badge will be mailed to the address provided by the student in the request. A student with a non-photo badge must bring an alternate photo ID such as a driver’s license when on campus.

**Document Management System Software**
Students are required to establish an RN to BSN-specific CastleBranch account to track health information and documents required for practicum experiences and to order criminal background checks and drug screening (where required by the practicum agency with students responsible for paying the associated fees).

**Agency Requirements**
The student is responsible for contacting the practicum agency to determine specific requirements that need to be met before beginning the practicum experience. Agencies may require students to complete and submit the requirements several weeks before starting practicum. Agency requirements vary and may include, but are not limited to, the following.

**Child and Adult Abuse Registry**
Any Tier II or III classification on the Child and/or Adult Abuse Registries will exclude students from progressing in the program.

**Criminal Background Inquiry**
Any encumbered license as a result of a positive criminal background will exclude a student from progressing in the program.

**Urine Drug Screen**
Urine drug screens may be required by the agency in which the student completes the practicum requirements.
CPR Certification
Many practicum agencies require students to have current CPR certification. If a student needs to obtain certification, the following providers are available:

- American Heart Association BLS Provider
- American Red Cross – BLS for Healthcare Providers

Immunizations
Required immunizations will be determined by the practicum site.

Physical Examination
The practicum agency may request documentation of a recent physical examination.

Practicum Requirements
Criteria for Site Selection
The following criteria are applied in the selection of practicum sites:

- The site must offer the student a community/public health nursing opportunity for NUR 330 or a nursing leadership opportunity for NUR 460.
- The site may be at the agency where the student is employed, but must be outside of the student’s normal work area (e.g., student may be a hospital staff nurse in the cardiac unit and may select a preceptor who is the director of the home health department).
- Students participate in observational practicum experiences with a qualified preceptor. Students may engage in patient teaching, observation of patient care, and participation in conferences and committees as they explore the roles of the professional nurse
- Students must have an active and unencumbered RN license in the state where they wish to complete the practicum. For students who are completing practicum in a different state from where they reside, proof of active and unencumbered nurse licensure in the state in which they are completing practicum will be required prior to practicum registration.
- A legal agreement approved by the College’s legal affairs department must exist between Delaware Technical Community College and the student’s practicum agency before the student can attend practicum. Early planning helps to ensure this process and prevents delays in the practicum experience.

Criteria for Selection of Preceptor
The following criteria are applied in the selection of preceptors. A preceptor:

- Has a minimum of at least four years of nursing experience;
- Is currently licensed as a registered nurse and holds a minimum of a Bachelor of Science in Nursing degree;
- Has a positive appreciation for learning, an understanding of teaching and advising,
and is capable of creating a setting that is effective for enhancing student learning;
  ▪ Possesses the knowledge and clinical skills that reflect excellence in health care
delivery;
  ▪ Is recognized as a role model among colleagues;
  ▪ Possesses effective communication and interpersonal skills; and
  ▪ Has the ability to identify student strengths and weaknesses and is willing to
  assist students in meeting goals and expectations.

Practicum Hours Requirement
Students are responsible for scheduling and completing a minimum of 45 hours of practicum
experience in an approved and supervised setting for community health nursing and 45 hours
in a setting for nursing leadership. The scheduled hours will be arranged with the preceptor at
the practicum site and must be reasonable to satisfy the practice experience requirement. All
completed hours must be documented according to course protocol and signed off by the
preceptor. Travel time to and from the practicum site cannot be included in the hours.

Participation in the practicum experience does not create an employment relationship between
the student and agency and does not entitle the student to compensation, fringe benefits,
worker’s compensation, unemployment compensation, income tax withholding, social security
or any other program not otherwise agreed upon between the College and agency. Students
completing a practicum experience at their place of employment must complete the hours
outside of their scheduled working hours and may not be paid for the practicum hours.

Student Responsibilities
1. Discuss specific practicum objectives and coordinate the practicum schedule with
   the preceptor.
2. Maintain a record of all practicum activities and experiences throughout the
   preceptorship.
3. Demonstrate professional behavior.
4. Be accountable for one’s actions while in the practicum setting.
5. Maintain open communication with the preceptor and faculty.
6. Respect the confidential nature of all information obtained during the
   practicum experience.
7. Provide the clinical agency with necessary information and documentation.
8. Agree that agency materials may only be used for educational purposes and
   ensure all materials are returned at the conclusion of the experience.
9. Maintain the RN to BSN student observational role. No hands-on clinical
   responsibility will be undertaken and research involving any patient at the Agency
   may not be conducted without prior written permission from the agency and
   written informed consent of the patient.
10. Document and notify the course instructor immediately of any issues or concerns with
    preceptor experiences.
11. Demonstrate progression in meeting the specified objectives of the course.
12. Actively participate in the evaluation process with the preceptor and course instructor
through self-evaluation of strengths and identifying areas for professional growth.

13. Complete practicum preceptor evaluations.

The College encourages students to carry appropriate health insurance to cover any illness or injury which may occur while participating in the practicum experience. Students are responsible for any portion of treatment bills for injuries occurring while participating in the practicum experience that is not covered by the student’s respective insurance policies.

**Preceptor Responsibilities**

1. Complete preceptor orientation and read and refer to RN to BSN Program Preceptor Handbook as a resource.
2. Provide students with an orientation to the agency.
3. Provide precepted experiences for the student for the designated period required by the course.
4. Establish a supportive relationship with the student, helping the student feel welcome at the agency.
5. Collaborate with the student to develop learning experiences based on the student’s learning needs and course outcomes.
6. Provide feedback to the student and faculty on student experiences.
7. Seek solutions to conflicts, clinical problems, or issues related to student experiences and consult with faculty as needed.
8. Complete a practicum evaluation of the student’s practicum performance.
9. Consult with faculty if any issues arise during the student’s practicum experience.
10. Assist in the overall evaluation of the preceptor program.

Note: Delaware Tech faculty will be responsible for all formal grades assigned to the student.

**Faculty Member Responsibilities**

1. Ensure all requirements are complete prior to student beginning practicum hours.
2. Provide course information to the preceptor including preceptor orientation materials.
3. Monitor student performance regularly for factors that may impact student’s completion of the practicum requirements.
4. Contact the student as needed during the semester regarding practicum progress.
5. Maintain communication with the student’s preceptor during the semester regarding the student’s performance.

**Professional Attire**

During all activities where the student is representing the College, students are required to adhere to a professional manner of attire and, if applicable, the dress code of the agency uniform policy.

- RN to BSN students are required to follow the dress code of the organization/clinical facility while completing the practicum experience.
- If no dress code is identified by the facility, professional attire is required.
- Students must wear appropriate identification as specified by the agency.

**Reasons for Dismissal from a Practicum Experience**

Per the RN to BSN Program Mission and Vision Statements, graduates will model evidence-based practice that is patient-centered and exemplifies professional integrity. Students are expected to adhere to ethical and legal standards of care and display professionalism and integrity during the practicum experiences, and students must abide by College and program policies. An inability to uphold these standards may result in dismissal from a practicum experience. College and program policies, as well as the policies of the affiliating institutions, will be considered in these decisions. Dismissal from the practicum experience will preclude the student from meeting the course objectives for the nursing course.

**E-Portfolio**

An important part of the RN to BSN program is creating and completing an e-portfolio, which is used to showcase professional role development, values, core competencies, and critical thinking. The e-portfolio demonstrates student achievement of individual goals and Program Graduate Competencies (PGCs) and provides a framework to demonstrate the process of growth and achievement throughout the program. The e-portfolio contains examples of student accomplishments, academic work, and student reflections of learning experiences throughout the program. Completing the e-portfolio is an integral component of the capstone course serving as the culmination of the RN to BSN educational process, allowing overall assessment of student learning and participation in the program. Students are encouraged to keep all completed assignments, graded or ungraded, to use as potential artifacts in the e-portfolio. It is recommended that students create an electronic folder on a personal computer or external storage device where all assignments and feedback can be stored and that students implement a backup plan for storage.

**Academic and Student Policies**

Students are expected to abide by the collegewide policies in the College Catalog/Student Handbook posted at https://dtcc.smartcatalogiq.com/Current/Catalog and the program policies found in this handbook (RN to BSN Student Handbook). A few examples of collegewide policies with which RN to BSN students should be familiar include, but are not limited to:

Academic Grade Challenge Policy
https://dtcc.smartcatalogiq.com/Current/Catalog/Academics/Academic-Grade-Challenge-Policy
Attendance (Participation)
Each student is expected to attend class regularly in order to achieve maximum benefit from instruction. Attendance is considered online participation in weekly activities, assignments, and practicum hours as appropriate. Course requirements and evaluation measures are specified in
the syllabus and syllabus addendum which are located in the learning management system. There may be evaluation measures that necessitate attendance in order to demonstrate mastery of course objectives. See the College Catalog for the attendance policy.

**Late Assignments**

Course assignments have specified due dates. Late assignments result in a 5% grade reduction per day, unless otherwise noted on an assignment rubric. Students should contact the course instructor if they are unable to complete an assignment on time.

**Technical Requirements**

The following are the minimum level of technical competency needed to participate in the RN to BSN program. To be able to complete the online program successfully, students must be able to:

- Use an internet browser to log onto websites and other applications with a user ID and password.
- Download and use required internet browsers, such as Firefox, Chrome, or Microsoft Edge.
- Use the Library databases to retrieve abstracts and articles.
- Receive, send, and reply to Delaware Tech email through the College email account and attach files to emails.
- Develop, file, revise, edit, and print Microsoft Word documents.
- Follow and participate in an online discussion board, chat, or blog.
- Log on and navigate the College’s learning management system effectively.
- Upload Word documents, PowerPoint presentations, and video files to the online learning environment.
- Participate in a synchronous or asynchronous session using the designated web conferencing software (e.g., Zoom) and have this app downloaded to a laptop computer.
- Record a video and save it as an MP4 file.

**Minimum Technology Requirements**

The College’s goal is that students’ online learning experiences are free of technical challenges. To complete an online degree program or take online courses, the student’s computer system and/or smart device needs to meet minimum technology requirements. Please review the minimum technology requirements posted on the College’s Center for Creative Instruction & Technology (CCIT) website.
Online Course “Netiquette”

Please review the following tips for communicating respectfully with others online.

- Write clear, concise messages. Provide any necessary background information to help the reader understand the issue.
- Use correct language. Do not use emojis or “texting” writing.
- Stay on topic. Do not post irrelevant information.
- Clarify interpretations of others’ messages. Paraphrase understanding of intentions and plans.
- Be respectful of others when formulating and replying to emails.
- Avoid using sarcasm in online communications.
- Avoid emotional emails or responses that can be misinterpreted. Do not write in ALL CAPS. Do not send emails when angry.
- Do not press “Send” until re-reading the message carefully.

Social Media

The prolific use of social media and other electronic communication in today’s society requires nurses to be aware of what constitutes inappropriate use, both personally and professionally. Inappropriate use of social media or electronic communication by nurses may result in severe consequences, especially if the use involves a HIPAA violation.

HIPAA regulations are intended to protect patient privacy by defining individually identifiable information and establishing how this information may be used, by whom, and under what circumstances. Potential consequences for inappropriate use of social and electronic media will depend in part on the nature of the student’s conduct.

Board of Nursing Implications

Instances of inappropriate use of social and electronic media may be reported to the Board of Nursing. The laws outlining the basis for disciplinary action by a Board of Nursing vary between jurisdictions. Depending on the laws of a jurisdiction, a Board of Nursing may investigate reports of inappropriate disclosures on social media by a nurse on the grounds of unprofessional conduct, unethical conduct, moral turpitude, mismanagement of patient records, revealing a privileged communication, and breach of confidentiality. If the allegations are found to be true, the licensed nurse may face disciplinary action by the Board of Nursing, including a reprimand or sanction, assessment of a monetary fine, or temporary or permanent loss of licensure.

Students are subject to the same disciplinary actions stated above for inappropriate use of social media or electronic communication and could face dismissal from the program for such actions. The National Council on State Boards of Nursing (NCSBN) has developed guidelines on the responsible use of social media by nurses and nursing students. For more information, please visit [http://www.ncsbn.org](http://www.ncsbn.org).
Opportunities for Student Engagement

Course Evaluations
Course evaluations are available electronically for students to complete at the end of each course. Students are encouraged to complete these evaluations and provide thoughtful input. Course evaluation information is reviewed, and changes are made if warranted.

Collaboration Committee
A program collaboration committee is part of the program design and structure. The purpose of the committee is to obtain program input from internal stakeholders. The membership consists of students, program faculty, and program leadership. Student forums offer an opportunity to ask questions about the program, identify issues, and share thoughts and ideas. Forums are held once a semester, with in-person and virtual options available.

Campus-based Student Government
RN to BSN students can participate in campus Student Government Associations and Student Nurse Associations.

RN to BSN Student Resources
- RN to BSN program website: go.dtcc.edu/RNtoBSN
- RN to BSN student resources site: rn2bsnresources.weebly.com
Appendix A: Course Sequence Sheet

CAMPUS LOCATION: Georgetown, Dover, Stanton
Curriculum: Nursing, Bachelor of Science in Nursing (RN to BSN)
Effective: 2022-2023

Name: 
ID: 
Matriculation Date: 
Admissions requirements: 
1. Minimum GPA 2.5 at time of nursing graduation
2. Current RN license
3. Background Check

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<th>COURSE NUMBER AND TITLE</th>
<th>Credit</th>
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<th>Lab</th>
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<th>Grade</th>
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*Free Electives can be any course that is 3 or more college credits. Please speak with advisor when determining which course to take.
**Choose 1 course from: ASL 101, CLT 110, NUR 111, SOC 101, SOC 104, SDA 132, SDA 126, or SRA 126

Students must attain 120 credits total to earn a bachelor’s degree.

View an [online version of the course sequence sheet](#)