



**Delaware Technical Community College  
RN to BSN Handbook**

Effective 12/19/18

## Table of Contents

Mission.....	3
Vision.....	3
Program Description .....	3
Accreditation Information .....	4
Accreditation Statement .....	4
ACEN .....	4
RN to BSN Program Information Session.....	4
Admission Information .....	5
Application Process.....	5
Current Delaware Tech Students and Recent Graduates .....	6
Submission of Transcripts.....	6
Submission of RN License.....	6
Application to the Program .....	6
Priority of Service.....	4
Application Deadlines.....	6
Program Acceptance Policy .....	7
Academic Advising and Counseling .....	7
Collegewide Program / Home Campus .....	7
Transfer Credits.....	7
General Education Requirements .....	7
Process for Determination of Transfer Credits .....	8
Advanced Credit .....	8
Nursing Courses.....	8
Ranking.....	8
Progression/Readmission.....	9
Program Requirements.....	10
Credits in Residency .....	10
Program Outcomes	
Program Graduate Competencies.....	10
Course Descriptions.....	11
Practicum Information.....	12
Pre-Practicum Requirements.....	13
Personal Malpractice Insurance .....	13
ID Badge.....	14
Nursing Requirements.....	14
Criminal Background Inquiry .....	14
Child and Adult Abuse Registry .....	14

Urine Drug Screen .....	14
CPR Certification.....	15
Immunizations .....	15
License .....	15
Physical Examination .....	15
Practicum Requirements .....	15
Criteria for Site Selection.....	15
Criteria for Selection of Preceptor .....	16
Practicum Hours Requirement.....	16
Student Responsibilities .....	16
Preceptor Responsibilities.....	17
Faculty Member Responsibilities .....	17
Attendance (LDA/Participation) .....	18
Reasons for Dismissal from a Practicum Experience .....	18
Professional Attire .....	18
E-Portfolio .....	19
Academic Policies.....	19
Technical Requirements .....	19
Minimum Technology Requirements.....	20
Online Course “Netiquette” .....	20
Social Media.....	21
RN to BSN Student Opportunities for Program Input.....	22
Course Evaluations: .....	22
Collaboration Committee:.....	22
Campus-based student government:.....	22
RN to BSN Student Resources.....	22
Appendix .....	23

## Mission

---

The mission of the RN to BSN program is to provide registered nurses with a baccalaureate nursing education that is relevant and responsive to labor market and community needs. Baccalaureate education prepares professional nurses with a broad knowledge base for practice with expanded roles encompassing advocacy, leadership, and scholarship.

## 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.

## Nursing Program Philosophy

---

The philosophy of the Delaware Technical Community College 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 life-long 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, proactive, and collaborative environment that supports the nurse in expanded professional opportunities.

## Program Description

---

The Bachelor of Science in Nursing program is an online degree program designed for current RNs who are pursuing the next level of nursing education.

The program will provide licensed registered nurses with baccalaureate-level education. The RN to BSN program builds upon the foundational knowledge and skills attained in previous nursing courses and experiences. Baccalaureate education prepares professional nurses with a broad

knowledge base for practice with expanded roles encompassing advocacy, leadership, and scholarship. 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 portion, contained within NUR 330 and NUR 460, focuses 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 on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation. In addition, several curricula have earned program-based accreditation by various professional organizations.

### ACEN

The Delaware Tech RN to BSN Program is fully accredited by the Accreditation Commission for Education in Nursing (ACEN).

Accreditation Commission for Education in Nursing (ACEN)

3343 Peachtree Road NE, Suite 850

Atlanta, Georgia 30326

(404) 975-5000

<http://www.acenursing.org>

## RN to BSN Program Information Session

---

An online RN to BSN program information session is available on the [RN to BSN program webpage](#) at <http://go.dtcc.edu/RNtoBSN>. The information contains an overview of the RN to BSN program, the course requirements, application steps, and contact information. Nursing information session participation is recommended prior to applying to the program.

## Admission Information

Eligibility criteria include an active, unencumbered RN license as defined by the NCSBN\* and a minimum GPA of 2.5 at time of nursing program graduation. A student must maintain an active unencumbered RN license while enrolled in the program.”

\*The National Council on State Boards of Nursing (NCSBN) defines Encumbered as “a license with current discipline, conditions, or restrictions,” (NCSBN, 2012).

National Council of State Boards of Nursing. (2012). Model act. Chicago, IL: Author.

Students who are interested in the RN to BSN program, and who meet the eligibility requirements, are ready to begin the application process. All eligibility requirements must be completed by the application deadline. Students should not submit the program application until all requirements are complete, including attainment of RN-licensure.

Students waiting to be accepted into the program are considered non-award seeking or non-matriculated students. Therefore, financial aid is not available when waiting to be accepted into the RN to BSN program. Students accepted into the RN to BSN program may apply for financial aid. Students are not required to take coursework before being accepted into the program and can take all courses after acceptance.

An associate degree is not required. Students completing nursing diploma programs for pre-licensure education may apply to the RN to BSN program, provided they meet the eligibility criteria listed above.

## Application Process

---

New students or Delaware Tech students who have not taken classes in 2 + Years

Students who are new to the College or Delaware Tech graduates who have not taken classes for two years or more will need to apply to Delaware Tech by filling out an application for admission at least six weeks prior to program application deadline. Please call [Admissions](#) for assistance to determine whether it is necessary to submit an application for admission to the college.

Students can apply to the College using the [online application](#) or [in-person](#) at any of the campus locations. Students will need to follow any [additional enrollment steps determined by Admissions](#), such as providing proof of Delaware residency, found in the College Student Handbook.

### **Current Delaware Tech Students and Recent Graduates**

RNs who have taken classes at Delaware Tech in the past two years can visit an [Academic Advising Center](#) to discuss interest in the program, but are not required to reapply to the College. Nursing students who have graduated from the associate degree of nursing (ADN) program (or upon graduation) will need to have their major status updated to non-award seeking or non-matriculated status while pursuing acceptance into the RN to BSN program, and prior to course registration (see

Admission Information above).

### **Submission of Transcripts**

Students who have attended other colleges must submit official college transcripts not already on file to [Admissions](#) six weeks prior to program application deadline. Transcripts should be sent to Delaware Technical Community College electronically or [by mail](#) to the attention of Admissions. Contact your previous Institution(s) to have your transcripts sent directly to a Delaware Tech Admissions Office.

### **Submission of RN License**

Students should also submit a copy of their RN license to [Admissions](#) prior to program application deadline. License can be submitted in person or via email attachment.

### **Application to the Program**

Application to the RN to BSN program is a separate process from general admission to the College. The RN to BSN Program admission occurs twice a year. Once accepted into the College, students must complete the application for the RN to BSN program. The program application can be accessed online at the [RN to BSN application site](#) at <http://go.dtcc.edu/RNtoBSNApply>. College portal login is required.

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

Upon verification of documentation with the Veterans Service Counselor qualified students will enroll in the RN to BSN Program, Curriculum Code: NURBASBSN and may take general education courses. The student will be assigned to the next cohort for the Nursing Transitions Class NUR300.

### **Application Deadlines**

RN to BSN program applications for spring semester are due October 1. Program applications for fall semester are due June 1. Visit the [RN to BSN application site](#) for more information. Application for admission to the College, if necessary, should be completed at least six weeks

prior to the program application deadline. College transcripts not already on file at [Admissions](#) must be received at least six weeks prior to program application deadline.

All eligibility requirements must be completed by the application deadline. Students should not submit the program application until all requirements are complete.

### **Program Acceptance Policy**

Students will be notified by e-mail and an official letter of notification following the application deadline if they are awarded a RN to BSN seat. NUR 300 must be taken in the first semester following admission into the program. Once accepted into the program, a student may not defer his or her seat. In the event that a student declines his or her seat and or drops NUR 300 once the course has begun, the student must reapply to the program.

## **Academic Advising and Counseling**

---

Each student is assigned an advisor upon admission to the College. Although the purpose of this assignment is mainly academic in nature, nursing faculty members have a commitment to assist students. We recognize that students may face individual challenges, issues, or events which may have a direct impact upon academic performance. Program Advisors and Academic Counselors may be aware of services or resources available at the College and the surrounding community that may be helpful in addressing student needs.

### **Collegewide Program / Home Campus**

Although this is a collegewide program, students are assigned to a home campus for the purposes of program advising and student affairs support. Students are able to take general education courses at any campus location or online course section. Students are recommended to take the online nursing courses from their assigned campus location.

## **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 they apply to the established RN to BSN curriculum of Delaware Technical Community College

### **Process for Determination of Transfer Credits**

- The student must request and arrange for official transcript(s) from the transferring institution to be sent to Delaware Tech.
- The student must be admitted to Delaware Tech before transfer credits will be evaluated or posted to the student's academic history/transcript.
- The Delaware Tech department chairperson who has oversight for the subject will evaluate course(s) for equivalent learning outcomes to a Delaware Tech course(s) when the following criteria is met:
  - The student earned a grade of "C" or better in the course being evaluated for transfer;
  - The course is applicable to a Delaware Tech major;
  - The course is eligible for transfer consideration based on the Age Limits on Courses Policy. Approval of transfer credit for a course does not mean the transfer credit will satisfy admission requirements or will apply to academic program requirements.

### **Advanced Credit**

Upon verification of RN licensure and acceptance into the RN to BSN program, students may receive up to 70 credit hours of advanced credit for their pre-licensure education.

### **Nursing Courses**

At least 75% of the required nursing courses must be completed at Delaware Tech. Transcripts for potential transfer of nursing credits will be evaluated on an individual basis by the RN to BSN program Instructional Director or Program Coordinator.

## **Ranking**

---

The RN to BSN program is a competitive admissions program, similar to Delaware Tech's high-demand associate degree health programs, and demand is expected to exceed available seats. Three criteria are used in the ranking of eligible students who apply to the RN to BSN program. Points are awarded for each of the three criteria. The maximum score available is 50 points. Points are tallied to obtain the overall score of the candidate using the following calculation. Cumulative GPA at Time of Nursing Graduation: GPA will be multiplied by ten for a possible 25-40 points. For students who graduated from Delaware Tech's ADN program, cumulative GPA is

based on all college level coursework completed at Delaware Tech as of the nursing graduation date. For students who graduated from nursing programs at other institutions, the cumulative GPA at the time of graduation from the nursing program as assigned by that institution will be used.

Delaware Tech Associate Degree Graduate: Students will receive 8 points for successfully completing an associate degree program at Delaware Tech. This can only be awarded once, for a maximum of 8 points, regardless of the number of associate degrees earned at Delaware Tech. Diplomas and certificates are not eligible for awarding of points.

Delaware Resident: Students will receive 2 points for in-state status as defined by the DTCC Student Handbook Residency Policy.

**Ranking Criteria Table**

Cumulative GPA at time of nursing program graduation (multiplied by 10)	25-40 points
Delaware Tech Associate Degree Graduate (any program, awarded once)	8 points
Delaware resident	2 points
<b>Total possible</b>	<b>25-50 points</b>

Students are qualified for program consideration ONLY when they have obtained an active, unencumbered RN license, met the minimum GPA criteria, completed the application in full, and submitted the application by the specified deadline date. All qualified applicants are ranked highest to lowest score, and seats are offered based on the number of available seats in the program.

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](#) for acceptance into the RN to BSN program.

**Progression/Readmission**

Students who have previously attended Delaware Technical Community College must follow the readmission process when they have not been enrolled at Delaware Tech for six consecutive terms including summer sessions (two calendar years). Readmitted students will be responsible for the current requirements of the program they are entering. Readmitted students will have a new contract year to reflect the current graduation requirements of the program. See the [College Catalog](#) for current policy.

Readmitted students are responsible for reapplying for admission to the RN to BSN program and fulfilling all College admission requirements and program admission and application requirements. Students will not receive priority in the selective admission/ranking process.

## Program Requirements

---

The BSN degree is comprised of a total of 121 credits. This includes pre-licensure courses, general education courses, and RN to BSN requirements. The course sequence sheet outlines the path for achieving the required credits for graduation and is located [online](#) and at the back of this handbook.

### Credits in Residency

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

## 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 clinical course prepares students to collaborate with healthcare professionals and community members to plan, implement, and evaluate interventions for population health. 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 consumer of research. 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 a culminating clinical practicum experience and the presentation of a comprehensive professional portfolio.

Please see the [course sequence sheet](#) for prerequisite courses for NUR 300- and 400-level courses and additional RN to BSN program course requirements.

Per the Acceptance Policy: Students will be notified by e-mail and an official letter of notification following the application deadline if they are awarded a RN to BSN seat. NUR 300 must be taken in the first semester following admission into the program. Once accepted into the program, a student may not defer his or her seat. In the event that a student declines his or her seat and or drops NUR 300 once the course has begun, the student must reapply to the program.

NUR 300 is a pre-requisite for each 300 and 400 level nursing course. Once a student has successfully completed NUR 300 nursing courses can be taken in any order. ENG 122 and MAT 255 are prerequisites for second semester nursing courses. Students have the option of completing the program in a full-time or part-time format. If a student stops taking courses for two-years, per College policy the student is moved to an inactive status and would need to reapply to the College and subsequently reapply to the program.

## **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 both predetermined and personal learning objectives. Students design their practicum experiences with a faculty member, in collaboration with a local preceptor.

NUR 330 and 460 are offered in fall and spring semesters. The course sequence for the RN to BSN program requires NUR 330 to be completed after completion of NUR 300 and before starting NUR 460; NUR 460 is completed in the last semester. Advance planning to integrate the clinical experiences and coursework into work and family schedules is required.

Faculty recommend that students begin the planning process to secure a preceptor and practicum site at least three to six months before registering for NUR 330 or NUR 460. The course instructor will provide final approval once the student is enrolled in a course with practicum component. Because a contractual relationship must be established between Delaware Tech and the practicum agency, failure to secure a preceptor and practicum site may result in a delay of the student's practicum experience.

Population and Community Health (NUR 330) requires 45 hours of direct practicum experience working with a preceptor in a community health setting. Some examples of appropriate settings include a public health agency, school, community hospice, parish nurse program, or outpatient clinic with community outreach programs. The preceptor for this experience must be an experienced RN with a minimum of a bachelor's degree in nursing.

Nursing Capstone (NUR 460) requires 45 direct practicum hours over the 16-week semester. This is a nursing leadership course. Examples of appropriate settings include a hospital, long-term-care facility, school, clinic, medical office, or hospice. Community settings are considered if the experience focuses on leadership. The preceptor must be an experienced RN with a minimum of a bachelor's degree in nursing serving in a leadership role.

## **Pre-Practicum Requirements**

---

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

### **Personal Malpractice Insurance**

Each student attending practicum is required to carry liability or malpractice insurance with minimum limits of \$1,000,000/\$3,000,000. For those students who are currently employed as RNs, this insurance must be above and beyond that which is provided through your employing agency. Evidence of coverage and dates must be provided to an RN to BSN program coordinator. Health care facilities used for practicum experiences may also request evidence of coverage. A copy of the front page of the policy will generally be sufficient. For students who need to purchase insurance, this may be done through organizations such as NSO and many professional nursing organizations.

Students who do not present evidence of coverage prior to beginning the practicum experience will not be permitted to complete practicum activities at that time. Any missed practicum time must be made up prior to the end of the semester.

### **ID Badge**

All students will be required to obtain a Delaware Technical Community College student ID **card**. For those who live out of the state of Delaware, please contact the Public Safety Office at the Terry Campus via email at jschaibl@dtcc.edu, phone number 302-857-1110. Please include your Name, Address, Phone and Student ID number. You will need to scan your current Drivers License and attach it to the email request for your student ID Card. The card will be mailed to the address you provide with your request.

### **Nursing Requirements**

In order to participate in practicum experiences, students must meet specific requirements that may include, but not limited to:

1. Background Inquiry
  - State and federal criminal background checks
  - Child and adult abuse registry inquiry
  - Drug test/random drug testing
2. Current CPR Certification
3. Current immunizations and tuberculosis screening

The above information will be requested by the Nursing Department and/or clinical agencies as part of the student's file to ensure practicum readiness.

### **Criminal Background Inquiry**

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

### **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.

### **Urine Drug Screen**

Urine drug screens may be required by the agency in which the student completes the practicum requirements. If the agency requires a drug screen, the student will be referred to American Data Bank.

### **CPR Certification**

Students must maintain valid CPR certification. Renewals must be obtained from one of the following providers.

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

If an online version of the above provider CPR course is available, it must include demonstration of skills at a facility offering basic cardiac life support. It is the responsibility of the student in the RN to BSN program to maintain current CPR certification throughout the length of the Program. Nursing students will not be allowed to attend practicum if their CPR certification has expired.

### **Immunizations**

Required immunizations will be determined by the practicum site. The student is responsible to submit the requested documentation required by the practicum site.

### **License**

Students must maintain an active unencumbered registered nurse license throughout the program. If a student has his or her nursing license suspended or revoked, then he or she will not be eligible to continue in the RN to BSN program. Students are required to inform the Instructional Director of the RN to BSN Program if any sanctions are placed on their license.

### **Physical Examination**

Documentation of a recent physical examination may be requested by the practicum agency.

## **Practicum Requirements**

---

### **Criteria for Site Selection**

The following criteria are applied in the selection of practicum sites:

1. The site must offer the student a community/public health nursing (NUR 330) or a nursing leadership (NUR 460) opportunity;
2. The site may be in the institution where the student is currently employed, but must be outside of the 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 in the same hospital);
3. Students may engage in patient care as part of the practicum experience, but only within their scope of practice and the parameters of the legal Preceptor Agreement. Students may teach patients, observe the preceptor during clinical teaching or patient care, and participate in pre-practicum conferences and post-practicum debriefings;

4. Students must have an active and unencumbered RN nursing license in the state where they wish to complete the practicum. For students who are completing their practicum in a different state from where they reside, proof of active and unencumbered nurse licensure in the state in which they are completing their practicum will be required prior to their practicum registration.

### **Criteria for Selection of Preceptor**

The following criteria are applied in the selection of preceptors. To be eligible to serve as a preceptor, an individual:

1. Has a minimum of at least one-year experience at the agency;
2. Is currently licensed as a registered nurse and holds a Bachelor of Science in Nursing degree;
3. Has an understanding and positive appreciation for learning and can create a setting that is effective and that will enhance student learning;
4. Possesses the knowledge and clinical skills that reflect excellence in health care delivery;
5. Is willing to and capable of teaching and advising students;
6. Is recognized as a role model among colleagues;
7. Possesses effective communication and interpersonal skills;
8. Has the ability to identify student strengths and weaknesses and is willing to assist students in meeting goals and expectations; and
9. Has expressed interest in and is committed to the role of preceptor.

### **Practicum Hours Requirement**

Students are responsible for scheduling and completing a minimum of 45 hours of practical 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 in conjunction with the practicum site as is reasonable to satisfy the practice experience requirement. The requirement may be met with full days, partial days, or consecutive days as agreed upon with the preceptor. All 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. **The time a student spends meeting course requirements cannot be paid time as an employee.**

### **Student Responsibilities**

1. Discuss specific practicum objectives and negotiate a practicum schedule with the preceptor.
2. Provide the clinical agency with the necessary information/documentation as requested.
3. Demonstrate professional behavior.
4. Maintain open communications with the preceptor and faculty.
5. Be accountable for her/his own actions while in the practicum setting.
6. Respect the confidential nature of all information obtained during practicum experience

preceptorship.

7. Contact faculty by telephone or e-mail if assistance is needed.
8. Maintain a record of clinical skills, activities, clients, teaching-learning activities, and educational experiences attended throughout the duration of the preceptorship.
9. Demonstrates progression in meeting the specified objectives of the course. Actively seeks input into the evaluation process, participates in self-evaluation of strengths, and identifies areas for professional growth with faculty member and preceptor(s).
10. Complete practicum preceptor evaluations.

### **Preceptor Responsibilities**

1. Complete Preceptor orientation; read and refer to mentor manual as resource.
2. Provide practicum experiences for a student for a time period negotiated with the faculty coordinator.
3. Establish a supportive relationship with the student(s) and help the student feel welcome and a part of the agency.
4. Collaborate with the student to develop learning experiences based on the student learning needs and course outcomes.
5. Provide orientation to the agency.
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 written practicum evaluation for the student's practicum performance.
9. Consult with faculty at planned meetings during the student's practicum experience.
10. Assist in the overall evaluation of the preceptor program.
11. The faculty will be responsible for all formal grades assigned to the student.

### **Faculty Member Responsibilities**

1. Ensure all course requirements are complete prior to student beginning practicum hours.
2. Provide course information to the preceptor, to include course and/or practicum objectives, course timeline, and assessment criteria for student's practicum performance.
3. Monitor student performance regularly and identify progress, strengths, and limitations that may impact student's completion of the practicum requirements.
4. Contact the student as needed during the semester to discuss the progress.
5. Contact the preceptor regarding the student's performance at least twice during the semester and as needed.

**Attendance (LDA/Participation)**

Each student is expected to attend class regularly in order to achieve maximum benefit from instruction. Attendance is considered participation online in weekly activities and assignments. Course requirements and evaluation measures are specified in writing and distributed at the beginning of the course. Attendance per se is not an approved evaluation measure. However, evaluation measures may necessitate attendance in order to demonstrate mastery of course objectives. See the [College Catalog](#) for current policy.

Faculty must maintain attendance records to comply with requirements related to veterans' and service members' benefits, social security benefits, and financial aid and scholarship programs. Attendance is monitored through participation in course activities. See practicum information for required hour, attendance, and documentation of completion.

## Reasons for Dismissal from a Practicum Experience

---

Per the RN to BSN Program Vision and Mission 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. Students must abide by College and program policies. An inability to uphold these standards may result in dismissal from a practicum experience. Nursing Department guidelines, 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.

## Professional Attire

---

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

1. RN to BSN students are required to follow the dress code of the organization/clinical facility while completing the practicum experience.
2. If no dress code is identified by the facility, professional dress and white lab coat are required.
3. Students must wear appropriate identification as specified by the agency and the ID Badge policy stated above.

## E-Portfolio

---

An important part of the RN to BSN program is the creation and completion of an e-Portfolio, which is used to showcase professional role development, values, core competencies, and critical thinking. The e-Portfolio is a product that demonstrates student achievement of individual goals and RN to BSN [Program Graduate Competencies \(PGCs\)](#). It provides a framework to demonstrate the process of growth and achievement over the duration of the RN to BSN program. The e-Portfolio contains examples of student accomplishments, academic work, and feedback or evaluations from faculty and self. The completed portfolio is an integral component of the capstone course, which serves as the culmination of the RN to BSN educational process, allowing overall assessment of student learning and participation in the RN to BSN 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 their personal computer or an external storage device where all assignments and feedback can be stored, with a backup plan implemented.

## Academic Policies

---

Students are expected to abide by the collegewide policies in the [College Student Handbook](#) and [College Catalog](#), and program policies found in the RN to BSN Handbook.

A few examples of collegewide policies with which RN to BSN students should be familiar include:

- College Policy on Academic Integrity
- Course Drop Procedure
- Guide to Requesting Academic Accommodations and/or Auxiliary Aids
- Grade Point System
- Grievance Procedure

An example of a RN to BSN specific policy is: Late Assignments

Course assignments will have a due date identified. Late assignments will have 5% grade reduction per day, unless otherwise noted on an assignment rubric.

## Technical Requirements

---

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

1. Use an internet browser to log onto websites and other applications with a user ID and password.
2. Download and use required internet browsers, such as Firefox, Chrome, or Internet Explorer.
3. Use the Library databases to retrieve abstracts and articles.
4. Receive, send, and reply to the Delaware Tech email through the student's my.DTCC email account and attach files to emails, as required.
5. Develop, file, revise, edit, and print Microsoft Word documents.
6. Follow and participate in an online discussion, chat, or blog.
7. Log on and navigate the College's learning management system effectively.
8. Upload Word documents, PowerPoint presentations, and video files to the online learning environment.
9. Participate in a synchronous or asynchronous session using the designated web conferencing software (i.e. Adobe Connect) and have this app downloaded to a laptop computer.
10. Record a video and save it as an MP4 file.

### **Minimum Technology Requirements**

It is our goal that your online learning experiences are free of technical challenges. In order to complete an online degree program or take courses completely from your home computer, your computer system and/or smart device will need to meet some basic minimum requirements. Please review the [minimum technology requirements](http://ccit.dtcc.edu/students/tech-requirements) at [ccit.dtcc.edu/students/tech-requirements](http://ccit.dtcc.edu/students/tech-requirements).

## **Online Course “Netiquette”**

---

Consider the following tips for communicating respectfully online:

- Write clearly and concisely in your messages. Briefly explain any important background information and state deadlines and expectations clearly.
- Clarify your interpretation of others' messages. Paraphrase your understanding of their intentions and plans.
- Online discussion or e-mail can be misread or misinterpreted. To avoid potential miscommunication, consider using the following techniques:
  - Be respectful of others opinions.
    - It is ok to disagree; however, do not take others' opinions personally.

- Avoid using sarcasm in online communications.
- Avoid emotional emails or responses, which can be misinterpreted in online communications.
- Do not press “Send” until you have re-read your message carefully.

## Social Media

---

The use of social media and other electronic communication is increasing with growing numbers of social media outlets, platforms, and applications, including blogs, social networking sites, video sites, and online chat rooms and forums. Nurses often use electronic media both personally and professionally. Instances of inappropriate use of electronic media by nurses have been reported to boards of nursing and, in some cases, reported in nursing literature and the media.

Federal law reinforces and further defines privacy through the Health Insurance Portability and Accountability Act (HIPAA). 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 by a nurse are varied. The potential consequences will depend, in part, on the particular nature of the nurse’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 held to the same standards stated above and may face dismissal from the program if found to be using social media in an inappropriate manner.

(National Council on State Boards of Nursing (August, 2011). White Paper: A Nurse’s Guide to Social Media. The entire White Paper can be found on the [National Council’s website](http://www.ncsbn.org) at <http://www.ncsbn.org>.

## **RN to BSN Student Opportunities for Program Input**

---

### **Course Evaluations:**

Course evaluations are available electronically for students to complete at the end of each course at the College. The course evaluation information is reviewed and changes to the courses are made if warranted.

### **Collaboration Committee:**

A Collaboration Committee is part of the program structure. The purpose of the Collaboration Committee is to obtain program input from the internal stakeholders. The membership of the Collaboration Committee is made up of students, program faculty, and RN to BSN program leadership. A student forum is held once a semester as a synchronous session on-line and in person at a centralized physical location. The session is recorded and archived.

### **Campus-based student government:**

RN to BSN students have the opportunity to participate in campus Student Government Associations and Student Nurse Associations.

## **RN to BSN Student Resources**

---

RN to BSN program website: [go.dtcc.edu/RNtoBSN](http://go.dtcc.edu/RNtoBSN)

RN to BSN Student Resource site: [rn2bsnresources.weebly.com](http://rn2bsnresources.weebly.com)

# Appendix

Appendix A: Course Sequence Sheet.....24

# Course Sequence Sheet



CAMPUS LOCATION: Georgetown, Dover, Stanton  
 Curriculum: Nursing, Bachelor of Science in Nursing (RN to BSN)  
 Effective: 201752

COURSE SEQUENCE SHEET  
 Curriculum Code Designation: NURBASBSN

Name: \_\_\_\_\_  
 ID#: \_\_\_\_\_

- Admissions requirements:  
 Minimum GPA 2.5 at time of nursing graduation  
 Current RN License  
 Background Check

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

COURSE NUMBER AND TITLE	Credit	Lecture	Lab	SEMESTER		Grade	PREREQUISITES	COREQUISITES
				Offered	Completed			
<b>FIRST SEMESTER</b>								
ENG 122 Technical Writing & Comm	3	3	0	Fall, Spr, Sum			ENG 102	
MAT 255 Statistics I	3	3	1	Fall, Spr, Sum			MAT 020 higher or MAT 129	
NUR 300 RN to BSN Transition	3	3	0	Fall, Spr				
NUR 310 Global Health	3	3	0	Fall, Spr			NUR 300	
NUR 320 Health Assessment	2	2	0	Fall, Spr			NUR 300	
<b>TOTAL</b>	<b>14</b>	<b>14</b>	<b>1</b>					
<b>SECOND SEMESTER</b>								
SOC 213 Ethical Issues in Health Care	3	3	0	Fall, Spr, Sum			ENG 090 or ENG 091 or test scores	
PSY 121 General Psychology	3	3	0	Fall, Spr, Sum			ENG 090 or ENG 091 or test scores	
NUR 330 Population and Community Health	4	3	3	Fall, Spr			ENG 122, MAT 255, NUR 300	
NUR 340 Nursing Research	3	3	0	Fall, Spr			ENG 122, MAT 255, NUR 300	
<b>TOTAL</b>	<b>13</b>	<b>12</b>	<b>3</b>					
<b>THIRD SEMESTER</b>								
BIO 130 Disease Proc/Pathophysiology	3	3	0	Fall, Spr, Sum			BIO 120	
HIS 210 World History II	3	3	0	Fall, Spr, Sum			ENG 090 or ENG 091 or test scores	
NUR 400 Nursing Leadership	3	3	0	Fall, Spr			NUR 300	
NUR 410 Nursing Informatics	3	3	0	Fall, Spr			NUR 300	
<b>TOTAL</b>	<b>12</b>	<b>12</b>	<b>0</b>					
<b>FOURTH SEMESTER</b>								
Elective**	3	3	0	Varies			Varies. See advisor or Self-Service Banner.	
NUR 420 Nursing Policy	4	4	0	Fall, Spr			NUR 300	
NUR 460 Nursing Capstone	5	4	3	Fall, Spr			NUR 310, 320, 330, 340, 400, 410	
<b>TOTAL</b>	<b>12</b>	<b>11</b>	<b>3</b>					
<b>GRAND TOTAL</b>	<b>51</b>	<b>49</b>	<b>7</b>					

\*\*Choose 1 course from ASL 101, CLT 110, NUR 111, SOC 103, SOC 104, SPA 133, SPA 135, or SPA 136  
 Students must attain 121 credits total to earn a bachelor's degree

Course sequence, descriptions, and schedules are available on the [Program of Study Page \(go.dtcc.edu/RNtoBSN\)](http://go.dtcc.edu/RNtoBSN)