

# **Eleanor Mann School of Nursing (EMSON)**

## **RN to BSN Student Handbook**



UNIVERSITY OF  
ARKANSAS

COLLEGE OF EDUCATION  
& HEALTH PROFESSIONS

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### *About this handbook:*

This handbook is designed to serve as a resource during your BSN studies at the Eleanor Mann School of Nursing, and as such is designed for currently enrolled RN to BSN students. For information about our other degree programs, please consult the [EMSON website](#) and [Catalog of Studies](#). Also, please note that the electronic versions of all handbooks will be the ones that are updated. The electronic version should be consulted as the primary resource.

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## **SECTION I: EMSON UNDERGRADUATE NURSING**

### **A. Executive Director's Welcome**

Welcome to the Eleanor Mann School of Nursing at the University of Arkansas. The school's undergraduate and graduate degree programs are accredited by the Commission on Collegiate Nursing Education and the Arkansas State Board of Nursing.

Our faculty are educationally and experientially prepared to teach, guide, and advise students to their successful goal of licensure as professional registered nurse (RN), post-RN licensure degree completion, advanced practice registered nurse (APRN) or educator. Our clinical partners offer a wide array of patient, family, and healthcare providers' encounters that prepare our graduates to meet the health and healthcare needs of Arkansans across the life span, along the continuum of health and wellness, and beyond.

### **B. History**

The Department of Nursing was established in 1969 as an associate degree nursing extension program of the University of Arkansas for Medical Sciences College of Nursing. The associate degree program graduated its first class in 1972. In 1987, Nursing was established as a department in the College of Education at the University of Arkansas, Fayetteville.

The Associate Degree in Nursing Program was accredited by the National League for Nursing from 1973 (one year after the first class graduated) through 1994. During its 25-year history, over 1,700 graduates completed the program. The last associate degree students graduated in 1994.

In 1996, the Department of Nursing was named the Eleanor Mann School of Nursing (EMSON) in recognition of a one-million-dollar endowment contributed by Mr. Herbert Mann in honor of his wife Eleanor. Although Mr. Mann died in 1998 and Mrs. Mann in 2004, their legacy continues through the support of the endowment fund.

The EMSON was established in response to requests from area nurses seeking to advance their nursing education, the healthcare community in recognition of the need for baccalaureate prepared nurses, and the appeal by national professional nursing organizations to advance the nursing profession through baccalaureate education. Two baccalaureate programs of study were offered, an RN to BSN degree completion and a pre-licensure baccalaureate. The first RN to BSN students graduated in May 1993. The BSN program was granted accreditation from the National League for Nursing in 1995. The program was continuously accredited under the National League for Nursing Accrediting Commission until the accrediting body was changed to the Commission on Collegiate Nursing Education

(CCNE) in 2002. The BSN program has had continuous accreditation from CCNE since 2002. Continuous additional program approval was granted by the Arkansas State Board of Nursing.

In 2004, the EMSON began admitting students to the pre-licensure program each semester. In 2012, the EMSON moved into its new facility, The Epley Center for Health Professions, named in honor of Lewis and Donna Epley. The building was dedicated on March 26, 2012. The Murphy Nursing Learning Environment, named in honor of Amelia Remes Murphy, RN, was made possible by a generous donation from her daughter Peggy Murphy Parks. Through a generous donation from Washington Regional Medical Center, world-class high fidelity simulation laboratories are available for student learning.

In response to the needs of working professionals, the faculty modified the RN to BSN degree completion program to an asynchronous online delivery format. In the fall of 2012, the school accepted its first class into the online RN to BSN Program.

The RN to BSN online option has been successful in meeting the needs of the working nurse. In order to expand the program and the schools reach within the local community, the state of Arkansas and beyond, the school developed an online LPN to BSN option with the first class accepted in the Fall of 2019.

### **C. Mission**

The mission of the Eleanor Mann School of Nursing (EMSON) is to advance health and quality of life for Arkansans and beyond through cultivation of innovative and transformative nurse-clinicians, educators, scientists, leaders, and policy-makers.

### **D. Vision**

The EMSON strives to be a recognized leader in nursing education, by preparing highly qualified nurses at multiple levels of academic preparation to demonstrate excellence in service through evidence-based practice, teaching, and research.

### **E. Program Leadership**

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## SECTION II: ACADEMIC PROGRAMS

### A. Overview of the EMSON Undergraduate Nursing Programs

The Bachelor of Science in Nursing (BSN) provides students with extensive knowledge and hands-on experience in a wide variety of settings, offers small clinical class sizes, low faculty-student ratios and one-on-one support from professors. The program emphasizes nurses' varied roles as caregivers, managers, teachers, and researchers, and it prepares graduates to practice in the complex, highly sophisticated and exciting world of health care and provides a solid foundation for success in graduate schools and specialty certification.

The online LPN and RN to BSN options provide the opportunity for licensed nurses to expand their knowledge and scope of practice. The baccalaureate program also establishes a foundation for graduate education in nursing and for continued personal and professional development.

### B. Program Learning Outcomes

The goal of the BSN Program is to prepare graduates to provide culturally sensitive,

evidence-based care to clients through the roles of caregiver, teacher, and manager in a variety of settings.

1. Integrate evolving nursing knowledge and knowledge from other disciplines to make innovative and effective clinical decisions.
2. Provide culturally congruent, person-centered care that respects the uniqueness, dignity, and worth of individuals.
3. Advocate for the health needs of diverse populations to increase health equity and promote social justice.
4. Synthesize evidence to inform nursing practice and contribute to the positive transformation of healthcare.
5. Utilize improvement science to refine healthcare processes essential for the provision of high quality, safe, and cost-effective patient care.

6. Collaborate effectively and intentionally with other healthcare professionals and community stakeholders to provide optimized healthcare.
7. Steward resources and partnerships to provide safe, quality, and equitable care to all people.
8. Employ information and healthcare technologies appropriately to support patient care, communication, and effective decision making.
9. Exhibit collegial, accountable, and emotionally intelligent behavior aligned with the American Nurses Association's Code of Ethics and the Arkansas Nurse Practice Act.
10. Demonstrate a commitment to personal wellness, lifelong learning, and transformational leadership practice.

### **C. Public Notice of Accreditation Review of University of Arkansas Baccalaureate Degree in Nursing and State Board of Nursing Approval**

The undergraduate programs at the University of Arkansas Eleanor Mann School of Nursing are accredited by the:

[Commission on Collegiate Nursing Education](#)

One DuPont Circle, NW Suite 530

Washington, DC 20036

Phone: (202)887-6791

The Baccalaureate degree in nursing at the University of Arkansas was accredited by the Commission on Collegiate Nursing Education on September 26, 2016, for a term of 10 years.

The Arkansas State Board of Nursing has granted the Eleanor Mann School of Nursing continued approval until 2026.

The RN to BSN program is approved in many states. The most current list of approved states can be found on the [program website](#).

## **SECTION III: RN to BSN ACADEMIC POLICIES AND PROCEDURES**

### **A. Academic Advising**

Students work with an academic counselor upon admission through the Boyer Center for Student Services. Once a student has satisfied all University core requirements and program prerequisites (must be completed prior to beginning nursing courses or in the first term of admission), they will transition to a nursing In-Program advisor, for advising on academic progression. This assignment can be found in UA Connect and Blackboard. Students will



communicate with this In-Program advisor on an ongoing basis throughout their program of study to promote successful program completion.

Each advisor will alert students to their preferred methods of communication and on how to make appointments. This advisor also serves as a mentor to support and enhance academic progression and professional development.

Students are expected to meet with their In-Program advisor for an advising appointment:

- Each semester prior to registration for an update on academic progression
- To add or drop a course(s), or taking a semester off
- To change their program of study/degree plan
- Prior to graduation
- To discuss any problems affecting academic performance or academic standing
- To discuss strategies for success in a course found to be difficult.
- Discontinuing or re-entering the program
- To discuss professional development, career paths, and/or graduate school

## **B. Practicum Affiliation Team**

A clinical affiliation is an official document that outlines the agreement between the University and a health care facility that provides the legal grounds for students to complete clinical hours at the site. This agreement is required and must be fully established before a student can go to a site. The practicum placement team (see below) will guide the student in selection of appropriate clinical sites for practicum experiences. Students are required to attend a workshop prior to contacting local healthcare organizations regarding practicum rotations. Deadlines for new affiliation requests and instructions on processes for setting up practicum experiences are included in the Online BSN Orientation non-credit course. This also includes information about the affiliation process. The process of setting up a new affiliation involves many offices and contacts across campus and within the healthcare organization. This process can be lengthy, students are encouraged to begin identifying sites early in their program.

## **C. Practicum Placement Team**

After an affiliation has been secured, students will begin planning with the practicum placement team. The practicum placement team works with students directly and indirectly towards the goal of clinical placement each term. Although students are ultimately responsible for securing their own clinical placements, the practicum team helps guide students through this process. Some sites prefer that students do not contact them directly. For those sites, the practicum team handles all placement requests. The practicum

placement team also helps students with the onboarding process at each facility. This onboarding includes required paperwork, such as immunization documentation, BLS certification, background checks, etc., as well as orientation for the specific clinical site. All practicum placements require a BSN-preferred preceptor. Students will be guided in the selection of appropriate preceptors for each practicum experience. Students will be required to submit signed preceptor agreement forms and RN license verifications for each clinical placement. These forms, as well as all onboarding requirements, should be completed well in advance of term start, see the practicum handbook for more details on this process. Students will not be enrolled in their practicum until clinical placement (and full clinical compliance in EXXAT) has been secured. For this reason, it is vital to maintain communication with the practicum team about progress in obtaining clinical placement.

#### **D. Registration**

Each student will work with the advisor to plan their semester's courses. Once the advising and other holds are removed from the account, the student will self-enroll in all applicable courses. It is important to enroll early to secure placement in the course. The final capstone requires department enroll to trigger the release of escrow credits. For department enroll courses, it is not necessary to enter anything into UAConnect, but rather complete the enrollment request Form by the designated due date.

#### **E. BSN Online Orientation Non-Credit Course**

The Online BSN orientation (Resources and Practicum Training), located in your courses list under 'Non-Credit Courses' on your Blackboard homepage, serves as an introduction and orientation to our online nursing program here at the University. You will have access to several lessons that will familiarize you with the University library and resources, student success interventions, faculty expectations, course design and assignments, and provide you with a forum for communicating with other students in the program. Participation in the discussion forum is optional, however, the lessons are mandatory, as they serve to prepare you for success in your classes.

#### **F. Grading Scale**

The EMSON uses the following Grading Scale for all NURS courses in the undergraduate program.

##### **Grade Scale**

A = 92 –100

B = 83 – 91

C = 75 – 82

D = 62 – 74

F = below 62

## **G. Exam Policy**

A 75% average on in class theory exams is necessary to pass the course. Once this criterion is met, other course grades will be factored into the final grade. The total exam average is calculated by the total earned exam points divided by total available exam points. An average of 74.50% to 74.99% will be rounded to achieve the 75% minimum.

To ensure the EMSON exam policy is implemented equitably across all courses for all students, the following guidelines will be included in each course syllabus:

- Students are required to complete/sign the University Academic Integrity Honor Pledge annually during active enrollment in the nursing program. (See code of ethics section below)
- All course exams are computerized, proctored, delivered in Blackboard using ProctorU.
- Documented CEA Testing Accommodations will be honored but must be on file with the CEA Office for the associated course. It is the responsibility of the student to discuss with faculty how testing accommodations are implemented in each course.
- Makeup exams are given at the discretion of the course instructor for University approved absences only. Students who are going to miss an exam due to illness or extreme personal emergency (such as the death of an immediate family member) are responsible for contacting the course instructor before the time that the exam is scheduled to begin. Makeup exams may be in a different format and contain different questions than the original exam.
- Specific dates for exams are outlined in each course calendar. The testing window for each exam is four days and this includes two weekdays and two weekend days.
- A student arriving late for an exam with ProctorU will likely miss the opportunity to test and the appointment may be cancelled by ProctorU. It is the student's responsibility to reschedule if able. If no appointments are available, a zero will be earned. If a student does not show up for a scheduled ProctorU appointment and is unable to reschedule within the timeframe for the exam, a zero grade is earned.
- Clarification of test concepts may be submitted in writing after the exam and additionally reviewed during an appointment made with faculty within the time frame outlined in the course syllabus.
- Content questions will not be discussed during the dates that the exam is open.

- No electronic devices are allowed in the testing area (e.g., cell phones, iPods, ear buds, smart watches/glasses etc.). If electronic devices are used during an exam, the student will receive a zero on the exam and may face academic integrity sanctions and possible program dismissal.
- No notes or resources of any kind will be permitted on proctored exams.
- Students are to have their University student ID. Calculators embedded within the exam platform is the only one permitted when taking an exam through ATI. Using calculators on cell phones is NOT permitted. Using these types of calculators will cause the student to forfeit the exam. For course exams, using Blackboard, a basic non-programable calculator may be used and must be shown to the proctor, use of cell phones is NOT permitted.
- If an exam allows a scratch piece of paper, the student must show both sides to the camera prior to testing and shred it on camera at the end.
- During computerized testing, under no circumstances are students allowed to access email, websites, or any programs other than the current exam. If that should occur, the student will receive a zero for that exam and will face academic integrity sanctions and possible program dismissal.
- If a student scores less than 75% on any exam, it is required that the student contact faculty for an evaluation of study habits, areas of content weakness, and other reasons they were unsuccessful on the exam. The faculty will make a referral to the Academics Advancement faculty and an Action Plan for Success will be completed and documented in UASuccess. If a student fails to remediate with the Academic Advancement faculty after referral for exam failure, a Performance Improvement Plan will be completed by course instructor.
- Bonus points will not be awarded on exams.

## **H. Grievance: Grade Appeals**

In grievances relating to grades, it is important to remember that the instructor has the responsibility for assignment of grades. Appeal of grades, therefore, will not be considered at levels above the course instructor unless the student offers evidence of the following:

- The instructor's policy was not applied consistently to all students;
- Differed substantially from the announced policy;
- The policy was not announced.

A disagreement with the judgment made by the instructor is not a valid basis for an appeal. Appeals must be made through appropriate channels as described below and outlined in detail in the University of Arkansas Catalog Of Studies [Student Grievances and Appeals](#). All

grievances concerning course grades must be filed within one calendar year of the end of the term in which the grade that is being appealed was assigned.

## **I. Complaint Policy**

### **Purpose**

This policy sets forth the process for resolving a complaint presented by any individual.

### **What is a complaint?**

A complaint is a written allegation that the EMSON has violated the policies or failure to administer program of study required by the COEHP. An allegation may be submitted in writing or electronically.

### **What information should a complaint include?**

A complaint shall identify:

- The alleged violation;
- The facts supporting the alleged violation; and 3. Any supporting documentation.

### **The complaint must be submitted as a written or electronic complaint to the Eleanor**

### **Mann School of Nursing at:**

University of Arkansas  
Director, Eleanor Mann School of Nursing  
Epley Center for Health Professions 115  
1 University of Arkansas  
Fayetteville, AR 72701  
[nursing@uark.edu](mailto:nursing@uark.edu)

### **What happens after a written complaint is submitted to the EMSON?**

When a written complaint is received, the Director issues a Letter of Acknowledgement to the complainant within ten (10) business days of receipt of the complaint. This letter contains the following information:

1. The date that the complaint was received;

2. A brief statement of the manner in which the department will investigate the complaint;
3. If necessary, request for additional information regarding the complaint;
4. A tentative resolution date that is thirty (30) days from the date that the written complaint was received; and
5. The name and phone number of a contact person for status updates.

### **What happens after a written complaint is submitted to the Director?**

When a written complaint is received, the Director coordinates the investigation of the complaint and may conduct or assign the investigation of this complaint to the appropriate faculty or committee. The investigator of the complaint will provide the following information to the Director:

1. The date that the complaint was investigated;
2. A statement of the manner in which the complaint was investigated; and
3. Summary of the outcome of the investigation.

### **What information is sent to the complainant about the investigation regarding the complaint?**

When the investigation is complete, the Director:

1. Notifies the complainant in writing regarding the outcome of the investigation.
2. Maintains a record of the complaint and investigation in the EMSON office.

## **J. Progression Requirements**

For each of the following, see the Undergraduate Catalog of Studies:

### **Course Repetition and Unsatisfactory Progress Course Withdrawal Readmission**

#### **Incomplete**

If a student receives an Incomplete (“I”) mark in a course, the [University policy](#) is observed. All incompletes must be completed with a grade of “C” or better within the designated timeframe for a student to maintain satisfactory academic standing and be eligible for program progression.

## **Academic Dismissal or Suspension**

Students should note that any violation of the Eleanor Mann School of Nursing policies or code of ethics can result in course failure and/or dismissal from the program without prior warnings (policies and ethics outlined in this handbook).

A student dismissed from the school of nursing will be asked to self-withdraw from all courses or will be subject to administrative withdrawal.

The University of Arkansas policies are upheld. However, the academic performance standards for the BSN program are higher than that of the University. The policies related to progression and dismissal are outlined above.

A student dismissed from the school of nursing for any reason has the right to appeal following the [University of Arkansas policy](#).

## **Maintenance of Unencumbered RN Licensure**

Students admitted to the RN to BSN program are required to notify the program of any license status changes including licensure in another state, license lapses, or license encumbrances (such as a RN license with stipulations or restrictions). If a student experiences an encumbrance at any time during their program of study, they must immediately notify the EMSON and will be dismissed from the nursing program.

The EMSON will verify licensure upon admittance. Students are responsible for providing proof of their current license upon renewal. Falsification of this information will lead to immediate dismissal and will be reported to the State Board of Nursing in which you are licensed.

The school of nursing will comply with the policies, rules, and regulations set by the Arkansas State Board of Nursing and that of the student's respective State Board of Nursing.

## **Clinical Compliance**

Students who do not complete all required compliance documents as specified in the Student and Clinical Handbooks by the due date will not be enrolled into the clinical course and must defer to the next available semester upon completion of pending compliance requirements. Students must maintain compliance in EXXAT at all times while enrolled in practicum courses. If students are non-compliant in any area, they will not be allowed to

attend practicums until compliance is met. Any falsification or alteration of EXXAT documents are subject to investigation by the Office of Academic Integrity. The appropriate disciplinary action will be determined and may include dismissal from the program. See also practicum handbook.

#### **K. Program Completion and Graduation Requirements**

The minimum number of hours required to receive a baccalaureate degree at the University of Arkansas is 120 credit hours. Students will apply to graduate in their final semester. Academic transcripts and course credits are evaluated by the Registrar's Office, the College of Education and Health Professions, and the Eleanor Mann School of Nursing to determine graduation eligibility.

The RN to BSN Professional Nursing Program consists of 9 courses totaling 30 credit hours. RNs who have successfully completed the required RN to BSN Professional Nursing Program courses and have satisfied the General Education Requirements are awarded 36 credit hours for selected nursing courses that have been held in escrow. The student will receive credit for these courses upon successful completion of the RN-BSN program courses, they are released when enrolled in the final courses (see list on catalog).

Honor distinction is not available for the RN-BSN students due to the minimum credit required by the university, for recognition (60 credit hours). The RN to BSN program currently offers 30 credit hours.

Students selected into Sigma Theta Tau National Honor Society may choose to purchase honor cords through that organization.

Students must complete the requirements for the degree within five years of enrolling in the first upper-level nursing course. Nursing credits must be reevaluated (and may need to be repeated) if the student does not complete the Professional Program of Study within the five-year limit.

In addition to the program requirements, students must meet the university and college graduation requirements. This curriculum is subject to change to comply with national accreditation and the Arkansas State Board of Nursing Standards.

#### **L. Program Exit or Inactivity**

Exit interviews: students who "stop out" for any reason need to communicate reasons with Advisor. There is a form to be completed.

If student does not register for courses in a term and becomes inactive in the UA system, they will have to reapply to both the University and the EMSON (see Catalog of Studies for readmission eligibility).



## M. Code of Ethics

The EMSON upholds the highest ethical standards and as such is obligated to develop nursing students into professional nurses capable of providing culturally competent care based on mutually respectful interactions. Students are expected to provide client privacy, confidentiality, and safety, while accepting individual accountability.

Students are expected to conduct themselves in accordance with the ethical standards consistent with the [American Nurses' Association Code of Ethics](#) when engaged in educational or personal activities, whether on or off campus or in the clinical setting.

The EMSON students are developing their ability to practice the art and science of professional nursing and incorporating the ethical principles of:

- Beneficence- doing of good
- Non-maleficence- duty to do no harm
- Justice- fair, equitable, and appropriate care
- Veracity- truth telling
- Fidelity- faithfulness and keeping one's promises
- Autonomy- freedom to make one's own choices

Every enrolled (includes semesters and period in between semesters) student in the school of nursing is expected to comply with the American Nursing Association Code of Ethics, particularly regarding:

- 1) The worth and dignity of the client;
- 2) The client's right to privacy; and
- 3) Personal responsibility and accountability for practice

**The EMSON will not tolerate unethical behavior.** Examples of unethical conduct include but are not limited to the following:

- Violating a client's right to privacy
- Lack of Integrity and honesty (e.g. lying about, misrepresenting, or not reporting information about care given; clinical error or any action related to clinical functions; acting outside the scope of the student's role in a clinical, academic, professional, or administrative setting)
- Submitting as one's own work that has been prepared totally or in part by another.
- Falsification/forgery of documents, records, or signatures
- Failure to report observed unethical or unsafe practice of others.
- Failure to take accountability for one's own judgments made and actions taken in the course of nursing practice

Failure to uphold the Code of Ethics will result in disciplinary action which includes coaching, counseling, and possible dismissal from the nursing program.

**Unethical conduct will be addressed by:**

The Eleanor Mann School of Nursing, who is responsible to respond and investigate any unethical behavior by a student while enrolled (this includes semesters as well as period between semesters) in the EMSON.

**N. Student Rights and Responsibilities**

At the EMSON our faculty strive to maintain an environment of mutual respect. It is the responsibility of the faculty to deliver an exceptional level of nursing education. The faculty regularly assess the needs of our individual learners and adapt teaching styles and delivery formats to meet those needs. Faculty will communicate course changes in a timely manner.

The EMSON RN to BSN students have the following:

**Rights-**

It is the student's right to:

- Expect instructors to deliver course instructional materials and to follow the academic calendar set by the University
- Expect course instructors to outline expectations and course activities clearly and any concerns to be addressed in a fair and timely manner
- Expect faculty to maintain the availability and communication standards as listed in their course syllabus
- A complete explanation of the evaluation procedures at the beginning of each course as outlined in the course syllabus
- Expect faculty to return graded assignments and tests within a reasonable time period.

**Responsibilities –**

It is the responsibility of the student to:

- Maintain academic and professional ethics and integrity at all times
- Review course materials in a timely manner throughout the duration of each course
- Ensure that all coursework is submitted in the appropriate content area within Blackboard

- Complete all course activities and ask questions if the information is not clear
- Follow the course schedule, meeting due date expectations
- Engage in critical thinking
- Share ideas
- Keep an open mind so that they may learn the value of higher education
- Communicate with the faculty of each individual course and with the assigned advisor at regular intervals
- Communicate with community partners/practicum sites in a professional manner
- Respond to all communication from faculty, advisor, and staff in a professional and timely manner
- Not to plead, threaten, or use emotional coercion in an effort to gain a higher grade than the grade earned

**Students and faculty have the right to expect respect from one another, and the responsibility to show respect.**

## **O. Professional Conduct**

**In addition to the Code of Ethics, all students at the EMSON are expected to adhere to the highest standards of professional behavior. This expectation applies when on campus, in the virtual environment, in practicums, and in their personal and professional lives.**

Students must exercise sound judgement and the timely completion of responsibilities in their program. Furthermore, students must be able to maintain mature, sensitive, and effective relationships with patients, peers, faculty, staff, agency personnel and other professionals under all circumstances, including highly stressful situations. Students must have the emotional stability to function effectively under stress and adapt to environments that may change rapidly. Students must be able to demonstrate and communicate empathy for the situations and circumstances of others. Students must be willing to self-analyze and change behaviors identified by their faculty, advisor, or practicum mentor when they interfere with productive relationships. Students must demonstrate effective working relationships with the diverse academic, professional, and community environments relevant to their chosen program of study. Students must demonstrate compassion, integrity, humility, honesty, responsibility, advocacy, tolerance, and social commitment.

Professional appearance and a learning orientation are required when representing the EMSON. Professional attire and attitude should reflect the beliefs of the school of nursing.

The above outlined professional behavior is to be maintained in all situations where the student is identified as an EMSON student, including social media.

## **P. Performance Improvement Plan**

Students who demonstrate deficiencies while progressing through the program will be apprised of these deficiencies by their respective classroom or clinical faculty member. Consequences range from coaching to dismissal from program.

Three performance improvement plans are evidence of a pattern of behavior that contradicts our policies and code of ethics. A student with three performance improvement plans will meet with program administration and will be subject to dismissal.

## **Q. Online Learner Presence and Participation**

Students are not required to come on campus at any time; the RN to BSN program is 100% asynchronous. The platform for the online learning environment is Blackboard.

Online students are expected to demonstrate behavior that facilitates learning. They are accountable for all materials presented in the course room. Course room presence requirements are outlined by the respective course syllabus.

## **R. Civility and Communication**

Respect for the inherent dignity, worth and unique attributes of every person are fundamental standards of ethical conduct within professional and academic nursing environment. These expectations extend to communications and interactions with faculty, staff, and peers to foster a collaborative learning environment.

### **Communication Standards for RN to BSN Nursing Students**

- Always using your UARK email account when emailing University of Arkansas faculty, staff, or advisors
- Logging on to your UARK email account to check your messages three (3) to four (4) times per week
- Proficient use of communication tools such as email, phone, FaceTime, Microsoft Teams, Collaborate Ultra, Zoom, Flipgrid, Kaltura, etc. Only communicating via school sanctioned channels (as outlined in course). Electronic communications outside these channels are not endorsed for academic courses.
- Activating and maintaining an active Blackboard student profile
- Maintain proper netiquette (online etiquette) in both email and course room communications including but not limited to use of proper English, spelling, and grammar and avoiding the use of slang and abbreviations.

- Refraining from inappropriate or unethical behaviors including:
  - Use of obscene or threatening language,
  - Taunting or belittling another student, faculty, or staff,
  - Sending or forwarding inappropriate emails to students, faculty, or staff.

## **S. APA**

The nursing department follows the American Psychological Association (APA) guidelines. Students are expected to apply APA format when citing and referencing sources within their written work. The primary resource for APA formatting is the Publication Manual of the American Psychological Association, 7<sup>th</sup> Edition, Washington, DC, by the American Psychological Association. This reference guide is available from multiple retailers and may be purchased online. Several online APA resources are available to students free of charge (Purdue Owl, UA Library, etc.) and are outlined in the Online BSN Nursing Orientation course.

## **T. Minimum computing requirements**

Students will be expected to check their email and blackboard regularly (several times per week) for important notices, scheduling changes, or any other course revisions. It is assumed that you have the minimum system requirements and computing skills to participate, which includes:

### **Computing skills required**

- You should understand basic computer usage (creating folders/directories, switching between programs, formatting and backing up media, accessing the Internet).
- You must be able to use a word processing program such as Microsoft Word to create, edit, save, and retrieve documents.
- You must be able to use a Web browser to open Web pages, open PDF files, manage a list of Web pages (bookmarks/favorites), and search the Internet.
- You must be able to use an e-mail program to send, receive, store, and retrieve messages.
- You must be able to download and install programs from the Internet.

### **Computer Downtime**

Blackboard occasionally schedules "down time." Users will be notified in advance through a system-wide announcement so schedule your online work accordingly. If you are experiencing difficulties with the operation or navigation of Blackboard you can visit the UA Blackboard Help website. Please note that personal technical issues (i.e., computer crashes or lack of knowledge of Blackboard) are the responsibility of the student and will not excuse

the student from assignments or other course responsibilities. While the help center will do their best to provide technical assistance, it is imperative that the student develop a local back-up plan to assist if technical difficulties are experienced during the course.

## **U. Hardware and Software Requirements**

### **Hardware required:**

- A reliable computer with sound card and high-speed internet connection to submit assignments, create products, participate in online activities, and view Internet resources
  - Do not rely on a public computer (e.g., library) to complete all activities, since these computers might have limitations that prevent you from using required applications for your course
- Enough computer space and processor speeds required by any software used in this program:
  - Varies depending on your software version and operating system
  - Usually, 10 GB hard disk space
  - Minimum of a 2 GHz processor
  - Minimum of 4 GB memory
- *A microphone and webcam might be required in your course - see your course syllabus for details:*
  - A microphone (headset, free standing, or integrated with webcam) that works with your computer
  - A webcam that works with your computer and the required application used in the course (i.e., Collaborate, ECHO 360, Kaltura, etc.)

### **Software Required:**

Care has been taken to ensure that the software that is used for this program does not require any out of the ordinary system set-ups. But, if your system does not meet the minimum requirements *then it is your responsibility to maintain your system to meet the requirements so that you may participate in your courses.*

Technical difficulties on your part will not excuse you from the timely completion of assignments. If you do experience technical difficulties, please contact Blackboard Support (see Support Link in the menu above) immediately so that proper assistance might be provided so that we can log your technical issue and verify with your instructor if necessary.

- Latest versions of required plug-ins to open and view specific files
  - [Adobe PDF reader](#)
  - [Adobe Flash player](#)
  - [Apple Quick Time](#)
- Latest version of [Java](#) to use required applications
- Current web browser (Firefox, Chrome, Internet Explorer, or Safari). Google Chrome or Firefox are preferred. Blackboard advises that your web browser conforms to certain standards. If you have an out-of-date or unsupported browser, it is suggested you either download a certified version of your current browser or a

different certified browser before attempting to log into Blackboard. Assistance can be found at the Help Desk, Call (479) 575-2905 or [chat with an IT professional](#).

- Web browser that must be configured properly as follows:
  - JavaScript must be enabled
  - Cookies must be enabled
  - Pop-up windows must be enabled for learn.uark.edu
- Additional Software may be required for your course such as:
  - **Office 365 is free for students, faculty, and staff, and it can be installed on up to five of your devices at a time.**  
<https://its.uark.edu/help/ta/office-365-desktop.php#install-office-apps>
- Word processing program, such as Microsoft Word, for creating documents
  - Excel or other spreadsheet creation software
  - PowerPoint or other presentation software

## V. Social Media Policy

### Use of Social Media by School of Nursing Students and Employees

While social media allows the University to reach many audiences including faculty, staff and students, use of social media by EMSON faculty, staff and students presents special concerns for privacy and confidentiality. The general use of social media by the EMSON faculty, staff and students cannot include confidential information about the School (including the faculty, staff and students), patients or the EMSON-clinical affiliates (agencies with which the EMSON has entered a contractual relationship to provide clinical experience opportunities for students).

Social media are defined as, but not limited, to web-based or mobile technologies used for interactive communication. Examples of social media include but are not limited to collaborative projects (e.g. Wikipedia), blogs and microblogs (e.g. Twitter), content communities (e.g. YouTube), social networking sites (e.g. Facebook), virtual game worlds (e.g. World of Warcraft), and virtual social worlds (e.g. Second Life). Regardless of how these forms of media are used, employees and students are responsible for the content they post or promote. Content contributed on these platforms is immediately searchable and shareable, regardless of whether that is the intention of the contributor. Once posted online, the content leaves the contributing individual's control forever and may be traced back to the individual in perpetuity.

Note: TikTok may no longer be installed or used on any university-issued technology device, including all computers, tablets, smartphones, etc.

TikTok is to be blocked from use on all campus, division, and unit internet networks. Therefore, the platform cannot be used in any UA course related activity.

## **Social Media**

The EMSON students and employees are prohibited from disclosing through social media the following:

- Protected Health Information, as defined by the Health Insurance Portability and Accountability Act (HIPAA) – For example, individuals may not disclose patient names or otherwise refer to patients in any way that identifies them individually, including by their initials or by their location (e.g., Hospital name or unit).
- Confidential, non-public, or proprietary information about
  - Families, clinical facility staff or clinical institutions;
  - ○ The school, its employees and students;
- Copyrighted or intellectual property belonging to the EMSON or University of Arkansas
- Comments that express or imply sponsorship or endorsement by the School or the University.
- Comments regarding clinical affiliates or pictures that identify the clinical affiliates.

Accordingly, the use of social media for clinical discussions that include any identifiable information related to patients or SON-affiliated clinical facilities is prohibited.

If a faculty member or student identifies themselves as such online (e.g., list affiliation with the School in their Facebook profile), a disclaimer should be added that any opinions or views expressed do not represent the opinions of the EMSON or the University of Arkansas.

Students in violation of this policy may be considered as having violated the Code of Ethics. Students may face disciplinary action up to and including dismissal.

## **W. Employment Statement**

The EMSON assumes no responsibility for students employed in a health care agency. Students are personally responsible and liable for any activities they conduct while employed. The student liability insurance purchased by the University of Arkansas for clinical courses is valid in the student role only, not in the employment role. Students employed in an agency have the responsibility, personally and professionally, to engage in only those activities that are included in the job description for which they were hired. Students have a responsibility to refuse to participate in activities that they have not been legally licensed to perform.



## **X. Health Insurance Portability and Accountability Act (HIPAA)**

Patient or client confidentiality at the facilities used by the EMSON during clinical experiences is of primary importance. In addition to each facility policy, a federal law called the Health Insurance Portability and Accountability Act (HIPAA) requires patient health information to be kept confidential. Additionally, patients and their families have a right to deal with their issues in a private and secure manner, trusting that their privacy will be maintained. To protect this right to confidentiality and to comply with federal and state laws, students must agree to hold all information (including but not limited to, patient names, their health information, and relevant agency information) gained through their coursework, clinical assignments or professional/research projects at any facility used by the EMSON in strictest confidence. Confidentiality includes, but is not limited to:

- Discussing patients or their health conditions with persons who do not have a need to know;
- Accessing confidential information that is not within the scope of the assignment;
- Misusing, disclosing without proper authorization, or altering confidential information;
- Removing from the facility any documents with individually identifiable patient data from the facility.

## **SECTION IV. CLINICAL PRACTICUM EXPERIENCE POLICIES**

### **A. Clinical Component**

The RN-BSN Online Preceptor Handbook and Clinical Requirements document is updated annually and can be found on the EMSON Website. All students are responsible for the policies and information contained in this document.

### **B. Working with Minors**

In compliance with the University of Arkansas policy on protection of minors, all students admitted to the EMSON BSN program receive education as a part of the nursing curriculum. All students admitted to the RN-BSN program are licensed nurses; therefore, they are bound by professional requirements for working with minors. Students will complete:

- Review of Arkansas Department of Higher Education video presentation Child Maltreatment Reporter Training of Act 703 of 2007 (Arkansas Code Annotated § 6-61-133)

## **Background Checks**

In compliance with the University of Arkansas policy on protection of minors, all students admitted to the RN to BSN program at the EMSON complete a background check.

### **C. Background Check**

The criminal background check must be completed annually by the designated due date.

Results of the background check are reported the EMSON and any healthcare facility in which the student is placed as part of their clinical practicum education. The healthcare facility will be able to view the results of the background check on students scheduled for clinical practicums and may restrict the entrance of a student to their facility based on these results. An unsatisfactory background check:

- May impede or halt the student's progression in the program
- May result in a student being moved to another clinical practicum site or asked to withdraw from the course if other sites are not available.

If the student has an academic break in enrollment, the student will be required to submit another satisfactory background check before being allowed to attend any clinical practicum course.

Students are expected to report any felony or misdemeanor convictions which occur during their enrollment in the EMSON to the Online BSN Coordinator as soon as possible. Failure to report and engage in the resolution of the charges/convictions (within 10 business days of the incident) are considered a violation of the Code of Ethics (see Code of Ethics policy).

For licensed students, the EMSON may be required to report information revealed in the background check to the appropriate state board of nursing and will follow all stipulations placed on the student as prescribed by that state board.

Graduating BSN students making application to take the National Council Licensure Examination-Registered Nurse (NCLEX-RN) examination in the state of Arkansas are required to submit to a criminal background check through the Identification Bureau of the Department of Arkansas State Police to be conducted by the Federal Bureau of Investigation. Students are not able to use the background checks completed during their enrollment in the nursing program.

The background check will include the taking of fingerprints. Applicants will sign a release of information to the Arkansas Board of Nurse Examiners and be responsible to the Department of Arkansas State Police for the payment of any fee associated with the criminal background check. Students who have issues disclosed in the background check shall be referred to the Arkansas State Board of Nursing for evaluation and approval prior to the student's application being signed by the EMSON Director.

## **D. Drug Screen**

The purposes of the EMSON drug screen policy are to comply with regulations of health care agencies, to provide optimal care to patients, and to support the university zero tolerance policy related to illicit use of substances as stated in the University of Arkansas Student Handbook: Student Standards of Conduct.

All nursing students enrolled in the EMSON RN to BSN option will be required to complete a drug screening for cause and if randomly selected as noted in Substance Abuse Policy. A 10-panel drug screen (including screening for amphetamines, barbiturates, benzodiazepines, cocaine metabolite, marijuana metabolite, methadone, methaqualone, opiate, phencyclidine, and propoxyphene) will be required. Confirmation of a positive drug screen will result in dismissal from the program (See Substance Abuse Policy).

**\*\*Clinical practicum compliance information is shared with clinical practicum sites only, and respective state board of nursing if applicable.**

## **E. Substance Abuse**

**Policy:** The EMSON recognizes its responsibility to provide a healthy environment within which students may learn and prepare themselves to become members of the nursing profession. Within the profession of nursing there are codes and standards for conduct by which all members of the profession are expected to function. Thus, when engaged in educational or personal activities, whether on or off campus or in the clinical practicum setting, nurses are expected to be free from the abusive influence of chemical substances/drugs.

1. **Illegal Drugs:** For purposes of this policy, 'illegal drugs' means illegal use of controlled or illegal (i.e., prohibited) substances. It does not mean prescription drugs that are lawfully being taken by a student prescribed by a licensed health care professional; the student must be under direct medical care of the licensed health care professional. Although medical marijuana (prescribed for specific medical conditions) is legal in many states, marijuana is a Schedule 1 substance under federal law and continues to be considered an illegal substance for purposes of this policy. In addition to other illegal drugs as described above, the overuse and/or abuse of alcohol in the learning environment is also prohibited under this policy.
2. Students who have a medical condition, injury, or are taking any substance that impairs judgment (including prescription medications, medical marijuana, and alcohol) may not be able to meet the technical standards, and therefore may not be suitable for the clinical practicum environment where patient safety is the topmost concern.

3. Students are responsible for coming to class and the clinical practicum area mentally alert and physically capable of caring for assigned patients/clients. The EMSON faculty has the responsibility to intervene when patient safety and clinical practicum performance are compromised by a student who is impaired.
4. The generic meaning of the term "drug" is broadly defined as any chemical substance, which affects living systems. For the purposes of this policy, substance and/or drugs are used interchangeably and defined as socially unacceptable use of drugs or other chemical substances for non-therapeutic purposes. The substance alcohol, (ethanol) by its properties and actions, is a drug and is used as such in this policy.
5. Students may be required to submit to "for cause" and random drug screening. See Drug Screen Policy.
6. **Student failure to submit to a drug screen, attempting to tamper with, contaminate, or switch a sample will result in the automatic dismissal from the nursing program and will be reported to the Dean of Students in the Division of Student Affairs at the University of Arkansas.**
7. Due to the level of accountability that nurses have for their action toward others, any students demonstrating behavioral changes associated with drug abuse while enrolled in the EMSON, (this includes semesters as well as periods between semesters) will submit an observed for cause urine and/or blood drug screen. Drug screens must be coordinated through PreCheck, Inc.
  - a. The urine specimen must be collected under direct observation by a person of the same sex.
  - b. A Chain of Custody must be completed and accompany the drug screen. The cost of the test will be borne by the student.
  - c. Test results will be sent to the EMSON. The student will receive notification of the results of testing from the EMSON.
  - d. If the results are negative, no further action will be taken.
  - e. If the results are positive, the student will be dismissed from the Nursing Program.

Readmission of the student to the Nursing Program is not guaranteed.

#### **F. Dress Code for Professional Appearance in Clinical Environment**

The primary purposes of the uniform are for identification, cleanliness, neatness, and to project a professional image to clinical agencies and the clients we serve.

Faculty/Mentor retains the right to identify student attire or appearance as inappropriate. Noncompliance with this policy will result in appropriate disciplinary action by the faculty such as verbal warning, written warning, or dismissal from the clinical site.

### **Business Attire**

Professional attire is expected whenever you are representing the EMSON. Some activities may require the student to wear business attire with or without wearing a solid white lab coat. The following are general examples of appropriate attire:

#### **Women**

- Dress, Blouse, and skirt (skirt length- knee length or below)
- Shirt with collar or polo style
- Dress slacks / khaki pants
- Shoes - comfortable low-heeled pumps (closed toe), loafers or boots

#### **Men**

- Suit/jacket/blazer/sweater
- Shirt - traditional shirt with collar/ polo style
- Slacks
- Tie
- Shoes - dress loafers/lace-ups (no flip flops, sneakers or sandals), must be closed toe

Unacceptable clothing for either sex includes jeans, sweatshirts, shirts of underwear type, see-through clothing, sleeveless shirts, or any clothing that exposes a midriff, back, chest or underwear.

The student may be requested to cover any visible tattoos and must be in compliance with clinical agency policy.

Many clinical agencies have dress codes that exceed the EMSON requirements. Students will comply with the dress code of the agency in which clinical learning activities are scheduled.

### **Student Name Tag**

As a student in clinical you are required to identify yourself as such.

Name badge:

- Should always be visible on the front of the uniform or professional attire on the upper right side.
- Is an official/authenticated University of Arkansas, Eleanor Mann School of nursing identification badge. The badge is printed with the student's first name, last name initial, and photo by the card office at the UofA. Also included on the badge is the credential, "BSN Student".
- The official UA/EMSON issued badge/nametag is required to be worn at all clinical practicum experiences (Arkansas State Board of Nursing requires that all healthcare providers are clearly identifiable through name tags with credentials listed).
- Ordering instructions were provided upon acceptance to the program via Blackboard Orientation Non-credit Course.

### **G. Tracking Software for Practicum Experiences**

The EMSON utilizes an internet-based practicum experience tracking system. This system is used by the EMSON to house clinical affiliation agreements and practicum time logs used in the clinical courses.

Students will receive an email invite from EXXAT. After setting up the account, students will have full access to informational resources and the ability to complete the requirements outlined for the practicum.

## **SECTION V. ACADEMIC INTEGRITY**

### **A. University of Arkansas' Academic Integrity Policy**

As a core part of its mission, the University of Arkansas provides students with the opportunity to further their educational goals through programs of study and research in an environment that promotes freedom of inquiry and academic responsibility. Accomplishing this mission is only possible when intellectual honesty and individual integrity prevail.

Each University of Arkansas student is required to be familiar with and abide by the University's [Academic Integrity Policy](#). Students with questions about how these policies apply to a particular course or assignment should immediately contact their instructor.

#### **i. Reporting**

You should report the incident immediately to your instructor or the [Academic Initiatives and Integrity](#) office.

## **ii. Sanctions**

If you are accused of an academic integrity violation:

You will be contacted by an [Academic Integrity Monitor](#) (AIM) to discuss the alleged violation. If the AIM determines sufficient evidence exists, then your case will be forwarded to the [All-University Academic Integrity Board](#) (AUAIB), who will make a decision regarding your case.

If you contest the allegations or sanction, you will have the opportunity to meet with a representative from the [Academic Initiatives and Integrity](#) office to discuss the process and your rights prior to the Board hearing.

There is potential for suspension if sanction points accrued reach [1.5-2.5](#). Students are immediately and permanently expelled if found responsible for a Level 3 violation or if sanction points reach [3.0](#).

## **B. SafeAssign / Turnitin**

### *SafeAssign*

Safe Assign is a plagiarism detection service, offered by Blackboard. This service helps prevent plagiarism by detecting unoriginal content within a student's written work. In addition to acting as a plagiarism deterrent, it also has features designed to educate students about plagiarism and the importance of proper citation of any borrowed content.

The SafeAssign feature may be activated as a requirement for selected activities within a course. Alternatively, SafeAssign is available for students who wish to [self-enroll](#) and check their work in SafeAssign before submitting it to their instructor. Once a student has enrolled, they can upload their written work to check for originality.

### *Turnitin*

Turnitin may be used for detection of unoriginal writing, including plagiarism (whether human written or generated by artificial intelligence). Unless otherwise specified, the use of generative artificial intelligence tools in any capacity while completing academic work that is submitted for credit, independently or collaboratively, will be considered dishonesty.

## **C. Secure Proctoring for Exams**

Some courses in the RN to BSN program require the use of ProctorU services for secure test monitoring for online exams. Instructions for proper usage can be located in each course in which it applies.

When taking an online exam that requires a proctoring service remember the following guidelines:

- Ensure you're in a location alone where you won't be interrupted.
- Turn off all other devices (e.g., tablets, phones, second computers) and place them outside of your reach.
- Clear your desk of all external materials not permitted — books, papers, other devices.
- If the instructor giving the exam allows resources, keep it minimal and be prepared to show these to the camera during your room scan.
- If allowed a single blank sheet of paper for calculations during the exam, it must be displayed for the camera before you begin and shredded in front of the webcam upon completion.
- Before starting the test, know how much time is available for it, and that you've allotted sufficient time to complete it
- Remain at your computer for the duration of the test
- If the computer or networking environment is different than what was used previously with the **Webcam Check** and **System & Network Check**, run the checks again prior to starting the test
- The testing environment should be free of background noise/music.
- No headphones or earbuds allowed.
- Read questions to yourself, not out loud.
- **You will be asked to provide ID and a full room and workspace scan using your webcam.**
- To produce a good webcam video, do the following:
  - Avoid wearing baseball caps or hats with brims
  - Ensure your computer or tablet is on a firm surface (a desk or table). Do NOT have the computer on your lap, a bed or other surface where the device (or you) is likely to move
  - If using a built-in webcam, avoid tilting the screen after the webcam setup is complete
  - Take the exam in a well-lit room and avoid backlighting, such as sitting with your back to a window
- Remember that LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted

#### **D. Other Proctoring Services**

Proctoring services are subject to change due to instructor preferences or available technology. Students are to comply with testing and proctoring guidelines as outlined above and in the course no matter the proctoring platform utilized.



## SECTION VI: STUDENT RESOURCES

### A. Center for Educational Access

The University of Arkansas is on record as being committed to both the spirit and letter of federal equal opportunity legislation; reference Public Law 92-112-The Rehabilitation Act of 1973 as amended. With the passage of federal legislation titled Americans with Disabilities Act (ADA), pursuant to section 504 of the Rehabilitation Act, there is renewed focus on providing this population with the same opportunities enjoyed by all citizens.

The [Center for Educational Access](#) (CEA) serves as the central campus resource for the University community in regard to students with disabilities and accommodations to remove barriers to access.

In partnership with students, faculty, and staff, CEA staff members work with students individually and assist academic units to determine reasonable accommodations that will enable every student to have equal access to the full range of programs and services.

Faculty members in the EMSON are required by law to provide "reasonable accommodations" to students with disabilities, so as not to discriminate on the basis of that disability. Student responsibility primarily rests with providing authorized documentation through the Center for Educational Access (CEA) and informing faculty of their need for accommodation.

A student or prospective student is not obligated to disclose a disability unless he or she requests an accommodation.

To register for services or for more information, contact the Center for Educational Access, University of Arkansas, 209 ARKU, Fayetteville, AR 72701, phone 479-575-3104 (office) or 479-575-7445 (fax), e-mail: [ada@uark.edu](mailto:ada@uark.edu).

### B. Center for Learning and Student Success

The [Center for Learning and Student Success](#) (CLASS+) works with students to refine and strengthen the academic skills necessary for success at the University of Arkansas. They offer academic coaching, tutoring, and writing support and can easily adapt their services to meet the needs of the distance learner when needed. For more information or to make an appointment visit their website, email at [class@uark.edu](mailto:class@uark.edu), or call them at 479- 575-2885.

### C. One Stop Student Guide

Explore this [One Stop](#) page to access student resources, support and services offered by offices across the Fayetteville campus. Sign up for email, register for classes, find financial aid information, check your grades, and much more. Discover the tools and information you need to succeed.

#### **D. University of Arkansas Library**

The [UA libraries – Mullins Library](#) is the main library on campus. This library provides support for the research, teaching, and study needs of the university community on campus and at a distance.

#### **E. Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Report**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires that an annual security report be distributed to all current faculty, staff, and students, and notice made of its availability to prospective students, faculty, and staff. The annual security report includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by the University of Arkansas, Fayetteville campus, and on public property within, or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and the like. For prospective students and employees and all others who would like to obtain a [copy of the annual report](#) but cannot print it from the Internet, a copy may be obtained by contacting the University of Arkansas Police Department at 479-575-2222, or emailing a request to [garyc@uark.edu](mailto:garyc@uark.edu).

#### **F. Blackboard Ultra**

Blackboard Ultra is the online course management system used at the University of Arkansas. When you are accepted to the EMSON, you will automatically be given a Blackboard account to access your courses. [Blackboard support](#) is a division of Global Campus that is available to all students with extended hours and quick response times to email after hours. Help can be reached by email at [bbhelp@uark.edu](mailto:bbhelp@uark.edu) or phone at 479-575-2905.

#### **G. Scholarship Office**

The [Scholarship Office](#) provides a vast array of scholarships available to students. This office provides applications and information for all potential and current university students. The COEHP has a [central scholarship](#) application process that matches students' needs with a variety of available scholarship offerings.

#### **H. Center for Multicultural and Diversity Education**

[Multicultural Student Services](#) provides counseling, assistance, and referral information to minority students. The office also conducts special events and provides liaison services between the UA and academic units. There is a Diversity Task Force whose mission is to enhance diversity on campus.

## SECTION VII: PROFESSIONAL NURSING RESOURCES

### A. Association

The [American Nurses Association](#) (ANA) is the premier organization representing the interests of the nation's 3.6 million registered nurses. ANA advances the nursing profession by fostering high standards of nursing practice, promoting a safe and ethical work environment, bolstering the health and wellness of nurses, and advocating on health care issues that affect nurses and the public. ANA is at the forefront of improving the quality of health care for all. Your membership in ANA and your state association makes a powerful statement about you. It shows employers, colleagues, and patients your commitment to nursing. Membership identifies you as a nurse who is serious about the profession as well as purposeful about staying informed, educated, and involved.

### B. Sigma Theta Tau International Honor Society of Nursing

As an International Honor Society for nursing, students are invited to join through Sigma Theta Tau International (STTI) chapters located at more than 650 colleges and universities around the world. Within the local chapter, Pi Theta, induction is held once a year. At the time of invitation, the following criteria apply:

- Have completed half of the nursing curriculum.
- Achieve academic excellence.
  - For universities/institutions of higher education that use a 4.0 grade point average system to measure academic achievement, baccalaureate students must have a cumulative grade point average (GPA) of at least 3.0. GPAs should be computed according to the policies of the university.
- Rank in the upper 35<sup>th</sup> percentile of the graduating class.
- Meet the expectation of academic integrity.

To join Sigma Theta Tau as a nurse leader, the following criteria apply:

- Be legally recognized to practice nursing in their country.
- Have a minimum of a baccalaureate degree or the equivalent in any field.
- Demonstrate achievement in nursing.

For more information, to apply, or to read about the benefits of membership, visit the [main website](#). You may also want to visit the page for our local chapter, [Pi Theta](#).

### **C. National Council of State Boards of Nursing**

[National Council of State Boards of Nursing](#) (NCSBN) is an independent, not-for-profit organization through which boards of nursing act and counsel together on matters of common interest and concern affecting public health, safety, and welfare, including the development of nursing licensure examinations.

### **D. American Nurses Credentialing Center**

The mission of the [American Nurses Credentialing Center](#) (ANCC), a subsidiary of the American Nurses Association (ANA), is to promote excellence in nursing and health care globally through credentialing programs. ANCC's internationally renowned credentialing programs certify and recognize individual nurses in specialty practice areas; recognize healthcare organizations for promoting safe, positive work environments; and accredit continuing nursing education organizations. Colleagues and employers respect ANCC-certified nurses as experts in their specialties. Advance your career by earning certification through ANCC.

### **E. Nursing Specialty Organizations**

There are numerous specialty organizations in nursing. Professional organization membership is an excellent first step in becoming a leader within the profession of nursing. Many National organizations have regional, state, or local presence as well. These organizations impact nursing by sharing and disseminating information, discussion of clinical or role concerns, and educational opportunities to remain current in the field (just to name a few). See a list of international, national, and state organizations [here](#), to find your specialty.

## **SECTION VIII: REQUIRED FORMS**

### **A. Academic Integrity Pledge**

Complete the Academic Integrity Modules in the Blackboard Non-credit Orientation and submit the signed Pledge in the module designated.

### **B. Student Confidentiality Statement**

Submit signed Student Confidentiality Agreement (located at the end of this handbook) to the online BSN Orientation Non-credit Course in the designated location.

**C. Handbook: Statement of Understanding**

Submit signed Handbook Statement of Understanding (located at the end of this handbook) to the online BSN Orientation Non-credit Course in the designated location.

**D. Background Check Statement of Understanding (ARSBN)**

Submit Background Check Statement of Understanding (ARSBN) located at the end of this handbook) to the Online BSN Resource Non-credit Course in the designated location.

## **Academic Integrity at the University of Arkansas**

As a community of scholars, we uphold academic integrity policy as foundational to appropriate conduct within the university setting. The fundamental trust that work presented as one's own truly represents one's own intellect and effort underlies our mission as an educational, research and service institution; moreover, this trust is central to our peers' recognition of the value of a University of Arkansas degree. Thus, this document represents a deeply- and commonly held set of values. Because this trust is so essential to the enterprise of the University of Arkansas, this policy has been established to set forth the University's commitment to academic integrity and to create procedures to address allegations of academic misconduct in a fair and unified manner.

Responsibility for understanding and adhering to the values of academic integrity, including being familiar with and complying with this policy, lies with individual students as members of the University community. The University shall assist students in meeting this responsibility through educational efforts such as training held during both undergraduate and graduate new student orientation, and on-line training modules, and may also include training during program-level orientation and in individual classrooms. The University shall also provide a statement on academic integrity that faculty will be encouraged to include in all course syllabi. Again, however, as developing scholars, students must take the initiative to familiarize themselves with and clarify expectations regarding academic integrity.

**“As a core part of its mission, the University of Arkansas provides students with the opportunity to further their educational goals through programs of study and research in an environment that promotes freedom of inquiry and academic responsibility. Accomplishing this mission is only possible when intellectual honesty and individual integrity prevails.”**

**“Each University of Arkansas student is required to be familiar with and abide by the University's ‘Academic Integrity Policy’ which may be found at <https://honesty.uark.edu/policy/index.php>. Students with questions about how these policies apply to a particular course or assignment should immediately contact their instructor.”**

**I have read and understand the UA Academic Policy as outlined at <https://honesty.uark.edu/policy/index.php>**

**Student Print Name** \_\_\_\_\_  
**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_  
\_\_\_\_\_ **UA Student ID#** \_\_\_\_\_

# Eleanor Mann School of Nursing

## Student Confidentiality Agreement

Patient or client confidentiality at the facilities used by the Eleanor Mann School of Nursing during clinical experiences is of primary importance. In addition to each facility policy, a federal law called the Health Insurance Portability and Accountability Act (HIPAA) requires patient health information to be kept confidential. Additionally, patients and their families have a right to deal with their issues in a private and secure manner, trusting that their privacy will be maintained. In order to protect this right to confidentiality and to comply with federal and state laws, students must agree to hold all information (including but not limited to, patient names, their health information, and relevant agency information) gained through their clinical assignments or professional/research projects at any facility used by the Eleanor Mann School of Nursing in strictest confidence. Confidentiality includes, but is not limited to:

- Discussing patients or their health conditions with persons who do not have a need to know;
- Accessing confidential information that is not within the scope of the assignment;
- Misusing, disclosing without proper authorization, or altering confidential information;
- Removing from the facility any documents with individually identifiable patient data from the facility.

I understand the terms of the Student Confidentiality Agreement, and I agree to abide by the above confidentiality requirements. I further understand that any breach of a patient's confidentiality may result in disciplinary action against me as described in the Eleanor Mann School of Nursing Handbook.

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Print Student Name

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UA Student ID#

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Student Signature

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Date Signed

**Effective: August 2017. To be filed in student's record in Eleanor Mann School of Nursing Form**  
**Revised: 01/17/2017**

# Eleanor Mann School of Nursing

## Student Handbook Statement of Understanding

The Eleanor Mann School of Nursing Program requires that each student reads and understands the EMSON RN to BSN Student Handbook.

The student handbook can be located at: <http://nurs.uark.edu/>

"I, \_\_\_\_\_ have read and understand the EMSON RN to BSN Student Handbook. I am aware that it is the primary source to find policies and procedures and understand that I am responsible to adhere to all policies outlined. I understand that the policies and procedures are subject to change and that the handbooks are updated annually. It is my responsibility to review the student handbook frequently while enrolled in the EMSON program. Noncompliance with any policy contained in the handbooks will result in use of the performance improvement plan, which could include disciplinary action. "

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

\_\_\_\_\_  
UA Student ID#

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

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

**Effective: August 2019. To be filed in student's record in Eleanor Mann School of Nursing Form**  
**Revised: April 2020**



## Eleanor Mann School of Nursing

# Background Check Statement of Understanding

The Arkansas State Board of Nursing (ASBN) requires that each student is made aware of potential bars to licensure. Each student is required to read the Nurse Practice Act, ACA §17-87-312 and ACA §17-3-102 and complete a signed statement form.

“I \_\_\_\_\_ have read the ASBN Nurse Practice Act ACA §17-87-312 and ACA §17-3-102, and I understand that graduating from a nursing program in Arkansas does not assure ASBN’s approval to take the licensure examination. I also understand that if I reside in a different state, it is my responsibility to review and meet all requirements/expectations set forth by the Nurse Practice Act in my state, including the potential bars to licensure.”

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

\_\_\_\_\_  
UA Student ID#

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

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

**Effective: April 2020. To be filed in student’s record in Eleanor Mann School of Nursing**