



PROGRAM HANDBOOK

Graduate Nursing Programs

UTICA
UNIVERSITY

Welcome from the Faculty

Dear Utica University Nursing Graduate Students,

Congratulations on your selection and admission to this rigorous program! Whether you are admitted to the Family Nurse Practitioner, Leadership, or Nursing Education program, you have decided to embark on a journey that will challenge you on your path to furthering your career goals.

The UU faculty, staff, and administration are thrilled that you are here and are committed to your success. Through your time in this program, you will be challenged but also supported during those challenging times. A common misconception of online education is that it is "easier" compared to completing coursework and degree requirements in a physical classroom. Please know that this misconception is unfounded, as online programs require no less effort than our traditional counterparts. A good rule to adhere to is to spend 2-3 hours studying or working on course assignments per credit hour. For example, if you are registered for six credits, you should spend 12-18 hours per week on coursework. Granted, this is an example, and for some courses, you may need to spend additional time.

The discussion of workload brings us to our next point- if at any time you feel as if you are "lost" or you feel like you are falling behind, contact your course faculty immediately. Please do not wait for a poor grade or numerous poor grades to accumulate. Be proactive in your success and seek help. Needing faculty assistance does not indicate weakness.

In closing, let US reiterate how thrilled we are that you have chosen to continue your nursing education with us at Utica University. You belong here, and we are committed to your success! Please do not hesitate to reach out if we can be of any assistance along the way.

PREFACE

This manual serves as a resource for the Practicum Coordinator, the academic and practicum faculty, and the graduate nursing students involved in the practicum education component of the program.

The contents of this manual represent the official communication of the policies and procedures of the Practicum component of the Graduate Nursing Program. Students are required to comply with them. This manual is used in conjunction with the Utica University Graduate Catalog, Utica University Student Handbook, the Utica University Graduate Nursing Family Nurse Practitioner Practicum Handbook if applicable, and the American Nurses Association Code of Ethics. Collectively, these materials provide the student with the information necessary to take responsibility for participation and success in the program.

This manual includes essential information, forms, policies, and procedures that are vital to completing the practicum education portion of the Graduate Nursing Program curriculum.

DISCLAIMER

The Utica University Department of Nursing reserves the right to change the policies, procedures, rules, regulations, and information in the Utica University Graduate Nursing Handbook and the accompanying Practicum Handbooks at any time. Changes will become effective when the proper authorities determine, and the changes will apply to both prospective students and those already enrolled. This handbook is a general information publication only, and it is not intended to nor does it contain all regulations that relate to students.

Graduate Nursing Program Directory

Graduate Nursing Faculty

Kimberly Bolton, DNP, MSN, RN
Assistant Professor of Nursing
Email: kabolton@utica.edu

Janice Ceccucci, DNP, FNP-BC, ENP-C, PMHNP-BC, SANE-A, SANE-P, NYSAFE
Assistant Professor of Nursing
Email: jlceccuc@utica.edu

Jennifer Klimek-Yingling, Ph.D., RN, FNP-BC, PMHNP-BC
Associate Professor of Nursing
Email: jaklimek@utica.edu

Cynthia Love-Williams, DNS, RN
Associate Professor of Nursing
Email: celovewi@utica.edu

Jonathan Mizgala, DNP, FNP-BC, PMHNP-BC
Assistant Professor of Nursing
Email: jrmizgal@utica.edu

Shannon Meyers, MS, RN, FNP-BC
Professor of Practice
Email: snmeyers@utica.edu

Andrea Palerino, PhD, PPCNP-BC
Assistant Professor of Nursing
Email: ampaleri@utica.edu

Doreen Rogers, DNS, RN, CNE
Associate Professor of Nursing
Email: dorogers@utica.edu

Elizabeth Spooner-Dunn, FNP-BC
Professor of Practice
Email: emspoone@utica.edu

Rebecca Yamraj, DNP, APRN, FNP-BC
Professor of Practice
Email: reyamraj@utica.edu

Graduate Nursing Practicum Coordinator

Rebecca (MeeNah) Coughlin
Email: rmpellan@utica.edu
Phone: 315.223.2302

Graduate Nursing Practicum Coordinator Assistant

Erin McCarthy
Email: eemccart@utica.edu (HPE)
Office: 230 White Hall, School of Health Professions and Education
Phone: 315.792.3347

Table of Contents

Welcome from the Faculty	2
PREFACE.....	3
DISCLAIMER.....	3
Graduate Nursing Program Directory	4
Our Mission	9
Our Vision.....	9
End of Program Goals	9
Graduate Program Outcomes	11
Program Outcomes: Master's and CAS in Family Nurse Practitioner, Nursing Education, Nursing Leadership.....	11
Admission Criteria for the Graduate Nursing Program	12
Admission Criteria for Certificate of Advanced Study	12
Relocation	13
Admission: TOEFL Score	13
Non-Matriculated Course Work	14
Transfer Credit	14
E-Mail.....	14
Format: Online	14
Technology	14
Employment.....	15
Program Specific Requirements	15
Alcohol, Drug, and Substance Policy.....	15
CPR/BLS Certification	16
Background Check and Drug Screening.....	16
Latex Allergy	17
Learning Services	17
Health Compliance Requirements	17
Health Compliance Requirement Reference Table	19
Health Compliance: Immunization and Titer Guidance.....	20
Advising	22
Meet the Graduate Nursing Program Success Team	22
Graduate Grading Policy.....	23
Graduate Program Course Syllabus Grade Range.....	23
Courses with Quizzes and Exams	23
Examination Review Process	24

Grade Changes	24
Lost Work	24
Extensions	24
Make-up Examinations	24
Submission of Assignments	24
Questions about Grading	25
Written Assignments	25
Academic Appeals	25
Probation and Dismissal	26
Warning and Probation Process	27
Graduate Nursing Academic Written Warning Procedure	27
Dismissal Process MS-FNP	28
Dismissal Process MS-Education & MS-Leadership	28
Academic Dismissal from FNP Track with Application to Transfer to MS-Education, MS-Leadership or Another Graduate Study	29
Summary Dismissal Violations Specific to the Graduate Nursing Program	29
Practicum	30
Change in Practicum Experience and/or Change in Plan of Study	31
Conflict of Interest	31
Delayed Practicum Placements	32
Documentation	32
Malpractice Insurance	32
Predisposing Conditions	32
Readmission to Practicum Following Illness/Injury	33
Readmission to Practicum Following Disability including Pregnancy and/or Worker's Compensation	33
Sites	33
Transportation and Travel	34
Safety and Performance	34
Health Insurance	35
Identification	35
Attendance Policy	35
Bloodborne Pathogen Exposure	36
Student Conduct	36
Points System	37
Student Code of Conduct Violation Procedure	37
Student Code of Conduct; Progressive Discipline Policy	38

Uniform Policy	38
Jewelry	39
Grooming	39
Leave of Absence (LOA).....	40
Military Related Leave	40
Religious Accommodation	41
Communication Policy	41
Procedure for Academic Concerns	41
Confidentiality	42
Class Participation	42
Required Expectations for Live-Session Classes:	42
Respect the Classroom.....	43
Be Prepared	43
Be Engaged	43
Netiquette	43
Tardiness, Removal from Class & Activities	44
MS Nursing Synchronous Session Rubric.....	45
Procedure for Missed Synchronous Session.....	46
Intellectual Honesty	47
Statement on Artificial Intelligence	48
Academic Honesty Policy	49
Academic Dishonesty Process.....	49
Examination and Quizzes	50
Plagiarism.....	51
Social Media	51
American Nurses Association Code of Ethics	52
Professional Licensing	52
Change in Professional Registered Nursing License Status.....	53
Utica University Academic Policies	53
Student Representation on Department of Nursing Committees	53
Student Resources: Get Help	54
Student Resources: Success Websites	54
Practicum Experience Assistance	60
Family Nurse Practitioner Sample Plan of Study.....	66
Nursing Education Sample Plan of Study.....	79
Graduate Nursing Leadership Practicum Handbook	82

Our Mission

Our mission is to provide high quality, innovative, and transformational education to diverse learners and professionals to promote equitable healthcare. We prepare nurses to excel in critical reflection, clinical competency, collaboration, caring, and leadership through evidenced-based nursing science. Nurses prepared at Utica University are a vital component of the interprofessional healthcare team, providing safe, quality, and ethical care to diverse populations across the lifespan in a variety of settings.

Our Vision

The Utica University Department of Nursing will be recognized as an innovative center of nursing excellence for learners and professionals. The educators, clinicians, and researchers will inspire the next generation of nurse leaders to respond to the challenges of a dynamic and diverse healthcare environment encompassing the spheres of care.

End of Program Goals

1. Integrate contemporary nursing knowledge as well as knowledge from other disciplines within the advanced nursing practice specialty within a variety of settings.
2. Manage evidence-based person-centered care that is holistic, individualized, just, respectful, compassionate, coordinated, and developmentally appropriate within the advanced nursing practice specialties.
3. Collaborate with communities, public health, government entities, and others to facilitate health equity from prevention to disease management and influence social justice for the improvement of population health outcomes.
4. Synthesize and disseminate nursing science to inform and support transformative health care.
5. Develop and lead safety initiatives to enhance quality and minimize risk of harm to patients and providers through both system effectiveness and individual performance.
6. Lead interprofessional collaboration efforts across professions and with care team members, patients, families, and communities, to optimize care, enhance the healthcare experience, and improve outcomes.
7. Lead initiatives to effectively use resources and provide cost-effective, safe, quality, and equitable care across diverse populations within complex systems.

8. Analyze and evaluate data to lead decision making and deliver safe, high-quality, and efficient healthcare services in accordance with best practices and professional and regulatory standards.
9. Model a sustainable professional identity that includes accountability, integrity, perspective, collaborative disposition, respect for others, inclusivity, and ethical comportment that reflect characteristics and values of the advanced nursing practice specialty.
10. Use self-reflection to mentor and lead activities that foster personal health, resilience, and well-being, contribute to lifelong learning, and support the development of nursing expertise and leadership qualities.

Graduate Program Outcomes

Program Outcomes: Master's and CAS in Family Nurse Practitioner, Nursing Education, Nursing Leadership

1. Integrate contemporary nursing knowledge as well as knowledge from other disciplines within the advanced nursing practice specialty within a variety of settings.
2. Manage evidence-based person-centered care that is holistic, individualized, just, respectful compassionate, coordinated, and developmentally appropriate within the advanced nursing practice specialties.
3. Collaborate with communities, public health, government entities, and others to facilitate health equity from prevention to disease management and influence social justice for the improvement of population health outcomes.
4. Synthesize and disseminate nursing science to inform and support transformative health care.
5. Develop and lead safety initiatives to enhance quality and minimize risk of harm to patients and providers through both system effectiveness and individual performance.
6. Lead interprofessional collaboration efforts across professions and with care team members, patients, families, and communities, to optimize care, enhance the healthcare experience, and improve outcomes.
7. Lead initiatives to effectively use resources and provide cost-effective, safe, quality, and equitable care across diverse populations within complex systems.
8. Analyze and evaluate data to lead decision-making and deliver safe, high-quality, and efficient healthcare services in accordance with best practice and professional and regulatory standards.
9. Model a sustainable professional identity that includes accountability, integrity, perspective, collaborative disposition, respect for others, inclusivity, and ethical comportment that reflect, characteristics and values of the advanced nursing practice specialty.
10. Use self-reflection to mentor and lead activities that foster personal health, resilience, and well-being, contribute to lifelong learning, and support the development of nursing expertise and leadership qualities.

Admission Criteria for the Graduate Nursing Program

- An unencumbered RN license from the residing state.
 - If an offense is revealed which was not previously disclosed by the applicant on their application, the offer of admission to Utica University can be rescinded.
- GPA 3.0 or higher
- 2,000 clock hours of work experience as a registered nurse in the United States, verified by an HR Department
- Two letters of recommendation from a current nursing colleague or professional licensed as an RN, physician, or nurse practitioner.
- Completion of a statistics course with a grade of "B" or higher
- A baccalaureate level health assessment course with an observed laboratory -grade of "B" or higher
- A statement of 500 words: The statement of interest must include well-constructed responses to the following:
 - *1. Describe how your professional experiences have prepared you for future education in the role, which is the focus of your desired track.*
 - *2. Describe your plans to alter your work, professional, and /or personal obligations in order to have the time needed to successfully complete graduate courses and clinical work.*
 - *3. Identify one significant contemporary issue/problem in the current US healthcare system and discuss how members of the nursing discipline can help address/solve the issue/problem.*

Admission Criteria for Certificate of Advanced Study

- An unencumbered RN license from the residing state.
 - If an offense is revealed which was not previously disclosed by the applicant on their application, the offer of admission to Utica University can be rescinded.
- A Master's degree in nursing from an accredited nursing school
- Students will need to take the 3P's- Pathophysiology, Health Assessment, and Pharmacology at Utica University – transfer courses will not be accepted for these courses.
- GPA 3.0 or higher

- 2,000 clock hours of work experience as a registered nurse in the United States, verified by an HR Department
- Two letters of recommendation from a current nursing colleague or professional licensed as an RN, physician, or nurse practitioner
- Completion of a statistics course with a grade of "B" or higher
- A baccalaureate level health assessment course with an observed laboratory -grade of "B" or higher
- A statement of 500 words: The statement of interest must include well-constructed responses to the following:
 - 1. *Describe how your professional experiences have prepared you for future education in the role, which is the focus of your desired track.*
 - 2. *Describe your plans to alter your work, professional, and /or personal obligations in order to have the time needed to successfully complete graduate courses and clinical work.*
 - 3. *Identify one significant contemporary issue/problem in the current US healthcare system and discuss how members of the nursing discipline can help address/solve the issue/problem.*

Relocation

Utica University is not approved in all states, and therefore students who change their state of primary residency may not be able to continue in the Utica University Graduate Nursing Program. Students changing their state of residence, as defined by the state in which they intend to reside, are required to complete a Relocation Form, which can be obtained from their Academic Advisor. Once the form is submitted, the Academic Advisor will verify eligibility and will notify the student. Students will not be allowed to continue in the program until their relocation is approved.

Admission: TOEFL Score

For non-native speakers of English, a minimum Test of English as a Foreign Language (TOEFL) score of 550 on the paper-based examination; a minimum TOEFL score of 213 on the computer-based examination; 79 on the internet-based examination (minimum of 25 on the speaking portion required)

Non-Matriculated Course Work

A maximum of six credit hours can be taken as a non-matriculated student. However, non-matriculated students may only take six credits of the following courses non-matriculated: NUR 588 (3 cr.), NUR 603 (3 cr.), NUR 609 (3 cr.), NUR 614 (3 cr.).

Transfer Credit

NUR 604, 611, and 615 for any graduate nursing program cannot be transferred without director's approval. The program director or chair and the school dean must give written approval to accept transfer credits via the Graduate Transfer Credit Form. Students who have already transferred six hours of credit from another University may appeal to the Dean of Graduate Studies for an additional three hours of credit. Appeals will be granted only under exceptional circumstances.

E-Mail

All students, staff, and faculty are issued an official UU e-mail account and are required to use it for official communication with UU students, staff, and faculty. The UU e-mail account is the primary official channel through which the University will communicate with the student; therefore, the student must regularly check the e-mail account. Information on using the UU e-mail account is found at www.utica.edu/helpsheets.

Format: Online

You have chosen to pursue your course of study via distance learning. The platform on which the program is delivered incorporates the best available web technologies. In addition, the platform uses web tools to stimulate classroom discussion. Anyone familiar with networks like Facebook should feel comfortable with these tools. Before enrolling, students will not need to be proficient with distance education technology, but basic computer literacy is required, such as knowing how to access a website. Students log onto the learning management platform using a secure Utica University login and password. Synchronous sessions in the online nursing program are small (approximately 8-15 students) and done via a web video camera.

Technology

It is the students' responsibility to make sure that they have the proper technology (i.e. computer, webcam). Furthermore, reliable access to the Internet prior to synchronous sessions and exams to complete course work. If a student anticipates a technology issue prior to any of these situations, their Instructor and Student Support should be notified proactively. A copy of the support ticket must be forwarded to the faculty in the event of a technology issue with assignments, exams or quizzes, synchronous sessions, or presentations. If the student does

not send proof of technological issues from the ITs department, a zero will be assessed for that activity or assignment. Exam retakes are not allowed. Students should contact Student Support immediately if there is a technology issue during an exam. Students should not copy, paste, or photograph unsecured quizzes or exams when given the opportunity to review the questions and answers; this is considered a breach in academic honesty. All these situations will be reviewed by the Course Faculty and Program Director.

Employment

Students may maintain their regular jobs while participating in the graduate nursing program. It is, however, challenging for most students to balance time including synchronous sessions, course work, practicum rotations, personal responsibilities, and full-time employment. Students will need to make themselves available around their assigned synchronous sessions, assignments due, their preceptor's schedule and availability to meet the program's practicum hour requirements. Most primary care offices and agencies operate on a Monday-Friday, 8 a.m. - 5 p.m. schedule, and it is expected that students are available for practicum rotations during this time. It is strongly recommended that students connect with their employers prior to the start of the practicum term to schedule working hours that will not interfere with practicum placement. Students can complete rotations at their place of employment, but it may not be with their direct supervisor or in the department in which they work.

Program Specific Requirements

Alcohol, Drug, and Substance Policy

It is expected that all students adhere to the Utica University alcohol and other drug policies. Refer to the Annual Drug and Alcohol Notice [Utica University Alcohol, Drug and Substance Policy](#). It is the policy of the Department of Nursing that students be free of chemical impairment during participation in any part of their program including classroom, laboratory, simulation, and clinical activities. A chemically impaired student is defined as a person who, while in the classroom, laboratory, or clinical setting, is under the influence of, or has abused, either separately or in combination: alcohol, over-the-counter medication, illegal drugs, prescribed medications, inhalants, or synthetic designer drugs. Students who are chemically impaired in the clinical setting may jeopardize the lives of their clients.

If a student has been assessed by a faculty, staff, or clinical agency representative to possibly be impaired, a second nursing or healthcare professional is needed to confirm the suspicion. The student will be asked in writing to complete screening at the student's cost **immediately**. The student will not leave the premises independently and must seek alternate transportation. The student will not be permitted in the clinical environment until the results are received and confirmed to be negative.

Should the results indicate the presence of substances, the student will be dismissed from the program if this is a second offense. If the positive result is the first occurrence, the student will be referred to the Counseling office and the student will be considered for return into the program with evidence of a clean screen.

If the student refuses testing, the student will be dismissed from the program.

CPR/BLS Certification

The student will provide to remain in health compliance a yearly a copy of valid American Heart Association CPR/BLS Certification. The student must maintain current CPR/BLS certification while in the graduate nursing program.

Background Check and Drug Screening

All students are required to complete a level II background check, fingerprinting, and drug screening prior to their practicum experience as a program requirement. If your initial toxicology screen is positive, you will be notified within 30 days of the test date. After receiving the notification, you must complete a urine drug test within 24 hours. Failure to submit both the initial and repeat toxicology screens, or receiving a positive result on either test, may result in dismissal from the program. Students who fail to submit a background check or students whose background checks indicate a conviction may be dismissed from the nursing program. A history of past arrest and conviction may prohibit students from being licensed as a Family Nurse Practitioner. Students should contact their state board of nursing to determine their eligibility for licensure based on their criminal background prior to submitting an application to the graduate nursing program. Students are subjected to random drug screening throughout the duration of the program.

In addition, a drug test may be needed if the practicum agency requires this student before starting the practicum. All testing will be at the student's expense.

Any background check that yields discretion will be sent to the Utica University Graduate School of Nursing leadership for review to determine if the student may attend practicum. The background check must be completed and cleared prior to the start of the first practicum term. Students who do not have a cleared background check may experience a delay of their practicum terms or dismissal from the program.

Please be advised that approval to continue in the program provided by the University Prior Offense Review Committee does not extend to practicum placements with clinical partners or with licensure following successful completion of program requirements. Students who have

difficulty with a criminal background check, fingerprinting, and/or drug screening may encounter difficulty with practicum placements throughout the program and securing licensure components following program completion.

Latex Allergy

Any student with a known latex allergy must notify the faculty to avoid placing the student at risk of an allergic reaction. Latex-free gloves will be made available in the nursing laboratory and in each practicum setting.

Learning Services

Please contact Learning Services in the Academic Support Services Center (315-792-3032), in order to determine eligibility for services and to receive an accommodation letter. Any accommodation must be submitted in written documentation at least four business days in advance or it will not be considered for the exam. We will work with you to help you in your efforts to master the course content in an effective and appropriate way.

Health Compliance Requirements

Students are required to be in full health compliance as Graduate Nursing students. The background check and fingerprinting process must be completed upon admission to the Graduate Nursing Program, using American Databank/Comprio. Graduate Nursing students must be in full health compliance with all requirements at least eight weeks before their first practicum experience and remain in full health compliance for the duration of their time in the program. Health compliance is for student safety, and the safety of patients cared for in the practicum setting. Full health compliance consists of completed and approved background check, fingerprinting, and student health compliance documentation.

Graduate Nursing students are responsible for the cost of their background check, fingerprinting, and student health compliance package to meet the Utica University and Graduate Nursing Program health requirements. If a student falls out of health compliance, they must cease going to their practicum experiences until they are in full health compliance and have received their full health compliance confirmation email. If a student participates in their practicum experience without being cleared by a confirmation email, and/or while not in full health compliance, their practicum hours will not count and need to be repeated. Students cannot resume their practicum experience until they are in full health compliance and have received a confirmation email. The student may also be subjected to the Code of Student Conduct, Disciplinary Policy, and/or dismissal.

The practicum site may require additional health compliance clearances above and beyond the Graduate Nursing program requirements. Please verify with the preceptor and site for

all onboarding and health compliance requirements. If requested by the affiliating agency, information including immunization status and the student's directory information may be released to health care agencies.

Disclaimer: Please be advised that the health compliance requirements may change due to State and National regulations.

Health Compliance Requirement Reference Table

Requirement	Submit	Acceptable Documentation
Physical Examination	Every Year	A physical exam completed within the last year by an MD, NP, or PA indicates the ability to perform Practicum activities and that the student is free of communicable disease. This must be documented <u>ONLY</u> on the Utica University Health History and Physical Examination Form. NO EXCEPTIONS.
Tuberculosis (TB)	Every Year	The date of a negative Mantoux or QuantiFERON-GOLD or T-Spot TB test in the last year is required. A positive result will require documentation of a negative chest x-ray within the last year. Submitted physical exam form must state the student is free of signs or symptoms of active disease. The presence of potential signs or symptoms of TB will require further evaluation before clearance is granted.
COVID-19	One Time	Two dose series of COVID-19 vaccination OR single dose COVID-19 vaccination.
Flu (Influenza)	Every Year	Vaccination date required by October 15 th of EACH year
Chicken Pox (Varicella)	One Time	Two vaccination dates OR serologic evidence of immunity with the laboratory value OR medical documentation of varicella disease or herpes zoster. Minimum documentation includes the year of the disease.
Diphtheria/Tetanus	Every 10 years	The vaccination date must be valid throughout the Practicum course. Update with DTaP is recommended.
Hepatitis B	One Time	Three vaccination dates OR serologic evidence of immunity with the laboratory value. Declinations or waivers are NOT accepted.
Measles (Rubeola)	One Time	Two vaccination dates after the first birthday OR serologic evidence of immunity with laboratory value
Mumps	One Time	Two vaccination dates after the first birthday OR serologic evidence of immunity with the laboratory value

Rubella	One Time	Two vaccination dates after the first birthday OR serologic evidence of immunity with the laboratory value
Meningitis	One Time	Vaccination date within ten years OR completed Meningitis Information form

Health Compliance: Immunization and Titer Guidance					
Vaccination	Vaccination Status	Disease Status	Titer Status	Action	Follow-up Action
Hepatitis B	Individual has NOT had Hepatitis B Vaccine x 3 doses	Had Hepatitis B	Draw titer 30-60 after 3 rd Dose Negative titer	Vaccinate	Repeat titer to assess immunity
Hepatitis B	Individual has NOT had Hepatitis B Vaccine x 3 doses	Had Hepatitis B	Draw titer 30-60 after 3 rd Dose Positive titer	None. Individual has immunity from vaccine.	
Hepatitis B	Individual has NOT had Hepatitis B Vaccine x 3 doses		Negative titer	Vaccinate x 3 Doses	Draw titer 30-60 after 3 rd Dose to assess immunity
Hepatitis B	Individual has DOCUMENTED Hepatitis B Vaccine x 3 doses		Draw titer 30-60 after 3 rd Dose Positive titer	None. Individual has immunity from vaccine.	
Hepatitis B	Individual HAS HAD Hepatitis B Vaccine x 3 doses		Negative or unequivocal titer AFTER Vaccination x 3 doses	Give Hepatitis B vaccine booster x 2	DO NOT Repeat titer unless facility requires this.

Varicella	No Vaccine x 2 doses	Had Varicella	Positive titer	None. Individual has immunity from natural disease.	None
Varicella	No Vaccine x 2 doses	Had Varicella	Negative or unequivocal titer	Vaccinate x 2 doses	DO NOT Repeat titer unless facility requires this.
Varicella	Individual HAS DOCUMENTED Vaccine x 2 doses		Positive titer	None. Individual has immunity from vaccine.	None
Varicella	Individual HAS DOCUMENTED Vaccine x 2 doses		Negative or unequivocal titer AFTER Vaccination x 2 doses	Give Varicella Vaccine Booster x 2	DO NOT Repeat titer unless facility requires this.
Measles Mumps Rubella	Individual HAS DOCUMENTED Vaccine x 2 doses		Negative or unequivocal titer AFTER Vaccination x 2 doses	Give MMR Booster x 1	DO NOT Repeat titer unless facility requires this.

Advising

All students are assigned to an academic advisor. The University recommends that students consult their student success coach and academic advisor regularly. Some students may be required to contact their advisors prior to registering for courses in order to obtain a PIN.

Meet the Graduate Nursing Program Success Team

Faculty Advisor: Each student is assigned a faculty advisor to assist with academic planning. Faculty advisors advise for assistance succeeding in classwork, academic concerns, make referrals for various concerns to counselors and campus services. Academic concerns must go through the Faculty Advisor rather than the Success Coach.

How to Find the Faculty Advisor: Each student is assigned a Faculty Advisor. Students are encouraged to meet with their Faculty Advisor each term and if they want to change their plan of study. Students may use Banner Self-Service to locate the name of their Faculty Advisor. Banner Self-Service Link <https://bannerweb.utica.edu>

Success Coach: Utica University assigns students a Success Coach, who is dedicated to giving the support needed in making the transition to graduate studies, personal life challenges, course registration, time-management, accessing financial aid, or keeping accounts up to date.

Kelcey Smith (kmsmith5@utica.edu): Student last names starting with A-L and
Kerri Edens (kjedens@utica.edu): Student last names starting with M-Z.

Theory Faculty: Graduate Nursing Faculty are assigned to deliver the theory didactic courses.

Practicum Faculty: Graduate Nursing Faculty are assigned to deliver the practicum courses and to do practicum site visits and handle any practicum related questions or concerns.

Graduate Nursing Practicum Coordinator: The Utica University Practicum Coordinator is a liaison between faculty, students, and practicum sites in the graduate program. The Practicum Coordinator assists students with practicum placement and oversees practicum contract attainment.

Graduate Grading Policy

Students must earn a grade of B or better in all of the graduate nursing courses and in all of the separate but linked courses (separate but linked courses cover related content in two settings: mastery of didactic knowledge in the academic setting; application of didactic knowledge to practice in practicum settings). Both separate but linked courses must be passed with a satisfactory grade (B). If a student fails either of the two courses, they must retake both courses. If a student receives 83.5 or higher on the exam average and/or final grade, the grade would be rounded to 84. Student grades .5 or higher will be rounded up to the next whole number; this grading rule applies to both final exam grades and final grades.

This policy is specific to ALL the courses in the Graduate Nursing Program.

Graduate Program Course Syllabus Grade Range

Letter Grade	Percent Range
A	89.5 – 100
B	83.5 – 89.49
C	73.5 – 83.49
F	0 – 73.49

Courses with Quizzes and Exams

Nursing graduate students must maintain an 84 (B) average on quizzes and exams, exclusive of their graded assignments to pass the following courses:

- NUR 612
- NUR 616
- NUR 621
- NUR 622
- NUR 625
- NUR 634 - must obtain benchmark on culminating exam to pass course - see syllabus

Should the weighted exam average fall below 84, the exam average will be the final grade recorded on the transcript regardless of the overall course grade. Once the student has achieved an 84 or above exam average, all other course assignments will be factored into the course grade and the cumulative average will be the final grade recorded on the transcript. Students must earn a B (84) grade or better in all courses and separate but linked courses.

Examination Review Process

The student may request a review meeting with the instructor of record during office hours to review missed concepts. At no time will specific questions and answer choices be shared virtually or in-person. Students must request an exam review with the instructor of record within one (1) week of the exam grade being released via email. Requests made outside of that time frame will not be accepted. Exam retakes are not allowed.

Grade Changes

Once a final grade has been reported to the registrar, it may not be changed except to correct an error. All such cases must be reported by the course instructor and require the approval of the academic school dean. If a student believes that the grade reported by the course instructor is not accurate and, after talking with the faculty, still believes there is an error, the student may petition the Academic Standards Committee for a grade change. (For further information, see Grievance and Complaint Procedure.

Lost Work

Each student is encouraged to keep a copy of each electronic and written assignment and contribution submitted to the instructor during the semester. A simple way to do this is to e-mail the assignment as an attachment to yourself so that you can retrieve the document in the event of a hardware/software malfunction.

Extensions

Extensions may be granted by the discretion of the faculty member. It is the right of the faculty member to refuse an extension. Extensions **MUST** be requested before the due date of the assignment **in writing via the Utica University E-mail**. No extension will be granted without a proposed date the assignment will be submitted included in the written request.

Make-up Examinations

In the case of an unexpected emergency and the student is unable to take a scheduled examination, a make-up examination may be given at the faculty member's discretion. Such examinations must be taken during the semester in which the examination was missed unless a grade of Incomplete is given for sufficient reason.

Submission of Assignments

You will complete several written assignments or certificate assignments throughout this program. Your written work is used to assess your ability to integrate your learning and apply it in practice. Quality documentation is stressed and expected. You must submit your work

according to instructions and by the due date indicated. Late assignments may be refused. Unacceptable assignments will receive a zero (0) grade and may be returned to you for re-accomplishment at faculty discretion. You are encouraged to keep a copy of each electronic assignment you submit during the semester. If an instructor is willing to accept a late paper, the instructor reserves the right to reduce the grade on any late paper up to 10 points per day. You are expected to notify your instructor of any extenuating circumstances (such as illness, injury, or emergencies), which may affect your ability to be timely in your submissions. No discussion posting will be accepted after the end of the module; a zero will be assessed for that discussion assignment.

Questions about Grading

If you have questions about a grade on any assignment, discussion, or exam, you must contact the instructor of record of the course with your questions within one week of the grade being posted.

Written Assignments

Written assignments are an important skill for graduate students in the Utica University Graduate Nursing Program. It is important that the student is familiar with and understands the Utica University Academic Integrity Policy. In addition, it is important that graduate students submit their best work for assignments. It is up to the instructor of record for each class whether or not to accept late assignments or allow assignments to be re-written to improve the student's grade. All courses within the nursing program will follow the writing guidelines according to APA format.

Academic Appeals

Students may file complaints if they experience or witness violations of federal or state law and University policies. The process for filing a complaint depends on the type of complaint being made. Specific information regarding how to file a complaint is outlined on the Student Complaints page.

Most issues can be resolved through the complaint process. However, if a student has filed a complaint related to academic matters and believes that the issue was not addressed fairly or properly, the student may file a formal academic appeal to the University's Academic Standards Committee. Additional information is available at:

<https://www.utica.edu/academic/appeals.cfm>

Process of submitting an academic appeal:

- If a student has a complaint related to academic matters, the student has the right to first appeal to the Program Director. The appeal must be submitted through the Appeals Portal and should address why the student should not be held to the same standards as all other students and extenuating circumstances that should be considered.
- If the outcome of the appeal to the Program Director is not satisfactory to the student, she/he may appeal to the Chair of Nursing via email **within 7 days**.
- If the outcome of the appeal to the Chair of Nursing is not satisfactory to the student, she/he may appeal to the Dean of Health Professions and Education via email **within 7 days**.
- If the outcome of the appeal to the Dean of Health Professions and Education is not satisfactory to the student, and the student has additional information for the committee to consider, she/he may appeal to the University Academic Standards Committee **within 7 days**.
- If the outcome of the appeal to the University Academic Standards Committee is not satisfactory to the student, and the student has additional information for the Provost to consider, she/he may appeal to the University Provost **within 7 days. The decision of the Provost is final.**

Probation and Dismissal

A letter of academic probation will be issued to any student who meets any of the following criteria:

- 1 grade of F
- 1 grade of WF

If a student receives an F or WF, the student will be placed on academic probation and must successfully retake the course or an equivalent course as approved by the program director in the next semester. If the course is not offered in the next semester, the student may, with the program chair's approval, remain as an active student and take courses appropriate to his/her course of study. However, the student must retake the failed course the next time it is offered. Failure to successfully retake the course will result in dismissal from the program. The student is allowed to retake the course only once. Once the failed course is retaken, the grade of F or WF is no longer calculated into the GPA but remains on the transcript and counts toward dismissal. If the course is not required for the program, specialization, or concentration in which the student is enrolled, the student, with the permission of the program director, may decide not to repeat the course, but the grade of F will remain calculated in the GPA.

If following a successful appeal and reinstatement, a student earns a second dismissal that dismissal cannot be appealed and is considered a permanent separation from the University. Some programs may have stricter policies or procedures; please see program-specific pages.

Note: All the steps outlined in this policy may not happen to a student. It is possible for a student to be dismissed without previously being placed on probation if that student meets the requirement for dismissal. Students who are dismissed and wish to return, at any point, must submit an appeal to the Academic Standards Committee online at [Utica.edu/petition](https://utica.edu/petition)

Warning and Probation Process

- A letter of warning will be issued by the program director to any student who receives a grade below a B and has 12 or fewer attempted credit hours in the MS of Nursing program. A copy of any letter of warning will go to the student's advisor.
- A letter of probation will be issued by the program director to any student who receives a grade of F in the degree program.
- Courses in which a student receives an F or its equivalent must retake the course as described in the Utica University Graduate Academic Probation and Dismissal policies (above) but must receive a grade of B or better to prevent dismissal from the MS of Nursing program. A failing grade may also subject the student to dismissal from Utica University as per the requirements described in the Utica University Graduate Catalog. The student is allowed to retake the course only once.
- Any student currently in receipt of Academic Warning or Probation will be ineligible for the accelerated plan of study (effective Summer 2020).

Graduate Nursing Academic Written Warning Procedure

Written warnings may be issued in conjunction with the Utica University Conduct System and the Utica University Summary Dismissal Procedure.

1. The faculty will meet with the graduate student and share the alleged problematic behavior, how the behavior violates the code of conduct or program requirements, and the desired behavior going forward with any necessary time component specifically articulated. The graduate student is given an opportunity to discuss the issue.
2. If discipline is warranted, a written warning is issued. A written warning should always be delivered verbally and in writing to the graduate student, using the Utica University Graduate Nursing Warning Form. A signed copy of this document will be sent to the student's advisor, the Director of the Program, and the Chair of Nursing.
3. A learning contract will be completed by the faculty member. A copy of the learning contract will be sent to the student, the student's advisor, the Director of the Graduate

Program, and to the Chair of Nursing. This contract will be placed in the student's electronic file.

4. If after a first written warning, the graduate student fails to improve, repetitive behavior that led to the written warning, or commits a new, an additional offense, then another written warning will be issued and a Failure to Complete Learning Contract form will be completed. A copy of the Failure to Complete Learning Contract will be sent to the student's advisor, Director of the Program, and the Chair of Nursing. This form will also be placed in the student's electronic file.
5. During the Utica University Graduate Nursing Program, a graduate student may only receive a total of three (3) written warnings.
6. If a student receives three written warnings or a single warning of egregious behavior that threatens the safety of patients, preceptors, faculty, or fellow students they will be referred to Program Leadership for summary dismissal from the Utica University Graduate Nursing Program.

Dismissal Process MS-FNP

Dismissal from the Family Nurse Practitioner MS of Nursing program will occur if a student in the program meets any of the following criteria:

- GPA below 3.0
- Two grades less than a B or WF
- A grade below a B in any course in which the student previously earned less than a B

As noted above, dismissals from the academic program can be appealed to the Dean of the School of Health Professions and Education. However, if, following a successful appeal and reinstatement to the program, a student earns a second dismissal, that dismissal cannot be appealed and is considered a permanent separation from the program.

Note that the academic requirements described in this section augment but do not supersede those of Utica University and the Graduate Catalog: probation or dismissal from the University has authority over that of any constituent academic program insofar as a student cannot remain in the program if dismissed from the University.

Dismissal Process MS-Education & MS-Leadership

Dismissal from the MS: Leadership or MS: Education of Nursing program will occur if a student in the program meets any of the following criteria:

- GPA below a 3.0
- Two grades less than a B or WF

- A grade below a B in any course in which the student previously earned less than a B

As noted above, dismissals from the academic program can be appealed to the Dean of the School of Health Professions and Education. However, if, following a successful appeal and reinstatement to the program, a student earns a second dismissal, that dismissal cannot be appealed and is considered a permanent separation from the program.

Note that the academic requirements described in this section augment but do not supersede those of Utica University and the Graduate Catalog: probation or dismissal from the University has authority over that of any constituent academic program insofar as a student cannot remain in the program if dismissed from the University.

Academic Dismissal from FNP Track with Application to Transfer to MS-Education, MS-Leadership or Another Graduate Study

Dismissal from the Family Nurse Practitioner MS Program does not preclude a student from applying to transfer into the MS: Leadership or MS: Education or another Graduate Study offered by Utica University. Courses that may be waived for a grade less than B are: 611,612,615, 616,621,622,625,634, 995.

Summary Dismissal Violations Specific to the Graduate Nursing Program

In addition to the Utica University Student Code of Conduct Points System <https://www.utica.edu/student-conduct>, the Graduate Nursing Program recognizes the following violations for Summary Dismissal and will result in immediate dismissal. A violation of the Utica University Code of Conduct and or a Summary Dismissal will be assessed at any time during the graduate education experience, in the event a student exhibits unprofessional or unsatisfactory behavior in the following critical areas including but not limited to:

- Safety
- Professional behavior
- Legal and ethical practice
- Academic dishonesty violation and/or cheating on quizzes/exams

Students engaging in egregious acts of professional misconduct, including but not limited to:

- HIPAA violation
- FERPA violation
- Violation of the American Nurses Association Code of Conduct

- Violation of the Scope of Practice set by the State Board of Nursing
- Error or incident that has the potential or causes permanent injury, loss of life or limb, or transient but potentially life-threatening harm.
- Physical or sexual violence/harassment or abusive behavior
- Falsification of documents, including vaccination documentation
- Falsification of practicum records and required hours
- Professional licensure loss, probation, and or encumberment
- Conviction of a Felony
- Theft
- Selling or diversion of narcotics, prescriptions, or marijuana
- Attending practicum experiences under the influence of alcohol, narcotics including prescription drugs or marijuana
- Sexual harassment
- Rape or attempted rape
- Use or threatened use of a weapon
- Bias incident
- Hate crime
- Unauthorized use of electronic devices to make audio or video recordings of any person without their prior knowledge and/or consent
- Removal of the student from practicum experiences by the preceptor and/or practicum facility/organization
- Attending practicum without permission from the program and or the preceptor

In the event that a student qualifies for a Summary Dismissal the faculty member will contact in writing the Senior Associate Provost of Graduate Studies, the Nursing Department Chair, and the Program Director.

Practicum

Students who are unable to attend practicum for any reason will not be able to meet the objectives of a practicum course which will result in course failure. However, they may withdraw from the course and return at a later date when they can engage in all elements of the course (didactic, lab, or practicum) to meet all the objectives resulting in successful course

completion. If student withdraws from the practicum they must also withdraw from the theory course as well.

Students who are unsuccessful in a component of a course that includes didactic, practicum, and simulation:

- The student must be notified in writing of the following:
- Student will not remain in clinical and lab, effective immediately
- Student may elect to observe the remaining didactic component but will not be allowed to take exams or submit assignments
- The student must submit in writing that they would like to stay in the didactic portion of the course to observe
- Should the student be granted an appeal, the course requirements would be completed using an incomplete designation

If a student participates in their practicum experience without being cleared by a confirmation email, and/or while not in full health compliance, the student's practicum hours will not count and will need to be repeated. The student may also be subjected to the Code of Student Conduct, Disciplinary Policy, and/or dismissal.

Change in Practicum Experience and/or Change in Plan of Study

Students who decide to change their practicum plan or are not successful in their course are expected to notify their preceptors and keep in communication with the Practicum Coordinator and their Success Coach.

Conflict of Interest

A conflict of interest may affect practicum education when the practicum education site and the student have a relationship that could influence the provision of the practicum education experience or the evaluation of the student's performance during the practicum education experience. Examples may include, but are not limited to, practicum education sites where the student has been an employee; practicum education sites owned by, or employ, an immediate relative of the student or with a provider actively treating the patient. Students must disclose to the Graduate Practicum Coordinator and Practicum Faculty if a facility or setting is a potential conflict of interest.

Delayed Practicum Placements

With the support of Utica University, the Graduate Practicum Coordinator will make every effort possible to obtain a Practicum placement site before the term start date; however, on occasion, placement efforts may continue into the start of classes. Any delay in a student's placement start date will require additional Practicum hours per week to obtain the minimum requirement of hours per rotation. Based on individual plans of study and consultation with faculty, students may have the opportunity to start Practicum placement no later than the end of Add/Drop.

Documentation

Documentation of iHuman and practicum experiences must be current in the eLog tracking system. The student will document and submit their eLogs every two weeks in the practicum courses. Not documented is considered not done. By Week 8 of the practicum course, at least half of the practicum hours must be completed and documented in eLOGS. If the student participates in practicum and does not turn in the practicum log at the assigned time, they will forfeit those hours and receive a zero for the assignment. For specifics see course.

Malpractice Insurance

Students must have professional liability (malpractice) insurance to embark on practicum experiences. The University participates in a group malpractice insurance plan in which a course fee will be included upon registration in practicum nursing experiences.

Predisposing Conditions

Before any practicum experience, it is in the student's best interest to inform faculty of any predisposing medical condition that may compromise their health and safety or patient safety. Such conditions/treatments include but are not limited to pregnancy, medications that may alter alertness or judgment. Confidentiality will be maintained, and all reasonable accommodations will be made to facilitate student progress.

If the student is employed and has filed a disability/worker's compensation claim through their employer, the University cannot provide clearance to partake in their fieldwork/clinical/practicums. The student must seek clearance from the claim administrator (employer) and be cleared to return to practicum by a health care provider.

Additionally, if the student has a note from a physician that excuses them from work/school for any reason unrelated to any disability or worker's compensation claim, they should have the physician specifically indicate that their excused absence does not prohibit them from engaging in their clinical, practicum, or fieldwork experiences.

Readmission to Practicum Following Illness/Injury

Students are responsible for ensuring their safety and the safety of those they are in contact with throughout the practicum experience. An unexpected absence due to an illness/injury must be immediately communicated to the Practicum Coordinator and Practicum Professor. A medical release may be requested by the Practicum Coordinator and Practicum Professor prior to readmission to the practicum experience if it is felt that the student's illness or injury may limit or endanger the safety of self or patients.

Additionally, if the student has a note from a physician that excuses them from work/school for any reason unrelated to any type of disability or workers' compensation claim, they should have the physician specifically indicate that their excused absence does not prohibit them from engaging in their clinical, practicum, or fieldwork experiences.

Readmission to Practicum Following Disability including Pregnancy and/or Worker's Compensation

If the student is employed and has filed a disability/workers compensation claim through their employer, the University cannot provide them clearance to partake in their fieldwork/clinical/practicums. The student must seek clearance from the claim administrator (employer).

Sites

The Department faculty must approve the health care agencies and institutions for the practicum experience based on the ability of the agency to provide the experiences necessary for the student to meet the course objectives. A Practicum Agency Agreement between Utica University and the practicum site must be in place before the student commences the practicum experience.

Students who confirm and submit the same preceptor and/or practicum site should avoid attending on the same day with the same preceptor to have the best experience. This includes students who may be attending from other colleges and/or universities. Students cannot see the same patients if attending on the same day with the same preceptor as another student to meet the minimum practicum course and program objectives. Students should notify their practicum professor of other students (including those from other colleges/universities) attending at the same site via email within 24 hours of practicum attendance. Failure to do so will result in forfeiture of practicum hours.

Due to the high volume of nursing students enrolled in area institutions, placements may not be readily available each semester. If a placement is not secured within an assigned time, students would be placed on a custom plan-of-study or be placed on leave.

Transportation and Travel

Students are responsible for transportation to and from the site, including all transportation costs related to the practicum and immersion experience. Nursing students are expected to travel to practicum sites up to 100 miles each way. Students may not turn down placements due to transportation limitations, distance within the policy, or travel time. Utica University uses mileage as an objective measurement given the large and national scale of the program.

Commuting time cannot be counted towards practicum hours. The Graduate Practicum Coordinator considers commute time, associated costs of travel, and weather conditions when searching for placement sites. However, these factors ultimately will not be considered acceptable reasons for a replacement request. The Graduate Practicum Coordinator will do their best to assist students in placements within their communities whenever possible.

Safety and Performance

Students violating the policies below will be considered for discipline/dismissal. The student may be dismissed or sent home from the practicum, immersion weekend, synchronous sessions, lab, or simulation experience for being unprepared, unprofessional, or unsafe. Dismissal from any of these activities is considered an unexcused absence, and the student will receive an academic alert and or a Summary Dismissal.

Students must attend practicum well-rested and ready to assume practicum responsibilities for their patients. Therefore, students may not work in the overnight hours (i.e., 11:00 p.m. – 7:00 a.m.) on the night before a morning practicum experience.

Students may not exceed twelve hours in the practicum practice setting on the same day.

Students may not participate in practicum learning experiences if they have taken prescription-controlled substance medication less than eight hours prior to the start time of their practicum experience.

As individuals completing practicum rotations in area hospitals or practicum sites, students should consider the health and well-being of patients. In the event a student becomes ill, it is vital that they do not compromise on the health of their patients. If there is any doubt about whether to attend practicum, the student should consult with their Practicum Faculty prior to attending practicum. Conditions that may warrant a practicum absence include but are not limited to the following:

- Skin lesions or rash, especially if lesions are weeping or fever is present.
- Non-intact skin or dermatitis

- Conjunctivitis or "pink eye."
- Diarrheal illness
- Cough of more than two weeks (unless explained by a non-infectious disease). Prolonged cough may be a symptom of tuberculosis or Pertussis.
- New onset of jaundice
- Exposure to TB, COVID-19, Measles, influenza, or any other contagious condition
- Any diagnosis of a communicable disease by the student's primary care provider. These conditions include but are not limited to COVID-19, measles, chickenpox, scabies, lice, TB, impetigo, mumps, streptococcal pharyngitis, staphylococcal skin infections, and influenza.

Health Insurance

Proof of health insurance is required for all students enrolled in practicum courses. The student will provide evidence of **valid** health insurance to remain in health compliance in the form of a copy of a health insurance card. Utica University will charge the student account to ensure the requirement. If the student has private health insurance, this charge can be waived at <http://www.haylor.com/University/utica-University/>. Please note that the information the student provides regarding health insurance will be verified. Students who have been found not to have health insurance will automatically be re-enrolled in UC's Health Plan and charged accordingly.

Identification

Individual photo identification badges are produced at the Office of Campus Safety. A nominal fee is charged. Nametags are used during practicum education experiences as well as site visits. Please be sure to order Student IDs (Nursing Student ID and Utica University ID) through Campus Safety after admission to the program. The Student IDs are utilized for proctored testing and practicum experiences. ALL requests for student identification cards and badges are to be directed to safety@utica.edu.

Attendance Policy

Attendance is required at every class (in-person and virtual) or lab session. Emergencies can and do occur. Absences affect not only you but your classmates as well. If you miss any classes, the course instructor may assign an alternative activity for the missed class. You must contact your course instructor via Utica University e-mail prior to or within 24 hours of missing

the scheduled class. Missed class times may result in an altered grade. An unexcused absence will result in a lower grade for class participation and may result in course failure.

Bloodborne Pathogen Exposure

Strict adherence to barrier precautions and infection control practices decrease the opportunity for blood-to-blood exposure for both health care personnel and patients is required. Any student who has an exposure to a bloodborne substance that places the student at risk **must seek medical care immediately while following the practicum agency policy and protocol**. Such exposure should first be reported to the practicum instructor who will direct the student for appropriate care. (All students are responsible for the personal medical care costs accrued.)

Student Conduct

As an institution, Utica University is committed to providing a safe and secure living and learning environment for all community members. Therefore, Utica University expects each student to uphold our community's values, norms, and expectations. Therefore, Utica University's Student Conduct program emphasizes each student's responsibility for themselves and other members of their community.

Integral to the Code of Student Conduct and our Student Conduct program is the connection to the University's core values. Integrity, respect for the person and property of others, and a commitment to intellectual and personal growth in a diverse population are values deemed fundamental to membership in this University community. The goals of the Student Conduct program include a commitment to fostering a sense of community that allows every member to comfortably live, work, and study in an atmosphere of mutual respect, providing a conduct process in which there is the opportunity for participants to experience personal growth and appreciation for the responsibilities of living in a community and assisting students in developing alternatives to inappropriate behavior. As a result, students will be held accountable for behavior that violates our Code of Student Conduct. Utica University follows the Utica University Code of Student Conduct. Please see this link <https://www.utica.edu/student-conduct>. Due to the high licensing standards of professional programs in nursing, the Master of Science in Nursing program at Utica University has additional academic demands than those presented in the graduate catalog of Utica University. Failure to meet these additional standards can result in probation or dismissal from the MS of Nursing program.

Points System

It is expected that students will be respectful and professional in all participation and communication. Therefore, you are expected to maintain professional conduct and speech in all aspects of this course. Professional behavior demands a responsible and mature attitude in your approach to your course, both in-person and online. Disrespectful, unethical, unsafe, and or unprofessional behaviors will not be tolerated within the nursing program and can result in course failure and or dismissal from the Utica University Nursing Program.

The Utica University Department of Nursing (Utica University DON) upholds the Utica University Student Code of Student Conduct. Utica University follows a Student Conduct Point System www.utica.edu/student-conduct. Utica University has developed a point system for sanctioning students who are found responsible for violations of the Code of Student Conduct. This point system is designed to provide clarity, predictability, and consistency in the sanctioning process. Assigned point values reflect the level of severity for each possible violation of the Code of Student Conduct. The system also tracks a student's conduct history. If a student continues to violate the Code of Student Conduct, their point total rises to reflect their conduct history. Point totals are cumulative within a single incident and over a student's academic career at Utica University. Therefore, an incident may result in multiple violations within the Student Conduct Point System. The graduate nursing program does not allow forgiveness of points.

Student Code of Conduct Violation Procedure

1. The faculty will complete an Academic Alert in Banner Web. See this link <https://www.utica.edu/directory/center-student-success/academic-alerts>
2. The faculty will follow the procedure outlined by the Utica University Student Conduct Policy. See this link <https://www.utica.edu/student-conduct>
3. Faculty will notify the Program Director of the Student Code of Conduct Violation in writing
4. Depending on the area(s) of concern, reasonable efforts will be made to support the student's learning. When specific concerns are noted, a learning contract may be used as one option.
5. If the student does not meet the criteria for continuation after being offered an opportunity for remediation, the student may be dismissed from the practicum site and or graduate nursing program. If a student is dismissed from a practicum site, they will receive an F grade for both components of the course.

Student Code of Conduct; Progressive Discipline Policy

1. The progressive discipline process will apply to any violation of the student code of conduct as outlined in the Student Handbook for non-academic issues.
2. Prior to issuing any disciplinary action, the faculty will check Utica University Navigate system to identify any previous violations.
3. When the nature of the incident requires a verbal warning, it will be documented as such.
4. A verbal or written warning will be issued by the faculty based on the incident that occurred or past violations.
5. Following the written warning, the student may progress to non-academic probation when a subsequent issue warrants further discipline.
6. Utica University's Nursing administration reserves the right to apply the most appropriate disciplinary action for the offense committed, inclusive of dismissing the student from the clinical setting, probation, or dismissal from the program.
7. Discipline/Probation document to include a summary of the verbal or written incident. The faculty and student will sign the document. A copy of the form is provided to the student.
8. All completed progressive disciplinary documentation will be scanned into the student's file in Navigate and will remain there until program completion.
9. Progressive discipline actions continue in effect throughout the student's enrollment in the program. Actions will be sequential and/or appropriate for the offense committed.

Uniform Policy

As representatives of the Utica University graduate nursing program and the nursing profession, students are expected to behave and dress in an appropriate manner. The instructor and the agency have the prerogative to send students away from a practicum site if they do not meet the appropriate dress criteria. The practicum site reserves the right to stipulate the attire required at the practicum setting/organization.

The purpose of the uniform policy is to identify personnel in agencies and to promote safety for both students and client in the prevention of cross-infection. The uniform is a representation of the Utica University Department of Nursing and therefore should be worn in all professional

settings. All students should have a minimum of one (1) white lab coat, and a set of non-skid closed toe shoes.

The student uniform: white coat and student photo ID must be worn and visible when in the practicum area. It is understood that the white coat is clean, has no stains, and is not wrinkled. Most agencies allow a white lab coat to be worn over the street clothes. Check the uniform policy for the agency. Students may wear street clothes which portray a professional image with the University photo ID and flat, close-toed shoes. Jeans, "low-rider" pants, shorts, cut-offs, tank tops, or any other tight-fitting clothing that exposes the torso or under clothing is not acceptable.

Please note: we are guests in our partner healthcare organizations. As such, we are required to abide by the established dress code and presentation requirements. It is the student's responsibility to know these requirements before the first day of practicum. If an organization representative identifies the student out of compliance and is requested to leave, this will be counted as an absence and the student will be required to make up this time. Prior to returning to the clinical environment and/or scheduling make-up clinical time, it is expected that the violation will be resolved.

Jewelry

- A watch with a second-hand must be worn with the uniform.
- A plain wedding band may be worn, but in some settings must be removed when caring for patients in isolation and when working in the operating room, delivery room or nursery.
- Only small post-type earrings are acceptable (limited to 2 per ear). No hoop or pendant earrings. Other body-piercings (eyebrows, nose, lips, tongue) are not acceptable.
- No other jewelry is worn with the uniform; it has the potential for scratching clients and for harboring bacteria.

Grooming

- It is assumed that high standards of personal appearance, neatness, and hygiene will accompany wearing of the uniform.
- All hair must be off the collar and neat. Unnatural hair color (blue, green, purple) is not allowed.
- No nail polish or false fingernails (including acrylic or gel nails) may be worn.
- Fingernails may not extend beyond the fingertips; otherwise, they can scratch clients and impede manual dexterity.
- Make-up is to be moderate and unobtrusive.

- Fragrances (perfume, cologne, after-shave) are not to be worn since they may induce discomfort, nausea, or an allergic reaction in clients.
- Tattoos must be covered.

Leave of Absence (LOA)

Leaves of absence may be granted at the discretion of the academic program for medical or other extenuating circumstances. Students are strongly encouraged to contact their faculty advisor prior to pursuing any change in their plan of study, including an LOA. To request a leave of absence, students must complete the appropriate Leave of Absence form and provide appropriate documentation where requested.

Non-Medical leave of absence will be granted for one semester at a time only. Time accumulated during a leave of absence does not count toward the time limitation for completion of a graduate degree (see Academic Progress). For details regarding Medical Leaves of Absence, please refer to the Registrar's Office website.

A leave of absence may NOT be used in place of enrolling in a 997/998 Continuous Student Enrollment course (see Continuous Enrollment).

Students returning from a granted LOA will be required to complete the readmission application form and submit it to the Registrar's Office.

Military Related Leave

If you will be leaving for military duty or are returning from an assignment, please contact the Office of Academic Affairs at provost@utica.edu

Utica University policy for military-related leave:

- You will need your official orders for military duty sent to the Utica University Registrar's Office.
- There will be no academic penalty for withdrawing from your courses provided that you - (a) notify each of the instructors of your leave within reasonable time frames, (b) work out arrangements with your instructors to complete assignments, and (c) mutually agree on a course completion plan.

Note - Instructors MUST be given adequate communication regarding your leave and are required only to give you reasonable accommodation for your military leave. Reasonable accommodation is determined by your instructor. If you feel reasonable accommodations are

not being made, please notify the Office of Academic Affairs and provide written proof of your case.

Religious Accommodation

Utica University does recognize the right of each student to observe religious holidays and other religious commitments. If a student wishes to observe religious commitments that will conflict with class times or other class-related activities, it is the student's responsibility to notify faculty members well in advance in order to work with faculty members to find accommodation that satisfies both the learning goals of the class and the religious commitment of the student. However, due to practicum partner involvement, Utica University may not always be able to accommodate all requests. This may include the scheduling of exams, labs, and clinical due to religious holidays or worship times. Any concerns in regard to religious accommodation must be brought to the attention of the appropriate faculty at the start of the semester (refer to the chain of communication policy). Appropriate documentation will be required.

Communication Policy

Students are responsible for checking the online course shell and Utica University e-mail folders online for communication from the instructors. The official mode of communication at Utica University is the Utica University e-mail. All participation and communication are to be respectful and professional. Emails from email addresses outside of the Utica University email may not be responded to, please use your @utica.edu. Please allow 72 hours (3 business days) for a response (not including weekends or holidays).

Procedure for Academic Concerns

When students have a concern about their learning experience, the following is the best path to a resolution.

- The student(s) shares the concern with the class or practicum **faculty member** directly involved with the concern.

*Seeking a resolution ***without*** going directly to the faculty member will risk a longer and more complicated response. However, the student(s) may wish to discuss the concern with their **success coach and/or advisor** to seek support and direction regarding the best way to articulate the concern, identify their need and identify suggestions ***for collaborative problem-solving***.

Please do not skip steps in this process. Not only is this a professional approach, but it also provides the best opportunity to serve your needs so that we can have the most information

possible. As registered professional nurses and future advanced practice nurses, you are expected to maintain a professional approach to all correspondence about concerns/issues. Remember that sometimes these e-mails are forwarded or shared with others in an effort to resolve the issue.

Confidentiality

All students are required to be familiar with and comply with the Standards of Professional Behavior while enrolled in the Utica University Graduate Nursing Program. Confidentiality is a critical element to a professional health care provider, and compliance is required by law to protect patients' privacy rights. The Health Insurance Portability and Accountability Act of 1996 (HIPAA) mandates standards that ensure privacy and security of patients' health information and electronic medical records. Students are required to know these privacy rules and will comply at all times.

Class Participation

Professional behavior demands a responsible and mature approach to participation in class. Class participation is an essential element of learning. Critical skills are best acquired through the experiential learning that takes place in the classroom (face to face or virtual) or laboratory settings. Class participation includes attendance, punctuality, preparation for class, contributions to in-class discussions, professional behavior in the course or lab, and eagerness to learn and share. Lack of participation may result in a final grade that is dropped a full letter grade lower.

Required Expectations for Live-Session Classes:

- Be on Time: Log in to the session early enough to have your audio and camera setup. Then, be ready to work when the class begins.
- Be Professional: The graduate program at Utica University is a professional education program of nursing. The live classroom is an extension of the field, and therefore you are expected to treat live class time as you would a professional setting.
- The student's name on virtual classrooms should be displayed as the name in which they are registered for the course. Example: John Smith -- instead of John's ipad
- Your camera must be on at all times during the session.
- You should be in a setting where you can be engaged during the entire session. You cannot attend sessions while you are at work. This is considered unacceptable.

Respect the Classroom

- **Dress:** Be appropriately dressed - comfortable clothing is fine, but you should not attend class in your pajamas or beachwear.
- **Setting:** Set your live session classroom space in a quiet private area where you know family, pets, and other distractions will not interrupt your learning (or the learning of your classmates). For example: Do not attend synchronous sessions from the beach, the bed, or from the car. Please do not attend the session and have conversations off-screen; please be engaged.
- **Lighting:** Be sure your camera has the appropriate lighting on your face. Be careful you do not have too much backlighting, such as a bright window behind you, making it difficult for your face to be seen.

Be Prepared

- Each week, you are expected to prepare for the live session before class time; specific details on work to be completed before the live session can be found in the course work area for each week. Section Instructors will review this before the live session and use it to inform discussion and deepen learning.

Be Engaged

- You are expected to be ready to work during your live session. The live session is not a passive experience - it requires your full presence and commitment to learning. Each week, you must be prepared to listen to your classmates, offer feedback, and engage in a lively discussion.

Netiquette

"Netiquette" is civil and respectful behavior in electronic communication, including discussion forums, chat services, e-mail, video conferences, and social media. Such behavior is essential to the integrity of the academic environment and the free exchange of ideas. In order to keep communication academically professional and appropriate, the student should avoid:

- **Personal attacks.** The subject under discussion is always the content of the idea and not the characteristics of the person expressing that idea.
- **USING ALL CAPITAL LETTERS IN A SENTENCE** implies the student is yelling at the reader.

- Using many exclamation points to end the sentence also implies that the student is yelling at, or is very upset with, the reader!!!!!!!
- Writing offensive or sarcastic messages.
- Sending numerous e-mails with the same point in a short period of time.

In order to keep your communication professional, remember the following principles:

- Always respect the opinions of others and keep opinions positive. A robust discussion will have disagreements, even strong disagreements, but should not degenerate into a personal attack.
- Always avoid offensive, rude, and sarcastic messages. If the student receives a message of this nature, do not respond in the same tone. If this type of communication continues from someone, inform the faculty member.
- Never send a message when you are angry or upset. Leave it in draft form, walk away, and review it later after you have calmed down.

Utica University is committed to maintaining an open and free learning environment. Violations of the netiquette policy may result in disciplinary action, including being referred to the Student Conduct Process for violation of the Code of Student Conduct.

Tardiness, Removal from Class & Activities

The professor may remove the student from any in-person or synchronous session for not abiding by the above expectations. If the student arrives more than 15 minutes after the class starting time, they may not be admitted to the class and would be considered absent. This action will result in the student forfeiting the earned credit for the session or activity. An academic alert <https://www.utica.edu/directory/center-student-success/academic-alerts> will also be sent as well as a Utica University Points System Sanction <http://www.utica.edu/student-conduct>.

MS Nursing Synchronous Session Rubric

Criteria	20 points	17 points	15 points	0 points
Attendance 20%	Arrives on time, appropriately announces arrival	Arrives more than 5 minutes after starting time.	Arrives more than 10 minutes after starting time or disrupts the session with arrival.	Arrives more than 15 minutes after starting time and disrupts the session with arrival or absent
Preparation 20%	Prepared with questions or prompts for discussion, based on comments on readings.	Adequately prepared with questions or prompts, for discussion, based on comments on readings.	Lack of preparation results in inability to add substantively to discussion	Unprepared for discussion; has not viewed asynchronous material
Full Group Participation 20%	Actively participates in discussions	Demonstrates limited or passive participation in discussions	Only participates when asked	Does not contribute.
Engagement 20%	Contributes significantly and appropriately to discussions by initiating and responding to topics. Stays focused and on task, and takes turns responding	Contributes to discussion when directly addressed, stays on topic, and demonstrates appropriate turn taking.	Contributes inappropriately to synchronous discussions by going off topic, monopolizing discussions, or participates in a very limited manner	Does not participate in discussion or during live session. (i.e. lurks in session) has camera on pause for long periods; does not stay in classroom or is distracted during class
Professional Conduct 20%	Actively leads or facilitates the discussion when appropriate.	Shares thoughts and ideas in a professional manner	Monopolizes discussion or interrupts others.	Displays inappropriate or unprofessional behavior.

Procedure for Missed Synchronous Session

- The student must notify the faculty member in writing that they cannot attend the synchronous session (must submit this communication before the synchronous session).
- The faculty member informs the student, they must: Watch the two hour or more recording, and
- Submit a summary of the content discussed during the meeting before the weekly module closes.

If the student does not notify the faculty before the synchronous session and does not attend the synchronous session, they will forfeit all of the credit for the activity. If the student fulfills these requirements, the highest they can earn for the missed synchronous session is 80% (lost all points for attendance on the rubric).

- Students in practicum have access to protected health information (PHI) of patients on a "need to know" basis, and it is solely for use within the scope of duties relating to patient treatment.
- Students may only access the PHI of patients if they are directly participating in their treatment.
- Students may not record PHI of patients (such as name, social security number, date of birth, or identifiers.) on forms that are turned in for practicum or class assignments.
- PHI will not be removed from the health care facility. PHI includes oral, written, and electronic disclosures. Students may never discuss PHI in public or inappropriate areas to include but not limited to hallways, elevators, restrooms, cafeterias, or with friends/family at any time.
- Failure to protect PHI may be considered a violation of a patient's right to privacy. Properly dispose of documents containing PHI by discarding them in assigned containers marked for proper disposal; do not throw these documents in the trash.
- If a student is unsure whether his or her actions will violate these policies, he or she must consult the instructor prior to taking action with the PHI.
- Any student in violation of these policies may be terminated from a practicum position, fail the class, and/or be removed from the nursing program, depending on the circumstances of the violation.

Intellectual Honesty

Utica University expects its faculty and students to observe traditional canons of scholarly discourse, academic behavior, and due process. The faculty at Utica University expect intellectual honesty from students. Intellectual honesty is necessary for the free exchange of ideas. Plagiarism, a serious form of intellectual dishonesty, is defined as the use of ideas and phrases in the writings of others as one's own without crediting the source.

Cheating refers to both giving and receiving unauthorized assistance in taking examinations. Students who assist other students in acts of plagiarism and/or cheating or who otherwise contribute to acts of intellectual dishonesty are subject to the appropriate penalties.

Academic dishonesty includes both cheating and plagiarism. Plagiarism is the intentional or unintentional use of other people's ideas, words, and/or factual information without crediting the source. Cheating refers to both the giving and the receiving of unauthorized assistance in taking examinations or creating assigned and/or graded classwork.

Utica University faculty are authorized to assign academic penalties for intellectual dishonesty, including the grade of "F for cheating." Students who receive an "F for cheating" forfeit their rights to from the course without penalty. Students who wish to appeal a penalty should consult with Academic Support Services. Appeals are heard by the Academic Standards Committee, which may recommend a more or less severe penalty.

You are expected to read and abide by the University policies, which outline your responsibilities and consequences for violations of the Utica University Code of Student Conduct. A student's name or other unique identifiers on any course exercise (theme, report, notebook, performance, computer program, course paper, laboratory or practicum or co-op report, examination, website, or quiz) is taken as an assurance that the exercise is the product of the student's thoughts and study and that it is expressed in the student's own words and produced without assistance, except as indicated by quotation marks, references, and footnotes acknowledging the use of printed sources or other outside help. Any examination must be solely the student's work unless otherwise directed by the faculty member. Communication is not allowed between or among students while an examination or quiz is being taken, nor are students permitted to consult books, papers, study aids, or notes without the faculty member's explicit permission. Misunderstanding of the code is not an acceptable excuse for academic misconduct. If a student is uncertain whether a practice is permitted in a particular course, the student should consult the faculty member instructing the course in order to avoid the accusation of academic misconduct".

Prohibited behavior is outlined by Utica University as:

1. Academic dishonesty which includes, but is not limited to plagiarism, cheating, misuse of academic resources or facilities, misuse of software, data, equipment, or networks, or any act that hinders the academic process. *
2. Academic and professional misconduct which includes, but is not limited to misuse of academic resources or facilities, behavior in and outside of the classroom, misuse of software, data, equipment, or networks, or any act that hinders the academic process

Statement on Artificial Intelligence

Artificial Intelligence (AI) software (e.g. Chat GPT) should not be used for writing assignments in this class. Please be aware that although AI appears to make writing easy, the work it produces is not always reliable and accurate. In addition, using AI is fairly easy to detect. More importantly, if you choose to let AI write a paper for you, you will lose the ability to learn, grow, and develop important skills that are part of the ultimate goal for attending this university. If you use AI, you are committing plagiarism (i.e., using ideas and words that are not your own) and are not fulfilling the requirements associated with writing your own paper. Plagiarism is a form of cheating and will be penalized accordingly.

The nursing faculty will follow [Utica University's Process](#) regarding academic dishonesty if the use of AI is detected. Tools used to check writing, such as the autocorrect feature in Google Docs and Grammarly, are acceptable for editing **your** work. AI technology may include the use of programming engines, software, and/or assignment generating programs. Examples of unacceptable AI programs/software include but are not limited to ChatGPT, GrammarlyGO, Dall-E-2, RyterAI, Quillbot, and Paraphrasingtool.ai. If you have any questions about AI websites, software, or technology, please contact the course faculty to discuss.

Academic Honesty Policy

In addition to the Utica University regulations regarding academic honesty (Utica University Catalog), and the Code of Student Conduct, the Department of Nursing faculty has developed the following policy statement: The faculty and students of the Department of Nursing believe that ethical behavior in the American Nurses' Association Code for Nurses implies the highest standards of honesty and integrity, and applies equally to nursing students and practicing nurses. All aspects of the Department of Nursing life and culture are designed to further the achievement of these standards. Students should maintain academic honesty at all times. Students must do their own work on all tests and assignments without the use of Artificial Intelligence (AI). Any quoted or paraphrased phrases or sentences from published material, Internet sources, or other individuals' work must be correctly referenced. Students may not resubmit their own previously graded work when retaking a course or for a grade in a different course without faculty approval. Resubmitting earlier work will be considered self-plagiarism and treated as any other form of academic dishonesty. Refer to the Utica University Academic Honesty site.

Academic Dishonesty Process

Any student who plagiarizes, or cheats in any way (e.g., tests, papers, presentations) is subject to penalty, and sanctions by the instructor, the Office of Student Conduct, and/or the Academic Standards Committee. When academic dishonesty is detected by a faculty member, the faculty member determines the appropriate sanction. Sanctions that the faculty member can impose include work assignments (such as repeating a paper) or penalty grades, up to and including the grade of "F for Cheating." Sanctions other than work or grade penalties must be recommendations on the part of the department to the Dean of the relevant academic division.

Regardless of the sanction imposed, the faculty member must inform the student of intellectual dishonesty in writing and copy the Office of Academic Affairs using the form letter to be found on the Academic Honesty website

at <https://www.utica.edu/academic/facultyinfo/intellectualdishonesty.cfm>. Academic Affairs checks to see if this is a repeat offense. If this is the first offence no further action will be taken, although the letter will remain on file in the Office of Academic Affairs and specific academic programs may impose additional sanctions. A repeat offense may occur on different assignments in the same class or in different classes. If it is a repeat offense, Academic Affairs informs the student in writing that the materials are being forwarded to the Academic Standards Committee for review. Academic Affairs collects relevant material from the faculty member, including syllabi and assignment sheets. Academic Affairs receives any materials submitted by the student. The Academic Standards Committee convenes a meeting to review

the case. The Associate Provost brings the collected material to the meeting. Following the meeting, the Academic Standards Committee Chair informs the student in writing of the committee's decision. Student appeals are directed to the Office of Academic Affairs, and any appeal of the decision is heard by the Provost. Appeals must be filed by the student within 14 days of the date of the letter from Academic Standards.

Plagiarism in any nursing course will not be tolerated. This notice is considered your first warning. If you are unclear about what constitutes plagiarism or academic dishonesty, it is your responsibility to seek appropriate guidance. Students who wish to appeal a penalty should consult with Academic Support Services. Appeals are heard by the Academic Standards Committee, which may recommend a more or less severe penalty.

Examination and Quizzes

The Nursing Department at Utica University is committed to providing a safe and fair testing environment for all students throughout all the graduate nursing programs. This policy aims to outline the policy and procedures related to proctored exams for nursing students at Utica University. As technology is ever-changing, this policy may be revised as institutional policies are modified or new policy modifications are required.

Most of your quizzes and exams will be conducted online. Unless otherwise stated, you may not collaborate with others or use any references during any examination. Any student who plagiarizes or cheats in any way on quizzes or exams is subject to penalty, and sanctions by the instructor, the Office of Student Conduct, and/or the Academic Standards Committee. When academic dishonesty is detected by a faculty member, the faculty member determines the appropriate sanction. Sanctions that the faculty member can impose include work assignments or penalty grades, up to and including the course grade of "F for Cheating." Sanctions other than work or grade penalties must be recommendations on the part of the department to the Dean of the relevant academic division.

Actions/behaviors are examples and but limited to the following:

- Open another browser window or use any other method to look up an answer.
- Communicate with anyone via online chat, telephone, e-mail, text message, in-person, or any other method.
- Use your phone or video camera.
- Ask someone to take the exam for you.
- Copy or photograph exam questions for your personal use or to share with others.

Exam Rules:

The ProctorU equipment requirements can be found here:

<https://support.proctoru.com/hc/en-us/articles/24692181239309-Equipment-Requirements>

The Exam Rules can be found here:

https://docs.google.com/document/d/1ZSFU1z7f-9oW73etQCopxspk8vpxHbpJLyBn0DA6HMo/edit?usp=drive_link

Unless otherwise instructed, you will be required to have your two-way video camera on during the online exam, and a proctor with access to your photo ID will be proctoring the exam online. After the exam, you should not discuss any course assessment, exam, or quizzes with other students.

Plagiarism

Plagiarism Procedure: Any student who plagiarizes or cheats in any way (e.g., tests, papers, presentations) is subject to penalty, and sanctions by the instructor, the Office of Student Conduct, and/or the Academic Standards Committee. When academic dishonesty (cheating or plagiarism) is detected by a faculty member, the faculty member determines the appropriate sanction. Sanctions that the faculty member can impose include work assignments (such as repeating a paper) or penalty grades, up to and including the grade of "F for Cheating" or dismissal. Sanctions other than work or grade penalties must be recommendations on the part of the department to the Dean of the relevant academic division.

Social Media

Nursing students may not video or audio record at any time in a practicum setting or synchronous sessions. In addition, they may not post any material that could potentially violate patient confidentiality on social media sites. Students may be subject to disciplinary action by the school and the practicum agency for comments that are either unprofessional or violate patient privacy. In addition, HIPAA and FERPA regulations apply to comments made on social networking sites, and violators are subject to the same prosecution as other HIPAA and FERPA violations.

There has been an increase in electronic communication and social media methods within businesses, healthcare environments, and academic learning institutions. When using these types of communication methods, it is important to be mindful of the consequences of their use. See below for a list of guidelines.

- Recognize obligation to maintain privacy and confidentiality.
- Do not disseminate information that will degrade or embarrass the patient.
- Do not transmit patient-related information.
- Do not post information that could reasonably identify the patient.
- Do not refer to patients in a disparaging manner.
- Do not take photos or videos of the patient.
- Maintain professional boundaries.
- Consult employer policies.
- Report breaches of confidentiality of privacy
- Be aware of employer and hospital policies on the use of computers, cameras, and other electronic devices.
- Do not post disparaging remarks about students, faculty, or staff member.

American Nurses Association Code of Ethics

Since students are preparing for a professional role, professional conduct is expected in all aspects of the course. In addition to the Utica University Student Code of Conduct, the Utica University Department of Nursing will also uphold the American Nurses Association (ANA) Code of Ethics as the standard for the professional conduct of nurses. Nursing students are referred to <http://nursingworld.org/codeofethics>. The Utica University DON is committed to developing a professional nurse who will practice within the ANA Nursing Code of Ethics and whose practice is guided by the values of altruism, autonomy, human dignity, integrity, and social justice. Our goal is for graduate students to practice with these inherent values and ensure the profession continues to be accountable to and trusted by the communities we serve. Behavior that deviates from the ANA Nursing Code of Ethics will not be tolerated within the nursing program and can violate the Utica University Student Code of Conduct, resulting in course failure and/or dismissal from the Utica University Nursing Program.

Professional Licensing

Students will provide a copy of their Registered Professional Nursing Certificate each year. They must maintain a valid unencumbered registered nurse license while attending the graduate nursing program in the state that 1. Utica University is approved to deliver the graduate nursing program, and 2. where the student holds residency.

Students with past or pending disciplinary action against a professional license are advised that such actions may affect the student's participation in the program. Such actions include, but are not limited to, suspension, probation, or revocation by the licensing body. A past or pending disciplinary action against a professional license will not automatically disqualify a nursing

student. Instead, the Dean of the University of Health Professions and Education will make determinations of suitability based on licensure status. Students must notify the Dean if any new complaints occur or an incident that changes licensure status while a student at Utica University. Failure to report a change in licensure status is considered a serious violation and could result in dismissal from the program.

Change in Professional Registered Nursing License Status

All Graduate Nursing Students must possess an unencumbered and unrestricted RN license in their state of residence throughout the duration of their graduate program. Students with past or pending disciplinary action against a professional license are advised that such actions may affect a student's participation in the program. Such actions include, but are not limited to, suspension, probation or revocation, by the licensing body. A past or pending disciplinary action against a professional license will not automatically disqualify a nursing student. Instead, the Dean of the Health Professions and Education will make determinations of suitability based on licensure status. Students must notify the Dean if any new complaints occur or an incident that changes licensure status while a student at Utica University. Failure to report a change in licensure status is considered a serious violation and could result in dismissal from the graduate program.

Utica University Academic Policies

Use the link to view the catalog for additional University policies/
Use the dropdown box to choose the catalog for your semester.
<https://catalog.utica.edu/content.php?catoid=64&navoid=4487>

Including, but not limited to:

Application for Degree

Continuous Enrollment

Inactive Students

Incomplete (I) Grade

Matriculation

Readmission

Repeating a Course

Taking Courses at Another Institution see catalog with transfer credit

Student Representation on Department of Nursing Committees

Students are invited to participate in the decision-making process in a variety of ways, one of which is to become a member of the Department of Nursing Committee. Student

representatives are needed on the following committees: Curriculum, Assessment, and Resources, as well as on the Nursing Advisory Board. Please contact the program coordinator if you are interested in participating on any of these committees.

Student Resources: Get Help

If you are having difficulty or need help with your written assignments or any part of the course, it is your responsibility to contact your instructor to get help. Do not wait until late in the semester if you are struggling. Get help—the sooner, the better.

Student Resources: Success Websites

- **Utica University Main Website:** <http://www.utica.edu>
- **Utica University IITS Help Sheets:** [Helpsheets | Utica University](#)
- **Utica University Computer Help Desk:** For computer-related problems and password issues: phone: (315) 792-3115; available from 0830-1700 Monday- Friday. OR: helpdesk@utica.edu.
- Course Delivery Support is available under the help corner. To contact support, click the 'Get Assistance with Your Course' link. This message will be sent to the course delivery support person. Use this support regarding questions on course delivery, i.e., you cannot access the quiz, or you find a broken link.
- **Engage Learning Management System** support is available 24/7 through Engage support hotline or Chat with Engage Support located under the help link.
- **Library Resources:** <http://www.utica.edu/academic/library/resources/resources.cfm>
- **Tutoring Resources:** <https://www.utica.edu/tutoring>
 - **Smarthinking** is an online tutoring service available to all UU students free of charge. It provides tutoring in various subjects, some available 24 hours a day, seven days a week. Some services are live interactions, while others are asynchronous, where questions or papers can be submitted, and a response received in ~24-48 hours. Graduate students may find the Writing Lab very helpful, where they can submit a portion of a paper and specify the area of assistance needed (e.g., grammar, punctuation, transitions).
 - **FNP Tutoring Sessions:** <https://engage.utica.edu/learn/course/view.php?id=10735§ion=7>
 - **The Writing Center:** The Writing Center provides peer tutoring support for writers in process, a library of resource material, and access to an active,

ongoing conversation about college writing. Peer tutors are available on a drop-in or appointment basis.

- **Upper-Level Writing Support:** The Graduate Assistant Writing Consultant works with Utica University upper-level undergraduate and graduate student writers across all subject areas to:
 - **Help students gain confidence as a writer**
 - **Learn how to understand writing conventions in chosen field**
 - **Learn strategies for drafting, revision, proofreading**
 - **All online**
- **ThinkingStorm – online tutoring service**
- **Read and Write Gold** is software to help you read, write, study, and research and can be found at: <https://www.utica.edu/student/development/learning/rwgold/>
- **Grammarly Subscription:** <https://www.grammarly.com/signin>
- **Up-to-date Membership:** <https://ezproxy.utica.edu/login?url=https://www.uptodate.com/contents/search?unid=%5Eu&srcsys=EZPX533206>
- **MS-Community Shell:** <https://engage.utica.edu/learn/course/view.php?id=10735>
- **Center for Career Readiness** Each student attending Utica has been enrolled into the shell and can access the content via their dashboard.
<https://engage.utica.edu/learn/course/view.php?id=31957>

PRACTICUM HANDBOOKS SHARED INFORMATION

PREFACE

This manual serves as a resource for the Practicum Coordinator, the academic and practicum faculty, and the graduate nursing students involved in the practicum education component of the program.

The contents of this manual represent the official communication of the policies and procedures of the Practicum component of the Graduate Nursing Program. Students are required to comply with them. This manual is used in conjunction with the Utica University Graduate Catalog, Utica University Student Handbook, the Utica University Graduate Nursing Family Nurse Practitioner Practicum Handbook if applicable, and the American Nurses Association Code of Ethics. Collectively, these materials provide the student with the information necessary to take responsibility for participation and success in the program.

This manual includes essential information, forms, policies, and procedures that are vital to completing the practicum education portion of the Graduate Nursing Program curriculum.

DISCLAIMER

The Utica University Department of Nursing reserves the right to change the policies, procedures, rules, regulations, and information in the Utica University Graduate Nursing Handbook and the accompanying Practicum Handbooks at any time. Changes will become effective when the proper authorities determine, and the changes will apply to both prospective students and those already enrolled. This handbook is a general information publication only, and it is not intended to nor does it contain all regulations that relate to students.

Benefits for Graduate Nursing Practicum Preceptors

1. Outside Remitted Tuition Policy

- **Conditions:**
 - Tuition credit hours are available for use within four (4) semesters following the semester of placement completion. The two (2) summer sessions count as one (1) semester. The credits may not be applied retroactively to prior tuition charges. Tuition credits are forfeited if not used before or during the semester of expiration, and the semester of expiration will not be altered under any circumstances.
 - The maximum number of credits that the College will award to the outside agency for supervision performed by any one field instructor in a semester is twelve.
- **Use:**
 - Tuition credits MAY be applied to:
 - (3) Undergraduate courses, maximum of (9) credits, at Utica University; restricted per individual per the College's fiscal year (June 1 – May 31).
 - (2) Graduate courses, maximum of (6) credits, at Utica University; restricted per individual per the College's fiscal year (June 1- May 31).
- **Restrictions:**
 - Tuition credits may NOT be applied to any academic and/or administrative fees.
 - Tuition credits may be used only for Utica University courses.
 - Students receiving financial aid awards from the College may be subject to award restrictions.

2. Access to Educational Resources

- Practicum Preceptors have access to the Utica University Library and online databases during active student supervision.
- Access is gained through use of a Utica University identification word and password.
- Please reach out to the Practicum Coordinator to obtain Educational Resource access.

3. Preceptor Stipend

- Preceptors will be paid a stipend for supervising Utica University Graduate Nursing students. o Preceptors will need to fill out the Graduate Nursing Preceptor Payment form and W9 form in their entirety to receive payment after

the student's practicum experience has been completed.

- Please let the Practicum Coordinator know if you have any questions!

Role of Preceptors

Preceptors assist students in the graduate nursing program by:

- Providing students with opportunities to apply and advance their ability in health assessment, maintenance, and education, and assisting with the care management of selected clients.
- Demonstrating collaborative physician-advanced practice nurse practice.
- Serving as a resource for the student at the Practicum site.
- Providing rationale for own practice when needed.
- Providing validation for health assessment findings and Practicum decision-making.
- Assisting with the evaluation of the student and the program.

Expectations of Preceptors

The preceptor is expected to:

- Complete the preceptor forms and provide Utica University with the requested information, such as that related to the preceptor's licensure, practice, and education.
- Orient the student to the Practicum site, introduce to clinic staff, and review applicable agency policies, procedures, and medical record documentation.
- At the beginning of the Practicum experience, the preceptor will review the student goals and objectives to be certain that they are consistent with the planned Practicum experience and Practicum level.
- Allow students to observe the preceptor's practicum style for a day or two
- Facilitate an informal, collaborative, and mutually respectful environment in which to learn.
- Be an expert role model: share values, philosophies, and Practicum pearls as situations allow.
- Provide valuable and evidence-based learning experiences with appropriate client populations.
- Allow and encourage "hands-on" assessment and care of clients in the Practicum setting.
- Provide ongoing feedback to improve the student's assessment and management skills.
- Guide the student to pace the learning experience to meet client population and

Practicum site needs and student learning needs.

- Allow students to increasingly accept more responsibility for assessment and planning of the clients.
- Direct the student to resources, such as treatment guidelines, books, or web pages.
- Allow students to input data into the EMR. If this is not possible, review their Practicum notes for accuracy and completeness.
- Review the student's Practicum hours every week.
- Notify faculty **IMMEDIATELY** of **ANY** concerns about student behavior, Practicum skills, and/or student progression, and provide written anecdotal documentation as appropriate.
- Complete and review a mid-rotation and final evaluation of performance with the student, which is maintained in the student's file at Utica University.

Practicum Experience Assistance

Graduate Nursing students are expected to actively engage in outreach and networking to build connections in the process of locating a preceptor. Graduate students are responsible for the initiation of securing the preceptor with whom they would like to work and identifying the agency in which they would like to do the practicum experience at least six months before their practicum experience.

Due to the high volume of nursing students enrolled in area institutions, placements may not be readily available each semester. If a placement is not secured within an assigned time, students would be placed on a custom plan of study or be placed on leave.

Utica University is happy to help guide and offer practicum suggestions to all of their students. Utica University understands that students may likely want to stay with their connections and network and may have better insight into their local areas.

If a student is having difficulty or is unsuccessful in finding their own practicum experience, the student may contact the Practicum Coordinator prior to the 6-month deadline. The Graduate Nursing Practicum Coordinator will attempt to assist the student in securing a practicum site that is in an appropriate setting and a preceptor. Please be advised that this is not a guaranteed placement. Please also be advised that the practicum site may not be in the student's local area, and the student may have to travel 100 miles/one way from their permanent address. Students are responsible for transportation to and from the site, including all transportation costs related to the practicum and immersion experience. Students may not turn down placements due to transportation limitations, distance within the policy, or travel time. Utica University uses mileage as an objective measurement given the large and national scale of the program.

Commuting time cannot be counted towards practicum hours. The Graduate Practicum Coordinator considers commute time, associated costs of travel, and weather conditions when searching for placement sites. However, these factors ultimately will not be considered acceptable reasons for a replacement request. The Graduate Practicum Coordinator will do their best to assist students in placements within their communities whenever possible.

The Practicum Coordinator will review the student's location preference sheet (Student's Location Preference Sheet (Practicum Paperwork - Step 1), which provides a list of sites and preceptors that the students have previously contacted.

With this information, the Practicum Coordinator can offer additional suggestions to the student, such as:

- Joining the NPA as a student member
- Provide the student with supporting practicum documentation:
 - “Tips on how to find the right Preceptor”
 - “Graduate Nursing Site Suggestions”
 - “Practicum Experience Steps” on how to be successful
 - “Practicum Experience Timeline” on how to be successful
- Provide a list of previously utilized practicum sites and contracts within the student’s local area
- Refer student to any new practicum experience leads within the student’s local area
- Refer student to Graduate Nursing faculty members for leads or insight within the student’s local area
- Refer students to the MS-Community shell to connect with local students in the Program for additional insight and leads within the student’s local area

Finding Practicum Sites

Graduate students are expected to actively engage in outreach and network to build connections in the process of locating a preceptor. Graduate students are responsible for the initiation of securing the preceptor with whom they would like to work and identifying the agency in which they would like to do the practicum experience before the semester of the course starts.

Each set of practicum paperwork needs to be completed with every practicum course with confirmed site and preceptor, is **due at least 6 months prior to starting the practicum experience**. A delay in submitting the practicum paperwork may cause a delay or inability for the student to start their practicum experience.

The Department faculty must approve the health care agencies and institutions for the practicum experience based on the ability of the agency to provide the experiences necessary for the student to meet the course objectives. A Practicum Agency Agreement between Utica University and the practicum site must be in place before the student commences the practicum experience. If a student participates in their practicum experience without being cleared by a confirmation email, and/or while not in full health compliance, the student’s practicum hours will not count and will need to be repeated. The student may also be subjected to the Code of Student Conduct, Disciplinary Policy, and/or dismissal.

If a student is having difficulty or is unsuccessful in finding their own practicum experience,

the student may contact the practicum coordinator prior to the 6-month deadline. The practicum coordinator will then attempt to assist the student in securing a practicum site that is in an appropriate setting and a preceptor. Please be advised that this is not a guaranteed placement. Be advised that the practicum site may not be in the student's local area, and the student may have to travel 100 miles/one way from their permanent address.

Students who are unable to attend clinical for any reason will not meet the objectives of a clinical course, resulting in course failure. However, they may withdraw from the course and return later when they can engage in all course elements (didactic, lab, and clinical) to meet all the objectives resulting in success. course completion. All Utica University FNP Program students will complete 50 hours of pediatrics AND 50 hours in OB/women's health. If this program requirement is not met, additional practicum hours may be needed, and the program's completion may be delayed.

Guidelines for Obtaining Practicum Affiliation Agreements

Graduate students are expected to actively engage in outreach and network to build connections in the process of locating a preceptor. Graduate students are responsible for the initiation of securing the preceptor with whom they would like to work and identifying the agency in which they would like to do the practicum experience. Each set of practicum paperwork needs to be completed with every practicum course with confirmed site and preceptor, is **due at least 6 months prior to starting the practicum experience**. A delay in submitting the practicum paperwork may cause a delay or inability for the student to start their practicum experience.

Practicum preceptor affiliation agreements will be initiated with licensed, nationally certified Nurse Practitioners (NP), Masters Prepared Certified Nurse Midwives (CNM) and board-certified Physicians (Allopath and Osteopath) who have a minimum of two years of full-time practice experience in their specialties. The FNP program faculty will orient Practicum preceptors to the Practicum objectives, evaluation process, and levels and expectations of student performance at the start of each Practicum rotation and conduct a site visit of each facility at least once a semester. Practicum preceptors will evaluate students at the end of each Practicum rotation. Students and faculty will evaluate practicum preceptors and sites after each Practicum rotation to assess the adequacy of experiences to ensure that students engage in experiences sufficient to meet the NP role and population focus.

This process will take many months, students may be placed right away, and others may receive placement a few months prior to the start date. These variables are often not within the Practicum Coordinators' control and depend on on-site availability.

Variables affecting the placement process include and are not limited to:

contracts, communication process, individual state policies, site policies, site schedule, time frame, and other academic programs requesting placements. Each set of practicum paperwork needs to be completed with every practicum course with confirmed site and preceptor, is **due at least 6 months prior to starting the practicum experience**. A delay in submitting the practicum paperwork may cause a delay or inability for the student to start their practicum experience.

Student Responsibilities

Once agency agreement and preceptor qualifications have been verified by the Practicum Coordinator and placement has been approved by the course faculty, the student must:

1. Graduate Nursing students are expected to actively engage in outreach and networking to build connections in the process of locating a preceptor.
 - a. **Read all practicum documents in the [MS-Nursing Community Group Course shell in Engage](#).**
 - o Graduate Nursing Practicum Handbook
 - o Graduate Nursing Practicum Experience timeline
 - o Graduate Nursing Practicum Site Suggestions
 - o "Tips on how to find the right Preceptor!"
 - o These are all the necessary documents that you will need to initiate and continue through the practicum process! Therefore, it is encouraged that each student reviews these documents thoroughly, as they will help guide students through their practicum process.
2. Initiate contact with the primary preceptor to arrange the practicum experience.
3. All practicum documents have been completed and submitted **at least six months before each scheduled practicum experience**. A delay in submitting the practicum paperwork may cause a delay or inability for the student to start their practicum experience.
4. Students must be in **full health compliance** with all requirements **at least eight weeks** before their first practicum experience and remain in **full health compliance** for the duration of their time in the program. Students are responsible for all fees related to the cost of their background check, fingerprinting, and student immunization package.
5. Secure health and safety clearance, including any specific agency requirements prior to being registered for the course or beginning the practicum experience.
6. Provide the primary preceptor with a copy of the signed learning contract, course objectives, and the Preceptor Evaluation of the Student document and ensure its completion prior to the last day of classes for the semester.

7. Complete the student evaluation of the preceptor and the evaluation of the Practicum site documents and submit these documents to the course faculty by the last scheduled day of class for the semester. Students failing to submit the evaluation documents (see 5 and 6 above) will be assigned a grade of "F" (unsatisfactory) for the practicum experience and a failing grade for the course.

Please be advised that the student cannot begin their practicum experience until the following have been completed:

- All practicum documents have been completed and submitted **at least six months before each scheduled practicum experience.**
 - A delay in submitting the practicum paperwork may cause a delay or inability for the student to start their practicum experience.
- Preceptor documents have been completed and turned into the Graduate Nursing Practicum Coordinator.
- The affiliation agreement between Utica University and the practicum site has been fully executed (signed by both the practicum site and Utica University).
- The Department faculty must approve the health care agencies and institutions for the practicum experience based on the ability of the agency to provide the experiences necessary for the student to meet the course objectives. A Practicum Agency Agreement between Utica University and the practicum site must be in place before the student commences the practicum experience.
- Students must be in **full health compliance** with all requirements **at least eight weeks** before their first practicum experience and remain in **full health compliance** for the duration of their time in the program. See Graduate Nursing Handbook for details.
- (2) student ID(s) and Utica University White Coat must be worn during the practicum experience(s).
- The confirmation email from the Graduate Nursing Practicum Coordinator has been received.
- Successful completion of NUR 995 (Residency Immersion Experience). - **FNP students only**
- Please be sure to visit the practicum hours breakdown to ensure that all requirements are met before graduation. Ensuring that practicum experiences cover all age groups' lifespans is essential. **FNP students only**
- **Please also be advised:**
 - All Practicum experience(s) must be completed within and over the course of the entire 16-week timeframe of the practicum course.
 - Students CAN NOT begin their practicum experience until they have received the Graduate Nursing Practicum Coordinator's confirmation email and are in full

health compliance (background check, fingerprinting process, and student tracking package).

- Due to the high volume of nursing students enrolled in area institutions, placements may not be readily available each semester. If a placement is not secured within the assigned time, students would be placed on a custom plan of study or be placed on leave.
- **If a student participates in their practicum experience without being cleared by a confirmation email, and/or while not in full health compliance, the student's practicum hours will not count and will need to be repeated. The student may also be subjected to the Code of Student Conduct, Disciplinary Policy, and/or dismissal.**

Family Nurse Practitioner Practicum Handbook

Family Nurse Practitioner Sample Plan of Study

Core Courses (26 Credit Hours)		D1 D2	D1 D2	D1 D2	D1 D2	D1 D2	D1 D2	D1 D2
NUR 588 Organizational Leadership & Role	D1	X						
NUR 603 Quality Improvement & Safety in HealthCare	D2	X						
NUR 604 Advanced Pathophysiology	D1		X					
NUR 614 Statistical Analysis & Scholarly Inquiry Practice	D2		X					
NUR 608 Epidemiology & Population Health	D1			X				
NUR 609 Nursing Research and Evidence Based Practice	D2			X				
NUR 611 & 995 Residency Immersion Advanced Health Assessment I	D1				X			
NUR 615 Advanced Pharmacology I	D2				X			

NUR 616 Advanced Pharmacology II	D1					X		
NUR 621 Health Promotion and Primary Care I	16W					X		
NUR 612 Advanced Health Assessment II	D1						X	
NUR 622 Health Promotion & Primary Care II	16W						X	
NUR 613 Health Policy & Advocacy	D1							X
NUR 625 Health Promotion & Primary Care III	16W							X
NUR 634 NP Culminating Seminar	D2							X

**This is a generic plan of plan of study and does not describe every student's possible plan of study*

Utica University Graduate Nursing Practicum Expectations

Course	NUR 621	NUR 622	NUR 625
Credits of Practicum	2.5	2.5	3
Level	Beginning	Intermediate	Advanced
In-Person Practicum Hours	150	200	200
Patients per Hour	1	1.5	2
Expectations	<p>The student performs a history and physical examination.</p> <p>The student uses evidence-based references.</p> <p>The student provides a bullet presentation to the preceptor.</p> <p>Students need a high level of direction, which decreases as their skill level increases.</p> <p>As the student progresses, the preceptor allows the student to take on more independent responsibilities.</p>	<p>The student becomes more proficient in analyzing data, determining differential diagnoses, and assessing and formulating management plans.</p> <p>Student improves the use of time and resources.</p> <p>Students may require assistance in prioritizing and coordinating care.</p> <p>The student requires support and assistance for complex cases.</p> <p>The student is ready to</p>	<p>The student consistently applies evidence-based guidelines in the Practicum setting.</p> <p>The student is expected to perform all role functions in an organized, efficient, skillful, and independent manner.</p> <p>The student is expected to engage in interdisciplinary role collaboration, consultation, and referral.</p> <p>Student is expected to be proficient in</p>

	<p>Student management plans need significant guidance.</p>	<p>demonstrate other NP functions, such as patient/family teaching and team participation.</p>	<p>analyzing data, determining differential diagnoses, and assessing and formulating management plans.</p> <p>Student is expected to demonstrate other NP functions, such as patient/family teaching and team participation.</p>
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<p>Practicum</p>	<p>The beginning practicum (NUR 621) will allow the student the opportunity to complete a supervised practicum to deliver primary care within a community-based setting to individuals across the lifespan observed by Practicum faculty during a synchronous session.</p> <p>Bi-weekly, the student will meet in conference with practicum faculty during a synchronous session.</p> <p>Health Promotion & Primary Care I Practicum focuses on the history and physical taking with beginning diagnostic and decision-making skills.</p> <p>The student will complete 150 direct patient practicum hours and 75 simulation hours for NUR 621, in addition to the theory portion of the course, to be able to register for NUR 622. The student must maintain 84% on all practicum assignments to pass this course.</p>	<p>The intermediate Practicum (NUR 622) will allow the student the opportunity to complete a supervised practicum to deliver primary care within a community-based setting to individuals across the lifespan observed by Practicum faculty and preceptors (physicians or nurse practitioners).</p> <p>Bi-weekly, the student will meet in conference with practicum faculty during a synchronous session.</p> <p>The focus of Health Promotion & Primary Care II Practicum is gender health, screen, and the health management of childbearing individuals, including diagnostic and decision-making skills.</p> <p>The student will complete 200 direct patient practicum hours and 75 simulation hours for NUR 622 and the theory portion of the course to be able to register for NUR 625. The student must</p>	<p>The advanced Practicum (NUR 625) will allow the student the opportunity to complete a supervised practicum to deliver primary care within a community-based setting to individuals across the lifespan observed by Practicum faculty and preceptors (physicians or nurse practitioners).</p> <p>Bi-weekly, the student will meet in conference with practicum faculty during a synchronous session.</p> <p>The focus of Health Promotion & Primary Care III Practicum is to develop Practicum decision-making to screen for and manage chronic illnesses, including diagnostic and decision-making skills.</p> <p>The student will complete 200 direct</p>
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		<p>maintain 84% on all practicum assignments to pass this course.</p>	<p>patient practicum hours and 75 simulation hours for NUR 625, in addition to the theory portion of this course.</p> <p>The student must maintain 84% on all practicum assignments to pass this course.</p>
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Immersion Experience

Prior to commencing practicum, it is a program requirement to attend NUR 995: Immersion Experience in person at the Utica University Campus. This is a 3-day commitment. The student must attend the entire NUR 995: Immersion Experience and activities to receive credit for attending. Students are required to stay for the duration of each session and each day of the NUR 995: Immersion Experience, there are no exceptions. If any session of the NUR 995: Immersion Experience is missed the student will be unsuccessful in this course. Successful completion of this course is a requirement prior to starting practicum rotations and courses.

Practicum Population Focus

Nurse practitioners are graduate-educated nurses who care for individuals in a holistic, comprehensive manner. The focus of the Utica University Nurse Practitioner Program is Family Health, encompassing the care of individuals across the lifespan. The table below represents an itemization of the population focus with the acceptable number of hours the student will complete in each population focus. **Family Nurse Practitioner Students must see a range of patients over the lifespan and 850 patients by the end of their time in the program.**

Population Focus Breakdown	Mandatory In Person Practicum Hour Breakdown (minimum)	iHuman Simulation Hours with Population Focus Breakdown	Population Focus Including In Person and iHuman Simulation Total
Outpatient Pediatric Practicum Hours (Ages 0-11)	50	45	95
Outpatient Primary Care Practicum Hours (Ages 12-64)	250	120	370
Outpatient Primary Care/Gerontology Practicum Hours (Ages >65)	150	30	180

Outpatient OBGYN Practicum Hours	50	30	80
Specialty Practicum Hours (NUR 625)	50	0	50
Simulation iHuman	0	225	225
Total In Person Practicum Hours	550		550
Total In Person and iHuman Simulation Practicum Hours			775

Course	Total In Person Practicum Hours	Outpatient Primary Care Practicum Hours	Outpatient OBGYN Practicum Hours	Outpatient Pediatric Practicum Hours (Ages 0-11)	Specialty Practicum Hours (NUR 625, only)
NUR 621	150	150			
NUR 622	200	100	50	50	
NUR 625	200	150			50

- **NUR 621 - Health Promotion & Primary Care I**
- **NUR 621 Practicum Hour Requirement:**
 - **150 In Person outpatient primary care/family practice practicum hours**
 - **75 iHuman Simulation Practicum Hours**
- **Practicum Experiences areas to consider for NUR 621 Outpatient Primary Care Practicum Experiences:**
 - **Outpatient Family Practice**

- Outpatient Internal Medicine/Primary Care
- Nursing Home
 - **Please be advised:** If you choose to participate in your **first** practicum experience in a Nursing Home, please be advised that you **must seek an alternate outpatient primary care practicum site for future outpatient primary care practicum experiences (NUR 622 and NUR 625)** to ensure that you can meet the minimum requirements, course objectives, and the minimum patient population requirements across the lifespan.
 - **Nursing Home practicum experience settings are only allowed to be completed in NUR 621.**
- **Practicum Experience areas that are not appropriate for outpatient primary care practicum experiences:**
 - Urgent Care
 - Emergency Room
 - Any in-patient setting
 - Hospitalist
 - Any specialty setting
- **NUR 622 - Health Promotion & Primary Care II**
- **NUR 622 Practicum Hour Requirement:**
 - **100 In Person outpatient primary care/family practice practicum hours**
 - **50 In Person outpatient pediatric (ages 0-11) practicum hours**
 - This program requirement is 50 In Person outpatient pediatric (well visits, ages 0-11) practicum hours.
 - The outpatient pediatric practicum site must include: completing physical exams, vaccinations, well-visits.
 - **50 In Person outpatient OBGYN practicum hours**
 - This program requirement is 50 In Person outpatient OBGYN (well-visits) practicum hours.
 - The outpatient OBGYN practicum site must see patients in all three trimesters for prenatal care and annual gynecology visits, menopause, and other women's health concerns.
- **75 iHuman Simulation Practicum Hours**
- **Practicum Experiences areas to consider for NUR 622 Outpatient Practicum Experiences:**
 - Outpatient Family Practice
 - Outpatient Internal Medicine/Primary Care
 - Outpatient Pediatrician Office

- Outpatient OB/GYN Office
 - **School-based Clinics**
 - **Please be advised:** If you choose to participate in your outpatient pediatric (ages 0-11) practicum experience in a School-based Clinic, **you will also be required to complete additional outpatient pediatric practicum hours for ages 0-4 years old.**
- **Practicum Experience areas that are not appropriate for NUR 622 Outpatient Primary Care, Outpatient Pediatric, and Outpatient OB/GYN Practicum Experiences:**
 - Nursing Home
 - Urgent Care
 - Emergency Room
 - Fertility Clinics
 - Any in-patient setting
 - Hospitalist
 - Any specialty setting
- **NUR 625 – Health Promotion & Primary Care III**
 - **NUR 625 Practicum Hour Requirement:**
 - **150 In Person outpatient primary care/family practice practicum hours**
 - **50 In Person specialty practicum hours**
 - **75 iHuman Simulation Practicum Hours**
 - **Practicum Experiences areas to consider for NUR 625 Outpatient Primary Care Practicum Experiences:**
 - Outpatient Family Practice
 - Outpatient Internal Medicine/Primary Care
 - **Practicum Experience areas that are not appropriate for NUR 625 Outpatient Primary Care Practicum Experiences:**
 - Nursing Home
 - Urgent Care
 - Emergency Room
 - Any in-patient setting
 - Hospitalist
 - Any specialty setting
 - **Practicum Experiences areas to consider for NUR 625 Specialty Practicum Experiences:**
 - Additional Outpatient Family Practice Practicum Hours

- Additional Outpatient Internal Medicine/Primary Care Practicum Hours
- Urgent Care (NUR 625 specialty only)
- Emergency Room (NUR 625 specialty only)
- Cardiology (NUR 625 specialty only)

Practicum Preceptor Criteria

The following are minimum criteria that must be met by people serving as preceptors in the practicum of the graduate program. The preceptor must:

- Be a registered professional nurse with a minimum of an MS degree
- Hold current unencumbered licensure for the practice of medicine or advanced practice nursing in a state where Utica University is authorized to deliver the graduate program.
- Be nationally certified in an area of advanced practice nursing appropriate to the goals of the graduate nursing program or be a board eligible/certified physician in an area appropriate to the focus of the student's area of study.
- Possess at least two years of Practicum experience following professional education as an advanced practice nurse or physician.
- Demonstrate expertise in the specialty area.
- Be able to allocate sufficient time and space resources to fulfill the role effectively.
- Show willingness to collaborate with graduate nursing faculty and graduate nursing students in planning and evaluating Practicum experiences; and
- Practice at an agency in which a practicum agreement with Utica University is in place.
- The preceptor must not be related to the student or function in a direct supervisory or subordinate capacity.
- Please note that *the Practicum Placement Team must vet all practicum preceptors*, regardless of the number of practicum hours to be fulfilled during a particular placement.
- Students often work with an NP, ARNP, FNP, ANP, PNP, MD, DO, WHNP, or CNM.
- All practicum preceptors must hold an active, unencumbered license as a Nurse Practitioner (NP), a Medical Doctor (MD), Doctor of Osteopathy (DO), or Certified Nurse Midwife (CNM) who is master's prepared in the state where the practice is located.
- Preceptors must maintain malpractice insurance and have current certification in the practice area.

Practicum Experience Guidelines for the FNP Program

Practicum courses in the FNP program are NUR 621, NUR 622, and NUR 625. In conjunction with the faculty, the student selects an appropriate agency or institutional

placement to fulfill learning requirements before the beginning of the semester. For a more detailed timeline, please reference the FNP Practicum Experience Timeline (in MS-Community Shell).

FNP Practicum Education Policies and Regulations

Utica University expects all students to adhere to all rules and regulations of Utica University and the practicum facilities/organizations. Practicum facilities will inform students of their responsibilities prior to and/or at the beginning of the practicum experience.

Practicum Hours Requirement

Graduate Nursing Students in the Utica University Family Nurse Practitioner Program must complete 550 clock hours of observed practicum. Observed practicum is a direct patient care Practicum experience under the supervision of a qualified preceptor. Direct patient care practicum hours refer to hours in which direct patient care is provided to individuals and families in the population-focused NP practice area: Family Health. All practicum hours must be hands-on, and not an observation or shadow experience. This experience may include telehealth and direct care experiences. These hours do not count skill lab hours, physical assessment practice sessions, or community projects if the practicum site does not provide direct patient care. Simulation is recommended to augment practicum learning and may only qualify as practicum hours over and above the minimum of 550 direct patient care hours mandated by the National Task Force on Quality Nurse Practitioner Education (2017).

Practicum Site Criteria

To provide practicum experiences, Utica University is affiliated with a broad range of healthcare sites and networks throughout the country to provide diverse practicum experiences for graduate students. These sites include community health programs, pediatric primary care sites, family care settings, women's health care settings, geriatric care settings, and settings that manage chronic illness.

Number of Patients Seen in the Practicum Experience

A robust foundational practicum experience is needed to prepare students for successful future practice; students in the Family Nurse Practitioner Program must see a range of patients over the lifespan and approximately 850 patients by the end of the program practicum experiences. Students need to have a minimum of 10 per age range documented in eLogs. If the practicum site is not conducive to allowing the minimum number of patients for the course, the student may need to complete additional practicum hours or change sites. If the student cannot time manage or have the skills to see the

minimum number of patients as delineated in the below table, they will be unsuccessful in the practicum course.

Course	NUR 621	NUR 622	NUR 625
In-Person Practicum Hours	150	200	200
Patients/Hour	1	1.5	2

Telehealth

The National Organization of Nurse Practitioner Faculties (NONPF) believes that direct clinical site visits should be the crux of the practicum experience. Direct clinical visits can be accomplished in a direct face-to face manner or through the direct use of telehealth. As such, NONPF supports the use of telehealth to provide oversight of students within clinical sights and sees it as a means for making remote clinical site visits to those utilizing telehealth technologies. Through proper use of telehealth, faculty should conduct the same assessment of students with patients as they can provide in face-to-face visits. The student may only participate in 50 hours of Synchronous Telemedicine, which occurs when the provider and the patient interact in a live real time manner (i.e., videoconferencing). The student in eLogs should document this type of practicum experience under the purpose of visit: Telehealth.

Required Practicum Documentation

Documentation of practicum hours, type of visit, and visit components will be tracked within the eLogs system. Orientation to eLogs will occur during NUR 995: Immersion Experience. It is mandatory that students record practicum data into the eLogs system bi-weekly as assigned for review by their practicum faculty. Accurate and complete data input is useful to students as they organize eLogs in a professional portfolio in NUR 634 and a mandate designated by the accreditation body.

Students will work with their practicum faculty to ensure they are on track to fulfill their hours and course objectives. Practicum faculty and students should update the Practicum Coordinator if the student or preceptor does not have access to eLogs. Failure to document practicum hours weekly will result in forfeiture of the hours that were not documented and may result in course failure.

Required Practicum Evaluations

For every term that a student participates in practicum and for each preceptor, the following

evaluations are mandatory: Mid-rotation and Final Student Self-Evaluation (done by the student) and Mid-rotation and Final preceptor Evaluation (done by the preceptor) and Student Site evaluation (done by the student). Failure to complete these evaluations will result in course failure.

Student Performance and Academic Concerns

When students have a concern about their learning experience, the following is the best path to a resolution.

The student(s) shares the concern with the class or practicum **faculty member** directly involved with the concern.

*Seeking a resolution ***without*** going directly to the faculty member will risk a longer and more complicated response. However, the student(s) may wish to discuss the concern with their **success coach and/or advisor** to seek support and direction regarding the best way to articulate the concern, identify their need and identify suggestions ***for collaborative problem-solving***.

Please do not skip steps in this process. Not only is this a professional approach, but it also provides the best opportunity to serve your needs so that we can have the most information possible. As registered professional nurses and future advanced practice nurses, you are expected to maintain a professional approach to all correspondence about concerns/issues. Remember that sometimes these e-mails are forwarded or shared with others in an effort to resolve the issue.

Graduate Nursing Education Practicum Handbook

Nursing Education Sample Plan of Study

Core Courses (26 Credit Hours)		D1	D1	D1	D1	D1	D1	D1
		D2	D2	D2	D2	D2	D2	D2
NUR 588 Organizational Leadership & Role	D1	X						
NUR 603 Quality Improvement & Safety in HealthCare	D2	X						
NUR 604 Advanced Pathophysiology	D1		X					
NUR 614 Statistical Analysis & Scholarly Inquiry Practice	D2		X					
NUR 608 Epidemiology & Population Health	D1			X				
NUR 609 Nursing Research and Evidence Based Practice	D2			X				
NUR 611 Advanced Health Assessment I	D1				X			
NUR 615 Advanced Pharmacology I	D2				X			
NUR 613 Health Policy & Advocacy	D1					X		

NUR 607 Curriculum Development & Implementation	D2					X		
NUR 618 Test Construction & Analysis	D1						X	
NUR 617 Instructional Design & Teaching with Technology (3 credits didactic & 1 credit practicum/ 16W population specific)							X	
NUR 623 Assessment & Evaluation in Nursing Education	D1							X
NUR 624 Teaching Learning Practicum (2 credits didactic with 1 credit practicum/institution 16w specific)								X

**This is a generic plan of study and does not describe every student's possible plan of study.

Utica University Graduate Nursing Education Practicum Expectations

Course	NUR 617	NUR 624
Credits of Practicum	1	1
Hours of Practicum	1 credit = 90 clock hours 8 of the 90 hours in direct patient care in the practicum environment.	1 credit = 90 clock hours 8 of the 90 hours in direct patient care in the practicum environment.
Level	Intermediate	Advanced
Focus	This course prepares students to apply theoretical concepts of education and learning to teach nursing. Fundamentals of instructional design, theories of teaching and learning, instructional design models, technology use in education, and learner diversity will be explored. Design considerations for technology-based instruction will be addressed.	This course will examine and implement the Nursing Education role in relation to academic, health care organizations and the profession of nursing.

Practicum Hours Requirement

Graduate Nursing Students in the Utica University Nursing Education Program are required to complete 180 clock hours of observed practicum, with 16 of the 180 in direct patient care in the

clinical environment. Observed practicum is a direct Nursing Education practicum experience under the supervision of a qualified preceptor.

Practicum Experience Guidelines for the Nursing Education Program

Practicum courses in the Nursing Education program are NUR 617 and NUR 624. In conjunction with the faculty, the student selects an appropriate agency or institutional placement to fulfill learning requirements before the beginning of the semester. For a more detailed timeline, please reference the Graduate Nursing Education Practicum Experience Timeline (in MS-Community Shell).

Graduate Nursing Leadership Practicum Handbook

Nursing Leadership: Sample Plan of Study

**This is a generic plan of study and does not describe every student's possible plan of study.

Core Courses (17 Credit Hours)		D1 D2	D1 D2	D1 D2	D1 D2	D1 D2	D1 D2
NUR 588 Organizational Leadership & Role	D1	X					
NUR 603 Quality Improvement & Safety in HealthCare	D2	X					
NUR 614 Statistical Analysis & Scholarly Inquiry Practice	D1		X				
NUR 608 Epidemiology & Population Health	D2		X				
NUR 609 Nursing Research and Evidence Based Practice	D1			X			
NUR 613 Health Policy & Advocacy	D2			X			
NUR 627 Organizational Theory & Human Relations Management	D1				X		
NUR 628 Innovation Leadership in Health Care	D2				X		
UR 633 Healthcare Finance & Budgeting	D1				X		
NUR 631 Nursing Leadership Theory & Practice I (2 credits didactic with 1 credit practicum)	16W				X		
NUR 637 Mediation, Conflict Resolution & Negotiation	D1					X	
NUR 632 Nursing Leadership Theory & Practice II (2 credits didactic with 1 credit practicum)	16W					X	

Utica University Graduate Nursing Practicum Expectations

Course	NUR 631	NUR 632
Credits of Practicum	1	1
Hours of Practicum	1 credit = 90 clock hours	1 credit = 90 clock hours
Level	Intermediate	Advanced
Focus	<p>This course provides an observed leadership practicum with an experienced nurse leader. Students will develop advanced practice nurse leader skills associated with organizational management theory, analytical skills, collaboration and decision making. The student will develop a leadership project with an experienced nurse leader.</p>	<p>This course provides an observed leadership practicum, with an experienced nurse leader. This course builds on the knowledge of organizational leadership and quality improvement. The student will integrate advanced knowledge and skills into practical applications in the role of nurse leader. The student will implement the Leadership project developed in NUR 631.</p>

Utica University Graduate Nursing Preceptor Policy

Preceptor Criteria

The following are minimum criteria that must be met by persons serving as preceptors in the practicum of the graduate program. The preceptor must:

- Be nationally certified in an area of advanced practice nursing appropriate to the goals of the graduate nursing program.
- Hold current unencumbered licensure for the practice of medicine or advanced practice nursing in a state where Utica University is authorized to deliver the graduate program.
- Possess at least two years of practicum experience following professional education as an advanced practice nurse.
- Demonstrate expertise in the Leadership/Management area.
- Be able to allocate sufficient time and space resources to fulfill the role effectively; and
- Show a willingness to collaborate with graduate nursing faculty and graduate nursing students in planning and evaluating practicum experiences.

Additional Expectations of Preceptors for Leadership Students

The preceptor is expected to:

- Provide valuable and evidence-based management learning experiences.
- Provide ongoing feedback to improve the student's leadership and management skills.
- Allow students to increasingly accept more responsibility in their leadership learning role.
- Direct the student to resources, books, or web pages you frequently use to guide leadership decisions.

Practicum Hours Requirement

Graduate Nursing Students in the Utica University Nursing Leadership Program are required to complete 180 clock hours of observed practicum. Observed practicum is a direct leadership practicum experience under the supervision of a qualified preceptor.

Practicum Experience Guidelines - Nursing Leadership Program

Practicum courses in the Nursing Leadership program are NUR 631 and NUR 632. The student, in conjunction with the faculty, selects an appropriate agency or institutional placement prior to the beginning of the semester to fulfill learning requirements.

For a more detailed timeline, please reference the Nursing Leadership Experience Timeline.