

INFORMATION HANDBOOK
FOR
ADJUNCT / CLINICAL FACULTY



DEPARTMENT OF NURSING

TRENTON HALL

EWING, NJ 08628-0718

Fall, 2017

Welcome Message

This brief handbook has been prepared to assist adjunct and clinical faculty, especially those new to the School of Nursing, to find answers to frequently asked questions.

The Department of Nursing places a high value on the services provided to it by its team of clinical and adjunct faculty. Hopefully, this handbook will contribute to making our faculty identify quickly and effectively with our procedures and expectations and make their teaching experience satisfying. Since no handbook can cover all possible topics, questions should be directed to the Chairperson, Coordinator and Course Leaders.

Welcome to the School of Nursing and best wishes for a successful teaching experience.

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Welcome to The College of New Jersey!

You are a vital member of The College of New Jersey team and play an important role in serving our students, parents, business people and many others. The following information is beneficial for all new adjunct faculty members to ensure a smooth transition from perspective employee to employee. **The Office of Human Resources asks that the pre-employment TCNJ Disclosure and Authorization to Release Information form be completed and returned to our office as soon as possible. Additionally we request that all required employment, benefits and payroll documentation are completed and returned to our office prior to your first day of service.** The Office of Human Resources is located in the Administrative Services Building, room 101. We can be reached by phone at 609-771-2282, Monday thru Friday 8:30am-4:30pm.

Pre-employment/Employment Information & Documents

Before you can begin to teach at The College and are provided access to email, CANVAS & PAWS, Human Resources requires the completion and return of the TCNJ Disclosure and Authorization to Release Information form, the signed appointment letter, a completed Employee Information/ Emergency Contact form and Form 1-9. The Form 1-9 must include documentation verifying your eligibility to work in the United States. **The TCNJ Disclosure and Authorization to Release Information form must be completed and returned as soon as possible. All other documents must be on file in the Office of Human Resources no later than three days after the beginning of classes. If you are unable to report to Human Resources prior to your first day of employment, please contact us to discuss special arrangements to accommodate your needs.**

TCNJ Disclosure and Authorization to Release Information Form: TCNJ has adopted the practice of completing pre-employment background investigations on all new hires. Human Resources, in concert with a designated vendor, will conduct the background investigation upon receipt of the completed Authorization to Release Information form. Results are generally obtained within 24-48 hours of submission. Failure to consent to a background investigation will disqualify an adjunct from further consideration. Additionally, an adjunct who fails to provide the necessary information or who provides false or misleading information may also be disqualified from further consideration. An adjunct faculty will not be processed as an employee and may not begin work until successful completion of a background investigation. Human Resources will process the adjunct new hire once we obtain all new hire documents and the

results of the pre-employment background investigation. We will contact the department only if an adjunct has not successfully completed a background investigation. If this occurs the adjunct will not be able to teach at TCNJ.

Appointment Letter: The signed appointment letter makes official your acceptance of employment at The College of New Jersey. Return the letter with your signature and the new hire documentation to Human Resources prior to the beginning of classes.

Form 1-9 (Employment Eligibility Verification Form): All employment candidates must complete Section 1 of the form, and bring acceptable documentation (as detailed on list A, or on list B and C) directly to Human Resources before authorization to begin employment will be granted. Under Federal Law, you must appear in person to the Office of Human Resources so that we may review the original documents you provide to satisfy the Form 1-9. This documentation is required before authorization is granted for your employment at the College. The form is located in the Adjunct Faculty new hire section of the TCNJ Human Resources web page, <http://www.tcnj.edu/~hr/>.

Employee Information/Emergency Contact Form: By completing this form you are authorizing TCNJ officials to contact the listed individual(s) on your behalf in the case of an emergency. Emergency situations include but are not limited to: injury, illness, hospitalization, or missing person notification. Additionally, in support of TCNJ's commitment to diversity on its campus, we ask that you participate and complete the voluntary statistical information. This information will be used to identify our audiences in general.

ACCESS TO YOUR ACCOUNTS

Please call the Office of Human Resources to request your six-digit employee ID number two days after the submission of your required employment documents and prior to your first day of employment. This ID number will be required when accessing YESS (your employee self-service), CANVAS (online communication between students and professors), PAWS (online system to register for classes and submit grades), Google (EMAIL), and all other required systems. Once you receive your employee ID number, we ask that you complete the following electronic forms by accessing YESS. You may access the YESS tutorial by visiting the HR website, then clicking on Direct Deposit <http://hr.pages.tcnj.edu/recruitment-faculty-staff/required-documentation/>.

» **W-4 Form (Employee's Withholding Allowance Certificate):** Federal tax data for employees at their point of employment automatically defaults to single and 0 allowances. Employees must change their federal withholding status on YESS if they wish to change their federal tax data. Employees who do not complete this electronic form will have withholding deductions defaulted to the highest tax rate.

» **Direct Deposit Authorization Form * HIGHLY RECOMMENDED *:** Employees who do not enroll in direct deposit must make arrangements to pick up their check in the Payroll Office located in the Administrative Services Building, room 103. The Payroll Office does not

automatically mail paychecks. Enrollment for direct deposit can be completed by accessing your YESS account. Enrolling a Direct Deposit Account may result in receiving a live check for one pay period.

Outstanding adjunct appointment letters and/or new hire paperwork must be received by Human Resources the Wednesday prior to a pay week in order for payroll to process the adjuncts paycheck for the current pay cycle. Required documents received after that date will delay processing of a pay check until the following pay cycle.

Pension Benefits & Documents

The State of New Jersey statutes require all adjuncts and part-time faculty members to participate in a pension program. As a result, all new adjuncts will be enrolled in the Alternate Benefits Program (ABP). The Alternate Benefit Program is a tax-sheltered, defined contribution retirement program for higher education faculty and certain professional administrative staff. Members annually contribute 5% of base, or the contractual salary, matched by an 8% employer contribution to a tax-deferred investment account. Six investment carriers are authorized to provide investment options and services in the Alternate Benefit Program. In order to enroll in ABP and select an ABP vendor, new adjuncts must complete the below listed forms and return them to the Office of Human Resources prior to the first day of employment. New adjuncts are also required to contact the vendors to open up an account in order for your pension deduction to be credited. The Forms can be picked up in the Office of Human Resources or can be found on our web site at <http://hr.pages.tcnj.edu/recruitment-faculty-staff/campus-services-for-adjunct-faculty/>. Additional information concerning the ABP can be found on the Human Resources web site.

» **Affidavit of Pension:** Provides HR with information concerning your current pension status with the State of New Jersey. If you have retired or have withdrawn funds from the NJ State Pension program you do not need to enroll in the mandatory program. You may however, participate in the Voluntary Supplemental Retirement Annuity 403(b) program.

» **Alternate Benefit Program Enrollment Application:** Initiates the enrollment into the mandatory ABP. Human Resources will forward the form to the State for processing.

» **Alternate Benefit Program Beneficiary Designation Form:** The Designation of Beneficiary form allows a member of a New Jersey Alternate Benefit Program (ABP) to nominate a beneficiary, or beneficiaries, for benefits payable upon death of that member. This form applies to the group life insurance for active and retired members of the ABP.

» **Salary Agreement and Vendor Allocation Form:** Alternate Benefit Program enrollees designate a pension provider by completing the Salary Agreement and Vendor Allocation Form. ABP enrollees not designating an investment provider for their program contributions within 45 days of hire are enrolled with the investment provider designated by the Division of Pensions and Benefits as the default investment provider. The default investment provider is authorized to accept employer and employee mandatory contributions and will invest the funds in a money market fund.

Adjuncts who have already retired from a New Jersey State Pension System are not affected by these rules.

Adjuncts with questions concerning pension benefits can stop by the Office of Human Resources, Assistant Director Pensions & Benefit or by calling (609) 771-2283.

Health Care Benefits

Since you are not a full-time employee, you are not eligible to enroll in the health care plans offered to full-time employees of the college. The Division of Pensions and Benefits does provide you the opportunity to enroll in benefits offered to part-time faculty enrolled in the ABP Pension Plan. Please contact the Division of Pension and Benefits at 609-292-7524 to discuss or click on the following link below:

<http://www.state.nj.us/treasury/pensions/fact-sheets.shtml>

Policy Acknowledgements

The State requires all faculty, including adjuncts, to complete EEO and Ethics training. The College of New Jersey meets this standard by requiring all adjunct faculty to complete on-line EEO training and to certify such by signature on required forms.

>- TCNJ Policy Prohibiting Discrimination, Harassment or Hostile Environments in the Workplace: Read the policy and procedures located on the HR website, <http://hr.pages.tcnj.edu/recruitment-faculty-staff/regulated-documentation/>.

>- TCNJ Policy Prohibiting Discrimination, Harassment or Hostile Environments in the Workplace Acknowledgement of Receipt: Please sign this Acknowledgement of Receipt form to confirm receipt of the above mentioned Policy and Procedures. Failure to sign the form does not relieve an employee of the responsibility to understand and adhere to the provisions of the Policy and Procedures.

>- Acknowledgement of Notice of TCNJ's Code of Ethics & Ethics website: Adjunct faculty are required to complete the new College and University Faculty Training Module (<http://www.nj.gov/ethics/training/faculty/player.html>). After finishing the appropriate State Employee Training Module, employees must fill out the on-line training completion form. If prompted on that form to insert the employee's "Agency" or "Department" the employee should insert "The College of New Jersey." Employees should keep a copy of the receipt received by email and provide a copy to the supervisor.

>- Employee's Certificate of Non-Residence in New Jersey (PA residents only): If you are a Pennsylvania resident you are required to complete this form attesting that you claim exemption from withholding of New Jersey Gross Income Tax on compensation paid to you in

the State of New Jersey and authorize TCNJ to withhold Pennsylvania Personal Income Taxes on your behalf.

•• We ask that policy forms are completed and returned to Human Resources within two weeks of hire. It is mandatory for forms to be filed in your personnel file as part of your TCNJ employment record.

Access to Campus Services

*** After all forms are returned to the Office of Human Resources, your information is entered into the College's Employment Information System (EIS), which authorizes access to the following:**

>- ID Card/Parking Decal: The Office of Student Accounts, Green Hall room 119, will issue you a parking decal and ID card. To obtain a parking decal, you must provide the Office of Student Accounts with the vehicle registration and insurance information. Please contact Student Accounts before reporting to their office to be sure they have you registered in their system. Their telephone number is 609-771-2172, and their email address is stuacct@tcnj.edu. For additional information, you may go to: <http://www.tcnj.edu/~sfs/card/facstaff.html>.

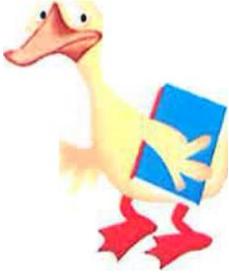
>-Computer Accounts: Once HR is in receipt of an adjuncts hiring paperwork and we process the information in the Employee Information System, Information Technology will create an email and network account for the adjunct. To get log-in information to each account, go to <http://account.tcnj.edu> to review significant IT policies and to activate the TCNJ email and network accounts. You will need your 6-digit employee ID number to complete this process. Information Technology will also arrange for access to those systems that support instruction, such as CANVAS and PAWS. For more information go to <http://www.tcnj.edu/~helpdesk/faculty.html>. For further assistance or questions, please contact the Information Technology Help Desk at 609-771- 2660.

Textbooks: Contact your department for assistance with ordering textbooks.

Please note: It may take up to three business days for your log-in information to be transferred from the HR Employee Information System to the other systems on campus. We appreciate your patience.

Again, we welcome you to The College of New Jersey!

**INFORMATION ON HOW TO SURVIVE "THE PAPERWORK"
ADJUNCT/CLINICAL FACULTY**



- 1. NEED CONTRACT AND TAX INFO FORMS**
- 2. NEED SPECIFIC ID'S**
PHOTO LISCENSE PASSPORT
SOCIAL SECURITY CARD
- 3. TAKE ABOVE TO HUMANS RESOURCES OFFICE 1ST**
- 4. THAN GO TO GREEN HALL ROOM----- TO GET PHOTO ID AND PARKING
DECAL AND INFO**
- 5. YOU CAN GO ONLINE TO "[www .account.tcnj.edu](http://www.account.tcnj.edu)" TO GET YOUR ID
NUMBER AND EMAIL STUFF....FOLLOW DIRECTIONS ON THIS SITE**
- 6. THE PROGRAM ASSISTANT IN NURSING WILL GET YOU KEYS IF
NEEDED**
- 7. YOU WILL HAVE ACCESS TO CANVAS AND PAWS @ 48HRS AFTER YOU
COMPLETE THIS**
- 8. QUESTIONS CONCERNING E-MAIL AND COMPUTER STUFF
CALL 771-2660 ----THE HELP DESK**

Mission Statement: The College of New Jersey

The College of New Jersey, founded in 1855 as the New Jersey State Normal School, is primarily an undergraduate and residential college with targeted graduate programs. TCNJ's exceptional students, teacher-scholars, staff, alumni, and board members constitute a diverse community of learners, dedicated to free inquiry and open exchange, to excellence in teaching, creativity, scholarship, and citizenship, and to the transformative power of education in a highly competitive institution. The College prepares students to excel in their chosen field and to create, preserve, and transmit knowledge, arts, and wisdom. Proud of its public service mandate to educate leaders of New Jersey and the nation, The College will be a national exemplar in the education of those who seek to sustain and advance the communities in which they live.

MISSION STATEMENT: Department of Nursing

The mission of the Department of Nursing is congruent with the mission of The College of New Jersey in promoting excellence, valuing diversity and providing a service to society from within a diverse community of learners. The mission of the Department of Nursing is to serve the people of New Jersey and the nation by preparing professional nurses at the baccalaureate and masters levels and by ensuring that all graduates are prepared to be successful, ethical and visionary leaders in a multicultural, technological and increasingly global world. The Department of Nursing will accomplish its mission by emphasizing caring, critical thinking, independent judgment, clinical and ethical decision making and autonomous behaviors.

PHILOSOPHY

The philosophy of the Department of Nursing at The College of New Jersey reflects the beliefs of the faculty, provides the foundation and a direction for its programs and thereby contributes to excellence in professional nursing.

We, the faculty, espouse a philosophy that is humanistic in nature and emphasizes the uniqueness, dignity, and worth of each person. The faculty believe that each person has a dynamic, creative drive with the potential toward higher levels of self-actualization. Nursing is viewed as a human science of persons and health experiences that are mediated by professional, personal, scientific, aesthetic and ethical human-to-human care transactions.

HUMAN BEINGS

Human beings are viewed as open energy fields with unique life experiences. As energy fields, they are greater than and different from the sum of their parts and cannot be predicted from knowledge of their parts. Humans, as holistic beings, are unique, dynamic, sentient, and multidimensional, capable of abstract reasoning, creativity, aesthetic appreciation and self-responsibility. Language, empathy, caring, and other abstract patterns of communication are aspects of an individually high level of complexity and diversity and enable one to increase knowledge of self and environment. Humans are viewed as valued persons, to be respected, nurtured and understood with the right to make informed choices regarding their health.

For the purpose of study in nursing, biological, psychological, spiritual, intellectual and sociocultural dimensions of human beings and stages of human development are delineated as they affect behavior and health. These dimensions operate within and upon the human being in an open, interrelated, interdependent, and interactive way. The nursing client is an open system, continually changing in mutual process with the changing environment. Recipients of nursing actions may be well or ill and include individuals, families and communities.

ENVIRONMENT

Environment is the landscape and geography of human social experience, the setting or context of experience as everyday life and includes variations in space, time and quality. This geography includes personal, social, national, global, and beyond. Environment also includes societal beliefs, values, mores, customs, and expectations. The environment is an energy field in mutual process with the human energy field and is conceptualized as the arena in which the nursing client encounters aesthetic beauty, caring relationships, threats to wellness and the lived experiences of health. Dimensions that may affect health include physical, psychosocial, cultural, historical and developmental processes, as well as the political and economic aspects of the social world.

HEALTH

Health, a dynamic process, is the synthesis of wellness and illness and is defined by the perception of the client across the life span. This view focuses on the entire nature of the client in physical, social, aesthetic, and moral realms. Health is contextual and relational. Wellness, in this view, is the lived experience of congruence between one's possibilities and one's realities and is based on caring and feeling cared for. Illness is defined as the lived experience of loss or dysfunction that can be mediated by caring relationships. Inherent in this conceptualization is each client's approach to stress and coping. The degree or level of health is an expression of the mutual interactive process between human beings and their environment.

NURSING PRACTICE

Nursing is an academic discipline and a practice profession. It is the art and science of holistic health care guided by the values of human freedom, choice, and responsibility. Nursing science is a body of knowledge arrived at through theory development, research, and logical analysis. Nursing and other supporting theories are essential to guide and advance nursing practice. The art of nursing practice, actualized through therapeutic nursing interventions, is the creative use of this knowledge in human care. Nurses use critical thinking and clinical judgment to provide evidence-based care to individuals, families, aggregates, and communities to achieve an optimal level of client wellness in diverse nursing settings/contexts. Clinical judgment skills are therefore essential for professional nursing practice.

Human caring as the moral ideal of nursing is the central focus of professional practice. It involves concern and empathy, and a commitment to the client's lived experience of human health and the relationships among wellness, illness, and disease. The nurse, as a person, is engaged as an active partner in the human care transactions with clients across the life span.

Human care and human care transactions seek to protect, enhance, and preserve human worth and dignity. Human caring involves values, a will and a commitment to care, communication,

knowledge, caring actions and consequences. Human care is an epistemic endeavor that defines both nurse and client and requires study, reflection, and action. Caring is contextual, specific and individual and involves organized, specific practice that is related to caring for and about others. Caring is nursing's source of power.

Nurses function autonomously and use power to shape the profession and empower clients through caring partnerships and other transactions. Within this framework, power is defined as the capacity to participate knowingly in the nature of change and is characterized by awareness, advocacy, choice, freedom to act intentionally, healing and involvement in creating changes.

Nurses use critical thinking to facilitate translation of knowledge and skill into professional nursing practice. The nursing process, a form of critical thinking is a methodology for nursing practice, deliberate, systematic, and goal-oriented. Deliberative behaviors for the process are observation, intuition, reflection, caring, empowering, communication, assessment, and choice of alternative actions. Nursing practice incorporates intellectual, interpersonal, communication and psychomotor skills in the care of individuals, families, aggregates and communicates, regardless of setting, and emphasizes a collaborative relationship with other health care providers.

Multiple aspects of the complex role of the humanitarian nurse, such as learner, clinician and leader derive from the responsibility to provide diagnostic, technologic, supportive and therapeutic care; to protect the rights, safety and welfare of clients; to improve health care delivery to influence health and social policy and to contribute to the development of the profession.

The goal of nursing is humanistic enhancement of health potential in human beings as well as caring for the well, ill and the dying. Excellence in nursing requires commitment, caring and critical thinking in terms of mastery, status and control over practice.

LEARNING

Learning is a dynamic, self-initiated, life long process, that when successful manifests in the ability to change in thinking, valuing and behaving. Learning is facilitated through systematic inquiry, expert role modeling, mutual respect and dynamic transactions among faculty, students, nurses, clients and others. Ultimately, learning is the application of information into the lived experience, translating cognitive acquisition to praxis, with the goal of benefiting the larger society.

The baccalaureate graduate practices at the advanced beginner level, (Benner, 1984) and operates on abstract principles, formal models and theories to function safely in a clinical situation. With this knowledge base and through experience, the new graduate can develop context-dependent judgment and skill that can be acquired only in real situations. Building on advanced beginner skills and knowledge the master's graduate moves toward the expert level of practice.

Caring in this curriculum mandates that the nurse possess the characteristics of empathy, respect, altruism and caring (AACN, pg. 8). Preparation for the first professional degree in nursing is at the baccalaureate level and best occurs in institutions whose primary aim is a liberal

education and which foster a commitment to human dignity, individual worth, social justice and multicultural understanding in a pluralistic society. Baccalaureate nursing education is based upon a study of nursing, the sciences and general studies and provides a foundation for graduate study as well as for continuing personal and professional growth.

The whole academic community shares responsibility for the education of the student. Knowledge acquired at the college or university level builds on previous experience and learning and is enhanced by collaboration among faculty from many disciplines. Nursing faculty are responsible for helping students to integrate knowledge from the liberal arts and sciences into professional nursing education and practice. Liberally educated nurses make informed and responsible ethical choices and help shape the future of society as well as the nursing profession (AACN, pg. 7,8). Baccalaureate and Master's nursing education provides a course of study which promotes increasing independence in the acquisition of knowledge, critical thinking, communication, analytical and leadership skills. Value formation and openness to diversity are necessary to function as a productive member of the community and as a professional nurse.

The purposes of the Bachelor of Science in Nursing program at The College of New Jersey are to prepare nurses to:

1. Enter the practice of professional nursing as an advanced beginner.
2. Assume the responsibilities of an educated person in society.
3. Participate in the advancement of the profession.
4. Pursue advanced study.
5. Engage in life-long learning.

Preparation for the second professional degree in nursing is at the Master's Degree level and best occurs in institutions that have graduate education as part of their mission. Graduate education focuses on the integration of three processes; transmission, utilization and development of knowledge. Through advanced study in a specialized role, emphasis is placed upon the synthesis of theory and praxis, which is utilized, in professional nursing. Advanced study emphasizes analysis, synthesis and utilization of knowledge from diverse areas of learning combined with systematic investigation of the concepts underlying advanced nursing practice and leadership in changing environments.

The purpose of the graduate program in nursing is to prepare nurses for advanced practice. To that end, the program provides opportunities for the student to develop further competency in the areas of critical thinking, clinical decision-making, scientific inquiry and leadership as they pertain to the health of individuals and families.

The purposes of the Master of Science in Nursing program are to prepare nurses to:

1. Utilize theoretical and empirical knowledge as a basis for advanced nursing practice.
2. Use critical thinking and advanced clinical decision making to assess the health needs of individuals and families and to develop comprehensive, quality, cost-effective health promotion and illness management plans.
3. Pursue doctoral study.

The faculty of The College of New Jersey Department of Nursing gratefully acknowledges the

works of Martha Rogers, Jean Watson, and Patricia Benner. The study of their writings has reaffirmed for us the joy, wonder and excitement of the profession of nursing as art and science. From their theories, observations and ideas we have derived many of our philosophical explanations and definitions.

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The philosophy of the School of Nursing was approved by faculty in February of 1991 and reaffirmed periodically. Revisions were made May 2001, May 2002 and October 2002.
Accepted by Total Faculty 10/2/02; 5/16/07; 2/13/08

Classes and Classrooms

Instructors are required to meet their classes at the designated locations and at the specified times. Most classes are scheduled in Trenton Hall (TH). However, some classes may be taught in other buildings on campus.

If an instructor is unable to meet a class for whatever reason, she/he should immediately inform the Course Leader and Program Assistant. This will help the Department in communication to students that the class will not be held. The Department telephone number is:

Nursing Office 609-771-2591

Class Roster

At the start of the semester, the Office of Records and Registration will make class rosters available to faculty through PAWS (Primary Academic Web Services) at <http://pmvshelp.pages.tcn.edu>. The Office of Records and Registration requires feedback on student attendance and will send audit inquiries about (a) students who are enrolled and have not shown up for class and (b) students who come to class but whose names do not appear on the class roster. Audits will be conducted through CANVAS. These requests should be handled promptly. Instructors will not be able to add names to the final roster. Both PAWS and CANVAS can be accessed through the Faculty/Staff link at <http://www.tcn.edu>. For access information, please contact the Help Desk at extension 2660.

Course Grades

Grades must be submitted online from a home or office computer through PAWS. (Please check with Course Leaders -they may wish to post grades.)

Instructions for using this web facility are provided in the Academic Computer Manual and by the Office of Records and Registration.

Course Syllabus

A copy of the course outline is provided to the adjunct and clinical faculty to assist with preparation of the course syllabus.

The course syllabus provides information on the following:

- Course Description
- Course Objectives
- Required textbooks and other materials
- Dates of exams and other major assignments
- Schedule of topics to be covered throughout the semester
- Attendance policy
- Academic Integrity Policy

- Grading weights for each exam and other assignments that will make up the final grade
Grade and assignment score relationship (e.g. A is 95 and above, A- is between 90 and 94,
B+ is 87-89, etc.)
- Writing policy and assignment
- Make-up examinations

A copy of the course syllabus is provided to each student on the first day of class via CANVAS. The syllabus should be detailed enough to avoid any misinterpretations by students.

An electronic version of the course syllabus should be provided to the Program Assistant and then forwarded to the Department of Nursing.

Examinations

College policy states that the weight of the final examination should not exceed 35% and that it must be comprehensive. Dates for the final examination are set by the Office of Records and Registration and are announced during the semester. In preparing the course syllabus, the faculty member should make a note of this. A final examination must be given on the date set by the Office of Records and Registration.

Fax Machine

The Department of Nursing has access to a fax machine. The number is 609-637-5159.

Keys

Adjunct faculty should check with the Program Assistant to obtain a key for adjunct offices and/or classrooms.

Office Hours

Faculty members should make available at least one hour per week per course for student consultation. Adjunct faculty may also wish to provide their own telephone numbers and e-mail addresses to students. Consultation with students may be provided before or after class.

School of Nursing, Health and Exercise Science

The Dean's office for the School of Nursing is located in Trenton Hall 206. The telephone number of the Dean's office is 609-771-2541.

Dean:	Dr. Carole Kenner	kennerc@tcnj.edu
Assistant Dean:	Mr. Nino Scarpati	scarpati@tcnj.edu
Administrative Assistant	Joan Russell	jrussell@tcnj.edu
Chair:	Dr. Sharon Byrne	byrnes@tcnj.edu
Graduate Coordinator:	Dr. Connie Kartz	kartz@tcnj.edu

Nursing Program Assistant

The Program Assistant of the Department of Nursing is listed below:

Barbara Urban 609-771-2591 urbanb@tcnj.edu

College Policies

Many of the policies and regulations of the College as well as a calendar of activities and any announcements can be found at: <http://www.tcnj.edu>. Of particular interest to faculty are the sections at the Faculty and Staff tab. Instructors are encouraged to visit this site and take a look at the Faculty Handbooks for any information you may need that is not contained in this handbook.

College Closing

In the event of an emergency closing of the College due to weather conditions, area radio stations will broadcast cancellations of day and/or evening classes. All stations except for those in Philadelphia will announce the name of the College. Philadelphia stations will not announce the College's name but will read a code number. The code number for TCNJ is 921 for day classes and 2921 for classes beginning after 5 PM. You should also check your e-mail and voice mail for messages about cancellations and delays. The telephone number to call to see if the College is open due to weather conditions or any other circumstance is 609-637-6000.

E-mail addresses

To send and access e-mail messages, adjunct and clinical faculty should obtain an e-mail address and an access code from Information Management in Green Hall 10 or by calling 609-771-2660. Faculty may also want to collect e-mail addresses from students at the start of classes or from CANVAS. E-mail provides a convenient and cost-efficient method of communicating with students.

Identification card

The Card Services Center issues a photo identification card in Green Hall 122 on presentation of the appointment letter/contract. This card is necessary to borrow library material.

Instructional Technology Services Center (ITS)

The Instructional Technology Services Center is located in TCNJ Library 004. The telephone number for the center is 609-771-3235. The center can be used to prepare a variety of instructional materials such as overhead transparencies, posters, slides, and electronic imaging for classroom instruction at a normal cost

Library

To borrow material from the library, a current college identification card is necessary. The library holds a collection of videotapes that can be borrowed for classroom viewing. Previewing facilities are available in the library.

Instructors can also place readings on reserve in the college library. Contact the Librarian Assistant at 609-771-2311 in the library for procedures to have materials on reserve. It is suggested that library reserves be used instead of photocopying materials for every student.

Mail and Mailbox

Every adjunct and clinical faculty member is provided with a mailbox, which is located in the Department office. The Program Assistant distribute mail in individual faculty boxes.

The College mail serves campus offices with pickups and deliveries once a day, Monday through Friday. It also serves the residence halls once a day, Monday through Saturday. When addressing campus mail indicate the full name of the addressee, the person's department and building location, and the name of the sender. Campus mail should not be used for campus wide solicitation of personal advertisements.

The College pays postage on all first class letters and parcels necessary for conducting College business. Postage is added automatically through the College mail service for mail being sent on College business and is charged to the appropriate department. Mail to be sent through the United States Postal Service should include the sender's name and campus address and should be on official TCNJ envelopes.

The College mail service is pleased to assist by the processing of personal mail. However, personal stationery must be used and proper postage must be affixed.

Contact the mailroom at extension 2739 or extension 2547 for questions concerning mail service.

Meetings College, School and Department meetings are scheduled on Wednesdays between 12:30 to 4:30 PM. Adjunct and clinical faculty may be invited to attend and participate in these meetings. The department meetings, which occurs on 2nd Wednesdays occurs every month.

Parking

A permit is needed to park a vehicle on the College campus. A semester permit can be obtained from the Card Services Center in Green Hall 122 on presentation of the letter of appointment/contract.

Payroll

Arrangements for direct deposits to a bank account can be made through the Administrative Services Building and a form needs to be completed. Alternatively, paychecks can be picked up in person from the Payroll Office located in the same building. The telephone number is 609-771-2087. TCNJ Instructor Evaluation form is generated through PAWS.

Performance Evaluation

Every faculty member is evaluated by students in every course toward the end of the semester. The Anonymous Student Feedback evaluation teaching form. Results of the evaluation are provided to the instructor after the semester is over through PAWS.

Photocopying

Every faculty member is provided with a code that needs to be entered every time the photocopier is used.

While the instructors generally handle photocopying themselves, it may be done with advanced notice by the program assistant or student workers. Exams should be given directly to the program assistant for security reasons. Provide enough lead time for completion. Copyright rules should be followed when reproducing materials.

Student Handbook

A copy of the College Student Handbook and the Nursing Student Handbook are available online at the College website.

Telephone

Telephone calls made within the campus require the use of only the last four digits of a number. The area code for all numbers on campus is "609".

For off campus calls in the immediate vicinity of the College, dial 8 first. For long distance calls, an authorization code is required. This code can be obtained from the Office of Telecommunications at 609-771-2595 in Green Hall, Room 20. To call long distance, the following dialing sequence applies: 8 followed by 1, the area code and the number, and after two beeps, the authorization code. The same procedure applies to sending fax messages.

Textbooks

The college bookstore is located in the Barnes and Nobles, Campus Town.

The bookstore offers text and trade books, academically priced software, computer hardware and accessories, magazines, newspapers, supplies, clothing and snack food. It stocks all required textbooks for course use at The College of New Jersey. It also supplies a number of used textbooks at a savings of up to 25% off the publisher's list prices. In addition, it offers continuous year round buyback of textbooks at the buyback/refund area. Please Note: A TCNJ ID is required to sell back textbooks.

Undergraduate Bulletin

A copy of the latest undergraduate bulletin is available online. This document should be read carefully as it contains important information regarding grading, course descriptions, course prerequisites, and student requirements.

Websites

The college website is: <http://www.tcnj.edu>. The Schools and Departments website is: <http://www.tcnj.edu/schools>. PAWS - Primary Academic Web Services Website is: <http://pawshelp.pages.tcnj.edu>. CANVAS- is <http://www.tcnj.instructure.com/login/ldap>.

INFORMATION SECURITY - Top 5 Ways to Protect Yourself Online

1. Install and update anti-virus software

The College will offer anti-virus software at no charge to students when you register your computer through our ResNet program. Look for more information during Welcome Week at <http://www.lcni.edu/-resnet/>

2. Update your operating system on a regular basis

For detailed information, visit <http://www.microsoft.com/secure/protect/>

3. Don't share illegal files

Uploading and downloading music and movie files is illegal. You can lose your internet connection if you get caught by the College, and you are subject to fines of up to \$100,000.00 per song if the music industry catches you. If that's not enough, Peer 2 Peer networks used to trade music files are fast becoming the preferred method to spread viruses. For more information, visit <http://www.tcni.edu/-itlsecurity/tipslp2p.html>

4. Use strong passwords

A strong password has eight characters or more, is mixed case, isn't easily guessed and includes "special characters". Example: I love green hair = llvGr33nhr

5. Know the source

Whether you're surfing the internet, checking your e-mail, responding to IM or sharing your research via direct connect - don't click on anything unless you asked someone to send it to you. Links, attachments, and files of any type can contain malicious code, and clicking on them gives permission for that code to execute. When in doubt, ask the sender to resend it.

ACADEMIC CALENDAR: 2017-2018

Fall Term

 Convocation

Monday, 8/28

 Add/Drop period

Tuesday, 8/29 – Wednesday, 9/6

 Fall Term

Tuesday, 8/29 – Tuesday, 12/19

 First day of class

Tuesday, 8/29

 2017-2018 Graduation application opens for Winter, Spring & Summer 2018 (January, May & August) and Fall 2018 (December). Fall 2017 remains open.

Wednesday, 8/30

 Labor Day, No class

Monday, 9/4

 Follow Monday schedule

Tuesday, 9/5

 Last day to withdraw from the College with 100% refund

Wednesday, 9/6

 Class Audit for Regular and 1st Q sessions

Thursday, 9/7 – Friday, 9/15

 Fall 1st Quarter Mid-Semester Progress Reports

Monday, 9/18 – Friday, 9/22

 Last day to withdraw from the College with 75% refund

Tuesday, 9/19

 Last day to withdraw from a 1st Quarter course with a W

Tuesday, 9/26

 Last day to withdraw from the College with 50% refund

Tuesday, 10/3

 Last day to submit Change of Major form to academic department for upcoming Spring Registration

Friday, 10/6

 Fall Regular Mid-Semester Progress Reports

Monday, 10/9 – Tuesday, 10/24

 Fall Semester Break

Monday, 10/9 – Tuesday, 10/10

 Online Student Feedback on Teaching period 1st Quarter classes

Monday, 10/9 – Thursday, 10/12

 Fall 1st Quarter ends

Tuesday, 10/17

 Fall 2nd Quarter begins

Wednesday, 10/18

 Class Audit for Fall 2nd Quarter session

Monday, 10/23 – Friday, 10/27

 Last day to request or rescind ungraded option

Tuesday, 10/31

 Last day to withdraw from full semester courses with a W (undergraduate & graduate)

Tuesday, 10/31

 Last day to withdraw from the College with a WD in all courses (undergraduate & graduate)

Tuesday, 10/31

 Fall 2nd Quarter Mid-Semester Progress Reports

Monday, 11/6 – Monday, 11/13

 Spring and Summer 2018 registration windows

Tuesday, 11/7 – Friday, 11/17

 Last day to withdraw from Fall 2nd Quarter courses with a W

Tuesday, 11/14

 Late Registration Fine Assessed

Monday, 11/20

 Last day to withdraw from the College with WP or WF (undergraduate and graduate)

Tuesday, 11/21

 Thanksgiving break

Wednesday, 11/22 – Friday, 11/24

 Online Student Feedback on Teaching period (undergraduate classes)

Monday, 11/27 – Friday, 12/8

 Online Student Feedback on Teaching period (graduate classes)

Monday, 12/4 – Friday, 12/15

 Last day Fall classes (undergraduate)

Friday, 12/8

 Reading days - Saturday to Tuesday

Saturday, 12/9, 12am – Tuesday, 12/12, 5pm

- 📅 Exam period begins Tuesday at 5 PM to Friday
Tuesday, 12/12, 5pm – Friday, 12/15, 8pm

- 📅 Reading days resume - Saturday and Sunday
Saturday, 12/16 – Sunday, 12/17
- 📅 Exam period resumes- Monday and Tuesday until 5 PM
Monday, 12/18, 12am – Tuesday, 12/19, 5pm

- 📅 Last day Fall classes (graduate)
Tuesday, 12/19
- 📅 Fall Exam Snow Dates
Tuesday, 12/19, 5pm – Wednesday, 12/20, 7:50pm

- 📅 Fall Degree Conferral Date
Friday, 12/22
- 📅 Fall grades due
Friday, 12/22

- 📅 Winter Term
Monday, 12/25/2017 – Sunday, 1/21/2018
- 📅 Last day to Add/Drop courses for Winter Session with 100% refund
Tuesday, 1/2

- 📅 Winter Session Classes Begin
Tuesday, 1/2
- 📅 Winter Session Mid-Semester Progress Reports
Tuesday, 1/9 – Thursday, 1/11

- 📅 Last day to Withdraw from a course with a W
Friday, 1/12
- 📅 Martin Luther King, Jr. birthday (no classes)
Monday, 1/15

- 📅 Online Student Feedback on Teaching period (undergraduate and graduate classes)
Monday, 1/15 – Wednesday, 1/17
- 📅 Winter Session Classes End
Friday, 1/19

- 📅 Add/Drop Week begins
Monday, 1/22 – Tuesday, 1/30
- 📅 First day of class Spring Term
Monday, 1/22

- 📅 Spring Term

Monday, 1/22 – Friday, 5/18

 Winter Degree Conferral Date

Monday, 1/22

 Winter Term Grades due

Monday, 1/22

 Last day to withdraw from the College with 100% refund

Tuesday, 1/30

 Class Audit for Spring Regular and 1st Quarter sessions

Wednesday, 1/31 – Friday, 2/9

 Last day to withdraw from the College with 75% refund

Monday, 2/12

 Spring 1st Quarter Mid-Semester Progress Reports

Monday, 2/12 – Friday, 2/16

 Last day to apply for May, August and December 2018 and January 2019 graduations without a \$35 late fee

Thursday, 2/15

 Last day to withdraw from a Spring 1st Quarter course with a W

Monday, 2/19

 Last day to withdraw from the College with 50% refund

Monday, 2/26

 Last day to submit Change of Major form to academic department for upcoming Fall

Registration

Friday, 3/2

 Online Student Feedback on Teaching period 3rd Quarter classes

Friday, 3/2 – Friday, 3/9

 Spring Regular Mid-Semester Progress Reports

Monday, 3/5 – Thursday, 3/22

 Spring 1st Q Mid-Semester Progress Reports

Friday, 3/9

 Spring break

Monday, 3/12 – Friday, 3/16

 Spring 2nd Quarter begins

Monday, 3/19

 Last day to request or rescind ungraded option

Friday, 3/23

 Last day to withdraw from a full semester course with a W (undergraduate & graduate)

Friday, 3/23

 Last day to withdraw from the College with a WD in all courses (undergraduate & graduate)
Friday, 3/23

 Spring 2nd Quarter Mid-Semester Progress Reports
Thursday, 3/29 – Monday, 4/9

 Fall and Winter 2018 registration windows
Tuesday, 4/3 – Friday, 4/13

 Last day to withdraw from a Spring 2nd Quarter course with a W
Friday, 4/13

 Last day to withdraw from the College with WP or WF (undergraduate and graduate)
Friday, 4/13

 Late Registration Fine Assessed (Fall)
Monday, 4/16

 Online Student Feedback on Teaching period (undergraduate classes)
Monday, 4/23 – Friday, 5/4

 Online Student Feedback on Teaching period (graduate classes)
Monday, 4/30 – Friday, 5/11

 Last day Spring classes (undergraduate)
Friday, 5/4

 Reading days - Saturday to Tuesday
Saturday, 5/5 – Monday, 5/7

 Exam period begins Tuesday at 5 PM
Tuesday, 5/8 – Friday, 5/11

 Last day of class (graduate)
Friday, 5/11

 Reading days resume - Saturday and Sunday
Saturday, 5/12 – Sunday, 5/13

 Exam period resumes- Monday and Tuesday until 5 PM
Monday, 5/14

 Spring Commencement
Thursday, 5/17 – Friday, 5/18

 Spring grades due
Monday, 5/21

 Summer Session 1 Classes Begin
Monday, 5/21

- 📅 Summer Term
Monday, 5/21 – Thursday, 8/16

- 📅 Last day to Add/Drop courses for Summer Session 1 - Last day to receive 100% refund for Summer Session 1
Tuesday, 5/22
- 📅 Memorial Day -- No Classes
Monday, 5/28

- 📅 Summer Session 1 Mid-Semester Progress Reports
Tuesday, 5/29 – Thursday, 5/31
- 📅 Last day to Withdraw from a course with a W during Summer Session 1
Friday, 6/1

- 📅 Make-up day for Summer Session 1 Memorial Day holiday
Friday, 6/1
- 📅 Online Student Feedback on Teaching period
Monday, 6/4 – Thursday, 6/7

- 📅 Summer Session 1 Classes End
Friday, 6/8
- 📅 First 5 Week Session - Summer Session 2 (June 11 - July 12) - Classes Begin
Monday, 6/11

- 📅 Summer Session 1 Grades due
Monday, 6/11
- 📅 Last day to Add/Drop courses for Summer Session 2- Last day to receive 100% refund for Summer Session 2
Tuesday, 6/12

- 📅 Summer Session 2 Mid-Semester Progress Reports
Monday, 6/25 – Wednesday, 6/27
- 📅 Last day to Withdraw from a course with a W during Summer Session 2
Thursday, 6/28

- 📅 July 4th observed - No Classes
Wednesday, 7/4
- 📅 Make-up day for Summer Session 2 4th of July holiday
Friday, 7/6

- 📅 Online Student Feedback on Teaching period
Monday, 7/9 – Wednesday, 7/11
- 📅 Summer Session 2 ends

Thursday, 7/12

 5 Week Summer Session 3 Classes Begin

Monday, 7/16

 Second 5 Week Session - Summer Session 3 (July 16 - Aug. 16) Classes begin

Monday, 7/16

 Summer Session 2 grades due

Monday, 7/16

 Last day to Add/Drop courses for 5 Week Summer Sessions 3- Last day to receive 100% refund for Summer Session 3

Tuesday, 7/17

 Last day to Register for or to Withdraw from Session 'I' courses

Tuesday, 7/17

 Summer Session 3 Mid-Semester Progress Reports

Monday, 7/30 – Wednesday, 8/1

 Last day to Withdraw from a course with a W during 5 Week Summer Session 3

Thursday, 8/2

 Online Student Feedback on Teaching period

Monday, 8/13 – Wednesday, 8/15

 5 Week Summer Session 3 ends

Thursday, 8/16

 Session 'I' (Independent Studies) ends

Thursday, 8/16

 Session 'I' (Independent Studies) Grades due

Sunday, 8/19

 Session 3 Grades due

Sunday, 8/19

 Summer Degree Conferral Date

Sunday, 8/19

*Department of Nursing
Nursing Curriculum*

Organizing Framework and Diagram of BSN Curriculum

The faculty of TCNJ gratefully acknowledges the works of Martha Rogers, Jean Watson, and Patricia Benner. The study of their writings has reaffirmed for us the joy, wonder, and excitement of the profession of nursing as art and science. From their theories, observations, and ideas we have derived many of our ideas, philosophical explanations and definitions.

The organizing framework is comprised of four basic concepts - Human Beings, Environment, Health and Nursing. These concepts form the metaparadigm of nursing and are the basis of the program of study. Systems Theory is used to examine the continuous mutual process between human beings and the environment.

Within human beings the pervasive concepts are holism and growth and development in the life span. Holism includes biological, psychological, social, cultural, spiritual, and intellectual dimensions. The client systems are progressive in that students work first with individuals, then families, and finally, the community.

Environment is believed to be the context or landscape and geography of the human social experience and relations. Environment is viewed throughout the curriculum to include personal, social, national, global, and beyond global dimensions. The physical, psychosocial, ethical/moral, legal, cultural, historical, developmental, economic, and political aspects are considered within each dimension.

Health, a dynamic process, is the synthesis of wellness and illness and is defined by the perception of the client across the life span. The pervasive concepts are the lived experience of wellness or congruence between one's possibilities and one's realities based on caring and feeling cared for and the lived experience of illness or loss/ dysfunction that can be mediated by caring relationships. The concepts of stress and coping further explicate the wellness/illness experience of the client.

Stress is the disruption of meanings, understanding, and smooth functioning so that harm, loss or challenge is experienced and sorrow, interpretation, or new skill acquisition is required. Coping is what people do when personal meanings are disrupted and smooth functioning breaks down. The goal of coping is the restoration of meaning and is not a series of strategies that people choose from a list of unlimited options. Coping is always bounded by the meanings and issues inherent in what counts as stressful to each individual.

Nursing is seen as a process that links the nurse to others. The pervasive concept is caring. At the undergraduate level, critical thinking is seen to move progressively through the curriculum and includes the nursing process, clinical and ethical decision-making, and the research process. Cognitive function progresses from description and identification, to application, to synthesis and praxis. Locus of decision-making progresses from dependent, to shared, to independent, to

interdependent and collaborative. Clinical decision-making progresses from context independent to context dependent.

The development of the student nurse is considered and seen to progress through the study and experience of nursing roles. These humanitarian roles which include moral/ ethical and aesthetic, cognitive, intellectual and interpersonal dimensions are learner, clinician and leader.

The Learner role includes student, scholar (expert learner), researcher and scientist. The Clinician role of caregiver includes critical thinker, teacher, collaborator, and user of nursing theory as the professional nurse develops from novice to expert clinician. The Leader role includes manager and coordinator of care, change agent and role model. Revised 5/14/02 and 5/16/07

**ORGANIZING FRAMEWORK
CONCEPTS OF NURSING'S METAPARADIGM**

HUMAN BEINGS	ENVIRONMENT	HEALTH	NURSING PRACTICE
Holism	Personal	Lived Experience	Caring
Life Span	Social	Wellness	Power/Empowerment
Client Systems Individual	National	Illness	Autonomy
Family Aggregate	Global	Stress	Communication
Community	Beyond Context Physical	Coping	Clinical Competence/ Therapeutic Nursing Interventions
	Psychological Ethical/Moral Legal Historical Cultural Political		Critical Thinking Role Development: Learner- Scholar, Researcher, Scientist
	Economic		Clinician-Caregiver, Critical Thinker, Teacher, User of Nursing Theory Leader-Manager, Change Agent, Role Model

Nursing Theory is used as a base rather than as an organizer.

Nursing Models used Rogers, Watson and Benner

Accepted 5/89

Revised 5/14/02 and 5/16/07

THE COLLEGE OF NEW JERSEY
SCHOOL OF NURSING, HEALTH, AND EXERCISE SCIENCE

DEPARTMENT OF NURSING
ACADEMIC POLICIES AND PROGRAM REQUIREMENTS

Effective Matriculation Date – September, 2016 (Revised May 2017)

The academic policies and program requirements contained in this document apply to all students enrolled in the BSN program. Knowledge of and compliance with these policies and requirements is the responsibility of the student. These policies are also available on-line at the Nursing web site under STUDENTS-UNDERGRADUATE.

Given the nature of the nursing curriculum, course sequence is very important. In order to avoid delays in entering nursing courses and delays in graduation, students are advised to follow the established curriculum plan. Students need to work closely with faculty advisors before scheduling courses.

The established minimum grade requirements stipulated below must be met in foundation courses, critical content courses, and other required courses for the BSN (see below item I. A, B, C and tables that follow). Students who have any questions are strongly advised to review their Academic Requirements report in PAWS and the 4-Year BSN Curriculum Plan provided upon entrance, and see their advisor for clarification. Students are reminded of the TCNJ academic policy that requires the “Attainment of a cumulative grade point average of at least 2.0 overall and within the major.”

Students are expected to demonstrate patterns of behavior consistent with safe and ethical professional nursing practice. Students who do not demonstrate such behavior and standards may be removed from clinical courses and are subject to failure in the course and dismissal from the program. Guidelines for student behavior in clinical settings are outlined on the TCNJ Department of Nursing web page under “Policies” and are contained on pages four and five of this document; they are reviewed and discussed in clinical and in some non-clinical courses. These guidelines are congruent with the American Nurses Association’s Code of Ethics for Nurses with Interpretive Statements (2015) and Nursing Scope and Standards of Practice (2010).

Professional status is reflected in appropriate attire. Students are required to purchase the TCNJ Department of Nursing uniform and to adhere to the dress code. Refer to the TCNJ Department of Nursing Undergraduate Student Handbook.

I. PROGRAM ENTRY, RETENTION, AND EXIT/GRADUATION STANDARDS

To delineate these standards, course work for the Bachelor of Science in Nursing is divided into three categories.

A. Foundation Courses – set the standards for students currently at TCNJ who wish to transfer into the program.

These courses are foundations for study in the major and predictive of success in the program.

Please note: Students who are admitted directly into the nursing major are required to achieve the same standards.

Criteria for transfer into the Nursing Major:

Overall GPA of 3.0 at time of request for transfer into Nursing.

2. Science GPA of 3.0 (must have taken at least one science course at TCNJ)
3. Must complete one of the foundation courses and achieve a minimum grade of B

Internal transfer students are admitted into the Nursing major once a year following the end of the Spring semester for entry the following Fall semester. Internal transfer students will follow the Academic Policies and Program Requirements of the Department of Nursing effective for the Fall of their entry into the major.

Critical Content Courses – set the standard for students’ retention in the program. These courses represent the essential nature of the discipline or are ones upon which advanced courses are based.

Other BSN Specific Courses – include remaining supportive and nursing courses required for the Bachelor of Science in Nursing.

Program	Foundation Courses Required grade in parentheses	Critical Content Courses Required grade in parentheses	Other Degree Specific Courses Required grade in parentheses
BSN-1	PSY 101 – Psychology I (B) NUR 110 – Development of Unitary Man and Environment Across the Life Span (B)	NUR 200 – Pharmacological Interventions (C) NUR 210 – Professional Role Development I (C) NUR 240 – Holistic Health Interventions Across the Life Span (B)	BIO 141, BIO 142, NUR 230 (C+ required for the above) (C- is required minimum grade in the following courses) BIO 144 CHE 111 STA 115 NUR 202, 220, 310, 320, 324 328, 330, 334, 340, 344 420, 424, 440, 444, 460

II. SUPPORT COURSES

A. The non-nursing courses identified in the previous table (i.e., BIO 141, 142, 144, CHE 111, PSY 101, STA 115) are considered supportive to the nursing major.

B. Once students are matriculated into the nursing major, three of the four support science courses (BIO 141, 142, CHE 111) must be taken at TCNJ. Only Microbiology (BIO 144) may be taken at another institution with prior approval from the Department of Nursing and completion of the Course Approval Form. Microbiology courses that are taught entirely on-line are not considered equivalent and will not be accepted for transfer credit by the Department of Nursing. Courses that combine on-line coursework with supervised on-site lab instruction are permissible with prior approval.

C. If a student wishes to take permitted support courses at an institution other than THE COLLEGE OF NEW JERSEY, written permission must be obtained from the Chairperson of the Department of Nursing. It is the student’s responsibility to have an official transcript of the completed course grade sent to the Office of Records and Registration in order to receive transfer credit. Transfer credit must be received prior to the start of the semester in which the nursing course, for which it is a pre-requisite, is to be taken.

D. Support courses are pre-requisite or co-requisite to specific nursing courses. Students may not enroll in a specific nursing course for which there is a prerequisite unless they have achieved the required minimum grade in the prerequisite course. Students will be required to withdraw from the nursing sequence if the required grade is not achieved. (See item V of this document for Procedure to follow.)

E. Students enrolled in a co-requisite support course along with identified nursing courses may NOT drop the co-requisite course without specific permission to do so from the Chairperson, Department of Nursing. This permission will be documented on the student’s advisement sheet. Students who drop a co-requisite support course without permission will be required to withdraw from the nursing course or will incur an unsatisfactory grade in the nursing course.

F. Upon the first instance of a grade less than the established minimum in any of the physical sciences (CHE 111, BIO 141, 142, 144), the student will be placed on Department of Nursing probation. Probationary status will not be removed until all remaining science courses are satisfactorily completed.

G. Upon the second instance of a grade below the established minimum in any of the physical sciences (CHE 111, BIO 141, 142, 144), the student will be dismissed from the Nursing Major. Matriculation status will be changed to “Open Option –Undesignated Transitional” and the student will be assigned an interim advisor in the Center for Student Success. Students seeking readmission to the Nursing major MUST follow exactly the steps outlined in section IX. READMISSION POLICY AND PROCEDURE on page 11 of this document. Note that readmission to the Nursing major is not automatic and cannot be guaranteed.

H. The identified support courses are pre-requisite or co-requisite to specific nursing courses as indicated below:

Prerequisite Support Courses	Nursing Courses
CHE 111, BIO 141, BIO 142	NUR 200 Pharmacological Interventions and

	NUR 230 Holistic Health Assessment Across the Life Span
CHE 111, BIO 141, BIO 142, BIO 144 PSY 101 (pre- or co-requisite)	NUR 240 Holistic Interventions Across the Life Span
STA 115 (pre- or co-requisite)	NUR 328 Research for Health Related & Social Sciences

III. NURSING COURSES (NUR)

A. The following nursing courses identified on the left are pre- or co-requisites for the nursing courses listed on the right.

Pre-requisite Nursing Course	Nursing Course
NUR 110	NUR 210, 220 and 230
NUR 200 (pre- or co-requisite) NUR 202 (pre- or co-requisite) NUR 210, 220 and 230 shall be taken only in the fall semester immediately preceding anticipated entry into NUR 240	NUR 240
All 100 and 200 level nursing courses	NUR 310, 320 and 324, 330 and 334, 340, 344
NUR 310, 320 and 324	NUR 330 and 334
NUR 310, 320, 324, 330, 334, 340, 344	NUR 420 and 424
NUR 328, 420 and 424	NUR 440, 444, and 460

B. In addition, in courses that are part of a DYAD (e.g. NUR 320 and 324) or for which there is a practice component (e.g. NUR 240 and "mixed courses"); students must earn a minimum grade of a "75" on all examinations. See list below.

NURSING SCIENCE COURSES"		NURSING PRACTICE	"MIXED
		NUR 240	NUR 230
*NUR 320	and	*NUR 324	NUR 340
*NUR 330	and	*NUR 334	NUR 344
*NUR 420	and	*NUR 424	NUR 460
*NUR 440	and	*NUR 444	
* DYAD (courses must be taken together)			

C. If a student earns a grade lower than 75 (C-) on an examination in any of the above courses, there will be one opportunity to take a "second examination". Students may retake only one (1) "second examination" in any given course that is a "DYAD," "nursing practice" or "mixed" course, and the highest possible grade for a retake exam is 75, regardless if actual score is higher.

D. Should a student:

1. earn less than 75 (C-) on a "second examination" or
 2. have a second instance of a grade below 75 (C-) on any course examination, the highest possible final course grade for that student is a "D+" and the student may not continue with the practice experience or nursing-dyad component in the course; the student may not take any further examinations. Depending upon the point within the semester, the student may be able to withdraw from the course with a grade of W according to deadlines specified in the official academic calendar on the TCNJ website.
- E. When the nursing course includes a college laboratory and/or a clinical practice experience, the classroom and the college laboratory and/or clinical practice experiences must be passed.
- F. If a "nursing practice" course or the nursing practice component of a "mixed" course, is not passed with the required minimum grade or better, the student may not take any further nursing courses that are part of a DYAD or have a practice component until the failed practice or mixed course is repeated with the required minimum grade or better.
- G. Once a student is matriculated, all nursing courses (NUR) must be taken at TCNJ.
- H. With the first instance of a grade of less than the minimum required in a nursing course or withdrawal from a nursing course as per Nursing academic policy, the student is placed on Department of Nursing probation. Only one nursing (NUR) course may be repeated.
- I. If a student fails to achieve minimum required academic performance in either the practice (clinical component) or the science (classroom theory) in a DYAD course, the student is immediately prohibited from further attendance in both courses in the DYAD. If the failure occurs before the college's deadline for course withdrawal, the student must immediately withdraw from both courses and will receive a "W" grade in both courses. If the failure occurs after the college's course withdrawal deadline, the student will receive a grade according to his/her academic performance in the failed course, but will be permitted to retroactively withdraw from the other course with assistance from the Assistant Dean. Regardless, the student must repeat both courses in the DYAD together in the same semester and achieve the required minimum grade in both in order to progress in the major.
- J. If a student receives unsatisfactory grades in two or more nursing courses at any time, the student will be dismissed from the nursing major. This document serves as notice for this requirement. Matriculation status will be changed to "Open Option – Undesignated Transitional" and the student will be assigned an interim advisor in the Center for Student Success. Students seeking readmission to the Nursing major MUST follow exactly the steps outlined in section IX. READMISSION POLICY AND PROCEDURE on pages 11 of this document. Note that readmission to the Nursing major is not automatic and cannot be guaranteed.

IV. GUIDELINES CONCERNING BEHAVIOR IN PRACTICE SETTINGS

Definitions of Safe, Satisfactory or Acceptable Performance:

The student will demonstrate patterns of professional behavior which follow the legal and ethical codes of nursing; promote the actual or potential well-being of clients, health care workers, and self; demonstrate accountability in preparation, documentation, and continuity of care; and show respect for the human rights of individuals.

Indicators To Be Used As Guidelines For Evaluating Practice Are:

A. Regulatory: The student practices within the boundaries of The College of New Jersey Department of Nursing, the guidelines and objectives of the Department of Nursing, and follows the rules and regulations of the health care agency.

Examples of unsafe, unsatisfactory or unacceptable performance include but are not limited to the following:

1. failure to promptly notify the agency, clinical instructor, and course leader of a clinical absence, as outlined in course syllabi;
2. presenting for clinical practicum under the influence of drugs and/or alcohol;
3. attendance is mandatory for all clinical dates. One excused clinical absence (as determined by the course leader/clinical faculty) will require a makeup at the end of the semester. More than one clinical absence may result in a clinical failure.
4. habitual unexcused tardiness to clinical assignments;
5. failure to report abuse or neglect.

B. Ethical: The student practices according to the American Nurses' Association Code of ethics, Standards of practice and the Nurse Practice Act governs practice in the state where the clinical learning experience occurs.

Examples of unsafe, unsatisfactory or unacceptable performance include but are not limited to the following:

1. refuses assignment based on client's race, culture, life style, or religious preference, diagnosis or condition of client;
2. inappropriate behavior in any assigned activity related to clinical practice such as:
 - a) not reporting known errors in practice,
 - b) falsifying documents, signatures, or assignments;
3. ignoring unethical behavior(s) of other health care persons which affects clients' welfare.

C. Promote well-being of clients, other health care workers and self:

The student's practice strives to meet the needs of the client considering the biological, psychological, sociological, and cultural perspectives.

Examples of unsafe, unsatisfactory or unacceptable performance include but are not limited to the following:

1. failure to recognize and seek treatment for mental, physical, or emotional behavior(s) which may affect the well-being of others;
2. failure to follow through on suggested referrals or interventions to correct deficit areas which may result in harm to others;
3. omission of appropriate care, such as, but not limited to, medication errors;
4. abuse of clients, such as, but not limited to: physical, mental or emotional abuse; failing to recognize, or correct or contributing to hazardous conditions or circumstances;
5. interpersonal relationships with agency staff, co-workers, peers, faculty resulting in miscommunications, disruptions of client care and/or functioning.

D. Accountability: The student's practice demonstrates the expected level of responsibility in the preparation, implementation, documentation and promotion of continuity in the care of clients.

Examples of unsafe, unsatisfactory or unacceptable performance include but are not limited to the following:

1. failure to provide concise, inclusive, written and verbal communication;
2. failure to accurately record comprehensive client behaviors;
3. failure to report to instructor questionable nursing practice(s) which affect client welfare;
4. dishonesty.

E. Human Rights: the student's conduct shows respect for the individual client, health team member, faculty and self.

Examples of unsafe, unsatisfactory or unacceptable performance include but are not limited to the following:

1. failure to maintain confidentiality of interactions;
2. failure to maintain confidentiality of records;
3. dishonesty in relationships;
4. utilization of stereotypical judgments which are detrimental to patient care;
5. failure to recognize and promote every patient's rights.

Violations of these guidelines, as determined by faculty teaching courses or by the Faculty Development and Student Affairs (FDSA) Committee, will result in the student's permanent dismissal from the program.

V. PROCEDURE AFTER UNSATISFACTORY PERFORMANCE IN A REQUIRED COURSE

If a student has not achieved the required grade in any supportive course, or if a student has not achieved the

required minimum grade or above in a nursing course, the following process must be initiated by the student.

Withdraw from the nursing course if the student has failed to meet prerequisites for that course. Meet with advisor to discuss plan to remedy the course failure.

Re-take the required course. (Please remember that only one physical science course and/or one nursing (NUR) course may be repeated before the student will be dismissed from the major).

Note: in accordance with TCNJ policy, courses may be repeated only once.

When the required grade is achieved, the student must make an appointment to discuss his or her progress in the major with his or her advisor and/or the Chairperson of the Department of Nursing.

Students will be required to demonstrate competence on a skills proficiency test before they are permitted to enter or repeat a nursing course that has a clinical component.

When a course is retaken, it is the student's responsibility to contact the Office of Records and Registration to request that the original grade be removed from the calculation of the student's Grade Point Average and the more recent grade included. Note: This must be initiated by the student; it is not done automatically.

VI. WRITING ASSIGNMENT CITATION REQUIREMENTS

The Publications Manual of the American Psychological Association (6th edition) is the required format for papers written for nursing courses. This manual is available in the library and in the college bookstore.

VII. GRADING POLICIES FOR THE DEPARTMENT OF NURSING

The numerical range for each letter grade in NUR courses was approved by nursing faculty:

Letter Grade	Percent	GPA	Letter Grade	Percent	GPA
A	100-95	4.00			
A-	94-90	3.67			
B+	89-87	3.33			
B	86-83	3.00	C-	75	1.67
B-	82-80	2.67	D+	74-70	1.33
C+	79-78	2.33	D	69-65	1.00
C	77-76	2.00	F	64 and below	0.00

VIII. ADDITIONAL ACADEMIC POLICIES

Please Note: Completion of all program requirements and attainment of the BSN qualifies graduates to take the National Council Licensing Examination (NCLEX-RN) for licensure as registered nurses. Application for licensure, in accord with regulations of the New Jersey Board of Nursing, also requires the submission of an affidavit that the applicant "has never been convicted or has not pleaded nolo contendere, non vult contendere or non vult to an indictment, information, or complaint alleging a violation of any federal or state law involving moral turpitude or relating adversely to the nursing profession." Boards of nursing in other states have similar requirements. In addition, New Jersey Board of Nursing rules, N.J.A.C. 13:37-1.8(h) stipulate the following: "Before an individual is admitted to a nursing education program, the program shall inform the individual that a criminal history background check is a prerequisite for licensure as a registered professional nurse or a licensed practical nurse."

A. Nursing Student Clinical E-Portfolio:

Each nursing student is required to submit the necessary information for the Nursing Student Clinical E-Portfolio. Information about the E-Portfolio will be emailed to eligible rising sophomore students in the summer prior to the start of their sophomore course sequence, and will be reviewed in the NUR 220 course in the semester prior to the start of the first course clinical course, NUR 240. Completed E-Portfolios will be maintained by the Nursing office in a confidential database. It is the responsibility of each student to submit and update information in their E-Portfolio as necessary. All requirements must be submitted as directed by established deadlines prior to the start of clinical courses. Junior and senior students must update all annual requirements, generally over the summer months, in order to ensure compliance. Components of the clinical folder are subject to change with prior notice, but generally include:

Documentation of Criminal Background Check
Documentation of Drug Screening
Copies of current CPR Certification, Professional Liability Insurance, and

Health

Insurance
Immunization Records
Documentation of Physical Exam
Completed Personal Statement Form

B. Criminal Background Check and Fingerprinting:

Standard HR 1.20 promulgated in 2004 by the Joint Commission on Accreditation of Healthcare Organizations (JCAHO) in the Comprehensive Accreditation Manual for Hospitals: Official Handbook requires hospitals to verify the criminal background of students and volunteers as well as hospital staff. Pursuant to Standard HR 1.20 and our contractual obligation with affiliating agencies, a criminal background check, including fingerprinting, is required in order for each student to participate in clinical courses. This procedure is detailed in an annual e-mail memo from the Clinical Site Coordinator or Program Assistant, and may be found on the Nursing web site. Students must follow all procedures, submit all forms and pay fees by the established deadlines to ensure that valid documentation of a clear Criminal History Records Check is received and filed in the student's Nursing Student Clinical E-Portfolio. Only the original background check results letter will be accepted. A positive background check will be referred to the FDSA Committee for disposition. This disposition could result in prohibition of the student's participation in clinical courses and/or dismissal from the Nursing major. Students are advised that annual criminal background checks may be required in the future.

C. Drug Screening:

A five panel (non-DOT) drug screen is required. A positive result may prohibit participation in clinical courses and could result in dismissal from the Nursing major. Annual drug screens may be required in the future.

D. Health Requirements:

Health requirements for Nursing students are subject to change as new recommendations or federal/state regulations emerge. Affiliate agencies may require additional health protective testing. Course leaders will keep students informed of any new requirements. Documentation of the student's fulfillment of health requirements is a required part of the Nursing Clinical E-Portfolio (clinical folder).

All students attending The College of New Jersey must be immunized against certain vaccine preventable diseases, such as measles, mumps and rubella, prior to enrollment (students born prior to 1957 are exempt from this general admission requirement). As health care workers, nursing students must meet additional health requirements prior to enrollment in nursing courses with a practice (clinical) component (NUR 240, 320/324, 330/334, 340, 344, 420/424, 440/444, 460). These requirements help protect students and the clients with whom they come in contact while providing nursing care.

Physical examinations, serological testing, and vaccinations may be obtained from a health care provider of the student's choice or at Student Health Services (SHS) in 107 Eickhoff Hall. SHS charges a fee for services for physical examinations and any laboratory testing and vaccinations. Student insurance substantially reduces the cost of these services. Contact SHS at (609) 771-2889 for more information. Appointments may be limited.

1. Annual Physical Examination – A physical examination is required prior to admission in NUR 240 (Holistic Health Interventions) and annually thereafter.
2. Annual Mantoux Test (PPD) – Prior to entering NUR 240, students should have a two step-Mantoux test. Thereafter a single Mantoux test will be required annually in the fall semester. A chest X-ray or QuantFERON Gold is required for those students who have a positive PPD. A negative chest X-ray is good for a period of at least five years. A positive chest X-ray requires follow-up treatment in accord with CDC protocol.
3. Hepatitis B Vaccination Series – Prior to entering NUR 240, students must have completed the Hepatitis B vaccination series. The vaccine is given in three (3) doses at 0, 1, and 6 months. It is recommended that vaccination be started during the freshman year due to the length of time involved to complete the series (6 months). Post vaccination testing for antibody to hepatitis B surface antigen (anti HBs) response is recommended, but not required at this time. These vaccinations or antibody testing may be obtained at SHS. There is a fee for the vaccines and laboratory testing.
4. MMR (Mumps, Measles, Rubella) – Proof of immunizations or laboratory proof of immunity for measles (rubeola), mumps and German measles (rubella).
5. Varicella Zoster Virus Vaccine – Students must submit documentation of two doses of Varicella (chickenpox) vaccination or documentation of laboratory proof of immunity. Documented history of chickenpox disease is NO

LONGER ACCEPTABLE.

6. Pertussis and Tetanus Immunization – Proof of Pertussis containing Tetanus booster (TdAP) within ten years of the start of clinical.

7. Influenza Vaccination (Flu Shot) – Proof of annual Influenza vaccination is required. Students may check with Student Health Services for Flu Shot availability, but should also seek alternative vaccination services, such as their primary care providers, as SHS cannot guarantee vaccination availability. Must be valid for flu season, Oct. – March. The Nursing department's health requirements conform to College, Affiliate Agency, American Association of Colleges of Nursing, New Jersey Board of Nursing regulations, and current recommendations of the Advisory Committee on Immunization Practices (ACIP) for health care workers.

E. Nursing Student Liability Insurance:

In keeping with the New Jersey Board of Nursing regulations, all nursing students must obtain their own professional liability insurance. Students who do not have the required insurance shall be prohibited from participating in any nursing course having a clinical component. Student liability insurance is available for a nominal fee through the Nurses Service Organization (www.nso.com) or Healthcare Providers Service Organization (www.hpso.com). Further information on liability insurance may be obtained from the Nursing web site or Clinical Site Coordinator. Proof of professional liability insurance is a required part of the Nursing Student Clinical E-Portfolio.

F. CPR (Cardiopulmonary Resuscitation) Certification Card:

The accepted program is American Heart Association – Basic Life Support for Healthcare Providers. It is the student's responsibility to obtain and maintain CPR certification. Evidence of current certification must be submitted as part of the Nursing Student Clinical E-Portfolio. Individual clinical instructors may randomly request to see a student's CPR card. A student whose CPR certification is expired will not be permitted to attend clinical experiences.

G. Standardized Assessment:

Throughout the program, students are required to take the standardized assessments offered by Assessment Technologies Institute LLC (ATI). Each student must achieve the criterion score (60th percentile and/or Competency Level II) established on the ATI Content Mastery Assessments. The secured assessments are designed to identify strengths in specific areas of content as well as knowledge deficits for the individual student and for the entire class. Students who do not meet the criterion score on the secured assessment are required to do remedial work on a non-secured assessment until a minimum score of 90 per cent is achieved. Deadlines for completion of remedial work will be established by course faculty, however, in all cases, remedial work must be completed prior to the start of the next semester. There are fees associated with these standardized assessments and examinations.

H. Uniforms:

Each nursing student is required to wear TCNJ Department of Nursing uniform for specified clinical experiences.

Students are to purchase the required uniform prior to entry into NUR 240 (Holistic Interventions Across the

Life Span). Details about the purchase of uniforms and the Department of Nursing Dress Code can be found on the Department of Nursing web site.

I. Electronic devices:

Unless expressly permitted by the faculty member, the use of cell phones and other electronic devices is forbidden in the classroom and in the clinical setting. Several clinical agencies also have policies prohibiting employees and students from using personal phones, including texting and cameras, in all areas where patients and visitors have access.

J. Travel to Off-campus Clinical Sites:

Clinical learning experiences require students to travel to off-campus clinical agencies. Students are responsible for arranging their own transportation to clinical sites.

K. Curriculum Plan:

Matriculated BSN-1 students are expected to follow the recommended curriculum plan in a timely manner and in consultation with faculty advisors in order to progress toward their expected graduation date.

L. Policy and Program Requirement Changes:

The Department of Nursing reserves the right to change policy and/or program requirements without prior notice in order to reflect changes in the professional field.

IX. READMISSION POLICY AND PROCEDURE

Dismissed students seeking readmission to the Nursing major **MUST** follow exactly the requirements outlined in this section. Note that readmission to the Nursing major is not automatic and cannot be guaranteed. Dismissed students interested in readmission are **STRONGLY** advised to formally apply after at least one semester of successful academic achievement to increase chances for readmission.

A. Notification of Intent to Chair of the Nursing Department

1. Students Seeking Fall Semester Readmission:

Students must notify the Chair of the Nursing Department of their intent to request readmission via email within 10 calendar days of receiving formal email notification of dismissal from the Nursing department.

2. Students Seeking Spring Semester Readmission:

Students must notify the Chair of the Nursing Department of their intent to request readmission no later than Sept. 30 of the fall semester immediately preceding the spring semester in which they are seeking readmission.

B. Meeting with Chair of the Nursing Department

Students must contact the Chair of the Nursing Department via email to schedule a meeting for advisement and to discuss readmission procedures and requirements. This meeting should occur within 14 calendar days of the student's notification of intent to request readmission.

C. Formal Request for Readmission to Faculty Development & Student Affairs Committee (FDSA)

Students must send a formal letter requesting readmission via email to the Chair of the FDSA committee. no later than November 15 for Spring semester readmission or no later than August 1 for Fall semester readmission.

X. REQUIREMENTS FOR GRADUATION

In addition to the requirements for the nursing major, all students in the college follow the "pattern of degree requirements" set out in the TCNJ Undergraduate Bulletin. The minimum requirement for graduation is 32 course units. Satisfactory performance on comprehensive achievement assessments or examinations is required for progression and for graduation. Based on scores achieved, students may be required to complete designated review activities and retesting. There are student fees associated with the assessments and examinations.

I have read and understand the above policies and have received a copy of the same.
I agree to abide by the academic integrity policy of The College of New Jersey.

STUDENT _____
DATE _____

FACULTY _____
DATE _____

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