

University of Maine at Fort Kent Division of Nursing
Traditional Students: Supplemental Information for Nursing Course Syllabi

Course Policies

1. For the following, go to the Nursing Student Handbook at <https://s.umfk.edu/nur-handbooks>
 - **Academic Honesty:** p. 31
 - **Turnitin:** p. 31
 - **Student Misconduct:** Cheating p. 32
2. **Academic Progression:** To progress in the nursing major, students are required to meet the following academic policies [located at the University Catalog section \(s.umfk.edu/catalog-nur\)](https://s.umfk.edu/catalog-nur) on “General Information: Academic and Clinical Progression Policies for Traditional and Accelerated BSN Tracks”
3. **Course Attendance:** see Student Nursing Handbook p. 30
 - Students are expected to participate beforehand and attend all classes/clinical/lab experiences as scheduled. Students are to notify the faculty of any absenteeism or tardiness prior to class.
 - For excused absences, please go to p. 42 at s.umfk.edu/sthandbook or see staff at Student Affairs Office
 - Students are to complete all readings and assignments before each class. Students are responsible for obtaining all handouts, announcements, and information presented during class time and for checking the classroom Brightspace website on an ongoing basis to obtain information and announcements pertaining to the course.
4. **Course Withdrawal**
 - Students are responsible for completing the necessary papers if they wish to withdraw from the course. Withdrawals must be initiated prior to the withdrawal deadline as outlined on the academic calendar for the university.
 - Excessive absenteeism or tardiness (e.g., three or more times for 12-week sessions and two or more times for 7-week sessions) may result in risk of course failure.
5. **Castle Branch:**
 - Prior to course registration, all students in the traditional and accelerated programs must provide Castle Branch with evidence documenting completion of
 - Cardiopulmonary resuscitation (CPR); American Heart Association Basic Life Support
 - Health history and physical examination
 - Immunization history satisfying the requirements for each respective clinical facility in which the student’s clinical experiences occur. Such immunizations will include, but may not be limited to, flu shot, Hepatitis B (series and titer), MMR, PPD, and Varicella
 - Criminal background check (to be requested from Castle Branch).
 - Certificate of liability insurance as defined in #6 below;

If by the seventh (7th) day of classes, the documentation required by the Castle Branch is not received, that student risks failing that respective course, which may, in turn, prevent the student’s course and program progression.

6. **Professional Liability Insurance**

Professional liability insurance is (a) strongly recommended for all nursing students, and (b) mandatory for students enrolled in nursing internship, externship, and preceptorship courses. Such insurance can be purchased from any company of the student’s choosing. Nursing student liability insurance is available from:

NSO (Nursing Service Organization) Malpractice Insurance
159 E. County Line RD
Hartford, PA 19040
Phone: 1-800-247-1500

Fax: 1-800-739-8818
 Email: service@nso.com

7. *Assignments, Examinations, and Due Dates*

- a. Unless otherwise indicated, all written work is to be computer-generated, compliant with APA writing style, and submitted electronically or as a hard copy as specified by the course faculty.
- b. Faculty require two weeks to receive, grade and return all student work, including quizzes, exams, and papers.
- c. Unless otherwise negotiated with the course faculty prior to the due date, all course, lab, and clinical assignments are to be submitted by the required date. Faculty may choose not to accept a late assignment(s), in which case a grade of zero will be recorded. If a late assignment is accepted by the faculty, the assignment may be subject to a penalty, i.e., a lower grade.
- d. Course exams and quizzes are administered as scheduled. If an examination must be missed due to extraordinary circumstances, the course faculty member(s) must be notified personally prior to the exam. An exam make-up time may be arranged with the faculty member(s). In such cases, the faculty reserves the right to change the examination format or to defer the exam. Students who fail to make the needed arrangements with the faculty prior to any planned absence forfeit the opportunity to complete the exam. If a make-up exam is allowed, the exam grade may be subject to penalty, i.e., a lower grade.
- e. Use of electronic devices during an exam is considered cheating, which in turn will prompt implementation of the UMFK Student Conduct policy. (*See also ADA Statement.*)

8. *Professionalism*

- a. Professional class behavior entails constructive and supportive interactions between students and faculty as well as classroom guests and community resource personnel, inclusive of, but not limited to, in-classroom and online discussions, email and other electronic communication, telephone and face-to-face conversations.
- b. For the comfort of those experiencing chemical sensitivities, students are asked to use unscented body products in the classroom, lab, and especially the clinical settings. Such products include soap, hair spray, and deodorant. Perfume and cologne are prohibited.
- c. Faculty may wish to use student work as an exemplar (e.g., as a benchmark of quality for other students; accreditation reviews). In such cases, the student's name may be removed before showing the paper or project to any other student. Students who do not want their paper(s) from this course to be used for such purposes are to notify the faculty in writing by the last week of classes. Without such a request, permission to copy will be assumed. Students may at any time during the semester or subsequently notify faculty in writing to deny permission for use of one's work and any sharing will cease from thereon.

9. *Use of Technology and Social Media*

- a. Unless otherwise indicated, students will turn off personal cellphones and other digital communication devices during classroom, lab, and clinical hours. Use of the cellphone or other digital communication devices during class, lab, or clinical will result in the student being asked to leave the class or lab and considered as absent for that day. Use of the cell phone during clinical will result in a clinical failure for the semester (zero tolerance).
- b. Use of electronic devices for communication purposes must be restricted to designated breaks and in authorized areas (e.g., staff lounge or cafeteria when at clinical site) and on the student's own time. To enhance their learning experience as well as to promote the goal of providing excellent care and minimizing risk of error, students must manage their time in such a way that personal communication occurs outside of classroom, lab, and clinical hours. Permission to use cellphones, tablets, or other mobile devices requires specific authorization, (e.g., faculty, preceptor). Students may use laptop computers or tablets in the classroom for the purpose of note-taking during class or lab.
- c. Students are responsible for respectful and professional communication on social media sites (e.g. Twitter, Facebook, etc.). Use of any technology, tool, or on-line space in clinical agencies for personal business is prohibited, including social media platforms. Agency computers cannot be used for personal business such as checking email or Facebook.
- d. Sharing or divulging in any way confidential class or clinical matters, client information, personal information of other individuals, or business or financial information of the university or clinical agency is impermissible, including any breach, violation, or disclosure of protected health information (PHI) under HIPAA, such as:
 - Posting verbal "gossip" about a patient to unauthorized individuals, even if the name is not disclosed.
 - Sharing photographs or any form of PHI without written consent from a patient.

- A mistaken belief posts are private or have been deleted when they are still visible to the public.
 - Sharing seemingly innocent comments or pictures, such as a workplace lunch with visible patient files underneath.
- e. At times, a clinical setting may allow use of technology or on-line space or use of social media for clinical and learning purposes. In such cases, technology is only to be used as it relates to specified agency activities.
 - f. Non-compliance with policies regarding the use of technology and social media may affect course grades and result in the violation of the Student Code of Conduct, up to and including disenrollment from the School of Nursing.
 - g. All personal cellphones and other communication devices are silenced and stored out of sight during testing and off the student's person.
 - h. To demonstrate their professionalism as well as to reduce actual legal risks, students must maintain the integrity, reputation, and brand identity of the University of Maine at Fort Kent (UMFK), University of Maine at Augusta (UMA), University of Maine at Presque Isle (UMPI), the UMA/UMFK/UMPI Division of Nursing, and the respective clinical agencies in which students participate.
 - i. Students cannot harass, threaten, or discriminate against students, faculty, or staff of UMA/UMFK/UMPI or any clinical agency, electronically, verbally, or otherwise.
 - j. No photos, audiotapes, or videotapes can be created of skills, interactions, anything related to clinical experiences or clinical sites etc. and cannot be placed on a social networking site of any kind or ever texted or forwarded to other students or anyone else.
 - k. No photos, text, or other image that is demeaning, belittling, or insulting to any person, UMA/UMFK/UMPI, or any clinical agency may be used.
 - l. If nursing students identify themselves as UMA/UMFK/UMPI students, they must clearly state that the views they express are their own and not those of UMA/UMFK/UMPI.
 - m. UMA/UMFK/UMPI logos or trademarks cannot be used without permission of the university.

These guidelines are intended to promote academic and professional integrity, professional communication, and a safe effective learning environment. Violation of this policy may create a situation that could lead to failure of a course, dismissal from the nursing program or university, or criminal charges. Such actions could become part of the individual's future criminal background check and jeopardize a student's future employment.

10. Student Athletes

Student athletes are obliged to adhere to the academic-athletic contract signed with their athletic coach, which will be retained on their file in the office of Student Affairs.

11. Changes to the Syllabus

Faculty reserve the right to alter the course syllabus, in collaboration with students, as deemed necessary for learning.

12. Additional Policies

Students are responsible to review and apprise themselves of the academic and program policies listed in the university catalogue and in the Student Handbook, both of which are available online. (see information from current UMFK Catalog) and for review of their Degree Progress Report to ensure accuracy of their progression in meeting course requirements for graduation.

13. Communication

All students, staff, and faculty in the Division of Nursing will conduct themselves professionally when communicating with one another in person, e-mail, by telephone, or through social media. This professional behavior extends to guest speakers in the classroom; personnel, patients, families, and visitors at clinical sites; and anywhere else that students, staff, or faculty represent UMFK/UMA PINE/UMPI by their attendance or participation.

14. Impaired Student Behavior

Nursing practice requires that nurses maintain cognitive and affective clarity for the provision of safe client care. To meet the best interests of the clients, students, university, and clinical agencies, the nurse must maintain clarity of thought, judgment, memory, knowledge, and problem-solving, and speech capabilities.

At any time if, in the professional judgment of the instructor, a student's behavior, appearance, and/or

performance indicate impairment, the student will be removed immediately from any clinical responsibilities. Depending on the circumstances, the student will be placed on probation, suspension, or face possible dismissal from the nursing program.

Research Resources for Nursing Papers and Assignments

To demonstrate their expanding knowledge, students are to integrate references from academic, peer- reviewed, professional literature as described in APA (2020). Only primary sources are to be used; only those references appearing in the text are to appear in the references list. Unless permitted by the course faculty, no quotations are to be used in any written assignment.

****Please note that either the course instructor or the campus librarian may approve creditable sources a student is considering to use when writing a paper.****

Acceptable Sources

- ❑ Textbooks less than 5 years old
- ❑ Taber's or similar medical dictionary, paper or online, less than 5 years old
- ❑ Peer reviewed journals, paper or online, less than 5 years old
- ❑ Government documents available on the web (eg: .gov or .mil)
- ❑ Government publications, federal or state, less than 5 years old
- ❑ Medscape articles

Sources Requiring Instructor Approval

- ❑ Websites ending in *org* or *edu*
- ❑ Books or e-books that are not textbooks
- ❑ Interviews with the public, healthcare or other professionals
- ❑ Audiovisual training materials, e.g., videos, DVDs, CDs, audiotapes
- ❑ Any online source lacking an identifiable date
- ❑ Any source more than 5 years old

Unacceptable Research Sources

- ❑ Wikipedia or similar online encyclopedias
- ❑ Websites ending in *com* or *net*
- ❑ Popular literature
- ❑ Interviews with health care consumers
- ❑ Newspapers
- ❑ PowerPoint (ppt) presentations
- ❑ Online conference materials
- ❑ Secondary source references