METRO STATE UNIVERSITY

A member of Minnesota State

Registered Nurse to Bachelor of Science in Nursing (RN-BSN) Student Handbook



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The Registered Nurse to Bachelor of Science in Nursing (RN-BSN} Handbook is published by Metropolitan State University, Department of Nursing, 700 East Seventh Street, Saint Paul, Minnesota. 55106.

Introduction

Welcome to the Nursing Program at Metropolitan State University. This handbook is being provided to you with information pertinent to the Registered Nurse to Bachelor of Science in Nursing (RN-BSN) program.

The handbook should be used as a supplement to course syllabi and other program materials.

We value you as an important part of the nursing program. As you proceed through the program, our goal is to uphold our commitment to you.

As a student, you are accountable for current information in the Metropolitan State University Student Handbook and Nursing Student Handbook. Nursing program changes that affect students will be communicated throughout the program. Students are responsible to know, understand, and follow the current policies and procedures for the Department of Nursing. The policies listed in this handbook are updated regularly. Students will be notified when updates are available and they are posted to our website.

Your suggestions and ideas aid us in strengthening the program. Therefore, your input is greatly appreciated and is carefully evaluated. Input may be directed through student government, student representation on committees, directly to faculty, the program coordinator, nursing programs, or the dean, and through course and program evaluations. Thank you and we look forward to our time together at Metropolitan State University.

Department of Nursing Mission, Goals, and Values

Mission

The mission of nursing education at Metro State University is to engage and educate students to provide holistic and value-based healthcare for all.

Goals

1. Provide nursing education that is accessible and flexible
2. Create learning environments in which students from historically marginalized communities have equitable opportunities to participate and succeed
3. Prepare nurses to respond holistically to the increasingly complex health care needs of individuals, families, communities, and populations
4. Contribute to the advancement of nursing practice and the discipline of nursing
5. Foster expanded practice and research opportunities through collaboration with educational and service partners that align well with the mission of the university

Values

The Department of Nursing holds the following values as core components to our teaching and interactions with students:

Equity, social justice, holism, community, anti-racism, leadership, evidence, and theory-based practice.

Program Accreditation and Endorsement

The nursing programs at Metropolitan State University are accredited by the Commission on Collegiate Nursing Education. **www.aacnnursing.org/CCNE**

Graduates of the RN to BSN program are eligible to apply for public health nurse registration with the Minnesota State Board of Nursing.

The program is endorsed by the American Holistic Nurses Credentialing Corporation (AHNCC).

Graduates are prepared to provide holistic nursing care as defined by the American Holistic Nurses Association's scope and standards of practice. Graduates who successfully earn RN licensure can waive the 1 year of holistic nursing practice and the holistic continuing education contact hours in order to sit for holistic nurse certification if the exam is taken within 2 years of graduation.

Metropolitan State University is accredited by the Higher Learning Commission and is a member of the North Central Association (30 North LaSalle Street, Suite 2400, Chicago, IL 60602), phone: 800-621-7440.

RN-BSN Course Progression

Nursing Major Semester 1

Course	Course Title	Credits
NURS 301	Theoretical Foundations for Nursing Practice	2
HSCI 358	Racism and Health (may be completed prior to semester 1)	4

Nursing Major Semester 2

Course	Course Title	Credits
NUR 335	Introduction to Evidence Based Practice	4
HSCI 309	Global Health Issues (may be completed any time before graduation)	3

- **Submit pre-practicum documentation to register for semester 3**

Nursing Major Semester 3

Course	Course Title	Credits
NURS 456	Community Health Nursing	4
NURS 456P	Community Health Nursing Practicum	1

Nursing Major Semester 4

Course	Course Title	Credits
NURS 420	Lifespan Transitions: Aging and Health	4
HSCI 330	Holistic Health and Healing	2

Nursing Major Semester 5

Course	Course Title	Credits
NURS 465	Leadership and Management in Nursing	3
NURS 488	Taking Action for Health Equity	3

- **Register for graduation workshop if this is your final semester**

The five semester Nursing sequence is offered every fall, spring, and summer depending on student demand. Additional courses (if needed) to meet graduation requirements, including General Education and Liberal Studies, may be completed before, during or after the five semesters of Nursing. Students will work with their advisor to determine whether previous or transfer courses meet requirements and create a graduation plan. All degree requirements can be viewed and tracked on the Degree Audit Report available in eServices. Curriculum subject to change.

Student Support Resources

Bookstore

The bookstore is located on the first floor of the Library and Learning Center on the Saint Paul campus. The bookstore accepts Visa, MasterCard, Discover, and American Express. Personal checks are accepted for purchase with proper photo identification matching the name and address on the check. Books may be ordered online by going to **www.metrostate.bncollege.com**. Orders are shipped UPS and should be received within seven days if you are placing your order within the metropolitan area. Note the bookstore is closed when university offices are closed. Check the bookstore website for specific days and hours of operation.

Career Services

Concerns about career plans can affect academic success. Career Services offers career counseling services through individual appointments, programs, and workshops to both students and alumni. For information about hours and services, please call the Career Center at 651-793-1528 or visit the website at **www.metrostate.edu/career**.

IET Service Center and Desire2Learn (D2L) Help

Online learning enables you to take courses over the Internet. At Metro State University, we understand that most of our students are adult learners with jobs and busy lives. Therefore, we are committed to making the learning process convenient and readily accessible to our students. For more information, call 651-793-1240 or visit **services.metrostate.edu/**

Center for Accessibility Resources

Metro State University is committed to ensuring equal education opportunities and will not discriminate based on disability. The University provides access to its programs and services by making reasonable accommodations for qualified students. Accommodations are based in individual needs. Some common accommodations include extended testing time, distraction reduced testing spaces, alternative formats for course materials such as audio books, and assistive technology.

For more information, please call 651-793-1549 or visit **www.metrostate.edu/accessibility**

Financial Aid/Scholarships

Metro State University and the College of Nursing and Health Sciences offer scholarships for which nursing students may be eligible. Additional scholarships may be available through organizations such as the American Association of Colleges of Nursing (AACN), Minnesota Nurses Association, American Cancer Society, the Veteran's Administration, or the student's employer. For more information and application forms, contact the Financial Aid Office at 651-793-1414 or via their website: **www.metrostate.edu/finances/aid**.

Gateway Student Services Center

Students who need assistance with registration and financial aid should contact the Gateway Student Services Center on first floor of Founders Hall. For more information call 651-793-1300 or visit **www.metrostate.edu/students/support/gateway**.

International Student Services

The International Student Services (ISS) provides quality advising and counseling assistance in academic, immigration, cultural, financial, and personal issues for international students at Metro State University. For more information call 651-793-1315 or visit **www.metrostate.edu/students/support/international**

Library and Information Services

The Library and Learning Center on the Saint Paul campus offers a full array of library resources, services, computers, and study spaces for the Metro State University community. Librarians are available to assist you in finding information on virtually any topic. They can also guide you in evaluating scholarly and other resources for your coursework and research. Assistance is available by phone (651-793-1614), email **library.services@metrostate.edu**, or chat and Zoom from the library's homepage. Through this homepage you can access more than 100 research databases and thousands of ejournals, streaming videos, and ebooks.

For more information, call 651-793-1616, visit the St. Paul Campus, or visit the website at **https://www.metrostate.edu/library**

The Reference Center desk at the library also offers the opportunity for student to drop in without an appointment for brief (15 minute) help with writing and/or formatting of written assignments.

The PALS and MnLINK databases provide access to additional resources from other libraries and institutions throughout Minnesota, North and South Dakota. These sites form a consortium consisting of Community Colleges, State Universities, Technical Colleges, University of Minnesota, Private Colleges and Universities, Public Libraries, and State Agencies. Through PALS and MnLINK, books and journal articles are requested electronically and sent via courier service to the campus indicated by the student requesting the materials. Current students in MnSCU who have a student ID/library card are not charged for delivery service.

Math Center

The Math Center provides free support for mathematics, statistics, and Java programming courses at Metro State. Students, faculty, and staff can come to the Math Center for group work, individual practice, and tutoring assistance. Many students visit the center on a regular basis to work on homework and other practice problems including preparing for dosage calculation exams. Groups are welcome; most students work with other students and tutors during drop-in hours. Individual appointments are available for students who want to work with a specific tutor on a specific topic. During the week before each semester begins, the center offers graphing calculator and review workshops.

For current schedules and detailed information, please contact the Math Center at **www.metrostate.edu/academics/success/tutoring**

Writing Center

The Writing Center provides free writing support for any subject to all members of the university community. The Writing Center's services include help getting started on writing assignments, revising drafts, formatting, and working with writers who may be returning to school after a few years. Clients may drop in during open hours, but appointments are encouraged. Additional help in writing in available at the Reference Desk in the library as described above in the Library and Information Services section.

Additional Center information is available at:
www.metrostate.edu/academics/success/tutoring

Tutors

A range of tutorial services are offered, including workshops and individual and small-group tutoring. **There are also math tutors available to help nursing students prepare for dosage calculation exams**. Please specify your request for tutoring in dosage calculation when you set up an appointment.

If you are having difficulty locating tutorial services for the course you are taking, ask your instructor or the department chair for resources and suggestions for getting tutorial assistance. For information on tutors please visit
www.metrostate.edu/academics/success/tutoring

Multicultural, American Indian, and Retention Services

Multicultural Success Coordinators provide educational and cultural support to empower students and promote successful college transitions and graduation. Success Coordinators advocate for increased intercultural awareness, help familiarize students with resources, and foster academic success for Asian, Asian American and Native Pacific Islander, American Indian, African, African American, LatinX, Undocumented, Women, and LGBTQA communities.

For more information, call 651-793-1572, or visit **www.metrostate.edu/students/support**

Counseling Services

College students may experience issues that interfere with academic success, such as academic stress, sleep problems, balancing multiple responsibilities, life events, relationship difficulties, discrimination / oppression, or feelings of anxiety, hopelessness, or depression. If you or a friend is struggling, we encourage you to seek support. Helpful, effective, and culturally responsive services are available on campus free of charge.

For immediate help during or after hours, on weekends and holidays, contact Counseling

Services at 651-793-1568 and choose option zero to access the Metro CARES support line. To schedule an appointment with our staff counselors, call 651-793-1568 during business hours.

Visit the website at **www.metrostate.edu/students/support/counseling-services**

TRiO Student Support Services

TRiO helps “low-income, first generation" students (neither parent has a four-year college degree), and students with disabilities enter college, graduate, and move on to participate more fully in America's economic and social life. TRiO provides services through advising, study skills workshops and other learning support. For more information, call 651- 793-1525 or visit the website at **www.metrostate.edu/about/departments/trio**

Student Parent Center

The Student Parent Center is in Student Center 105 and provides a child-friendly study space. The center seeks to provide support and connect currently enrolled students and their families with campus and community resources to ease obstacles that may be interfering with their education.

For more information, call 651-793-1564 or visit **www.metrostate.edu/students/support/student-parent-center**

Food for Thought Food Pantry

The Food for Thought Food Pantry is a collaborative initiative between Metro State University and our community partner Good in the Hood. Students seeking additional support with subsidizing their food budget can stop at the pantry and select up to 25 pounds of food per month. The pantry’s Grab and Go food program also provides on-the-go snacks for students. Location: Student Center 106, St. Paul Campus. Call 651-793-1571 or visit **www.metrostate.edu/students/support/food-for-thought**

Veterans & Military Student Services

U.S. veterans should contact the Veterans & Military Student Services regarding their VA educational benefits and other assistance, at 651-793-1561 or **veterans.services@metrostate.edu.** Visit the website at **www.metrostate.edu/students/support/veterans**

Zoom

As part of being a student within the Minnesota State Colleges and Universities System, access to a premium license of the web conferencing tool Zoom is available for free. Due to recent events your instructors will likely be using this more frequently to host class sessions online.

Students access MinnState Zoom accounts from: **minnstate.zoom.us**. Click the "Sign on" button and login with StarID and password. To ask questions or receive extra help, contact Information Technology Services or the Center for Online Learning. Also, the **Zoom Help Center** has many great resources, live trainings, and technical support representatives to help as needed.

General Information

Technology Requirements and Expectations

Nursing programs at Metro State University utilize a combination of traditional face-to-face classroom courses, online courses, and hybrid courses. Options for accessing computers include the student's own devise, laptop check-out from the university library, or accessing computer workstations in the university library, student center, or public libraries. A built-in webcam/microphone or external USB webcam/microphone is required for all courses with an online component where zoom is used in the course. A headset is recommended for course activities.

Other online resources are available to students by accessing an introduction to the D2L learning management system:
services.metrostate.edu/TDClient/1839/Portal/KB/ArticleDet?ID=99905

For all courses in the ELMSN program, students must have reliable internet access to log into the D2L system, recommended to be done at least four days per week to check for course updates and complete required work. Students can access the WiFi on campus using a personal device or via the computers at the University or public library. The ability to navigate the internet for research, course assignments, and university resources is required. Competence in using Microsoft Office products such as Word and PowerPoint are also required.

Other skills students must possess include the ability to add browser plug-ins for viewing files and content presented within the course or be able to get such assistance from non-campus sources. Additional skills include intermediate or higher-level skills at file management (ability to create folders, move and rename folders and files, identify type of file by its file-extension, attach files to emails, etc.).

Updated virus scanning software for files sent and received (such as McAfee Antivirus, Norton Internet Security, etc.) is required.

Course Delivery Methods

The Entry Level MSN Program utilizes multiple course delivery methods including face-to-face, hybrid, Hyflex and online.

- Face-to-face courses are offered in the traditional classroom setting on campus. A face-to-face course may be web-supported. For example, the syllabus, course handouts, and announcements can be accessed online.
- Blended-hybrid courses utilize a mix of face-to-face classroom sessions with online work. Each semester, hybrid nursing courses are found in the class schedule under Nursing Courses with a note indicating the course is a blended-hybrid course.
- Hyflex courses allow students to select between synchronous delivery where students and instructor(s) meet on camera together over the Zoom video communications system or attending face-to-face.

Online courses are delivered either entirely via the Internet or with a maximum of 1-2 face-to-face sessions. Due to recent restrictions because of the COVID-19 pandemic, some nursing courses have been converted to a totally online delivery format. These have taken different forms, from asynchronous delivery to synchronous delivery where students and instructor(s) meet on camera together over the Zoom video communications system. All Metro State students have zoom access to participate in courses and to host meetings. Note: Online courses in the College of Nursing and Health Sciences are NOT independent study courses.

University Policies

As a Metropolitan State University student, you are responsible for knowing and adhering to university policies. These include policies related to academic standing, conduct, appeals, and more. You can find all university-wide policies, including those that relate to students here: **policies.metrostate.edu**

If you ever have a question about policy information or how it relates to your specific circumstances, contact your academic advisor.

Practicum Program Requirements

Submission required during the semester prior to taking NURS 456/456P

Students are required to respond if contact about pre-practicum documentation. There may be legal contracts arranged with practicum sites, and these may specify information that the college must collect from students. **Communication regarding all pre-practicum documentation and how to submit it will come via email from the Department of Nursing.** If required, students must submit the required pre-practicum documentation prior to the deadline. Failure to submit this information prior to the

deadline will result in students' inability to enroll and attend clinical/practicum courses. All requirements must remain valid for the duration of all clinical and practicum experiences and may have to be updated throughout the program. It is the student's responsibility to maintain records of meeting these requirements.

Though these may change, please note that current information regarding the pre-practicum requirements can be found here: **www.metrostate.edu/academics/nursing-and-health-sciences/practicum/requirements**

Dress Code for Practicum

Expectations for attire in Practicum experiences will be communicated to students in the practicum course.

Health Care Services and Health Insurance

Enrolled Metropolitan State University students who are interested in individualized health and wellness support should visit: **www.metrostate.edu/students/support/telehealth.**

These services are limited, however, so nursing students are strongly encouraged to carry a personal health insurance policy.

Standards for Professional Behavior

Expectations include, but are not limited to, adherence to the Metropolitan State University Student Code of Conduct, the Nursing Program Student Handbook, Admitted Student Policies, and the ANA Code of Ethics for Nurses.

Personal/Academic Integrity

Nursing is a helping profession where those giving care reflect directly upon the well-being of the client and his/her family. Therefore, it is the responsibility of each member of the profession to ensure the rights of the client to receive safe and adequate care. It follows that all responsibility for honesty in learning, which is basic to competence and thus client safety (as expressed in the ANA Code for Nurses}, is a moral and legal responsibility of the student regarding his/her own actions and the actions of other members of the group.

Student Honesty

You are expected to be honest in completing all class assignments. Cheating and plagiarism are not acceptable. Examples of violations of this policy include, but are not limited to:

- Cheating on quizzes or exams;
- Copying in part or whole other student's written material;
- Falsifying information and attendance relating to independent assignments;
- Failure to report known practicum errors;
- Falsifying information in the practicum setting;
- Discussing test contents with student(s} that have not yet taken the test.

Students who commit any of these behaviors may be counseled to withdraw before the date on the college calendar indicating the last day to withdraw. If it is past this date or a student chooses not to withdraw, the student may receive a grade of "F" for the course. Any student dismissed for violation of this policy will not be eligible for readmission consideration.

Professional Communication

Students are expected to exhibit professional, effective, and respectful interpersonal relationships at all times. This includes interactions on and off campus with clients, other health professionals, fellow students, faculty, and administrators.

Expectations and Class Etiquette

- Students are held responsible for all class content and announcements whether provided in the course management system D2L or synchronously if applicable.
- Class attendance is expected during lecture/theory periods if scheduled. Please do not disrupt the class by coming late.
- For any scheduled test, attendance is required.
- Beepers, cell phones, or pagers need to be turned off or to vibrate mode in class or practicum settings.
- Behavior in classroom practicum that is disruptive to other students, the instructor, staff or patients is not acceptable. Disruptive behavior will be discussed in private with the student by the instructor when first identified. Repeat offenses may result in loss of points, inability to participate in classroom or practicum experiences, and/or documented on a Student Conduct Concern Form.

Admitted Student Policies

Registered Nurse to Bachelor of Science in Nursing (RN-BSN) Admitted Student Policies (www.metrostate.edu/node/72086)

Campus and Practicum Performance Expectations

Expectations

Metropolitan State University often uses several clinics, public health agencies, school health services, and other community-based organizations for providing optimum practicum experiences. The university may establish practicum-use contracts that stipulate mutual expectations for both services and regulations. It is the intent of the university that students represent Metropolitan State favorably, both in professional attire and performance, while in an affiliating practicum facility or entity.

A variety of experiences may be utilized by faculty to meet course objectives. Such experiences may include, but not be limited to, independent learning projects and alternative time schedules. Students will be expected to provide nursing care for clients of all genders and with a variety of medical and psychosocial conditions.

Students should be prepared to accommodate alternative learning assignments and possible evening experiences if deemed necessary by the faculty. Appropriate notification will be given.

Students are permitted in certain health care settings only during practicum hours and specified preparation hours. Friends or family members, including children, are not allowed to be present at the pre-practicum preparation. Arrangements for travel to practicum facilities are the sole responsibility of the student.

Notes:

Key Contacts in College of Nursing & Health Sciences (CNHS)

Your instructors in each course will include their contact information in the course Syllabus. Be sure to contact the course instructor for course-related questions and information.

You will have an assigned academic advisor, and this is listed at the top of your Degree Audit Report/DARS. You can access your DARS report through e-services and you should plan to review the DARS often from initial enrollment through graduation.

Name	Position	Phone Number	Email Address	Office Location
Marjorie Webb, PhD, DNP, RN, ACNP-BC	Interim Dean	651.793.1398	marjorie.webb@metrostate.edu	SJH 102
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