

University of Vermont  
Department of Nursing  
Undergraduate Student Handbook



2023-2024

Addendum to the  
College of Nursing & Health Sciences  
Undergraduate Student Handbook

Welcome to the University of Vermont Department of Nursing. The faculty, staff, and I look forward to supporting your efforts as you earn your baccalaureate degree in nursing. Our mission is to provide high-quality education to students who will demonstrate inclusive nursing practice and leadership in healthcare.

The Department of Nursing Undergraduate Handbook provides information including policies and procedures, important contact information, and available resources within our department and across UVM that will support your academic success. Please familiarize yourself with the contents of this handbook and use it as a resource throughout your educational experience. Always make sure you seek guidance and support from us as you work to achieve the goal of becoming a professional nurse.

Now more than ever, the nursing profession needs individuals who emulate compassion, ingenuity, inclusivity, collaboration, and enthusiasm. Nurses have always been valued for their integrity and resilience, p

**As members of the UVM community; the department adheres to the principles of Our Common Ground (<https://www.uvm.edu/president/our-common-ground>):**

Education is not preparation for life. Education is life itself.

— *John Dewey, educator, philosopher, UVM Class of 1879*

The University of Vermont is an educationally purposeful community seeking to prepare students to live in a diverse and changing world. We who work, live, study, teach, do research, conduct business, or participate in the University of Vermont are members of this community. As members, we believe in the transforming power of education and agree to help create and foster an environment where we can discover and reach our true potential.

We aspire to be a community that values:

**RESPECT.** We respect each other. We listen to each other, encourage each other and care about each other. We are strengthened by our diverse perspectives.

**INTEGRITY.** We value fairness, straightfo (g)2 E415(al)-2. (r)-2 (ait)8.-2.6 (r)-1.9 (n)2 (e)11.2 (ss,)2 ( )1y 553.92 12s55h(r)-1.9 (

# Handbook Overview

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# History of the Department of Nursing

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## Overview of the Curriculum for the Baccalaureate Program

The Bachelor of Science degree with a major in nursing is awarded upon completion of a minimum of 123 credit hours in full- or part-time study. The major components of the curriculum include: pre-requisite nursing courses, UVM general education/elective requirements, and major nursing (PRNU) courses.

The specific required courses are illustrated in the following table.

**NURSING/PRNU Curriculum**  
**Academic Year: 2022-2023**

**FIRST YEAR**

| <u>Fall Semester</u>                            | <u>Credits</u> | <u>Spring Semester</u> |
|---|----------------|------------------------|
| CHEM 1100: N2: Outline of General Chemistry     | 4              |                        |
| ENGS 1001: WIL1: Written Expression             | 3              |                        |
| PSYS 1400: S1: Intro to Psychological Science   | 3              |                        |
| HDF 1050: Human Development                     | 3              |                        |
| NH 1500: Applications to Hlth: Person to System | 1              |                        |



## Incomplete Course Work

In case of illness or other situations where coursework cannot be completed on schedule, it is the student's responsibility to discuss with the instructor the criteria for the Incomplete. with the instructor for an "I" (incomplete grade), and adjustment of the deadline for completion of work. All coursework must be submitted on or before the adjusted due date. At most, students have one calendar year from the date the course ended to remove the "I", and if it is not removed in one calendar year, the grade will automatically become an "F". Students may not graduate with an incomplete on their transcript.

## Independent Study

Students may develop an independent study in nursing to fulfill one or more elective course credits. Students who wish to undertake independent study in the baccalaureate nursing program (see [UVM Catalogue](#)) is reminded that arrangements to do so must be made and approved **prior** to registration day of the semester in which independent study is carried out. The independent study must be approved by Baccalaureate Education Committee. Most faculty are not on contract during the summer months.



- g. Facial hair is clean, well groomed, and should not interfere with personal protective equipment (PPE).
- h. Fingernails are clean and neatly manicured. Use of artificial nails, nail decorations or nail polish are not allowed due to infection risk.

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An email from Evolve is sent via email with your login and password information. This will give you access to the following courses: Blood borne Pathogens for Healthcare Workers and HIPAA Privacy and Security. The courses must be completed annually; the 2<sup>nd</sup> year courses are slightly different.

**Note: Students will be dis-enrolled from all PRNU courses if these requirements have not been met.**

## **Social Media Policy**

Social media is defined and consists of any online platform used as a mechanism for communication. Social media is most often an Internet-based application that allows for the creation and exchange of user-generated content. Examples of social media include but are not limited to social networking sites (e.g., Facebook, LinkedIn, Instagram, Snapchat, Pinterest, Flickr), microblogs (e.g., Twitter, Tumblr), user-created webpages (e.g., Wiki, Wikipedia), company and personal blogs (e.g., WordPress) content communities (e.g., YouTube), and audio-sharing (e.g., podcasts). While new technologies create new opportunities for communication and collaboration, they also create vulnerabilities for individuals and institutions, especially those involved in the healthcare environment.

The purpose of this policy is to promote the safety and privacy of students, faculty, staff, patients and their families, and visitors through the protection of sensitive and confidential information. We recognize and support professional use of social media, and recognize that the workforce participates in social media for personal use. Since social media often spans traditional boundaries between professional and personal relationships, additional vigilance is required to ensure that one is protecting personal, professional, and university reputations. All members of the UVM DON community are expected to observe professional standards for communication in all interactions and exercise wisdom and caution in using social media. Once posted online, the content leaves the contributing individual's control forever and may be traced back to the individual in perpetuity. Bear in mind that people have been denied employment because of information posted on social networking sites.

The following guidelines apply to the UVM community who identify themselves as part of UVM DON

## **Confidentiality of Client/Patient Information**



You will be permitted to make up work within a mutually agreed-upon time.

<https://www.uvm.edu/registrar/religious-holidays>

**Academic Integrity:**

The policy addresses plagiarism, fabrication, collusion, and cheating.

<https://www.uvm.edu/policies/student/acadintegrity.pdf>

**Grade Appeals:**

If you would like to contest a grade, please follow the procedures outlined in this policy:

<https://www.uvm.edu/policies/student/gradeappeals.pdf>

**Code of Student Rights and Responsibilities:**

<http://catalogue.uvm.edu/undergraduate/academicinfo/rightsandresponsibilities/>

**FERPA Rights Disclosure:**

The purpose of this policy is to communicate the rights of students regarding access to, and privacy of their student educational records as provided for in the Family Educational Rights and Privacy Act (FERPA) of 1974.

<http://catalogue.uvm.edu/undergraduate/academicinfo/ferparightsdisclosure>

## Student Employment

The faculty of the Department of Nursing recognize that employment is a necessity for many students. Your class and practicum schedule, particularly during your junior and senior years, is very time consuming. Practicum experiences may occur during the day or evening hours and may be outside of Burlington city limits requiring travel time. When making employment commitments be mindful of the flexibility you will need to be available to meet the Department of Nursing classroom and practicum requirements. Please be aware that honoring an employment commitment is never a valid reason for absence from class or practicum. Furthermore, if you do not meet the required number of class and clinical hours, you may not be certified as having completed the program and, thus, may be ineligible for graduation.

### **Nursing Assistant**

If you choose to work as a nursing assistant in Vermont, it is important for you to be aware of the Vermont State Board of Nursing Rules and Regulations. A verification of education is required to grant an Authorization to Test (ATT). Information and the education verification form are available from the Vermont State Board of Nursing, <https://sos.vermont.gov/nursing/>. The ATT will not be released until the application for LNA licensure is complete with fee paid. It takes 3-5 business days from the completion of application for the ATT to be available via the account that is created when applying for licensure. You will need the ATT to sit for the LNA exam so keep this timeline in mind when scheduling an exam.

The Vermont Nurse Practice Act prohibits *unlicensed* persons from practicing as a professional nurse, practical nurse, or nursing assistant. It is therefore illegal for unlicensed student nurses to perform functions of the registered professional nurse or licensed practical nurse except when performing these functions under the direction and supervision of a faculty member or faculty member designee. To be employed as a nursing assistant in Vermont, a student must obtain a(n) 18 (6/18/2006) TWG

| Committee/Organization | Purpose | Membership | Meeting |
|------------------------|---------|------------|---------|
|------------------------|---------|------------|---------|

Baccalaureate Education  
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Each student should refer to the state in which they plan to apply for licensure for specific requirements. Please be aware that Pearson Vue is a separate fee from the license fee charged by the state BON. Students will receive detailed information about this entire process in PRNU 243.



