

**Western Michigan University
College of Health & Human Services
Bronson School of Nursing**

2011-2012

**RN-BSN
Student Handbook**

Table of Contents

Introduction.....	1
State Board Approval and Accreditations	1
Western Michigan University Discrimination Policy.....	1
Disclaimer	1
Administration, Faculty, and Staff	2
University Calendar	3
The WMU Bronson School of Nursing.....	4
The Mission.....	4
The Philosophy.....	4-5
Beliefs about Teaching and Learning.....	4-5
Beliefs about the Practice of Nursing.....	5
Beliefs about the Profession of Nursing.....	5
Beliefs about Undergraduate Education in Nursing	5
Program and Faculty Goals	6
Curricula Goals and Content.....	6
Program Objectives.....	6
RN-BSN Professional Nursing Program	7-15
Academic Credit from Associate Degree or Diploma Programs	8
Progression and Advancement	8-9
Grades	9
Change in Program of Study	9
Graduation.....	9
Awards and Pinning Ceremony	9-10
Misconduct.....	10
Appeals	11
Students Who Fail to Progress or Leave the Program	11
Policy Changes.....	11
Sample RN-BSN Track of Studies - PT 3 Year AD Graduates.....	12
Sample RN-BSN Track of Studies - PT 2 Year WMU-SW Cohort.....	13
Nursing Courses (RN Progression Track).....	14-15
Nursing Students' Responsibilities and Rights	16-24
Advising.....	17
Student Policies.....	17
Grades and Transcripts.....	17
Definition of Safe Nursing Practice	17-18
Nursing Practice - Course Guidelines	18-19
Dress Code Guidelines.....	19-20
Health Requirements.....	20-22
Policy on Criminal Background Check	22-23
Policy on Drug Screening.....	23

WMU Upsilon Epsilon Chapter of STTI Honor Society.....	23-24
Liability Insurance.....	24
The Americans with Disabilities Act (ADA), 1990	24
Financial Assistance and Scholarship	25-27
Career Services.....	27

INTRODUCTION

STATE BOARD APPROVAL AND ACCREDITATIONS

The Michigan Board of Nursing is the regulatory body that grants provisional and full approval of nursing education programs in the State of Michigan. Full approval of the WMU Bronson School of Nursing was granted in July, 2002 following provisional status prior to that time.

The Western Michigan University Bronson School of Nursing undergraduate program is accredited through 2017 by the Commission on Collegiate Nursing Education (CCNE), One Dupont Circle, NW, Suite 530, Washington, DC, 20036-1120. The CCNE is an autonomous accrediting agency. As a “specialized professional accrediting agency, CCNE ensures the quality and integrity of baccalaureate and graduate nursing programs” (CCNE document).

The WMU Bronson School of Nursing has also received endorsement from the American Holistic Nursing Certification Corporation which is the credentialing body for holistic nursing. This endorsement enables graduates of the program to be exempt from prerequisites should they choose to sit for the National Certification Examination in Holistic Nursing.

WESTERN MICHIGAN UNIVERSITY

It is the policy and commitment of Western Michigan University not to discriminate on the basis of race, gender, age, color, national origin, height, weight, marital status, sexual orientation, religion, handicap or Veteran status in its educational programs, activities, admissions, or employment practices in accordance with Title VII of the Civil Rights Act of 1964, Title IX of the 1972 Education Amendments, Executive Order 11246 as amended, Section 504 of the Rehabilitation Act of 1973, and all other pertinent State and Federal regulations.

***In order to maintain the quality and integrity of the nursing program,
the WMU Bronson School of Nursing reserves the right to update
and/or revise school policies***

Administration, Faculty and Staff – WMU Bronson School of Nursing

Director	Linda H. Zoeller, PhD, FNP, RN
Professors	Mary D. Lagerwey, PhD, RN Linda H. Zoeller, PhD, FNP, RN
Associate Professors	Juanita Manning-Walsh, PhD, RN Mary Ann Stark, PhD, RN
Assistant Professors	Kelly D. Ackerson, PhD, RN Sharie Falan, PhD, RN Yvonne Ford, PhD, RN Elizabeth Phillips, PhD, RN Ruth Zielinski, PhD, RN
Master Faculty Specialists	Mary Baukus, MS, MA, RN Patricia Fuehr, MSN, FNP, RN Eva Jerome, MS, RN Wendy Kershner, MSN, CPNP, RN Kimberly Searing, MSN, WHNP, RNC Sally Sutkowi, MSN, RN Sally Vliem, PhD, CPNP, RN
Faculty Specialist II	Jennifer Brown, MSN, RN Alice DeYoung, MSN, RN Kathleen Marchiondo, MSN, RN, CMSRN, CNE Susan Nelson, MSN, NNP, RNC Amy Rogers, MSN, RN Mary Stahl, MSN, RN
Undergraduate Student Advisor	Marsha Mahan
Coordinator Clinical Operations	Denise Clegg
Office Coordinator	Nannette Morningstar
Office Associate	Kim Hunt

**Western Michigan University
2011-2012 Calendar**

Fall Semester 2011

August 29 – September 2	Advising Week
August 30, Tuesday.....	Student Competency Day
August 31, Wednesday	Student/Faculty Assembly Day
September 5, Monday	Labor Day Recess
September 6, Tuesday	Classes Begin at 8 a.m.
September 7, Wednesday	CHHS Welcome Back Pizza Luncheon
November 3, Thursday	Scholarship Reception
November 23, Wednesday	Thanksgiving Recess (Noon)
November 28, Monday	Classes Resume
December 12-16.....	Final Examination Week
December 16, Friday.....	Pinning Ceremony
December 17, Saturday	Semester Ends – Commencement
December 20, Tuesday	Fall Grades Due at Noon
December 27 – January 3.....	Winter Closure

Spring Semester 2012

January 3-6.....	Advising Week
January 9, Monday	Classes begin at 8 a.m.
January 16, Monday	Dr. Martin Luther King, Jr. Day Recess, Convocation & Activities
March 2, Friday.....	Spirit Day – no classes
March 5, Monday.....	Spring Break
March 12, Monday.....	Classes Resume
April 3, Tuesday	Scholarly Event
April 23-27.....	Final Examination Week
April 27, Friday.....	Pinning Ceremony
April 28, Saturday.....	Semester Ends – Commencement
May 1, Tuesday.....	Spring Grades Due at Noon

Summer I Session 2012

May 7, Monday	Classes Begin at 8 a.m.
May 28, Monday	Memorial Day Recess
June 27, Wednesday.....	Session Ends
June 30, Saturday	Commencement
July 3, Tuesday.....	Summer I Grades Due at Noon

Summer II Session 2012

June 28, Thursday	Classes Begin at 8 a.m.
July 4, Monday.....	Independence Day Recess
August 17, Friday.....	Session Ends
August 21, Tuesday.....	Summer II Grades Due at Noon

The WMU Bronson School of Nursing

The WMU Bronson School of Nursing at Western Michigan University opened in 1994 -- the result of several years of planning and collaboration by University and community leaders. The school was founded based on the need for baccalaureate prepared nursing professionals as articulated by local and national nursing leaders.

The WMU Bronson School of Nursing, located within the College of Health and Human Services at Western Michigan University, offers a Bachelor of Science in Nursing (B.S.N.) degree. The prelicensure track provides the nursing degree for individuals who are entering the nursing profession, while the Registered Nurse (RN) progression track offers an avenue to the B.S.N. degree for the licensed nurse who graduated from a diploma or associate degree program in nursing.

The WMU Bronson School of Nursing curricula are designed to prepare nurse generalists who comprehend the discipline and the profession of nursing and who are competent to provide, coordinate, and evaluate patient care in the multiple social contexts in which health care is delivered. The graduate of the program will deliver nursing care to individuals, groups, and communities.

The Western Michigan University Bronson School of Nursing seeks to prepare thoughtful, professional nurses who possess the skills, knowledge, and values necessary to deliver quality health care in this century. The faculty believe that the long-standing social contract between nursing and society conveys an understanding that community needs direct nursing services, that nurses develop partnerships with clients and other health care providers to promote holistic health care, and that caring is intrinsic to nursing. The curriculum integrates knowledge from liberal arts, sciences, and the discipline of nursing. The program emphasizes the development of skills, knowledge, and competencies essential for the scope of clinical judgment that distinguishes the practice of a professional nurse. Concepts of patterning, holism, caring, service to vulnerable groups, and partnership are emphasized.

The Mission

In harmony with Western Michigan University's and the College of Health and Human Services' mission statements, the Bronson School of Nursing is dedicated to meeting the holistic care needs of diverse individuals, groups, and communities at local, state, national, and global levels, through teaching, interdisciplinary collaboration, scholarly inquiry, and service with the community. The WMU Bronson School of Nursing is committed to educating professional nurses who provide competent, relationship-based care, actively participate in the development and application of research, and assume leadership roles in evolving health care contexts.

The Philosophy

Beliefs about Teaching and Learning

We believe that nursing students are adult learners, responsible for assessing their own learning needs, for seeking and using educational opportunities, and for preparing themselves to engage in a lifelong pursuit of learning and self-development.

We believe that faculty are responsible for facilitating learning through creation of an environment that fosters thoughtful exchange of ideas, critical thinking, guided experience with new concepts and

skills, and opportunities for self-development. We believe that nursing students are adult learners, responsible for assessing their own learning needs, for seeking and using educational opportunities, and for preparing themselves to engage in a lifelong pursuit of learning and self-development.

Beliefs about the Practice of Nursing

We believe that the practice of nursing includes a broad range of activities, including direct patient care, research, administration, interdisciplinary collaboration, education, and setting the health policy agenda.

We believe that nursing practice is evidenced based (standards of practice) in order to provide the highest quality of care possible.

We believe nursing care is holistic, respecting the spiritual, cultural, physiological, and psychosocial dimensions of each client.

We believe that nursing services should add value to the lives of clients without unnecessary cost.

We believe nursing care is relationship-based and values diversity.

Beliefs about the Profession of Nursing

We believe that nursing is grounded in the ethical codes of the profession.

We value the autonomy of nursing as a discipline, including setting standards of practice, codes of moral behavior, and guidelines for educational programs.

We believe that nursing has a social contract with the community that is responsive to the needs of the community and based on partnerships that work together to make the community healthier.

We believe that nursing is grounded in the ethical codes of the profession.

Beliefs about Undergraduate Education in Nursing

Faculty in the WMU Bronson School of Nursing believe that preparation for professional nursing begins at the baccalaureate level. We further believe that undergraduate nursing education should provide a foundation for practice that is congruent with the most current AACN *Essentials of Baccalaureate Education for Professional Nursing Practice*. We believe that the development of the professional nurse at the undergraduate level requires general education in the sciences, arts, and humanities, as well as content specific to the discipline of nursing.

Program and Faculty Goals

The WMU Bronson School of Nursing accepts its responsibility to make higher education in nursing accessible to a diverse student body of both prospective and practicing nurses.

The faculty of the WMU Bronson School of Nursing accepts its responsibility to expand and disseminate nursing's body of knowledge through ongoing research, clinical practice, and educational programs.

The faculty of the WMU Bronson School of Nursing accepts its responsibilities to contribute to the development of nursing nationally and internationally.

Curricula Goals and Content

Nursing services embrace and address the holistic needs of individuals, groups, and communities for health, wellness, cure, and care.

Curricula are designed to promote the professional and personal development of learners in order to gain competence in increasingly complex concepts, skills, and abilities.

Program Objectives

At the end of the WMU Bronson School of Nursing program, the learner will be able to:

1. Provide holistic, caring, and culturally sensitive nursing care for communities, groups, and individuals;
2. Develop community health partnerships with clients and other health providers in order to shape health policy, promote health, and prevent disease;
3. Analyze and apply nursing research and scholarly inquiry to inform professional practice;
4. Accept responsibility and accountability for behavior consistent with the profession's code of ethics and standards of professional practice;
5. Employ critical thinking to guide professional practice; and
6. Utilize effective human and technological communication in professional practice in order to enhance the health and well being of diverse individuals, families, and communities.

RN-BSN PROFESSIONAL NURSING PROGRAM

RN-BSN Professional Nursing Program

While enrolled in the prerequisite course work, students must schedule an appointment with the nursing advisor. Availability of space in nursing courses may affect the student's rate of completion of the nursing sequence as the courses will be filled on a first come, first served basis.

At the beginning of the first nursing course, the student will be asked to present the following:

1. A current **Michigan** Registered Nurse license.
2. Proof of employment as a Registered Nurse for a minimum of six months.
3. Current cardiopulmonary resuscitation certification.
4. Immunization records.

Academic Credit from Associate Degree or Diploma Programs

Graduates of community college associate degree and diploma programs will be awarded credit on a course-by-course basis in accordance with the University policies for prior general education, science and electives. Twenty-nine hours of credit for prior nursing study and clinical experience will be held in escrow until the first nursing course (NUR 3400) in the RN Progression Track of study has been completed with a grade of "C" or above. In addition, students will be awarded credit by examination for up to twenty-one hours of university level course work for successfully passing the NCLEX upon completion of the first nursing course.

Progression and Advancement

- A. Students must complete designated requirements for each course in the nursing program before progressing to the next nursing course. Any exceptions must follow the change of program procedure and be pre-approved by the Student Affairs Committee and the Director. Student records will be validated for fulfillment of required courses.
- B. To progress through the Professional Nursing curriculum, student must achieve a grade of "C" or better in **ALL** nursing courses, support courses, and program requirements.
- C. Students must pass the didactic, practice and written portions of **ALL** nursing courses to receive a passing grade. All methods of evaluation including practice, examinations and written work must all be passed at an average of 75% or higher to pass the course. Students receiving less than a 75% average on examinations, less than a 75% average on writing assignments or unsatisfactory practice evaluations will receive a DC in the course as a final grade.
- D. If students fail to receive a grade of "C" or better in a nursing course, they may repeat the nursing course ONCE after the initial enrollment. No more than one nursing course during the program of study may be repeated.
- E. Students who repeat a course will be required to follow a learning plan or performance contract. This plan or contract will be developed by the faculty with whom the student retakes the course, with the input of the faculty under which the student did not pass the course as needed.
- F. Should a student fail to satisfactorily pass a nursing course at the end of a second enrollment she/he will be dismissed from the program.

- G. Students whose cumulative grade point average falls below 2.0 will not be allowed to progress in the nursing program until the grade point average is raised to 2.0 or above.

Grades

The following grading schema will be used in the WMU Bronson School of Nursing:

<u>Percentage</u>	<u>Grade</u>	<u>Honor Points</u>
95-100	A	4.0
90-94	BA	3.5
85-89	B	3.0
80-84	CB	2.5
75-79	C	2.0
70-74	DC	1.5
65-69	D	1.0
below 64	E	0

Change in Program of Study

The following students must submit a Change of Program Request.

A student who:

- receives a grade less than a “C” in a nursing or support course.
- fails to complete a corequisite course.
- withdraws from a nursing course in good standing.

Those students must:

- write to the Student Affairs Committee explaining their request and rationale for program alteration.
- receive written approval from the School of Nursing Director or designee.
- complete procedure prior to implementing the change in program.

Graduation

An application for graduation must be filed according to the guidelines and deadlines printed in the current Western Michigan University Schedule of Classes. Candidates must apply for graduation in the WMU Bronson School of Nursing. To be eligible for graduation with a Bachelor of Science in Nursing degree, the student must have completed the required 127 hours of coursework with a minimum cumulative grade point average of 2.0.

In addition, prelicensure nursing students must plan their progression through the program of studies such that they are eligible for graduation the same semester that the student will complete NUR 4310 and NUR 4320.

Awards and Pinning/Hooding Ceremony

Pinning/hooding ceremonies have been a tradition at schools of nursing. An awards and pinning ceremony is held for the graduating students on the Friday evening prior to graduation. All M.S.N. graduates, B.S.N. completion and pre-licensure graduates are encouraged to attend. The Bronson

School of Nursing financially supports a portion of the cost. In addition, the class officers should be in contact with the Bronson School of Nursing Office Associate to ensure that all aspects of the ceremony are completed. There is a Bronson School of Nursing pin available for purchase. If you would like to participate in the ceremony but do not want to purchase a Bronson School of Nursing pin, a WMU pin can be used.

Misconduct

- A. Nursing Students' conduct must meet the standards set forth by the WMU student code, the WMU Undergraduate Catalog, the ANA Code (2001), and the WMU School of Nursing Handbook.
- B. Proscribed conduct rules and regulations regarding the following behaviors are delineated in the student code: alcohol use, credit card misuse, dishonesty, disruptive behavior, drug possession, failure to comply, failure to provide identification, fire equipment misuse, hazing, identification misuse, obscene communication, physical or verbal abuse, sexual misconduct, telecommunication misuse, theft, unauthorized entry, key possession, unauthorized posting, violation of the law, violation of university policies and weapon possession or use. Initiation of charges against any nursing student regarding misconduct in these behaviors will follow the Office of Student Conduct protocol.
- C. Proscribed policies and procedures regarding academic honesty and conduct are delineated in the WMU Undergraduate Catalog under "Students Rights and Responsibilities" (pp. 268-270). Violations of academic honesty include but are not limited to: cheating, fabrication, falsification and forgery, multiple submission, plagiarism, complicity and computer misuse. In addition, the process of charging a student with a violation as well as the steps of due process are delineated in the catalog. Nursing students are subject to these policies and procedures.
- D. Nursing students who violate professional standards may be charged by a faculty member. These behaviors may include breach of patient confidentiality, chronic tardiness to nursing practice sites, unprofessional behavior, or other violations of the American Nurses' Code of Ethics. The process includes:
 1. Any faculty member may file written charges against a nursing student for unprofessional conduct. Charges will be presented in writing and directed to the Student Affairs Committee. Any charge should be submitted as soon as possible after the event takes place, preferably within five University business days.
 2. Within five working days, the faculty member will meet with the student, the course coordinator, and the Chair of Student Affairs to attempt negotiation and resolution.
 3. If resolution is not reached, the Student Affairs Chair will refer the matter to the Student Affairs Committee for decision/resolution. A written recommendation will be made regarding the matter to the student and the faculty member.
 4. If the recommendation/resolution is still not satisfactory to the student and faculty member, a copy of the written recommendation and the initial charges will be presented to the Director. Within ten working days of receipt of the report, the Director will meet with the student and the faculty member who filed charges. A recommendation will be made regarding the matter to the faculty.
 5. Faculty will make the final recommendation and the Director will notify the student.

Appeals

- A. A student who wants to appeal a final course grade that has been recorded by the Registrar on the student's academic record or wants to appeal a decision to dismiss the student from the academic program must follow the process delineated in the WMU Undergraduate Catalog.
- B. A student who would like to appeal a sanction given through the Office of Student Conduct, must follow the process delineated in the WMU Student Code.
- . A student who believes that a WMU Bronson School of Nursing incident/policy/decision has not been administered fairly may appeal the decision in the following manner.
 - 1. Within five working days of the date of the incident/policy/decision in question, the student must submit a written report to the faculty member involved in the incident.
 - 2. Within five additional working days, the faculty member and course coordinator will meet with the student to attempt to negotiate a resolution.
 - 3. If the problem is not resolved, the Student Affairs Committee Chair will be notified by the student in writing of the incident/policy in question. The SAC Chair will meet with the faculty member and the student involved in the incident and present the data/information to the SAC.
 - 4. The Student Affairs Committee will make a recommendation in writing to the Director and notify the student of the recommendation.
 - 5. If the problem is still not resolved satisfactorily, the student must notify the Director in writing within five days of receiving the Student Affairs Committee decision. The Director collects information from the parties involved. The Director informs the student of the final decision.

Students who fail to progress or leave the program

In order to maintain up-to-date records and to compile assessment data, students who leave the program will be contacted by the Student Advisor and/or the Director of the School of Nursing.

Policy Changes

Approved policy changes will be made available to currently enrolled students through:

- A. Student representation on WMU Bronson School of Nursing committees and Student Council; and/or
- B. Communication with course coordinators; and/or
- C. The student handbook; and/or
- D. Direct communication from the WMU Bronson School of Nursing.

Part Time (3 year) Plan of Study – Associate Degree Graduates

Sample RN - BSN Track of Studies

<u>Fall</u>	Credit Hours	<u>Spring</u>	Credit Hours	<u>Summer I</u>	Credit Hours	<u>Summer II</u>	Credit Hours
Approved computer usage course	3	NUR 3220 Health Care Ethics (PHIL 3340) (Area II Gen. Ed.)	3/4	NUR 3330: Informatics for Health Care Professionals	3	STAT 3660: Introduction to Statistics	4
Fine Arts (Area I Gen Ed)	3	NUR 2220: Health Assessment Throughout the Life Span	3				
Mathematics/elective	3						
<u>Fall</u>	Credit Hours	<u>Spring</u>	Credit Hours	<u>Summer I</u>	Credit Hours	<u>Summer II</u>	Credit Hours
NUR 3400: Foundations of Professional Nursing	5	NUR 3320: Nursing Research	3	Upper Level Elective	3	Other Cultures (Area IV Gen Ed)	3
		HOL 3000: Issues, Practices & Ethics in Holistic Health Care (HOL 4400 or 4700)	3				
<u>Fall</u>	Credit Hours	<u>Spring</u>	Credit Hours	<u>Summer I</u>	Credit Hours	<u>Summer II</u>	Credit Hours
NUR 4310: Population-based Nursing	6	NUR 4320: Nursing Leadership & Management	6	Proficiency #4/Elective	3	US Cultures (Area III Gen Ed)	3

**Part-time Two Year Sample Plan of Study
RN-BSN Program
(Initially Designed for WMU-SW cohort)**

Prerequisites	Course	Complete course at:	Credits
	FCS 2250	LMC or online	3
	Math 1100 or above	LMC	3
	COMM 1040 or PSCI 1050	LMC (COMM 101) or online	3
Year 1 – 2011/2012			
Fall 2011	NURS 2220 / 3420 (Health Assessment)	hybrid (online & SW)	3
	FCS 2250	online	3
Spring 2012	NURS 3400 (Transition to Prof Nrsng_	hybrid (online & SW)	6
Summer I 2012	STAT 3660	LMC (Math 216)	3
	NURS 3220 (Ethics)	hybrid (online & SW)	3
Summer II 2012	NURS 3330 (Informatics)	online	3
	GED Area 4 (Anth 1200/3440 or FCS 3150 or Psci 3450 or Rel 3020/3080)	online	3
Year 2 – 2012/2013			
Fall 2012	NURS 3320 (Nursing Research)(int. writing)	hybrid	3
	GED area 1 (MUS 1500 or 1520)	online	3
Spring 2013	NURS 4310 (Comm Health Nrsng)	hybrid	6
Summer 2013	Nur 4320 (Ldrshp & Mgmt)	hybrid	6

Nursing Courses (RN Progression Track)

NUR 2220: Health Assessment Throughout the Lifespan (3 hours)

NUR2220 introduces the nursing student to the concepts and skills related to health assessment. The course is designed to provide the student with overview of the knowledge and skills needed to assess the health status of the individual from infancy through old age. Emphasis is placed on the assessment of physical, developmental, psychosocial, cultural, and spiritual dimensions of the individual. Judgment regarding the functional abilities of the individual and distinguishing normal from abnormal findings are also emphasized. The practice experience will provide students the opportunity for skill acquisition in history-taking, assessment, and documentation of findings, focused on the adult client. An overview of variations of skills related to the mother-to-be, newborn, child, and elderly will be discussed and demonstrated. The expected level of proficiency is basic competency in assessment of the healthy adult.

Pre-requisites: Admission into the Nursing major and current Registered Nurse license in the State of Michigan

NUR 3320: Research in Nursing Practice (3 hours)

This course is designed to provide a foundation for the use of research findings as a basis for practice. The course focuses on nursing research as it relates to the theoretical foundations of the discipline of nursing and to the development of a scientific basis for nursing practice. It prepares the learner to understand the language of science and the processes of scholarly inquiry. It also prepares the learner to read, interpret and evaluate selected nursing studies and appropriately determine the clinical relevance of study findings and their implications for practice. The primary goals of the course are to explore the impact of research upon the profession of nursing, and to examine the research process as it relates to the practice of nursing. This course meets the baccalaureate requirements for being a writing intensive course.

Pre-requisites: STAT 3660.

NUR 3330: Informatics for Health Professionals (3 hours)

This course is designed to familiarize the undergraduate health professional student with the present and potential impact of health care informatics on nursing and other allied health disciplines. It will also address how informatics tools and systems can assist in providing solutions to health care provider education and practice. An emphasis is placed upon the provider's role as a leader and advocate for change in this rapidly emerging field.

Pre-requisites: Minimum of 45 credit hours completed and evidence of computer literacy.

NUR 3400: Foundations of Professional Nursing (5 hours)

This transition course introduces the associate degree or diploma nurse to professional nursing. Topics will include role transition associated with being a returning student; self care using holistic modalities; introduction to professional writing; introduction to "community as client" and community assessment; family theories and family as client, professional growth and development; introduction to relationship based care; history of the nursing profession, including nursing theories; and principles of adult learning. The practice component of the course focuses on community and family assessments and applying principles of adult learning through the development of a teaching/learning plan for a select group or population.

Prerequisites: NUR 3330

NUR 4310: Population Based Nursing (6 hours)

This course focuses on at-risk/vulnerable populations with emphasis on primary, secondary and tertiary prevention in the community. Students will focus on the mutuality level of relationship-based care by cultivating caring relationships with teams and other practitioners and valuing diversity. Students will use epidemiology (biostatistics) to examine significant disease trends and to ascertain significant disparities of care between various groups. Health policies, health economics, models of health care delivery and their effects on the delivery of community health services will be examined from a global perspective. Nursing practice sites will include public health agencies, community nursing agencies, hospice, palliative care sites, and rehabilitation agencies. Students will focus on health education/aggregate care in each site, with particular attention to Healthy People 2010 objectives. The professional nurse's role in influencing health policy, health care, telehealth, health law, public policy, and the health of a community will be examined.

Pre-requisites: NUR 3400 and NUR 3320

NURS 4320: Leadership and Management (6 hours)

This course introduces the leadership roles and management functions expected of a beginning professional nurse within the structure of an organization. Students learn basic organizational assessment, leadership, and health care management from the perspectives of voluntary agencies, health care provider organizations, and service delivery. Topics for discussion include principles of delegation, conflict resolution, peer review and evaluation, change theories, measurement of quality of care, and professional model of nursing care.

Pre-requisites: NUR 3400 and NUR 3320

***NURSING STUDENTS'
RESPONSIBILITIES & RIGHTS***

Nursing Students' Responsibilities and Rights

Advising

Academic advising is a partnership, shared by the faculty, the student, and the academic advisor. The student must schedule appointments with the WMU Bronson School of Nursing advisor and be prepared for advising appointments. It is wise for students to keep a portfolio which contains the program plan. The advisor reviews the file/portfolio, and guides the students regarding sequence and program requirements. The student is also assigned to a faculty advisor who contributes to the overall advising process.

Student Policies

Students' rights are published in the WMU Undergraduate Catalog. Students are responsible for knowing and adhering to the policies and recommendations set forth in the current edition of the Western Michigan University Undergraduate Catalog regarding the following matters:

1. Academic honesty
2. Conduct in research
3. Academic conduct violation: consequences and appeal
4. The Family Educational Rights and Privacy Act
5. Sexual harassment and sexism
6. Discrimination: complaints and grievance
7. Academic grade appeals
8. President's statement on racial and ethnic harmony

In addition, the Student Code of Western Michigan University further elaborates and sets boundaries on behaviors related to the health, safety or property of others. The Student Code also describes due process and judicial hearing procedures governing other illicit student behaviors such as: illegal drug use, unauthorized entry, assault, disorderly conduct, etc.

Grades and Transcripts

The student's transcript is a copy of the complete academic record. The University mails grade reports directly to the students. Transcripts may be obtained, by written request, from the registrar. The Family Educational Rights and Privacy Act (1974) bill gave parents and students over 18 years of age access to the student's school records. Enrolled students have the right to access their academic files with advance notice to their programs. The system of grades and honor points, policies on incomplete grades, and grade changes are described in the WMU catalog and the Student Handbook.

Definition of Safe Nursing Practice

Clinical nursing practice is a vital dimension of nursing education. No student can successfully complete a nursing course without a "pass" in clinical practice. At all times it is expected that nursing students will practice in a safe manner characterized by the integration of previous and newly learned knowledge and skills into clinical care and by seeking help appropriately from an instructor, mentor, or other licensed professional when the care required is beyond the knowledge or experience base of the student. Safe practice may also include supervision as directed by the instructor or

mentor. Unsafe nursing practice may result in failure of the course or immediate dismissal from the program, depending on faculty review and the severity of the incident. Examples of unsafe nursing practice include, but are not limited to, any incident, activity, or behavior performed by the student in the clinical setting that 1) creates a life threatening situation, 2) leads to patient harm or neglect, 3) breaches the ethical standards of integrity and privacy, 4) breaches the legal standards of practice, 5) is not in keeping with institutional policies, 6) results from impaired judgment or performance (drug or alcohol, sleep deprivation), or 7) fails to report omission or error in treatment or medications.

The faculty recognize that as learning progresses, errors may occur. The faculty is committed to working with students to diminish errors in practice and, when they occur, to work with the student on necessary reporting in a timely manner to the appropriate agency personnel and carrying out required procedures to remedy the situation. Remediation and use of learning plans and performance contracts will be implemented, depending on the severity of the error, in order to diminish such errors in the future.

Nursing Practice - Course Guidelines

Attendance is expected during educational interactions. This includes class, laboratory and clinic experiences whether in the CHHS, community settings, or outside organizations. In the event of illness or crisis, students are expected to notify the faculty and to participate in planning options to make up the missed learning experience. The manner in which the time or experience is made up is between the student and the responsible faculty person. If makeup hours cannot be arranged within the time parameters of the semester, the student may request an incomplete for the course if the student has successfully completed all other requirements of the course. Any variations to this statement will be located in the course syllabus.

Attendance at Practice Site while Alcohol or Drug Impaired

The ANA Code of Ethics states “Nurses must be vigilant to protect the patient, the public and the profession from potential harm when a colleague’s practice, in any setting appears to be impaired” (ANA, 2001, p. 15). In addition, the faculty abides by the ANA Scope and Standards of Practice which states that “the registered nurse is obligated to report illegal, incompetent, or impaired practices” (ANA, 2004, p. 39). Due to the nature and seriousness of nursing practice, it is essential that all nursing students be unimpaired at all times. Impairments can be drug or alcohol induced in nature. Any student in a clinical or laboratory site suspected of being drug or alcohol impaired will be confronted by an instructor/supervisor to ascertain the degree of impairment. Signs and symptoms of possible substance-related impairment include, but are not limited to, odor of alcohol or cannabis (marijuana) on the student, slurred or incoherent speech.

If, in the judgment of the instructor or supervisor it is determined that the student is impaired, he/she will be asked to be tested as soon as possible and, to obtain transportation to leave the clinical site immediately. If this is impossible, the student will at a minimum discontinue any contact with patients immediately. Failure to agree to testing will be defined as admission of substance abuse and handled according to WMU and BSON codes and policies.

Any nursing student whose blood alcohol level is reported to the Director of the WMU Bronson School of Nursing as positive or who admits to alcohol use within the 10 hours prior to clinical practice will not be able to continue in a clinical placement site for the remainder of the semester. The student must immediately withdraw from the clinical site and the corresponding course or courses for that semester.

The student will be entitled to all rights and responsibilities as outlined in the WMU Office of Student Conduct.

Permission to enroll in the course must be requested by sending a letter to the Student Affairs Committee asking for reinstatement. The letter must include the student's plan for return with rationale for that return. Permission will be dependent on the conditions specified below as well as space available in the class.

Reinstatement within the nursing course must include the following conditions:

1. Referral to and enrollment in an alcohol or drug rehabilitation program approved by the WMU Bronson School of Nursing
2. Disclosure from student's alcohol or drug treatment program documenting successful progress and prognosis for long-term recovery with the health care professional's recommendation that the student may re-enter the nursing course.
3. Negative drug screening prior to return to the course and clinical placement.
4. Random negative alcohol or drug screening as determined by the WMU Bronson School of Nursing director in consultation with the director of the approved alcohol treatment program.
5. For the continuation of the student's undergraduate career in the WMU nursing program, the student will be subject to random drug testing at the discretion of the Director of the Bronson School of Nursing.

A subsequent positive alcohol or drug screen will result in immediate expulsion from the nursing program, with no option of returning.

All students may be asked to submit to a test for blood alcohol or to a breathalyzer test at any time.

If the policies of a clinical site are more restrictive than those outlined above, they will take precedence.

Preparation is expected for assignments in each nursing practice course as specified in individual course objectives. A nurse must be accountable and prepared to care for clients. Preparation includes knowledge, attitude, and skills. Students who are not prepared to deliver safe care will negotiate the consequences and strategies with faculty. Consistent absences and poor preparation may constitute grounds for failure of a nursing practice course.

Faculty reserve the right to prohibit continuance or readmission of the student to the clinical setting in cases where, in the professional judgment of the faculty, student or client welfare is in jeopardy.

Student Information System: To accommodate the new University system being implemented, all students must follow the following guidelines regarding email. The only email address that can be used by WMU students is the email address that typically takes the form firstname.middleinitial.lastname@wmich.edu or firstname.lastname@wmich.edu. An example is buster.h.bronco@wmich.edu. Email users cannot automatically forward email from this address to other addresses. Students can access this account via their BroncoNet ID or get instructions for obtaining an account at GoWMU.wmich.edu.

Dress Code Guidelines

Identification: Students must wear the WMU name pin, printed with their first and last name, during nursing practice experiences. Additional identification may be required by practice sites.

Uniform: Students must conform to the dress code of the practice setting. The community uniform will consist of a black short-sleeved polo shirt with the BSON embroidered emblem and a khaki colored pant, (no cargo or jean material). A black long sleeve turtle neck or crew neck t-shirt may be worn under the polo during cool weather.

Shoes: Students will wear footwear which is clean, closed toe and heel, polished, and in good repair. Footwear will be appropriate to the work duties and responsibilities performed and meet the safety needs of the work environment. Students assigned to inpatient care areas will wear white shoes, while students in outpatient practice sites will conform to the practice site requirements.

Hair: Hair must be combed, clean and neat. Students who work in patient care areas or with machines must have their hair pinned off their shoulders and secured away from their face in order to promote safety for self and patients. Facial hair must be clean and trimmed and beard must be of an appropriate length to promote safety for self and patients.

Nails: Nails must be clean and well groomed. In some practice sites, artificial nails are prohibited for infection control reasons. In addition, nail art is not appropriate for the health care environment.

Jewelry: The wearing of jewelry must be consistent with the safety of patients and professional work environment. No jewelry which poses a safety or health risk to students or patients will be allowed. Students may wear post earrings or small loops. Body piercing must be appropriately concealed.

Health Requirements

The following documentation must be available if requested by the WMU Bronson School of Nursing or a health care organization:

1. Immunizations
 - a. **Tuberculosis Evaluation**

A negative two step PPD within one year, or a positive PPD with a negative chest x-ray, or a history of a positive PPD with a negative chest x-ray and treatment with appropriate anti-tubercular drugs and updated on a yearly basis..
 - b. **Influenza**

Students are required to receive the influenza vaccine on a yearly basis.
 - c. **MMR – Mumps, Rubeola (American Measles), Rubella (German Measles)**

Students must demonstrate a positive Titer or indicate two doses of vaccine after 12 months of age.
 - d. **Tetanus**

Students must indicate an initial series of the vaccine as well as Tdap within the last 8-10 years
 - e. **Hepatitis B Vaccine**

Before entering the nursing practice sites, students must have received 3 doses of Hepatitis B vaccine and been tested for the presence of surface antibodies or be in the process of completing the series.
 - f. **Varicella**

Students must indicate a history of a parent-confirmed case, have had 2 doses of varivax vaccine, or have positive varicella serologic testing.

2. Certified Cardio Pulmonary Resuscitation.

All students enrolled in nursing practice courses must have a valid Health Care Provider or Professional Rescuer CPR card from the American Heart Association or the American Red Cross.

3. Standard Precautions and Health Insurance Portability and Accountability Act

Students are required to provide written verification of understanding of Standard Precautions and Health Insurance Portability and Accountability Act annually. Appropriate forms are available in the NSRC, which must be signed by an instructor and filed in the student's WMU Bronson School of Nursing record.

4. Body Fluid Exposure Policy.

Students and faculty members are expected to respond immediately to incidents of exposure to blood or other body fluids through puncture, cut, splatter or aerosolization. If practice agency policy and WMU-BSON policy are in conflict, WMU-BSON policy takes precedence.

Student will:

1. Make puncture site bleed.
2. Wash the area thoroughly with soap and water.
3. Report incident immediately to the faculty member and facility/agency liaison.
4. Complete any required agency forms (incident report).
5. Within 24 hours complete the WMU-BSON Body Fluid Exposure form (obtain from practice instructor).
6. Obtain follow-up services of the student's choice, at student's expense.

Practice Instructor will:

1. Report incident immediately to the Director of WMU-BSON.
2. Assist student in completing any required agency forms and/or WMU-BSON Body Fluid Exposure form and validate that student has notified facility/agency liaison.
3. Assist student in reviewing "Suggestions for Needlestick or Other Contaminated Injuries" (listed below).
4. Within 24 hours obtain WMU-BSON Body Fluid Exposure form from student and document the student's decision as per follow-up option. Have student sign form.
5. File copy of WMU-BSON Body Fluid Exposure in the student's file

Suggestions for Needlestick or Other Contaminated Injuries

1. Obtain follow-up services of student's choice.
2. Practice instructor and/or facility/agency liaison will examine patient record to identify any of the following patient conditions. Then if puncture from needle or instrument associated with known patient who has:
 - a. No history of hepatitis or syphilis
Obtain tetanus booster if not current
 - b. History of possible Hepatitis

Consider prophylaxis with Immune Serum Globulin (ISG) or

Consider Hepatitis B Immune Globulin (HBIG)

- c. History or possibility of Syphilis
Advise that in 90 days a VDRL should be obtained on the exposed student
 - d. History or possibility of HIV
Pursue follow-up service
3. If the puncture wound is not associated with known patient (i.e., item found in linen or trash), do as in 2a, and practice faculty are to inform agency Infection Control Nurse or Department of Infection Control of the injury. Student to pursue follow-up of choice. Consider ISG 3cc.
 4. If questions arise concerning the proper procedure to follow, the agency Department of Infection Control should be consulted.

Policy on Criminal Background Check

Pursuant to Section 20173 of the Michigan Public Health Code and the requirements of clinical/field placement partners, a criminal background check is required for all applicants to the College of Health and Human Services programs as a part of the process for placement in clinical practice sites. The criminal background check is conducted in order to verify that the individual has had no criminal convictions. These would include:

- any felony, or an attempt or conspiracy to commit a felony within 15 years immediately preceding the date of clinical privileges;
- a misdemeanor that involved abuse, neglect, assault, battery or criminal sexual conduct against anyone or fraud against a vulnerable adult or a state or federal crime that is substantially similar to such a misdemeanor, within the 10 years immediately preceding the date of clinical privileges.

The criminal background check will be conducted by CertifiedBackground.com for all students. Students must go online to CertifiedBackground.com and order their background check. Instructions on how to order the background check will be distributed to the appropriate students at the beginning of each semester.

After a student has been admitted to the nursing program he/she is required to immediately inform the Director of the WMU Bronson School of Nursing if he or she is subsequently arrested for or convicted of any of the criminal offenses covered by the Michigan Public Health Code Section 20173.

Any student who has been convicted of a crime as indicated above or who is subsequently convicted of criminal offenses covered by Michigan Public Health Code 20173 will not be placed into the clinical/field placement of any course which requires such clinical/field placement, and will be removed from any such clinical/field placement if already placed. Completion of all clinical/field placements is a graduation requirement. A degree will not be granted to any student who does not successfully complete all required clinical/field placements.

Policy on Drug Screening

A negative drug screen must be available if requested by the WMU Bronson School of Nursing or a health care organization.

Policy in the event of a positive drug screen:

Any nursing student whose drug screening is reported to the Director of the WMU Bronson School of Nursing as positive for (amphetamines, cocaine, marijuana, opiates, PCP, barbiturates, benzodiazepines, methadone, propoxyphen, methaqualones) will not be able to continue in a clinical placement in which a negative drug screen is required by the clinical placement site. The student must immediately withdraw from the clinical site and the corresponding course or courses for that semester.

Permission to re-enroll in the course must be obtained by sending a letter to the Student Affairs Committee requesting reinstatement. The letter must include the student's plan for return with rationale for that return.

Reinstatement within the nursing course must include the following conditions:

1. Referral to and enrollment in a drug rehabilitation program approved by the BSON.
2. Disclosure from student's drug treatment program documenting successful progress and prognosis for long-term recovery with the health care professional's recommendation that the student may re-enter the nursing course.
3. Negative drug screening prior to return to the course and clinical placement.
4. Random negative drug screening as determined by the BSON director in consultation with the director of the approved drug treatment program. (Every 30 days is recommended.)

A subsequent positive drug screen for any substance either with the same drug or any other listed drug (amphetamines, cocaine, marijuana, opiates, PCP, barbiturates, benzodiazepines, methadone, propoxyphen, methaqualones) will result in expulsion from the nursing program.

WMU Upsilon Epsilon Chapter of Sigma Theta Tau International Honor Society

The WMU Upsilon Epsilon Chapter of Sigma Theta Tau International Honor Society is comprised of WMU Bronson School of Nursing graduates, senior level undergraduate and graduate students, members of Sigma Theta Tau International (STTI), and community nurse leaders who have met set criteria for membership. Society membership is a rewarding connection with nurses at the local, regional, national and international levels who share the need to make a difference.

The mission of the WMU Upsilon Epsilon Chapter is aligned with that of STTI which is to provide leadership and scholarship in practice, education and research to enhance the health of all people. STTI supports the learning and professional development of our members who strive to improve nursing care worldwide.

Typically, as an Honor Society, one can become a member in one of two ways:

- A. Academic
 - *Current student* meeting the following criteria:
 - upper 1/3 of class
 - GPA \geq 3.0
- B. Professional
 - *Community members* who have demonstrated achievement in the areas of nursing education, practice, research, administration or publication. Requirements also include current RN licensure, and completion of a baccalaureate degree or higher in nursing or another field.
 - *Current STTI member*: Can be a member of multiple chapters or honor societies

The tradition of honor societies is that individuals who qualify and who demonstrate leadership potential are recommended by current society members for an invitation to join. An invitation should be received with pride.

Liability Insurance

Students are covered by WMU's group liability insurance policy. Students may wish to carry an additional liability policy.

The Americans with Disabilities Act (ADA), 1990

The Americans with Disabilities Act (ADA), 1990, was promulgated by the United States Congress to prohibit discrimination against qualified individuals with disabilities. Disability is defined in the Act as a person with a) physical or mental impairment that substantially limits one or more of the major life activities of such individuals; b) a record of such impairment; or c) being regarded as having such an impairment. A "qualified individual with a disability" is one, with or without reasonable accommodation or modification, meets the essential eligibility requirements for participation in the program.

Amendments to the Americans with Disabilities Act (ADA) signed into law on September 25, 2008, clarify and reiterate who is covered by the law's civil rights protections. The "ADA Amendments Act of 2008" revises the definition of "disability" to more broadly encompass impairments that substantially limit a major life activity. The amended language also states that mitigating measures, including assistive devices, auxiliary aids, accommodations, medical therapies and supplies (other than eyeglasses and contact lenses) have no bearing in determining whether a disability qualifies under the law. Changes also clarify coverage of impairments that are episodic or in remission that substantially limit a major life activity when active, such as epilepsy or post traumatic stress disorder. The amendments took effect January 1, 2009.

Any student with a documented disability (e.g., physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact Disability Services at 387-2116 at the beginning of the semester. A disability determination must be made by this office before any accommodations are provided by the instructor.

Financial Assistance and Scholarship

All scholarship applications are available April 1 and are due June 1.

A. Borgess Excellence in Nursing Scholarship

The Borgess Excellence in Nursing Scholarship shall be awarded to an admitted undergraduate nursing student. The student may be full or part time with demonstrated financial need and must maintain a minimum GPA of a 3.0. The student must be willing to participate in the Borgess Nurse Extern Program upon meeting the requirements. The scholarship is renewable for an additional three years with demonstrated satisfactory academic progress. Disbursement shall be determined by available funds with a minimum of one award annually.

B. Bronson Health Foundation Scholarship

The Bronson Health Foundation Scholarship shall be awarded to a full-time undergraduate nursing student. Preference shall be given to a student who is a resident of Kalamazoo county with a minimum grade point average of 3.0. Financial need as determined by the Office of Student Financial Aid shall be a secondary consideration. A minimum of one award shall be provided annually with an award amount of not less than \$500 nor greater than \$2000 and shall be divided equally among the recipients. The scholarship is renewable for up to three academic years. Recipients must maintain satisfactory academic progress.

C. Bronson Methodist Hospital School of Nursing Alumni Scholarship

The Alumni Association of the Bronson Methodist Hospital School of Nursing Scholarship shall be awarded to an alumnus who has been admitted to the undergraduate or graduate nursing program at WMU. The student must maintain a minimum grade point average of 3.0 and can be either full or part time. The Scholarship is renewable for up to four academic years with demonstrated satisfactory academic progress. Disbursement shall be determined by available funds with a minimum of one award provided annually.

D. Clark Scholarship

The Loren E. and Nellie M. Clark Nursing Scholarship shall be awarded to an admitted undergraduate or graduate nursing student representing a non-dominant underrepresented culture. The student may be full or part time and must maintain a 2.25 grade point average. The scholarship shall be renewable with demonstrated satisfactory academic progress. Disbursement shall be determined by available funds with a minimum of one award provided annually.

E. Emma Cecilia W. Barnes Nursing Scholarship

The Emma Cecilia W. Barnes Nursing Scholarship shall be awarded to outstanding students who are full-time and have a GPA of 3.5 or higher. The students must demonstrate financial need and have junior or senior standing in nursing. The award will be dependent upon the monetary gifts received for this scholarship on a year to year basis. Awardees may re-apply for the scholarship for a second year.

F. The Sidney J. and Sharie L. Falan Scholarship

The Sidney J. and Sharie L. Falan Scholarship is awarded to a senior level (4000) student who is a member of the Student Nurses' Association. The recipient shall have a minimum 3.5 GPA and have an interest in nursing administration or informatics which will be demonstrated through a two hundred and fifty (250) word essay describing a current issue in the use of technology for health care delivery and how it applies to their practice.

G. Heyl Scholarship

The F.W. and Elsie Heyl Scholarship is awarded to selected graduates of Kalamazoo Central and Loy Norrix high schools who are admitted to the Western Michigan University Bronson School of Nursing. The scholarship provides tuition, fees, housing and a book allowance. Specific details regarding the eligibility and maintenance criteria are being worked out. Please see the Student Advisor for further information.

H. Lloyd Scholarship

The Rosalie Clauwaert Lloyd Memorial Scholarship for Nursing Education is distributed through the Kalamazoo Foundation. The annual scholarship is intended to benefit a Kalamazoo County High School graduate who is enrolled in the nursing curriculum. Students must have a demonstrated financial need and commitment to the ideals of the profession.

I. Marie F. Gates Scholarship

The Marie F. Gates scholarship shall be awarded to full-time students majoring in Nursing. At the time of application, undergraduate students shall have a minimum 3.5 grade point average and graduate students shall have a minimum 3.7 grade point average. Preference will be given to first generation students (i.e., students whose parents did not graduate from college).

J. Nicole Jennings Endowed Scholarship in Nursing

The Nicole Jennings Endowed Scholarship in Nursing shall be awarded to a full-time sophomore, junior or senior enrolled in the School of Nursing. The recipient shall have a minimum cumulative 3.0 GPA at the time of application. Recipients must be graduates of a Michigan or Wisconsin high school. Preference shall be given to students who demonstrate financial need due to socioeconomic disadvantages.

K. Perg Scholarship

The Theodore and Hazel Perg Scholarship is awarded to eligible Western Michigan University Bronson School of Nursing students who have graduated from Southwest Michigan high schools in Allegan, Barry, Berrien, Branch, Calhoun, Cass, Kalamazoo, St. Joseph, or Van Buren counties. The scholarship, initiated by Theodore Perg in memory of his wife Hazel, is intended to benefit the nursing profession and ultimately humanity by providing financial assistance to students who would not otherwise be able to pursue their education in nursing. The scholarship is designed to support the cost of tuition, books, and other educational expenses. The scholarship is renewable each year as long as the recipient is enrolled in the Western Michigan University Bronson School of Nursing. While the scholarship is based in part upon need, recipients are not required to meet the same guidelines established by the federal government.

L. Lois I. Richmond Nursing Scholarship

The Lois I. Richmond Nursing Scholarship shall be awarded to a full-time undergraduate nursing student. Preference shall be given to eligible students who have demonstrated a financial need and have a minimum grade point average of 3.0 at the time of application. The amount of the scholarship shall be determined by fund accruals with half of the amount applied to the fall semester and the remainder to the winter semester. The scholarship is renewable as long as the recipient remains a full-time undergraduate nursing student and demonstrates satisfactory academic progress.

M. Lessie Mae Terrell Scholarship

The Lessie Mae Terrell Scholarship shall be awarded to a full time sophomore, junior or senior enrolled in the School of Nursing. The recipient shall have a minimum cumulative 3.0 GPA at the time of application. Preferences shall be given to students who demonstrate financial need due to socioeconomic disadvantages. Current recipients may reapply for this scholarship the next academic year provided they have demonstrated satisfactory academic progress.

N. Sherman Scholarship

The June M. Sherman Nola Scholarship shall be awarded to non-traditional students, defined as either students who are single parents or from working single parent families. Preference shall be given to, but not limited to, students indicating a career interest in mental health, pediatrics, oncology or nursing administration. The scholarship shall be available to third and fourth level students and shall be renewable up to a maximum of two consecutive academic years. The recipients shall have, and maintain, a 3.0 minimum grade point average. The scholarship fund has been established by V. Clayton Sherman in honor of his mother, June M. Sherman and his late sister, Nola Benson both of whom were nurses. Scholarship amount and disbursement shall be determined by fund accruals.

O. Other Scholarships

Opportunities for scholarship assistance may occur during the year. When these opportunities arise, students will be informed so they may take advantage of those opportunities.

Career Services

Assistance with career questions and job search preparation is offered free of charge by the Office of **Career & Student Employment Services**. Take full advantage of opportunities for work and skill-building experiences by registering without charge as early as possible for Bronco JOBS Plus (<http://JOBS.dosa.wmich.edu>). This web-based service offers access to part-time jobs, summer jobs, internships, co-op positions and full-time employment openings (including on-campus interviewing, job vacancy postings, and resume referral). Other services include career fairs, resume critiquing, individual advising sessions, and workshops on resume writing, job search strategies, and interviewing. A career resource library, workshops, employer visits, and advising by appointment take place in the main office on the first floor of Ellsworth Hall (269 387-2745).