

**MIAMI DADE COLLEGE  
BENJAMÍN LEÓN SCHOOL OF NURSING  
(BLSON)**



**RN-BSN Student Handbook**

**2020-2021**

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## Welcome

The faculty and staff of the School of Nursing welcome you to the Medical Campus. We hope that your enrollment in the RN to BSN Program will lead to a challenging and satisfying career as a leader in the nursing profession. The faculty is here to help you reach your goals.

The information presented here is just the beginning. You will find these guidelines useful and relevant throughout this RN to BSN program. Read it carefully. We are happy to answer your questions.

### ***Equal Access/Equal Opportunity***

Miami Dade College is committed to providing equal access to education and employment opportunities to all regardless of sex, race, religion, marital status, age, national origin, or handicap. The administration is committed to implementing Federal and State laws and regulations and District Board of Trustees policies governing equal access/equal opportunity.

Miami Dade College is an equal access/equal opportunity affirmative action institution. This information is available in accessible formats. For this or special accommodations, call 305-237- 4141 three days before the event. TDD: 1-800-955-8771.

### **ACCREDITATION**

The baccalaureate degree program in nursing at Miami Dade College, Benjamin Leon School of Nursing is accredited by the [Commission on Collegiate Nursing Education](#).



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The RN-BSN program at Miami Dade College is accredited by the Accreditation Commission for Education in Nursing (ACEN).



The RN to BSN program is accredited by the Accreditation Commission for Education in Nursing (ACEN).

Accreditation Commission for Education in Nursing

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Web: [www.acenursing.org](http://www.acenursing.org)

**PLEASE KEEP THIS COPY OF THE POLICY MANUAL  
FOR THE DURATION OF YOUR PROGRAM**

## CRITERIA FOR ADMISSION & APPLICATION PROCESS

### ADMISSION REQUIREMENTS:

To be admitted to the Bachelor of Science in Nursing (BSN) program, applicants must:

- Applicants must have an active, unencumbered Florida registered nurse license from an accredited nursing program or be license eligible after recent graduation (six months) from an accredited ASN program.
- Recent ASN graduates within six months must attain an active, unencumbered Florida RN license prior to second semester of the BSN program.
- An earned A.S. Nursing degree from a **regionally accredited** college.
- A minimum of a 2.0 cumulative GPA and 2.0 GPA in nursing coursework from a regionally accredited A.S. Nursing program, or equivalent.
- Students must have completed the required prerequisite course and general education requirements, which are available at <http://www.mdc.edu/bsn/admission-requirements.aspx>.
- Students must provide all required documentation (Level 2 Criminal Background Screening, AHCA background clearance, Urine Drug Screen, Vaccine, Titters, CPR certification) and be compliant according to the School of Nursing guidelines and entered into the online tracking system "Complio" used by Medical Campus.

### Checklist for Bachelor of Science in Nursing (BSN) Degree Applicants

To apply to the Bachelor of Science in Nursing degree, you must:

Complete the Miami Dade College application online at <http://www.mdc.edu/>

Apply online at <http://www.mdc.edu/bsn/default.aspx> for the BSN program. Designate Medical Campus as "preferred" campus, and enter: N5100 as your preferred program

Official college transcript(s) from all educational institutions attended must be mailed directly to

Miami Dade College

Attention: Transcript Processing Services

11011 S.W. 104th Street, Room R301

Miami, Florida 33176-3393

[www.mdc.edu/transcripts/send-transcripts.aspx](http://www.mdc.edu/transcripts/send-transcripts.aspx)

You must submit for Admission:

#### Fees

1.\$25.00 one-time non-refundable application fee

2.\$200.00 Transfer Validation Credits fee

### Courses required before formal Admission into the BSN Program:

Course		Required Credits
BSC2085/L	Human Anatomy and Physiology I ( <b>with Lab</b> )	4
BSC2086/L	Human Anatomy and Physiology 2 ( <b>with Lab</b> )	4
CHM1033/L	Chemistry for Health Science ( <b>with Lab</b> )	4
MCB2010/L	Microbiology ( <b>with Lab</b> )	4
HUN1201	Essentials of Nutrition	3
STA2023	Statistical Methods	3
PSY2012	Introduction to Psychology	3

SYG2000	Introduction to Sociology	3
DEP2000	Human Growth and Development	3

**Please note that foreign transcripts will be evaluated on a course-by-course basis:**

- Evaluations of foreign transcripts may take longer than eight weeks.
- All foreign transcripts must be translated by a certified language translator and must be accompanied by a copy of the original transcript.
- Application is deemed incomplete until transcript evaluation is completed.

**MIAMI DADE COLLEGE  
BENJAMÍN LEÓN SCHOOL OF NURSING**

**MISSION**

The mission of Miami Dade College Benjamin León School of Nursing (BLSON) is to change lives through accessible, high-quality, evidence-based education. The BLSON embraces its responsibility to serve as a diverse, civic, and healthcare leader for the advancement of our community.

**VISION**

Miami Dade College Benjamin Leon School of Nursing aspires to be nationally recognized as a leader in nursing education, innovation and strives to improve health outcomes in our diverse community.

**BLSON Program VALUES**

The Vision of Miami Dade College Benjamín León School of Nursing is to be a school of excellence, renowned for its Values:

- An environment that enhances students learning and professional development empowered thought innovation, state of the art technologies, teaching excellence and support programs that equip each learner with knowledge, skills, and values to succeed. The Miami Dade College Benjamín León School of Nursing assists students to develop life-long strategies that promote professional nursing responsibilities and global citizenship.
- A culture of inquiry and evidence that is characterized by the commitment of faculty, staff and students to accountability for learning excellence through scientific inquiry based on the nursing process, evidence-based practice, technology, interdisciplinary experience and community partnerships.
- An exceptional work environment that makes MDC's Benjamín León School of Nursing the "employer of choice" for an exemplary, diverse nursing faculty workforce, who benefits from extensive faculty development and educational opportunities, who engage in a true shared governance model, and who utilize state of the art technology while teaching, contributing to an exceptional quality learning environment.
- Quality community partnerships with healthcare agencies in Miami Dade County to meet the community needs by educating culturally competent nurses who can provide high-quality healthcare and education to a multicultural society.
- A commitment to cultural initiatives that allow students to develop an appreciation for the diversity of the individual in our global society, resulting in the delivery of holistic, culturally sensitive nursing care.
- Sustainability practices that distinguish Miami Dade College Benjamín León School of Nursing as leading innovator in educating our students as contributors to a healthy environment, and an understanding of the impact of our changing environment on the health of each individual.
- Resource development and operational efficiencies that ensure effective support for the Miami Dade College Benjamín León School of Nursing's long-term efforts to provide an innovative and exemplary learning environment through the use of technology, research, and ongoing process evaluation.
- Global awareness of health care issues that impact the curriculum and provide an international perspective on health



## **Miami Dade College Learning Outcomes**

**Purpose:** Through the academic disciplines and co-curricular activities, General Education provides multiple, varied, and intentional learning experiences to facilitate the acquisition of fundamental knowledge and skills and the development of attitudes that foster effective citizenship and life-long learning.

**As graduates of Miami Dade College, students will be able to:**

1. Communicate effectively using listening, speaking, reading, and writing skills.
2. Use quantitative analytical skills to evaluate and process numerical data.
3. Solve problems using critical and creative thinking and scientific reasoning.
4. Formulate strategies to locate, evaluate, and apply information.
5. Demonstrate knowledge of diverse cultures, including global and historical perspectives.
6. Create strategies that can be used to fulfill personal, civic, and social responsibilities.
7. Demonstrate knowledge of ethical thinking and its application to issues in society.
8. Use computer and emerging technologies effectively.
9. Demonstrate an appreciation for aesthetics and creative activities.
10. Describe how natural systems function and recognize the impact of humans on the environment.

## **RN-BSN Program Outcomes**

Upon completion of the RN-BSN degree, graduates will be expected to demonstrate the following:

1. Integration of theoretical and scientific knowledge from nursing and related disciplines to provide quality, culturally competent healthcare to multi-cultural clients and communities in our global environment.
2. Application of appropriate evidence-based findings to change and improve nursing practice.
3. Analysis of theories and concepts from nursing and related disciplines in professional nursing practice.
4. Analysis of ethical, legal, and socio-economic issues to develop unique nursing strategies to improve the healthcare delivery in a dynamic global community.
5. Utilization of professionalism, communication, interdisciplinary collaboration, and creative leadership and management to enhance healthcare for diverse populations.
6. Integration of professional nursing knowledge, abilities and skills in the provision of complex and unique nursing care to a variety of diverse populations.
7. A commitment to life-long learning to enhance critical thinking and professional values and behaviors in professional nursing care.

**MIAMI DADE COLLEGE  
BENJAMÍN LEÓN SCHOOL OF NURSING**

**Bachelor of Science in Nursing Philosophy**

In support of the mission of the college, the nursing faculty members believe that baccalaureate nursing education should be accessible, affordable and of the highest quality, while keeping the learner at the center of decision making within the context of a dynamic, global community. We believe this educational process enhances and expands the essential knowledge, values and professional behaviors expected of the baccalaureate nursing graduate. This program allows the School of Nursing to provide a broader, more complex, and higher level of education for the professional nurse in the community.

The faculty believes that human beings influence and are influenced by the changing world in which they live. The unique experiences of life impact or assist persons to develop as individuals equipped with the capacity to love, value, care, nurture, learn, and creatively respond to changing situations. Human beings exercise choices adapt to the environment, and have the capacity for self-actualization.

Human beings are actual or potential recipients of nursing care, and may include individuals, families, local or global communities. The faculty members believe that human beings are held together by common bonds, and recognize the diversity of cultural goals and values within the global community.

Health is a state of optimal functioning on a continuum of wellness to illness. The aims or goals of nursing are to promote health, reduce risk factors, or prevent illness. If illness occurs, then the goal of nursing shifts to restoration and maintenance of health, and the facilitation of coping and adaptation for targeted populations.

Nursing is viewed as a practice discipline encompassing both art and science. The faculty values universal access to health care. We believe that the profession of nursing is an integral part of the health care systems that makes provision for effective utilization of human, scientific, technological, and economic resources in the delivery of health care.

Nurses intervene and care for human beings through primary, secondary and tertiary prevention and restoration behaviors. Nurses use the tools of communication, caring, research, evidence-based practice, critical thinking, and professionalism to care for persons in various stages of illness, and to promote care of the physical environment. The increasing complexity of the health care system requires that nursing assumes responsibility for assuring that the values of caring and concern for human beings have primacy in the decision-making process using all available scientific and technological resources. Nurses use a scientific, goal-directed, interpersonal process in assisting individuals, families, local and global populations to achieve a valued healthstate.

The baccalaureate learner is engaged in a continuous process of gathering, exchanging, synthesizing, and managing information. Learning then is the collaborative process of changing behavior through the development of the cognitive, affective, and psychomotor abilities inherent in each individual. The collaborative learning process is enhanced and facilitated when learners, as well as faculty members, possess and practice self-awareness, acceptance, understanding, and effective communication.

We believe that the education of individuals for professional careers is dependent on the socialization process in which faculty members model professional role behavior, and learners acquire the values, knowledge, and behaviors necessary to function as professional practitioners of nursing. To support the teaching and learning values of the college, faculty believe that creativity and innovation are the keystones in responding to the changing educational needs of a diverse community, whether it be classroom or hybrid instruction, simulation, or distance learning. The professional nurse, as a leader, must be willing to take risks and serve as a client advocate to create innovative, planned changes that contribute to the improvement of the quality of health care.

The professional nurse functions autonomously and in collaboration with other health care providers. Accountability and quality of care are assessed in accordance with published standards of care, individual and professional values, and the professional Code of Ethics. Nurses at the baccalaureate level engage in independent and collaborative practice to improve and promote access to health services, and achieve high quality, fiscally responsible outcomes. Critical thinking, self-evaluation, and self-directed learning are regarded as essential components for continual personal and professional development. The faculty believe that opportunities for life-long learning should be provided and are essential.

The Baccalaureate Degree Graduate will possess the competencies characteristic of a professional nurse, including the knowledge, skills, and pre-requisites for eligibility to apply for post baccalaureate certificates, Master of Science (MSN) programs, and doctoral studies in nursing. Graduates will be able to provide and manage the care for individuals, families, local and global communities. Graduates will be able to use creative thinking and leadership skills, and advanced knowledge to improve the health of populations, as well as, to promote quality health care in a multi-cultural global environment.

**MIAMI DADE COLLEGE  
BENJAMÍN LEÓN SCHOOL OF NURSING**

**RN-BSN Conceptual Framework**

The Miami Dade College RN-BSN conceptual framework is based on a systems theory approach. This approach is supported by six core components, which guide individual course expectations and program outcomes for the graduate. **The baccalaureate core components are:**

- **Professionalism**
- **Critical Thinking**
- **Health Care Delivery Systems**
- **Communication**
- **Evidence-Based Practice**
- **Globalization of Nursing Practice**

The faculty believes that the baccalaureate nursing student moves into an expanded role and scope of practice reflected by the American Nurses Association Standards of Professional Performance (2004). These standards include application of the nursing process, quality of practice, education, professional practice evaluation, collegiality, collaboration, ethics, research, resource utilization and leadership. These commonalities are subsumed within the baccalaureate core components.

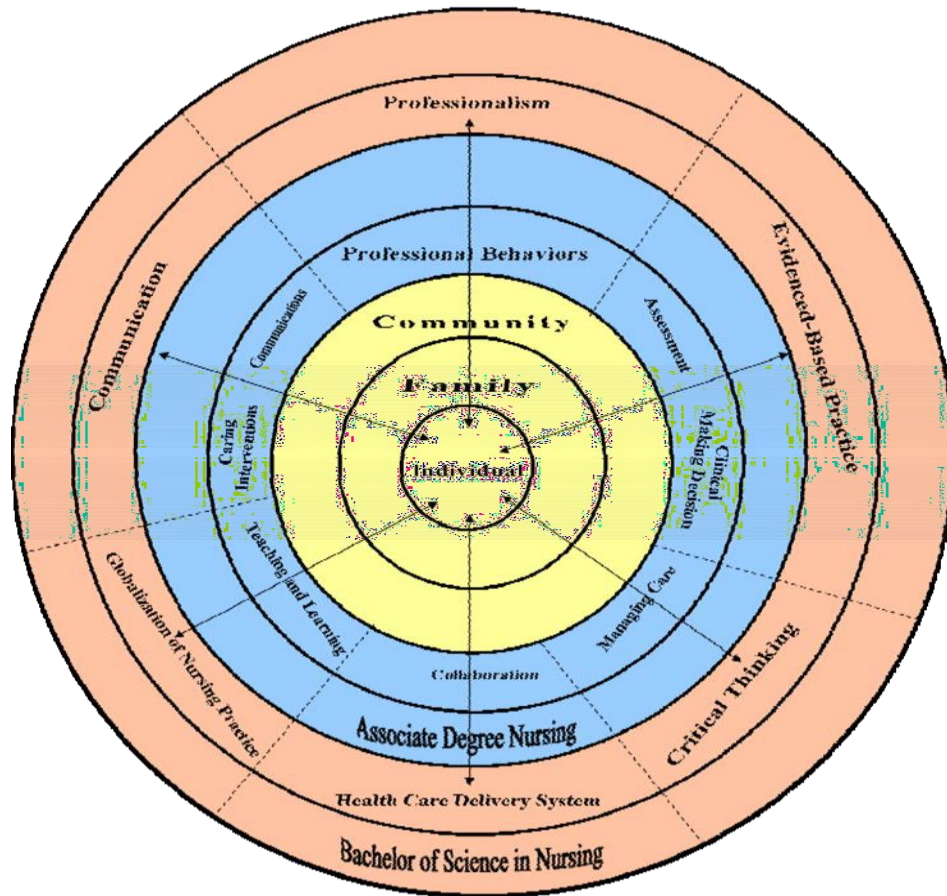
**The RN-BSN curriculum framework encompasses the Associate Degree components expected of all diploma and associate degree nursing graduates.** These are further enhanced in conjunction with the utilization of the baccalaureate core components to expand the knowledge base and expectations of the baccalaureate nurse. The focus of these expanded roles and functions of the baccalaureate nurse is not only the individual, but families, and local as well as global communities. In this open system, the nurse utilizes expanded knowledge and functions to promote, restore and maintain health in new and innovative ways that impact the individual, as well as the global community.

General education requirements consisting of the humanities and sciences serve as a foundation to establish the integrity of the baccalaureate degree by fostering awareness of the concepts of society and culture, improving integration of knowledge and decision making, promoting commitment to lifelong learning and assisting students in achieving their full potential.

The nursing faculty believes that the world and nursing are ever changing, and nursing continues to be an ever-growing body of knowledge. Therefore, the faculty, as nursing professionals, is open and receptive to identifying those changes, adding to that body of knowledge, and modifying the curriculum accordingly.

MIAMI DADE COLLEGE  
SCHOOL OF NURSING

RN-BSN Conceptual Framework



The yellow inner circle represents the individual who resides with family and lives in a community. The blue circles represent the core competencies of the ADN program. The apricot (nursing) circle represents the core competencies of the RN-BSN program.

## DEFINITIONS OF BSN CORE COMPONENTS

### **Globalization of nursing practice**

The baccalaureate nurse provides culturally competent and sensitive care to individuals, families, local, and global communities through the process of collaboration. The baccalaureate nurse addresses issues affecting nursing practice worldwide, utilizing knowledge of the concepts of culture, cultural competence and brokerage, community, and international health goals.

### **Critical Thinking**

The intellectually disciplined process of actively and skillfully conceptualizing, applying, analyzing, synthesizing, and/or evaluating information gathered from, or generated by, observation, experience, reflection, reasoning, or communication, as a guide to belief and action. The baccalaureate nurse will demonstrate professional commitment using appropriate clinical judgment and decision-making skills using scientific and moral thinking.

### **Evidence-based practice**

Nursing activity supported by research findings and/or demonstrated as being effective through a critical examination of current and past practices. The baccalaureate nurse utilizes basic knowledge and concepts of nursing research steps and processes in quantitative and qualitative research. The baccalaureate nurse critiques research to determine the usefulness and appropriate application of research findings to improve nursing practice.

### **Communication**

The process that allows people to exchange information by one or several methods, these behaviors include speaking, writing, computer literacy, and health education in a culturally competent manner. The baccalaureate nurse will communicate effectively and demonstrate competence in information technology.

### **Professionalism**

The skill, competence, or standards expected of a member of a profession. The baccalaureate nurse will adhere to professional nursing practice and performance standards when caring for individuals, families, local and global communities. The baccalaureate nurse will demonstrate knowledge of professional nursing practice and performance standards including behaviors, legal issues, ethics, values, accountability and their application in practice.

### **Health care delivery systems**

The practice arenas in which the baccalaureate nurse provides and promotes access to health care services to individuals, families, local and global communities. The baccalaureate nurse demonstrates knowledge of selected delivery systems, health policies, and finance when negotiating health care for selected populations.

**MIAMI DADE COLLEGE  
BENJAMÍN LEÓN SCHOOL OF NURSING**

**RN-BSN CURRICULUM**

The Bachelor of Science in Nursing program is designed for licensed RNs with an A.S. degree in Nursing from a regionally accredited Associate in Science Nursing programs. This program will build upon the lower division Associate in Science Nursing Program. The general education and common prerequisites enhance the development of the cultural, intellectual, and social aspects of the professional nurse. The curriculum is designed to ensure that the program incorporates a clear scope and sequence of coursework, thereby allowing for a seamless transition.

The upper division nursing coursework is designed to prepare professional nurses to use the latest technology, knowledge, abilities, and skills to be effective in the current interdisciplinary setting and to prepare creative leaders for the promotion of quality health care in the complex, dynamic, global health care environment.

Upon successful completion of the Bachelor of Science in Nursing degree, student(s) will be able to provide nursing care in a variety of health care settings, develop advance nursing care as a profession and serve as exemplary role models for excellence in global nursing settings.

Students will be eligible for professional nursing positions in supervisory and middle management positions in local, state, federal government, such as the Veteran's Administration, Public Health, and Community Health agencies. Graduates will also be eligible to apply for post-baccalaureate certificates and Master of Science in Nursing programs.

South Florida is a global community and the MDC Benjamín León School of Nursing RN-BSN program is designed to incorporate knowledge and skills with global nursing practice which will benefit diverse communities here and abroad. The RN-BSN program focuses on enriching the education of nursing students, using and contributing to global nursing research initiatives, encouraging culturally competent nursing practice projects, and coordinating global service outreach efforts.

The MDC Benjamín León School of Nursing is committed to improving the health of multi-ethnic populations and advancing professional practice. In partnership with others, the School provides nursing education and practical experience to advance the health of the residents of South Florida and to strengthen the global capacity of nurses to improve the health of vulnerable people.

**TOTAL RN-BSN DEGREE CREDITS – 125 CREDIT HOURS**

<b>Category</b>	<b>Number of Credits</b>
Common Pre-requisites	31
Validated Core Nursing Courses	30
Upper Division Baccalaureate Nursing Core Courses	30
Electives	10
General Education	24 (*36 includes 12 credits from Common Course Prerequisites)
<b>TOTAL CREDITS</b>	<b>125</b>

**\*NOTE: 12 credits of General Education are included in the Common Pre-requisites**

**Common Course Prerequisites (31 Credits)**

<b>Course</b>	<b>Credits</b>	<b>Course</b>	<b>Credits</b>
BSC 2085 Human Anatomy & Physiology 1	3	MCB 2010 Microbiology	3
BSC 2085L Human Anatomy & Physiology 1 Lab	1	MCB 2010L Microbiology Lab	1/1**
BSC 2086 Human Anatomy & Physiology 2	3	HUN 1201 Essentials of Nutrition	3
BSC 2086L Human Anatomy & Physiology 2 Lab	1	STA 2023 Statistical Methods	3
CHM 1033 Chemistry for Health Sciences	3	PSY 2012 Introduction to Psychology	3
CHM 1033L Chemistry for Health Sciences Lab	1	SYG 2000 Introduction to Sociology	3
		DEP 2000 Human Growth and Development	3

\*\*MCB Lab is a 2-credit course. One credit applies to Common Course Prerequisite category; **1 credit will apply toward the Elective category.**



**General Education Requirements by Subject Area (24 Credits)**  
**(Table shows 36 credits. Twelve (12) of these Credits are Common Course Prerequisites)**

Area/Course	Credits	Area/Course	Credits
<u>Communications</u> (6 cr) ENC 1101 English Composition 1 ENC 1102 English Composition 2	3 3	<u>Natural Science</u> (6 cr) CHM 1033 Chemistry for Health Sciences HUN 1201 Essentials of Nutrition	3 3
<u>Oral Communications</u> (3 cr) SPC 1026 Fundamentals of Speech Communication	3	<u>Mathematics</u> (6 cr) MAC 1105 College Algebra STA 2023 Statistical Methods	3 3
<u>Humanities</u> ( 6 cr) PHI 2604 Critical Thinking/Ethics (recommended) and 3 credits from Group B (selected with advisor's approval)	3 3	<u>General Education Elective</u> (3 cr) PSY 2012 Introduction to Psychology	3
<u>Behavioral/Social Sciences</u> (6 cr) SYG 2000 Introduction to Sociology (recommended) and 3 credits from Group B (selected with advisor's approval)	3 3		

**Electives (10 Credits awarded)**

Courses	Credits
MCB 2013L Microbiology Lab Additional 9 credits, 3 of which must be upper division. Electives may be from a variety of disciplines in or outside of nursing, depending on the student's interests and goals, and may include foreign language, computer, and general education courses. Nursing elective courses are in this category.  Effective Fall 2014 Foreign Language is an AA degree requirement. Students must complete 8 credit hours of a foreign language or equivalent. Students can satisfy requirement with proof of proficiency via CLEP or two consecutive years of successful, foreign language completion in high school. A student whose native language is not English is exempt, provided the student demonstrates proficiency in his/her native language. Credits earned by taking a foreign language course count toward elective credit.	1 credit (from Common Prerequisites)  9 credits

**Validated Nursing Credits (30 Credits)**

Designation	Credits
<b>NUR 3997 Nursing Validation Credit</b>  Upon completion of NUR 4636L Community Health Nursing Practicum these 30 credits are awarded as validation of knowledge of nursing.	30

**Upper Division BSN Core Nursing Courses (30 credits)**

Course	Credits	Course	Credits
NUR 3805 Transition to Professional Nursing	3	NUR 4667 Globalization of Nursing Practice	3
NUR 3069 Advanced Health Assessment	3	NUR 4827 Leadership and Management Theory	3
NUR 3045 Culture in Nursing Practice	3	NUR 4636 Community Health Nursing	3
NUR 3846 Foundations of Professional Nursing	3	NUR 4636L Community Health Nursing Practicum	3
NUR 3165 Nursing Research	3	NUR 4945C Advanced Concepts Practicum	3

**The Bachelor of Science in Nursing (BSN) degree will be awarded to students who successfully meet the following requirements:**

- Completion of a minimum of 125 semester credit hours in identified coursework required for the BSN degree (credits include common pre-requisites, general education requirements, nursing validated credits, and nursing core courses). Talk to an advisor for details.
- Completion of the final 30 hours at Miami Dade College
- Completion of a minimum of 30 credit hours of upper division (3000-4000 level) nursing coursework
- Completion of the Common Prerequisite requirements with “C” grade or **better**
- A minimum 2.0 cumulative GPA in MDC BSN Coursework (**Note: 3.0 cumulative GPA** is required to **enter** most graduate programs in order to continue your education)
- Pass CGS1060 or equivalency
- Satisfy the foreign language requirement

**Foreign Language Requirement:**

Students admitted to the RN-BSN program without meeting the foreign language requirement of at least 2 courses of sequential foreign language or American Sign Language at the secondary level (High School) or the equivalent of such instruction at the postsecondary level (6 credits) must earn such credits **prior to graduation**.

*Information Subject to Change, check with an academic advisor for updates.*

**MIAMI DADE COLLEGE  
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**SAMPLE PROGRAM OF STUDY**

**RN-BSN Program Full-Time Option Schedule (4 courses per semester)**

Semester 1	Semester 2	Semester 3
Advanced Health Assessment <b>(NUR 3069)</b> <b>3 credits</b>	Foundations of Professional Nursing Practice <b>(NUR 3846)</b> <b>3 credits</b>	Leadership and Management Theory <b>(NUR 4827)</b> <b>3 credits</b>
Transition to Professional Nursing <b>(NUR 3805)</b> <b>3 credits</b>	Nursing Research <b>(NUR 3165)</b> <b>3 credits</b>	***Advanced Concepts Practicum <b>(NUR 4945C)</b> <b>3 credits</b>
Globalization of Nursing Practice <b>(NUR 4667)</b> <b>3 credits</b>	Community Health Nursing Theory <b>(NUR 4636)</b> <b>3 credits</b>	<b>*Elective</b> Can enroll in an elective course.  <b>3 credits</b>
Culture in Nursing Practice <b>(NUR 3045)</b> <b>3 credits</b>	** Community Health Nursing Practicum <b>(NUR 4636L)</b> <b>3 credits</b>	<b>*Elective</b> Can enroll in an elective course.  <b>3 credits</b>
<b>*3 out of the 9 elective credits must be from a nursing upper-division elective course:</b> (Complementary and Alternative Health Care, Foundations of Gerontology, Faith-Based Community Nursing, Ethical Issues in Health Care and the Environment, and End-of-Life Nursing Care)		

**RN-BSN Nursing Program Part-Time Option Schedule (3 courses per semester)**

Semester 1	Semester 2	Semester 3	Semester 4
Advanced Health Assessment <b>(NUR 3069)</b> <b>3 credits</b>	Foundations of Professional Nursing Practice <b>(NUR 3846)</b> <b>3 credits</b>	Community Health Nursing Theory <b>(NUR 4636)</b> <b>3 credits</b>	Leadership and Management Theory <b>(NUR 4827)</b> <b>3 credits</b>

Transitions to Professional Nursing <b>(NUR 3805)</b> <b>3 credits</b>	Nursing Research <b>(NUR 3165)</b> <b>3 credits</b>	**Community Health Nursing Practicum <b>(NUR 4636L)</b> <b>3 credits</b>	***Advanced Concepts Practicum <b>(NUR 4945C)</b> <b>3 credits</b>
Culture in Nursing Practice <b>(NUR 3045)</b> <b>3 credits</b>	Globalization of Nursing Practice <b>(NUR 4667)</b> <b>3 credits</b>	<b>*Elective</b> Can enroll in an elective course. <b>3 credits</b>	<b>*Elective</b> Can enroll in an elective course. <b>3 credits</b>
<p><b>*3 out of the 9 elective credits must be from a nursing upper-division elective course:</b>  (Complementary and Alternative Health Care, Foundations of Gerontology, Faith-Based Community Nursing, Ethical Issues in Health Care and the Environment, and End-of-Life Nursing Care)</p>			

**RN-BSN Nursing Program Part-Time Option Schedule (2 courses per semester)**

Semester 1	Semester 2	Semester 3	Semester 4	Semester 5
Advanced Health Assessment (NUR 3069) 3 credits	Foundations of Professional Nursing (NUR 3846) 3 credits	Nursing Research (NUR 3165) 3 credits	Community Health Nursing Theory (NUR 4636) 3 credits	Leadership and Management Theory (NUR 4827) 3 credits
Transition to Professional Nursing (NUR 3805) 3 credits	Culture in Nursing Practice (NUR 3045) 3 credits	Globalization of Nursing Practice (NUR 4667) 3 credits	**Community Health Nursing Practicum (NUR 4636L)  *Elective Can enroll in an elective course.  3 credits	***Advanced Concepts Practicum (NUR 4945C) 3 credits  *Elective Can enroll in an elective course. 3 credits
<p align="center"><b>*3 out of the 9 elective credits must be from a nursing upper-division elective course:</b> (Complementary and Alternative Health Care, Foundations of Gerontology, Faith-Based Community Nursing, Ethical Issues in Health Care and the Environment, and End-of-Life Nursing Care)</p>				

\*\*Designates that this course has 144 clinical hours that must be completed in the assigned community health practicum sites. Clinical sites are located in Miami-Dade County.

\*\*\* Designates that this course has 96 precepted clinical hours. Please note that the preceptors and sites must be approved by the clinical faculty and /or program Chair. Clinical sites are located in Miami-Dade County.

**MIAMI DADE COLLEGE  
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**GRADUATION CHECKLIST**

The baccalaureate degree in Nursing will be awarded to RN students who meet the following requirements:

- Successful completion of a minimum of 125 semester hours in acceptable coursework required for the BSN degree.
- Satisfactory completion of all required practicum hours
- Successful completion of the final 30 credits at MDC Campus.
- Successful completion of 30 credit hours of upper division nursing coursework and 1 upper level elective
- Completion of all Nursing courses with a “C” or better.
- Computer competency.
- Completion of the Common Prerequisite requirements with a “C” or better.
- A minimum of a 2.0 but highly recommended cumulative grade point average of 3.0 and higher in MDC BSN coursework.
- Properly apply for graduation as required by MDC regulations.
- The Medical Campus has its own graduation Spring semester. The college will provide each student with the caps and gowns free which will be worn during the graduation ceremony
- BSN Students are given a beautiful stole to wear at graduation
- BSN Honor Society students are asked to wear their cords indicating membership
- It is the student’s responsibility to apply for graduation around March.

**MDC Benjamín León School of Nursing Pinning Ceremony**

Each year in April and December the MDC Benjamín León School of Nursing holds a traditional pinning ceremony signifying that students enrolled in the various nursing programs have completed all necessary course work towards graduation. The RN to BSN Program graduates are asked to attend and give students enrolled in the various other nursing programs encouragement to continue their educational goals towards the baccalaureate program. BSN Program graduates wear dark suits with white blouses/shirts signifying their readiness to take on their new leadership roles. The Official MDC School of Nursing BSN Pin may be purchased from the Medical Campus Book Store.

**MIAMI DADE COLLEGE  
BENJAMÍN LEÓN SCHOOL OF NURSING**

**BSN Honor Society**

Students in the top 35% of their class and have a minimal of 12 credits in the BSN Program are invited to join the BSN Honor Society. The RN to BSN Program Honor Society is actively engaged in the process for the School of Nursing to have its own Chapter of Sigma Theta Tau, International Nursing Honor Society.

**Students Nurses Association**

National Student Nurses Association's mission is to mentor students preparing for initial licensure as registered nurses, and to convey the standards, ethics, and skills that students will need as responsible and accountable leaders and members of the profession. As a student in the BSN program you are welcome to participate with the campus SNA serving as mentors.

**Code of Academic and Clinical Conduct**  
(Adopted by the NSNA Board of Directors, October 27, 2009)

**PREAMBLE**

Students of nursing have a responsibility to society to learn the academic theory and clinical skills needed to provide nursing care. The clinical setting presents unique challenges and responsibilities in actively practicing that care while caring for human beings in a variety of health care environments. The Code of Academic and Clinical Conduct is based on an understanding that to practice nursing as a student is an agreement to uphold the trust with which society has placed in us. The statements of the Code provide guidance for the nursing student in the personal developments of an ethical foundation and need not be limited strictly to the academic or clinical environment by can assist in the holistic development of the person.

**A CODE FOR NURSING STUDENTS**

As students are involved in the clinical and academic environments, we believe that ethical principles are a necessary guide to professional development. Therefore, within these environments we:

1. Advocate for patients by maintaining the highest standard of personal and professional conduct.
2. Maintain patient confidentiality of privileged information entrusted or known to me.
3. Take appropriate action to ensure the safety of patients, self and others.
4. Provide care for the patient in a timely, compassionate and professional manner.
5. Communicate patient care in a truthful, timely and accurate manner.
6. Actively promote the highest level of moral and ethical principles and accept responsibility for our actions.
7. Promote excellence in nursing by encouraging lifelong learning and professional development.
8. Treat others with respect and promote an environment that respects human rights, values and choice of cultural and spiritual belief.
9. Collaborate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of patient care.
10. Use every opportunity to improve faculty and clinical staff understanding of the learning needs of nursing students.
11. Encourage faculty, clinical staff, and peers to mentor nursing students.
12. Refrain from performing any technique or procedure for which the student has not been adequately trained.
13. Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the patient, self or others.
14. Assist the staff nurse or preceptor in ensuring that there is full disclosure and that proper authorization is obtained from patients regarding any form of treatment or research.
15. Abstain from the use of substances in the academic and clinical setting that impair judgment.
16. Strive to achieve and maintain an optimal level of personal health.
17. Support access to treatment and rehabilitation for students who are experiencing impairments related to substance abuse and mental or physical health issues.
18. Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance policy.



## **PROFESSIONAL BEHAVIOR**

You will soon become familiar with the ANA Code of Ethics (2015), which guides the behavior of the professional nurse. You are a representative of the School of Nursing, the Medical Campus and Miami Dade College. We hope that you will take this responsibility seriously; represent the school and the college in a professional manner at all times; and, be proud of your association with Miami Dade College.

## **PATIENT SAFETY**

The faculty recognizes that as a nursing student you are a “learner”. However, the physical and emotional safety of a patient cannot be placed in jeopardy. The inability of a student to provide consistent, safe care, or to follow the policies/procedures of the affiliating agency or the school, will require that the student be asked to leave the clinical laboratory and may result in the student’s being required to withdraw from the program.

## **DRESS CODE FOR BSN STUDENTS**

Benjamín León School of Nursing students are asked to follow the dress code. The RN-BSN program students will dress professionally and wear a clean white lab coat with the MDC Benjamín León School of Nursing logo to campus each day and for any school affairs on and off campus. The bookstore at Medical Campus carries all the nursing uniforms and lab coats. Students must be dressed in the required uniform at all school functions, clinical and practicum activities. Focus is on being professional leaders and dressing for the role.

## **TEXTBOOKS AND SUPPLIES**

The textbooks and other related reading materials and supplies required for nursing are available for purchase at the Medical Campus Bookstore. Unless advised otherwise, we recommend that you do not purchase textbooks required at other course levels until you are ready to enroll in these courses. This will enable you to have the most current required editions.

We recommend that you buy your books early and by the first week of classes. After the first few weeks of the semester the bookstore returns all books that have not been purchased to the publishers. Books are expensive, but financial aid is available.

## **STUDENT COMPLAINT/GRIEVANCE**

The College has various policies and procedures in place which govern the handling of student complaints. The MDC IV-8 Student Complaint Policy delineates the process on student complains. Prospective or enrolled students may voice a complaint about a College rule/regulation, procedure or experience. The complaint may also be raised by a group of students or student government (<http://www.mdc.edu/procedures/Chapter4/4032.pdf>).

The process for resolving student conflict at the BLSO is as follow: The student must first be approached the course instructor for resolution. If the student feels the problem is not satisfactorily resolved, the student then should make an appointment to with appropriate program MDC Benjamín León School of Nursing Department Chairperson. If the matter is not resolved, the student should then make an appointment with the Dean of Nursing. If unresolved, the student will be referred to the Dean of Students for a resolution to include an appeals process.

Additionally, MDC has a student ombudsman on the medical campus who is the initial point of contact for student concerns and arranges meetings with involved parties. The ombudsman listens to student concerns; directs students to the appropriate MDC office, policies, and procedures; and, if requested, assists students in completing the forms required to obtain a resolution. The student ombudsman has the authority to investigate issues and arrange meetings among the involved parties in order to reach a resolution. MDC has designated the student ombudsman as the Assistant Dean of Student Services or designee at each campus.

Students are expected to follow this chain of command within the complaint process and not elevate their complaint to the senior executive level of the College. Students who are unable to resolve their concerns/issues with the front-line staff and/or their supervisors may file a complaint in writing to the appropriate division head. If the complaint is against a first or second level individual in the chain of command, the student should present the concern to the next level.

### **WITHDRAWAL AND READMISSION**

You may withdraw from any course before the official drop date listed in the college calendar (see the College Catalog <https://www.mdc.edu/academics/documents/2018-2020MDCCollegeCatalog.pdf>). The BLSON RN-BSN program procedure for re-admission to the RN-BSN program is available on the BLSON website

Students who may be absent for one semester, must first notify via email the RN-BSN program student advisor and the program department Chair. If the absence is over twelve months, the student must re-apply for reinstatement to the college and the program. Once the application process has been completed, the RN-BSN student advisor will notify the department Chair that the student qualifies for reinstatement to the program. In addition, the student must contact the office of the Register directly to take care of any financial obligations related to withdrawing.

No student who has a “D”, “F”, “U,” or “W” in any three nursing courses, or who has taken the same nursing course twice (those with NUR prefix) without earning a C or above, may not continue in the nursing program. You will be automatically be taken out of the enrolled status and your major will be changed. The official letter will follow and you have the right to appeal the grade(s) if you have documentation that an error has been made.

### **ADVISEMENT**

The RN to BSN Program student advisor at the beginning of program of learning will help you with course selections for each semester. Faculty members will also be assigned throughout the program to advise you. The Department Chair, faculty and program advisor are available to answer any questions you might have regarding your chosen program of study

### **LIABILITY (MALPRACTICE) AND MEDICAL ACCIDENT INSURANCE**

All nursing students enrolled in clinical nursing courses will pay an insurance fee per academic year to cover the cost of malpractice insurance and medical accident insurance. These will limit your costs in the event of an unexpected incident while you are engaged in clinical learning. The medical accident insurance will cover the cost of, but is not limited to, treatment for exposure to blood and body fluids. All claims for Medical Accident Insurance must be filed within 90 days of the injury. Complete an Incident Report in the campus' security office independently after the accident.

### **HEALTH INSURANCE**

You are strongly encouraged to carry health insurance to cover your health care. Information about low cost plans for students is available in Student Affairs.

### **FINANCIAL AID**

The Medical Campus Financial Aid Office is located on the second floor of Building I. Scholarships, and loans may be provided according to student's needs.

Please use this service if you have the need and are prepared to substantiate your situation in writing. The earlier you apply, the better your chances of receiving the aid you need. Financial aid is only available for those courses which appear on your schedule before the 100% refund date.

## **SCHOOL OF NURSING POLICIES & PROCEDURES**

### **ADMISSION FOR TRANSFER STUDENTS**

**POLICY:** Students seeking to transfer into any Miami Dade College Benjamín León School of Nursing Program must meet the general requirements for Admission to the College and to the School of Nursing. In addition, the applicant must meet the specific program requirements both for Admission and for students already in the program. Upon review for equivalent content, nursing courses that have been completed at regionally accredited college and a CCNE/ACEN accredited nursing programs or state college program approved by the Florida Board of Nursing will be evaluated for the possibility of being transferred. Student must be in good standing with the school from which they wish to transfer from. Note: Students have to take the last 30 credits at MDC.

- PROCEDURE:**
1. Student will bring a letter from the Dean or Director of the previous institution of which the student has attended. This letter must state the student is in good standing with that institution and has the right to continue the program at this time.
  1. Only courses that have been completed with a grade of "C" or its equivalent, or above, will considered for acceptance.
  2. The program chairperson, and/or a faculty committee, will evaluate the student's academic record.
  3. Must be in good academic standing with the previous school of nursing.
  4. Transfer students are accepted on a space available basis once cleared by the department chair of the RN to BSN program.
  5. Student must follow the MDC rule that the last 30 hours be taken at MDC.

## PROGRESSION THROUGH NURSING PROGRAMS

**POLICY:** A student must demonstrate required theoretical and practicum nursing competencies at each level before progressing to more advanced nursing courses.

- PROCEDURE:**
1. All students must successfully complete nursing course with a grade of “C” or above.
  2. Students must earn a grade of “C” in every nursing course taught in a given semester before progressing to the next semester.
  3. A student can enroll in the same course only two (2) times.
  4. A student who earns a “D,” “F,” or “W” in three (3) nursing courses is ineligible to continue in the Bachelor of Science in Nursing program at Miami Dade College.
  5. A cumulative grade point average of 2.0 or above must be maintained during your enrollment in the nursing program.  
**Note:** that a cumulative GPA of at least 3.0 is required to enter most graduate programs.

## **ADVISEMENT, COUNSELING AND TUTORING**

**POLICY:** Nursing students will be advised by faculty or staff within the School of Nursing.

- PROCEDURE:**
1. Each student enrolled in the MDC Benjamín León School of Nursing will be advised by the RN to BSN Program academic student advisor. The student must meet with their faculty advisor at least once a term to ensure appropriate registration and progression through the curriculum. The Department Chair of the BSN program, faculty and the academic student advisor can assist you with advisement issues.
  2. The full-time School of Nursing Faculty each has posted office hours to provide academic assistance to students. Please call ahead and determine the faculty member's availability and schedule an appointment as necessary.
  3. Tutorial assistance is provided for students enrolled in the School of Nursing and is available through the Center for Learning Resources at the Medical Campus.
  4. Faculty may require that you attend tutorial sessions for improvement of academic performance at the Center for Learning Resources (305) 237-4034. A Writing Tutor is also available to help students with APA style writing.
  5. Students are permitted and encouraged to utilize the Nursing Laboratory and Clinical Simulation Lab area to facilitate the practice and mastery of required competencies. Student must be dressed in appropriate dress code to enter the lab areas including the BSN Lab coat.
  6. Bring your MDC ID Card at all times while on campus or while taking care of any MDC Benjamín León School of Nursing business.

## **ATTENDANCE**

**POLICY:** Attendance in all classes is expected. Students are responsible for all course content discussed and/or assigned.

- PROCEDURE:**
1. Attendance is essential for completion of course objectives.
  2. Notice must be given for practicum absences according to individual course policies.
  3. Faculty will maintain records and report attendance records for all courses. Many of the BSN courses have a participation grade which requires your attendance in order to earn the percentage assigned to this area.
  4. Excessive lateness or absence can be reflected in a course grade and may result in failure.

## CHEMICALLY IMPAIRED NURSING STUDENT

**POLICY:** Miami Dade College endorses the federal government's effort in implementing the Drug Free Schools and Community Amendments of 1989 (Public Law 101-226).

See ***MDC Student's Rights & Responsibilities (revised - July 9, 2018)***

<https://www.mdc.edu/procedures/Chapter4/4009.pdf>

Students are subject to disciplinary procedures in accordance with the

***MDC's Student Code of Conduct (revised - March 22, 2018)***

<http://www.mdc.edu/procedures/Chapter4/4025.pdf>

Students are prohibited from reporting to lecture, laboratory and/or clinical classes under the influence of alcohol or any substance that impairs physical or mental abilities.

Each individual is responsible for identifying students who appear to be chemically impaired and reporting this to the respective faculty, Chairperson or Dean of the School of Nursing.

The student will be responsible for any costs associated with testing for alcohol or controlled substances.

### **PROCEDURE:**

1. If the faculty has reason to suspect that a student is under the influence of alcohol or any controlled substance, the faculty will report the incident to the chairperson or designee immediately.
2. The chairperson or designee will meet with the student and the faculty member at the site. The faculty members will document the incident in writing.
3. Upon verification of the behavior, the chairperson or designee will:
  - A. Take the student to a private setting and confront the student with the behavior which was observed.
  - B. Inform the student that blood and/or urine testing is being requested and that refusal may result in termination from the program.
  - C. Contact agency security to escort a student who becomes loud/abusive to the Employee Health Office or Emergency Room. (Student will be responsible for the cost of the drug test).
  - D. Excuse the student from class/clinical assignment until the results of the tests are available and/or appropriate action is determined.
  - E. A student who has been dismissed may petition for reinstatement to the Nursing Program through the Dean of School of Nursing.



## **GRADING SCALE FOR PRACTICUM AND THEORY COURSES**

**POLICY:** The following grading scale will be used to assign a letter grade:

A	=	93 – 100%
B	=	85 – 92%
C	=	77 – 84%
D	=	69 – 76%
F	=	68 or Below

## **PRACTICUM**

**POLICY:** Students will complete all practicum and clinical courses under the direction of a nursing faculty and an advanced degree nursing professional in a pre-approved health care agency with which MDC has the appropriate contractual agreement signed and approved.

- PROCEDURE:**
1. Students will select an appropriate site based on course objectives and area of interest.
  2. Students will select an appropriate credential preceptor in the area of interest or a preceptor will be assigned.
  3. Site and preceptor must be approved by the MDC Benjamín León School of Nursing faculty and appropriate contractual agreement signed and approved prior to beginning the practicum.
  4. Student must participate in the facility orientation as required.
  5. Student must follow the policies and procedures of the agency.
  6. Student must dress in the professional MDC Benjamín León School of Nursing dress code which is a clean short lab coat over business casual attire with MDC Identification Badge on at all times.

## AGREEMENT FOR INCOMPLETE GRADE

**POLICY:** When a student is unable to complete the requirements of a course, the student may be given an *Incomplete* or “I” grade. Refer to Academic Regulation-MDC College Catalog. (2018-2020) <https://www.mdc.edu/academics/documents/2018-2020MDCCollegeCatalog.pdf>

- PROCEDURE:**
1. An Incomplete grade is submitted when the student’s work in a course is incomplete and the student has obtained the faculty’s permission to finish the course.
  2. An Incomplete is normally given only where extenuating circumstances exist or where research or performance needs to be extended beyond the normal limits of the term, and the student is likely to pass the course.
  3. Students may request a grade of Incomplete only after the drop/withdraw date has passed. The course faculty and chair must agree to grant an “I” grade.
  4. To receive an Incomplete Grade, the student and faculty must sign an agreement that contains the following points:
    - A. The time period in which the course requirements must be completed. As a standard rule, this work should be completed by the last day of the next major term (Fall or Spring). An extension of this time limit may be granted by the appropriate Department Chair after consultation with the instructor if the reasons are determined to be beyond the control of the student – severe illness, accident, etc.
    - B. The specific requirements that must be completed and the manner in which they are to be completed listed on an official MDC Agreement for Grade of Incomplete form. This should include a reference to grading criteria.
    - C. A provision that if the requirements have not been met by the end of the next major term, a grade of F will be recorded as the grade for the course.

## HEALTH RECORDS

**POLICY:** A physical examination within three months of admission date, drug screen, TB Screening, and Background Check Level II are due upon Admission. The all items are to be submitted as requested in the letter of Admission. Regarding immunizations, please see this link:  
<https://www.mdc.edu/nursing/docs/Student-Health-Record-Rev-May-2015-for-SON-Admission-Web-Page.pdf>

The physician/nurse practitioner/physician assistant's signature must be on the form in the appropriate spaces. Students will not be permitted in the practicum setting until the completed medical records are on file.

Students will keep copies of the medical forms, and back ground check results. Many health care agencies will keep a copy of your health records for their files. Students are responsible for assuring that all records/documentation will be valid throughout the program of study.

Failure to provide these copies will prevent you from participating in the clinical or practicum course and may result in your being dropped from the course and/or program.

A student who experiences a health problem that may interfere with the ability to provide patient care (e.g., surgery, fracture) must provide a release from the physician indicating the ability to participate fully in patient care situations.

**Procedure:**

Upload information into Complio per instructions on admission letter

**CPR**

**POLICY:** A copy of your CPR American Heart card front and back must be submitted and kept on file and must be active for the duration of your program.

**PROCEDURE:**

1. Students must provide a current copy (front and back) of their CPR card, designating that they have completed the CPR for Health Professionals course (American Heart) prior to Admission.
2. Students are responsible for maintaining the currency of the CPR status, and presenting validation to the instructor at the beginning of each practicum course.
3. If the renewal date occurs during the term, students must renew the CPR card PRIOR to the beginning of the term. We require that the card is for the two years of your program.

## **EXPOSURE**

### **POLICY:**

### **PROCEDURE:**

1. In the event of an exposure during practicum rotations, the student will seek immediate care. After care is provided, the student will notify the MDC School of Nursing Assistant to the Dean's office and the Department Chair's office must notify immediately with details.
2. The student must also complete an incident report on medical campus as soon as possible after the exposure occurs and meet with the Chief of Security (no longer than 24hrs after incident Monday - Friday).
3. Any financial obligations and/or follow-up care, which may arise as a result of the exposure, are the responsibility of the student. Students enrolled in program are automatically enrolled in a maximum coverage of \$25,000 for treatment of exposures in the clinical and laboratory setting accident /injury policy the premiums are automatically deducted as part of fees.
4. The nursing student will attempt to avoid accidental injuries by treating sharp items (needles, scalpels, blades, etc.) as potentially infected and as objects that are to be handled with extraordinary care. Nursing students are expected to follow the policies and procedures of the affiliating agency and the School of Nursing related to the use and disposal of sharps.
5. A nursing student who is specifically exposed, by contact with blood or body fluids, in a manner known to be able to transmit infectious organisms will immediately report the exposure to the nursing faculty and the clinical facility in which the exposure occurred. Appropriate steps will be taken to assist.

## **UNIFORM DRESS CODE**

**POLICY:** Students will wear business casual professional wear with white short lab-coat with MDC log during class-lectures, lab, clinical, and practicum settings.

- PROCEDURE:**
1. Students will wear business casual professional attire with a white short laboratory coat, and/or adhere to the agency's dress code.
  2. Students will wear closed-in shoes in the lab and practicum settings or adhere to the agency's dresscode.
  3. The wearing of a Miami Dade College identification badge is required at all times. A specific agency may also require students to wear agencyidentification.

## **STUDENT CODE OF CONDUCT, ACADEMIC DISHONESTY AND STUDENT DISCIPLINARY PROCEDURES**

### **POLICY:**

Faculty in the School of Nursing support to the Miami Dade College Code of Student Conduct (College Procedure 4071), Academic Dishonesty (College Procedure 4074) and Student Disciplinary Procedures (College Procedure 4070) located in the handbook **Student's Rights and Responsibilities** (Revised July 9, 2018). <http://www.mdc.edu/procedures/Chapter4/4009.pdf>

Because of the potential harmful effects on patients if a health care worker is dishonest about the care provided, nursing faculty require students to adhere to practices which maintain academic honesty. Faculty will recommend that students who are guilty of academic dishonesty be withdrawn from the School of Nursing. In addition, students may be subject to College Sanctions.

### **ACADEMIC HONESTY**

According to the student' rights and responsibilities (2018), students are expected to conduct their academic affairs in a forthright and honest manner. In the event that students are suspected of classroom cheating, plagiarism or otherwise misrepresenting their work, they will be subject to procedural due process. Refer to the Range of Sanctions for Validation of Academic Dishonesty found in the **Students' Rights and Responsibilities Handbook**. (Revised July 9, 2018) <http://www.mdc.edu/procedures/Chapter4/4009.pdf>

## TESTING PROTOCOLS

### POLICY:

Testing is a means of providing the student with an opportunity to demonstrate his/her knowledge of course content. Sharing of information related to test items is a violation of the Student Code of Conduct, College Procedure 4025, and is considered Academic Dishonesty as described in **Student's Rights and Responsibilities** in section A of the Code of Conduct.

<https://www.mdc.edu/procedures/Chapter4/4025.pdf>

### PROCEDURE:

#### 1. For All Testing Situations

- A. Be on time for all testing situations. No additional time beyond the scheduled testing time will be given for students who arrive late. Notify the instructor before the time if you are going to be absent.
- B. Place all books and personal belongings in the front of the room or out of the testing area. Keep personal items to a minimum.
- C. Do not talk to or look at other students while they are anywhere in the testing area.
- D. If assistance from the proctor is needed remain seated and raise your hand. Do not move or stand up during the testing session unless requested to do so by the proctor.
- E. Leaving and re-entering the testing room during the testing session will not be permitted. Please take care of personal needs before testing begins.
- F. Recorders are not to be brought into the testing area.
- G. After completing the test and leaving the room do not re-enter while testing is in progress.
- H. Do not behave in any way commonly associated with academic dishonesty.

**2. Laboratory (Performance) Testing Situations**

- A. Be on time for the appointment. Notify the instructor before the appointment time if you are going to be absent.
- B. Do not enter the testing area until instructed to do so.
- C. Leave the testing area and the waiting area when the testing session is completed.
- D. Do not discuss any part of the testing procedure with other students until testing has been completed for all students.

**3. Classroom (Paper and Pencil) Testing Situations**

- A. Write your name and student number on the test and on the answer sheet.
- B. Keep the test and answer sheet **flat** on the desk.
- C. Follow the instructions of the proctor before leaving your seat.
- D. Do not write on the answer sheet or test booklet after leaving your desk to turn in the test.
- E. Turn in both the test and answer sheet and any scrap paper before leaving the room.

**4. Computerized Testing Situations**

- A. Student will be provided with instructions regarding computerized testing before testing begins.
- B. Report to the assigned room 15 minutes before the test is scheduled to begin, unless otherwise instructed.
- C. Have your MDC photo I.D. badge ready to sign in to begin the testing session.



- D. All tests are to be administered within a specific time. You will be informed of the amount of time allocated on the computer screen. A clock is accessible on the computer screen to assist you with time management.
- E. After all the test questions have been answered; you may review but think before making any change to your first response.
- F. Bring a pen or pencil as directed by the instructor. Paper will be provided and collected by the test administrator when you complete the test.
- G. When you complete the test, raise your hand and the test administrator will help you with exiting the test. Leave the room immediately.

**5. Test Reviews**

**A test review is at the discretion of the course instructor.**

- A. Place all books, papers, etc. at the front or back of the room
- B. Absolutely no recording or taking screen shots of the test during the review are permitted.
- C. Students who attempt to record or take pictures are subject to the Academic Dishonesty Procedures.



**RN to BSN Program, Benjamin Leon School of Nursing at Medical Campus**

**ORIENTATION AND POLICY MANUAL SIGNATURE PAGE**

Please be certain that your information packet contains all of the required material before you sign this page.

I have received a copy of the Orientation and Policy Manual and know that I am responsible for the information it contains. I have read and signed the policy regarding the confidentiality of information. I am aware that I may be required to provide personal health information to agencies where I am assigned for clinical education.

**Print name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Student Number:** \_\_\_\_\_

A copy of the original handbook yearly changes will be kept on file by the chairperson.



**Medical Campus**

**STUDENT CONFIDENTIALITY STATEMENT**

As a student enrolled in a Miami Dade College health care program, I am aware of my responsibility for maintaining confidentiality of patient information that may become available to me in the course of my studies. Such information is protected and confidential under applicable federal and state laws and affiliation agreements between the College and affiliating health care agencies.

I will not reveal any patient information to any third party, except as authorized by law or as authorized by the affiliating agency. I will not use any patient identifying information, such as name or initials, on paperwork or electronic transmissions submitted to the College in the course of my studies. I will only discuss patient information or a patient’s medical condition at the affiliating agency in settings away from the general public and only with authorized personnel at the affiliating agency. I further understand that in a classroom setting I will only discuss patients and their medical conditions in a manner that does not in any way identify the patient.

I agree to comply with all patient information privacy policies and procedures of Miami Dade College and the affiliating agency. I understand that violating this Confidentiality Statement may result in criminal and civil penalties against me for violating federal and state patient information privacy laws.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
**Student (Print Name)**

\_\_\_\_\_  
**(Signature)**

\_\_\_\_\_  
**Student Number**

\_\_\_\_\_  
**Witness ( Staff or Faculty of MDC)**

**Place copy in student’s files records**