



**RN to BSN Student Handbook  
Academic Year 2024-2025**

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## Welcome Letter

Dear RN to BSN Student,

On behalf of the faculty and staff, I would like to welcome you to Lake-Sumter State College's post-licensure, RN-BSN, baccalaureate in nursing program. We are pleased you have chosen Lake-Sumter State College (LSSC). Our faculty and staff are looking forward to assisting you achieve success through your journey in the RN to BSN degree program.

This handbook will provide you with information about the program and will answer your questions, not only as new students, but throughout the program. Periodically, via your LakeHawk e-mail, you will receive information about registration, a way to access the RN to BSN Information Canvas shell and additional program information. **Please check your LakeHawk e-mail regularly.** This is the official form of communication from LSSC and the RN to BSN program to you; please use LakeHawk e-mail or Canvas e-mail to communicate with LSSC faculty and staff.

Best wishes for a successful year!

Sincerely,

*Christine Ramos, DNP, APRN, CNE*  
Associate Vice President  
Health Professions Programs  
Lake-Sumter State College

## **Regulatory And Accrediting Organizations**

**Southern Association of Colleges and Schools Commissions on Colleges (SACSCOC)** to award associate and baccalaureate degrees: [SACSCOC Home page](#)  
Lake-Sumter State College has maintained continuous accreditation since 1966. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Lake-Sumter State College.

**Accreditation Commission for Education in Nursing (ACEN):** [acenursing.org](http://acenursing.org)  
The RN to BSN nursing program at Lake-Sumter State College located in Leesburg, Florida is accredited by the Accreditation Commission for Education in Nursing (ACEN). 3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326. (404) 975-5000

The most recent accreditation decision made by the ACEN Board of Commissioners for the RN to BSN nursing program is Initial Accreditation. View the public information disclosed by the ACEN regarding this program at [LSSC RN to BSN ACEN Accreditation](#)

## Directory

### **LSSC Executive Leadership**

Dr. Laura Byrd, Interim President  
Rep. John Temple, Vice President of Workforce  
Karen Hogans, Vice President of Academic Affairs  
Nicholas Kemp, Vice President of Technology Innovation & Chief Information Officer  
Thom Kieft, Vice President of Facilities Planning & Operations  
Michelle Matis, Vice President of Finance & Chief Financial Officer  
Dr. Joseph Mews, Vice President of Enrollment & Student Affairs

### **Nursing Administration**

Dr. Christine Ramos, DNP, APRN, CNE .....(O) 352-365-3519  
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### **Full-Time Faculty**

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[swanp@lssc.edu](mailto:swanp@lssc.edu)

### **RN to BSN Academic Advising Team**

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[advising@lssc.edu](mailto:advising@lssc.edu) or  
[healthprofessions@lssc.edu](mailto:healthprofessions@lssc.edu)

## American Nurses Association’s Code of Ethics

The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.

1. The nurse’s primary commitment is to the patient, whether an individual, family, group, community, or population.
2. The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.
3. The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.
4. The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.
5. The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.
6. The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.
7. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.
8. The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

American Nurses Association. (2015). *Code of ethics for nurses with interpretive statements*. <https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/code-of-ethics-for-nurses/coe-view-only/>

## RN to BSN Program Organizing Framework

	<b>Lake-Sumter State College (LSSC)</b>	<b>LSSC RN to BSN Program</b>
<b>Mission</b>	Transforming lives and futures throughout our community	To prepare highly competent nurse generalists who honor and respect human dignity, and who are prepared to take a leading role in meeting the diverse healthcare needs of ever-changing communities.

<b>Vision</b>	Be the community's college of choice for quality education and career training	To be the program of choice for quality RN to BSN education providing a positive, supportive, and transformative online-learning environment that promotes student success and the health and well-being of the communities we serve.
<b>Values</b>	Communicate, Collaborate, Care, Celebrate	Communicate, Collaborate, Care, Celebrate

**Philosophy:**

This philosophy describes the beliefs of the nursing faculty of LSSC's RN to BSN program about **person, society, health, and nursing**. The philosophy is congruent with the mission of the college.

**Nursing** is *"the protection, promotion, and optimization of health and abilities; prevention of illness and injury; alleviation of suffering through the diagnosis and treatment of human response; and advocacy in the care of individuals, families, communities, and populations"* (ANA, 4th ed.). Nursing care occurs across the human lifespan and within a holistic framework of a global society valuing individual, cultural, social, and intellectual diversity. Professional nursing carries with it the social responsibility to shape and transform the environment, to improve health, and eliminate healthcare disparities for all people. The knowledge base for professional nursing practice is derived from the liberal arts, nursing science, and related professional studies. Generalist nursing education facilitates the socialization process, the development of values and professional nursing behavior, and the social construction of policies that affect health at local, national, and international levels.

**LSSC EEOC Policy**

Lake-Sumter State College ("LSSC") does not discriminate on the basis of race, color, sex, ethnicity, gender, national origin, age, disability, marital status, veteran status, employment, pregnancy, religion, sexual orientation or political affiliation. This commitment applies to all areas of LSSC and pertains to applicants, visitors, students, faculty, administrators, staff, and any and all others, including third parties, affiliated with the College. The lack of English skills shall not be a barrier to admission or participation in activities and programs. This commitment is applicable to any public K-20 education program or activity, or in any employment conditions or practices. All career and technical education opportunities are offered without regard to race, color, national origin, sex or disability.

The commitment to non-discrimination is relevant to those aspects of the College concerned with the admission of students and the employment of persons in its education programs and activities, college-sponsored programs, activities specific to Title IX, the use of college facilities, and the choice of contractors and suppliers of good and services. It addresses recruiting, hiring, training, promoting, and applicable employment conditions.



LSSC believes in equal opportunity practices that conform to both the spirit and the letter of all laws against discrimination. The College actively strives to build a community in which opportunity is equalized and facilities and human resources are utilized to develop the skills and opportunities for all groups so they can play responsible and productive roles in society.

The College President is the Chief Equity Officer for Lake-Sumter State College. To enhance effective monitoring and implementation of affirmative action, the President has appointed an Equity Officer/Title IX Deputy Coordinator who serves as a resource person for equity and is responsible for monitoring the Colleges Affirmative Action Program.

Inquiries concerning the above-mentioned commitments, including Title IX should be communicated to Rebecca Nathanson Director of Campus Safety & Security / Title IX Coordinator; [NathansR@LSSC.EDU](mailto:NathansR@LSSC.EDU); (352) 323-3615 Leesburg, Office SS203

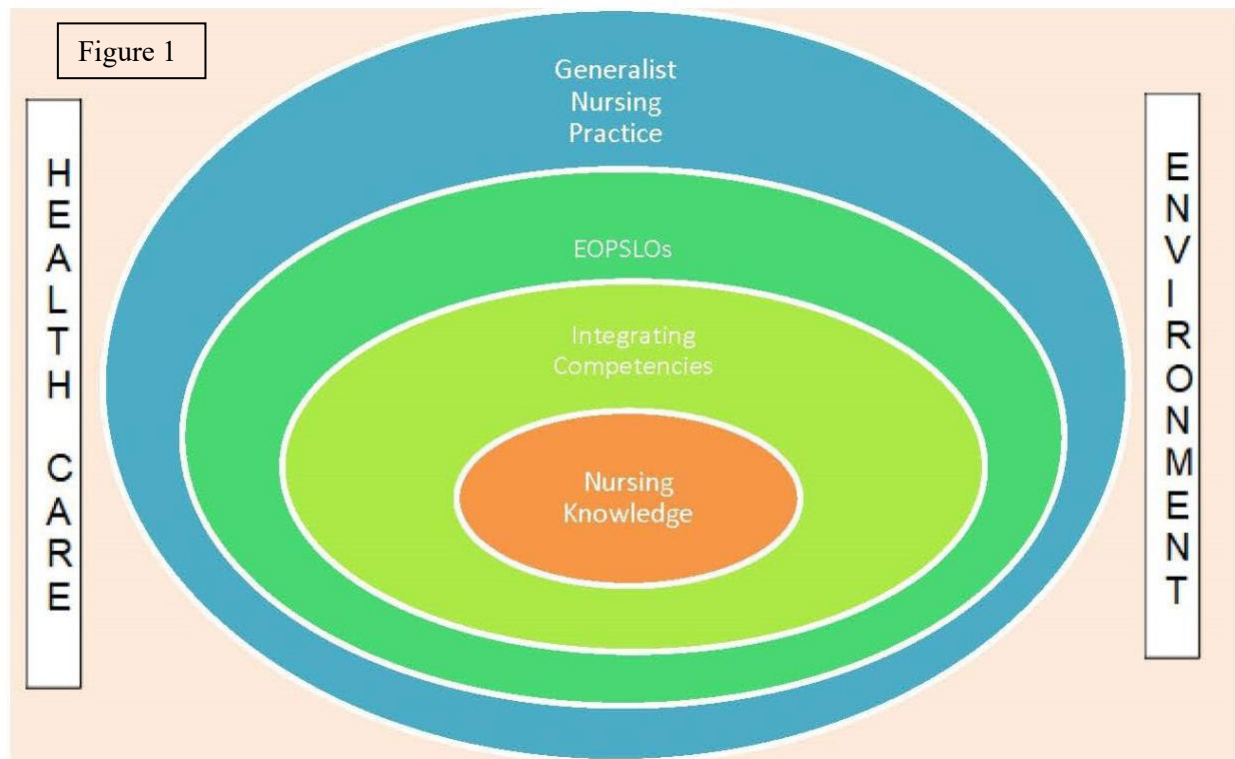
Inquiries concerning implementing regulations for Title IX may also be referred to the Office of Civil Rights, 61 Forsyth Street S.W., Suite 19T70, Atlanta, GA 30303-3104; Telephone: (404) 562-6350; and Email: [OCR.Atlanta@ed.gov](mailto:OCR.Atlanta@ed.gov).

## End-of-Program Student Learning Outcomes

Upon completion of the program, the graduate will be able to:

1. **Synthesize knowledge** from nursing science and liberal studies to apply critical thinking, clinical reasoning, and decision-making skills that improve nursing care of individuals, families, and communities through the life span.
2. **Incorporate effective interprofessional and collaboration skills** to provide safe, nursing care that promotes patient preferences, mutual respect and improved health and outcomes.
3. **Analyze the concepts of nursing leadership and management** in the ethical principles of professional nursing to promote safe and quality outcomes of holistic care in various healthcare environments.
4. **Examine the use of information technology** to promote the delivery of safe, quality nursing care.
5. **Integrate nursing research, theory and trends** related to nursing practice that promotes health and provides access to healthcare for diverse populations.

The five end-of-program student learning outcomes (EOPSLOs) flow into and out of the core nursing knowledge to create the RN to BSN curriculum's conceptual framework (Figure 1). The framework is envisioned as circular to reflect continuous, life-long learning. The EOPSLOs are not hierarchically ordered and have a reciprocal and continually developing relationship with the nursing knowledge core. This conceptualization provides a foundation for generalist nursing practice in a complex healthcare environment that is ever-changing.



## RN - BSN Program Overview

### Program Admission Criteria

- A current, unencumbered FL or compact RN license or be eligible to sit for the NCLEX-RN (RN Licensure must be obtained by the end of the first major semester after starting the program).
- Cumulative GPA of 2.5

### Transfer Credits

All students who have previously registered at any other post-secondary institution(s), regardless of the amount of time spent in attendance or credit earned, are classified as transfer students. Transfer students are required to submit official transcripts from all institutions for the purpose of evaluation prior to registering for courses. When the transcripts or test scores are submitted to the Admissions & Records Office, they will be evaluated, and credit may be awarded in compliance with institutional policies and the state of Florida guidelines. Transfer of credit for career academies or institutional credit by examination listed on the transcripts of Florida regionally accredited institutions will be evaluated and awarded directly from each institution's transcript.

### Program Requirements

A minimum grade of “C” in all pre-requisite general education courses, program-required courses, and in all core and elective RN to BSN courses (NUR 3000-4000).

Students entering the program who are not licensed, but eligible to sit for the NCLEX-RN exam may enroll in the RN to BSN program but must successfully pass the NCLEX-RN exam by the end of the first semester to remain enrolled in the program.

### Graduation Requirements

The BSN degree requires a minimum of 120 credits earned with a 2.0 cumulative GPA, and a minimum grade of “C” in all NUR 3000-4000 courses taken at LSSC or an elective at one of the partnering colleges (Seminole State College and Valencia College). A total of 25% of all lower-division courses must be completed at LSSC; and 50% of the upper-division NUR 3000-4000 courses in the RN to BSN program must be completed at LSSC. NUR 4945L Nursing Capstone must be completed at LSSC to graduate with the BSN from this college. Table 1 illustrates the allocation of 120 credits. Degree candidates are required to submit a *Graduation Application* in MyLSSC. This form must be received at least two months prior to the expected date of graduation for January and May conferrals, and six months before August conferral. Payment of all tuition and fees.

**Table 1. Allocation of 120 Credit Hours Required to Complete BSN Program**

Coursework	Credits
Pre-Licensure RN Education: Nursing Coursework	42
AA General Education Core Courses *See #2 next page	36-38
AA Program Requirement Courses	4
AA Program Elective Courses	6
BSN Core Courses	24
BSN Elective Courses	6
<b>Total credits required for BSN</b>	<b>118-120</b>

1. Pre-Licensure RN Education: Nursing coursework consists of 42 credit hours.

- \* 2. The State of Florida requires a minimum of 36 semester hours of general education coursework. RN to BSN students complete \*38 hours of General Education coursework because the Anatomy and Physiology courses have an additional two lab credits. The typical distribution of the General Education coursework is as follows:

General Education Requirements

Communication .....	9 hours
Humanities .....	6 hours
Social & Behavioral Sciences.....	6 hours
Mathematics ( <i>STA 2023 Statistics required</i> ) .....	6 hours
Natural Sciences ( <i>BSC 2085C &amp; 2086C meet requirements</i> )	8 hours
Personal Growth & Development .....	<u>3 hours</u>
	38 hours

(The Civic Literacy Exam became a graduation requirement effective Fall 2021)

The RN to BSN program has specific course and elective requirements.

Microbiology (required course) .....	4 hours
Electives	<u>6 hours</u>
	10 hours

The RN to BSN core courses:

- NUR 3825 Professional Role Transition (3 credit hours)
- NUR 3667 Diversity and Global Trends (3 credit hours)
- NUR 4829 Leadership/Management in Nursing (3 credit hours)
- NUR 4837 Health Care Policy in Nursing (3 credit hours)
- NUR 3125 Pathophysiology (3 credit hours)
- NUR 3169 Evidence/Research in Nursing (*Pre-requisite for this course is STA 2023 Statistics, must receive a "C" or higher*). (3 credit hours)
- NUR 3634C Community and Public Health Nursing (3 credit hours)
- NUR 4945C Capstone (3 credit hours)

The RN to BSN electives:

- NUR 3678 Nursing Care of Vulnerable Populations (3 credit hours)
- NUR 4286 Gerontological Nursing (3 credit hours)
- NUR 3145 Pharmacology\* (3 credit hours)
- NUR 3870 Informatics in Healthcare (3 credit hours)
- HSC 4404 Medical Disaster Management\* (3 credit hours)
- NUR 4257 Critical Care Nursing (NUR 3125 Pathophysiology is a pre-requisite for this course) (3 credit hours)

(\* May be taken as Transient Student Status at Valencia State College and Seminole State College.)

3. RN to BSN students must fulfill the Florida Foreign Language Competency requirement for bachelor's degrees, even if this requires the student to exceed 120 total semester credit hours. Students may fulfill this requirement by successfully completing one of the following options:
  - 1) Two sequential high school credits in one language.
  - 2) Two sequential college-credit courses in a foreign language or American Sign Language.
  - 3) Minimum designated College Level Examination Program (CLEP) scores in Spanish, French, or German.
  - 4) Completion of a college degree or equivalent, or high school diploma from a foreign country where English courses were studied as a foreign language. This must be stated on the official evaluated transcript. See additional information in Coursework from International Institutions

### **Retention and Progression**

Retention: Must maintain a minimum "C" grade in all NUR 3000-4000 courses.

If you do not enroll in any courses at LSSC or as a transient student at one of our partner institutions for three consecutive semesters, you will need to apply for re-admission to the college and the program.

Progression: Must maintain a minimum "C" grade in all NUR 3000-4000 courses.

Newly admitted students must take NUR 3825 Professional Role Transition first. All general education and core NUR courses must be completed before enrolling in the final course, NUR 4945C Nursing Capstone. No core NUR courses may be taken concurrently with NUR 4945C Nursing Capstone. (NUR elective courses may be taken with NUR 4945C Nursing Capstone.)

Upon acceptance to the program, students collaborate with the RN to BSN Academic Advisor to develop a Plan of Study (POS). The POS is sequenced to complete the program on a part-time basis in consecutive semesters. Students may also complete the program on a full-time basis, or on an accelerated basis. If a student decides to vary from their individualized Plan of Study, it is important to contact the BSN Advisor to ensure a smooth path forward. The POS specifies NUR 3000-4000 core and elective courses only. Students may also need to complete additional General Education and/or other program requirements (civic literacy exam).

## RN to BSN Course Schedule for 2024-2025

*All courses are completed in 7-weeks (Session A or B)*

**Table 2. Fall 2024, Spring & Summer 2025**

Fall 2024: Session A (7 weeks)	Fall 2024: Session B (7 weeks)
NUR 3825 Role Transition (3 credit hours) NUR 4257 Critical Care Nursing (3 credit hours) NUR 3169 EBP/Research (3 credit hours) NUR 3667 Diversity & Global Trends (3 credit hours) NUR 4837 Health Policy (3 credit hours) NUR 4829 Leadership/Mgt (3 credit hours)	NUR 3825 Role Transition (3 credit hours) NUR 3125 Pathophysiology (3 credit hours) NUR 3870 Informatics in Healthcare (3 credit hours) NUR 3634C Community and Public Health Nursing (3 credit hours) NUR 4945C Capstone (3 credit hours)
Spring 2025: Session A (7 weeks)	Spring 2025: Session B (7 weeks)
NUR 3825 Role Transition (3 credit hours) NUR 4257 Critical Care Nursing (3 credit hours) NUR 3169 EBP/Research (3 credit hours) NUR 3667 Diversity & Global Trends (3 credit hours) NUR 4837 Health Policy (3 credit hours) NUR 4829 Leadership/Mgt (3 credit hours)	NUR 3825 Role Transition (3 credit hours) NUR 3125 Pathophysiology (3 credit hours) NUR 3870 Informatics in Healthcare (3 credit hours) NUR 3634C Community and Public Health Nursing (3 credit hours) NUR 4945C Capstone (3 credit hours)
Summer 2025: Session A (7 weeks)	Summer 2025: Session B (7 weeks)
NUR 3825 Role Transition (3 credit hours) NUR 4257 Critical Care Nursing (3 credit hours) NUR 3169 EBP/Research (3 credit hours) NUR 3667 Diversity & Global Trends (3 credit hours) NUR 4837 Health Policy (3 credit hours) NUR 4829 Leadership/Mgt (3 credit hours)	NUR 3825 Role Transition (3 credit hours) NUR 3125 Pathophysiology (3 credit hours) NUR 3870 Informatics in Healthcare (3 credit hours) NUR 3634C Community and Public Health Nursing (3 credit hours) NUR 4945C Capstone (3 credit hours)

*Note: Subject to change based on enrollment, faculty availability, etc.*

### Transient Students

LSSC RN to BSN students may take NUR 3000-4000 course *electives* at Valencia College or Seminole State College. All NUR 3000-4000 core courses must be taken at LSSC. LSSC students taking NUR elective or general education classes at another institution as transient students should follow these steps to receive financial aid for the transient coursework.

1. Prior permission required to take transient coursework: Transient Student Form from FloridaShines.org (select “Take a course at another school”).
2. Register and pay for coursework at the transient institution.
3. Turn in paid receipt and class schedule to the LSSC Financial Aid Office.
4. Once the consortium agreement has gone through the approval process, the student’s aid will be adjusted accordingly.
5. At the end of the term in which a student is taking transient coursework, LSSC must receive an official transcript to award financial aid for the next term of enrollment.

**Note:** RN to BSN students must complete 25% of the total 120 credit hours (30 credits) at LSSC to earn the baccalaureate degree. The 30 credits earned at LSSC toward the baccalaureate degree in nursing must also include 50% of upper-division NUR 3000-4000 coursework (15 credits).

**Table 3. Suggested Plans of Study**

BACHELOR IN SCIENCE DEGREE

# RN TO BSN



**Guided Pathways to Success**

PART – TIME PLAN	FULL – TIME PLAN	ACCELERATED PLAN
<p><b>Semester 1 – 7 Weeks: A (3 Credits)</b> NUR 3825: Professional Role Transition</p> <p><b>Semester 1 – 7 Weeks: B (3 Credits)</b> NUR 3125: Pathophysiology for Nursing Practice</p> <p><b>Semester 2 – 7 Weeks: A (3 Credits)</b> NUR 3169: Evidence and Research in Nursing Practice</p> <p><b>Semester 2 – 7 Weeks: B (3 Credits)</b> NUR 3634C: Community and Public Health Nursing</p> <p><b>Semester 3 – 7 Weeks: A (3 Credits)</b> NUR 3667: Diversity &amp; Global Trends</p> <p><b>Semester 3 – 7 Weeks: B (3 Credits)</b> *BSN Elective</p> <p><b>Semester 4 – 7 Weeks: A (3 Credits)</b> NUR 4837: Health Care Policy &amp; Economics in Nursing</p> <p><b>Semester 4 – 7 Weeks: B (3 Credits)</b> *BSN Elective</p> <p><b>Semester 5 – 7 Weeks: A (3 Credits)</b> NUR 4829: Leadership &amp; Management in Nursing</p> <p><b>Semester 5 – 7 Weeks: B (3 Credits)</b> NUR 4945C: Nursing Capstone</p>	<p><b>Semester 1 – 7 Weeks: A (6 Credits)</b> NUR 3825: Professional Role Transition NUR 3169: Evidence and Research in Nursing Practice</p> <p><b>Semester 1 – 7 Weeks: B (6 Credits)</b> NUR 3634C: Community and Public Health Nursing NUR 3125: Pathophysiology for Nursing Practice</p> <p><b>Semester 2 – 7 Weeks: A (6 Credits)</b> NUR 3667: Diversity &amp; Global Trends NUR 4837: Health Care Policy &amp; Economics in Nursing</p> <p><b>Semester 2 – 7 Weeks: B (6 Credits)</b> *BSN Elective *BSN Elective</p> <p><b>Semester 3 – 7 Weeks: A (3 Credits)</b> NUR 4829: Leadership &amp; Management in Nursing</p> <p><b>Semester 3 – 7 Weeks: B (3 Credits)</b> NUR 4945C: Nursing Capstone</p>	<p><b>Semester 1 – 7 Weeks: A (9 Credits)</b> NUR 3825: Professional Role Transition NUR 3169: Evidence and Research in Nursing Practice NUR 3667: Diversity &amp; Global Trends</p> <p><b>Semester 1 – 7 Weeks: B (9 Credits)</b> NUR 3634C: Community and Public Health Nursing NUR 3125: Pathophysiology for Nursing Practice *BSN Elective</p> <p><b>Semester 2 – 7 Weeks: A (6 Credits)</b> NUR 4837: Health Care Policy &amp; Economics in Nursing NUR 4829: Leadership &amp; Management in Nursing</p> <p><b>Semester 2 – 7 Weeks: B (6 Credits)</b> *BSN Elective NUR 4945C: Nursing Capstone</p>
<p><b>BSN Electives</b></p> <p><i>Select 2 of the following courses for your Electives:</i></p> <p><i>** Offered through consortium members as a transient student</i></p>		
<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <p>NUR 3678: Nursing Care of Vulnerable Populations</p> <p>NUR 4286: Gerontological Nursing</p> <p>**NUR 3145: Pharmacology</p> <p>NUR 3870: Informatics in Healthcare</p> <p>NUR 4257: Critical Care Nursing</p> <p>**NUR 4404: Medical Disaster Management</p> </div> </div>		

Schedule an appointment with an academic advisor or check on real-time degree progress in myLSSC

**RN to BSN Requirements**  
A cumulative GPA of 2.5 and a valid unencumbered FL RN license or Compact license (passed NCLEX exam) OR Authorization To Test (ATT) upon admission and passing score on the NCLEX by the end of the first semester in the RN to BSN program.

We're here to help! Learn more about student resources at [www.lssc.edu/students](http://www.lssc.edu/students)

Save time & money by following this plan and applying for scholarships. [www.lssc.edu/finaid](http://www.lssc.edu/finaid)

## Online Technology Requirements & Resources

### Requirements

All online courses require access to the Internet. Unless you are traveling to a Leesburg or South Lake campus computer lab, you will need to have access to your own computer and a high-speed Internet Service Provider. A webcam and a headset or microphone for your computer is required.

### *Completion of the Canvas Tutorial*

Canvas is the learning management system used in this program. Students unfamiliar with Canvas are expected to complete online instruction training prior to the first week of classes.

[Canvas Student Orientation](#)

### *Computer Skills & Digital Information Literacy Expectations*

In addition to knowing how to navigate Canvas, students are expected to know how to: use email attachments (upload and download avoiding “Read Only” protections); create and submit files in MS Word format (.doc or .docx); download and use the software as needed or directed by the instructor; use Excel spreadsheets; use presentation and graphics programs (Prezi, PPT, poster presentations, creating videos, creating blogs, etc); using the Canvas app in a mobile device; using web conferencing tools and software (Zoom, Big Blue Button, Skype). Students should be able to access and utilize computer networks to locate and store files. *It is imperative that students have the digital information literacy skills to use search criteria, keywords, and filters to locate and gather research and current, peer-reviewed scholarly sources from databases such as CINAHL, MedLine, Cochrane Data Base, and SOCIndex. **The ability to conduct only Google and Google Scholar searches is considered inadequate to meet program requirements.*** Please schedule a time to meet with librarians on either campus if you need help developing database search skills.

[LSSC Libraries - LSSC Libraries Homepage - LibGuides at Lake-Sumter State College](#)

Lake-Sumter State College and the RN to BSN program use your student email, known as LakeHawk Mail, as the official means of communication. LakeHawk Mail, powered by Microsoft Office 365 (free to students), is available on the browser and via First-time login instructions and password management are accessed at myLSSC.edu

### Technology Requirements

#### *Internet Access and Communication Equipment*

Students need a reliable high-speed connection to the Internet (DSL, Cable Modem). A webcam and a microphone are needed for synchronous sessions/consultations between faculty and students. Headphones and/or speakers are needed for recorded lectures and other related audio learning activities.

- High-speed Broadband Internet Connection is Required
  - Test your Internet speed using [speedtest.net](#), for an accurate speed test.
    - Recommended Internet speeds:
      - Ping response is less than 100ms
      - Download speed is at least 10Mbps



- Upload speed is at least 2Mbps
- Please consider the following while participating in online courses:
  - Using a shared Internet connection will impact connectivity, such as additional household members' use of streaming TV, gaming, and other Internet usages.
  - Wireless connections may be impacted by the distance from the router and interference from microwaves and other electronics. (Wired connections are recommended.)
  - Your Internet Service Provider's performance may vary throughout the day based on community usage.

### Hardware Requirements

PC or Mac personal computers should have one or more of the following browsers:

- Internet Explorer
- Firefox (Mozilla)
- Google Chrome

(We highly recommend updating to the **newest version** of whatever browser you are using.)

Writing assignments must be created, saved, and submitted in Microsoft Word format (.doc or .docx). Microsoft Office Suite software is required and is available free to LSSC students

[Microsoft Office Free Download](#)

Grammarly is a software program that will help you to meet the writing expectations of this program (including how to avoid plagiarism). Students can get the premium version FREE (This has a plagiarism check. Unfortunately, it won't help with APA; you'll need to use the 7<sup>th</sup> edition APA manual to meet those requirements). You can access Grammarly by going to [GRAMMARLY DOWNLOAD](#). The college pays for the premium version, but you must access it through this link. Once you click the link, click "login" on the upper right-hand corner, then click "sign up." When you sign up, in order to get access to the premium version you must use your LSSC LakeHawk e-mail address. They will send you a verification email to your school address, but it will automatically be sent to the junk mail folder. Access it from there and follow the directions to complete the sign-up process. Once your sign-up is complete, you can log in to Grammarly and on your premium screen, you will see a link to Apps. This will allow you to install the apps on your computer. If you're having trouble, go to [LSSC Libraries - LSSC Libraries Homepage - LibGuides at Lake-Sumter State College](#) for information, or contact our librarians: Nora Rackley 352-365-3586 [rackleyn@lssc.edu](mailto:rackleyn@lssc.edu) or Alison Norton 352-435-6443 [nortona@lssc.edu](mailto:nortona@lssc.edu).

### Mobile Devices:

Apple and Android mobile devices are recommended, but not required. Students may want to download the Canvas app to their phone and/or other mobile devices to conveniently access the course site at any time: [Canvas Mobile App](#)

## **Netiquette (Online Manners)**

### Email Netiquette

When you send an email to faculty or peers: use a descriptive subject line. Be brief. Avoid attachments unless you are sure your recipients can open them. Avoid HTML in favor of plain text. Sign the email with your name. Think before you send an e-mail to more than one person. Does everyone really need to see your message? Be sure you *really* want everyone to receive your response when you click, “reply all”. Also, be sure that the message author intended for the information to be passed along before you click the “forward” button.

### Online Course Netiquette

When communicating online, you should always: start with a salutation including the receiver’s name/title. Use your professors’ proper title: “Dr.” if a Ph.D. or DNP or if you are in doubt, use Mr. or Ms. (Avoid referring to faculty by their first name.) All communications to faculty and peers should be professional and respectful.

Use clear and concise language and remember that all college-level communication should have correct spelling and grammar. Avoid slang terms such as “wassup?” and texting abbreviations such as “u” instead of “you”. Use standard fonts such as Times New Roman or Arial and use a size 12 or 14 pt. font.

Avoid using the caps lock feature AS IT CAN BE INTERPRETED AS YELLING. Be cautious when using humor or sarcasm as the tone is sometimes lost in an email or discussion post and your message might be taken seriously or offensive. Be careful with personal information (both yours and others). Do not send confidential patient/client information via e-mail.

All information and data recorded on electronic media are public records and as such are subject to access by the general public as well as the press in the same manner as physical documents. Thus, any electronic communication concerning any official business may be deleted or destroyed only in accordance with State of Florida Basics of Records Management. Such material can always be retrieved, and may be reviewed at any time by the College to ensure compliance with Rule 2.16 (Information Technology Resources) and this procedure, and may also be reviewed by the public upon a proper request under the Florida Sunshine Law. [LSSC Admin PRO 7-06](#)

## **Resources**

### ***How to be a successful online learner in the RN to BSN program***

The course week always begins on Monday and ends on Sunday. Otherwise, there is no pre-determined schedule for working on weekly course activities. This offers students flexibility in meeting the weekly expectations, but this flexibility can also present challenges in time management that each student must resolve in order to be successful in the course.

Time management is key to being successful in an online course, especially when offered in a 7-week format. Students should set aside regular blocks of time during the week to commit to coursework. Ideally, students should have a designated work area, free of distractions for completing course activities. Plan to log into the Canvas course at least two times per week, allowing enough time for you to concentrate on the learning activities and complete the weekly graded activities.

Review the Concourse syllabus, located in the left side bar in Canvas for each course. Knowledge of the expectations, policies and assignment due dates will facilitate your success in the course.

Know how to contact the course instructor. Course-related communications should routinely occur within Canvas. However, personal issues may be communicated via other means such as the instructor's LakeHawk e-mail, phone, or text. Each instructor includes specific communication information in the START HERE module of the Canvas course.

Most interaction in an online class is through writing. Students are expected to be able to communicate thoughts and ideas in writing, as well as meeting additional academic and professional writing standards specified in each course and in the 7<sup>th</sup> edition of the APA manual. Writing assignments must be created, saved, and submitted in Microsoft Word format (.doc or .docx). Microsoft Office Suite software is available free to LSSC students [Microsoft Office Free Download](#)

Students should be familiar with using technology, the Internet, and email, as well as downloading, uploading and saving files. LSSC's Information Technology department is available as a resource to students to troubleshoot these areas as needed. [Information Technology](#)

### ***How online courses work in the LSSC RN to BSN program***

The online courses are designed to bring the convenience of anytime, anywhere learning to RN to BSN students enrolled in the program. All courses are offered in a 7-week format. Courses are meant to represent the face-to-face learning experience as closely as the technology and modality allow in an asynchronous, yet structured manner. The NUR 3000-4000 courses may utilize the following to achieve this: recorded lectures, weekly virtual office hours with faculty, interactive technologies, video, and audio content, interactive discussions, and group activities.

#### *The online courses are not self-paced.*

In all courses, you'll be working on a week-to-week schedule (Monday-Sunday) and must complete specific discussions and assignments by Wednesday and/or Sunday of each week. Failure to complete the activities will result in losing points. Occasionally, you will be able to work ahead on some assignments. Please check the course syllabus and instructions in each Canvas course to identify work-ahead options.

#### *The online courses are not easier than face-to-face courses.*

Faculty are expected to provide the same level of academic rigor in online courses as would be provided in face-to-face courses. LSSC has also initiated an intensive, internal review process for online courses. Each NUR 3000-4000 course is scheduled to undergo this process. Each course is evaluated against 30+ standards originally developed by Quality Matters™, a nationally recognized, peer-reviewed process that certifies online courses for quality.

#### *The online courses do not require less time than face-to-face courses.*

The Florida Department of Education, which oversees all higher education in the state, defines one credit hour as one hour of in-class activities and two hours of out-of-class activities regardless of modality (e.g., face-to-face or online). This means that taking a 3-credit online

theory course requires a time commitment of 9-hours per week. It is important to note that NUR 3634C and NUR 4945C Nursing Capstone are listed as 3-credit courses with 30 clinical hours. These are theory courses with a community/practicum component that can be completed in your own community.

*This program will make use of Artificial Intelligence (AI) in various ways. You are permitted to use AI only in the manner described in the assignments. Any attempt to represent AI output inappropriately as your own work will be treated as plagiarism.*

### **Technology Help Desk**

All LSSC students, including the RN to BSN distance education students, have access to technical support services. The Technology Student Help Desk is available by phone or email to problem-solve issues with student email, manage passwords, install Microsoft Office 365 (free to students), and access MyLSSC Monday through Friday. [Technology Student Help Desk](#)

### **Canvas Support**

Help with Canvas is available 24/7 using the Help tab in the Canvas course or by calling (844) 803-6622.

### **MyLSSC**

Students may login and navigate a variety of functions and student support services such as: Degree Works, reviewing personal information (current contact information), accessing academic records and grades, viewing financial aid awards, paying tuition and fees, and ordering official transcripts. If needed, the civic literacy test is available through the [Testing Center](#). Online options are also available, and your score must be sent to LSSC.

### **Learning Center**

The Leesburg and South Lake campuses have Learning Centers that offer a variety of support services to all LSSC students. Many of these services are responsive to the needs of distance education students. In-center resources include access to desktop computers, printers, laptops, calculators, headphones, and flash drives. Designated learning spaces in each center include a conference area and tables with surface plugs. The centers also have a lending library for laptops, tablets, and flash drives. Students may also borrow course textbooks for free. Full tutoring services are available for any course both in-person and online. The Virtual Tutoring services are scheduled online and are conducted through Canvas.

## **Student Services**

**Lake-Sumter State College provides a wide range of services for students. There are some services that may benefit undergraduate students more, however all services and resources are available and accessible to all students, regardless of program, via web or in-person.**

### **Academic Advising**

Academic Advisors support students with setting and achieving academic and career goals.

### **Admissions**

Enrollment Services Specialists support students with the application process and admission to the College.

### **Bookstore**

The bookstore is the one-stop shop for course materials, apparel, supplies, or just to grab a snack.

### **Academic Calendar**

The Academic Calendar provides important registration and course timelines for each semester.

### **Campus Safety**

LSSC provides armed security services at all campus locations. You can call Campus Security for assistance.

### **Career Services**

Career Development Services is proud to provide career-related services to students and alumni of LSSC.

### **College Catalog and Student Handbook**

LSSC's Catalog and Student Handbooks provide a description of its policies, academic programs, degree requirements, and course offerings.

### **College Events**

The LSSC calendar includes campus events and important dates/deadlines.

### **Community Resources**

LSSC connects students with community resources related to finances, housing, food, and well-being.

### **Course Registration**

Students can register for available courses online or contact an Enrollment Services Specialist for assistance.

## **DirectConnect to UCF**

LSSC is proud to partner with the University of Central Florida to offer the DirectConnect to UCF® program.

## **Early College Programs**

LSSC's Early College Programs include targeted college and career preparation programs, college-credit opportunities, holistic student development, and a sense of belonging for youth in Lake and Sumter Counties.

## **Enrollment Service Center**

The Enrollment Service Center supports students with various processes related to admission, records, financial aid, academic advising, and student accounts.

## **Financial Aid**

Our Financial Aid Office provides information and advice about federal, state, and institutional aid programs as well as local scholarships that will help you achieve your educational goals.

## **Food Pantry**

LSSC provides access to food pantries through our campuses and local partners.

## **Health and Recreation**

Our Leesburg and Clermont campuses offer a variety of healthy outlets through sports, activities, and recreation.

## **Intramural Sports**

From student government to honor societies and intramural sports to student publications, we offer a variety of interests and activities where you can apply your interests.

## **Lakehawk Athletics**

Home of the Lakehawks! LSSC offers a variety of collegiate athletic programs competing at in the NJCAA conference, including baseball, softball, mens and womens cross country, mens and womens track and field, womens indoor volleyball, and womens beach volleyball.

## **Leadership Development**

From NSLS to our bachelor's degree in strategic leadership, LSSC offers a variety of options for students to develop as leaders.

## **Library**

Lake-Sumter State College provides a variety of library resources including online catalogs, databases, and access to the Lake County Library System.

### **Math Emporium**

The Math Emporium provides in-person and online academic support to all students enrolled in Fully Seated, Hybrid, Real-Time Online, or Asynchronous Online MAT 0018, MAT 0028, MAT 1033, and MAC 1105 courses.

### **Personal and Mental Health**

LSSC provides access to personal and mental health services for all current students.

### **Registrar (Records)**

The Records Office provides support with transcripts, enrollment verification, graduation preparation, and commencement ceremonies.

### **Scholarships**

LSSC offers scholarships through the Foundation every semester. Apply in June for Fall Semester, October for Spring Semester and February for Summer Semester.

### **Student Accessibility Services (SAS)**

We are committed to working with students with disabilities in order to provide academic accommodations in making Lake-Sumter State College an equal access, equal opportunity institution.

### **Student Accounts (Cashier)**

Check your account, make a payment, or set up a payment plan through Student Accounts.

### **Student Assistance Program (SAP)**

The Student Assistance Program (SAP) provides support in dealing with the pressures and challenges students face during their academic and professional careers.

### **Student Code of Conduct**

Lake-Sumter State College is committed to fostering a learning environment that is conducive to academic inquiry, a productive campus life, and encourages thoughtful study and discourse without fear or intimidation.

### **Student Employment**

Learn more about working on campus as a student, review available jobs, and apply for a job online today.

### **Student ID Cards**

All students enrolled in a degree-seeking program are required to obtain a Student ID card.

### **Student Life & Activities**

Lake-Sumter State College offers a variety of activities on campus to give you the full college experience.

## **Student Perks and Community Discounts**

### **Technology Help Desk**

The Technology Help Desk Is also available to answer any questions or to help with any technical Issues regarding any LSSC technology.

### **Testing Services**

Testing Services offers a wide variety of testing for LSSC students and the greater community.

### **Tutoring & Learning Center**

The Tutoring and Learning Center provides academic support via in-person and online tutoring and provides textbook, calculator and webcam rentals to students.

### **Veterans Services**

The Veteran Services Office will assist service members, and their dependents, in receiving and using their educational benefits.

### **Parking Decals**

A valid parking decal is required of each vehicle to be driven/parked on Lake-Sumter property.

### **Credit for Prior Learning**

Students can earn college credit for specific courses granted by successful completion of local or national exams.

### **Tours**

Campus tours are available on the Leesburg, South Lake/Clermont and/or Sumter campuses.

### **The Angler**

Student editors, artists and journalists work together to bring LSSC students pertinent news and interesting articles.

### **SAFE App**

The Lake-Sumter SAFE mobile app offers emergency alerts, one-click calling to Campus Security, detailed campus maps, and many more safety resources.

### **RISE Summer Math Academy**

The RISE Summer Math Academy is a three-week college-prep academy for rising 11th and 12th graders.

### **Library Resources for Student Success**

Please use these Library-related resources to assist you with your success at Lake-Sumter State College.



## **Student Wellness**

### **Tuition & Fees**

Review the current tuition & fees for Lake-Sumter State College.

### **Course Syllabus**

Lake-Sumter State College utilizes an online syllabus system called Concourse. Your course syllabus can be accessed in each of your Canvas courses by clicking Concourse Syllabus in the course's navigation or using this search feature.

### **Textbook Transparency**

This link provides a searchable database of textbook information as required by Florida Statutes. Students are encouraged to check the LSSC Bookstore for textbook information.

### **Canvas**

Canvas is a cloud-based learning management system for your coursework.

### **Academic Programs**

Review our academic program offerings to determine which program best suits your career pathway. Remember, we're here to help!

### **Dual Enrollment**

Learn more about dual enrollment available to you.

### **Florida Residency**

Submit your Florida Residency forms for tuition purposes on this page.

### **New Student Orientation**

All first time in college and dual enrollment students are required to complete a New Student Advising & Registration session prior to registering for classes. Transfer students are encouraged, but not required, to complete a session.

### **myLSSC**

The myLSSC portal will be your gateway to online services, including course registration, bill payment, financial aid, and more, at Lake-Sumter State College.

### **Lakehawk Links**

Use this page for quick access to online services at LSSC.

### **Lakehawk Mail**

Your Lakehawk Account is powered by Microsoft 365 and provides you access to your LSSC email, Microsoft Office products, and other Microsoft services.

### **Workflow**

Workflow is an online platform for submitting forms and other processes electronically.

### **DegreeWorks**

DegreeWorks is a web-based planning tool to help monitor your progress toward degree completion.

### **Campus Maps**

With campus maps you can explore the campus virtually. Find parking, event venues, athletic facilities, locate campus safety and more.

### **Hours of Operation**

Review the hours of operations for each campus and services within that campus.

## **RN - BSN Academic Information and Policies**

### **Online Courses Start & End**

#### *Course Week*

The Concourse syllabus is available in Canvas by 9:00 a.m. on the first day of each semester. Check the course calendar for weekly topical outlines, course requirements and due dates, and policies specific to each course. In the START HERE module, accessed from the Home page icon or the navigational bar to left in Canvas, a list of major assignments for each course is listed. Be sure to review these assignments, since you may begin working on them immediately.

Each weekly Module starts on Monday and finishes on Sunday at 11:59 p.m. There are 7 Modules in each course, one for each week. Graded activities normally come due on the Wednesday or Sunday of the Module week. Other due dates will be at the instructor's discretion. In all 7-week courses, it is expected that an initial post will be submitted by Wednesday 11:59 p.m. to the discussions. Two response posts for discussions will be due by Sunday 11:59 p.m. Course work will include required textbook & journal readings, viewing multimedia or narrated PPT presentations or podcast presentations, and /or taking surveys or investigating assigned websites. Reading ahead and preparing for the graded requirements are encouraged.

#### *Course Evaluations*

Student evaluations are extremely important to the ongoing quality improvement initiatives in each course. When the course evaluation is opened in the last few weeks of each 7-week course, you will receive an email asking for your participation and instructions for accessing it. The course evaluations are anonymous - faculty will not know who has responded (only how many). The LSSC RN to BSN program considers student participation in course evaluations to be an exemplar of critical thinking, professionalism, and a commitment to quality improvement in nursing education. Therefore, an additional 1% will be added to your final grade. The student must be passing the course (70% or higher) to receive the additional point.

#### *Attendance Policy*

Initial Attendance in an online course is verified through the submission of an assignment or discussion within 7 days of the course start date. Failure to submit in the first week may result in non-attendance reported to the Registrar and may result in automatic withdrawal from the course.

#### *Add/Drop*

Students register for courses and make schedule changes using MyLSSC. Students may add or drop a course until the end of the add/drop period indicated in the [Academic Calendar - Lake-Sumter State College](#).

### *Withdrawals*

In compliance with State Board of Education Rule 6A-14.0301, the following procedures will be followed relating to a student withdrawal:

- Students may withdraw without academic penalty through the published date in the [Academic Calendar - Lake-Sumter State College](#) for each semester. Students wishing to withdraw from a mini- semester course must do so prior to the date specified on the course syllabus.
- No refund is issued for a withdrawal. The grade of “W” is issued and will remain on the student’s transcript.
- Students may officially withdraw from all of their courses via MyLSSC before the published withdrawal deadline.
- Students should consult with an academic advisor and, if applicable, the [Financial Aid Office](#) prior to withdrawing from a class to discuss the potential ramifications of a withdrawal.

LSSC permits several types of written administrative appeal requests including requests for late withdrawal, administrative drop/refund, a waiver to avoid the full cost of instruction of a third attempt, and request for a fourth course attempt. See [Administrative Procedure PRO 3-07](#) for information regarding the appeal criteria and the process for requesting an appeal.

### **Discussions and Assignments Requirements**

#### *Discussions Overview*

Students are expected to participate in discussions. Discussions and assignments will open at midnight on the Monday of their respective Module (Week). Students are expected to follow the specific instructions regarding due dates of initial postings and peer replies. Please use spelling/grammar software (Grammarly is available for free) to check your posts before submitting them, as you will not be able to edit the posts once they are submitted. Discussions will close at midnight of the due date.

#### *General Discussion Strategies*

Students are encouraged to employ critical thinking and to rely on data and verifiable sources to interrogate all assigned readings and subject matter in this program as a way of determining whether they agree with their classmates and/or their instructor. No lesson is intended to espouse, promote, advance, inculcate, or compel a particular feeling, perception, viewpoint or belief.

It is recommended that students use one or more of the following five discussion strategies to frame and develop their initial and/or response posts:

- 1) Elaborate/Clarify
- 2) Make additional connections
- 3) Challenge others’ views
- 4) Build on others’ view
- 4) Ask questions

Definition and examples of each strategy are listed in the table:

Discussion Strategy & Definition	Examples
<p><b>Elaborate/Clarify</b> Support comments/arguments already made (in readings or by a classmate) with additional evidence or details.</p>	<p>“How are you defining the term that you just used?” “Could you clarify the statement you made about...?”</p> <p>“Have you seen this in your nursing practice? How did you handle it?”</p> <p>“Can you be more specific about _____?”</p>
<p><b>Make additional connections</b> Connect discussion to other pieces of arguments or resources.</p>	<p>“This idea is also supported by research outside of nursing...” Provide the example and supporting evidence.</p> <p>“So far most of us agree that _____. What does this mean for us as BSNs?”</p> <p>“I want to follow-up on your point about...”</p> <p>“We touched on a similar idea in a previous discussion. I see now that these two ideas may be connected in a way I didn’t see then.” Explain this new connection.</p>
<p><b>Challenge others’ views</b> Suggest and justify a different perspective on a comment/argument already made (in the readings or by a classmate).</p>	<p>“I’m not completely convinced that the author of the textbook readings is correct about _____. My experience has been the opposite (share experience). There is evidence in the literature that supports my experience.” (Provide the evidence).</p> <p>“Another way to look at this may be....”</p> <p>“Perhaps there are alternatives to your argument/perspective. For example, an opposing idea might come from someone from a different culture/background/experience. For example, _____.” Explain and provide evidence for the differing perspective.</p>
<p><b>Build on others’ views (Synthesize discussion points)</b> Further develop others’ views.</p>	<p>“It seems most of us agree that _____. This has implications for our nursing practice, such as _____.” Explain and provide evidence.</p> <p>“Initially, I didn’t know how to answer this question, but after reading others’ comments, the evidence seems to suggest....”</p> <p>“There doesn’t seem to be consensus among the group on this issue. Perhaps more research/dialogue/debate is</p>

Discussion Strategy & Definition	Examples
	needed to determine/resolve/explore ____.” Explain and provide evidence.
<b>Paraphrase</b> Restate classmates’ main points using your own words to see if you understand what they are saying.	<p>“My understanding of what’s been said so far is...”</p> <p>“Essentially, your position on this issue is....”</p> <p>“Is sounds like you’re saying ...have you seen this in your nursing practice? How did you handle it?”</p>

### *Discussion Requirements*

Students are required to support their discussions with citations, write in 7<sup>th</sup> edition APA format, and provide a reference list at the bottom of their posting.

Criterion	Initial Post	Response Posts
<b>Due dates for discussion posts.</b>	The initial post is due by 11:59 p.m. on Wednesday.	Two responses are due by 11:59 p.m. SUNDAY.
<b>Minimum Word Count</b>	250 words	75-100 words
<b>Support Citations</b>	Use the module/textbook readings to support content in the initial post.	Use current (within the last 5 years), peer-reviewed journal articles to support content in each of the response posts.
<b>Direct Quotes supporting non-statistical/ non-numeric information.</b>	Must paraphrase or summarize ALL non-statistical information from support sources.	Must paraphrase or summarize ALL non-statistical information from support sources.
<b>Direct Quotes referencing statistical or numeric data.</b>	There is no minimum or maximum number of statistical quotes that are required; but <b>all statistical or numeric data used to support the initial post must be cited in-text as a direct quote</b> , including the page number.	There is no minimum or maximum number of statistical quotes that are required; but <b>all statistical or numeric data used to support the initial post must be cited in-text as a direct quote</b> , including the page number.
<b>Other Support Sources (.gov/ .edu/ .com websites)</b>	Optional (may not substitute for required readings)	Optional (may not substitute for peer-reviewed, current journal articles)

*Substantive Initial Post (Approximately 250 words)*

All students' posts to the discussion boards should be substantive, adding value to the discussion through thoughtful reflection, relevant comments, and an approach that furthers the discussion and engages other student dialogue. Effective student initial posts:

- Engage in serious reflection on reading material and discussion prompts;
- Are relevant to the week's topic;
- Paraphrase/Summarize with support citations from the required reading material as it relates to your interpretation of its significance to your practice;
- Provide specific examples of applying this interpretation to your practice;
- Explore parts of the required readings that were unclear or confusing. Please explain and ask a question of your peers that could clarify that content for you.
- Are written clearly and concisely.

*Substantive Response Post (Minimum 75 words)*

- Replies to two peers
- Engages in serious reflection of each peer's initial post
- Engages in student dialogue clarifying content for each peer by paraphrasing or summarizing with support citations from a peer-reviewed journal article
- Adds depth and breadth to the conversation by sharing relevant examples and /or personal experiences clarifying content areas for each peer
- Replies are written clearly and concisely

*Discussion Rubric Location*

Each discussion has a rubric that will be used to evaluate the content presented in the initial and response post(s). On the upper right-hand corner of the discussion page there are three vertical dots – hover over and click 'show rubric'.

## **Assignments**

*Assignments Overview*

Each course includes assignments and activities with deadlines scheduled throughout the semester. You may work ahead on Assignments, Activities, and/ or Projects.

Points will be awarded for assignments, activities, and /or projects guided by a grading rubric in each course. The grading rubrics are accessible in every course. Students should use the assignment directions AND the rubric to ensure the objectives of the assignment are met.

*Written Assignments*

### **APA Style/Format**

The process of researching and presenting findings is a foundation of the nursing discipline; these fundamental skills and abilities are expected of LSSC students pursuing a baccalaureate degree in nursing. All papers and reference citations must conform to American Psychological Association (A.P.A.) Writing Style. All students are required to use this manual: **American Psychological Association. (2020). *Publication Manual of the American Psychological Association* (7th.ed.). Washington, DC: Author.**

Please do not rely on any other source (Perdue Owl, APA-Style websites, PEARLA, and other software formatting programs). These contain built-in errors in order to avoid APA copyright violations.

*Group Projects:* If your course has a group project assignment - you will be randomly assigned a group by Canvas. Your group is located under the 'people' tab in Canvas. Typically, groups are made up of 3-4 classmates. Please communicate professionally with each other following proper netiquette.

*Peer Reviews: Internal:* Each person will evaluate the members of their group, using a rubric. This evaluation may result in points deduction from an individual's grade. Please see the specific deductions in each course where this is utilized. *External:* Each person will be assigned one or more group projects/assignments other than their own to evaluate using a rubric. External peer reviews are graded by faculty and for the quality of feedback provided by the student. External reviews do not impact the group project grade.

### **Grading, Faculty Feedback, Late Assignments**

*Grading:* Grades in all courses will be determined based on a point system (e.g., each discussion and assignment are assigned a point value). Each assignment category is then assigned a weight (%). This means that, while some assignments have a lower point value than others, they may be in a category that carries a greater 'weight' toward your final grade. For example, though each Discussion may be worth only 100 points, the Discussions as a group, may comprise up to 55% of the total grade in some courses. The syllabus lists the point values for each grade discussion/activity/assignment, as well as the weight of each category used to calculate the final grade. Canvas is set up to automatically calculate your cumulative average and final grade. You will be able to access this anytime, under "Grades."

#### *Grading Scale*

A 90-100%

B 80-89%

\*C 70-79%

D 60-69%

F 59% and below

*\*Students must achieve a minimum of "C" in all NUR core and elective courses.*

#### *Faculty Grading & Feedback*

In the 7-week courses, it is the faculty's goal to post grades and feedback within 7-10 days of the final due date of the assignment or discussion. Please note: Papers submitted early may not be graded until the assignment due date. Some faculty prefer to grade all submissions first and then release individual scores.

Specific feedback from faculty to each student is made when discussions, activities, and/or projects are graded. Feedback can be found in the rubric, as a comment on the actual submission, or in the Comments box in Canvas. Faculty may also provide feedback in the discussions to move the discussion forward or keep it on track. If an instructor poses a question in a discussion, a response is expected. Feedback is meant to be constructive and help you to continue to build



upon your academic skills. Feedback is a tool that you as a learner can use to understand the areas that you are succeeding in and what you can do to improve in other areas.

#### *Late Assignments*

Grading for all unapproved late submissions will be based on the Canvas time stamp. *A late penalty of 10% per day may be deducted for late discussion boards and assignments; Assignments are late if they are not posted by midnight (EST) of the day they are due. Assignments that are more than 3 days late may not be accepted unless the instructor and student have negotiated and mutually agreed upon an alternative submission date in advance or clear communication and/or documentation of extenuating circumstances.*

If a student has a significant life issue, the student is encouraged to notify the instructor within 24 hours prior to the due date to make arrangements for an excused late submission.

#### *Quizzes*

If your course has quizzes, they will be due by 11:59 p.m. on the assigned date. They will not be reopened so please plan accordingly.

#### *Incomplete Grades*

Instructors may assign a grade of an "I" (Incomplete) for a course. This is only an option under extreme circumstances in which a student has completed 75% of course requirements and is passing. Examples of when this may happen include, but are not limited to, a result of an accident, illness, military duty, or other circumstances beyond the student's control. A Faculty/Student Incomplete Grade Agreement form must be completed and submitted to the Admissions and Records Office for processing prior to the semester's grade submission deadline. A copy of the completed form should be retained by all parties.

The faculty member completes a "Change of Grade" form by the end of the semester following the assignment of an Incomplete grade (Summer is considered one semester) to assign a final grade. Otherwise, the Incomplete grade will be converted by the Admissions and Records Office to a grade of IF (Incomplete/Failure).

## **Student Accommodations:**

LSSC integrates students with disabilities as fully as possible into all aspects of the College to ensure equal access to educational opportunities for all students. Educational access is the provision of classroom accommodations, the use of auxiliary aids, and the use of services to afford students with a disability an equal opportunity to participate in services, programs, and activities offered by the College. Students with a disability who need the use of auxiliary aids and/or services are obligated to self-disclose their disability and provide appropriate documentation in order to register for services. This will assist the Student Accessibility Services (SAS) in determining a student's eligibility and accommodation. The Americans with Disabilities Act (ADA) of 1990, as amended, and Section 504 of the Rehabilitation Act of 1973 provide protection for students with disabilities from discrimination that may occur due to misconceptions, attitudinal barriers, and/or failure of the College to provide appropriate accommodations, auxiliary aids, or services.

### **Service Requests**

Students may make a request for services at any time; however, we recommend that students self-disclose to the SAS as early as possible to ensure adequate time to review documentation and provide accommodations. Some accommodations, such as interpreters, readers, scribes, and note-takers, take time to arrange. Students are encouraged to make arrangements before a semester begins to take full advantage of accommodations for which they may be eligible. In addition, arrangements for ongoing and continuing services must be made each semester to maintain continuity of services.

### **Course Substitutions**

The College is not required to provide an academic adjustment that would fundamentally alter the nature of a service, program or activity, or result in undue financial or administrative burdens. For certain eligible students to meet graduation requirements, LSSC has established a procedure for reasonable course substitutions. Students seeking information about a course substitution should contact the RN to BSN academic advisor to discuss eligibility, procedures, and timelines of the request. Course substitutions are initiated by the student in Workflow after consulting with the RN to BSN academic advisor.

### **Referrals and Contact Information**

The SAS can provide information and referrals to state agencies such as the Division of Vocational Rehabilitation or the Division of Blind Services. Contact information for the SAS is provided below:

Website	<a href="https://www.lssc.edu/current-students/student-accessibility-services/">https://www.lssc.edu/current-students/student-accessibility-services/</a>
Phone	352-365-3589
Email	<a href="mailto:sas@lssc.edu">sas@lssc.edu</a>

## Students' Rights

Lake-Sumter State College is committed to fostering a learning environment that is conducive to academic inquiry, a productive campus life, and encourages thoughtful study and discourse without fear or intimidation.

LSSC Students have the following rights:

1. To access appropriate College facilities and resources as necessary to enhance their academic and learning experience
2. To communicate ideas in written and oral form without disruption to the regular operations of the College and in accordance with local, state, and federal regulations
3. To critically think and effectively communicate their opinions and views in any course of study and to be protected against prejudicial or capricious academic evaluation
4. To participate in programs, services, and activities in a supportive, learning-centered environment to enhance their academic, social, and personal development
5. To participate in and be represented on appropriate College committees in accordance with the College's shared governance system
6. To access academic and administrative policies and procedures for addressing and resolving student complaints, grievances, and appeals through [Policies & Procedures - Lake-Sumter State College](#)
7. To view their official records as defined by the Family Educational Rights and Privacy Act (FERPA).

Students enrolled at Lake-Sumter State College are expected to conduct themselves in a responsible manner that will reflect credit to the College, the community, and themselves. Each student, by registering, assumes the responsibility for becoming familiar with and abiding by the general rules of conduct outlined in [Student Responsibilities and LSSC Student Code of Conduct | Lake Sumter State College](#).

The President may designate the function of student discipline and the development and bi-annual review of the Student Code of Conduct to the Vice President of Enrollment and Student Affairs and to the Dean of Students, who adjudicates student disciplinary issues as outlined in [Policies & Procedures - Lake-Sumter State College](#).

Students may seek appellate review of conduct-related administrative decisions using the informal complaint and grievance process or the formal grievance process per the Student Administrative Appeal Committee as outlined in the [LSSC Administrative Procedure 4-14](#).

### **Code of Conduct** [Student Responsibilities and LSSC Student Code of Conduct | Lake Sumter State College](#)

Lake-Sumter State College students have a responsibility to conduct themselves in a manner that will reflect credit to the College, the community and themselves. Each student assumes the responsibility for becoming familiar with and abiding by the general rules of conduct established by the College. The College reserves the right to make changes to this code as necessary and once those changes are posted online, they are in effect. Students are encouraged to check online for the updated versions of all policies and procedures.

## **Core Values of Student Conduct At LSSC**

- Communicate
- Collaborate
- Care
- Celebrate

*The Lake-Sumter State College Code of Student Conduct is adapted from the NCHERM Group Model Developmental Code of Student Conduct and is used herein with permission. [ncherms.org](http://ncherms.org).*

### **Academic Integrity** [Academic Integrity Guidelines](#)

The successful functioning of the academic community demands honesty, which is the basis of respect for both ideas and persons. In the academic community, there is an ongoing assumption of academic integrity at all levels. There is the expectation that work will be independently thoughtful and responsible as to its sources of information and inspiration. Honesty is an appropriate consideration in other ways as well, including, but not limited to the responsible use of library resources, responsible conduct in examinations, and the responsible use of the Internet.

The suspicion of dishonesty in academic activities is a serious matter because it threatens the atmosphere of respect essential to learning. Faculty openly express a zero-tolerance towards academic dishonesty in any form, including but not limited to plagiarism, which is the misrepresentation of someone else's words, ideas, research, images, video clips, or computer programs as one's own, submitting the same paper or computer program for credit in more than one course without prior permission, collaborating with other students on papers or computer programming assignments and submitting them without instructor permission, cheating on examinations, violation of copyright laws, forgery, and misuse of academic computing facilities. Faculty provide a definition of the standards of academic honesty during the first-class session.

As noted earlier in the handbook, this program will make use of Artificial Intelligence (AI) in various ways. You are permitted to use AI only in the manner described in the assignments. Any attempt to represent AI output inappropriately as your own work will be treated as plagiarism.

### **Grade Appeals** [Grade Grievance Procedure](#)

- a. Grades issued by members of the College faculty can be appealed only if the grade is alleged to be arbitrary and capricious. Arbitrary and capricious grading is defined as the following:
  - 1) The assignment of a course grade to a student on some basis other than performance in the course.
  - 2) The assignment of a course grade to a student by resorting to unreasonable standards which are different from those that were applied to other students in that same course.
  - 3) The assignment of a course grade by a substantial, unreasonable, and unannounced departure from the faculty member's standards as published on the course syllabus.
- b. The appeal of a grade must be made to the faculty member who issued the grade no later than 10 business days after the start of the subsequent fall or spring semester following the semester

in which the grade was given. This policy applies only to the final course grade. If the faculty member who issued the grade is no longer at the College, the appeal may be made to the instructor's supervisor. The instructor/instructor's supervisor must respond to the student regarding the appeal decision within 10 business days of receiving the appeal.

<b>Semester Grade was Issued</b>	<b>Deadline for Appeal to Instructor</b>
<b>Fall</b>	10th business day of following spring semester
<b>Spring*</b>	10th business day of following fall semester
<b>Summer</b>	10th business day of following fall semester

\*Students may start the final grade grievance process for a spring grade during the summer semester, but faculty may not be available until the fall semester.

If the student is not satisfied with the disposition of the complaint after dealing with the faculty member, the student may continue the appeal process as indicated in the grade grievance flow charts on the following page. The final decision rests with the Vice President of Academic Affairs.

c. At each level of appeal, the academic administrator must respond to the student regarding the appeal decision within 10 business days of receiving the appeal.

**Grievances [Resolution of Student Complaints/Grievances Chart](#)  
Student Grievance and Resolution Policy**

The RN to BSN program student grievance policy is a combination of *Lake-Sumter's College-wide Student Grievance and Resolution Policy* and the *RN to BSN Academic Dispute Process & Procedure*.

This procedure was created to address any concern or complaint regarding an academic instructor, course, experiential site. For non-academic matters (discrimination, harassment, and related misconduct), please consult the college handbook and the Academic Policies and Procedures website for a detailed policy ([LINK TO Policies & Procedures](#)).

**Academic Grievance Procedure**

Any student who feels there is a justifiable academic dispute regarding an RN-BSN nursing course shall follow the reporting procedure below:

If the complaint is regarding an online class:

- a. Communicate with faculty during office hours or by appointment to address & resolve the issue as soon as possible.
- b. After discussion with the faculty, if the issue is still unresolved, contact the RN-BSN program director.
- c. After mediation with the program director, if the issue is not resolved, then make an appointment with the Associate Vice President of Health Professions Programs to resolve the issue.

In the event that the student is dissatisfied with the academic resolution and decision following their dispute, the student must follow *Lake-Sumter State College's Policy on Student Academic Dispute and Administrative Complaint Resolution*.

For students who wish to file a complaint, a grievance, or appeal a decision, LSSC has adopted both an informal and formal process to ensure that students have access to a fair, equitable, and timely course of action. As outlined in [LSSC Administrative Procedure 4.14](#), students have the right to appeal administrative decisions and are encouraged to use available informal means in the resolution of the complaint prior to filing a formal grievance or appeal.

If the matter cannot be resolved through the informal process as shown in the LSSC Resolution of Student Complaints/Grievances Chart noted in the above link, the student may elect to proceed through a formal written grievance or appeal process.

## **Major CORE Assignments/Projects**

**1. CANVAS ePortfolio Developed Across Courses** (introduced in NUR 3825 Role Transition; final review in NUR 4945C Nursing Capstone). The Portfolio development project is segmented across all courses in the curriculum, culminating in the completed portfolio in NUR 4945C Nursing Capstone.

**2. Guided Reflections on End-of-Program Student Learning Outcomes** (See Program Assessment section for details about these reflections.)

### *EOPSLOs: What They Mean*

The American Association of Colleges of Nursing (AACN) The Essentials: Core Competencies for Professional Nursing Education (2021) provides a framework for preparing individuals as members of the discipline of nursing, reflecting expectations across the trajectory of nursing education and applied experience. These Essentials introduce 10 domains that represent the essence of professional nursing practice and the expected competencies for each domain. The domains and competencies exemplify the uniqueness of nursing as a profession and reflect the diversity of practice settings yet share common language that is understandable across healthcare professions and by employers, learners, faculty, and the public.

(<https://www.aacnnursing.org/Portals/0/PDFs/Publications/Essentials-2021.pdf>). LSSC's RN to BSN curriculum is grounded in these competencies, expecting our graduates to achieve five identified End of Program Student Learning Outcomes (EOPSLOs).

### *EOPSLOs: Why They Matter*

Achievement of LSSC's EOPSLOs will enable graduates to practice within complex and diverse healthcare systems and to assume broader roles of care provider; designer/manager/coordinator of care; and member of a profession.

### *EOPSLOs: How They Are Met*

Students are introduced to all five EOPSLOs from the first required course, NUR 3825 Professional Role Transition. The EOPSLOs are then reinforced throughout the core courses and are emphasized in one specifically identified core course as noted within the course. In each course, students complete a CORE assignment, and an e-portfolio based graded Guided Reflection assignment in which they reflect on how the specific course assists in helping progress toward achieving at least one EOPSLOs. The EOPSLOs selected by the student should vary in each course so that all five have been addressed at least once before taking NUR 4945C Nursing Capstone. Students will be encouraged to upload the corresponding CORE assignments to the Canvas e-portfolio where they will be displayed as evidence to the student, the faculty and

to our accrediting bodies as to the student's journey to achieve the five EOPSLOs. (Each student is encouraged to download and save these mandatory papers to a file for later use.)

**In addition, two courses require contact hours. (NUR 2624C: Community and Public Health Nursing and NUR 4945C: Nursing Capstone)** Contact hours involve direct community engagement with organizations, citizens, and/or decision-makers/leaders providing direct or indirect services or support needed by the identified vulnerable population. *All contact hours must be verified by a community member with title, organization and direct contact information (Phone & email).* In the Contact Hours log, students must provide substantive details regarding the activities that account for direct practice hours. For example, if on a certain date, 4 hours are listed on the Contact Hours log as "Interview with Director of Public Health Department", then details about what was discussed, the outcome, and possible next steps must be provided. The details should support a four-hour interaction.

Contact hours may be direct or indirect. Indirect hours involve data collection, assessment, analysis, and group processes needed to complete the project. No verifying signature is required for the indirect hours, but the details about the activity should clearly account for the block of time cited in the Indirect Practice Hours log.

## **Program Evaluation**

Assessment is an integral part of student learning. The assessment process involves observation and judgment of each student's academic performance on the basis of explicit criteria established in the course syllabi. In the assessment process, feedback is also essential. Faculty feedback provides the student with information that can be used to reflect on one's personal and professional growth and development within the teaching-learning environment and across the curriculum.

Program assessment illustrates program effectiveness to the faculty and larger community. The achievement of the five end-of-program student learning outcomes (EOPSLOs) is determined by assessments identified in the EOPSLO matrix. There will be a direct measure of student achievement of the EOPSLOs designated as a "CORE" assignment in the corresponding course(s). The indirect measure of student achievement of the EOPSLOs is a self-assessment of progress in achieving the EOPSLOs through the course and end-of-program Guided Reflections which can be uploaded at the end of each course in the Canvas e-portfolio. Outcomes are analyzed and the aggregate data from the direct and indirect program assessments is used to develop, maintain, and revise the curriculum.

The Guided Reflection is a mandatory assignment in each course. Failure to complete the Guided Reflection will result in an Incomplete for the course. The Guided Reflection asks students to consider three things:

- 1) What the EOPSLOs selected mean to their nursing practice as it develops through the baccalaureate education process;
- 2) Identify competencies and skills they need to achieve the EOPSLOs selected; and,
- 3) Discuss the CORE assignments in the course that helped them to move forward in developing the identified competencies associated with the selected EOPSLOs.

In NUR 4945C Nursing Capstone, the Guided Reflections completed on each of the EOPSLO is required within the Canvas e-portfolio. This mandatory assignment must incorporate how each course contributed to meeting the EOPSLOs was achieved by students completing the program but may have been completed as a graded assignment within previous courses but will be verified within the capstone.

## **General Information**

### **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school corrects records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;



- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service.

Or you may contact us at the following address:

Family Policy Compliance Office  
 U.S. Department of Education  
 400 Maryland Avenue, SW  
 Washington, D.C. 20202-85

### **Privacy & Confidentiality: Health Insurance Portability and Accountability Act of 1995 (HIPAA)**

To ensure your written course assignments comply with the 1996, *Health Insurance Portability and Accountability Act*, please never name:

- Your employer
- A patient
- A co-worker

Breaking a HIPAA privacy rule may result in the student's removal from the Capstone project sponsoring site and/or nursing program. Criminal penalties for wrongful disclosure can include not only large fines but also prison time. The criminal penalties increase as the seriousness of the offense increases. These penalties can be as high as fines of \$250,000 or prison sentences of up to 10 years. A modification to HIPAA is the HITECH (Health Information Technology) Act.

To be eligible for American Recovery and Reinvestment Act (2009) funding, healthcare facilities must prove they are HIPAA compliant. The HITECH Act defines and enforces compliance standards, rules, and penalties related to the electronic exchange of the electronic medical or health record (EMR, EHR) programs and Patient Health Information (PHI). In gross summary, HITECH requires:

1. *Enforced HIPAA compliance* —willful neglect may result in up to a fine of \$250,000 for a single violation and repeated violations may be fined up to \$1.5 million. Anyone can initiate a complaint regarding non-compliance.

2. *Access to EMR* — all health records must be available as an EMR and/or shared (by patient permission) as an encrypted PHI (ePHI) record.

3. *Accountability of Business Associates* — health care business associates and providers must ALL adhere to privacy/security requirements, or EVERYONE is culpable (Compliance Compatibility Security Rule).

4. *Notification of Data Breach* — it is mandatory to notify a patient of a data breach of any unsecured information, meaning that it was shared with a business associate using an unencrypted format or without patient permission.

5. *Additional Requirements* — HITECH defines additional requirements to address patient privacy in electronic marketing and accounting practices.

For the latest information regarding HIPAA, go to [edocscan.com](http://edocscan.com)