



University  
of Windsor

## Faculty of Nursing

# BScN PROGRAM ACADEMIC STUDENT HANDBOOK

**2020-2021**

\*\* This document is a companion document to the University of Windsor Collaborative BScN 2020 [Nursing Student Clinical Policies](#) available on our website.

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## University of Windsor – Faculty of Nursing

### Notice of Use, Collection and Disclosure

**To:** Students registered in the Collaborative Honours Bachelor of Science degree in Nursing (BScN) program at the University of Windsor, Lambton College, Sarnia and St. Clair College-Windsor and Thames Campuses.

The University of Windsor collects personal information about you under the authority of the *University of Windsor Act 1962*. Your personal information is collected, used, and disclosed for the purposes of administering the Collaborative BScN between the University of Windsor, Lambton College and St. Clair College, and will be shared between the institutions as necessary to ensure the program's integrity. This may include the sharing of information concerning your grades, attendance, conduct and any other information relating to your program of study at the University of Windsor and/or Lambton College and/or St. Clair College, which may be reasonably necessary. For questions concerning the collection, use, or disclosure of personal information, please contact the Associate Dean of Nursing, 401 Sunset Ave, Windsor ON, N9B 3P4, (519) 253-3000, x2258.

See also the Registrar's Notice @

<http://www.uwindsor.ca/registrar/519/notice-disclosure-confidentiality-and-use-personal-information-fippa>

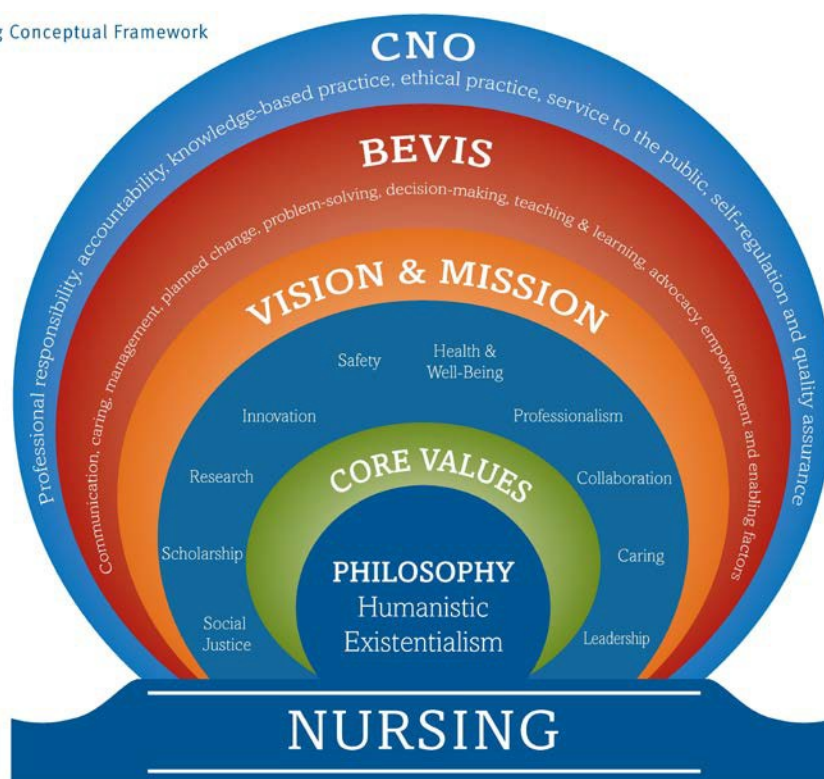


## On Behalf of the Dean, Faculty & Staff

### **Welcome**

Welcome to the University of Windsor and the Faculty of Nursing. Our four-year Collaborative BScN program is a CASN-accredited school ([www.casn.ca](http://www.casn.ca)). You are part of the fellowship of undergraduates as a student in Nursing. The professors and staff are here to help you become familiar with the course work, the campus facilities and resources necessary for your learning success and to facilitate your progress to a BScN degree. This guide is one step toward your goal. As partners in health care delivery and education, your collaboration and co-operation with others will make this an exciting experience. The journey toward your career in nursing begins with your acceptance into the program. We wish you all the best in your studies.

## Organizing Conceptual Framework



D. Dayus, 2010

**Vision**

EXCELLENCE in nursing education, practice, and research

**Mission Statement**

As partners, the Faculty of Nursing at the University of Windsor with St. Clair College (Windsor and Thames Campuses) and Lambton College undertake the shared commitment to excellence in the preparation of BScN candidates who embody our core values and the best elements of the art and science of nursing, education, leadership, research, and practice in their professional journeys.

**Core Values**

In the spirit of collaboration, and through values clarification and group decision-making, the following concepts have been selected to identify and signify the Core Values of the *University of Windsor Collaborative Bachelor of Science in Nursing (BScN Program)*. These concepts reflect the foundation upon which knowledge, skills, judgement, communications, relationships, behaviours, and intent of our mission and vision are built.

- Health and Well-being
- Safety
- Caring
- Collaboration
- Professionalism
- Leadership
- Social Justice
- Scholarship
- Research
- Innovation

## Statement of Responsibility and Limitations

This handbook has been prepared for the purpose of information only, and every attempt has been made to make it as accurate as possible. If, however, any statement in the handbook is at variance with regulations or policies found in the *Undergraduate Calendar* or *The Bylaws of the Senate of the University of Windsor* or any other more authoritative university document, the latter will take priority. Please familiarize yourself with the Senate website [www.uwindsor.ca/senate](http://www.uwindsor.ca/senate) and the [Undergraduate Calendar](#) website for the most up to date information.

**Please Note:** The contents in this handbook are subject to change from time to time as the Faculty of Nursing deems appropriate in order to fulfill its role and mission or to accommodate circumstances beyond its control. Any such, changes may be implemented without prior notice and without obligation and, unless specified otherwise, are effective when made. Services and resources for use by students are subject to availability and may require delays, wait times, and sharing with others. While every attempt will be made to meet student requests, there are times and circumstances when requests cannot be granted. The decision of the Faculty of Nursing and its designated personnel is final. Students should also understand that nursing is a regulated profession, licensed by the provincial government.

Student nurses, as members of a Faculty of Nursing, must also comply with the code of conduct, behavioural expectations and competencies of Registered Nurses (RNs).

Failure to uphold the Standards of Practice of the College of Nurses of the Province of Ontario and the Code of Ethical Conduct/Behaviour of the Canadian Nurses' Association will result in an investigation and disciplinary action through the Faculty of Nursing, which is bound to uphold and enforce the professional obligations, accountability and responsibilities of the Registered Nurse.

## NURSING EDUCATION AT THE UNIVERSITY OF WINDSOR

### History of the Collaborative Program

**The first class of students was admitted to the Collaborative Baccalaureate Nursing Program in September 2001.** Students began their classes at either the University of Windsor, Lambton College (Sarnia), or St. Clair College (Windsor campus). In September 2002, the St. Clair College Thames campus in Chatham also became a site for this Collaborative Program. The curriculum model provides for the first two years of the program to be offered on all four sites. All college students then transfer to the University of Windsor campus for their third-year courses and the first semester of their fourth year.

They may conclude their program by registering with their original home campus for the second semester of fourth year.

**For more information about the history of the collaborative nursing program, visit [Faculty of Nursing historical information](#).**

### Program Philosophy

The philosophical underpinnings of curriculum are important in that they provide insight into beliefs about persons, environment, health and nursing. Philosophical thought informs values, attitudes, choice and behaviours as well as the knowledge and ethics that underlie nursing practice.

The University of Windsor, St. Clair and Lambton Colleges use the process and key concepts from Dr. Em Olivia Bevis' Curriculum Building Framework (1973, 1982 & 1989) as a guide to support curriculum design and development within the Collaborative Baccalaureate Nursing Program. The theoretical foundation for Bevis' concepts and curriculum is based on a humanistic existentialism philosophy.

Additional resources can be found on the University of Windsor, Faculty of Nursing homepage website <http://www.uwindsor.ca/nursing> using the link "[Bevis Made Easy](#)". This document is a basic overview of the major elements of the curriculum framework and provides for preliminary understanding of the framework as it relates to nursing education and as to how it relates to nursing practice.

### Collaborative BScN Program Competency Outcomes

By the completion of the program, graduating students will be able to:

1. Implement behaviours to promote professional self-development.
2. Adhere to the legal and regulatory standards of professional practice.
3. Demonstrate accountability for safe practice.
4. Justify practice within the ethical framework of the nursing profession.
5. Influence caring, respectful behaviour towards clients, colleagues, and other members of the health care team.
6. Manage the care of clients by using the skills of critical thinking and clinical reasoning to support their multidimensional health care needs.
7. Integrate interdisciplinary knowledge, skills, and abilities in the implementation of an innovative nursing plan of care which fosters maturation and adaptation.
8. Incorporate evidence-based research into clinical practice, health education and management functions.



9. Utilize the nursing process and the principles of teaching and learning, to guide the promotion, maintenance and restoration of health and well-being for all individuals, families, groups, communities and populations.
10. Advocate for a just and responsive health care system that supports the social fabric of the nation and the world.
11. Collaborate with care partners in the promotion, achievement and restoration of health and well-being across the lifespan.
12. Demonstrate leadership in the delivery of health care.
13. Influence the development of the nursing profession by collaborating in activities associated with scholarship, research and innovation.

## Course Sequence, Nursing Program (BScN)

University of Windsor

Fall 2018 or earlier

**Total courses: 43. Note:** NURS 2782, NURS 4722, NURS 4762 and NURS 4810 are 2-course equivalents.

YEAR ONE	YEAR TWO	YEAR THREE	YEAR FOUR
<p><b>Fall</b>                      NURS 1710 Introduction to Nursing I                      NURS 1722 Clinical Nursing Experience                      NURS 1660 Health Assessment I                      (register in theory &amp; lab section)                      NURS 1750 Human Anatomy/Physiology I                      (register in theory &amp; lab section)                      PSYC 1150 Introduction to Psychology as a                      Behavioural Science</p> <p><b>Winter</b>                      NURS 1730 Introduction to Nursing II                      NURS 1742 Clinical Nursing Experience                      NURS 1760 Health Assessment II                      (register in theory &amp; lab section)                      NURS 1770 Human Anatomy/Physiology II                      (register in theory and lab section)                      BIOC 1303 Organic and Biological                      Chemistry for Health Sciences                      (register in theory and lab section)</p>	<p><b>Fall</b>                      NURS 2710 Family Health                      NURS 2722 Clinical Nursing Experience                      (register in clinical &amp; lab section)                      NURS 2730 Nursing Care of Clients with Episodic &amp;                      Long-Term Health Needs                      NURS 2790 Pharmacology in Nursing Practice                      BIOL-2070 Introductory Microbiology                      (register in section assigned for nursing                      students)</p> <p><b>Winter</b>                      NURS 2742 Clinical Nursing Experience                      (register in clinical &amp; lab section)                      NURS 2750 Family Health: Child Bearing and                      Child Rearing Families                      NURS 2770 Nursing Care of Children and Youth with                      Episodic and Long-Term Health Needs                      BIOL-3070 Medical Microbiology                      SOSC 2500 Basic Quantitative Methods in Social                      Science                      (register in theory &amp; lab section); <b>or</b>                      STAT-2910 Statistics for the Sciences                      (register in theory &amp; tutorial section)                      Open option                      NURS 2782 Clinical Nursing Experience (4 weeks                      daily "consolidation" – 160 hours total                      including simulation). Register for this                      course as part of your winter                      registration. This course normally                      starts in early to mid-May and ends                      early to mid-June.</p>	<p><b>Fall</b>                      NURS 3710 Psychiatric &amp; Mental Health                      Nursing                      NURS 3722 Clinical Nursing Experience                      NURS 3730 Nursing Care of Clients with                      Complex Health Problems I                      NURS 3770 Nursing Research                      NURS 3890 Community as a Client</p> <p><b>Winter</b>                      NURS 3742 Clinical Nursing Experience                      NURS 3750 Nursing Care of Clients with                      Complex Health Problems II                      NURS 3910 Basic Human Nutrition                      NURS XXXX Nursing option – available topics                      vary each year.                      Arts option                      Open option                      NURS 3782 Clinical Nursing Experience (2 weeks                      daily "consolidation" – 72 hours                      total). Register for this course as                      part of your winter registration. This                      course normally starts in mid to late                      April (after winter final exams) and                      ends in early to mid-May.</p> <p><b>NOTE:</b> all nursing, arts and open option                      courses must be completed prior to taking                      Year 4 level nursing courses.</p>	<p><b>Fall</b>                      NURS 4722 Clinical Nursing Experience                      – Hospital (192 hrs)* <b>or</b>                      NURS 4762 Clinical Nursing Experience                      – Community (192 hrs)*                      NURS 4730 Concepts of Leadership in                      Nursing Practice                      NURS 4790 Issues in Global Health</p> <p><b>Winter</b>                      NURS 4722 Clinical Nursing Experience                      – Hospital (192 hrs)* <b>or</b>                      NURS 4762 Clinical Nursing Experience                      – Community (192 hrs)*                      NURS 4810 Transition to Professional                      Practice                      (register in theory &amp; lab                      section)</p> <p>* If NURS 4722 is taken in the Fall term,                      then NURS 4762 is taken in the Winter                      term. If NURS 4762 is taken in the Fall                      term, then NURS 4722 is taken in the                      Winter term.</p>

### Clinical Nursing Experience Courses - Additional Information:

- Day, afternoon, evening, weekend, and/or night shifts may be required

## BScN PROGRAM POLICIES AND REQUIREMENTS

### SECTION A: MEDICAL/NON-MEDICAL CLINICAL PLACEMENT REQUIREMENTS

**Important note:** Any and all costs associated with fulfilling requirements are the responsibility of the student.

The Faculty of Nursing requires you to complete certain medical and non-medical requirements prior to starting your first clinical placement, and annually thereafter. These clinical placement requirements have been developed under the guidelines of the Ontario Hospital Association, Canada's Immunization Guide and the Ontario Medical Association. An overview of the requirements is available on our website at: <http://www.uwindsor.ca/nursing/375/pre-clearance-information-and-forms>

The Faculty of Nursing uses an outside agency (Bayshore Home Health) to clear students prior to their clinical placements to verify that they have completed the medical and non-medical requirements.

Appointments may be scheduled at Bayshore offices in Windsor, Chatham or Sarnia only. There is a fee for this appointment. The current fees are approximately \$40 + HST for your initial appointment, and approximately \$20 + HST for any subsequent appointments if needed. There is also a fee for a cancelled/missed/late appointment with less than 24 hours-notice. As well, if you email Bayshore to book an appointment after the clearance deadline, you will be charged a late fee of \$20. These fees may be subject to increases as determined by Bayshore.

The Bayshore nurse will verify that you have completed the requirements, and if so, will clear you to start your clinical placement. **If you fail to be cleared by the date indicated on the above website, you will be prohibited from starting your clinical placement. This may delay program completion.** The Faculty of Nursing is not responsible for providing alternate clinical placements for students who do not meet the clinical clearance requirements.

### SECTION B: OTHER PROGRAM REQUIREMENTS

#### PROGRAM REGULATIONS

Please see [Program Regulations](#) to view the following information from the Faculty of Nursing website.

Students must become familiar and comply with the general regulations of the University, which apply to all students. Additionally, students must comply with the regulations particular to Nursing programs within the Faculty of Nursing.

- 1) For promotion and graduation, nursing students are required to achieve a minimum grade of a 60% in each nursing course for which a numerical grade is provided, and must achieve a "pass" in each clinical course. Students must maintain both cumulative and major averages of at least 60%.
- 2) Students who fail a clinical course may require remediation in a lab or clinical setting-prior to re-taking the course to ensure competence for safe practice at the expected level. Clinical courses in the nursing program require the application of theory to practice. Therefore, a student who fails a required theory course may be advised to repeat its paired clinical course to ensure continuing safe clinical practice.
- 3) Students will be required to withdraw from the Nursing Program if they have failed three required nursing courses, or if they have failed the same required nursing course more than once. Students with a cumulative or major average of < 55% (or < 50% for first year students) will also be required to withdraw from the nursing program. (For further information, see Standing Required for Continuation in Programs at [www.uwindsor.ca/policies](http://www.uwindsor.ca/policies))

- 4) Students who wish to repeat a previously passed nursing course for any purpose may be permitted to do so only if there is space in the course with approval. Students are not encouraged to repeat previously passed courses.
- 5) The program of studies for the four-year BScN degree must be completed within seven years from the first Nursing course (NURS-xxxx) taken.
- 6) All option courses must be successfully completed prior to the start of Year 4 (NURS-4XXX).
- 7) Clinical placements will be arranged by the Faculty of Nursing to enable students to meet the Entry to Practice expectations of the College of Nurses of Ontario.
- 8) The Faculty of Nursing administration/staff reserve the right to change students' schedules, including clinical, theory and lab courses, according to operational needs and course availability, subject to Bylaw 54.
- 9) Students are required to meet all Faculty of Nursing clinical placement policy requirements and to conform to any additional agency-specific policies. Students will be denied access to a clinical placement site if they fail to be cleared for clinical placement. The Faculty of Nursing is not responsible for providing an alternative clinical experience for students who do not meet these requirements.
- 10) Any change in status related to a student's police clearance after clearance has been obtained must be immediately disclosed by the student to the Associate Dean.
- 11) If students are convicted of a criminal offense after admission to the program (or if a prior criminal conviction becomes known after admission to the program), they will be denied access to clinical placements as per clinical placement agencies' policies and will be required to withdraw from the clinical course.
- 12) Attendance at all clinical nursing practica and experiential learning laboratories is mandatory. Non-attendance at a clinical placement by the University of Windsor's add/drop date for the semester will require that a student withdraw from the clinical course. A student may not miss more than 20% of the required hours in a clinical course. Time spent completing alternative learning activities will not be counted toward the student's clinical hours. A student who misses more than 20% of the required hours will be required to withdraw from the course without academic penalty if they are otherwise in good standing in the course.
- 13) To pass clinical courses, students must achieve all course learning outcomes.
- 14) Students are expected to attend clinical shifts as scheduled by the Faculty of Nursing. Shifts may be scheduled during the days, evenings, and/or weekends. Students should expect to have up to 8-hour shifts during the first two years of the program, except during Consolidated Practicum-courses, when some 12-hour shifts may be required. In year four, students in precepted experiences may work 8 or 12 hour day, afternoon or night shifts. Students are not permitted to attend clinical more than 3 days in a row if they are scheduled for 12 hour shifts (i.e., three consecutive 12 hour shifts), and a minimum break of 48 hours must occur before starting the next set of shifts.
- 15) During consolidated practicum courses, students engage in full-time clinical learning that is scheduled daily. Students should not schedule conflicting commitments during consolidated practicum courses, such as employment or registration in other courses. Requests to be excused from attending consolidation due to these types of conflicts will be denied. A letter to employers explaining the consolidation course requirements is available upon request to students in the Nursing Office.

16) Auditing of clinical courses is not permitted.

17) Students in good standing who are absent for more than one semester and wish to return to nursing must complete and submit the "Returning Nursing Student Form" available at the Nursing Main Office and/or on the Nursing website prior to registering for any courses, and may be required to demonstrate clinical competence before taking any clinical course. The deadlines for submitting the Returning Nursing Student Form are April 15 (for return in Fall), September 15 (for return in Winter), or January 15 (for return in consolidation/intersession/summer). Students who fail to meet these deadlines will not be guaranteed a clinical placement.

18) Students who wish to return to the Nursing Program after an absence of more than one year may be re-admitted with special permission from the Dean's Office. Each case will be assessed on an individual basis. Students will be required to demonstrate continued competency in specific nursing courses, which may include any combination of OSCE and/or skill testing, challenge exams, and/or re-taking specified courses. Students will be charged a fee for this assessment. Students must follow the same process and deadlines as described in Regulation 17 (above).

19) Students with disabilities who require academic accommodations in any nursing course must contact an Advisor in Student Accessibility Services (SAS) to complete SAS registration and receive the necessary Letters of Accommodation. After registering with SAS, students must present their Letter of Accommodation and discuss their needs with their professor(s) as early in the term as possible. Deadlines for submission of documentation and completed forms to SAS are available on the website: <http://www.uwindsor.ca/studentaccessibility/>.

20) Students of the Faculty of Nursing are required to demonstrate behaviours consistent with the University of Windsor standards of acceptable behaviour (see Senate Bylaw 31) the Practice Standards and Practice Guidelines of the College of Nurses of Ontario (<http://www.cno.org/en/learn-about-standards-guidelines/standards-and-guidelines/>); and of the academic policies of the University of Windsor.

Failure of any Nursing student to conform to the principles of these documents may result in dismissal from any of the Faculty of Nursing programs.

The Faculty of Nursing reserves the right to remove a nursing student from the clinical placement in instances where the instructor has reason to believe that the student is rendering unsafe and/or unprofessional and/or unethical nursing care, or that the student's safety is at risk. A student who is removed from a clinical placement course due to rendering unsafe and/or unprofessional and/or unethical nursing care may attempt to retake the same course only once. Students will be required to withdraw from the nursing program if they are removed from the same or any other clinical placement course for a second time due to rendering unsafe and/or unprofessional and/or unethical nursing care.

Note: The College of Nurses of Ontario requires that in order to obtain permission to write Nurse Registration Examinations and/or apply for Nurse Registration in Ontario, a person must provide a **declaration** of one's status regarding:

- (a) **any conviction of a criminal offense under the Narcotic Control Act and the Food and Drugs Act;**
- (b) being a subject of proceedings with respect to professional misconduct, incompetence, or incapacity in Ontario in another health profession or in another jurisdiction in nursing or in another health profession;
- (c) any mental or physical disorder which makes it desirable in the public interest that the person not practice;
- (d) a current police clearance within six months of examinations.

## Behaviour

- a) As a student in the Collaborative Nursing Program, you are required to demonstrate behaviours consistent with: The College of Nurses Compendium of Nursing Practice:
- “Professional Standards” [http://www.cno.org/globalassets/docs/prac/41006\\_profstds.pdf](http://www.cno.org/globalassets/docs/prac/41006_profstds.pdf)
  - “Therapeutic Nurse-Client Relationship”  
[https://www.cno.org/globalassets/docs/prac/41033\\_therapeutic.pdf](https://www.cno.org/globalassets/docs/prac/41033_therapeutic.pdf)
  - “Ethics” [http://www.cno.org/docs/prac/41034\\_Ethics.pdf](http://www.cno.org/docs/prac/41034_Ethics.pdf)
  - “Professional Misconduct” [http://cno.org/globalassets/docs/ih/42007\\_misconduct.pdf](http://cno.org/globalassets/docs/ih/42007_misconduct.pdf)
  - “Documentation” [http://cno.org/globalassets/docs/prac/41001\\_documentation.pdf](http://cno.org/globalassets/docs/prac/41001_documentation.pdf)
  - “Therapeutic Communication”  
[http://www.cno.org/globalassets/docs/prac/41033\\_therapeutic.pdf](http://www.cno.org/globalassets/docs/prac/41033_therapeutic.pdf)
- b) In addition to the above provincial documents you are required to demonstrate behaviours consistent with:
- College of Nurses of Ontario, Code of Conduct for Nurses- Refer to:  
<http://www.cno.org/en/protect-public/code-of-conduct-for-nurses/>
  - Essential Requirements for Study in Baccalaureate Nursing Programs in Ontario
  - The Canadian Nurses’ Association, Code of Ethical Behaviour – Refer to:  
<http://cna-aiic.ca/en>
  - The National Council of State Boards of Nursing- Refer to:  
<https://www.ncsbn.org/nclex.htm>

## Social Media Policy

### What is Social Media?

Social media refers to online technologies and practices that are used to share information and opinions, host conversations and build relationships. It can involve a variety of formats, including text messaging, pictures, videos, audio and “live”, (real-time) dialogues of a few, or thousands of participants. Examples of social media include but are not limited to discussion forums, blogs, social networks, wikis, and podcasts.

The Faculty of Nursing supports the use of social media as an instructional tool. In this instance, sharing of information must occur through Blackboard Learn Management System (LMS) or other University of Windsor approved platforms. We also recognize that students use social media networks outside of the classroom. The following policies and guidelines provide overall policies for social networking within the Faculty of Nursing, and guidelines for individual social media use.

### Overall Policies:

1. Use of social media for non-academic purposes is not permitted during any clinical experience.
2. Students may not access agency computers for personal use.
3. Use of cell phones is not permitted during clinical hours, unless required for an emergency purpose, and when there is no other means of contact available. In this situation, the student will discuss this need with the clinical instructor prior to use.
4. Unauthorized use of social media, cell phones, or the internet in the clinical setting will result in **removal of the student** from the clinical area.
5. Students are prohibited from posting any private or confidential content, including client health information on any social media site, even if client identifiers are removed. This also includes images of clients, agencies, staff, volunteers, visitors, or family.
6. Social media behaviours must be consistent with the following CNO Standards and Practice Guidelines: Ethical Framework, Nurse-Client Relationship, and Documentation. The failure of any student to conform to these Standards, while using any social media site, may result in dismissal from the program.

### Guidelines for Personal Networking:

1. Respect Faculty of Nursing time and resources. You should participate in non-academic social media conversations on your own time. Ensure that your blogging and social networking activity does not interfere with your academic commitments and engagement in learning.
2. Maintain confidentiality and privacy. Do not post confidential information about the Faculty of Nursing, its students, faculty or its clinical placement agencies including their staff and clients.
3. Be aware of liability. Students are responsible for the content that is posted on their own sites, and on those of others.
4. Avoid using unprofessional online personas. Do not post defamatory, libelous or obscene content. Employers may conduct web searches on candidates before extending offers. Search engines can recall posts and pictures years after publication. Post only pictures that you would be comfortable sharing with the general public.

5. Students will not socially network with clients or client's family (e.g. add as friends on Facebook; or follow on Twitter, Instagram, etc.)

(Adapted from the Government of Nova Scotia and the University of Michigan in compliance with Bill 168 and the proposed University of Windsor Code of Civility)

#### **Guidelines for Blackboard/Intranet Site Networking:**

1. Please refer to the overall policies.
2. Be respectful and professional to peers, faculty and staff in all interactions. You are more likely to be effective when applying a constructive and respectful approach to discussion and debate.
3. Do not use personal insults, obscenity or engage in any conduct that is not consistent with the CNO Professional Standards.
4. Show proper consideration for other's privacy, and for topics that may be considered sensitive.
5. Assess acceptability of your message before posting. If the content of your message would not be acceptable for face-to-face conversation, over the telephone, or in another medium, it is not acceptable for posting.

#### **Electronic Device Usage Policy**

Many electronic devices such as smart phones, cell phones, tablets, etc. are capable of recording sound/video and taking photos. These devices present challenges with respect to maintaining individuals' privacy and confidentiality. In recognition of this concern, students are required to abide by the following policy regarding the use of electronic devices.

1. The Faculty of Nursing subscribes to the [Senate Policy E3](#); Rules of Conduct at Exams which addresses use of unauthorized aids during examinations.
2. Patient experiences, both real and simulated, may not be recorded by any student's personal recording device.
3. While in the presence of patients (real or simulated), students may not have devices with audio or video-recording, or photographic, ability on their person.
4. Video-recorded encounters with students and standardized patients in any clinical, lab or simulated experience may not be publicized on any personal website, media-share, or social networking site.
5. Students may not post the content of lectures (video-recorded, audio-recorded, or PowerPoint slides) on the internet.
6. Students may not audio-recorded or video-recorded lectures/classes without the consent of the professor.

Students who are suspected of violation of these policies may be subject to disciplinary action under Senate Bylaw 31: Student Affairs and Integrity.

Violation of these policies may also impact one's eligibility for future registration with the College of Nurses of Ontario (CNO). As part of their registration requirements, the CNO requires that applicants declare anything in their past or present that would provide grounds to believe that the applicant "might not practice with decency, honesty and integrity, and in accordance with the law".



## **Use of Technology Requirements**

Students must possess a minimum technical skill-set that enables them to use the technology required in the BScN program. All students should be comfortable using a computer and basic software/programs listed below:

- Microsoft Office, Open Office or Google Docs - word processing (e.g. Word) and presentation application (e.g. PowerPoint)
- Email
- Web browsers: Firefox, Google Chrome, Safari or Internet Explorer
- Additional open educational resources, such as webinar platforms and professional social media sites

Adopting a flexible attitude towards digital technologies is highly important for this program, as technology requirements may evolve and change during the BScN program. If you do not know how to use a specific tool or software/program, it is your responsibility to educate yourself to these requirements.

## **Gift Giving Policy**

Students are not to provide gifts to preceptors, instructors, or faculty. This is in keeping with the CNO practice.

# Academic Policies and Protocols

## Academic Advising

The Student Success Coordinator provides academic advising for any nursing student seeking guidance related to: (a) academic planning and course selection, (b) progress in a course or nursing program, (c) referrals for department and campus resources, (e) career planning, and (f) work and/or volunteer opportunities. If students have questions related to their progress in a specific course (theory or clinical) during the semester, they are strongly encouraged to first discuss their situation with their course professor(s). If office hours are unknown, please check with the nursing office for availability of course professors.

## Course/Program Withdrawal

Academic counseling is strongly recommended for students who have not been successful in one or more nursing courses. Students who wish to withdraw from the nursing program must request this through the Student Success Coordinator. Students should take note of the voluntary withdrawal (VW) deadlines and penalties that may occur if proper procedures are not followed.

Refer to Registrars – <http://www.uwindsor.ca/registrar/events-listing> under “Academic Calendars/Dates/Academic Important Dates” for the last day to Voluntary Withdraw from a course and all important dates on campus.

## Personal Responsibility for Information

Students in the Faculty of Nursing are responsible to know standards, bylaws, and other institutional regulations, policies and practices by referencing (or reviewing) the following:

- The text of all course outlines;
- The University of Windsor Bylaws, Calendar and other documentation on-line.  
<http://www.uwindsor.ca/secretariat/7/senate>  
<http://web4.uwindsor.ca/calendar>

## Violations of Academic Integrity or Code of Conduct

The Faculty of Nursing reserves the right to remove students from lab, clinical placements, and/or theory classes if warranted (e.g., if there is a risk of safety for the client or student). The Faculty of Nursing is not obligated to provide alternative or make up experiences for such students who are removed from learning experiences.

## Violations of Academic Integrity or Code of Conduct within the Clinical Setting

(unethical or unsafe nursing care, violent or illegal behavior; substance misuse/abuse)

The Faculty of Nursing reserves the right to remove a nursing student from the clinical area at any time, especially in instances where the instructor has reason to believe that the student is rendering unsafe and/or unethical nursing care. The Clinical Practice Learning Facilitator will determine if and under what conditions the student will be permitted to return to the clinical setting. Students may also be subject to sanction(s) according to University of Windsor Bylaws for **academic and non-academic misconduct**.

<http://www.uwindsor.ca/secretariat/29/studentmisconduct>

### **Cheating Policy for Faculty of Nursing**

Anyone demonstrating fraud, dishonesty, cheating or plagiarism in relation to **any** aspect of any course will be dealt with according to by-laws and policy. See [Senate Bylaw 31 Academic Integrity](#)

### **Grading Policy for Faculty of Nursing**

All course work will be marked and final grades submitted using the 100% scale. Mid-course grades will be rounded to one decimal point; final grades will be rounded to whole numbers. Mathematical rules for rounding will apply. A minimum grade of 60% in each nursing course is required.

### **Missed Examinations**

Refer to [www.uwindsor.ca/nursing](http://www.uwindsor.ca/nursing)- Resources for Current Students, then Policies, Bylaws, Notices, Guidelines, then Nursing [Missed Examinations and Missed Assignment Policy](#).

### **Supplemental Evaluations**

**No** supplemental examinations or assignments will be offered for theoretical course work. Refer to your course outline and approved learning plan for clinical evaluation expectations, such as medication quizzes.

### **Grade Appeals**

See [Senate By-law 54](#) for information about the process and grounds for appeals. The Faculty of Nursing Student Success Coordinator may be consulted for issues pertaining to grade appeals.

Students who are in the process of a grade appeal may remain in all courses (theory and clinical) for which they are registered until a final decision has been reached. When the outcome of the appeal is not in the student's favour (i.e., the student was unsuccessful in the course), they are required to withdraw from any course(s) for which the unsuccessful course is a pre-requisite. Students who are required to withdraw from a clinical course will NOT be given credit for clinical time completed.

When students wish to return to their course of study after a prolonged absence or a hiatus in the nursing program, they must complete a University of Windsor returning student form (accessible on [myuwindsor.ca](http://myuwindsor.ca)). Students also need to complete a Faculty of Nursing [returning student form](#). When absence from the program was due to medical concerns, students may also be required to provide documents supporting they are fit for practice in the clinical setting. Students with medical leaves must provide medical clearance documentation before consideration is given to resume the nursing program.

### **Group Project Grade Appeal by Group Member**

If a student is not satisfied with the group mark assigned to be shared by all participants, the individual may appeal the final grade using the Standard Appeal procedures including the rationale and documentation. The petitioner will be the only one influenced by the review outcome, whether upgraded or downgraded. All procedural protocols for other grade appeals apply. It is the responsibility of the collective group to ensure that all submissions comply with Academic Integrity requirements.

### **Incomplete Grade**

Subject to regulations laid down by the Faculty of Nursing, an "Incomplete" grade may be assigned to a student who so requests and at the discretion of the Professor and Associate Dean. Such a grade will be granted to a student who has not been able to complete all course requirements by the date of the final evaluations. The "Incomplete" grade could be used in situations such as:

- a) the missing of an examination or test for a valid reason;
- b) the failure to complete required projects or assignments in the allotted time owing to circumstances beyond the student's control.

The average of a student who receives an "Incomplete" grade will not be calculated until the final mark is assigned. An "Incomplete" grade must be changed to a numeric (or Pass/No Pass) grade no later than six weeks after the last date of the examination period, at which time, if no grade has been assigned, a final failing grade will automatically be entered in the student's record by the Office of the Registrar, except in exceptional circumstances in which case the Dean of the Faculty offering the course shall approve a period of time greater than six weeks.

### **Transfer Credits for Courses Completed Prior to Admission**

For information about obtaining transfer credits for courses taken at other institutions, refer to:

[http://www.uwindsor.ca/registrar/sites/uwindsor.ca/registrar/files/policy\\_on\\_advanced\\_standing\\_and\\_credit\\_transfer\\_may\\_2015.pdf](http://www.uwindsor.ca/registrar/sites/uwindsor.ca/registrar/files/policy_on_advanced_standing_and_credit_transfer_may_2015.pdf)

# Assignments

## Assignment Protocol

Students are required to save copies of their work “in progress” and all submitted assignments. Students may be required to produce evidence of their original work if circumstances are warranted (academic integrity, late assignments, group work submission).

## Late Assignment Protocol

Due dates must be adhered to for all assignments. Students who foresee difficulty in submitting an assignment on the specified date are required to contact their professor **PRIOR** to the due date to make alternate arrangements. Students who fail to contact the professor and submit an assignment after the due date, the following penalties will be imposed:

***All students will be penalized 5% per day (versus five marks), including weekends and holidays, for overdue assignments.***

When a student requests an extension on an assignment, the professor reserves the right to ask individual students to produce work done to date, and then decide whether or not it is appropriate to grant an extension. Requests may be denied. No extensions will be granted for language-related translation reasons: students are expected to plan ahead if they need advice and assistance for translation.

Many courses will require SAFE ASSIGN (on blackboard) to create an originality report. Plan ahead for this requirement – leave sufficient time to complete this expectation.

**No personal names are to be used on assignments.** Include ***only*** your student number, professor’s name, course number and date.

All assignments are to be electronically printed or typed, unless otherwise instructed, and are expected to conform to current APA standards and standards of English for the university. (APA = American Psychological Association, 6<sup>th</sup> Edition).

## Academic Integrity & Plagiarism

Anyone demonstrating fraud, dishonesty, cheating or plagiarism in relation to **any** aspect of any course will be dealt with according to by-laws and policy. See [Senate Bylaw 31](#) Academic Integrity.

## APA Format

Refer to <http://leddy.uwindsor.ca/writing-help>

# Clinical Learning Centre (General Nursing Lab)

## **Role of the Laboratory:**

The purpose of the laboratory component of the clinical experience is to assist the student to learn the psychomotor skills and the theoretical basis (principles) underlying those skills. Given the situation in health care today, students may or may not have an opportunity to practice (application of theory to practice) these skills during the clinical performance component of their clinical experience. The laboratory component of the total clinical experience is, therefore, a critical aspect of the clinical courses.

The learning centre is located on the second floor of the Toldo Health Education Centre. It is staffed by a Registered Nurse who manages the general lab as the Clinical Lab Coordinator. There are Peer Mentors (3<sup>rd</sup> and 4<sup>th</sup> year nursing students) hired by the Clinical Learning Centre to mentor students for clinical nursing skills. Visit [Blackboard](#), Clinical Learning Centre for current hours of operation.

## **The goals of the Clinical Learning Centre are to provide:**

- an area for students to learn and practice psychomotor/problem solving/critical thinking and interpersonal nursing skills.
- an area where the students will develop competence in nursing skills.
- assistance to students who are having difficulty with nursing skills.
- material to facilitate health promotion and patient/client education.
- an audio-visual resource centre for the Faculty of Nursing.
- a computer assisted learning link (funded by Helene Fuld Health Trust Grant)
- provide simulated settings for reality testing and sensitization experiences.

## **What can you do at the Clinical Learning Centre?**

- Use the mannequins and equipment in the open practice lab sessions to improve nursing skills
- Use one of many reference textbooks available
- Review selected media related to specific nursing skills and concepts
- Utilize excellent health teaching resources
- Make appointments with staff or peer mentor to review or practice nursing related concepts and skills
- Visit the computer lab, equipped with numerous computers with online access

## **What is a Peer Mentor?**

- A peer mentor is a senior nursing student who is available in the fall and winter semesters to help you learn through their own experience
- Peer mentors are available in the lab to answer a variety of questions, assist you with nursing skills, and provide non-judgmental, one-on-one, focused assistance
- Peer mentors can also assist you with choosing appropriate resources for health teaching projects

**Lab Kits**

Lab kits are provided to first year students and second year students at the beginning of the fall semester. This cost is included with your tuition (lab fee).

**Laboratory Guidelines for Students in the Faculty of Nursing**

Refer to <http://www.uwindsor.ca/nursing> under Resources for Current Students, then Policies, Bylaws, Notices, Guidelines, and then Laboratory Guidelines for Students in the Faculty of Nursing.

## Clinical Placement Policies

*Collaborative BScN Nursing Student Clinical Placement Policies - updated annually and are available on the Faculty of Nursing website:*

[http://www.uwindsor.ca/nursing/sites/uwindsor.ca.nursing/files/university\\_of\\_windsor\\_collaborative\\_bscn\\_nursing\\_student\\_clinical\\_policies\\_final\\_version\\_april\\_2019.pdf](http://www.uwindsor.ca/nursing/sites/uwindsor.ca.nursing/files/university_of_windsor_collaborative_bscn_nursing_student_clinical_policies_final_version_april_2019.pdf)

See Nursing program regulations - the [Undergraduate Calendar](#).

1. Clinical courses that have a lab component require that the student pass both the clinical and lab components.
2. Some clinical courses will have a final examination and assorted testing activities. Specific criteria are listed in each clinical course syllabus regarding the passing criteria for these activities in relation to the final grade.
3. All clinical courses will be graded as a PASS or NON-PASS. No grades will be given.
4. Please see this link for further information on Clinical Experiences  
<https://www.uwindsor.ca/nursing/390/clinical-placements>
5. **Note: Students are not permitted to find their own placements or preceptors (i.e. for 4<sup>th</sup> year).**

**Accountability in the Clinical Setting**

Student nurses in the clinical setting are accountable for professional behaviour. This accountability includes, but is not limited to, the following:

**Attendance/Punctuality**

- follow Faculty of Nursing clinical attendance guidelines
- be punctual (if going to be late, notify agency/instructor as directed in course outline)
- chronic lateness (more than once) may be grounds to fail the clinical experience course.

Maintain confidentiality by:

- discussing clients by initials only in appropriate places such as the nursing station or in clinical conference (not in elevators, cafeteria or public transportation)
- discussing clients only with appropriate people such as the instructor, co-assigned nurse, preceptor, or clinical group members (not with other clients, friends or family).

- using only client initials on all assignments
- submitting assignments using appropriate electronic means (such as via BlackBoard Learn) or in a sealed envelope
- following professional and agency guidelines

Know, behave and operate under the policies and procedures of:

- the agency
- the University of Windsor, Faculty of Nursing
- expectations of the CNO

### **Preparation for Clinical Experiences**

- learn/review the knowledge/skills and theory necessary for the clinical experience PRIOR to the related activities
- refer to appropriate resource/research materials for new information
- use evidence-based resources and quote references in a scholarly format
- do not plagiarize anyone else's work

### **Reporting and Recording**

- follow agency policy
- always report when leaving the unit or agency and when returning
- always report to appropriate person when your shift is finished. Report significant data regularly (as soon as possible) for changes in client status, medications, IVs etc. (Follow IPAPP, S-BAR or other protocols as directed).
- minimize errors or risk by following Best Practices for Safe Practice

### **University of Windsor UWin Identification (ID) Card and Clinical Photo ID badge**

- The UWin ID card is free and used for University activities, such as access to library resources and the computer centre, on-campus purchases, and for admission to write exams.
- Your clinical photo ID badge is separate and must be worn and visible on all faculty-related outings and clinical experiences. There is an approximate \$16.00 charge for the Photo ID badge and holder (required for clinical).

**Note:** Both are available at the UWin Card Office, CAW Centre. Student lines at the UWin card office will increase closer to the first day of class.

Lab coats over professional business attire may be worn with identification for some selected experiences. Some sites may provide alternative I.D. badges. Uniforms should be worn only while on duty. You should **not** wear a nursing uniform in any other place than in your clinical setting.



## Faculty of Nursing University of Windsor

Acknowledgement: With grateful acknowledgement to the *Faculty of Nursing, Ryerson University* for their generous "sharing" of their clinical evaluation protocol. The following *Process Guide* was based partly upon the Ryerson model.

### Clinical Learning and Evaluation

Clinical learning and evaluation is a teaching/learning process in which the performance of the individual student is assessed on an ongoing basis in relation to the competencies for the clinical course. The aim of this process is to help the student develop self-awareness regarding meeting of the competencies and help in formulation of goals/objectives for further learning.

While evaluation is an ongoing process throughout the semester, the student's clinical performance is graded on a pass/non-pass basis at the end of term. Students must meet all competencies for the clinical course by the end of the term.

The student receives feedback regularly when performance in an area does not meet level expectations. A copy of the plan of action is available on the Digital CPE (Clinical Performance Evaluation) tool. Action and remediation plans will be collaboratively developed by the teacher and student when issues are identified.

### Documentation

Once the student has begun the clinical experience, the student and the teacher will maintain documentation of specific student behaviours as they relate to course competencies and evaluation criteria. Documentation is to be maintained, at least weekly, in the online digital CPE tool. Analysis of this documentation will provide the basis for ongoing formative/diagnostic evaluation regarding the student's progress and the summative evaluation.

All evaluations are housed and archived in the [Digital CPE tool](#). If the hyperlink does not work, please copy and paste this link into your browser: <https://ctl2.uwindsor.ca/cpe>. This link works best in the Google Chrome or Firefox browser.

It is suggested that students make hard copies to be kept in their personal portfolio for future reference.

See CNO reflection practice and compendium – <http://www.cno.org/en/myqa/>.

### Guidelines for Student-Teacher Mid-Term and Final Clinical Evaluations

**Formative** evaluation will be completed by both the student and the teacher at the midterm. A **summative** or final evaluation will be completed at the end of the clinical experience. Both mid-term and final evaluations will be discussed in an evaluation period. All documents will be digitally or manually (for 4<sup>th</sup> year) signed.

In order to successfully pass a given clinical course, the student must demonstrate to the teacher that she/he has successfully met the competencies and the recommendations for strengthening weaknesses identified in a learning plan developed at the start of the term. All activities (laboratory, simulation, tests) must be successfully completed in addition to clinical evaluations to pass the course. Attendance for all clinical and lab related activities are mandatory.

All materials that are part of the evaluation process become part of the student record is archived within the Digital CPE tool.

All evaluation forms must be digitally and/or manually (for 4<sup>th</sup> year) signed and dated by both the student and the teacher to indicate that the documents have been read and discussed. All records are archived in the Digital CPE tool. Students must be prepared to present all prior clinical evaluations to their clinical instructors at their request.

### **Student Responsibilities**

1. Summarize the progress made in meeting the course competencies and your own clinical objectives by completing the following forms: documentation, summary of clinical progress form, (mid-term or final evaluation as appropriate), and clinical learning plan (where applicable). Please be sure that any conclusions reached about your progress are supported with specific measurable behaviours. Do not write “objective met” or “see documentation”.
2. Copies of all evaluation materials are available in the Digital CPE tool.
3. Be prepared to discuss your evaluation of your performance with supporting behaviours and examples which demonstrate that you are meeting the pass/non-pass criteria and competencies.
4. It is suggested that the student maintain a duplicate copy of **all** evaluation materials as part of a portfolio. Copies may be made by the student by accessing the Digital CPE tool.

### **Pass/Non-Pass Evaluation Criteria for Clinical Practice**

#### **Pass:**

- Sound knowledge base; ability to generally use nursing and multidisciplinary theory and/or research in practice.
- Evidence of critical thinking and synthesis in problem solving/decision making.
- Evaluates critically and makes decisions based on theory in practice.
- Deals with multiple variables in the practice setting.
- Generally demonstrates caring behaviours.
- Sound clinical judgement; safe practice.
- Ability to practice in both familiar and unfamiliar situations/environments.

#### **Non-Pass:**

- Weak knowledge base; limited ability to use nursing and multidisciplinary theory and/or research in practice.
- Little or no evidence of critical thinking and synthesis in problem solving/decision making
- Does not evaluate and make decisions based on theory in practice.
- Unable to deal with multiple variables in the practice setting.
- Limited evidence of caring behaviours.
- Poor clinical judgement; unsafe practice.
- Unable to practice in unfamiliar situations and/or environments.

## Checklist for Graduating Students and Writing the NCLEX

- Ensure your mailing address is up to date on your UWinsite student account as of the end of September each year.
- Check your advisement report to ensure course requirements are satisfied.
- In early October, the Nursing office will send a list of names to the College of Nurses of Ontario (CNO) of all students eligible to graduate in the upcoming May convocation. CNO will then send an email notification guiding applicants to sign up to the CNO online portal. Students must use the University of Windsor email address that was submitted by the Faculty of Nursing. This will help avoid unnecessary delays in processing time. From the portal, students are able to update personal information, sign up for exams, submit necessary documents, etc. It may take up to ten business days to enter the data at CNO once the list is received.
- Apply to graduate through your UWinsite student account, even if you are not planning to attend convocation. If you are applying for June Convocation, then you must complete your degree requirements no later than the winter term. If you are applying for the October Convocation, then you must complete your degree requirements no later than the summer term. Detailed information about graduation application deadlines can be found on the [Registrar's Office](#) website.
- Verification of Course Completion (V.C.C.) is sent to the College of Nurses by the Nursing office. This can only be confirmed once all the grades are posted on the UWinsite Student system. V.C.C.'s are sent to the CNO by mid-May for the June exam date.
- If you are applying for a temporary license through the College of Nurses of Ontario and require Verification of Course completion prior to the submission date as stated above, please email [nurse@uwindsor.ca](mailto:nurse@uwindsor.ca) of your request. Information regarding temporary licenses can be found on the CNO website at [www.cno.org](http://www.cno.org).

## INTERNATIONAL EXCHANGE



Opportunities exist for nursing students to go on exchanges to Australia or Sweden for one semester of the program. These exchanges take place in winter semester of year 3 (Australia) or fall semester of year 4 (Sweden). Students planning to participate in international exchanges are responsible to meet the requirements of the host country/institution. If you are interested in an exchange opportunity, please visit the International Student Exchange website (below) and contact them for more information. If you are interested in the opportunity for your third year, please connect with the Clinical Coordinator and Student Success Coordinator as soon as possible to learn about application process and related academic advising.

**Link:** <http://www.uwindsor.ca/studentexchange/388/destinations-major>

English Language Destinations

**Sweden** (taught in English)

- [Jönköping School of Health and Welfare](#) (Fall semester of 4th year)

**Australia** (Winter semester of 3rd year)

- [La Trobe University](#) (at the Bendigo campus)

*\* ALL destinations are not necessarily available every semester, please check the list of **Currently Available** destinations before proceeding with your application.*

[Check out Marlo's exchange as an exchange student at Jonkoping University's School of Health and Welfare.](#)

## Services and Support

### Awards (UWinAward Profile Process)

<http://www.uwindsor.ca/studentawards/381/uwinawardapplication>

Current University of Windsor students:

Please note that the 2020-2021 UWinAward Profile for scholarships and bursaries will be available by mid-August for current University of Windsor Students Scholarships and Bursaries

### Scholarships and Bursaries

Students will be required to submit one or more profiles that will be assigned and available on their student self-service 'Student Homepage Task Tile'.



For 2020-2021 in-course awards, students will be assigned the UWinAward consideration request mid-August 2020.

#### **(Step 1) Financial Aid - UWinAward Consideration Request**

-- This activity guide confirms to us that you would like to be considered for UWindsor based awards and allows for us to send you the appropriate application profiles for you to complete.

#### **(Step 2) Financial Aid - UWinAward Application - [Name of Profile]**

-- You will be assigned one or more profiles to complete depending on your situation within 24 hours of advising us that 'yes', you would like to be considered.

All undergraduate students will be assigned the following profiles:

- UWinAward - General Profile
- UWinAward - Campus, Community, Social Justice, Leadership & Entrepreneurship Profile (CCSJLE)

If you are a student athlete or registered as an exchange student, you should be assigned the following profiles:

- UWinAward - Athlete Profile
- UWinAward - Exchange Profile

# Student Accessibility Services

## **Our Role on Campus**

**To serve students with various documented disabilities including, but not limited to:**

- Deaf/Hard-of-Hearing
- Low Vision/Blind
- Mobility Impairments
- Chronic Medical Conditions
- Learning Disabilities / ADD/ADHD
- Acquired Brain Injury
- Psychiatric Disabilities

## **Student Accessibility Services Process**

Students with disabilities who require academic accommodations in any nursing course must contact an Advisor in Student Accessibility Services (SAS) to complete SAS Registration and receive the necessary Letters of Accommodation. After registering with SAS, you must present your Letter of Accommodation and discuss your needs with your professor(s) as early in the term as possible. Students need to register for SAS for each new semester. Please note that deadlines for submission of documentation and completed forms to SAS are available on their website: <http://www.uwindsor.ca/studentaccessibility/>.

## **Classroom Accommodations**

- are adjustments provided to ensure that students with disabilities have fair and equal access to the curriculum and an opportunity to process classroom information

## **Exam Accommodations**

- are adjustments to standard exam conditions that lessen the impact of the disability without fundamentally altering the nature or security of the examination or providing unfair advantage

## STUDENT COUNSELLING SERVICES

The Faculty of Nursing is extremely fortunate to have an embedded Clinical Therapist, Shannon Mercer, available for students in the BScN program. Although she is employed by the Student Counselling Centre at the CAW Student Centre, her office is in the Toldo/Health Education Centre building inside the Nursing Student Support Centre (201A).

Sometimes coping with one or more of these stresses can prove to be overwhelming. The **professional staff** of the Student Counselling Centre is here to help. Students wishing to make an appointment must be registered at the University of Windsor (full or part time) to receive counselling. Counselling services are **free** of charge.

Attending university is an exciting and dynamic experience that includes:

- engaging in intellectual and academic pursuits
- making life-long friends
- joining groups and clubs
- enjoying the non-academic pursuits that are available to you as a university student

It is also can be a time of **change** as you grow in your self-awareness and continue to develop your own sense of identity.

Attending university also presents its **challenges**. Outside of the obvious academic pressures, students may have to deal with stresses such as:

- moving away from home for the first time
- financial stress
- physical or mental illness (e.g., depression, anxiety)
- the end of important relationships
- illness or death of a loved one.

### How do I make an appointment?

- Visit the student counselling website to confirm the best way to make an appointment. <http://www.uwindsor.ca/studentcounselling/>
- The start-up forms must be completed and submitted to the secretary.
- Your initial appointment will be scheduled with the Faculty of Nursing's Clinical Therapist, Shannon Mercer MSW, RSW. Her hours are Monday, Thursday, and Friday from 8:30am – 4:30pm.
- Counselling appointments including walk-in counselling services at the SCC are available to Nursing students. Information regarding walk-in services and other information is available on the SCC website: <http://www.uwindsor.ca/studentcounselling/>.

## CAREER DEVELOPMENT & EXPERIENTIAL LEARNING UNIVERSITY OF WINDSOR

The Career Development team is here to help you build bridges between the classroom and the world of work. Our main goal is to assist students and recent alumni to prepare for post-graduate employment by providing programs and resources designed to assist you with career planning, job search strategies, resume writing, interview preparation, and more. Please visit our website to learn more about how we can help: [www.uwindsor.ca/cdel](http://www.uwindsor.ca/cdel).

We encourage you to book an appointment with one of our career advisors, to attend one of our workshops, or to participate in one of our experiential learning programs. Please visit mySuccess ([success.uwindsor.ca](http://success.uwindsor.ca)) to get started.

### Book a 1:1 Career Appointment with a Career Advisor

1. Log onto mySuccess
2. Select "Book an Appointment" from the dashboard
3. Select "Career Appointments" to see your available appointments

### Register for Workshops & Events

1. Log onto mySuccess
2. Select "Register for an Event" from the dashboard
3. Select "Career Events" to view calendar
4. Select a workshop or event that you are interested in
5. Select the "Register for this event" button to register for the workshop or event

For our current Career Development workshop schedule, please visit [www.uwindsor.ca/careerworkshops](http://www.uwindsor.ca/careerworkshops). Registration to reserve your spot at one of these workshops opens one week in advance. When space permits, we also welcome walk-ins, too.

### Gain Valuable Experience

Take advantage of every opportunity to get hands-on experience you can! Consider participating in VIP or Ignite!

**VIP - Community Service Learning** – Participants work with local community partners for 40 hours in a semester to gain skills and experiences for their future careers. Visit [uwindsor.ca/vip](http://uwindsor.ca/vip) to learn more.

**Ignite** – This is the University of Windsor's Work Study program which funds part-time jobs on campus, offering an opportunity for both financial benefits and skill development. Visit [uwindsor.ca/ignite](http://uwindsor.ca/ignite) for more details.

If you are looking for a job, mySuccess also has job postings for full-time, part-time, and summer employment in Windsor-Essex and beyond!

Come visit us in the JEC (Joyce Entrepreneurship Centre)!

This is where we hold most of our appointments and workshops. It is also where we offer drop in services where you can meet with a trained student peer advisor for brief introductory tips and resources. Check out the Events Calendar on mySuccess for the current schedule.





## Health and Dental Plan

The UWSA, on behalf of its members, negotiates a health and dental plan for those students who are not already covered under their own or their parents' benefit plans.

To find full plan information please visit <https://uwsa.ca/uwsa-services/health-and-dental/>

You can use the Studentcare website to submit claims, set up direct deposit, view past claims and more. You are also able to submit claims through the UWSA office but you will not have the same tracking abilities as you would if you filed online. Feel free to contact the UWSA office for other general inquiries regarding your health and dental plan. Information about Health, Dental, and Opt Outs was taken from the following website: <http://www.uwsa.ca/uwsa-services/office-services/>

## Opt Outs

### Before you opt out, understand that:

- You cannot opt back in under any circumstances until the next school year
- You cannot use UHIP or ODSP/Trillium Benefits as proof of comparable coverage

**Early Fee Reversal** – July 15 – August 1 – [LINK](#). If you choose this option, you will have the student fee removed from your account before being charged to the tuition (therefore never paying in the first place).

### Fall/Regular Opt Out – August 5 – September 30

[http://www.studentcare.ca/rte/en/IHaveAPlan\\_UWSA\\_ChangeofCoverage\\_OptOuts](http://www.studentcare.ca/rte/en/IHaveAPlan_UWSA_ChangeofCoverage_OptOuts)

If you apply to opt out during this time, students are refunded VIA direct deposit into your bank account or cheque.

### Winter Opt Out – TBA

[http://www.studentcare.ca/rte/en/IHaveAPlan\\_UWSA\\_ChangeofCoverage\\_OptOuts](http://www.studentcare.ca/rte/en/IHaveAPlan_UWSA_ChangeofCoverage_OptOuts)

If you apply to opt out during this time, Students will be refunded VIA direct deposit into your bank account. Please note that this opt-out is for students starting classes in Winter semester. Please note that if you missed the Fall opt out you are not able to complete this opt out.

### Information needed to opt out:

- Full Name
- Student ID number
- Name of Insurance Company currently covered under / First Nations Name
- Name of Employer the plan is provided by / First Nations Name
- Group or Insurance policy number / Status Registry Number
- Direct Deposit information (traditional opt-out only) / Status Registry Number
- Proof of insurance card or letter from the insurance company.

## U-Pass

The U-Pass allows students to have unlimited rides on the regular Transit Windsor city service during the school year. Students who live outside the Transit Windsor service area can opt out of the bus pass. Visit <https://theuwsa.ca/u-pass/> for details about bus pass pick up, deadlines for opt out and info required to opt-out.

# Student Nursing Organizations

Students are encouraged to volunteer for committees within the Faculty of Nursing. If you are interested in volunteering, please contact the Nursing Society.

## **Nursing Society**

A formal organization within the University's Students' governmental body (The University of Windsor Student Alliance (UWSA) that plans activities for the student body as described in the constitution:

- Elected executive and class representation from each year.
- Regular meetings invite all students to attend and participate in business and activities.
- Regular events:
  - Orientation get together
  - Welcome Package
  - Contribution to graduation
- Peer support through Peer Mentors
- Canadian Nursing Students Association (CNSA) conference attendance and Nursing Games and more!!!

## **Nursing Students of Ontario (NSO)**

Refer to website – <http://nso.rnao.ca/>

The Nursing Students of Ontario (NSO) is a provincial non-profit group representing undergraduate nursing students from across Ontario. It is an interest group of the Registered Nurses Association of Ontario (RNAO) and supports and contributes to fulfilling the mandate and goals of the RNAO. All Basic Nursing Student Associates of RNAO are members of NSO.

This group, led and organized by elected student nurse leaders, seeks to foster and empower each of its constituents. To achieve this objective, NSO:

- Promotes proactive participation in the areas of education, research and politics.
- Maintains and enhances cohesiveness, communication and networking opportunities among organizations, nursing students and nursing professionals throughout Ontario.
- Provides an organized structure that facilitates the support and mentoring of its constituents.
- Creates and fosters collaborative opportunities and provides a forum for intellectual debate among organizations, nursing students and nursing professionals throughout Ontario.
- Acts as a resource and advocate for Ontario's student nurses.
- Promotes a positive image of nursing and nursing students through professional development initiatives.
- Acknowledges and maintains respect for human dignity and diversity among all of its constituents.

**Canadian Nursing Students Association (CNSA)**

Refer to website – [www.cnsa.ca](http://www.cnsa.ca).

CNSA is the official voice of nursing students at the national level. Every student in nursing at the University of Windsor is automatically a member. CNSA actively promotes professionalism in nursing through regional and national conferences, workshops, guest speakers, social events, and fundraising activities.

***See Nursing Society Office for information***

**Other:** There are many general and special interest groups, clubs, honour societies on campus. If you are interested, ask for assistance at the CAW Student Centre Information Desk.

# RESOURCES

Location	Service Provided
<p align="center"><b>Faculty of Nursing</b>  <b>TOLDO Health Education Centre</b>  <b>Main Office, Toldo 3<sup>rd</sup> Floor</b>  <b>Room 336</b></p>	<p align="center"><b>Nursing Faculty offices General Inquiries</b></p>
<p>Academic Advising  Student Success Coordinator (Nursing)  Nursing Student Support Centre  Toldo HEC 201B  To schedule an appointment contact:  Fran Meloche RN, MScN  <a href="mailto:fmeloche@uwindsor.ca">fmeloche@uwindsor.ca</a></p>	<p>Provides academic advising and support services recommendations for all undergraduate nursing students.</p>
<p>Student Counselling Centre (SCC) CAW  Student Centre, Room 293 To schedule an appointment call Main office: ext. 4616  Featuring: Shannon Mercer MSW, RSW (Toldo, 201A), Clinical Therapist  Faculty of Nursing</p>	<p>Provides free, short-term and crisis counselling by appointment. Offers workshops in areas such as stress and anxiety management.</p>
<p>Registrar's Office  Chrysler Hall North, Room 1118  Ext. 3315</p>	<p>Registration and Admissions  Application Information  DARS, add/drop/change course forms</p>
<p>Cashiers Office  Chrysler Hall North, 1<sup>st</sup> floor  Ext 3307 <a href="mailto:cashiers@uwindsor.ca">cashiers@uwindsor.ca</a></p>	<p>Tuition payments; Account information</p>
<p>Student Awards and Financial Aid Chrysler Hall Tower, RM 102  Ext. 3300 <a href="mailto:award1@uwindsor.ca">award1@uwindsor.ca</a></p>	<p>Awards, Bursaries, Financial Aid, Financial Aid Problems, OSAP, Scholarships, Work-Study Program</p>
<p>UWIN Card Office CAW Centre Lower Level  Ext. 8946</p>	<p>This is where you obtain your UWIN ID Cards (clinical and student card)</p>
<p>International Students' Centre, 2<sup>nd</sup> Floor,  Laurier Hall - Ext. 3938  <a href="mailto:isc@uwindsor.ca">isc@uwindsor.ca</a></p>	<p>Centre offer students to become involved in various aspects of international student life on campus.</p>
<p>Career Development &amp; Experiential Learning Joyce Entrepreneurship Centre  Suite 100 Ext. 3895  <a href="mailto:careerservices@uwindsor.ca">careerservices@uwindsor.ca</a></p>	<p>Provides workshops on resume writing, interview skills and job-search strategies. Job Fair and specialized career-specific seminars.</p>

<p>Aboriginal Education Centre (Turtle Island) CAW Student Centre, room 179 (across from the Information Desk and next to Tim Hortons) Ext. 3481</p>	<p>Offers support and activities to meet Aboriginal student's academic, personal, and cultural needs.</p>
<p>Leddy Library &amp; Writing Support for Students <a href="mailto:writingsupport@uwindsor.ca">writingsupport@uwindsor.ca</a>  <a href="http://www.uwindsor.ca/success/writing-supportdesk">http://www.uwindsor.ca/success/writing-supportdesk</a></p>	<p>A writing advisor is available at the Leddy Library – main desk on a drop-in basis. Check <a href="http://www.uwindsor.ca/success/339/hours-operation">http://www.uwindsor.ca/success/339/hours-operation</a> for hours.</p>
<p>Student Success and Leadership Centre Dillon Hall, Suite 111 (Lower level) Ext. 1414 Website: <a href="http://www.uwindsor.ca/steps">www.uwindsor.ca/steps</a> <a href="mailto:steps@uwindsor.ca">steps@uwindsor.ca</a></p>	<p><b>S.T.E.P.S.</b> offers sessions throughout the semester to introduce practical methods that can help students improve learning and study skills across disciplines. Free Resources for studying are available online: <a href="http://www.uwindsor.ca/success/334/free-resources">http://www.uwindsor.ca/success/334/free-resources</a></p>
<p><a href="#">Link for Support Services on Campus</a></p>	<p><b>Various support services on campus – click the link to see what is there!</b></p>

#### **Campus Police**

- 519-253-3000 ext.1234 <http://www.uwindsor.ca/campuspolice/300/dealing-campus-community-police>

#### **Campus Community Mobile APPS**

- <http://www.uwindsor.ca/372824/mobile-apps-campus-community>

#### **Other Services Offered in the Student CAW Centre:**

- Lower level: Campus Bookstore, Chiropractor, Lifetouch Photo Services, Pharmacy
- Main level: Food Services
- 2<sup>nd</sup> Floor: Student Health Services
- ATM machines are located throughout campus

#### **Parking Services/ Map Links:**

- Directions to the campus, campus map <http://web2.uwindsor.ca/pac/campusmap/index.php>
- Parking garage located on the corner of Sunset Ave & Wyandotte
- Parking Services <http://www.uwindsor.ca/parking-services/>
- Campus Parking Services  
Joyce Entrepreneurship Centre, 1st Floor  
(519) 253-3000 Ext. #2413 [parking@uwindsor.ca](mailto:parking@uwindsor.ca)

#### **Accessible Parking:**

- Special consideration for the allocation of parking will be given to those persons requesting parking spaces.
- Accessible parking will be evaluated and assigned on a case by case basis in consultation where required with the Office of Human Rights, Equity and Accessibility.

# Reference Links

## Faculty of Nursing:

- Nursing program regulations – [www.uwindsor.ca/nursing](http://www.uwindsor.ca/nursing)- Programs, Collaborative Honours Bachelor of Science in Nursing, Program regulations
- History of Program - to <http://www.uwindsor.ca/nursing/160/history-collaborative-baccalaureate-nursing-program> - Programs, Collaborative Honours Bachelor of Science in Nursing, History of Collaboration
- Basic Concepts of the Bevis Curriculum Process – <http://www.uwindsor.ca/nursing/322/our-programs>, Programs, Bevis Curriculum on the right side of the page.
- Nursing Practice Policies [www.uwindsor.ca/nursing](http://www.uwindsor.ca/nursing), Resources for current students, policies, bylaws and notices, hospital and community policies
- Laboratory Guides for students in the Faculty of Nursing – [www.uwindsor.ca/nursing](http://www.uwindsor.ca/nursing) - Resources for current students, policies, bylaws and notices, Laboratory guidelines for students in the Faculty of Nursing
- Cheating Policy for Faculty of Nursing – [www.uwindsor.ca/nursing](http://www.uwindsor.ca/nursing), Resources for current students, policies, bylaws and notices, cheating policy for Faculty of Nursing
- Exam Absence – [www.uwindsor.ca/nursing](http://www.uwindsor.ca/nursing) - Resources for current students, policies, bylaws and notices, nursing missed examination and missed assignment policy

## University of Windsor:

- Office of the Registrar – [www.uwindsor.ca/registrar](http://www.uwindsor.ca/registrar)
- University of Windsor Course Calendar – [www.uwindsor.ca/calendar](http://www.uwindsor.ca/calendar)
- University of Windsor Senate Bylaws – [www.uwindsor.ca/senate](http://www.uwindsor.ca/senate)
- Academic Integrity Office – [www.uwindsor.ca/aio](http://www.uwindsor.ca/aio)
- Grade Appeal/Medical or Compassionate review – [www.uwindsor.ca/registrar](http://www.uwindsor.ca/registrar)- Forms, Grade Appeal Request form
- Student Awards and Financial Aid – <http://www.uwindsor.ca/awards> and [www.uwindsor.ca/nursing](http://www.uwindsor.ca/nursing) under resources for current students, awards, scholarships and bursaries, awards and scholarships
- Student Accessibility Services – <http://www.uwindsor.ca/studentaccessibility/>
- Library Services – [www.uwindsor.ca/library](http://www.uwindsor.ca/library)
- APA Format – <http://leddy.uwindsor.ca/writing-help>

## Professional Affiliations:

- College of Nurses of Ontario (CNO) – [www.cno.org](http://www.cno.org)
- Registered Nurses Association of Ontario (RNAO) – [www.rnao.org](http://www.rnao.org)
- Canadian Association of Schools of Nursing/Association (CASN) – [www.casn.ca](http://www.casn.ca)
- Canadian Nurses Association (CNA) – <http://www.cna-aiic.ca/en>
- Canadian Nursing Student Association (CNSA) – [www.cnsa.ca](http://www.cnsa.ca)