West Liberty University
Department of Health Sciences
Nursing Program
Student Handbook

Information and Policies
2011 - 2012
The faculty of the Baccalaureate of Nursing Program at West Liberty University would like to welcome you to the nursing program. The next several years will be busy ones as you study the profession of nursing. As you graduate from our program, you will be prepared to enter professional nursing highly qualified for employment in a variety of settings. The program prepares graduates to continue their education at the master’s level.

The Handbook contains information for your orientation and assistance throughout the nursing program. This Handbook should be kept for future reference to guide you.

Additional information regarding the rules and regulations for all students can be found in the most recent issue of the Student Handbook (on-line) and the West Liberty Bulletin, 2010-2011 (on-line).

We encourage you to use your best study habits so that you may reach your goal of becoming a nurse. You will have many opportunities open to you in the nursing profession.

Have a great year!

Nursing Faculty
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INTRODUCTION

The Nursing Program Student Handbook is designed to familiarize the student with the philosophy and specific policies that are pertinent to the Nursing Program.

HISTORY OF THE NURSING PROGRAM

West Liberty University is an accredited, coeducational, multipurpose institution with an enrollment of approximately 2400 students. The University campus stretches over a wide hilltop, covering 298 acres in the northern panhandle of West Virginia. This location provides relative seclusion for study and contemplation, but is within commuting distance of three metropolitan centers: Pittsburgh (PA), Steubenville (OH), and Wheeling, (WV).

The Nursing Program became a part of West Liberty State College in the early 1970s with the establishment of an associate degree program in nursing. After only two years, the College was mandated by the Board of Regents (WV) to transfer this program to the newly created community college, West Virginia Northern Community College (WVNCC) located in Wheeling, which is 12 miles south of West Liberty. In an effort to service the continuing educational needs of registered nurses, West Liberty initiated an RN completion program in 1976.

During the early 1980s the Administration of the College began giving consideration to offering a baccalaureate degree program in nursing for basic students (non-RNs). It was during the mid-1980s that discussions were held between Ohio Valley Medical Center (OVMC), Wheeling, and West Liberty University concerning the closure of the Ohio Valley General Hospital School of Nursing and the opening of a basic baccalaureate program in nursing at West Liberty. The West Virginia Board of Regents approved the new BSN program in spring, 1988 and the first Director, Dr. Donna Lukich, was appointed to implement the program in fall, 1988. In 1992 the first class completed the new baccalaureate nursing program at West Liberty State College and fifteen students, including one RN, graduated. In May 2009, West Liberty State College was invested as West Liberty University. The West Liberty University Nursing Baccalaureate Program is accredited by the Commission on Collegiate Nursing Education.*

* Commission on Collegiate Nursing Education  
One Dupont Circle, NW, Suite 530  
Washington, DC 20036-1120  

Phone: 202-463-6930  
Fax: 202-785-8320  

Web site: www.aacn.nche.edu/accreditation
VISION
The faculty of the West Liberty University Nursing Program is dedicated to excellence in professional nursing education. Our graduates will be leaders who possess a sense of scholarly inquiry and endeavor to promote health and wellness in diverse, global communities.

MISSION STATEMENT
To launch culturally sensitive professional nurses for caring practices in ever changing health care environments.

PHILOSOPHY
The faculty of the Nursing Program endorses the philosophy of West Liberty University and believes that the program of study offered for the preparation of professional registered nurses contributes to the achievement of the goals set by the University.

Persons are indivisible entities seeking diversity and continuous change. Each person’s human field (pattern) is unique and is in interaction with its own unique environmental field. Persons are experiencing, expressive and unique individuals in dynamic unfolding with others.

Health is a dynamic pattern of being and becoming unique to each person. Health is determined by individual perceptions, values, beliefs, and experiences. Health care should enable persons to integrate their health experiences in dynamic unfolding with others.

Environment is an energy field, inseparable from, complementary to, and evolving together with the person. As with persons, environment strives toward increasing complexity and diversity.

Nursing is caring with persons and groups experiencing health. Caring is a nurturing unfolding within professional relationships with valued others for the purpose of fostering being and becoming. The nursing process is a way of organizing information about persons and their experiences with health for the purpose of fostering being and becoming.

Nursing education is a mutual, intentional, caring unfolding between faculty and students, co-participants in a search for increasing understanding of truth about self and others. Learning unfolds in different ways and with different meanings to different individuals.

Approved 8/96
Revised 2/19/98; 2009; 2011
Reviewed 5/03; 5/05; 2006; 2008
CONCEPTUAL FRAMEWORK

The concepts of personhood and health form the conceptual base of the curriculum with caring as the cornerstone of nursing.

**Personhood** is the integration of qualities and characteristics that make human beings unique. As a concept, it encompasses the diversity and similarity that co-exist among persons. Personhood refers to such qualities as values, experiences, self-concept, energy, hopes, thoughts, and interactions. Personhood begins in family and unfolds throughout life as experiences influence the being and becoming of each individual.

**Health** as dynamic patterns of being is influenced by knowledge, culture, genetics, the environment, beliefs, and behaviors. Nursing is directed toward the promotion of health with persons experiencing the transitions among wellness, chronicity, and crisis.

**Transition** occurs in the blending of personhood and health as change is experienced in the process of becoming. Transitions are volatile times that occur throughout life, may lead to growth and progression, and afford unique opportunities for nursing therapeutics.

**Caring** is informed therapeutic nursing presence within relationships. It unfolds in complexity through experiences in choosing and applying the caring processes of maintaining belief, knowing, doing for, being with, and enabling others experiencing health.

**Communication** is a process of human relating. It is the sharing of information, thoughts, ideas, and feelings that forms the basis for unfolding in human relationships. In nursing it involves a caring presence of “being with” and therapeutic communication techniques intended to develop an environment that fosters being and becoming.

**Critical thinking** contributes to the unfolding understanding of meaning and truth about self and others. It is nursing judgment that develops over time that begins with examining, questioning, defending, and integrating ideas and actions, and becomes a contextual recognition and understanding of patterns.

**The professional role** develops over time, with experience, and through exposure to models of professionalism. It involves attitudes and commitment that lead to behaviors demonstrating advocacy, activism, regards for self and others, accountability, and continued learning.

Approved 8/96
Revised 2/19/98; 5/03
Reviewed 5/05; 2006, 2008, 2009
Caring Behaviors

Knowing:
- avoiding assumptions
- centering on the one cared-for
- assessing thoroughly
- seeking cues
- engaging the self of both

Being with:
- being there
- conveying ability
- sharing feelings
- not-burdening

Doing for:
- comforting
- anticipating
- performing competently / skillfully
- protecting
- preserving dignity

Enabling:
- informing / explaining
- supporting / allowing
- focusing
- generating alternatives / thinking it through
- validating / giving feedback

Maintaining belief:
- believing in / holding in esteem
- maintaining a hope-filled attitude
- offering realistic optimism
- “going the distance”

Kristen M. Swanson’s Middle Range Theory of Caring – 1991
NURSING PROGRAM PROCESSES

Academic Rights

West Liberty University is an Equal Opportunity-Affirmative Action institution. In compliance with Title VII of the Civil Rights Act, West Virginia Human Rights Act, Title IX (Educational Amendments of 1972), Section 504 of the Rehabilitation Act of 1973, and other applicable laws and regulations, the University provides equal opportunity to all prospective and current members of the student body, faculty, and staff on the basis of individual qualifications and merit without regard to race, sex, religion, age, national origin, or disability, as identified by law.

The University neither affiliates knowingly with, nor grants recognition to, an individual, group, organization having policies that discriminate on the basis of race, color, age, religion, sex, national origin, or disability, as defined by applicable laws and regulations. (West Liberty Bulletin 2010-2011 on-line).

Organizational Framework

The organizational framework illustration identifies the lines of communication in the Nursing Program and West Liberty University structure. Your Faculty advisor can assist you through this process.

```
  STUDENT
    ↓
  FACULTY
    ↓
PROGRAM DIRECTOR, NURSING
    ↓
CHAIR, DEPARTMENT OF HEALTH SCIENCES
    ↓
DEAN, COLLEGE OF MATHEMATICS & SCIENCES
    ↓
PROVOST/VICE-PRESIDENT OF ACADEMIC AFFAIRS
    ↓
PRESIDENT
```
Problem Solving Information

ADVISOR: _____________________________

FACULTY:
- Dr. Donna Lukich 336-8630 MH 326-A lukichda@westliberty.edu
  Program Director
- Dr. Steve Domyan 336-8319 MH 316 domyansr@westliberty.edu
  Chair, Health Sciences
- Kimberly Crow 336-8319 MH 318 kim.crow@westliberty.edu
- Teresa Faykus 336-8324 MH 320 tfaykus@westliberty.edu
- Peggy Ferguson 336-8248 MH 330 pfergus01@westliberty.edu
- Lina Hixson 336-8845 MH 332 lhixson@westliberty.edu
- Carolyn Kinney 336-8318 MH 329 ckinney@westliberty.edu
- Shirley Misselwitz 336-8178 MH 325-B misselsa@westliberty.edu
- Elizabeth Sproull 336-8176 MH 322 esproull@westliberty.edu
- Kate Tennant 336-8897 MH 325-A
- Janet Shutler, Secretary 336-8108 MH 326-B janet.shutler@westliberty.edu
  Fax: 304-336-5104

- West Liberty University 304-336-5000 or 866-WEST LIB
- Office for Student Success 304-336-8363
- Tutoring Services 304-336-8400
- West Liberty Weather Line 304-336-8020

Faculty office hours are posted. If the times are not convenient with your schedule, e-mail or call for an appointment.

Take advantage of test reviews, help sessions and tutoring services. If you are experiencing difficulty, meet with the instructor and your advisor.

If you are absent, it is your responsibility to get assignments, make up work and any handouts

Check your email often.
Conflict Resolution

The purpose of conflict resolution is to mutually explore ways, in an assertive manner, to resolve a problem, misunderstanding, and/or a difference of opinion between two or more people. The goal is for each person to feel positive about the outcome.

Concerns are to be handled directly between the persons involved (student-student; student-faculty, etc.). If the concern cannot be resolved at this level, the lines of communication are to be followed to assist the person(s) in this method. No step in this process is to be skipped when resolving concerns or problems.

Formal conflict resolution (Grievance, Appeal process) can be found in the WLU Handbook. This may be accessed from the WLU web-page at westliberty.edu. Policies applied to professional misconduct may be found in the WLU Handbook, Article III, Section B.
**NURSING CURRICULUM**
**ENTRY-LEVEL STUDENT**
**BSN CURRICULUM PLAN**

### FALL

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<thead>
<tr>
<th>Course Code</th>
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<td>BIO 124/125</td>
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<td>ENG 101</td>
<td>3</td>
<td>PHYS 190/191</td>
<td>4</td>
</tr>
<tr>
<td>HISTORY</td>
<td>3</td>
<td>ENG 102</td>
<td>3</td>
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<tr>
<td>PSYCH 101</td>
<td>3</td>
<td>COM 101</td>
<td>3</td>
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<tr>
<td>GEO/POLS/SS</td>
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<td>GEO/POLS/SOC</td>
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<td>P.E.</td>
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### SPRING

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<td>BIO 330</td>
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<tr>
<td>NUR 200</td>
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<td>NUR 210</td>
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<td>NUR 201</td>
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<td>NUR 211</td>
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<td>NUR 270</td>
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<td>NUR 250</td>
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<td>LIT</td>
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<td>NUR 246</td>
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### SOPHOMORE

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<td>5</td>
<td>NUR 275</td>
<td>3</td>
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<tr>
<td>NUR 307</td>
<td>4</td>
<td>NUR 340</td>
<td>5</td>
</tr>
<tr>
<td>NUR 320</td>
<td>3</td>
<td>NUR 341</td>
<td>4</td>
</tr>
<tr>
<td>NUR 308</td>
<td>2</td>
<td>NUR 360</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>14</td>
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### JUNIOR

<table>
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<td>MATH 160</td>
<td>3</td>
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<tr>
<td>GBUS/ECON</td>
<td>3</td>
<td>HS 420</td>
<td>2</td>
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<tr>
<td>NUR 430</td>
<td>4</td>
<td>NUR 472</td>
<td>3</td>
</tr>
<tr>
<td>NUR 431</td>
<td>3</td>
<td>NUR 481</td>
<td>4</td>
</tr>
<tr>
<td>NUR 404</td>
<td>3</td>
<td>NUR 445</td>
<td>2</td>
</tr>
<tr>
<td>HS 300</td>
<td>3</td>
<td></td>
<td>14</td>
</tr>
<tr>
<td></td>
<td>19</td>
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<td></td>
</tr>
</tbody>
</table>

**TOTAL HOURS: 129**
**TOTAL NURSING HOURS: 63**

**NOTE:** Students must meet the general requirements for the Bachelor of Science degree to complete the nursing program.

**Course Descriptions** – Nursing course descriptions are found in the West Liberty University Bulletin under “Course Descriptions”.

6/10/08
Revised: 01/2011
WEST LIBERTY UNIVERSITY NURSING PROGRAM
(Learning Outcomes for Educational Levels)

As students progress through the Nursing Program, they will advance to the next educational level by completing all courses of the previous level. At graduation, students will have demonstrated accomplishment of the Program Goals.

1. **Sophomore Level Outcomes**
   a. Demonstrate caring behaviors in nursing.
   b. Apply critical thinking in selected nursing care situations.
   c. Analyze own communication patterns.
   d. Develop awareness of own and others’ culture, values, and lifestyles.
   e. Demonstrate beginning autonomy and accountability in the caregiver role.

2. **Junior Level Outcomes**
   a. Integrate caring behaviors into nursing care.
   b. Apply critical thinking to nursing care.
   c. Utilize goal directed communication skills.
   d. Integrate care strategies for diversity in cultures, values, and lifestyles.
   e. Demonstrate autonomy and accountability in the nursing roles of caregiver and advocate.

3. **Senior Level Outcomes / Program Goals**
   a. Employ caring nursing interventions in nursing practice.
   b. Employ critical thinking in making professional judgments and decisions.
   c. Communicate effectively with others.
   d. Demonstrate non-judgmental care for diverse cultures, values and lifestyles.
   e. Grow and develop in the professional nursing roles of caregiver, care coordinator, advocate, and member of the profession.

**REQUIRED PROGRAM OUTCOMES**

1. **NCLEX-RN Pass Rate** – Percentage of graduates achieving satisfactory first-time scores on the professional licensure exams: ninety percent of graduates will pass NCLEX-RN on the first attempt.
2. **Critical Thinking** – Purposeful self-regulatory judgment which results in interpretation, analysis, evaluation, inference, and explanation. Ninety percent of the second semester senior basic students demonstrate a minimum HESI score of 850 on the critical thinking category of the HESI exit exam; there will be an increase in California Critical Thinking Scores from entry into the Nursing Program to graduation.
3. **Communication** – The process of human relating. It is the sharing of information, thoughts, ideas and feelings that forms the basis for unfolding in human relationships. Ninety percent of the second semester senior basic students demonstrate a minimum HESI score of 850 on the communication core category of the HESI exit exam.
4. **Caring Nursing Interventions** – Caring modalities used by nurses to promote health of persons, groups, and communities. Ninety percent of the second semester senior basic students demonstrate a minimum HESI score of 850 on the therapeutics nursing intervention category of the HESI exit exam.
5. **Graduation Rate** – The number of percentage of students graduating from the Nursing Program within 3 years; seventy-five percent of students admitted as sophomore to the Nursing Program will graduate in three years.
6. **Rates of Employment** – Percentage of graduates seeking employment who are employed in nursing within six months of graduation. Ninety percent of graduates seeking employment are employed as registered professional nurses within six months of graduation.
7. **Program Satisfaction** – Graduates’ perceived level of satisfaction of the Nursing Program, including the educational environment, curriculum, policies, learning resources, and support services; seventy-five percent of students will evaluate program satisfaction as three or better on the Graduate Nurse Self-Evaluation.

Revised 5/03; 8/04; 2006; 2008
Reviewed 2009
POLICIES OF THE NURSING PROGRAM

Attendance

The department of nursing believes that class attendance is essential for optimal learning. Attendance is required for all scheduled learning experiences. More than two absences from the clinical learning experiences will result in failure of the clinical course. Situations resulting in absences beyond the student's control from class, laboratory, and clinical experiences will be evaluated on an individual basis by the entire nursing faculty.

Students should inform the appropriate faculty member prior to being absent. Upon return from an absence, it is the responsibility of the student to contact the appropriate faculty member regarding any assignments. Inability to meet the course objectives will result in failure of the course.

Cell Phone Use

The use of cell phones during class or clinical experience is prohibited. Students are expected to have cell phones turned off at all times while in class or in the clinical setting.

Students who violate this policy may be asked to leave the classroom or clinical experience and would result in an unexcused absence.

Certification for Cardiopulmonary Resuscitation (CPR)

The Nursing Program Academic Standards Committee requires a completed health record and completion of CPR (American Heart Association, Health Care Provider or American Red Cross CPR/AED for the Professional Rescuer) prior to the first off-campus clinical experience. The student must present current updates of this certification at the beginning of each semester.

Bloodborne Pathogen Standard

Any person who works or is placed in a facility where exposure to blood or other potentially infectious materials is required to receive training according to the bloodborne standard mandated by OSHA (Occupational Safety and Health Administration). This training is mandated on a yearly basis. The Nursing Program provides this training to the student on a yearly basis.

Financial Requirements

In addition to University tuition and fees, nursing students are responsible for various fees and expenses. (This is not an inclusive list and prices and expenses may change from year to year.)

1. Achievement Testing:
   The cost is included in fees. Evolve-Elsevier is the company that is utilized. On-line access to resources is available to each student and is introduced in the first semester of the sophomore year. Testing & resources continue throughout each level in the nursing program in an effort to better prepare the graduate for the NCLEX.

2. Nursing Lab Fee / Health Professions Fee:
   Approximately $75 and is included in fee costs each semester in which the student is enrolled in a clinical course. For NUR 201 there is an approximate fee of $65 for a Nurse Pack of supplies.

3. Uniform Cost:
   Approximately $300 which includes scrubs, lab coat, shoes, cap, stethoscope, watch, and turtleneck with WL embroidered on it. The turtleneck, warm up jacket and cap are optional purchases.
4. Transportation:
   Costs vary for field trips and clinical obligations which may require some personal expenses, e.g., meals, lodging, etc. The student is expected to have independent transportation for clinical travel.

5. Graduation expenses:
   a. Graduation fee is approximately $150 for commencement exercises. A fee is also charged for those not participating in the ceremony.
   b. A late fee will be charged if graduation application is not completed on time.
   c. Purchase of prescribed academic regalia is included in graduation fee.
   d. Pictures - approximately $40. Cost varies based on picture ordered. (Optional purchase)
   e. NCLEX application and background check - $350
   f. State Board of Nursing Application (varies state to state)
   g. WLU Nursing Pin. Prices vary with Balfour Company depending on selection.

Grading Scale

*The Nursing Program Grading Scale for didactic courses is:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
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<tbody>
<tr>
<td>A</td>
<td>92-100%</td>
</tr>
<tr>
<td>B</td>
<td>84-91%</td>
</tr>
<tr>
<td>C</td>
<td>78-83%</td>
</tr>
<tr>
<td>D/F</td>
<td>77 and below</td>
</tr>
</tbody>
</table>

If a student earns a “D” or an “F” in a nursing course, the Nursing Program Academic Standards Committee will meet to consider the student’s ability to continue in the Nursing Program.

*Not applicable to clinical courses. The Nursing Clinical Grading Scale is Pass/Fail. This grading system is based on satisfactory and unsatisfactory.

Promotion and Retention

In order to remain in good academic standing in the Nursing Program, a student must achieve a minimum grade of “C” or “PASS” in all WLU nursing and health science curriculum courses as well as BIO 212 and 214. The student must also maintain a cumulative GPA of 2.50 or higher for all WLU nursing and health science courses attempted.

The Nursing Academic Standards Committee reviews all nursing student records annually for promotion from one level to another in the program. The Committee will meet on an as needed basis for selected student cases. If a student earns a “D” or “F” grade in a nursing, biology or health science course, the Nursing Academic Standards Committee will meet to consider the student’s ability to continue in the Nursing Program. Continuation in the program in this case will be dependent upon the course(s) unsatisfactorily met, the prerequisite(s) for subsequent nursing courses, and the student’s cumulative nursing GPA.

If a student fails or withdraws from a course that has a companion course, the student will have to repeat both companion courses. Nursing students are permitted to repeat one nursing curriculum course in which they have an unsatisfactory grade earned (D, F, FI, WF). Upon earning a second unsatisfactory grade, the student is permanently dismissed from the Nursing Program.
Transfer Student: Promotion and Retention

Transfer students accepted into the Basic Nursing Program with a grade of D, F, FI, WF in a nursing course deemed equivalent to a specific course in the West Liberty University nursing curriculum will be considered to have one failing grade upon entry into the Program. They will be required to repeat the course. A second grade of D, F, FI, W, or WF in any nursing course will result in permanent dismissal from the Nursing Program.

The grade for any nursing course that is not equivalent to any specific course in the West Liberty University nursing curriculum will not be used in the computation of the nursing GPA and will be considered a general elective only.

Health Record Requirements

1. Immunizations
   - Immunizations and other required health information are listed on the West Liberty University Student Health Service Confidential Mandatory Health Form. Prior to the first clinical experience, each student must have a Student Health Record completed by his/her personal physician. If the student leaves the Program or returns to the Program after a leave relating to illness or injury, additional examinations may be required.

2. Annual Tuberculosis Testing and Follow-up Policy
   - All students must have a yearly PPD prior to the beginning of clinical experiences. The results must be verified by the student’s clinical faculty during clinical orientation.
   - Any student who has had a positive PPD in the past must have a chest x-ray prior to the initial clinical experience. A student who has a negative chest x-ray following a positive PPD will not be required to have the chest x-ray repeated unless there is an intervening exposure to a person with active tuberculosis or the student exhibits symptoms that may suggest tuberculosis.
   - A student who has an initial positive PPD must be seen by a personal physician or health care agency that will follow the latest protocol by the CDC. The student cannot participate in clinical experiences until the physician verifies that the protocol has been completed.

3. Disabilities
   - For concerns related to disabilities, the student is referred to the Student Health Record & the Current University Student Handbook. The Student Health Record identifies where disability must be documented by the physician.

Student Injury
   - Report and follow policy at facility.
   - Notify Instructor as quickly as possible.
   - A Situational Report will be written up.
   - Student is responsible for the cost of all health care services received.

Student Food Services

Boxed lunches from Sodexo Dining Company food service are available for students upon request when the student is working a full clinical day. The criteria are as follows:
   - The student must have a meal card with Sodexo Dining Company through WLU.
   - The student must request the lunch 1-2 working days before the clinical day

The Sodexo Dining Company (304) 336-7272 – Rogers Hall

Revised: 01/2011
**POLICY: SECURITY SCREENING FOR STUDENTS**

<table>
<thead>
<tr>
<th>Audience</th>
<th>The information in this policy is intended for all West Liberty University nursing students</th>
</tr>
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<tbody>
<tr>
<td>Rationale</td>
<td>1. Effective September 1, 2004, prescreening requirements are being introduced into hospital and school affiliation agreements. Students who do not pass these requirements may be unable to complete degree requirements.</td>
</tr>
<tr>
<td></td>
<td>2. On January 1, 2004, a new Joint Commission on Accreditation of Health Care Organizations (JCAHO) standard became effective requiring criminal background checks for security purposes on all employees, staff, and volunteers who supervise care, render treatment, and provide services. Individual institutions have been given the responsibility for mandating this clearance for students. Therefore, in keeping with this policy, all students will be required to undergo a background check for security clearance in order to matriculate into UTMB.</td>
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<tr>
<td></td>
<td>3. These requirements are the same as those required of employees (criminal background checks and, in some cases, drug screens).</td>
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<tr>
<td></td>
<td>4. Access to high-security research and patient care areas also require appropriate security clearance.</td>
</tr>
<tr>
<td></td>
<td>5. The large majority of West Liberty University degree-seeking students fall into at least one of these categories (clinical access, employee, high security patient care, high security research, off-site clinical placement).</td>
</tr>
<tr>
<td></td>
<td>6. The rationale for extending these requirements to all students is the concept of due diligence and competency assessment of all individuals whose assignments bring them in contact with patients, research areas of employees. This approach ensures uniform compliance with Joint Commission standards pertaining to human resource management. Moreover, the public is now demanding greater diligence in light of the national reports of deaths resulting from medical errors.</td>
</tr>
<tr>
<td>Timing of Screening</td>
<td>Security screening is a requirement for matriculation into degree-granting programs at West Liberty University. Students will be screened following admission but prior to enrollment. A “HOLD” will be placed on student enrollment until clearance documentation is received. Accepted applicants who do not give permission to conduct the criminal background check will be barred from enrollment and will be removed from the accepted student list.</td>
</tr>
<tr>
<td>Identification of Vendors</td>
<td>West Liberty University will designate the company(ies) approved to do the criminal background screening (and drug testing if required). Results from any company other than those designated will not be accepted.</td>
</tr>
<tr>
<td>Allocation of Costs</td>
<td>The student will pay the cost of the criminal background screens. It is the student’s responsibility to pay for drug screens required by a clinical agency, if required. The student will pay the cost at the time of testing.</td>
</tr>
<tr>
<td>Period of Validity</td>
<td>It is anticipated that background checks will be honored for the duration of the student’s enrollment in the program if the participating student has not had a break in the enrollment. A student who has had a break in enrollment may be required to have another background check. A break in enrollment is defined as withdrawal from a program and readmission. A student on Leave of Absence (LOA) is considered to be in continuous enrollment.</td>
</tr>
<tr>
<td><strong>Significant Findings in Security Screening</strong> (School of Nursing)</td>
<td>Accepted applicants who do not pass the required security check will have their case referred to a review panel appointed by the school of nursing. The panel will have the responsibility to review the case and recommend: 1) that the acceptance be rescinded for cause; 2) that the concern does not raise to the level of rescinding admission; or 3) that the applicant be interviewed to determine the appropriate action. Any admitted applicant whose admission is referred to a review panel has the right to appeal before the panel to contest or explain the negative contents of the security screening. If the security screen uncovers a question which can be cleared by the applicant, matriculation can be deferred for up to one year while the matter is resolved. Falsification of information will result in removal from the accepted student list or from the program of study.</td>
</tr>
<tr>
<td><strong>Appeal of Panel Decision</strong> (School of Nursing)</td>
<td>Any accepted applicant whose admission is rescinded or otherwise deferred has the right to appeal that decision to the Dean of the respective school.</td>
</tr>
<tr>
<td><strong>Denial of Appeal</strong> (School of Nursing)</td>
<td>Accepted students who have significant findings on their background check will be referred to the West Virginia Board of Nurse Examiners (BNE) in order to obtain a declaratory order. The accepted student will be allowed to enroll when official documentation is received from the WVBNE, confirming eligibility to sit for the NCLEX-RN. Matriculation can be deferred for up to one year while the matter is resolved. If the WVBNE denies eligibility to sit for the NCLEX-RN, the accepted student will be removed from the accepted student list. A new application will be considered if the WVBNE ruling is reversed in the future.</td>
</tr>
<tr>
<td><strong>Recordkeeping</strong></td>
<td>All reports are considered confidential. Security reports will be filed in the appropriate Office of Student Affairs / Admissions for the duration of the student's enrollment or until the applicant is removed from the accepted student list.</td>
</tr>
</tbody>
</table>

5/2006
PROFESSIONAL BEHAVIOR

Confidentiality

As a right to privacy, information related from clients and/or their medical records are to remain confidential. This information can only be shared with the health team and in a structured learning environment. Avoid discussion of clinical situations in public areas. Information pertaining to any client/family is not to be shared with your own family members. Clients’/families’ names should not be mentioned directly or indirectly to anyone except to authorized individuals. The client and/or the health care facility have the right to specify or restrict the people who may have access to this information. Federal regulations require that all persons be assured that their health information is protected. Students will receive training regarding HIPAA.

Clinical Behavior

The student’s clinical behavior, not only reflects his/her own professional demeanor and preparation, but also represents West Liberty University and the Nursing Program.

Professional Conduct

The nursing faculty believes that students must consistently display professional attitudes and behaviors in accordance with the West Virginia University Policy Bulletin No. 57 to be found in the West Liberty University Student Handbook. In addition to the above mentioned standard of conduct, student nurses are accountable for avoiding impaired, incompetent, and negligent practice at all times. Demonstrated failure to meet these standards may be grounds for dismissal.

The State of West Virginia Code and Legislative Rules, for Registered Professional Nurses, April 1995 (19-1-12.4) provides the West Virginia Board of Examiners the authority to discipline a student in a state approved nursing program. The Board of Nursing will be informed when a student is in violation of the Standards for Professional Nursing Practice Series 10.

Liability Insurance

Students at West Liberty University are covered by professional liability insurance provided by the State of West Virginia. Students are not covered for the cost of materials or equipment broken or damaged while participating in clinical laboratory courses and shall be responsible for reimbursing the facility through the Office of the Program Director, Nursing Program.
Situational Report

The purpose of this form is to facilitate communication between the student and the nursing faculty and/or clinical preceptor concerning observations of student behavior, both positive and negative. The information will be used in both counseling and evaluating the student. The following information is included on the situational report.

STUDENT NAME: __________________________________________________________

DATE & TIME OF INCIDENT: ________________________________________________

SPECIFICS OF INCIDENT:

NAME OF FACULTY (OR PRECEPTOR) __________________________________________

DATE: _____________________________

STUDENT SIGNATURE: ____________________________________________________

C: Advisor
  Program Director, Nursing Program
SCHOLARSHIP INFORMATION

The nursing faculty encourages students to apply for the following Nursing Scholarships even though the student may not meet Federal Financial Aid Criteria. The need requirements for the Nursing Scholarships are less stringent than the requirements for Federal Aid Assistance. Applications for scholarships should be made by February 1. All scholarship recipients are expected to assist with recruitment activities.

Name of Scholarship, Description and Eligibility Requirements

1. DOROTHY LONG SCHOLARSHIP

The Dorothy Long Scholarship Fund was established in 1980 through donations made in memory of Dorothy Long. Miss Long was a senior nursing student at the Ohio Valley General Hospital School of Nursing at the time of her death. The Fund was permanently endowed in 1983 by Miss Long’s family. In 1999 a second endowment was established with the WLU Foundation in memory of Dorothy Long. These combined funds will be awarded to one recipient.

Eligibility Requirements:
- Full time sophomore or junior nursing student
- GPA 2.5 or higher
- Letter of recommendation from Clergy*

NOTE: Nominees are reviewed by Long family designee for selection

2. NANCY K. MARTIN SCHOLARSHIP

The Nancy K. Martin Scholarship was established in 1990 in honor of Miss Martin for her many years of dedicated service to Ohio Valley General Hospital School of Nursing and Ohio Valley Medical Center.

Eligibility Requirements:
- Full time sophomore or junior nursing student
- GPA 2.5 or higher
- Preference given to relative of alumnus of OVGH School or Nursing* or WLU

3. HUMAN TOUCH SCHOLARSHIP

The Human Touch Scholarship was established in 2005 by Wheeling Hospital to benefit a junior nursing student. The scholarship is presented in memory of Deborah Fluharty Conniff.

Eligibility Requirements:
- Full time junior nursing student
- Cumulative college GPA of 3.0
- Student portrays commitment and enthusiasm for nursing

4. NURSING SCHOLARSHIP

The Nursing Scholarship is based on financial need as well as other eligibility requirements. The primary purpose of the scholarship monies will be for the payment of tuition, fees, room and board, textbooks, etc., for students enrolled in the nursing program at West Liberty University.

Eligibility Requirements:
- Full time sophomore, junior or senior
- GPA is 2.5 or higher
- Documentation of financial need / list any aid currently received*
- Letter regarding career goals (200 – 500 words)*
- Preference for eligibility given to:
  - Graduates of Public School in Ohio County
  - Graduates of any Public School system and current resident of Ohio County, WV, or contiguous counties in WV, PA, or OH
5. NURSING ACHIEVEMENT AWARD

The Nursing Achievement Award is awarded to one student in each of the five classes enrolled in nursing at West Liberty University. These scholarships will be based on academic standing. The primary purpose of the scholarship monies will be for the payment of tuition, fees, room and board, textbooks, etc., for students enrolled in the nursing program at West Liberty University.

Method of Selection for Scholarships
The Academic Standards Committee, Nursing Program, shall select the recipients. The student will usually receive only one scholarship.

Notification
The recipient will be notified of the scholarship in writing during the spring semester.
Graduation Awards

Several graduation awards are presented to senior nursing students at the Annual Pinning Ceremony. They are the Pauline F. Sonneborn Award, Dorothy Greene Award, Nightingale Award, Sharon Smarrella Award, Sally H. Eberhard Award, and the Army Nurse Corps Spirit of Nursing Award.

PAULINE F. SONNEBORN AWARD
The Pauline F. Sonneborn Award was established in May 1957 by the Sonneborn family in honor of their mother. The award is given to a graduating senior displaying outstanding professional, personal, and social attributes. The award consists of a medallion and a gift of money.

NIGHTINGALE AWARD
The Nightingale Award was established in May 1974 by Joseph H. Strauss in the name of his family to be awarded to a graduating nursing student selected on the basis of clinical excellence. The award consists of a medallion and a gift of money.

SHARON SMARRELLA OUTSTANDING NURSING GRADUATE AWARD
The Sharon Smarrella Outstanding Nursing Graduate Award was established by the nursing faculty in May 1999 in memory of Sharon Smarrella. The award is given to a graduating senior displaying outstanding caring attributes, community service and a commitment to the nursing profession. The award consists of a plaque and a gift of money. In addition, the recipient’s name is engraved on a gold plate and added to the plaque on display in the nursing department.

SALLY H. EBERHARD AWARD
The Sally H. Eberhard Award was established in 2005 by Wheeling Hospital in honor of Sally H. Eberhard, a former West Liberty faculty member, who served for 21 years. The award is given to a graduating student who displays a commitment to lifelong learning, caring attributes, and involvement in the profession of nursing. The award consists of a plaque and a gift of money.

ARMY NURSE CORPS SPIRIT OF NURSING AWARD
The Army Nurse Corps Spirit of Nursing Award is awarded to a nursing student who demonstrates a commitment to excellence through community, academic, and professional achievements. Recognition for this commitment to excellence will be a certificate of recognition and a walnut plaque awarded by the Army Nurse Corps.

Eligibility Requirements:
- Cumulative GPA of 3.0 or higher
- Involvement beyond professional and community service requirements of the Nursing Department
- Junior or Senior level nursing student
- Faculty will determine the award recipient by February 1
STUDENT ACTIVITY IN GOVERNANCE OF THE NURSING PROGRAM

Student Representative Role to Faculty Committee Meetings

The student representatives or alternates will attend Nursing Curriculum and Evaluation Committee meetings to provide student information, report information to classmates, and coordinate class meetings, class activities and fund raising projects. The student representatives will serve as liaison with the SNA as well as the faculty advisor.

There will be a collaborative relationship between student representatives, the faculty class advisor and the Student Nurses Association faculty advisor related to meetings, activities, moneymaking projects, etc.

Student Representative Placement

1 Sophomore representative (1 Alternate)
1 Junior representative (1 Alternate)
1 Senior representative (1 Alternate)

Sophomore representatives will be elected within one month of the fall term. Junior and senior representatives will be elected within the first 2 weeks of the fall term.

Representation to a committee of the Nursing Program requires leadership and commitment. This appointment gives the students an opportunity to represent their class and contribute ideas at various committee meetings.

The faculty will coordinate yearly election of representatives to these faculty committees.
GUIDELINES FOR PROFESSIONAL DEVELOPMENT
AND COMMUNITY SERVICE

Each student in the nursing program is required to participate in professional development and community service activities as part of graduation requirements. *Professional development is defined as activities that promote growth as a professional nurse.*

Professional development activities include, but are not limited to:

- membership in a professional nursing organization e.g. NSNA (one year membership and attendance at two meetings per year constitutes one activity)
- attendance at educational conferences, symposia, workshops, etc. which are not course requirements
- health related presentations at nursing conferences, symposia, workshops, etc.
- other activities approved by the Program Director, Nursing
- serving as student representative to the Nursing Program committees (attendance at one meeting per year constitutes one activity)
- submit article for “Stall Tales”
- work with faculty on select projects

*Community service participation in health promotion related activities within the program institution, and/or community.*

Community service activities include, but are not limited to:

- participating in health screenings
- planning and/or participating in health fairs
- serving as volunteers for University sponsored events that serve the public in some health related way (e.g. Special Olympics)
- mentoring or tutoring other students (four hours of validated tutoring/mentoring constitutes one activity)
- volunteer work with various human service agencies (four hours of validated service constitutes one activity)
- participation in any University or community activity if it can be demonstrated that the student contributed in some special way related to nursing

Each student is required to complete a minimum of five activities. *Two will be professional development activities and two will be community service activities. The fifth will be in either category, to be chosen by the student.*

Students are responsible for submitting validating documentation of their activities to the Program Director, Nursing. If students have questions about the acceptability of a specific activity they should present the information about the activity to the Program Director, Nursing for a judgment. The Program Director shall keep a record of each student’s professional and service activities. Failure to complete the required activities prior to completion of the nursing program will delay graduation until the requirements are fulfilled.

**STUDENT UNIFORM**

*Uniform for Clinical Experience*

1. Standard royal blue unisex scrub top with matching royal blue pants, or skirt, or culottes
2. Lab coat full length or ¾ length with University approved emblem patch sewn on left sleeve, centered 2 inches below the shoulder seam
3. Plain white socks or hose for females. Plain white socks for males. (White hose must be worn with skirt or culottes)
4. White leather shoes with closed toes and heels
5. Name pin
6. Stethoscope
7. Watch with a second hand
8. Matching royal blue or white warm-up jacket (optional)
9. White turtleneck with WLU embroidered on neck in royal blue (Turtleneck is optional)
10. WLU cap (optional – cap may be required in some clinical agencies)

Revised 1/06 / Reviewed 2008
**Uniform Purchase**
Uniforms are purchased from Uniforms Unlimited, Bridgeport, OH. Telephone (740) 635-3252. Prices may vary according to selection of equipment and style of uniform pieces as well as year to year cost fluctuations. Current cost is approximately $300. Equipment such as watch with a second hand, socks or hose, and shoes may be purchased by students at places of their choice.

**Name Tags**
Picture identification name tags are available on-campus on the ground floor of the College Union. Arrangements may be made to obtain identification name tags by calling (304) 336-8422.

**General Appearance**
1) Jewelry allowed while in clinical experience are:
   - Wedding ring, name pin, watches with second hand, single pair small ball post earrings (limited to one earring per ear). Other body piercing jewelry must be removed.
2) Hair must be clean, off the collar and not hanging over the face, over the uniform or hanging loosely. Extreme hairstyles will not be acceptable.
3) Nails must be well manicured, not too long, and without highly colored polish.
4) Uniform must be clean, neat, in good repair, and an appropriate fit.
5) White shoes must be clean, polished, and in good repair. Shoelaces must be clean.
6) Laboratory coats must be clean, in good repair, and must be worn when in the clinical area for assignments. Lab coats, when worn, will also have a name pin.
7) Men must be clean-shaven or have neatly trimmed beards and mustaches.
8) Perfume, after shave or cologne is not acceptable.
9) Gum chewing while in uniform is discouraged and not permitted while on clinical experience.
10) Body tattoos may not be visible while in clinical experiences.
11) When preparing for clinical assignments, a lab coat with name tag must be worn. Blue jeans, shorts, open sandals, and tight clothing are unacceptable.

Negligence on the part of the student to maintain the above general appearance standard will result in the student being asked to leave the unit to make the necessary changes and will be noted on the student evaluation form.

Several clinical areas of assignment have special dress codes and requirements. The Professor will identify these special clinical areas and provide dress requirements. In most situations blue jeans, sweatshirts, open sandals, shorts, tight clothes and non-professional dress will not be acceptable and if worn, the student will be dismissed from the experience to make appropriate changes.

**Transportation**
Students are responsible for providing their own transportation for learning experiences. A majority of the clinical laboratory courses are held off-campus in community and health care facilities.

**Weather Hotlines**
Local radio and television stations will provide information to students regarding the closing of WLU in case of severe weather/emergency closings. Students living out of the area and not having access to local radio and TV stations should make arrangements with fellow students and the professor to establish a plan for notification.

Students enrolled in off-campus classes are advised to call, for severe weather/emergency closing information and other timely messages, the following telephone number:  **(304) 336-8400**

**NOTES:**
- The professor will establish a weather plan for changes when necessary.
- Students enrolled in off-campus classes are requested to **NOT** call the WLU campus switchboard for severe weather/emergency closing information, but to call off-campus telephone numbers for closure information.
STUDENT PORTFOLIO REQUIREMENT
Entry Level Students

PORTFOLIO

The portfolio is a collection work that reflects the student’s efforts, growth and achievement as a nursing student in the program. Throughout the program, you have been collecting your information. It is now time to organize the portfolio and present your achievements in writing and in an oral presentation.

1. Organize your portfolio based on the program outcomes. Each outcome (underlined) should be a section. Show latest work first. Work that reflects the outcome should be included in that section. For example, Process Recordings would be in the communications section. For each section summarize your growth as you progressed through the program. At the Senior Celebration you will have 2-3 minutes to present your growth and how the program has impacted you as you enter the nursing profession. Program goals are:
   - Employ caring nursing interventions in nursing practice. (Caring)
   - Employ critical thinking in making professional judgments and decisions. (Critical thinking)
   - Communicate effectively with others. (Communication)
   - Demonstrate non-judgmental care for diverse cultures, values, and lifestyles. (Cultural/ethnic sensitivity)
   - Grow and develop in the professional nursing roles of caregiver, care coordinator, advocate, and member of the profession. (Professional role)

2. Portfolio format
   - Table of Contents
   - Introductory letter for each section presenting portfolio contents and explaining your reasons for including specific selections
   - Resume (can go under professional section)
   - Example of work and accomplishments for each section
   - Evaluation from self, peer, and instructors

3. Required documents in addition to the above are:
   - Caring exemplars
   - Critical Thinking exemplars
   - Process Recordings
   - Professional Development activities
   - Individualized Study Plan for Academic Success
   - Example demonstrating use of Evidence Based Practice (EBP) from each semester beginning second semester sophomore year. (Total of 5 examples)

4. Other documents you may include are:
   - Assessments
   - Concept maps
   - Honor Projects
   - Nursing care plans, critical pathways, pathos
   - Patient teaching projects
   - Pictures or drawings
   - Professional papers
   - Reflective journal samples
   - Special projects (Health fairs, campus activities, community service)

5. If you have other items of interest that tells about your experience in the program, please feel free to include them. Place the above documents in a 3-ring binder.

NCLEX site: http://wluweb.westliberty.edu/nclerxn3500
Username: WLNurse  Password: wN3#j9T
Revised: Aug. 2011
6th Edition APA Format Information

The official source for formatting papers required in WLU nursing classes is the Publication Manual of the American Psychological Association (6th ed.). This style sheet attempts to cover the most common formatting issues that students encounter. For additional information, students should consult the Publication Manual.

Paper Set-up:

- **Typeface**: Times New Roman
- **Font size**: 12
- **Line spacing**: Double space entire paper
- **Margins**: 1 inch at the left, right, top, and bottom of every page
- **Paragraphs**: Indentation settings for paragraphs/headings five to seven spaces

Title Page:

- Numbered as page 1 using Arabic numerals
- Information to include:
  - Title of paper in upper and lower case letters (12 words or less)
  - Author’s Name (your name)
  - Institutional affiliation (West Liberty University)
- This information should be centered, and positioned in the upper half of page
- Running head: The abbreviated title; top flush left; maximum of 50 characters (counting letters, punctuation, and spaces between words); uppercase letters; appears on title page and all subsequent pages

(see full page example on the next page)
Effects on Nursing by the Competency Rules of Accrediting Bodies

Mary Anne Harkins

West Liberty University
Heading Levels: (Ways to organize subject matter)

- The Introduction does not need a “Heading”

- With 1, 2, or 3 levels use the following examples:

  Level one: Centered, Boldface, Uppercase and Lowercase Words

  Example:

  The Pathophysiology of Pancreatitis

  In assessing the patient with acute pancreatitis, it is necessary to understand the pathophysiology behind the signs and symptoms. Pancreatic enzymes are inappropriately activated within the pancreas. Therefore, inappropriate breakdown of fats, proteins, and carbohydrates occur within the pancreas itself

  Level two: Flush left, Boldface, Uppercase and Lowercase Words

  Example:

  Associated Signs and Symptoms

  The hallmark symptom of acute pancreatitis is persistent abdominal pain that is not relieved by vomiting. Signs of hypovolemia also accompany the abdominal pain

  Level three: Indented, Boldface, lowercase except for the first word and with a period at the end of the heading, then continue content 2 spaces after the period.

  Example:

  Supportive measures. Supportive measures include pain management, aggressive fluid replacement, and psychological support.
Body of Work: (Basic Rules)

- A good general rule in writing is that you always include an introduction of the content and end with a conclusion or summary of the content, even when not specifically asked.
- Do not leave a heading only at the bottom of a page. It should be taken to the next page.
- If you start a new paragraph on the bottom of a page – do not leave only one line. That line should be taken to the next page.
- Do not carry only the last line of a paragraph to a new page. Carry at least two lines.
- Paragraphs must be at least three sentences.
- Please proof read work for grammar and content.

APA rules on the use of numbers:

- Use the digit for numbers 10 and above. (e.g., 33)
- Use the words for numbers less than 10. (e.g., nine)
- Use numbers when they are followed by a unit of measurement. (e.g., 5 mg)
- Use the number with other numbers grouped in a sentence with numbers greater than 10 or above. (e.g., there were 7 blocks..........in 12 blocks)
- Use numbers that denote a specific place in a numbered series (books, volumes, table) (e.g., Trial 3, Chapter 5)
- Use numbers if they represent time, dates, age, sample size, exact money, etc.
• Use words for numbers that begin a sentence, title or heading. Twenty Men of Honor
• Use words for common fractions. (e.g., one fifth of the class)
• Use numbers and not Roman numerals, unless specifically part of the title

Referencing sources in text (citations)

• Direct Quotes: quotes that are fewer than 40 words:

   Example: Kertcher (2007) states, “The blood is not always bluer on the other side” (p. 125).

• Direct Quotes: quotes that are more than 40 words: freestanding block, all indent throughout, double space and omit the quotation marks.

   Example:

   Foster and Merritt (2009) found the following:

   The angels seemed to be perceived as glowing and floating about the air. However, when asked to describe a color, the participants often were unable to distinguish red, blue, purple, yellow, or white. As well, when asked if these entities moved or hovered, it seemed that they did neither yet was always just out of reach. (p. 58).
• **Paraphrasing:** This is using your own words to summarize or explain another’s work.

  The author must be credited and the reference must appear in the reference list.

  **Example:** Rivers and Nigel (2008) discovered that the general feeling of the tribe was paternalistic.

  **Example:** The gender battle is neither old nor new in philosophy (Miles and Craig, 2009).

• Tables, charts, skill sheets, models, graphs, etc. must be cited in text.

**Direct Quotes (Basic Rules)**

• When using a direct quote, always include the page number in which the quote came from.

• If there is no page number (for example a brochure or internet site), use the paragraph number in the citation. e.g., (Ckekler, 2008, para. 5).

• **Personal Communications (Interviews):** do not include in reference list. DO cite the person in text:

  **Example:** B. Jones (personal communication, February 20, 2009) referred to the standards of care for the patients.
In-text Citations (Basic Rules)

- With every citation include author and year.
- Once a citation has been made, you must cite the same source within the same paragraph with the author and year again.
- If there are 2 authors, always cite both.
- If there are 3, 4, or 5 authors, cite all authors the first time, then with subsequent authors cite only the first author followed by et al., year  **Example:** Smith et al., 2004
- If there are 6 or more authors, cite only the last name of the first author followed by et al., and the year for all citations.
- If a group serves as an author (corporation, associations, etc.), spell out the group name each time or if it is a well known abbreviation cite the following:  **Example:** (National Institute of Mental Health (NIMH, 2008)
  And then abbreviate it thereafter as NIMH (2008)
- If there are no authors, move the title to the author position, and alphabetize the first word of the title and the year.
- If the author is “Anonymous” begin the entry with the word Anonymous spelled out and alphabetize the entry as if a true name.
Citation of a work discussed in a secondary source:

- Give the secondary source in the reference list; in text, name the original work, and give a citation for the secondary source.

Example: If Seidenberg and McClelland’s work is cited in Coltheart et al. and you did not read the work cited, list the Coltheart et al. reference in the References. In the text, use the following citation as an example:

Seidenberg and McClelland’s study (as cited in Coltheart, Curtis, Atkins, & Haller, 2009) explores the dual-route and parallel-distributed processing approach to client interviewing.

Reference List vs Bibliography:

- A reference list cites work that specifically supports the content of your work.
- A bibliography cites and includes work that is used for background and further reading.
- Every reference that is cited in text must appear in the reference list.
- Every entry in a reference list must be cited in-text.
- The reference list or Bibliography is to be double spaced and arrange entries in alphabetical order by last name of the first author.
- For entries with multiple authors, do not alter the order of the authors for the original text.
- The reference page is to be numbered and titled as References, two lines (or a double space) below the page number, and it is to be centered.
• Regarding publisher location: Give city and state abbreviation according to U.S. Postal Service abbreviations if located in the United States. If located outside of the United States give city and country.

Reference List Entries:

• **Book with ONE Author:**


• **Book with MORE than One Author:**


• **Book with Editions:**


• **Brochure, corporate author:**


• **Encyclopedia Reference (dictionaries, etc.), with no author listed:**

• **Journal Article:**


• **Magazine Article:**


• **Newspaper Article:**


• **Online Article:**


• **Web Site:**


• **Online Reference Work (Encyclopedia, dictionary, etc.) with author**

Online Reference Work (Encyclopedia, dictionary, etc.) no author or editor


**ADDITIONAL ADVISE:**

- Use only refereed (Professional, credible) sources. When in doubt—check it out (with a Faculty member).
- For additional 6th Edition APA style information, refer to the Publication Manual of the American Psychological Association OR use the following website: http://owl.english.purdue.edu
- According to the Publication Manual of the American Psychological Association (APA Ethics Code Standard 8:11) researchers/authors/writers do not claim the words and ideas of another as their own; they give credit where credit is due. To not follow this code is **PLAGIARISM**.

Revised: 1/2010
Reviewed: 2/2011