



MORGAN
COMMUNITY COLLEGE

RN to BSN Program

Student Handbook



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This document contains pertinent information affecting students current through the date of its issuance. To the extent that any provision of this Handbook is inconsistent with State or Federal law, State Board for Community Colleges and Occupational Education Policies (BPs) or Colorado Community College System President’s Procedures (SP’s), the law, BPs and SPs shall supersede and control. BPs and SPs are subject to change throughout the year and are effective immediately upon adoption by the Board or System President, respectively. Students are expected to be familiar with and adhere to the BPs, SPs as well as College directives, including but not limited to the contents of this document.

To access BPs and SPs, see <https://www.cccs.edu/about-cccs/state-board/policies-procedures/>

Program Contact Information

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Section I: About the RN to BSN Program

Morgan Community College Mission

To empower students and enrich communities

Morgan Community College RN to BSN Program Mission

The mission of the RN to BSN program is to embrace diversity and provide a quality, accessible, enriching educational experience that allows the student to continue lifelong learning utilizing evidence-based practice in the profession of nursing.

Program Outcomes

By the end of the program, the students will achieve the following:

1. $\geq 80\%$ or higher of the students will complete their program within 150% of the length of the program from the start of the first nursing course.
2. $\geq 80\%$ of graduates will rate average or above average 9 months after graduation their preparation to carry out the role of the Baccalaureate Nurse on their graduate/alumni survey.
3. $\geq 80\%$ of graduates surveyed will have employment as an RN within nine months of graduation.

Nursing Program Student Learning Outcomes (PSLO)

The five program student learning outcomes are:

1. Quality care

Apply research to promote best practice and use data to monitor the outcomes of care processes while using improvement methods to design and test changes to continuously improve the quality and safety of health care systems and deliver quality care to individuals, and diverse populations. (E3)

2. Professionalism

Demonstrate an enhanced commitment to professionalism that embraces excellence, caring, legal and ethical practice, civility, accountability, and life-long learning. (E8)

3. Communication

Model effective communication and collaboration with colleagues/interdisciplinary groups and members of the community to promote health, safety and well-being. (E6)

4. Leadership

Apply principles of leadership, and knowledge of quality improvement and organizational systems in designing, managing and coordinating safe, quality, and cost-effective patient-centered care. (E2)

5. Critical thinking/Clinical reasoning

Utilize a systematic process of critical inquiry using nursing, natural and behavioral sciences, humanities and arts to make evidence-based practice decisions that improve the nursing care of individuals, families, groups, and communities. (E1)

Plan of Study

Course	Credits	Category
ENG 121 English Composition I	3	ADN GT Pathway
ENG 122 English Composition II	3	GT Pathway
PSY 235 Human Growth & Development	3	ADN GT Pathway
BIO 201 Anatomy & Physiology I	4	ADN GT Pathway
BIO 202 Anatomy & Physiology II	4	ADN GT Pathway
BIO 216 Pathophysiology	4	ADN Pathway
MAT 135 Introduction to Statistics	3	GT Pathway
HWE 100 Human Nutrition	3	
PSY 101 General Psychology <i>or other GT SS3</i>	3	ADN GT Pathway
SOC 101 Introduction to Sociology <i>or other GT SS3</i>	3	GT Pathway
HIS 101 Western Civilization: Antiquity <i>or other GT HII</i>	3	GT Pathway
ART 101 Art Appreciation <i>or other GT AH1 or AH2 or AH3</i>	3	GT Pathway
General Education Electives from GT Pathway	4	GT Pathway
		21 ADN /22 BSN
Total General Education Credits	43	
Associate Degree Nursing Courses		
NUR 109 Fundamentals of Nursing	6	
NUR 112 Basic Pharmacology	2	
NUR 106 Medical Surgical Nursing Concepts	7	
NUR 150 Care of the Obstetric & Pediatric Clients	6	
NUR 206 Advanced Concepts of Medical Surgical Nursing	6.5	
NUR 212 Pharmacology II	2	
NUR 211 Nursing Care of the Psychiatric Clients	4	
NUR 216 Advanced Concepts of Medical Surgical Nursing II	5	
NUR 230 Leadership, Management & Trends	4	
RN to BSN Program		
NUR 301 Integration to BSN	3	
NUR 302 Trends in Nursing Practice	3	
NUR 303 Research/Evidenced Based Practice	3	Pre-Requisite MAT 135
Electives: Choose 2 courses from: <ul style="list-style-type: none"> • NUR 304 Informatics • NUR 305 Emergency Preparedness 	6	
NUR 408 Legal/Ethical	3	
NUR 409 Leadership in Nursing Practice	3.5	Requires Current Unencumbered RN Licensure in CO or compact state

NUR 410 Community Health	6	Requires Current Unencumbered RN Licensure in CO or compact state
NUR 411 Seminar	3	Successful completion of all BSN NUR courses
Total BSN Nursing Credits	30.5	
Transfer from ADN	67.5	Includes MAT 103 (3) and HPR 108 (1)
General Education Courses	22	
Total BSN credits	120	30 credits must be taken at MCC

RN to BSN Program Accreditation

The baccalaureate degree program in nursing at Morgan Community College is pursuing initial accreditation by the Commission on Collegiate Nursing Education (<http://www.ccnaccreditation.org>). Applying for accreditation does not guarantee that accreditation will be granted.

Section II: Admission Policies

Eligibility Criteria

- Accepted admission to Morgan Community College
- Satisfactorily pass a 10- panel Drug Screen*, Motor Vehicle Record Review and Criminal Background check within 90 days of program start and annually (must be repeated if greater than 1 year old at the start of NUR 409 and NUR 410).
- Graduate of a regionally accredited associate degree RN program**.
- Maintain general education requirements with a minimum grade of “C” or higher (official transcript required; see required general education course requirements)
- **Prior** to starting NUR 409, NUR 410 and NUR 411, must possess an active unencumbered Registered Nurse license in “good standing” in Colorado or a compact state.

** Although possession and use of marijuana is no longer a crime in the State of Colorado, the possession and use of marijuana remains illegal under federal law. Consistent with federal law, including the Controlled Substances Act and the Drug-Free Schools and Communities Act, the use and/or possession of marijuana continues to be prohibited for students seeking admission or enrolled in a health program at Morgan Community College. Therefore, a student with a drug screening showing positive for use of marijuana is ineligible for admission and/or continuance in program.*

*** Applicants with degrees for non-accredited nursing programs will be evaluated on a case-by-case basis.*

State/ International Student Eligibility

Out-of-State students should be aware of restrictions that may exist for MCC to provide education for them. Morgan Community College is currently working cooperatively with higher education authorities in all states and other U.S. jurisdictions to ensure compliance with state authorization requirements that govern the offering of courses in those states, including complaint processes. Morgan Community College is a participating SARA institution; for more information on the National Council for State Authorization Reciprocity Agreements (NC-SARA), please visit their [website](#).

If you are not an in-state student at Morgan Community College and plan to enroll in distance classes, please check the information provided above to verify that your state has either authorized or exempted our college to offer such classes or programs to you as a resident of that state.

If you reside in an “unauthorized” state and plan to take distance education classes, please note that we are not authorized or exempted to offer distance education classes or programs to you as a resident of an “unauthorized” state.

In addition, MCC must be authorized by the State Board of Nursing in the student’s state of residence to provide instruction. Any student who resides outside of Colorado, should consult their State Board of Nursing before enrolling in this program.

Out-of-State students should familiarize themselves with MCC’s tuition rate for their residency.

At this time MCC is not licensed by the federal government to accept international students and therefore accepts no international student applications.

Admission Process

1. [Apply for admission to Morgan Community College](#). *If you already have an application showing complete for MCC, “Create a New Application” at the bottom of your student My Account homepage.*
 - a) Follow the steps to create a profile and start an application
 - b) Under the Academic Information Section
 - Academic Plans; What is your current goal for community college- Select **“Earn a degree to enter the workforce”**
 - Academic plans; Select a degree or Certificate - Select **“Nursing: RN to BSN Program”**
 - Under Academic Plans; Which Campus do you want to attend- Select **“MCC Online Campus”**
 - c) Continue the application with your information and “Submit Application” when complete
 - d) Once the application is submitted, select **“4. Supplemental items”** on your account home page.
 - Upload the required supplemental documents.

Official college transcripts are also to be sent directly from each institution attended since high school to Morgan Community College Registrar Office.

Correspondence related to the application such as application received, application incomplete and/or decisions notifications will come in email format to your MCC student email address. Please **check your MCC student email** frequently to ensure your application is successful received.

[Learn how to apply in more detail here.](#)

Online Applications are open

- Fall enrollment: June 1st - July 8th
- Spring enrollment: October 1st – November 8th
- Summer enrollment: March 1st – April 8th

2. Criteria for selection (competitive, point-based)

A maximum of 25 eligible students will be admitted into the RN to BSN program each semester (Fall, Spring and Summer). In the event that there are more than 25 eligible applicants, the following point-based competitive criteria will be utilized for student selection. The highest 25 applicant scores will be admitted into the cohort. In the event of equal admission scores for one or more applicants, overall GPA will be used as the tie breaking method to determine which student is placed higher on the admissions list. Eligible students not admitted may reapply for future start dates.

Criteria	Applicant Score
Cumulative Grade Point Average for RN nursing course work 2.5-2.9 (1 point) 3.0-3.4 (2 points) 3.5 and up (3 points) <i>* Grade point averages will not be rounded</i>	
Residence in MCC service area for minimum of 6 months (1 point)	
Graduate of MCC AAS nursing program (1 point)	
Previously qualified applicant not admitted (1 point)	
Total applicant score	

Students must certify that, to the best of their knowledge, the information furnished with the application is true and complete without evasion, misrepresentation, or evidence of academic dishonesty. If it is found to be otherwise during the application process or while enrolled in the program, it is sufficient cause for rejection or dismissal. Students denied admission or dismissed from the program due to evasion or misrepresentation will be barred from reapplying for admission for a period of three years.

Further, if selected for admission, students must accept full academic and financial responsibility for enrollment within the program

3. Admission Notification

The Division of Nursing will notify applicants of their admission status to the nursing program via the MCC student email address.

Additional Requirements (upon entering the RN to BSN Program)

- Complete Health form/Current Immunization Record including documentation of annual Influenza Vaccination
- Student Liability Insurance* (purchased through MCC College Store)
- Signed workers compensation form
- Purchase Clinical ID badge at MCC Bookstore
- Current American Heart Association Basic Life Support (BLS) CPR card; must be valid and current for the duration of NUR 409 and NUR 410
- Access to computer with webcam capable of providing audio and video, Internet access and must adhere to all [Morgan Community College Internet browser requirements](#).
- Attend online program orientation by the end of week one of the RN-BSN program.

**Student liability insurance must be purchased through the MCC College Store, and only covers student in the BSN student role. Coverage does not apply to RN employment outside of RN to BSN program.*

Transfer Credit

Up to 89.5 credits may be transferred to MCC towards the BSN. Transfer credit must be equivalent to courses within the MCC RN to BSN plan of study. A transfer grade must be “C” or higher from a regionally accredited institution to be eligible for transfer.

- A minimum of 30.5 credits of the program must be earned at MCC.

Auditing/Testing Out of Courses

Students are not allowed to Audit or Test Out of courses in the RN-BSN Nursing program.

Progression and Graduation

- A minimum grade of “C” or above must be maintained in all required courses.
- A grade of “C” or above is required to pass a nursing course and progress through the curriculum on schedule. Students are strongly urged to contact their assigned advisor before dropping a course.
- Students who achieve two Ds or Fs in the 300-400 level NUR courses will be required to meet with the Student Success Advisor for Health Occupations and Director of Nursing Education

prior to enrolling in the course for a third attempt. On the third failing of a 300-400 level course, the student will be dismissed from the RN to BSN nursing program.

- To maintain a progressive status in the RN to BSN program, students must take a course once every third offering.

Student Leave of Absence

A student may choose to take a leave of absence from the RN to BSN program for a variety of reasons. Provided the student is in good academic standing, they will be allowed to return to the program at the point where they left off within one year of taking their leave. If a student chooses not to return within one year of taking leave of absence, they will be required to apply for readmission to the program and begin the program at the beginning on the technical phase of the program.

Required Transcripts

Applicants must provide official transcripts to Morgan Community College.

General Education

The following General Education courses are required to complete the RN-BSN program. A minimum grade of “C” is required in all general education course.

- ENG 122 English Composition II (3 credits)
- MAT 135 Introduction to Statistics (3 credits) *Must be completed prior to taking NUR 303*
- HWE 100 Human Nutrition (3 credits)
- SOC 101 Introduction to Sociology or other GT SS3 (3 credits)
- HIS 101 Western Civilization: Antiquity or other GT HI1 (3 credits)
- ART 110 Art Appreciation or other GT AH1 or AH2 or AH3 (3 credits)
- General Education Electives from GT pathway (4 credits)

Section III: Technical/Functional Standards

Morgan Community College has adopted the following technical standards for admission, progression, and graduation from the nursing program. In order to enter and progress in the nursing program, students must be able to meet these minimum standards. Any student requesting reasonable accommodations must follow the ADA policy.

Standards

Observation – The student must be able to observe lectures, demonstrations, research, and practice situations in nursing. He/she must be able to observe health assessments and interventions, diagnostic specimens and digital and waveform readings to determine a client’s

condition and the effect of therapy. This includes observing and responding to monitor alarms. Observation necessitates the functional use of vision, hearing, tactile and somatic senses.

Communication – The student must be able to communicate effectively with clients, teachers and all members of the health care team. He/she must communicate with client to elicit information regarding history, mood and activity, and to perceive nonverbal communication. Communication includes speech, hearing, reading, writing and computer literacy. A student must be able to report to members of the health care team, express appropriate information to clients, and teach, explain, direct and counsel people. A student must be able to communicate with others who are wearing a mask and be able to communicate while wearing a mask.

Motor – A student must have sufficient gross and fine motor skills, physical endurance, physical strength, mobility, vision, tactile abilities and sense of smell to carry out nursing procedures. He/she must have sufficient motor function to elicit information from patients by palpation, auscultation, percussion, and other diagnostic maneuvers. A student should be able to do basic laboratory tests (e.g. slide preparation) and perform patient care procedures (e.g. injections, venipuncture, tracheostomy care, urinary catheterization, use of oxygen oximetry and glucometer). He/she must be able to reasonably execute motor movements required to provide routine and emergency care and treatment including cardiopulmonary resuscitation; administration of intravenous medication; application of pressure to stop bleeding and opening of obstructed airways. He/she must be able to reach above shoulders and below waist. He/she must be able to stand for long periods of time. He/she must demonstrate physical strength such as push and pull at least 25 pounds and be capable of supporting 25 pounds of weight. He/she must lift 25 pounds of weight and move heavy objects weighing 50 pounds. He/she must be able to defend against combative patients.

Intellectual, conceptual, integrative, and quantitative abilities – A student must be able to read and understand written documents in English and to solve problems involving measurement, calculation, reasoning, memory, analysis, and synthesis. Student must be able to adequately write with proper structure, grammar and clearly express thoughts through the written English language. He/she must be able to synthesize knowledge and integrate the relevant aspects of a client's history, physical findings and diagnostic studies. The student must be able to use this information to develop a diagnosis, establish priorities and monitor treatment plans and modalities. In addition, he/she must be able to comprehend three-dimensional and spatial relationships.

Behavioral and social attributes – A student must have the capacity to demonstrate full utilization of his/her intellectual abilities, emotional stability, exercise good judgment and promptly complete all responsibilities attendant to the diagnosis and care of clients. Students must be able to complete care and make decisions in a timely safe manner. A student must have the capacity to develop mature, sensitive and effective therapeutic relationships with clients. He/she must be able to tolerate physically and mentally taxing workloads and function effectively under stress. As a component of nursing education, a student must demonstrate ethical behavior, including adherence to the professional nursing and student honor codes.

Browser support

Access to computer with webcam capable of providing audio and video, Internet access and must adhere to all [Morgan Community College Internet browser requirements](#).

D2L is committed to performing key application testing when new browser versions are released. New and updated functionality is also tested against the latest version of supported browsers. However, due to the frequency of some browser releases, D2L cannot guarantee that each browser version will perform as expected. If you encounter any issues with any of the browser versions listed in the tables below, contact D2L Support, who will determine the best course of action for resolution. Reported issues are prioritized by supported browsers and then maintenance browsers.

Supported browsers are the latest or most recent browser versions that are tested against new versions of D2L products. Customers can report problems and receive support for issues. For an optimal experience, D2L recommends using supported browsers with D2L products.

Maintenance browsers are older browser versions that are not tested extensively against new versions of D2L products. Customers can still report problems and receive support for critical issues; however, D2L does not guarantee all issues will be addressed. A maintenance browser can become officially unsupported after one year. All end of support dates will be clearly communicated in our release notes. Microsoft® Internet Explorer® will no longer be supported for Brightspace access as of January 2020. See [Intent to End of Life Notice for: Internet Explorer Support](#) for additional information.

Note the following:

- Ensure that your browser has JavaScript and Cookies enabled.
- For desktop systems, you must have Adobe Flash Player 10.1 or greater.

Desktop Support

Browser	Supported Browser Version(s)	Maintenance Browser Version(s)
Microsoft® Edge	Latest	N/A
Microsoft® Internet Explorer®	N/A	11
Mozilla® Firefox®	Latest ESR - current version (including a 12-week overlap with the previous version)	N/A
Google® Chrome™	Latest	N/A
Apple® Safari®	Latest	N/A

Tablet and Mobile Support

Device	Operating System	Browser	Supported Browser Version(s)
Android™	Android 5.0 +	Chrome	Latest

Device	Operating System	Browser	Supported Browser Version(s)
Apple	iOS®	Safari, Chrome	The current major version of iOS (the latest minor or point release of that major version) and the previous major version of iOS (the latest minor or point release of that major version). For example, as of June 7, 2017, D2L supports iOS 10.3.2 and iOS 9.3.5, but not iOS 10.2.1, 9.0.2, or any other version. Chrome: Latest version for the iOS browser.
Windows	Windows 10	Edge, Chrome, Firefox	Latest of all browsers, and Firefox ESR.

Section VIII: Program Policies

DRUG TESTING POLICY

Morgan Community College Nursing Program requires all students to complete and pass a ten-panel drug screen for admission to the program as well as at least yearly once admitted. Students are responsible for the cost of any drug screen.

In order to be fully admitted, the student will be required to complete a drug screen at a designated time. Any student who refuses to have the screen done as scheduled will be ineligible for admission. Any student who fails the drug screen will be ineligible for admission. Any drug screen results that show as dilute are considered positive. In the case of a dilute result, the student will be required to immediately repeat the screen at their cost. If the repeat screen shows dilute again, it is considered positive and the student is ineligible for admission.

After admission, the drug screens are required at least yearly at a randomly scheduled time. The students are responsible for the cost of drug screens. At any time, the practicum sites may also request drug screening be done. All students and instructors must abide by this request.

REASONABLE SUSPICION TESTING

The nursing program can test students on a reasonable cause basis in addition to the admission and yearly testing. If a student is having performance problems or if a faculty member/facility staff member directly observes behavior that may be indicative of alcohol or drug use, the student will be requested to submit immediately to a drug and/or alcohol test at the student's expense. If this must be performed at an alternate site, transportation must be arranged via taxi and the student is responsible for paying for the cost of transportation. Continuation in the nursing program is contingent upon the student consenting to and passing the test. Refusal to consent will result in dismissal from the program. A positive test will result in immediate

dismissal from the program. The above policy regarding dilute results will be followed. The program has the right to access and review the results of any testing. If the test is positive and/or the student has alcohol and/or drugs present, the student will be sent home via alternative transportation at the student's expense.

Although possession and use of marijuana for recreation and certain medical conditions consistent with the requirements of the Colorado Constitution is no longer a crime in the State of Colorado, the possession and use of marijuana remains illegal under federal law. Consistent with federal law, including the Controlled Substances Act, the use and/or possession of marijuana continues to be prohibited for students seeking admission or who are enrolled in a health program at Morgan Community College. Therefore, a student with a drug screen showing positive marijuana is ineligible for admission and/or continuation in the program. A prescription for medical marijuana is not accepted under this policy.

GENERAL EXPECTATIONS:

As a selected student for the Associate RN to BSN Program, there are specific expectations of your performance and behavior. This is a list of general expectations, which you must agree to in addition to all policies in this handbook.

1. Demonstrate an attitude of willingness to explore new or different concepts and ideas. New methods of studying may be offered to you in order to facilitate success. Be open to these new ideas.
2. Demonstrate behaviors indicative of professional integrity.
3. Establish realistic priorities and methods of accomplishments.
4. Check MCC student email regularly at least 2-3 times a week. Also, check email during breaks.
5. Use the problem-solving process to resolve issues and complaints concerning the program.
6. Complete all reading assignments.
7. Complete assignments on time and turn in as directed.
8. Follow the policies set forth by the faculty and college. The policies may change and you must abide by any changes. You will be notified of any changes.
9. Abide by the MCC Nursing Student Code of Conduct as well as the MCC Catalog and Student Handbook.
10. Commit to accepting constructive feedback in a professional manner. You may not always agree with the feedback given to you, but you should reflect on the feedback and resolve to learn from it. The faculty are professional nurses qualified to provide you with instruction and evaluate your performance.
11. If you feel you have been treated unfairly, please talk directly to your instructor. If you are not satisfied with the discussion with your instructor, please talk to the Director of Nursing Education. If the instructor was a Practicum instructor, and you are not satisfied with the discussion, before going to the Director of Nursing Education, see the lead faculty for the course.
12. Use available resources to facilitate your success.

13. Demonstrate respect for all faculty, instructors, peers, and staff at practicum facilities
14. Learning is self-directed, and students are expected to take initiative for their own learning.

Grading Scale:

- The grading scale for the nursing program is:
 - 100% - 90% = A Superior mastery of course objectives
 - 89.99% - 85% = B Above average mastery of course objectives
 - 84.99% - 77% = C Average mastery of course objectives
 - 76.99% - 70% = D No credit given towards progression in program
 - Below 70% = F No credit given towards progression in program

Course Requirements:

Attendance, participation, and preparation:

Students must be registered for a class in order to participate in the class online. Nursing courses prepare students for safe client care and faculty expect students to participate in each course and practicum experience to develop the theoretical and practical components of the baccalaureate professional nursing role.

- Students are expected to participate in all courses for which they are registered, except in cases of illness or other emergencies. It is expected that students will log into the course a minimum of three times per week to participate in discussion boards (refer to discussion board grading rubric located in D2L for details), assignments, and check for new announcements.
- The week begins on Monday at 12:00am and ends on Sunday at 11:59pm.
- Students must log in and participate the first week of class in order to maintain enrollment in the course. Students failing to log in during the first week may be dropped from the course.

Communication:

- Students are required to use professional communication skills.
- Students are never to use foul language while in class or during practicum experiences. Students who violate this policy will be given one warning. If an additional violation occurs, the students may receive a failing grade and be subject to failing and /or dismissal from the program.
- Students are required to accept constructive feedback without becoming defensive and disrespectful.
- Students are required to directly discuss any concerns or problems with the appropriate instructor before approaching the Director.

- Students must have a working email at all times. The program uses MCC student emails for communication. Personal email will not be used. Students should plan to check their student emails frequently throughout the week. MCC email can be forwarded to personal email.
- Students are required to use professional email etiquette. Professional email etiquette includes never using all capital letters as it is considered a form of “yelling”. Repeated unprofessional emails will be considered a violation of the Code of Conduct.
- Students are responsible for having knowledge of any emails from the instructor – in other words, check email and D2L frequently.
- Social Media – students are reminded to use professional judgment in the information that is posted through social media. Professional conduct is expected at all times. Students are reminded that absolutely no Practicum information is to be posted – this will result in immediate dismissal from the program.
- Students should keep in mind that faculty must abide by FERPA regulations at all times. Therefore, will not discuss student progress/behavior/grades with family members or outside entities.

Computer Competency and Use:

- Students need to be able to use a computer to send and receive email. All nursing courses formatted online in a learning management system.
- The online learning management system needs to be checked a minimum of 3 times each week
- The student must be able to send attachments in the proper format. Students are advised to save and submit assignments as .doc or .docx file to ensure that the instructor can open the file. It is the student’s responsibility to submit assignments in a format that the instructor can open. Submitting in a format that cannot be opened may result in a late assignment or a zero on the assignment.
- Students are required to review all course requirements during the first week, and complete assignments, discussions and activities as required.

Behaviors:

- Students are expected to be respectful to other classmates, instructors and staff.
- No student shall infringe upon another’s spiritual, emotional, or sexual rights. There will be no sexual overtones, jokes, implications or inferences tolerated.
- Professional demeanor is required at all times.
- Inappropriate comments and/or behaviors as deemed by the instructor may result in expulsion from the course.
- Students are to abide by the Code of Conduct at all times. Any violation of the Code of Conduct will result in remediation and depending on the severity, failure of the course, with dismissal from the program.

Late Assignments:

- Students are expected to turn in all assignments on time.
- It is the student's responsibility to be sure the instructor received it on time in a format that can be opened by the instructor.
- The instructor retains the right to refuse any late assignment.

Standards for Written Work:

- The RN to BSN program requires all research papers to follow current APA format. The library website has resources for APA format. An APA Guide and sample paper can be found at [Nursing and Allied Health: APA](#)
- **It is the student's responsibility to understand APA format.** If it is not understood, the student is to seek further references available in the library or on the internet.
- All work must be typed and legible. If it is not legible, it will not be accepted and will be subject to the late policy.

Plagiarism/Academic Misconduct:

Plagiarism, as defined in the 1995 *Random House Compact Unabridged Dictionary*, is the “use or close imitation of the language and thoughts of another author and the representation of them as one's own original work.” Within academia, plagiarism by students, professors, or researchers is considered [academic dishonesty](#) or academic fraud and offenders are subject to academic censure, up to and including [expulsion](#).

Plagiarism, simply stated, is the practice of taking someone else's work or ideas and passing them off as one's own. You are guilty of plagiarism if you:

- Work without acknowledging and documenting your source.
- Use exactly the same sequence of ideas and organization of argument as your source.
- Fail to cite a source of summarized or paraphrased information.
- Use in your paper sections that have been written or rewritten by a friend, classmate or tutor.
- Use a paper you submitted for a previous class.
- Buy, find, or receive a paper that you turn in as your own work.
- Keep in mind, changing a word or two does not change your obligation to cite.
- Plagiarism and/or any form of academic dishonesty is not tolerated. Consequences will include receiving a zero on the assignment/exam.

Academic Misconduct: Plagiarizing, cheating, or committing any other form of academic misconduct including, but not limited to, unauthorized collaboration, falsification of information, and/or helping someone else violate reasonable standards for academic behavior.

The expectations of the nursing students are of the highest level. ***Any behaviors that deviate from those expressed in Student Code of Conduct will result in dismissal from the nursing program.*** This dismissal will mean that the student will not be allowed to continue in the remaining nursing courses or clinical experiences, and they will be ineligible to apply for re-admission.

Video / Live Presentations:

Video presentations may also be used as a form of evaluation. Directions, explanations, and guidance regarding the preparation and evaluation of written assignments will be discussed in each course. Posting of presentations for review will also be covered in the directions of the course syllabi.

Live presentations will be conducted through the WebEx classroom. The student will be able to share their screen with everyone in the class. The schedule for these presentations will be released with the course syllabi at the beginning of class to allow time for the student to schedule around the allotted times.

Practicum Experience

- Patient safety is a priority concern for all Practicum experiences. Any student who fails to successfully meet critical behaviors as identified in the clinical performance tools will fail the clinical and therefore the course.
- While preceptors are not employed by the college, they do contribute information to the instructor that will be used to determine whether or not the student has met outcomes. Preceptors do not determine grades or whether students meet objectives. There are many factors that contribute to determining whether or not students meet objectives and this is the responsibility of a master's prepared faculty.

Practicum Experience Attendance / Punctuality:

- If a student misses practicum hours, it is the student's responsibility to notify the faculty (email or voicemail) and the facility of the absence the morning of the experience, unless otherwise directed by the faculty. A reason must be given to the faculty member. Reason for missing scheduled practicum hours must be valid.
- If a student has been injured, hospitalized, or has an illness that required physician treatment, CANNOT complete practicum hours until a signed release from the attending physician is submitted to the Director of Nursing Education. There must be no limitations or restrictions of any type on performance and the student may not be taking narcotics. The release form must clearly state the student is allowed to return to the practicum experience with no restrictions.
- Some practicum hours may occur on the weekends – this can be Saturday and/or Sunday. Student may be required to work any or all shifts – including night shifts.

- Students are required to arrive on time to all practicum experiences. Students are required to stay the entire scheduled time.

Practicum Experience Dress Code:

- Students will work with course faculty to determine the appropriate attire for their practicum experience.
- Attire should be wrinkle and stain free.
- At no time when representing MCC is there to be midriffs or cleavage showing.
- Tobacco smoke and second hand smoke are physiologically dangerous to some clients and are unacceptable in the clinical area.
- While in designated practicum attire, there will be no smoking. There are no smoking breaks during clinical experiences. Most facilities are smoke free campuses.
- The use of e-cigarettes are prohibited.
- Photo Name Badges: MCC student photo badge must be worn whenever the student is in the clinical facility as a student. It must be visible at ALL times. Lanyards are not allowed for personal safety reasons.
- Students are expected to follow the practicum sites policies in regards to nails and nail polish.
- **Failure to abide by the dress code may result in being sent home from the experience.**

Section V: Code of Conduct

Morgan Community College RN to BSN Program Code of Conduct

Students in the RN to BSN Program are expected to maintain professional behavior at all times. Students are to always keep in mind that they are representing Morgan Community College. The behaviors and attitudes displayed by students have a direct impact on the reputation of the RN to BSN Program at Morgan Community College, its faculty, as well as the reputation of the students themselves. It is an expectation that all behaviors listed below are followed at all times by the students. Failure to abide by this Code of Conduct will result in notification of inadequate performance and will be considered for dismissal from the program. This Code of Conduct also states what behaviors the students can expect from faculty members.

Student Expectations:

1. Students are to treat faculty, staff, clients and other students with respect at all times.
2. Disruptive behavior of any type will not be tolerated.
3. If a student has a concern, the student is to request a time to talk with the appropriate instructor. The student may then voice his/her concern in a private format (phone, video conferencing or in person) in a respectful manner. At all times, the student shall display

appropriate behavior and use appropriate language. Loud voices, foul language, or any type of negative behavior will not be tolerated.

4. If a student has a concern and has spoken with the appropriate instructor, and still has a concern, then the student may address the Director of Nursing Education. The student may after this point, request to see the Dean of General Education and Health Sciences. The RN to BSN program has a Student Success Advisor as well. Students are expected to understand that not all concerns will be resolved to meet their needs, however, students can expect to be listened to and action to be taken when appropriate. Students are reminded that faculty and staff must abide by FERPA and are not to discuss student performance/academic standing with family members or outside entities.
5. Students are expected to maintain client confidentiality for all practicum experiences.
6. Students are not to discuss clinical facilities and/or activities in a negative manner in a public arena. For example, with family, friends, and on social media. Situations that arise in the clinical facilities can be discussed appropriately in a post-conference setting where confidentiality will be maintained.
7. Students are not to criticize, faculty, staff or Morgan Community College in a negative manner in a public arena. For example, with family, friends, and on social media. This is considered an unprofessional act.
8. Students will not discuss other students' performances. Students will not ask instructors about other students' progress or performance. Students will not talk negatively about another student's progress or performance at any time.
9. Students will adhere to dress policies as explained in the handbook.
10. Students will behave professionally during all practicum experiences and class activities.
11. Students will maintain open communication with instructors at all times to enhance their learning experience. Students are to communicate in an effective manner and express themselves professionally.
12. Students will abide by all rules and policies set forth in the nursing student handbook. The expectations of the nursing student are of the highest level. Any behaviors that deviate from those expressed in Student Code of Conduct will result in dismissal from the Nursing Program.

Instructor Expectations:

1. All instructors are to treat all students, other faculty, clients and staff with respect at all times.
2. Instructors are expected to listen to student concerns when expressed in an appropriate manner. Student must be provided with an opportunity to express any concerns they have to the instructor and the instructor is expected to take any appropriate action he/she deems necessary and appropriate to resolve the concern. Not all concerns will be resolved. All instructors have the right to request the Director of Nursing Education to be in attendance for meetings with students, as well as the Student Success Advisor. The Dean of General Education and Health Sciences will be consulted as deemed necessary by the instructors.

3. All instructors are expected to give students feedback on their performance and progress. This feedback is to be given in a professional manner. All instructors are expected to give constructive feedback and praise as appropriate. Negative disrespectful feedback will not be used by any instructor. At all times professional behavior will be maintained.
4. Instructors are expected to maintain student confidentiality. At no time will instructors discuss student performance and progress with another student. Instructors must abide by FERPA and not discuss performance/academic standing with family members or outside entities.
5. Instructors are expected to maintain open communication with students to enhance their learning experience.
6. Instructors are expected to notify students in a timely manner when they fail to meet set standard or requirements.
7. Instructors may not accept personal gifts from students or students' family members
8. Instructors must maintain professional boundaries at all times, which include social media. For example, instructors will not give gifts to students or "friend" students on social media.

Section VI: Legal Statements

NOTICE OF NON-DISCRIMINATION

Morgan Community College prohibits all forms of discrimination and harassment including those that violate federal and state law, or the State Board for Community Colleges and Occupational Education Board Policies 3-120 or 4-120. The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or educational programs and activities. Morgan Community College will take appropriate steps to ensure that the lack of English language skills will not be a barrier to admission and participation in vocational education programs.

For information regarding civil rights compliance or grievance procedures contact:

Title IX Coordinator, Affirmative Action/Equal Opportunity Officer:

Julie Beydler

Director of Human Resources

920 Barlow Road

Fort Morgan, CO 80701

(970) 542-3129

Julie.Beydler@MorganCC.edu

Deputy Title IX Coordinator:

Susan Clough

Vice President for Administration and Finance

920 Barlow Road

Fort Morgan, CO 80701

(970) 542-3127

Susan.Clough@MorganCC.edu

You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone (303) 844-3417.

MANDATED REPORTERS

Our College is committed to preserving a safe and welcoming educational environment for all students. As part of this effort, I have an obligation to report certain issues relating to the health and safety of campus community members. I must report to the appropriate College officials any allegation of discrimination or harassment. Sexual misconduct, which includes sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse, and sexual exploitation, is considered a form of discrimination.

In addition to reporting all discrimination and harassment claims, I must report all allegations of dating violence or domestic violence, child abuse or neglect, and/or credible threats of harm to yourself or others. Such reports may trigger contact from a College official who will want to talk with you about the incident that you have shared. In almost all cases, it will be your decision whether you wish to speak with that individual. If you would like more information, you may reach the Title IX/EO Coordinator at (970) 542-3129, email: Julie.Beydler@morgancec.edu or in the HR office, Aspen 206. Reports to law enforcement can be made at the Fort Morgan Police Department or your local police department, Dispatch Phone number: (970) 867-5678 or if an emergency, dial 911.

If you would like a confidential resource, please contact S.A.R.A. (Sexual Assault Response Advocates) at (970) 867-2121.

Further information may be found on the College web site: [Title IX](http://www.MorganCC.edu/titleix) (<http://www.MorganCC.edu/titleix>).

Title IX Coordinator

Julie Beydler
Director of Human Resources
920 Barlow Road
Fort Morgan, CO 80701
(970) 542-3129
Julie.Beydler@MorganCC.edu

Deputy Title IX Coordinator

Vice President for Administration and Finance
Susan Clough
920 Barlow Road
Fort Morgan, CO 80701
(970) 542-3127
Susan.Clough@MorganCC.edu

Vice President of Student Services

Scott Scholes
920 Barlow Road
Fort Morgan, CO 80701
(970) 542-3111
Scott.Scholes@MorganCC.edu

PROHIBITION STATEMENT

Morgan Community College prohibits the offenses of domestic violence, sexual assault and stalking; as defined by C.R.S. 18-6/800.3, C.R.S. 18-3-402, and C.R.S. 18-3-602. The College also prohibits the offense of dating violence as defined as the physical, sexual, or psychological/emotional violence within a dating relationship, as well as stalking. It can occur in person or electronically and may occur between a current or former dating partner. You may have heard several different words used to describe teen dating violence including: relationship abuse, intimate partner violence, relationship violence, dating abuse, domestic abuse, and domestic violence. The definition of “consent” in reference to sexual activity is defined per state statute C.R.S. 18-3-401(1.5) under “unlawful Sexual Behavior.”

For further information, please contact one of the following:

Title IX Coordinator

Julie Beydler
Director of Human Resources
920 Barlow Road
Fort Morgan, CO 80701
(970) 542-3129
Julie.Beydler@MorganCC.edu

Deputy Title IX Coordinator

Vice President for Administration and Finance
Susan Clough
920 Barlow Road
Fort Morgan, CO 80701
(970) 542-3127
Susan.Clough@MorganCC.edu

Vice President of Student Services

Scott Scholes
920 Barlow Road
Fort Morgan, CO 80701
(970) 542-3111
Scott.Scholes@MorganCC.edu

To report an incident please contact one of the people listed above or electronically at:
[MCC Incident Report](https://cm.maxient.com/reportingform.php?MorganCC&layout_id=0) (https://cm.maxient.com/reportingform.php?MorganCC&layout_id=0).

In case of an emergency please call 911.

MCC'S TITLE IX RESPONSIBILITIES

Morgan Community College seeks to provide an environment that is free of bias, discrimination, and harassment. If you have been the victim of sexual harassment/misconduct/assault we encourage you to report this. If you report this to a faculty or staff member, he or she must notify Julie Beydler, our College's Title IX Coordinator about the basic facts of the incident (you may choose whether you or anyone involved is identified by name). For more information about your options at Morgan Community College please go to: [Title IX](http://morgancc.edu/titleix) (<http://morgancc.edu/titleix>).

ADA STATEMENT

Morgan Community College complies with and fully supports Section 504 of the vocational rehabilitation act of 1973 with amendments of 1974 as well as the Americans with Disabilities Act (ADA) of 1990. “No qualified individual with a disability shall, by reason of such disability, be subjected to discrimination.” Students have the responsibility to self-identify to the institution as a person with a disability or special need. Appropriate documentation must be provided to the ADA coordinator. Students of special populations may be eligible for “reasonable accommodations” so long as they meet and follow MCC policy and procedure. Go to [Disability Services](https://www.morgancc.edu/get-started/disability-services/) (<https://www.morgancc.edu/get-started/disability-services/>) for more information. Those wishing to seek accommodations must contact the ADA Coordinator.

ADA Coordinator

Kathryn Wisner

(970) 542-3271

Kathryn.Wisner@morgancc.edu

ACCREDITATION STATEMENT

Morgan Community College is accredited by The Higher Learning Commission

VIDEO OR AUDIO RECORDING OF LECTURES

Except where a student is entitled to make an audio or video recording of class lectures and discussions as an educational accommodation determined through the student's interactive process with college disability services, a student may not record lectures or classroom discussions unless written permission from the class instructor has been obtained and all students in the class as well as guest speakers have been informed that audio/video recording may occur.

A student granted permission to record may use the recording only for his or her own study and may not publish or post the recording on YouTube or any other medium or venue without the instructor's explicit written authorization.

Students with a disability are encouraged to contact the learning resources and support programs on each campus to arrange for accommodations and support services. Please visit our [Disability Services](https://www.morgancc.edu/get-started/disability-services/) (<https://www.morgancc.edu/get-started/disability-services/>) page for more information.

GAINFUL EMPLOYMENT

Important information about the educational debt, earnings, and completion rates of students who attended this program can be found on our individual [program pages](https://www.morgancc.edu/programs/all-programs/) (<https://www.morgancc.edu/programs/all-programs/>)

This is a new program, so we do not yet have gainful employment data. Please check our program page [MorganCC.edu/bsn](https://www.morgancc.edu/bsn) for updated information in the future.

Section VII: Administrative Policies and Forms

Records:

Records for each student are kept in a cumulative file for a period of one year after graduation. Compliance records are kept electronically by an online records management system. One year after program completion, there will be only permanent records kept in Student Services.

Health Policies:

A student is required to have up to date immunizations. Proof of immunizations must be kept on file for clinical. The files will be kept electronically through an electronic records management . This includes an annual PPD or Interferon-Gamma (IGRA/TSpot) (Students with documentation of having a PPD/IGRA within the last year will only need a single PPD), documentation of hepatitis B series, Tdap (dTdap and/or Dtap with tetanus booster as needed), MMR, Varicella and annual influenza immunizations. For students, who have never had a PPD test or if it has been greater than one year, a two-step PPD is required. Also some clinical facilities require a PPD within 12 weeks of the experience, so repeat PPDs may be required. If an immunization record is not available, students are required to have their physician draw and interpret titers. Immunity must be proven. History of chickenpox disease does not replace the need for a titer or immunization. The required form for immunizations MUST be used and submitted to the online records management system. Other forms of proof of immunizations will not be accepted. If a student has a history of a positive TB test or IGRA/TSpot, a Chest Xray report must be submitted with a signed statement from a physician stating that the individual is symptom free and safe for clinical experiences. The Chest Xray must have been done within the last year or a signed statement from a physician recommending that one not be done and verification that the individual is symptom free and safe for clinical experiences must be submitted yearly.

Immunizations must be current without exception. Any student who is unable or chooses not to obtain immunizations or provide proof of immunity is ineligible for admittance to the program. All proof of immunizations must be submitted and kept up to date for the duration of the RN to BSN program. Failure to do so will result in being withdrawn from the course and removed from the program

Proof of current certification in CPR for the Professional by the American Heart Association is required in order to attend Practicum Experience. Failure to submit proof and maintain certification will result in dismissal from program.

Health services are not provided at Morgan Community College.

All nursing students must carry malpractice insurance which is provided through group coverage and is purchased in the bookstore. The insurance is valid for one year. The student must show proof (receipt) of carrying this insurance prior to the start of NUR 410 and NUR 411.

- Morgan Community College provides Workman's Compensation coverage for students during practicum experiences assigned by the faculty. Please refer to Worker's Compensation Coverage & Designated Medical Provider memo in the back of this handbook. The student must report any injury or exposure to infectious disease immediately to the Instructor and complete appropriate paper work at the facility and with MCC Human Resources Dept. within 72 hours of the incident. Immediate emergency treatment will be at the facility, if available, or at the nearest emergency room.

- It is the student's responsibility to report any significant health condition to the Director of Nursing. This includes pregnancy, as this is pertinent information for clinical experiences.

Infectious disease policy:

1. Students will be administering care to patients with infectious diseases using the Center for Disease Control (CDC) guidelines for blood and body fluid precautions.
2. Students who know they are HIV infected are ethically and legally obligated to conduct themselves responsibly in accordance with the following behaviors.
 - a. Seek medical care.
 - b. Follow agency and CDC guidelines when involved in direct patient care.
 - c. Be knowledgeable about and practice measures to prevent transmission of HIV.
3. Any student who has an open lesion will be restricted from direct patient contact.
4. All students will have current immunizations as outlined previously in this handbook.
5. All students will complete and sign the statement of OSHA regulations and Hepatitis vaccine statement before admittance into a practicum experience.

**MORGAN COMMUNITY COLLEGE
RN to BSN PROGRAM**

I, _____ have been informed of OSHA regulations regarding Hepatitis B (HBV) and Human Immunodeficiency Virus (HIV), HCV and potential risks to health care workers.

I understand the following protective measures are essential to protect me and to protect other patients against transmission to these diseases and other diseases:

1. Use of gloves, masks, and protective eye wear (glasses).
2. Thorough hand washing and use of hand sanitizer.
3. Use of rubber gloves during procedures and clean up.
4. Disposal of needles, scalpel blades, and suture needs in sharps container.
5. Thorough instrument sterilization procedures.

I also have been informed that vaccination against Hepatitis B virus has been recommended.

- _____ I decline vaccination
- _____ I have had the vaccination
- _____ I intend to have the vaccination

_____ Signature of the student

_____ Date

Morgan Community College Reference Request Form

Student Name (please print): _____ SID/SSN: _____
Last First

I request _____ to
serve as a reference for me.

(Please print faculty member's name)

The purpose(s) of the reference(s) are (check all that apply):

- _____ Application for employment
- _____ Scholarship or honorary award
- _____ Admission to another education institution

The reference may be given in the following form(s) (check all that apply):

- _____ Written
- _____ Oral
- _____ Electronically

I authorize the above named faculty member to release information and provide an evaluation about any and all information from my education records at Morgan Community College deemed necessary by said person to provide the above reference. This release pertains to (check all that apply):

- 1. _____ All perspective employers and/or
- 2. _____ All educational institutions and/or
- 3. _____ All organizations considering me for a scholarship or award and/or
- 4. _____ The following employers, educational institutions and/or organizations considering me for an award or scholarship:

I understand further that: (1) I have the right not to consent to the release of my education records; (2) I have a right to receive a copy of any written reference upon request; (3) and that this consent shall remain in effect until revoked by me, in writing, and delivered to the above named faculty member, but that any such revocation shall not affect disclosures previously made by said faculty prior to the Morgan Community College's receipt of an such written revocation.

(Student's Signature)

(Date)

**MORGAN COMMUNITY COLLEGE
ASSOCIATE DEGREE NURSING PROGRAM
HANDBOOK & ADA NOTICE**

I have read and fully understand the rules and regulations in the Morgan Community College (MCC) RN to BSN Program student handbook.

I agree to comply with all RN to BSN program rules and regulations.

I have been notified of my responsibility to self-identify to the institution as a person with a disability or special need. I must contact the ADA Coordinator Ivan Diaz (970-542-3157) to self-identify and seek accommodations if desired.

I understand professional conduct and agree to conduct myself professionally at all times when in the student role and understand the consequences of my behavior as stated in this handbook.

"As a representative of the School of Nursing, I pledge to adhere to the highest standards of honesty, integrity, accountability, confidentiality, and professionalism, in all my written work, spoken words, actions and interactions with patients, families, peers and faculty."

Print Name _____

Student signature _____

DATE _____

**MORGAN COMMUNITY COLLEGE
RN to BSN Program
Personal Data Sheet**

Please **Print LEGIBLY** and complete ALL information

Date: _____

Name: _____
 Last First Middle

Address: _____

City: _____ State: _____ Zip: _____

Phone: (H) _____
 (W) _____
 (cell) _____

Email _____ personal

_____ mcc email

Birth date: (month/date/year) _____

Drivers License Number: _____ State of Issuance _____

Last 4 digits of SS# _____

Emergency contact person

Name: _____ Relationship: _____

Phone #: _____

Any known health conditions the faculty should be aware of:

I have read and understand the ADA reporting policy explained in the handbook.

Print Name _____

Student Signature _____

TO: All MCC Clinical and Practicum Student Interns

FROM: Human Resources Department

SUBJECT: Worker's Compensation Coverage & Designated Medical Provider
MCC provides Worker's Compensation coverage to student interns under the following conditions:

- Student association with the "employer" is placed by MCC;
- Student does not receive remuneration from "employer"; and
- On-the-job training is not performed on any MCC campus

Work-related injuries and illnesses must be treated by one of MCC's designated medical providers. Emergencies and/or serious injuries occurring after-hours (when the designated medical provider nearest you is closed) should be treated at the nearest emergency medical facility, with follow-up care provided by a designated medical provider. If an unauthorized medical provider is used, the student is liable for costs incurred.

PLEASE SEE HR OR HEALTH OCCUPATIONS STUDENT SUCCESS ADVISOR FOR LIST OF AUTHORIZED MEDICAL PROVIDERS

By law, all work-related injuries and illnesses must be reported to the Human Resources Office within four (4) working days of the occurrence.

ACKNOWLEDGEMENT

I have read and am fully aware of the above stated College procedure regarding medical treatment for work-related injuries and illnesses.

Date _____

Print Name – Student Intern _____

S# _____

Signature of Student Intern

Cooperative Education Program (Course)

Semester/Year

Keep one copy for Department records, provide a copy for student intern, and one for "employer".



Authorization to Collect and Release Information

Student Name _____ **S#** _____

I give permission for the Morgan Community College Nursing Program to share my Date of Birth, Driver's License Number, Telephone Number, and Immunization Information with Clinical Sites. This authorization will be in effect until June 30, 2025 or until I submit an additional form rescinding this authorization. I understand I have a right to a copy of this authorization. I also agree that a photocopy, electronic scan, or fax transmission of this authorization will be accepted as original if necessary.

Student Signature _____

Date _____