APPENDIX O

CALIFORNIA NURSING STUDENTS' ASSOCIATION BYLAWS
**Constitution and Bylaws**
San Jose State University’s California Nursing Student's Association (CSNA)

**ARTICLE: NAME**

Section 1. The name of this organization shall be the Nursing Student's Association of San Jose State University and local constituent of the California Nursing Student's Association (CNSA), and a constituent of the National Student Nurses' Association, Inc. (NSNA).

**ARTICLE II: PURPOSE AND FUNCTION**

Section 1. The purpose of this organization is:

- To assume responsibility for contributing to nursing education in order to provide for the highest quality health care;
- To provide programs representative of fundamental and current professional interests and concerns; and
- To aid in the development of the whole person, and his/her responsibility for the health care of people in all walks of life.

Section 2. The functions of this organization shall include the following:

- To have direct input into standards of nursing education and influence the educational process;
- To influence health care and nursing education and practice through legislative activities as appropriate;
- To promote and encourage participation in community affairs and activities towards improved health care and the resolution of related social issues;
- To represent nursing students to the consumer, to institutions, and other organizations;
- To promote and encourage student participation in interdisciplinary activities;
- To promote encourage recruitment efforts, participation in student activities, and educational opportunities regardless of persons race, color, creed, sex, age, lifestyle, national origin, or economic status;
- To promote and encourage collaborative relationships with the American Nurses' Association, the National League for Nursing, the International Council of Nurses, as well as other nursing and health related organizations.

**ARTICLE III: MEMBERSHIP**

Section 1. Members of this association shall constitute the membership of the Nursing Students' Association of San Jose State, local constituent of the Nursing Students' Association. Membership is in good standing when all local, state, and national dues are paid annually.

Section 2. Members of the association shall be:

- Active members:
  1. Undergraduate students currently enrolled in the San Jose State University program in nursing.
  2. At least eighty percent (80%) of all members of this organization shall be active members.
  3. Active members shall have all of the privileges of membership.
- Associate members:
1. Pre-nursing students, including registered nurses, enrolled in college or university programs designed as preparation for entrance into an undergraduate degree, diploma, or baccalaureate degree in nursing.

2. Current California Nursing Association members may enjoy the benefits of CNSA without paying CNSA dues.

3. Associative members shall have all of the privileges of membership except the right to hold office of President and Vice President at National, State, and Local levels.

c. Local members:
   1. Pre-nursing and baccalaureate nursing students.
   2. Local members shall have the privileges of the local constituent only, except that of holding an office and extension of membership beyond date to which dues are paid.

Section 3. Active and associate memberships may be extended six months beyond completion of a student's program in nursing.

Section 4. Voting membership is restricted to matriculated, currently enrolled students, faculty and staff at San Jose State University.

Section 5. At least eighty percent (80%) of all members of the organization are matriculated, currently enrolled students at San Jose State University.

Section 6. Membership in the organization shall not be denied to anyone on the basis of race, creed, religion, sex, or physical disability, except as sanctioned by law (Title V, Section 41500-Title IX.)

Section 7. There shall be no hazing.

Article IV. AFFILIATION

Section 1. The Nursing Students' Association of San Jose State University is a local constituent of the California Nursing Students' Association and a constituent of the Nursing Students' Association, Inc., (NSNA.)

ARTICLE V. ELECTION OF OFFICERS, THEIR QUALIFICATIONS, AND DUTIES

Section 1. The officers of this organization shall consist of a President, Vice President, Secretary, Treasurer, Public Relations Coordinator(s), Workshop Coordinator, Regional Representative, CNSA Newsletter Editor, Community Project Coordinator(s), Government Relations Coordinator, and Breakthrough to Nursing Coordinator.

Section 2. Elections for officers shall be held annually during the month of April by written ballot. No one running for office shall be involved in the ballot counting.

Section 3. Officers shall be elected by plurality of the votes cast by written ballot in the month of April and take office June 1.

Section 4. Members shall cast their ballots at a time and place specified by the Board.

Section 5. A re-vote by ballot shall be taken to break a tie.

Section 6. In cases where an office is vacated, the President may appoint a member to that office with majority approval of the Board of Officers.

Section 7. Term of office shall be one year beginning one week after elections.

Section 8. All officers of the organization shall be matriculated, currently enrolled students at San Jose State University.
Section 9. Qualifications of Officers:
   a. Shall be active or associate members in good standing of CNSA.
   b. No individual shall hold more than one voting office.

Section 10. Duties of Officers:

a. The President shall:

   1. Preside at all meetings of this association.
   2. Appoint special committees with the approval of the officers.
   3. Perform all duties properly designated to the executive of an organization and represent this association in matters relating to CNSA.
   4. Approve and sign expenditures as submitted by the Treasurer.

b. The Vice President shall:

   1. Assume responsibilities of the President during his/her absence and succeed to the Office of President should it become vacant.
   2. Serve as Chairperson of the Nominations Committee for all elections during his/her term.
   3. Serve as the coordinator of the Support Center (you define!)
   4. Be responsible for reviewing and recommending changes in the bylaws.
   5. Perform all other duties as assigned by the President.

c. The Secretary shall:

   1. Record the minutes of all the meetings of this association.
   2. Keep records of all association correspondence.
   3. Conduct the general correspondence of this association as requested by the President.
   4. Perform all others duties as assigned by the President.

d. The Treasurer shall:

   1. Act as custodian of organizational funds.
   2. Keep accurate current financial records, make regular reports of these records to the organization and let members of the organization see these records upon request.
   3. Serve as dues collector and keep permanent record of all dues paid together with a register of all members in good standing.
   4. Make monetary disbursements with the approval of the President and majority of the Board of Officers.
5. Coordinate malpractice insurance sales and act as liaison with the insurance company.

6. Perform all other duties as delegated by the President.

e. The Public Relations Coordinator shall:

1. Publicize all the events of this organization as designated by the Board of Officers.

2. Serve as organizer and coordinator of the CNSA communication board and other CNSA boards.

3. Perform all other duties as delegated by the President.

f. The Workshop Coordinator shall:

1. Serve as organizer and coordinator of student interest programs and workshops.

2. Poll nursing students each semester and determine current areas of high interest on which to base programs and workshops. Keep on record resource information concerning workshops and programs offered including summary and critique of each. Perform all others duties as delegated by the President.

g. The Regional Representative shall:

1. Be responsible for attending regional meetings and reporting to this association.

2. Send to the Regional Director of CNSA, Region VII, the names and addresses of all officers of this association, immediately after election.

3. Act as liaison between this organization and other CNSA chapters within Region VII.

4. Perform all other duties as delegated by the President.

h. The Editor shall:

1. Be responsible for the publication of the Student Nurses' Newsletter.

2. Perform all other duties as delegated by the President.

i. The Community Projects Coordinator shall:

1. Serve as coordinator of all community projects approved by the Board of Officers.

2. Collaborate with other Board members to publicize and heighten participation within the membership for all community projects.

3. Perform all other duties as delegated by the President.
j. The Government Relations Coordinator shall:

1. Monitor local and state legislative activity, reporting to members any pending legislation of concern to the nursing community.

2. Act as a liaison with the CNA government relations board.

3. Perform all other duties as delegated by the President.

k. The “Breakthrough to Nursing Coordinator” shall:

1. Act as a liaison for non-traditional nursing students, promoting their success in the nursing program by

2. Advertise scholarships

3. Promote nursing recruitment from local high schools through "Project Outreach."

4. Perform all other duties as delegated by the President.

ARTICLE VI. STANDING COMMITTEES AND SPECIAL COMMITTEES

Section 1. Standing and special committees shall be composed of members of the organization and shall assume duties assigned by the President and/or Board of Officers.

Section 2. The committee chairperson shall make progress reports at each Board meeting.

ARTICLE VII. VOTING POWER AND QUORUM

Section 1. Each member in good standing shall have one vote.

Section 2. A quorum shall consist of twenty-five percent (25%) of the total membership in good standing. At least two of the members shall be officers.

Section 3. A quorum of the Board of Officers shall be a majority vote (50% +1) of all officers present.

ARTICLE VIII. MEETINGS

Section 1. Meetings of this association shall be held twice a month and at such times as determined by the Board of Officers.

Section 2. This local constituent is entitled to two (2) voting delegates for 15 members plus one (1) delegate for each additional 30 members to the annual State Convention of the CNSA as stated in the State Bylaws.

Section 3. The local constituent delegate and alternate to the State and/or National Conventions shall be members in good standing in the Chapter and shall be selected or elected by members of this Chapter at a proper meeting.

Section 4. This local constituent is entitled to representation at the annual meeting of the NSNA according to the NSNA bylaws.

Section 5. The Parliamentary authority of this organization shall be Robert's Rules of Order.
APPENDIX P

SEMESTER REPRESENTATIVES
GUIDELINES FOR SEMESTER STUDENT REPRESENTATIVES

PRD Representatives to Semester Committees

1. Two representatives should be selected – volunteer or voted on from each PRD or process class (or in the case of semester 1, the skills lab class). In the case of graduate students the Graduate Coordinator will select one graduate representative. Both students may attend the meeting or they may alternate attendance.

2. Each PRD (process) class will allow five to ten (10) minutes for the general report of the representative(s) following the semester meeting.

3. The representative(s) who plan(s) to attend the meeting will submit an agenda to the Semester Chairperson prior to the scheduled meeting if he/she wishes to present a particular issue.

4. Appropriate issues, concerns, questions, consensus, opinions, and suggestions which benefit the entire class will be given to the representatives by classmates for committee discussion.

5. The representative(s) will not address concerns involving an individual student and instructor. Such problems must be dealt with by the individual and the instructor according to the procedure outlined in the Conflict Resolution Procedures.

6. Each representative will receive a copy of the semester minutes as well as additional appropriate materials, electronically or through the course instructor where selections/elections originally took place.

Student Representative to Curriculum Coordinating Committee

Semester representatives will provide input to the Curriculum Coordinating Committee (CCC) through the faculty semester chairperson. One to two representatives may attend CCC to present student concerns by submitting agenda items to the semester meeting and Curriculum Coordinator the week prior to the CCC meeting.
APPENDIX Q

STUDENT AND VISITOR ACCIDENT REPORT

For student accident report, see Human Resources web-link below, or go to The Valley Foundation School of Nursing Departmental Office

http://www.sjsu.edu/hr/all_forms/#s
http://www.sjsu.edu/hr/docs/risk/forms/accident_student.pdf

For visitor accident report, see Human Resources weblink below, or go to The Valley Foundation School of Nursing Department Office

http://www.sjsu.edu/hr/all_forms/#v
APPENDIX R

ADVANCED PLACEMENT FOR REGISTERED NURSES
RN to BS in Nursing Program
Deepika Goyal, PhD, RN, FNP-C
Advanced Placement Coordinator
San José State University
School of Nursing

Eligibility Requirements
• California resident
• Valid California RN license
• Admission to SJSU
• Cumulative GPA of 2.0 or better
• Completion of:
  – English 1A,1B
  – Speech (public speaking)
  – Critical thinking
  – Statistics

Eligibility Requirements cont.
• Writing Skills Test (WST)
  – Register and pay at student services
  – $25 registration fee
  – https://testing.sjsu.edu/twst.html

What is the Program like?
• 130 units for the BS in Nursing Degree
  – 39 Core GE
  – 12 Advanced GE
  – 23 Actual upper division nursing courses
  – 26 units for your previous nursing work (credit by exam)
  – Remaining 30 units are those you transfer in from your community college (up to 70)

Typical Course Pattern
• Bridge Semester
  – Nursing 124 (Theory) 3 units
  – Nursing 144 (Prof. Role Dev) 2 units
  – Nursing 128 (EBP) 2 units
  – Advanced GE #1 3 units
  Total: 10 units

Bridge Semester
• Bridge classes are usually on
  Wednesday*,
  between 0800 to 1530

• *changes TBA
Community Health

• Upon successful completion of all Bridge classes and CBE activity, you will move to Semester 5 for community health courses.

Semester 5 Clinical Requirements

**Documentation of:
• CPR—renewed yearly
• Health insurance
• Functional competencies & Health statement
• Completed immunizations
• Yearly TB test
• Background check
• Drug screen
** Required for entry into Bridge Program

Credit By Exam Units

• Add codes provided at the beginning of Semester 5
• After completion of CBE Paper
• Please attend Mandatory Bridge Meeting at beginning of Semester 5 for codes and program planning

Semester 5 Course Pattern

• 3 nursing classes:
  – Nursing 127B (Theory V) 2 units
  – Nursing 137 (Process V) 2 units
  – Nursing 147B (Practicum V) 3 units
  – Advanced GE #2 3 units
  **Total Units 10 units

Semester 5 Classes

• Nursing 127B and 137 are usually offered on Friday
• Nursing 147B is a clinical day (day shift)

Semester 6 Course Pattern

• 3 nursing classes:
  – Nursing 108 (Advanced Topics) 3 units
  – Nursing 138 (Leadership) 2 units
  – Nursing 148 (Practicum) 4 units
  – Advanced GE #3 3 units
  – Advanced GE #4 3 units
  **Total Units 14 units
Semester 6 Courses

- Nurs 138 usually offered Wednesdays
- Nurs 148 is a practicum working with a preceptor on their schedule

General Education Requirements

- Must meet core and advanced GE SJSU requirements
- If you are an out of state graduate you may need California history & state constitution

Advanced GE (SJSU Studies)

- In order to graduate from SJSU you will need 4 advanced GE courses, one each from area R, S, V, Z.
  - This is the residency requirement
- Before you can take any advanced GE, you must take and pass the WST.

Writing Requirement

- All nursing students must fulfill Area Z, Written communication
- Any one of the following classes will be accepted:
  - NURS 100W
  - HPRF 100W
  - BIOL 100W
  - PSYC 100W
  - RECL 100W
  - KIN 100W

Graduation

- Once you complete the following, you are eligible to graduate:
  - Core general education
  - Advanced GE
  - University graduation requirements
  - Nursing major requirements

Next Steps...

- Complete and submit the School of Nursing application form to the nursing office along with:
  - A copy of your RN License
  - A copy of your SJSU acceptance letter
  - One set of official transcripts from all schools attended
  - WST results
APPENDIX S

INFORMATION GUIDE FOR NURSING

LEARNING RESOURCE CENTER
NURSING LEARNING RESOURCE CENTER (NLRC) in Health Bldg Room 301

The NLRC is a multimedia lab and study area, designed to be a resource for undergraduate and graduate students and faculty. It includes a) a computer lab with CAI hardware and software; b) two enclosed study rooms for group use; c) a large study room with journals, referenced books, and indexes, cataloged by subject area; d) a room with photocopying equipment; and e) media stations with VCR, audio equipment for viewing and listening.

The NLRC is a non-circulating resource center. That is, books, journals, reprints, and media are checked out for use only in the lab, making them readily available to all who need them. A security sensing system triggers an alarm when NLRC materials leave the room. Media and other resource materials are cataloged on a computerized database. The NLRC is under the supervision of our instructional technician and several student assistants who are trained to assist individuals in using the materials.

Computer Lab: The computer lab has IBM-compatible computer systems available for student use in the lab. There is limited printing available on all of these computer systems.

Students and faculty may use the computer lab for viewing CAI, doing research activities, accessing the library catalog, and preparation of teaching materials. Students who need access to computers for extended word processing are referred to one of the several computer labs on campus, including the King Library and the College of Applied Sciences and Arts (CASA) computer labs in MacQuarry Hall, 4th floor.

Study Rooms and Media Stations: The main room of the NLRC has large tables for individual use and students often take advantage of this study space between classes. Users are asked to avoid excessive or loud talking in this room. Two small group study rooms are available for group projects.

Bookshelves along the walls contain single issues of many nursing journals, and individuals are asked to reshelf journals in their proper container after use. Several bookshelves also hold major texts and reference books in a variety of subject areas (from AIDS, to RESEARCH, to WOMEN'S HEALTH.)

Resources includes journals of nursing, allied health, and family literature, and references on pharmacology. (Students can also access the library catalog from the computer lab.)

The large room also provides individual media stations for viewing slides and videotapes and for listening to cassette recordings. These materials are checked out from the main desk for us in the lab, and the check-out procedure is explained below.

Photocopiers: The photocopying room has 2 copiers which are serviced by the copying service on campus. One can use coins. Students can reduce the cost of making copies making one copy of an article or reprint, and then taking that copy to the AS print shop where copies are less expensive to make additional copies for classmates.

Hours: The hours that the lab is open is based on school calendar and the availability of lab assistants to cover the hours. Please check the hours listed on the front door. Changes in regular hours during vacations and summers will be posted on the door to HB 301.

Rules for using the lab:
1. No eating, drinking, or smoking is permitted in the NLRC.
2. Please be sure to be *as quiet as* possible in the NLRC, as a courtesy to others.
3. If you happen to damage a piece of media or printed material, report it immediately so that we can get it repaired or replaced.
4. If at any time the media station equipment or copiers fail to work in the way expected, notify the lab assistant at once so that we can keep the equipment in working order.
APPENDIX T

NURSING STUDENT MALPRACTICE INSURANCE INFORMATION
Date:       July 7, 2008

To:         Students of the Valley Foundation School of Nursing

From:       Dr. Jayne Cohen, Director

cc:         Nursing Faculty

Subject:    Student Professional Liability Insurance Program

Dear Students of The Valley Foundation School of Nursing:

The California State University, by Executive Order 986 from Chancellor Reed, established the Student Professional Liability Insurance policy. This system-wide insurance policy is designed to provide coverage for students enrolled in Nursing and other education programs. A copy of the “Certificate of Liability Insurance” may be viewed in the glass case on the 4th floor of the Health Building, outside of HB 415.

Effective with the Fall 2008 semester, The Valley Foundation School of Nursing will not require students to obtain their own malpractice insurance. Students will not be required to show proof of an individual malpractice policy to participate in clinical. Students may opt to obtain additional professional insurance coverage on their own.

Thank you for your assistance as this new policy is implemented on our campus.

The Valley Foundation School of Nursing
One Washington Square
San José, CA 95192-0057
Voice: 408-924-3131
Fax: 408-924-3135
Web: www.sjsu.edu/nursing

Director:
Dr. Jayne Cohen
APPENDIX U

B.S. PROGRAM ATI COMPETENCY EXAM PROCESS

Refer to The Valley Foundation School of Nursing website
(www.sjsu.edu/nursing)
or
http://www.sjsu.edu/nursing/new_requirements.htm

For additional information please contact the ATI coordinator
(Dr. Irene Gonzales- Irene.gonzales@sjsu.edu)
or ATI project assistant Ms. Karin DeSimone
(408) 924-3178
APPENDIX V

STUDENT FINANCIAL AID INFORMATION
SCHOLARSHIP Information

is located on
the SJSU Valley Foundation
School of Nursing Web site

FOR FURTHER INFORMATION PLEASE
CONTACT DR. KATHY ABRIAM-YAGO
and refer to SJSU
in subject heading of email

Students should complete the FAFSA form
each Spring for financial eligibility
GUIDELINES FOR THE EMERGENCY LOAN

If you follow these guidelines, it will expedite and facilitate the processing of your application:

1. Print the information or preferably type it.

2. Fill out each blank with correct data. Do not make check marks in the spaces of items which request amounts of expenditures. We need the exact figures.

3. Submit the following to the Retention Coordinator at The Valley Foundation School of Nursing Office (HB 420):
   a. Application
   b. Promissory Note

4. If there are unusual circumstances or the student is in a crisis situation, the applicant should see the School Director. If there is not a crisis, but are unusual circumstances, the details must be written on the back of the application so that the committee has this information in writing. (An example might be that the student's car was totaled in an auto accident.)

CRITERIA WHICH WILL BE USED TO GRANT THE LOAN:

1. Financial need of the student.

2. Degree and nature of outside responsibilities (such as work and family obligations).

3. Good standing in the program.

Return to the Retention Coordinator
EMERGENCY LOAN APPLICATION

Guidelines
1. Please type or neatly print application.
2. Fill out each blank with correct data. Do not make check marks in the spaces of items which request amounts of expenditures. We need the exact figures.
3. Submit the following to the Retention Coordinator at the Valley Foundation School of Nursing Office (HB 420):
   a. Application
   b. Promissory Note

Criteria which will be used to grant the loan
1. Financial need of the student.
2. Degree and nature of outside responsibilities (such as work and family obligations).
3. Good standing in the program.

*****************************************

Full Name ___________________________ Semester Level in Nursing _____
   (Last) (First) (M.I.)
Social Security Number ________________________________
Home address _______________________________ Phone ( ) ________________
   (City, State, Zip Code)
   _______________________________ Email ________________
College address _______________________________ Phone ( ) ________________
   (City, State, Zip Code)
   _______________________________ Email ________________
Ethnic background ___________________________ Marital status __________________
Nursing Interest Area ___________________________
1. Academic achievement GPA in Nursing ________________ GPA Overall ________________
2. Current Nursing Activities (e.g. School Committees, Volunteer Work, School, University, Process Rep, CNSA Officer)
   Describe involvement: ___________________________
3. Employed? ________ Hours per week: ___________________________
   Place of employment ___________________________
   Work phone ( ) ___________________________ ext. ___________________________
   Describe type of employment ___________________________
4. Are you? (Check) a nurses aid ___ an R.N. ____ an LVN ____ Other health care position _____
5. Financial Need: ___________________________
### EXPENSES (note monthly and semester)

<table>
<thead>
<tr>
<th>General Expenses per semester</th>
<th>Amount (fill in blank)</th>
<th>School Expenses per semester</th>
<th>Amount (fill in blank)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rent/board and room</td>
<td>Books</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Utilities</td>
<td>Tuition</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Food</td>
<td>Uniforms</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Car Insurance</td>
<td>Equipment (scissors, stethoscope, etc.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Car Payment</td>
<td>Health Insurance</td>
<td></td>
<td></td>
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<tr>
<td>Gasoline</td>
<td>CNSA/Malpractice</td>
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<td></td>
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<tr>
<td>Medical/Dental</td>
<td>Other</td>
<td></td>
<td></td>
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<tr>
<td>Other</td>
<td></td>
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<tr>
<td><strong>Total General Expenses</strong></td>
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<tr>
<td><strong>Total School Expenses</strong></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

### STUDENT’S SEMESTER NET INCOME

| Students’s wages, tips, etc. |                              |                              |                        |
| Spouse’s wages, tips, etc.   |                              |                              |                        |
| Other income                 |                              |                              |                        |
| Parent’s contribution        |                              |                              |                        |
| Grants/scholarships          |                              |                              |                        |
| Loans                        |                              |                              |                        |
| Social Security benefits     |                              |                              |                        |
| Other                        |                              |                              |                        |
| **Total Resources**          |                              |                              |                        |
| Total Resources available for education |                              |                              |                        |

6. Indicate the responsibilities you have outside of school: __________________________________________________________

________________________________________________________

7. Indicate financial aid or scholarships you have requested. __________________________________________________________

________________________________________________________

8. Are you a parent?  Number of dependents:  Ages: __________________________________________________________

9. Unanticipated/emergency expenses:  __________________________________________________________

10. Unusual predicted expenses (e.g. need new car, child's braces):  __________________________________________________________

I, the undersigned, declare my intention of completing the nursing program at San Jose State University.
The information provided is truthful to the best of my knowledge.

Signed ___________________________ Date __________

ALL INFORMATION ON THIS APPLICATION IS VOLUNTARY AND WILL BE HELD IN STRICTEST CONFIDENCE.
San José State University The Valley Foundation School of Nursing’s Promissory Note

________________________
(Date)

San José State University The Valley Foundation School of Nursing:

I, (Student Name - PRINT)_______________________________, SJSU ID#____________

agree to pay back my emergency loan of $500.00 granted to me.
I will pay this amount by (Repayment Date)____________________.

Sincerely,

____________________________________________
(Student Signature)

Directions: Student is to keep his/her own copy for records
APPENDIX W

PROGRAM OF STUDY
<table>
<thead>
<tr>
<th>SEM level</th>
<th>Course # /(#units)</th>
<th>Course Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEM 1 11 Units</td>
<td>N23 (3)</td>
<td><strong>Pathophysiology – Theory 1.</strong> Introduction to biologic basis for health problems across the lifespan. Examines the pathophysiologic processes of a variety of diseases at the cellular, tissue, organ, and organ systems levels, as well as in the context of the whole individual.</td>
</tr>
<tr>
<td></td>
<td>N33 (2)</td>
<td><strong>Professional Role Development I</strong> An overview of the professional nursing role. Includes: nursing, core values, roles of the professional nurse, the nursing process, code of ethics, legal issues, Nurse Practice Act, and interpersonal communication skills in preparation for clinical practice.</td>
</tr>
<tr>
<td></td>
<td>N43 (3)</td>
<td><strong>Pharmacology.</strong> Focus is on common examples from major medication classifications. Emphasizes the nurse’s role in safe medication administration including assessments, interventions, and expected outcomes of commonly used medications.</td>
</tr>
<tr>
<td></td>
<td>N53 (3)</td>
<td><strong>Skills in Nursing I.</strong> A beginning simulation course for learning and practicing psychomotor and cognitive skills to prepare the student nurse to provide future direct care in the acute care setting. Includes: hygiene, safety, mobility, asepsis, medication administration, health assessment, interpersonal relationship skills.</td>
</tr>
<tr>
<td>SEM 2 12 units</td>
<td>N24 (4)</td>
<td><strong>Adult Care Management I</strong> Covers knowledge, skills, and attitudes required to provide safe nursing care to adults/older adults. A systems approach integrates concepts of health promotion, disease prevention, and evidence-based interventions related to actual/potential alterations in: oxygenation, circulation, metabolism, and elimination.</td>
</tr>
<tr>
<td></td>
<td>N34 (1)</td>
<td><strong>Professional Role Development II</strong> Focus is on the role of the professional nurse in providing patient-centered care, applying principles of the nursing process, professional communication, evidence-based practice and quality improvement in the acute care setting.</td>
</tr>
<tr>
<td></td>
<td>N44 (3)</td>
<td><strong>Adult Care Clinical Practicum I</strong> <em>(9 hrs/week)</em> Focus is on applying the nursing process to provide safe, client centered nursing care to acute and chronically ill adults and older adults in the acute care setting.</td>
</tr>
<tr>
<td></td>
<td>N 128 (2)</td>
<td><strong>Evidence-Based Nursing Practice</strong> Focus is on research methodology and terminology related to nursing process and evidence based nursing practice.</td>
</tr>
<tr>
<td></td>
<td>N54 (2)</td>
<td><strong>Skills in Nursing II.</strong> A simulation course for the learning and practice of advanced psychomotor and cognitive skills used to provide direct care in the acute care setting. Skills include: IV therapy, venipuncture, trach care, wound care, NG tubes, blood transfusions, and postmortem care.</td>
</tr>
<tr>
<td>SEM 3 10 units</td>
<td>N126 (4)</td>
<td><strong>Maternal-Child Health Theory.</strong> Focus is on direct health care of children and the child-bearing family in various health care settings. Exploration of biopsychosocial processes involved in health, life transitions, and illness with identification of related preventive and therapeutic nursing behaviors.</td>
</tr>
<tr>
<td></td>
<td>N136 (2)</td>
<td><strong>Professional Role Development III.</strong> Expansion of the professional role in the childbearing-childrearing setting to include the further application of: evidence-based practice, therapeutic communication, developmentally appropriate teaching/learning strategies, informatics, health literacy, developmental and cultural assessment, leadership and ethical principles, grief and loss.</td>
</tr>
<tr>
<td></td>
<td>N146 A (2)</td>
<td><strong>Pediatric Clinical</strong> <em>(6.5 hrs/week)</em> Focuses on providing family centered care to culturally diverse childrearing families and children using concepts of systems theory in acute care, home, and community settings.</td>
</tr>
<tr>
<td></td>
<td>N146 B (2)</td>
<td><strong>Maternal Health Clinical</strong> <em>(6.5 hrs/week)</em> Focuses on providing family centered care to culturally diverse childbearing families using concepts of systems theory in acute care, home, and community settings.</td>
</tr>
</tbody>
</table>
| SEM 4  | N 125 (4) | **Adult Care Management II**  
Focus is on concepts and care related to adult medical-surgical clients in the acute care setting. Systems approach integrates human responses to alterations in physiological functioning related to disorders of the musculoskeletal, neurological, gastrointestinal, integumentary, endocrine systems and oncologic disorders. |
|-------|-----------|------------------------------------------------------------------------------------------------------------------|
| 10 units | N133 (2) | **Professional Role Development IV**  
Focus is on the role of the professional nurse in providing patient-centered care, applying principles of the nursing process, professional communication, evidence-based practice and quality improvement in the acute care setting. |
|       | N145 (4) | **Adult Care Clinical Practicum II** (12 hrs/week = two 6.5 hr shifts)  
Focus is on applying the knowledge, skills, and attitudes required to provide safe, client-centered care to acute and chronically ill adults and older adults in a variety of settings. |
| SEM 5  | N127B (2) | **Community Health Nursing Theory**  
Utilize a systems approach to integrate the study of community and public health nursing care for culturally diverse individuals, families, and communities with complex health problems, and promotion of health and wellness across the lifespan. |
| 11 units | N147B (3) | **Community Health Clinical** (9 hrs/week)  
Applies nursing process to care of clients from diverse populations in the community in a variety of settings. Utilizes a systems approach to promoting health and wellness for individuals and groups across the lifespan. |
|       | N127A (2) | **Psychiatric/Mental Health Theory**  
Concepts for nursing in psychiatric-mental health settings with clients from culturally diverse backgrounds. Systems approach integrates psychiatric/mental health nursing care for individuals, families and communities with complex health problems. |
|       | N147A (2) | **Psychiatric/Mental Health Clinical** (6.5 hrs/week)  
Supervised participation in nursing and healthcare of clients with psychiatric-mental health problems in varied settings. Concepts include a systems approach to therapeutic communication and relationships, evidence-based care, symptom management, teaching/learning, leadership, and collaboration with other healthcare workers. |
|       | N137 (2) | **Professional Role Development V**  
Using a collaborative learning environment, students acquire professional role competencies for community health and psychiatric/mental health nursing practice. |
| SEM 6  | N138 (2) | **Professional Role Development VI**  
Focus is on demonstration of the professional nurse role. Includes integration of theoretical concepts and clinical practice skilled know-how into the practice setting. Encompasses models and theories of nursing management and leadership, communication, economics, quality improvement, ethics, and safety. |
| 6 units | N148 (4) | **Senior Preceptorship** (12 hrs/week)  
Independent, precepted experience in a clinical setting. Uses a systems approach integrating knowledge of research, leadership, pathophysiology, and nursing into practice. |
APPENDIX X

PRIVACY RIGHTS OF STUDENTS IN EDUCATION RECORDS

www.sjsu.edu/registrar/services/faculty_staff/
From 2010 SJSU Catalog Online: Privacy Rights Of Students In Education Records

The federal Family Educational Rights and Privacy Act of 1974 (20 U.S.C. 1232g) and regulations adopted there under (34 C.F.R. 99) set out requirements designed to protect students’ privacy in their records maintained by the campus. The statute and regulations govern access to certain student records maintained by the campus and the release of such records. The law provides that the campus must give students access to most records directly related to the student, and must also provide opportunity for a hearing to challenge the records if the student claims they are inaccurate, misleading, or otherwise inappropriate. The right to a hearing under this law does not include any right to challenge the appropriateness of a grade determined by the instructor.

The law generally requires the institution to receive a student’s written consent before releasing personally identifiable data about the student. The institution has adopted a set of policies and procedures governing implementation of the statute and the regulations. Copies of these policies and procedures may be obtained at (designate location on campus). Among the types of information included in the campus statement of policies and procedures are: (1) the types of student records maintained and the information they contain; (2) the official responsible for maintaining each type of record; (3) the location of access lists indicating persons requesting or receiving information from the record; (4) policies for reviewing and expunging records; (5) student access rights to their records; (6) the procedures for challenging the content of student records; (7) the cost to be charged for reproducing copies of records; and (8) the right of the student to file a complaint with the Department of Education. The Department of Education has established an office and review board to investigate complaints and adjudicate violations. The designated office is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5920.

The campus is authorized under the Act to release “directory information” concerning students. “Directory information” may include the student’s name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, grade level, enrollment status, degrees, honors, and awards received, and the most recent previous educational agency or institution attended by the student. The above-designated information is subject to release by the campus at any time unless the campus has received prior written objection from the student specifying what information the student requests not be released. Written objections should be sent to the Registrar’s Office. It should be noted, however, that university policy S66-20 is more restrictive than the law. SJSU policy guidelines indicate that the only directory information routinely released to outside parties without student consent is enrollment status and degree completion (if applicable). Requests for addresses and telephone numbers are not honored, especially if requested for commercial purposes.

The campus is authorized to provide access to student records to campus officials and employees who have legitimate educational interests in such access. These persons have responsibilities in the campus’s academic, administrative or service functions and have reason for accessing student records associated with their campus or other related academic responsibilities. Student records may also be disclosed to other persons or organizations under certain conditions (e.g., as part of the accreditation or program evaluation; in response to a court order or subpoena; in connection with financial aid; or to other institutions to which the student is transferring). Records maintained by the University and the official custodians of such records are noted below:

<table>
<thead>
<tr>
<th>Academic</th>
<th>Registrar</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic</td>
<td>Department Chair or College Dean</td>
</tr>
<tr>
<td>Admission</td>
<td>Director of Admissions</td>
</tr>
<tr>
<td>Career Services</td>
<td>Director of the Career Center</td>
</tr>
<tr>
<td>Disability Resources</td>
<td>Director of the Disability Resource Center</td>
</tr>
<tr>
<td>Disciplinary</td>
<td>Chief Judicial Affairs Officer</td>
</tr>
<tr>
<td>Financial Accounts</td>
<td>University Bursar/Bursar’s Office</td>
</tr>
<tr>
<td>Financial Aid/Scholarships</td>
<td>Director of Financial Aid and Scholarships</td>
</tr>
<tr>
<td>Student Activities/Organizations</td>
<td>Director of Student Involvement</td>
</tr>
<tr>
<td>University Housing</td>
<td>Director of University Housing Services</td>
</tr>
</tbody>
</table>

Counseling and medical records are regulated strictly under applicable California and Federal Law (as well as by some licensing agencies) and if used for treatment, they are maintained separately from educational records. Law enforcement records that are maintained separately from other educational records generally are not considered education records. For more information, please contact Counseling Services, the Student Health Center or the University Police Department, respectively.

If you would like a copy of the University’s Policy on Educational Rights, Privacy and Control of Student Records Information, which conforms to the requirements of the Law, please download the Fall 2009 FERPA Bulletin at [http://www.sjsu.edu/registrar/docs/2094_FERPA_Bulletin.pdf](http://www.sjsu.edu/registrar/docs/2094_FERPA_Bulletin.pdf). Members of the University community who have general questions regarding student records should contact the Registrar/University FERPA Compliance Officer (408-924-2012). For specific questions regarding registration and admissions records, please contact the Registrar (408-924-2012). For investigations, process and review complaints under the Law, please contact the United States Department of Education’s Office of Family Policy Compliance [400 Maryland Ave., S.W. Washington, D.C. 20202-4605 (web site: [http://www2.ed.gov/policy/gen/quiet/fpco/index.html](http://www2.ed.gov/policy/gen/quiet/fpco/index.html)] or Telephone (202) 260-3887 or TDD (202) 260-8956).
APPENDIX Y

THE VALLEY FOUNDATION SCHOOL OF NURSING’s MISSION STATEMENT
SJSU
THE VALLEY FOUNDATION SCHOOL OF NURSING
MISSION STATEMENT

Provide innovative education in the art and science of professional nursing while empowering our baccalaureate and masters graduates to be socially and ethically responsible and knowledgeable clinicians, leaders, and scholars who will meet the changing healthcare needs of a diverse global community

May 7, 2007