

Nursing
Faculty
Handbook and
Orientation Guide

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NEBRASKA

WESLEYAN

UNIVERSITY

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Nursing Program Mission & Philosophy

Mission Statement of the Nursing Program

The Nursing Program of Nebraska Wesleyan University is dedicated to the intellectual and professional growth of our students within the context of a liberal arts education. The Nursing Program promotes excellence in nursing practice and nursing scholarship within a framework of theoretical and experiential learning. (*Revised 3-26-12; Reviewed 2.8.2016*)

Philosophy of the Nebraska Wesleyan University Nursing Program

The Nursing Program shares Nebraska Wesleyan University's commitment to intellectual and personal growth within the context of a liberal arts education and in an environment of Christian concern. The faculty is committed to excellence of academic endeavor and recognizes that learning is a lifelong process. **Education** is the process of acquiring knowledge, skill, and understanding that results from the sharing of information, perspectives, ideologies and expertise. This can occur in a formal setting (e.g. a school, college, or university) or in an informal setting. **Nursing Education** includes diverse and varied strategies to promote acquisition of knowledge and skills specific to the art and science of nursing. The goal of professional **nursing education** is to promote competence in nursing practice to meet the health need of individuals, groups and populations.

The faculty of the Nursing Program believes that **nursing** is a professional discipline with academic and practice dimensions encompassing both the science and the art of the discipline. Academically, nursing utilizes theories and research to generate and extend nursing knowledge. Nursing knowledge and skills include evidence-based practice and informatics.

As a practice profession, nursing serves **society** through leadership in the delivery of direct and indirect health care services to individuals, families, and communities from diverse global populations within various **environments**. Nursing collaborates with other health care team members to provide safe, efficient and effective patient-centered care and improve health outcomes and health policies. The faculty believes that each **person** has worth and dignity and the potential for growth. Persons interact with their environment in a dynamic manner and are both influenced by and adapt to their environment in differing ways. **Health** is viewed as a state of physical, mental, and spiritual well-being. Nursing assists persons to maximize health capabilities.

The faculty believes that **learning** is a lifelong, active process, which takes place in the learner and results in a change of knowledge, attitude, or skills and behaviors. The learning process is enhanced where caring relationships, mutuality of respect, and commitment to professional excellence exist. Each learner has unique characteristics and styles of learning. The role of faculty is that of facilitator to enhance the learning process. (Rev. 5.20.14; Reviewed 2.8.16)

Nebraska Wesleyan University Nursing Programs Overview

The Nebraska Wesleyan University nursing programs are accredited by the Accreditation Commission for Education in Nursing (ACEN). (Will need to change to CCNE)

The **Bachelor of Science in Nursing (BSN)** degree program at Nebraska Wesleyan is built on the foundation provided by the entering student's prior education. The BSN program provides the foundation for competency in entry-level and expanded nursing roles in the health care system and for future graduate study in nursing.

The **Master of Science in Nursing (MSN)** degree program at Nebraska Wesleyan University prepares graduates who are able to function as an advanced practice nurse. The advanced practice role of the nurse in our program includes that of nurse educator or nurse as leader, manager, and entrepreneur. The Nursing Program intends that graduates of both programs will be contributing members of the human community and the profession of nursing.

Pre-licensure Bachelor of Science in Nursing (BSN) Degree

The Pre-licensure BSN program at Nebraska Wesleyan University offers students the personal attention associated with a private, liberal arts education. Our program facilitates the specific needs of undergraduate students pursuing professional growth and mobility. Undergraduate nursing students enjoy the small faculty-student ratio for which Nebraska Wesleyan is known, as well as innovative, nationally recognized teaching.

The nursing curriculum combines general education and nursing, with nursing content beginning after acceptance to the nursing program. Nursing is a profession for individuals interested in a lifetime of challenge. As a critical part of the health-care system, nurses use skills in critical thinking, problem solving and effective communication to assist individuals, families and groups in retaining, attaining, and maintaining optimal levels of health. Nursing requires a genuine interest in people combined with the ability to synthesize knowledge from several disciplines.

The Pre-licensure BSN nursing curriculum is a four-year program which combines general education and nursing, with nursing content beginning in the sophomore year. Students majoring in the Pre-licensure BSN take 67 credit hours of nursing courses and 59-61 credit hours of required (supportive courses) and elective non-nursing courses. Upon successful completion of the Pre-licensure BSN program, the graduate is awarded the Bachelor of Science in Nursing degree (BSN) by Nebraska Wesleyan University. Graduates with the BSN degree demonstrate the competencies necessary for entry into nursing practice and are eligible to take the National Council Licensure Examination-RN (NCLEX-RN) for licensure as a registered professional nurse. Graduates are prepared for professional practice in a wide range of health care settings such as inpatient services, ambulatory care and community health agencies. Graduates are also prepared to pursue an advanced degree.

The RN-BSN Degree Program

The RN-BSN degree program at Nebraska Wesleyan is built on the foundation provided by the entering student's prior nursing education. The BSN program provides the foundation for

competency in expanded nursing roles in the health care system and for future graduate study in nursing.

The RN- MSN, MSN, Post Masters Certificates and MSN MBA Joint Degree Programs

The RN-MSN Program is a 63-credit-hour program that allows students to be awarded a BSN degree partway through the program. Several courses (9-credit hours) are taken at the master's level and meet requirements for both the BSN and the MSN degree.

The Master of Science in Nursing (MSN) programs at Nebraska Wesleyan University prepare graduates who are able to function as an advanced practice nurse. The advanced practice role of the nurse in our program includes that of nurse educator or nurse as leader, manager, and entrepreneur. The Nursing Program's intent is that graduates of its programs will be contributing members of the human community and the profession of nursing.

The MSN/MBA was developed as a combination of NWU's existing Master of Science in Nursing program, and the Master of Business Administration (MBA) launched in the fall of 2014. Graduates of the University's RN-BSN program—or any student who holds a BSN—may enroll in the full MSN/MBA joint degree, which is 28 hours of core Nursing courses, 12 hours of core Business courses, 10 hours of Healthcare Management courses, and one three-hour elective. The Healthcare Management courses are unique to this degree program and represent coursework combining both Business and Nursing curricula.

The Post Graduate Certificates in Nursing are to provide students with the advanced knowledge and practical techniques they will need to serve in their chosen fields of interest: one focusing on the nurse as educator and one on the nurse as leader. The certificate programs also prepare students for the challenges of modern nursing through its overall emphasis on trans-cultural nursing, ethics, research and the application of knowledge and skills in a practice setting.

BSN Program Outcomes At the completion of the program, the graduate will:

1. Function as a baccalaureate generalist practitioner by translating, integrating, and applying concepts and knowledge from liberal education including the humanities, behavioral, computational and natural sciences for nursing care across the lifespan and within the continuum of health care environments.
2. Apply leadership concepts and communication skills within interprofessional teams and healthcare systems to collaboratively manage patient/client care quality and safety.
3. Utilize information about health care policy, finance and trends in health care delivery to develop interventions to improve the health of individuals and populations.
4. Evaluate sources of evidence based practice including research and other scholarly works for application in professional nursing practice.

5. Demonstrate professionalism and professional values within the scope of a multicultural changing society
6. Utilize conceptual frameworks to analyze health data and behaviors to facilitate health promotion and disease prevention for optimal population health.
7. Utilize multiple technologies to access and manage information to guide professional practice.
8. Examine the effect that healthcare policy has upon providers and consumers in the health care system.

MSN Program Outcomes

The faculty of the Nebraska Wesleyan University Nursing Program believes that students in the graduate program bring diverse and unique skills that can be used as a basis to develop the knowledge and skills necessary to function as an advanced practice nurse. The advanced practice role of the nurse in our program includes the roles of nurse educator and nurse as leader, manager or entrepreneur. We believe that the advanced practice role requires completion of the masters of nursing degree.

Nurses who practice in the advanced practice role must combine knowledge, leadership and professional values to promote the health of the population. The role of the faculty member in this process includes the role of facilitator of knowledge acquisition and the role of mentor in the development of the advanced practice nursing role.

MSN Program Outcomes

At the completion of the program the MSN graduate will

1. Function in the advanced practice role of the nurse educator or nurse leader
2. Analyze theories for application to research and in the advanced practice role
3. Utilize effective verbal and written communication in the role of the advanced practice nurse
4. Model professional values and standards when providing leadership within the role of the advanced practice nurse
5. Integrate cultural understanding in professional practice
6. Provide leadership to influence health care policy, health care delivery and finance
7. Evaluate and develop research that improves nursing education, leadership, the practice of nursing and health outcomes.

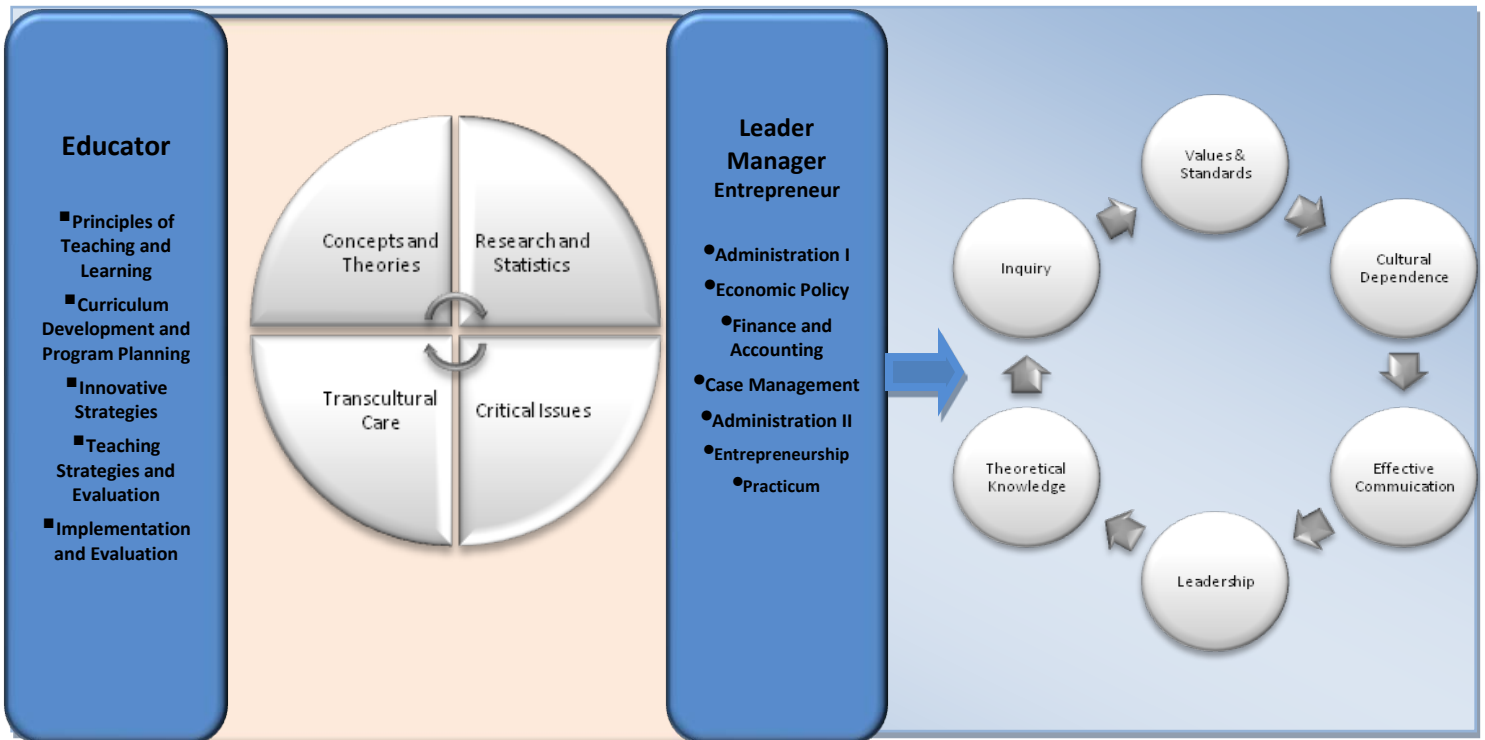
Nurse Educator Program Outcomes

1. Function in the advanced practice role of the nurse educator
2. Analyze theories for application to research and utilization as a nurse educator engaged in scholarship
3. Utilize effective verbal and written communication in the role of the nurse educator
4. Model professional values and standards within the advanced practice role of the nurse educator
5. Integrate cultural understanding in the role of the nurse educator
6. Provide leadership to influence health care policy, health care delivery, finance, and funding for nursing and health education
7. Evaluate and develop research that improves the practice of nursing education and health outcomes.

Nurse as Leader, Manager or Entrepreneur Program Outcomes

1. Function in the advanced practice role of the nurse leader, manager or entrepreneur
2. Analyze theories for application to research and application in the advanced practice role of the nurse leader, manager or entrepreneur.
3. Utilize effective verbal and written communication in the role of the nurse leader, manager or entrepreneur.
4. Model professional values and standards when providing leadership within the role of the nurse leader or manager
5. Integrate cultural understanding in the role of the nurse leader or manager
6. Provide leadership to influence health care policy, health care delivery and finance
7. Evaluate and develop research that improves the practice of nursing and health outcomes.

Conceptual Model of the Master's in Nursing Program



The model for the advanced practice role of nurse educator and nurse leader at Nebraska Wesleyan University includes these major attributes:

1. Utilize theoretical knowledge and research skills to function in the advanced practice nursing role.

- Analyze theories for application in research and practice
- Analyze research for application to practice
- Develop research to improve nursing education and nursing practice

2. Model professional values and standards to improve nursing care and promote the health of populations

- Analyze standards of the profession and their impact on education and nursing care
- Analyze ethical issues relevant to health practice and outcomes
- Demonstrate accountability to the profession

3. Implement the role of the nurse educator and nurse leader in professional practice

- Integrate cultural understanding in professional practice
- Communicate effectively to identified constituents
- Develop research to improve nursing education and nursing practice
- Provide leadership to influence health care policy, health care delivery and finance
- Design programs based on the analysis of the needs of targeted populations

MSN/MBA Joint Degree

The MSN/MBA was developed as a combination of NWU's existing Master of Science in Nursing program, and the Master of Business Administration (MBA) launched in the fall of 2014. Graduates of the University's RN-BSN program—or any student who holds a BSN—may enroll in the full MSN/MBA joint degree, which is 28 hours of core Nursing courses, 12 hours of core Business courses, 10 hours of Healthcare Management courses, and one three-hour elective. The Healthcare Management courses are unique to this degree program and represent coursework combining both Business and Nursing curricula.

Description of NWU Nursing Courses

Use the link below, or visit the Registrar Link on Quick Links on the Website to read all of the nursing course descriptions.

<http://catalog.nebrwesleyan.edu/cc/search-results?catalog=2014-2015&search=Nursing&=Apply>

Courses Using Distance Learning

Nursing Program courses are offered in 8 week sessions with the exception of NURS 3010/5010, which is offered in a five-week session. The 8-week sessions are taught one day a week and equate to one semester of course work. This accelerated format allows the adult student to complete a degree within a flexible format.

Faculty members may *not* independently decide to offer a nursing course in a hybrid format. Current courses that have been submitted to ACEN and approved for hybrid or online courses are found in the tables below:

BSN Courses Using Distance Learning

Course	Credit Hours	Course Name	Delivery Methodology
NURS 3010	1	Professional Communication	Hybrid
NURS 3050	3	Issues of Professional Nursing Practice	Online
NURS 3310	3	Nursing Theories:	Hybrid
NURS 2330	3	Health Assessment	Hybrid
NURS 4400	3 + 1 practicum	Management and Leadership in Nursing	Hybrid
Total	13 /32 total		

MSN Courses Using Distance Learning

Course	Credit Hours	Course Name	Course Delivery Methodology
NURS 5010	1	Professional Communication	Hybrid
NURS 5020	3	Critical Issues in Health Care	Hybrid
NURS 5530	3	Innovative Nursing Education Strategies	Hybrid
NURS 5580	3	Nursing Education: Implementation and Evaluation	Hybrid
Total	9/40 total		

Faculty Workload

Faculty workload policies follow the NWU *Guidelines for the Comprehensive Faculty Load Report*. A full-time load consists of 12-15 load hours per semester.

Emergency Coverage of a Class

If a faculty member encounters a personal emergency, such as illness of a family member or self, they should immediately contact the Nursing Program Director or the Nursing Program Coordinator or Iowa Faculty Coordinator to arrange for coverage of the class.

The Course Syllabus

Syllabi are due to the nursing program staff assistant in Lincoln TWO WEEKS BEFORE THE START OF THE TERM. The syllabi are posted on the Advantage Blackboard site for students by the nursing staff assistant. The syllabus should also be posted on the course Blackboard site.

Both Nebraska Wesleyan University and the National League for Nursing Accreditation Commission indicate standards that must be met related to the content of syllabi; the Nursing Program syllabi must include the following *minimum* requirements. A sample template follows this list [Please see Syllabus Template on Nursing Faculty Blackboard site].

1. Course number and title
2. Credit hours for the course, including the number of theory and clinical hours
3. Faculty name, credentials, and title

4. Faculty contact information (phone(s) and fax)
5. Course description, pre requisite courses
The course description, objectives, and textbooks may not be changed without approval of the Nursing Program Faculty.
6. Relevant program outcomes and course objectives
The course description and objectives for nursing courses are reflective of the program outcomes in the nursing programs. The program outcomes are reflective of the current accreditation body guidelines and may not be changed or altered. Suggestions for changing your course objectives may be put on the Faculty meeting agenda for discussion.
7. The session, day of the week, time, and room in which the course meets when applicable
8. Required and recommended textbook(s)
9. Attendance policy
10. Current NWU Commitment to Students with Disabilities statement and Statement on Academic Integrity
11. Teaching methods (assignments) and evaluation methods (how many tests, papers, other assignments and their weight or points)
12. Grading scale must be the same for all nursing courses; i.e., an A+ is 97-100% etc. (see below)

A+	97% +	B+	87-89%	C+	77-79%	D+	67-69%
A	93-96%	B	83-86%	C	73-79%	D	63-66%
A -	90-92%	B-	80-82%	C-	70-72%	D-	60-62%

13. A calendar that states the exact times and days when the course meets
14. Topical outline (this can be in the course calendar)
15. Clinical courses must also describe the plan for clinical experiences.
16. Weekly class objectives are encouraged (should this be changed?)

Using Blackboard

Please post your syllabus and course calendar on your course Blackboard site two weeks in advance of the first day of class. This way it is available to you and to your students 24 hours per day, seven days per week. Blackboard Academic Suite® is used by the Faculty at NWU and University College. There are many features to help faculty organize, communicate, and document important teaching strategies.

Some of the Blackboard features include Grade Center, Discussion Board, Assignments, and Announcements to students, email, resources, evaluations, etc. All faculty members are required to post the course syllabus and grades in Blackboard.

The grade center feature of Blackboard is quite flexible and will calculate the course grade for you. However, be aware that student enrollment and Grade Center data, including assignments in Blackboard courses, are purged 120 days after the end of each term. You

should keep your own gradebook (electronic can be downloaded from Bb) and submit this to the Nursing Program Administrative Assistant when grades are submitted as well as keep it for yourself.

Instruction related to Blackboard operation is offered every academic year. An individual appointment may also be arranged with the Nursing Program Coordinator as well as the Blackboard Coordinator.

Courses with Clinical Components

There are several clinical and practicum on site experiences for both BSN and MSN students. NWU has contracts and Letters of Agreement with multiple organizations in and around the Lincoln and Omaha campuses. The current contract list is posted on the Nursing faculty Bb site and in the staff assistant's office. **Only clinical sites with a completed contract and Letter of Agreement may be used for clinical experiences.**

Faculty Responsibilities

Attendance at NWU Meetings and Events

All full time nursing faculty members are expected to attend all nursing faculty meetings as well as the NWU Faculty and Staff meetings at the beginning of the academic year (fall conference). Faculty members attend the matriculation ceremony and are encouraged to attend the NWU fall banquet, and other social events that are part of the NWU community. NWU expects that all full time faculty attend commencement ceremonies held the second Saturday in May.

Nursing Faculty Course and Academic Year Responsibilities

Each faculty member has a list of responsibilities to perform at the end of each course, or annually, to ensure accreditation and program compliance is met. The following evaluation components must for the effectiveness of the programs. (See Appendix A).

Nursing Program Evaluation Requirements

Specific standardized instruments are administered as part of an ongoing nursing program evaluation. Faculty teaching certain courses are responsible for ensuring the appropriate assessment test is completed. Refer to the class list that follows for details of when the assessment instruments must be completed.

Assessment of Student Learning

Both the BSN and the MSN Nursing Programs have assessments scheduled throughout the program for the purposes of measuring student learning. The assignments for any course that should collect data for the program assessment are posted on the Nursing Faculty Bb site.

Written Assignments, Papers and Power Point Presentations

Electronic copies of exams and written assignments are available in the Blackboard Grade Center in the case of a grade appeal. These documents will only be stored **for 120 days after the course has ended**. Examples of good student work should be downloaded on the misc. drive to archive the student project for accreditation visitors.

Faculty Evaluations

Nursing faculty are evaluated by students at the end of every course in compliance with the NWU policy and procedure. Students are sent an email with a link to the faculty IDEA evaluation. Course faculty complete the course information on the IDEA form (FIF) about the objectives of the course. The FIF template for each nursing course can be found on the nursing faculty Bb site.

Once grades have been posted for the session, the faculty will receive copies of the students' written comments. Copies of the student comments on instruction are archived by the nursing program staff assistant.

The IDEA [Individual Development and Educational Assessment] Center faculty evaluation is processed once each semester and at the end of the summer. Once the analysis has been done and the report forms are received in the Nursing Program Office, faculty will receive the IDEA Diagnostic Form Report [which contains the aggregated results of student ratings, guidance for assessing effective teaching, and suggestions for teaching strategies]. A copy of this report is archived, also. These faculty evaluations are used to provide feedback on the effectiveness of each faculty member and to identify areas for improvement.

Annual Faculty Update

For the purposes of NWU Nursing Program accreditation, faculty members are required to comply with the above Faculty Responsibilities. To ensure continued accreditation of the program, the following items must be renewed annually:

- Verification of current nursing licensure (completed by nursing staff assistant)
- Updated/current Curriculum Vitae (CV) including continuing education

Nursing Program Course Evaluations

Each course needs to have an accompanying course evaluation on Blackboard for students to evaluate the effectiveness of the course. The course evaluation will include the BSN or MSN [as appropriate] learning outcomes and the respective course objectives. Students are to rate their level of competence in achieving these outcomes to determine if course objectives are being met and to offer improvements for the course. These course evaluations **MUST** be completed by the students **EACH 8-WEEK PERIOD**.

The course evaluations are a critical component of the ongoing program assessment. You may wish to give the students credit for completing the course evaluation to motivate them to complete the course evaluation. Individual student responses are not available for viewing in

the survey mode of Blackboard. The course evaluations are entirely anonymous; please make this known to your students.

Faculty can review the results of the course evaluation on Blackboard by accessing the Grade Center through the Control Panel. In the Grade Center, find the Course Evaluation column, click on the chevron to obtain the drop down box, and click on Attempts Statistics to view the results. Evaluations are to be archived on the Nursing Faculty Blackboard site.

Final Grades for a course

Faculty are responsible for submitting student grades to the Registrar ***via Web Advisor*** at the end of each course. Web Advisor is a separate web-based site accessed via the NWU web site; it is accessed by logging in to Web Advisor using your NWU user name and password. Choose the Faculty heading then the Final Grading-Select-Term, and choose the course for which you wish to submit grades. You will receive a verification e-mail from the registrar.

Grade books (electronic) for each course taught must be submitted to the Nursing Program Staff Assistant. These can be submitted at the same time as the End of Course Reports. The Nursing Program Staff Assistant will keep the course grade book copy on file for a minimum of five years.

Syllabus Evaluation and End of Course Reports

Faculty are to evaluate the course at the end of the 8-week class-period to measure the effectiveness of the course in meeting objectives and outcomes. A review of student comments, as well as other measurements for effectiveness must be analyzed in the 'End of Course Report'. The template for the end of course report is found on the Nursing Faculty Bb site and is included on the following page.

End of Course Report:

Course Title, Session, Year, Instructor

What aspects of the course worked well this session?
What aspects of the course did not work well this session?
Student Performance
Did student scores on tests & other assessment measures meet your expectations? Why or why not?
Did students have any deficiencies when entering the course that you did not expect?
Thoughts on student attendance and participation
Your own perception/assessment of the tools you utilize for assessment of student learning and performance
Review the means for the course evaluation questions and make an observation or statement about them
Comment on the narrative comments – both positive & negative - from students
Course Objectives and Methods
Would you recommend any change in course content?

Any change in sequence of material, or any change in overlap with other courses?
Any recommendations for changes in teaching & learning?
Plans for Course Improvement
What plans do you have to continue to integrate your course into the professional curriculum?
What will you do to improve the course?

The 'End of Course Report' will be posted to the Nursing Faculty Blackboard site under the SPE tab on the left of the screen. The report is part of an ongoing quality improvement process to ensure faculty members are teaching to the objectives of the course and outcomes of the Nursing Program.

Library and Learning Resources

Faculty have access to the Cochrane Woods Library on the Lincoln campus, as well as access to online databases. Resources not found in the NWU holdings are available through online interlibrary loan request.

A review of library holdings is completed annually by the faculty organization. During this review, holdings are evaluated for suitability at BSN and MSN levels. The nursing faculty then make recommendations for acquisition of resources.

Accreditation Compliance and Responsibilities

Full-time and Part-time Faculty must follow the course syllabus in its entirety. All faculty members must complete the required assessment components for each course and submit the data for those assessments as detailed previously. All full time faculty members must attend the end of the semester curriculum review meetings. All faculty must keep their license as a registered nurse current and maintain current knowledge in the subject areas in which they teach.

Mentorship

Full time NWU nursing faculty are available to mentor new nursing faculty. Faculty should consult the Program Director, Nursing Program Coordinator or Pre Licensure Coordinator for assistance in specific areas (e.g. pedagogy, Blackboard questions, or other technologies). Nursing Program updates and announcements are found on the Nursing Faculty Blackboard site, under the Resources for Faculty button.

Time on Campus / In Office

Full time faculty are not required to spend 40 hours per week on campus, however faculty members should honor the full time appointment and arrange their schedules so that they are available M-F from 8 a.m. to 4:30 p.m. to meet with students and attend meetings within the

Nursing Program as well as Nebraska Wesleyan University meetings. Faculty should post their schedule on their office door each week to assist communication with students, staff and faculty.

Staff and faculty who plan an absence from campus that is more than one day during the academic year must notify the Nursing Program Director. It should not be assumed that such absences will automatically be approved.

Outside Employment

The Nursing Program upholds the NWU policy that all outside employment must be approved by the Program Director. Subsequent to this review the faculty member will receive a letter indicating the dispensation of his or her request.

Lecture / Clinical Time

Faculty must adhere to the class times posted in the NWU schedule unless students request a change in class time and 100% of the students support the change. The Nursing Program Director and Nursing Program Staff Assistant must be notified of changes in class time or location. This information is then forwarded to the Registrar's Office.

Personal Development

All faculty should keep a current CV posted on the Nursing Faculty Blackboard site, under the CVs and Faculty Accomplishments button. An annual update of conferences attended, presentations given, publications authored etc. is needed to demonstrate ongoing scholarship activities for continued learning in area(s) of study and/or teaching methodologies, pedagogy, and technology.

Public Relations / Recruitment and Retention

Faculty should represent themselves and the university in a professional manner to continue building community relations in the neighborhoods, cities, and states from which students are recruited. Professional demeanor and dress is expected when faculty are in the teaching role and/or involved in other activities in which they represent Nebraska Wesleyan University and University College. Faculty are expected to attend at least one recruitment event each semester; this may include high school student events.

Student retention is accomplished through approachability and a willingness to assist students who need extra help to understand a concept. Availability to students within normal working hours is an expectation of all faculty members.

Mileage

Full time faculty are reimbursed for travel to Omaha (or Lincoln if the primary location not Lincoln) to teach classes, attend meetings or meet with major project advisees. Please contact

the Nursing Program Administrative Assistant for the proper form to submit. These forms should be submitted monthly.

Use of Social Media

Definition:

Social media is defined as any electronic communication disseminated through social media tools and applications includes, but not limited to Facebook, Twitter, You-Tube, Myspace, LinkedIn, Wikipedia, Second Life, Flickr, blogs, podcasts, texts, RSS feeds, Allnurses.com.

Policy:

- Faculty members must protect confidential, propriety, and sensitive information: Do not post any confidential or proprietary information about the University, faculty, staff, students, clinical facilities and/or practicum sites, patients/clients, and others who you have contact with in the faculty role.
- Respect and adhere to copyright and intellectual property rights of the University and Nursing Program as a whole.
- Do not use Nebraska Wesleyan University or Nursing Program logos, graphics, marks, or name to promote any personal causes (promotion of products, posters, fliers, postings, publications, and political parties).
- No personal communication on electronic devices (cell phones, PDAs, notebooks, etc.) during classroom and in patient/clinical areas. In case of emergency, the faculty member shall leave the classroom and/or patient/clinical area to respond as necessary.
- Electronic devices (cell phones, PDAs, notebooks, etc.) used in the class will be limited to class activities.
- Video or audio recording of other professors, students, staff members, patient/family members, healthcare site personnel and/or healthcare site is prohibited without written permission.
- There is no such thing as a “private” media site, be aware of your association with the Nebraska Wesleyan University Nursing Program in online media networks. Present yourself as to how you would present yourself to clients, other faculty, board members and donors. Be smart about protecting yourself, you have sole responsibility and accountability for what you post.

Consequences:

- Violations of patient/client privacy with electronic devices (cell phones, PDAs, notebooks, etc.) will be subject to HIPAA procedures/guidelines and consequences.
- Any confidential or unprofessional information shared by faculty members may result in disciplinary action including dismissal from the faculty position in the nursing program.
- Faculty members are legally responsibility for their individual posting and could be subject to liability if they are found defamatory, harassing, or in violation of any other applicable laws.

NWU Nursing Programs adhere to the American Nurses Associations' guidelines for social media.

ANA's Principles for Social Networking

1. Nurses must not transmit or place online individually identifiable patient information.
2. Nurses must observe ethically prescribed professional patient — nurse boundaries.
3. Nurses should understand that patients, colleagues, institutions and employers may view postings.
4. Nurses should take advantage of privacy settings and seek to separate personal and professional information online.
5. Nurses should bring content that could harm a patient's privacy, rights, or welfare to the attention of appropriate authorities.
6. Nurses should participate in developing institutional policies governing online conduct.

Retrieved from

<http://nursingworld.org/MainMenuCategories/CertificationandAccreditation/Continuing-Professional-Development/NavigateNursing/Webinars/Fact-Sheet-Navigating-the-World-of-Social-Media.pdf>

The National Council of State Boards of Nursing (NCSBN) provides a guideline for use of social media. This link below provides information on state board of nursing implications, myths and misunderstandings, avoiding problems and example scenarios. Students are required to view this link https://www.ncsbn.org/Social_media_guidelines.pdf3

Sigma Theta Tau International

Sigma Theta Tau International is the only nursing honor society. The Nebraska Wesleyan Nursing Program is a founding member of the Nu Rho Chapter-at-large of Sigma Theta Tau. Faculty should encourage students who meet the induction criteria to apply for membership. Students are invited to join in spring each year. All faculty who are members of Sigma Theta Tau should attend the induction ceremony (typically held the last Monday of March). Faculty are encouraged to become active members in Sigma Theta Tau through participation or leadership roles.

Definition of Scholarship

The Nursing Program of Nebraska Wesleyan University utilizes the following definition of scholarship for evaluation of faculty.

Scholarship includes the following four areas defined by Boyer (1990):

1. **The scholarship of discovery.** The scholarship of discovery includes faculty research as well as research that includes graduate or undergraduate students. Faculty are encouraged to develop research projects with a broad area that can be further defined by potential

researchers, within the NWU Nursing program or including other disciplines or nurses not associated with NWU. This definition includes the expectation that results of the research be disseminated to others within the education or nursing discipline. The dissemination typically occurs through poster presentations, presentations at local, regional or national professional meetings or as a publication within a professional journal.

2. The scholarship of integration. The scholarship of integration is defined by Boyer (1990) as “fitting one’s own research – or the research of others – into larger intellectual patterns” (p.19). Examples of the scholarship of integration include multidisciplinary teaching or research. Other examples would include presentations, papers or articles that demonstrate the application of research from a field outside of nursing into the classroom or nursing practice. An example would be that faculty teaching ethics would present ethical dilemmas within healthcare as a faculty development session for the entire campus. Another example would be application of educational principles to the classroom and giving a forum for the entire campus, or other groups outside of the campus.

3. The scholarship of application (p.22) The scholarship of application may involve service activities. However “these service activities must be tied directly to one’s special field of knowledge...” Boyer (1990) Examples of the scholarship of application include maintaining expertise in the field through outside employment in the faculty’s chosen area of expertise, such as working in labor and delivery, assisting a hospital unit with development and evaluation of a program, or working with a staff development department to implement and evaluate a new series of workshops.

4. The scholarship of teaching. (p.24) Boyer (1990) The scholarship of teaching requires that faculty remain current in the clinical areas in which they teach and that they assess the learning of the students. Both components of this aspect of scholarship must be reported on a regular basis. Other examples of the scholarship of teaching include attendance at education technique seminars, working on multidisciplinary teaching teams, and developing new courses or new delivery techniques, such as hybrid courses

Information Regarding Nursing Student Responsibilities and Conduct

Code of Conduct

Nebraska Wesleyan University College dispenses a copy of the Code of Student Conduct to all students upon admission to their program of study. The nursing profession is held to a higher standard of ethical conduct, thus the following information is distributed and is also to be observed.

A. Guidelines for Nursing Student Conduct

The nursing faculty believes that standards of professional conduct are an inherent part of professional presentation, communication, and socialization and expect students enrolled in the nursing program to adhere to the standards. Students practice within the boundaries of the Nebraska State Board Nurse Practice Act, the ANA Code of Ethics for Nurses, guidelines from Nebraska Wesleyan University and the Nursing Program, as well as by any policies and regulations of the healthcare agency where they are assigned for clinical learning

Students can access the Nursing scope and standards of practice at the American Nurses Association Publications, ANA Code of Ethics: <http://www.nursingworld.org/default.aspx>

The use of abusive language or disruptive behavior directed toward peers, staff, faculty, or clinical site personnel will not be tolerated and may result in dismissal from the program. Such behavior is inconsistent with professional standards and inappropriate for students aspiring to a career in nursing.

Standards of Professional Conduct include:

- *Confidentiality*: Respects the privacy of patients and respects privileged information.
- *Accountability*: Is answerable for one's action; answers to self, the client, the profession and the institution.
- *Responsibility*: Executes duties associated with the nurse's particular role
- *Agency's Policies and Procedures*: Reads and adheres to the agency policies and procedures.
- *Honesty*: Practices fairness and straight forwardness of conduct, displays moral excellence and truthfulness.
- *Punctuality and Promptness*: Is on time for all classroom and clinical assignments.
- *Dependability*: Is trustworthy and reliable.
- *Respect*: Treats others with consideration and courtesy.
- *Professional Appearance*: Adheres to established dress code in all clinical and professional activities.
- *Ethical*: Adheres to the Code of Ethics for Nurses with Interpretive Statements (2001) establishing the ethical standard for the nursing profession. The document is under copyright and can be viewed at: <http://www.nursingworld.org/ethics/ecode.htm>.
- *Legal*: Operates within the standards of care related to the student nurse role.
- *Safety*: Prevents or minimizes risks for physical, psychological, or emotional jeopardy, injury, or damage.
- *Civility*: All students in the nursing program are expected to contribute to a positive learning environment. As a nursing student, you are expected to be reflective, courteous, respectful, and empathetic to classmates, instructors, and other college staff assisting you in your learning.

B. Student Expectation in Reporting Unprofessional Conduct

During the course of study in the nursing program, a student may observe behaviors in others that appear to violate the standards of academic and/or professional integrity or actions that have a potential to harm another individual. Each student has the responsibility to report any questionable activity to the instructor and/or Nursing Program Director. Personal responsibility is an essential component of professionalism.

C. Professional Boundaries

Students enrolled in a program of study in nursing must respect the importance of establishing and maintaining professional boundaries. In a student role, professional boundaries exist between the student and the instructor and between the student and the client. Students unclear of proper behavior or of an appropriate response to a client should consult the instructor for guidance.

1. Student and Faculty

Faculty and students will maintain a professional relationship at all times:

- a. Students should not expect an instructor to act as personal counselor or therapist. Students should seek assistance from academic advisors and counselors at the college.
- b. Students should not ask or expect the instructor to join an individual, group, or class in any social situations while the course is in progress.
- c. Students should not offer the instructor gifts or money as gratitude for instruction. Instructors may accept cards or notes when students wish to thank the instructor.

2. Student and Patients/Clients

Students will maintain a professional nurse-patient/client relationship with consumers of healthcare with whom they come into contact:

- a. Students providing nursing care strive to inspire the confidence of patients/clients. Students must treat all patients, as well as other health care providers, professionally. Patients/clients can expect those providing nursing care to act in their best interests and respect their dignity. The student should refrain from inappropriate involvement in the patient/client's personal relationships.
- b. Boundary violations may result when there is confusion between the needs of the student and those of the patient/client. Such violations are characterized by excessive personal disclosure by the student, secrecy or even a reversal of roles.

Disciplinary Action Guidelines and Academic Misconduct

When a nursing student is in violation of any requirement contained in this Nursing Student Handbook, he/she is subject to disciplinary action or immediate dismissal. All students should carefully review the Nursing Student Handbook and the Nebraska Wesleyan Student Handbook sections on Academic Misconduct and Disciplinary Standards. Those codes typically can be found in the catalog or student handbook. Dismissals and suspensions for reasons based on academic misconduct and student discipline, as well as other reasons based on the Nursing Student Handbook, will proceed according to the Judicial Policies section of the Student Discipline Code in the NWU Student Handbook.

A. Zero Tolerance Policy

The NWU Nursing Program supports a Zero Tolerance Policy for the following behaviors:

1. Intentionally or recklessly causing physical harm to any person on the campus or at a clinical site, or intentionally or recklessly causing reasonable apprehension of such harm.
2. Unauthorized use or possession of any weapon or explosive device on the campus or at a clinical site.
3. Unauthorized use, distribution, or possession for purposes of distribution of any controlled substance or illegal drug on the campus or at a clinical site.

Nursing students engaging in this misconduct are subject to immediate dismissal from nursing classes and disciplinary action as described in the NWU Student Handbook under the Zero Tolerance Policy.

B. Academic Misconduct

Nebraska Wesleyan University has a policy for Academic Dishonesty. Refer to the NWU website, log in and go to Faculty Documents > Registrar's Office Forms and Information.

Cheating on an examination, written work (plagiarism); falsifying, forging or altering college records will result in disciplinary actions outlined in detail in the NWU "Code of Student Conduct" booklet. Cheating - includes, but is not limited to:

1. Copying from others during an examination.
2. Communicating exam answers with another student during an examination.
3. Offering another person's work as one's own (plagiarism). Completion of an examination for another student or asking someone to take an examination for you.
4. Sharing answers for a take-home examination or assignment unless specifically authorized by the instructor.
5. Tampering with an examination after it has been corrected, and then returning it for more credit.
6. Using unauthorized materials, prepared answers, written notes or information concealed in an exam or elsewhere during an examination.
7. Acquisition, without permission, of tests or other academic material belonging to a member of the college faculty or staff.
8. Removal of tests from the classroom, duplication of written notes, or copies of questions or answers on any manner of copying device, including any type of camera, during test review sessions.
9. Any student who knowingly or intentionally helps another student perform any of the above acts of cheating or plagiarism is subject to discipline for academic dishonesty.
10. Any preparation of written material that is fraudulent and/or untruthful.
11. Plagiarism - includes, but is not limited to, the use of paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

C. Clinical Misconduct:

1. A student may be dismissed from the program and receive a failing grade in the course based on the inability to place the student in a clinical facility related to student misconduct.
2. A student may be dismissed and receive a failing grade in the course for violation of standards of Professional Conduct.

D. Passport:

All students must complete Passport upon admission, then every fall and spring thereafter. Passport must be completed before NURS 4460L CHN Clinical. Students will not be allowed to participate in clinical until Passport is complete.

E. Preceptor Manual:

Nebraska Wesleyan University Nursing program utilizes preceptors to enhance the nursing programs clinical learning. Please refer to the NWU Nursing Preceptor Manual when teaching a course with preceptor experiences.

F. Student Practice Regulations:

Students practice within the boundaries of the Nebraska State Board Nurse Practice Act, the ANA Code of Ethics for Nurses, guidelines of NWU Student Nursing Program Handbook for Students, and the policies and regulations of the healthcare agency where they are assigned for clinical learning.

Examples of unsafe practice include, but are not limited to:

- Refusal of an assignment based on client's race, culture, religious preference or medical diagnoses.
- Denies, covers-up or does not report own errors in clinical practice.
- Ignores and fails to report dishonest or unethical behavior in others.
- Practices skills considered below standards and/or outside the scope of practice for professional nurses.
- Lacks information processing ability necessary for making appropriate clinical judgments or decisions.
- Interacts inappropriately with agency staff, co-workers, peers, patients/patients, families, and faculty resulting in miscommunication, disruption of the learning and/or patient care environment.
- Misuse of private health information and principles of confidentiality.
- Lack of preparation for clinical practice.
- Failure to respect client rights and dignity.
- Soliciting, borrowing, or removing property or money from another person.
- Assuming client care tasks for which the registered student nurse lacks the education or competence to perform.
- Removing drugs, supplies, equipment, or medical records from the clinical setting.
- Abandonment: Leaving clinical agency or patient assignment without notification.

E. Unusual Occurrence Guidelines:

An unusual occurrence is any event that has potential for harm to any person while in the nursing program class or clinical agencies.

1. Upon notification the faculty and student will meet to determine the nature of the occurrence. The faculty member will determine the necessary actions required for follow-up of the occurrence.
2. Documentation of the occurrence and an action plan for correction will be completed and signed by the faculty member and student.
3. Any student failing to notify the instructor immediately upon discovery of an unusual occurrence will be subject to disciplinary actions including course failure and program withdrawal.

4. When a behavior occurs that could jeopardize life, impede recovery, or interfere with the maintenance of the patient's current health status, a conference will be held as soon as possible with the nursing student, nursing instructor, and the Nursing Program Director.
5. Any student unable to demonstrate safe and competent patient care, who fails to maintain compliance with the health and safety requirements, or who has excessive absences from the clinical experience and classroom settings will be removed from the clinical assignment and receive a failing grade in the course.

Drug & Alcohol Statement

NWU opposes the use of drugs or alcohol within the education and practicum environments. Dispensation, possession, distribution, unlawful manufacturing or use of illegal drugs by students is prohibited. NWU is committed to helping individuals who are suffering from a chemical dependency or drug abuse problem and we urge staff, faculty, and students to become actively engaged in drug and alcohol education, prevention, and treatment programs when appropriate (NWU Student Handbook, 2010).

If you or another student is having difficulties because of alcohol or substance abuse, please seek assistance. The campus and the Lincoln community include individuals and agencies with the resources to help. The staff in Student Health Services (ext. 2375), Career and Counseling Center (ext. 2224) and/or the Lincoln Council on Alcoholism and Drugs (475-2694) are good places to start. These resources can provide information and access to counseling, treatment, support groups and rehabilitation programs. (NWU Student Handbook, 2010).

Nebraska Wesleyan University complies with the Drug-Free School and Communities Act Amendments of 1989 (Public Law 101-226) through the publication of the Alcohol and Drugs Policy and other written materials distributed annually to students and employees. Further information is available from the Student Life Office (ext. 2223).

Drug Testing Policy

Students are prohibited from using or being under the influence of: alcoholic beverages, illegal drugs or drugs that impair their judgment while participating in any learning experience, including preceptorships and clinical experiences in a health care facility, school, institution or other work location as a participant in the Nursing Program.

If a faculty member or clinical instructor perceives the odor of alcohol or observes behavior which raises a reasonable suspicion that the student is impaired by alcohol or drugs, the instructor shall follow the steps set forth below. Behaviors which may indicate possible impairment include, but are not limited to, slurred speech, unsteady gait, confusion, or poor judgment

- a. The instructor will remove the student from the patient care site or assigned work area and notify the supervising personnel at the clinical agency that the student has been sent home.
- b. The student will be required to submit to a drug test. The instructor will contact a transportation service and arrange for the student to be transported to a testing

facility designated by NWU.

- c. The student must have a picture ID in his/her possession to complete the drug testing.
 - d. After testing, the student will be responsible for making arrangements for safe transportation to his or her residence.
 - e. If the student admits that he or she has used alcohol or drugs, the student will still be required to undergo drug screening.
2. If the results of the test(s) are negative for drugs, alcohol, or other illegal substances, or for non-prescribed legal substances, the Nursing Program Director and clinical instructor will meet with the student within 24 hours after receiving the test results to discuss the circumstances surrounding the impaired clinical behavior.
 - a. If the screening was due to the perceived odor of alcohol, the student will be required to discontinue the use of whatever may have caused the alcohol-like odor before being allowed to return to the clinical setting.
 - b. If the screening was due to behavioral indicators, the faculty member and Nursing Director will consider whether a medical condition may be responsible for the symptoms and refer the student for a medical evaluation. The student will be required to return to the clinical setting.
 - c. Based on the information provided and further medical evaluations if warranted, the Nursing Program Director and faculty member will make a decision regarding the student's return to the clinical setting.
 3. If the results of the test(s) are positive for alcohol or other illegal substances or for non-prescribed legal substances, the Nursing Program Director will require the student to withdraw from all nursing courses for a period of one year. The student will pay for all costs associated with the for-cause drug-screening test.
 4. The results of the positive screening test will be reported to the State Board of Nursing.
 5. If a Student refuses to submit to "for cause" testing:
 - a. The instructor will remove the student from the clinical/preceptor setting pending a full investigation.
 - b. The instructor, in consultation with the student, will make arrangements for the student's safe transportation to his or her residence.
 - c. Failure to comply with any aspect of this policy will result in administrative withdrawal from the program.

Student Grievances Against Faculty

Student grievances against faculty should be addressed with the faculty member in a professional manner. If the issue is not resolved, students may take the issue to the Nursing Program Director. In the event that resolution is not met, grievances can be taken to the University College Dean. A student may also file a complaint against faculty with the University College Judiciary Council.

Should a student believe that his/her grade is incorrect or unfair; a student should follow the procedures outlined in the Grade Change/Appeal Policy for University College available in the Nebraska Wesleyan Catalog.

Faculty Grievances Against Students

Grievances against students follow procedure outlined in the “Code of Student Conduct”, and may also be found on the NWU Blackboard website. It includes a statement of philosophy and authority for student discipline, a series of definitions that relate to conduct and discipline, a list of types of misconduct that are subject to disciplinary sanctions, a description of judicial procedures, and a list of sanctions that may be applied for misconduct.

Specific misconduct outlined in the Code includes academic dishonesty and other misconduct including acts of dishonesty, disruption of University activities, physical and verbal abuse, theft and property damage, failure to comply with directions of University officials, including false reports, unauthorized use of keys, violation of University policies and law, possession of controlled substances, violation of alcohol policies, unauthorized possession of firearms or explosives, unauthorized participation in campus demonstrations, disorderly conduct, University computer abuse, and abuse of the judicial system.

Summary

This faculty handbook is to be used as a guide and communication tool providing information to faculty about important aspects and responsibilities. Adhering to these guidelines assists the Nursing Program to maintain compliance with accreditation. Most importantly, it shows evidence of sustaining a Nursing Program that graduates students who are capable, competent, and committed to patients/clients, the nursing profession, the health of the community, and health care service providers and organizations.

References

- American Association of Colleges of Nursing (2008). *The essentials of baccalaureate education for professional nursing practice*. Retrieved March 16, 2009, from <http://www.aacn.nche.edu/Education/pdf/BaccEssentials08.pdf>
- American Association of Colleges of Nursing (2009). *Faculty toolkit: The essentials of baccalaureate education for professional nursing practice*. Retrieved March 16, 2009, from <http://www.aacn.nche.edu/Education/pdf/BacEssToolkit.pdf>
- Boyer, E. L. (1990). *Scholarship reconsidered: Priorities of the professoriate*. New York: Carnegie Foundation.

Appendix A: Checklist for Nursing Program Courses

Timeline	Tasks	Accomplished
Two weeks Before the class starts	<ul style="list-style-type: none"> • Finalize syllabus and post on your Blackboard site. Make sure dates in the syllabus match those on course schedules. Course schedule is on NWU Website under “Course Schedules” – these download as PDF’s – be careful to choose University College Lincoln or Omaha • Send an electronic copy of the syllabus in Word format to: <i>cholmes@nebrwesleyan.edu</i> • Compare class enrollments between Blackboard and Web advisor. If there is a discrepancy, check with the Program Director for the latest enrollment. • Send an email to students to notify them that the syllabus has been posted. Students in clinical courses that require a lab coat and have a dress code should be notified of this, requesting a return email that they have read your notification. • Call the bookstore to make sure books have been ordered and have arrived. Even though students may choose to purchase textbooks elsewhere, the bookstore is a good resource. The bookstore phone number is 465-2294. 	<hr/> <hr/> <hr/> <hr/> <hr/>
One week before class	Confirm your classroom, make sure you have and are familiar with operating the equipment you need. If you need assistance with this, contact the Nursing Program Coordinator.	<hr/>
Week 2	<p>Make sure your nursing program course evaluation is posted on Blackboard (NCPE). You may choose to hide it until week 7 of the course. If you need assistance with this, contact the Nursing Program Coordinator.</p> <p><i>Check with Nursing Program Coordinator to determine which grades will be used for program assessment.</i></p>	<hr/>
Week 5	<p>Determine when your NWU Faculty Evaluation will take place – this requires that students are present on campus, optimally in week 7 or 8, but no earlier than week 6. For NURS 3010 and 5010 this will take place the second week students meet face to face.</p> <p>Download the gradebook for a backup.</p>	<hr/> <hr/>
Week 7	<p>Send out an announcement to students to complete the Nursing Program Course Evaluation on Bb.</p> <p>Conduct the NWU Faculty evaluation during this week or week 8.</p> <p>Remind students to post assignments designated for assessment to the electronic portfolio.</p>	<hr/> <hr/>
Week 8	<p>Send out a reminder to students to complete Nursing Program Course Evaluation and post assignment to the electronic portfolio</p> <p>Calculate final grades and post them on Blackboard and Web Advisor.</p>	<hr/>

Week 9	<p>Typically grades are due by 8 a.m. on the Friday after the last week of class</p> <p><u>Submit your official course grades using Web Advisor.</u> Go to the NWU CS / IT website at http://csit.nebrwesleyan.edu/ & select the "Web Advisor" button; select the "Log In" tab (upper right hand corner); at the "Log In" screen, input your login information (User ID & Password) select the "Submit" button; select the "Faculty" button to get the Faculty Menu Then find "Final Grading" select the course. After you have entered grades, a verification email will be sent to you – be sure to check it against the grades you entered.</p> <p><u>Download your grade book from Blackboard and send it to Nursing Program Staff Assistant as well as a copy for yourself. INSTRUCTIONS ARE ON THE BACK OF THIS SHEET</u></p> <p>When you have downloaded the gradebook, then make a copy of the excel spreadsheet, calculate the mean grade for the final grades and each assignment and post it WITHOUT STUDENT NAMES on the Nursing Faculty Bb in the designated folder for that semester and year under the SPE button.</p> <p><u>Complete your end of course report</u> (template found on the Nursing Faculty Bb) and submit that in the same folder where you posted your Excel spreadsheet of grades for the course.</p>	
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Last revision 8.14.14

How to Download Grades from the Grade Center to an Excel Spread Sheet

Start this from the Full Grade Center on Bb

On the action bar, point to **Work Offline** and click **Download**.

1. Select the data to download:

Option	Description
Full Grade Center	Contains all columns and associated data. Comments will not be included, and you cannot add them offline.
User information	Columns containing student data such as username are included.(Submit this version to Nursing Program Staff Assistant to archive)

2. Select the file delimiter **Tab**.
3. Select whether to **Include Hidden Information** - usually no, in the downloaded data. Hidden information includes columns and students who have been hidden from the view in the downloaded file.
4. Select the location for the download. Click **Browse** to select a folder in the Content Collection.
5. Click **Submit**.
6. On the next **Download Grades** page, click **Download** and save the file. Do not change the file name while saving because the Grade Center needs the information it contains to deliver it to the appropriate column when uploading.

Save the gradebook with a name that includes course title and number, semester, year and location.
Example: NURS 5010 Prof Comm F14Omaha

Appendix B: Agreement for Guest Lecturers –Must have prior approval of Nursing Program Director



NEBRASKA
WESLEYAN
UNIVERSITY

PERFORMANCE AGREEMENT FOR GUEST LECTURERS

Name: _____

Address: _____

The enclosed is in confirmation of our agreement for professional services.

Date & Time of Service: _____

Nature of Service: _____

Compensation: _____

Additional Compensation: _____

Compensation will be distributed according to Internal Revenue Service regulations and university policies at the end of the class (s). The university reserves the right to withhold payment if all services are not completed as agreed upon. Please sign one copy and return.

Date: _____

Signed: _____
Speaker/Lecturer/Performer

Social Security Number

Date: _____

Signed: _____
University Representative

Title