

**Sinte Gleska University**

**Nursing Department**

**Student Handbook**

**2023-2024**

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**Sinte Gleska University**  
**Nursing Program**

**Mailing Address**

101 Antelope Lake Circle P.O Box  
  
Mission, SD 57555

**Physical Address**

Nursing/Tech Building  
  
Antelope Circle  
Mission, SD 57555

## Nursing Student Handbook

This certifies that I have received the Sinte Gleska University LPN Handbook. I hold myself fully responsible for the information in it.

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Student Name (print)

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Student Signature

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Date

Welcome to Sinte Gleska University and to the SGU Department of Nursing. We hope that the future will be a stimulating and fulfilling experience for you. Your program of study is a short period in your lifetime, but could be the most important. The time and energy that you devote to conscientious study will have a direct relationship to your success. Study hard, meet new friends, and enjoy the journey!

**“Nursing is a progressive calling. Year by year nurses have to learn new and improved methods, as medicine and surgery and hygiene improve. Year by year nurses are called upon to do more and better than they have done.”**

**Florence Nightingale**

This student handbook has been compiled by the faculty to provide you with information pertinent to the SGU Nursing Program. It should be used in conjunction to the SGU Student Handbook and Undergraduate Catalog.

As a student enrolled in the Department of Nursing, you are an integral part of Sinte Gleska University with rights and responsibilities found in the Sinte Gleska Student Handbook.

## **PROGRAM INFORMATION**

Sinte Gleska University is fully accredited in its academic programs by the North Central Association of Colleges and Schools, Commission on Institutions of Higher Education. The North Central Association is one of six regional accrediting associations in the United States. Through its Commission, it accredits, and thereby grants membership to educational institutions in the nineteen-state North Central Region. The Commission on Institutions of Higher Education is recognized by the Secretary of Education and the Committee on Recognition of Postsecondary Accreditation (CORPA). The address for NC is as follows:

Higher Learning Commission

230 South LaSalle Street, Suite 7-500

Chicago, Illinois 60604-1413

Phone: 800-621-7444/ 312-263-0456

Fax: 312-263-7462

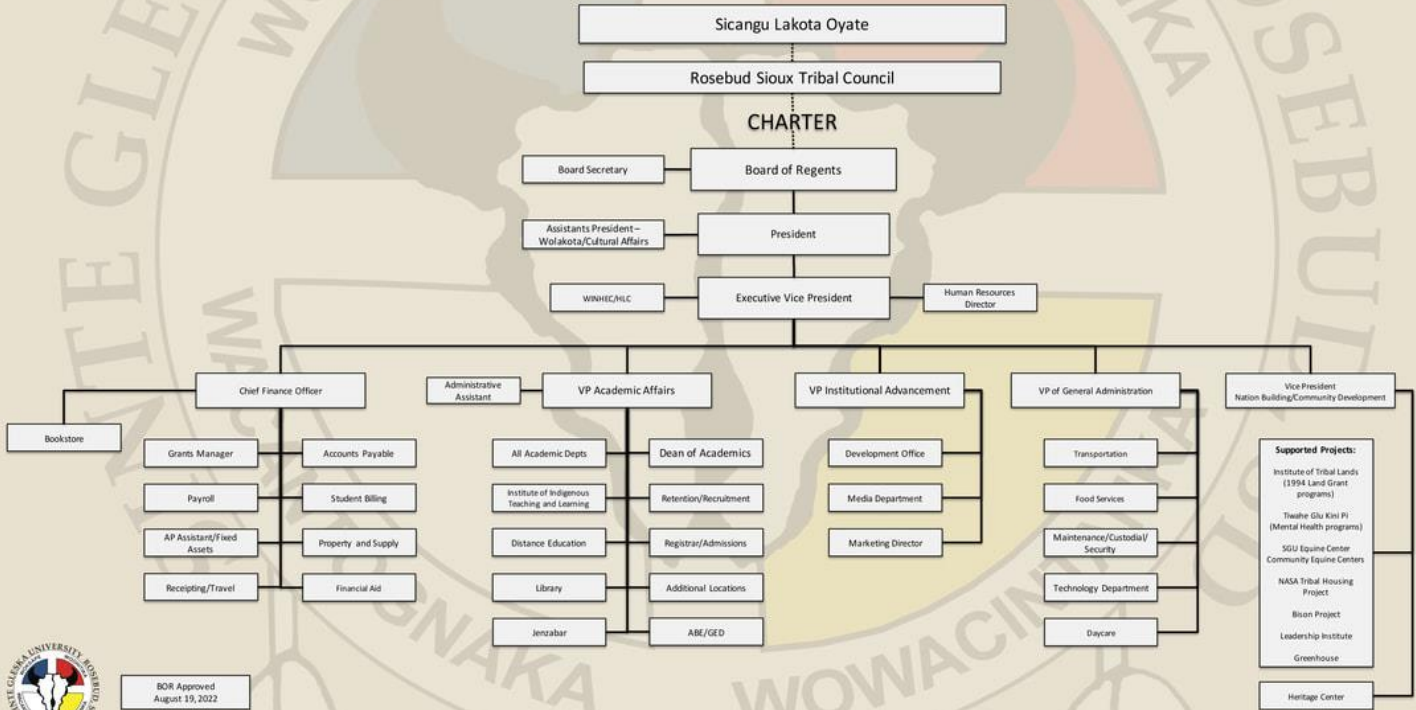
[info@hlcommission.org](mailto:info@hlcommission.org)

**Sinte Gleska University Associate of Applied Science Practical Nursing Program is an approved program by the South Dakota Board of Nursing with probationary status.**

# SINTE GLESKA UNIVERSITY

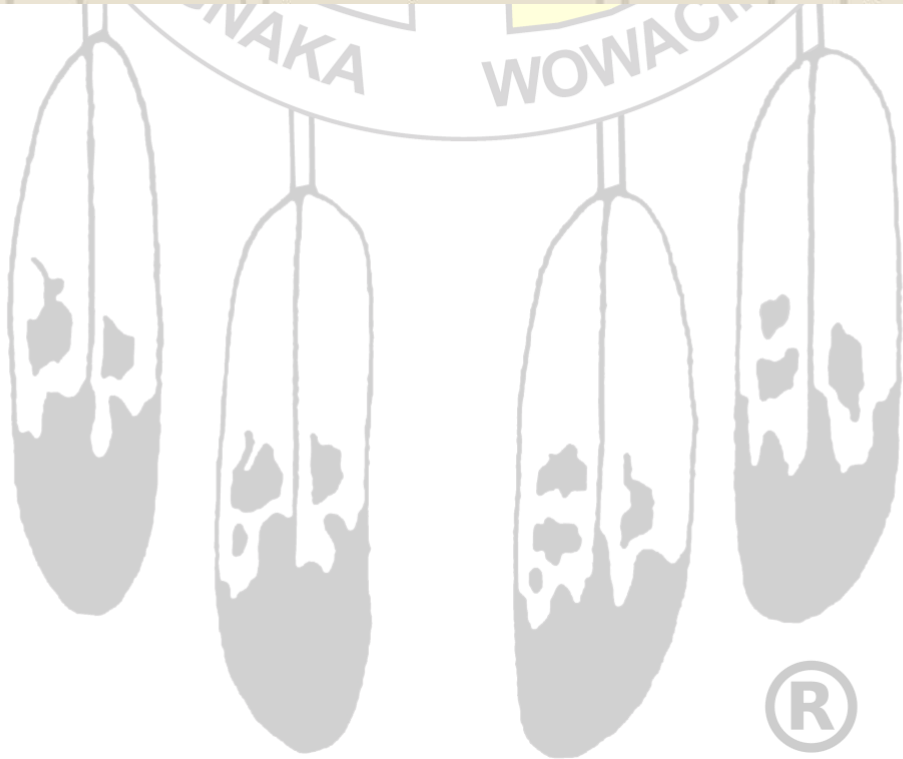
EST. 1970

## Organizational Chart



BOR Approved August 19, 2022

605-856-8100 - 101 Antelope Circle, Mission SD 57555 - [www.sintegleska.edu](http://www.sintegleska.edu)



## **Mission Statement for SGU Nursing**

The Mission of the SGU nursing School is to prepare caring and conscientious practical nurses who are capable of providing for the healthcare needs of all people. We strive to create a learning environment where knowledge is sought, studied, and shared. Where nursing is taught and learned in a culture of caring. Sinte Gleska University Nursing reflects the cultural heritage and traditional virtues of the Lakota Sioux: woohitika (bravery), wacantognaka (generosity), woksape (wisdom), and wowacintanka (fortitude).

## **Purpose Statement**

The purpose of the Sinte Gleska Nursing Program is to respond to the emerging health care needs of the individual, particularly on the Rosebud Reservation. Practical nursing will play an integral role in helping to provide access to health care facilities and nursing homes. Practical nurses will provide care that is within the standards of practice and demonstrate safe, competent and legal/ethical practice.

## **Philosophy Statement**

Consistent with the philosophy of the institution, the practical nursing administration and faculty will work to create a climate in which students are motivated to maximize the use of their talents and abilities. To provide an environment that is conducive to learning, teachers and students will share mutual respect. Theory and Clinical experiences will be correlated and taught in a logical sequence to maximize understanding. Practical nursing is an integral component of the nursing profession and provides a solid foundation for nursing education programs. Nursing education supports continuation of self-development and maintenance of competency by active involvement in continuing education.

***“There is but one secret to success: NEVER give up.”***

***Ben Nighthorse Campbell***



## **NAPNES STANDARDS**

**NAPNES** has set the standards for nursing practice of LP/VN's since 1941. The following standards represent the foundation for the provision of safe and competent nursing practice. Competency implies knowledge, understanding and skills that transcend specific tasks and is guided by a commitment to ethical/legal principles.

### **The LPN provides Individual and Family Centered Nursing Care by:**

1. Utilizing appropriate knowledge, skills and abilities.
2. Utilizing principles of the nursing process in meeting specific patient needs in diversified health care settings.
3. Maintaining appropriate written documentation and utilizing effective communication skills with patients, family, significant others and members of the health care team.
4. Executing principles of crisis intervention to maintain safety.
5. Providing appropriate education to patients, family, and significant others to promote health, facilitate rehabilitation and maintain wellness.
6. Serving as a patient advocate protecting patient rights.

### **The LPN fulfills the Professional Responsibilities or the Practical Nurse by:**

1. Applying the ethical principles underlying the profession.
2. Following legal requirements.
3. Following the policies and procedures of the employing facility
4. Cooperating and collaborating with all members of the healthcare team to meet the needs of family-centered nursing care.
5. Assuming accountability for his/her nursing actions.
6. Seeking educational opportunities to improve knowledge and skills.
7. Building post-licensure skills to assure and increase continuing competence.

### **Code of Ethics**

The Licensed Practical Nurse Shall:

1. Consider as a basic obligation, the conservation of life and the prevention of disease.
2. Promote and protect the physical, mental, emotional and spiritual health of the patient and his family.
3. Fulfill all duties faithfully and efficiently.
4. Function within established legal guidelines.
5. Accept personal responsibility for his/her actions and seek to merit the respect and confidence of all members of the health team.
6. Hold in confidence all matters coming to his/her knowledge, in the practice of his/her profession, and in no way and at no time violate this confidence.
7. Give conscientious service and charge just remuneration.
8. Learn and respect the religious and cultural beliefs of his/her patient and of all people.

9. Meet his/her obligation to the patient by keeping abreast of current trends in health care through reading and continuing education.
10. As a citizen of the United States of America, uphold the laws of the land and seek to promote legislation that will meet the health needs of its people.

### **SGU Department of Nursing Program Outcomes & Competencies**

According to the NAPNES Standards of Practice, at the end of this program, students will demonstrate the following program outcomes and competencies:

- A. **Professional Behaviors-** Demonstrate professional behaviors of accountability and professionalism according to the legal and ethical standards for a competent LPN. Competencies which demonstrate this outcome include:
  1. Comply with the ethical, legal, and regulatory frameworks of nursing and the scope of practice as outlined in the LPN nurse practice act of the specific state in which licensed.
  2. Utilize educational opportunities for lifelong learning and maintenance of competence.
  3. Identify personal capabilities and consider career mobility options.
  4. Identify own LPN strengths and limitations for the purpose of improving nursing performance.
  5. Demonstrate accountability for nursing care provided by self and/or directed to others.
  6. Function as an advocate for the health care consumer, maintaining confidentiality as required.
  7. Identify the impact of economic, political, social, cultural, spiritual, and demographic forces on the role of the licensed practical nurse in the delivery of health care.
  8. Serve as a positive role model within healthcare settings and the community.
  9. Participate as a member of a practical nursing organization.
  
- B. **Communication-** Effectively communicate with patients, significant support person(s), and members of the interdisciplinary healthcare team. Incorporate interpersonal and therapeutic communication skills. Competencies which demonstrate this outcome include:
  1. Utilize effective communication skills when interacting with clients, significant others, and members of the inter disciplinary health care team.
  2. Communicate relevant, accurate, and complete information.
  3. Report to appropriate healthcare personnel and document assessments, interventions, and progress or impediments toward achieving client outcomes.
  4. Maintain organizational and client confidentiality.
  5. Utilize information technology to support and communicate the planning and provision of client care.
  6. Utilize appropriate channels of communication.



C. **Assessment-** Collect holistic assessment data from multiple sources, communicate the data to appropriate health care providers, and evaluate client responses to interventions.

Competencies which demonstrate this outcome has been attained:

1. Assess data related to basic physical, developmental, spiritual, cultural, function, and psychosocial needs of the client.
2. Collect data within established protocols and guidelines from various sources including client interviews, observation/measurements, health care team members, family, significant others, and review of health records.
3. Assess data related to the client's health status, identify impediments to client progress and evaluate response to interventions.
4. Document data collection, assessment, and communicate findings to appropriate members of the healthcare team.

D. **Planning-** Collaborate with the registered nurse or other members of the healthcare team to organize and incorporate assessment data to plan/revise patient care and actions based on established nursing diagnoses, nursing protocols, and assessment and evaluation data.

*Competencies which demonstrate this outcome has been attained:*

1. Utilize knowledge of normal values to identify deviation in health status to plan care.
2. Contribute to formulation of a nursing care plan for clients with non-complex conditions and in a stable state, in consultation with the registered nurse and as appropriate in collaboration with the client or support person, as well as members of the interdisciplinary health care team using established nursing diagnoses and nursing protocols.
3. Prioritize nursing care needs of clients.
4. Assist in the review and revision of nursing care plans with the registered nurse to meet the changing needs of clients.
5. Modify client care as indicated by the evaluation of stated outcomes.
6. Provide information to client about aspects of the care plan within the LPN scope of practice.
7. Refer client as appropriate to other members of the health care team about care outside the scope of practice of the LPN.

E. **Caring Interventions-** Demonstrate a caring and empathetic approach to the safe, therapeutic, and individualized care of each client. Competencies which demonstrate this outcome has been attained:

1. Provide and promote the client's dignity.
2. Identify and honor the emotional, cultural, religious and spiritual influences on the client's health.
3. Demonstrate caring behaviors toward the client and significant support person (s).
4. Provide competent, safe, therapeutic and individualized nursing care in a variety of settings.

5. Provide a safe physical and psychosocial environment for the client and significant other(s).
  6. Implement the prescribed care regimen within the legal, ethical, and regulatory framework of practical nursing practice.
  7. Assist the client and significant support person(s) to cope with and adapt to stressful events and changes in health status.
  8. Assist the client and significant other(s) to achieve optimum comfort and functioning.
  9. Instruct client regarding individualized health needs in keeping with the licensed practical nurse's knowledge, competence, and scope of practice.
  10. Recognize client's right to access information and refer requests to appropriate person(s).
- F. **Managing**- Implement patient care, at the direction of a registered nurse, licensed physician or dentist through performance of nursing interventions or directing aspects of care, as appropriate, to unlicensed assistive personnel (UAP). Competencies which demonstrate this outcome has been attained:
1. Assist in coordination and implementation of an individualized plan of care for clients.
  2. Direct aspects of client care to qualified UAP's commensurate with abilities and level of preparation and consistent with the state's legal and regulatory framework for the scope of practice for the LPN.
  3. Supervise and evaluate the activities of UAP's and other personnel as appropriate within the state's legal and regulatory framework for the scope of practice the LPN as well as the facility policy.
  4. Maintain accountability for outcomes of care directed to qualified UAP's.
  5. Organize nursing activities in a meaningful and cost-effective manner when providing nursing care for individuals or groups.
  6. Assist the client and significant support person(s) to access available resources and services.
  7. Demonstrate competence with current technologies.
  8. Function within the defined scope of practice for the LPN in the healthcare delivery system at the direction of a registered nurse, licensed physician, or dentist.

As approved and adopted by NAPNES Board of Directors May 6, 2007. (Copyright 2007)

## CARING AGREEMENT

The parts of a **CARING Agreement** are as follows:

**C-Commitment**.....Affirmation of both parties to resolve difficulty.

**A-Assessment**.....Identification of the specific problem or difficulty to resolve.

**R-Realities**..... Student and faculty perceptions of problem, causes, contributing factors, etc. Realities also include consequences if difficulty is not resolved.

**I-Improvements needed**..... Specific plan to resolve difficulty.

**N-Notes**.....Any additional information, dates for consultations, etc.

**G-Gains made, Goal Achieved**

CARING IS ESSENTIAL TO NURSING AND NURSING EDUCATION. CARING IS THE HEART OF NURSING; CARE IS POWER; CARE IS ESSENTIAL TO HEALING AND WELL - BEING; CARING IS CURING; AND CARE IS THE CENTRAL AND DOMINANT FOCUS OF NURSING AND TRANSCULTURAL NURSING DECISIONS AND ACTIONS.

From Leininger- Holistic Health/Illness/Death; 2006

## **ADMISSION-PROGRESSION-READMISSION-DISMISSAL POLICY**

Students may enroll in the core nursing classes only after being formally admitted to the program. To apply for admission, the student must have completed the following courses, or their equivalents, with a “B” or better. Overall GPA must be 3.0 or higher for consideration into the Nursing Program.

**EN 101** English I

**MA 120** Math Essentials or **MA 150** College Algebra

**LL 100** Intro to Lakota Language &/or **LL 101** Lakota Language

**LS 253** Lakota History & Culture

**PY 100** General Psychology

**PN 150** Medical Terminology

**PN 101** Overview of Practical Nursing

**PN 105** Certified Nursing Assistant &/or **PN 106** Medication Aide

**PN 150** Anatomy and Physiology

### **Requirements**

All general education classes or prerequisites must be completed before admission to the nursing program.

### **Application Procedure**

Students will be selected once a year in the spring semester, to begin the nursing program in the fall. The application procedure involves the submission of the following:

1. Completed application form.
2. Attach three work or personal references.
3. ACT required (if score less than 18, or more than 5 years, Compass test required)
4. Minimum overall GPA of 3.0. for all post-high school course work.
5. Personal essay
6. References (3)
7. After tentative acceptance, the TEAS test must be taken and **passed with a 60 or greater**. It is highly recommended that the TEAS study guide be checked out from the Nursing School and studied prior to taking test. The initial test will be paid for by the Nursing Department. However, if a repeat test is required, the student will be responsible.

2. The Nursing Department reserves the right to deny admission based on the best interest of the profession. Failure to disclose previous or pending legal convictions may lead to denial of admission. Falsification and/or lack of integrity will be considered grounds for dismissal from the Sinte Gleska

University Nursing Program. **\*Admission or graduation from the Nursing Program does not guarantee obtaining a license to practice.** The licensure requirements and subsequent procedures are exclusive rights and responsibilities of the South Dakota Board of Nursing, who regulate the professional practice.

### **Progression**

Progression in the nursing program requires a minimum grade of a “B” in All nursing and science courses. All pre-nursing and nursing courses with a grade below “B” must be repeated with an outcome of a “B” grade or higher in order to progress. **Example:** If a student receives a C in Anatomy & Physiology, the student may not progress in the nursing major. Individual course syllabi explain the expectations for the completion of each course.

### **In the following situations students may not continue in the nursing program:**

1. Failure of the same course twice.
2. Failure of two or more nursing courses in separate semesters; or
3. Failure or withdrawal from the same nursing course twice.

### **The student must successfully complete each nursing course by meeting the following criteria.**

1. Earn a cumulative average of 80% on all exams/quizzes, finals
2. Earn a B or 80% average on all written clinical assignments.
3. Successfully complete all skills/laboratory assignments.
4. Complete all components of the course successfully.
5. Earn a satisfactory mid-term and final clinical evaluation.

### **Grading Scale in All Nursing Courses**

A=90-100=4 grade points      B=80-89=3 grade points      C=70-79=2 grade points  
F=69 or less

### **Academic Probation per SGU Student Handbook**

Students will be placed on Academic Probation due to failure to earn the minimum grade point average requirements determined for successful class standing and the academic program. Students who are subject to Academic Probation may not register for more than 12 credit hours (or four courses) per semester. If placed on Academic Probation, students will remain on Academic Probation status until they meet the minimum cumulative grade point average requirements determined for successful class standing.

Students who make satisfactory progress, but fail to earn the minimum cumulative grade point average requirements for successful class standing, will continue to be on Academic Probation for one semester. Students who do not make satisfactory progress while placed on Academic Probation will be subject to Academic Suspension. Please refer to the Financial Aid section of the SGU Handbook for information on how Suspension affects funding.

## **Dismissal per SGU Nursing**

The following circumstances will lead to dismissal from the classroom, clinical setting or program:

1. Failure to achieve a grade of “B” or higher in all nursing, clinicals, and science work. The clinical written assignments must be completed with an 80% or higher.
2. Absences in classroom, labs or clinical practicum as defined.
3. Performance or negligence, which may cause physical or emotion jeopardy in the academic or clinical areas.
4. Failure to immediately report a client/care error to clinical instructor.
5. Being under the influence of alcohol or other drugs while in academic or clinical areas.
6. Fraudulent or untruthful charting in a medical record.
7. Dishonesty, e.g., stealing from the college or clinical agency, plagiarizing papers, cheating on exams, incivility, or any display of lack of integrity will be grounds for dismissal.
8. Unprofessional conduct, which includes absences and tardiness in the classroom and clinical sites.
9. Failure to protect client confidentiality. Failure to uphold the contract if placed on academic probation.

## **Readmission**

Students seeking readmission to PN 210/215 and PN 102 after failing or dropping, must submit a new nursing application to be considered with the applicant pool.

## **Graduation**

Students not completing requirements for the Sinte Gleska Nursing program in the allotted time period will not graduate from the program.

Final grades must be turned into the Registrar’s Office in time for credits to be applied to transcripts.

### **Criminal Background Checks and Drug Screens**

Sinte Gleska University Nursing Program is committed to providing the public with LPN's who demonstrate personal and professional behaviors consistent with the standards of the nursing profession. The purpose of this policy is to help promote a safe environment for patients, peers, faculty and the general public, as well as to protect property by conducting criminal background checks and drug screens on all students in the nursing program. Participation in the nursing program is contingent upon satisfactory results of the background check and drug screens. Failure to comply will result in denial of acceptance or dismissal from the program. SGU Nursing reserves the right to conduct periodic scheduled and/or random testing of students..

### **IMMUNIZATION REQUIREMENTS**

**Measles/Mumps/Rubella** Students who do not have evidence of measles immunization will be required to complete the vaccination or to have a rubella titer done to show immunity. A record of two shots of MMR is required and, if necessary, a Rubella titer or MMR booster are required.

**Chicken Pox Titer**- Students must verify that they have had Chicken Pox through immunization record or a titer. Those who have not had Chicken Pox are encouraged to have the Chicken Pox immunization.

**Tetanus/Diphtheria/Pertussis or Tdap**- If just the Td was given, you must wait to get the Tdap two years from the time the TD shot was received. TDaP is recommended every 10 years.

**Polio** Immunization- Students are required to report Polio immunization.

**Hep B**- 3 dose series or titer required. A Hepatitis B titer is recommended. Test for anti-HBs or HbsAB (antibodies to HBV surface antigen) should be performed 1-2 months after completion of the vaccination series. Those that do not seroconvert should be revaccinated with a full series with the titer repeated 1-2 months after the last immunization. If after a second series, titers remain below 10 mIU/mL, the person is considered at risk for acquiring HBV.

**Flu** vaccination- yearly.

**Covid 19**- Recommended. (This may change as we follow CDC guidelines.)

**TB test** (two-step process for TB immunization initially, then one TB test per year after that.) OR QuantiFERON-TB Gold Test: (QFT-G) blood test. Students with a known history of a positive TB

skin test: Need to provide documentation of the results of chest X-ray and treatment. The student will complete a symptom checklist annually.

**Meningococcal** (meningitis) vaccine- Recommended for students living in college dormitories who have not been immunized previously or for college students under 25 years of age who wish to reduce their risk.

### **ATTENDANCE POLICY**

**Learning lab and clinical attendance is MANDATORY.**

**All skills lab and clinical absences or failures will be made up, IF staffing allows and clinical makeup is approved**

**Classroom, skills lab and clinical attendance will be monitored.**

#### **Class:**

Classroom attendance is expected and will be monitored. Three absences in a row or a total of 5 absences per semester. (For extenuating circumstances, contact your instructor.)

The student is responsible for his/her own learning and is accountable for his/her own behavior.

The student is responsible for notifying the appropriate instructor if he/she will be absent. Absence from an exam without prior notification will result in a zero for that exam

The student is responsible for rescheduling any missed assignments or missed experiences.

#### **Clinical Policies:**

Students may not attend clinical after working the night shift in any employment setting.

Clinical experiences are required. See the rotation schedule for assigned areas. Absence from a clinical experience without prior notification will result in an unsatisfactory clinical evaluation (clinical failure), and a makeup clinical will be scheduled, IF staffing allows and makeup can be approved.

Clinical evaluation is graded on a pass/fail basis.

It is extremely important for the potential LPN to receive equitable and meaningful laboratory and clinical experience. The hospitalized client population has become increasingly more acute and the client's in-hospital stay is increasingly shorter. Quality in hospital clinical time is at a Premium.

To use the clinical time to the student's advantage, the SGU Nursing Department has devised a clinical and skills laboratory Schule that will allow the student to accomplish this objective.

Nursing faculty are available at clinical, in the laboratory, and in their offices. In a caring partnership, respect for time is important. Please make an appointment with any of them if you would like



assistance or need to discuss a matter of concern. Office hours are variable. Conferences will be mutually planned during the semester.

### **Clinical Sites:**

The following facilities are used for clinical experiences: Cherry County Hospital, Bennett County, Winner Regional Hospital, Rosebud IHS, and Horizon Healthcare. Facilities may be added or not used in any given year.

### **Clinical Evaluations**

Evaluations are sent out to clinical facilities at the end of the Fall and Spring Semesters. These evaluations grade Sinte Gleska University as well as student performance. Clinical facilities for the next academic year are chosen based on these evaluations.

### **Clinical Attendance**

Each clinical experience contributes significantly to the student's growth and progression toward achieving clinical objectives, therefore, **attendance is required**. Any clinical absence must be made up, if feasible within the semester and/or instructor's schedule. If makeup is not feasible, an unsatisfactory grade for the clinical will be given and the entire course will be failed.

### **Clinical Failure**

1. A clinical failure is given whenever a student shows unsatisfactory competency in one or more critical clinical objectives. A clinical failure will also be given if a student demonstrates unsatisfactory performance in 5 or more objectives.
2. Students who have not passed the offered CPR and/or immunizations are not up to date, will not be allowed into the clinical area and will earn a clinical failure.
3. Three earned clinical failures within any nursing course will be cause for dismissal from the program
4. Clinical failures will be cumulative throughout the program of study. A cumulative total of five clinical failures will be cause for dismissal from the program.
5. **All clinical absences or failures will be made up, IF staffing allows and the makeup clinical is approved.**
6. The student will receive written documentation of the reasons for the clinical failure.

### **Laboratory Failure**

1. A laboratory failure is earned when a student does not successfully demonstrate the critical elements of a skill in two attempts. Some scheduled laboratory sessions may include more than one skill, however each skill is considered on an individual basis
2. The student will receive written documentation of the reasons for a laboratory failure.
3. Three earned laboratory failures within any nursing course will be cause for dismissal from the program.
4. Laboratory failures will be cumulative throughout the program. A cumulative total of five laboratory failures while in the nursing program will be cause for dismissal from the program.

5. **All lab absences or failures will be made up, IF staffing allows and makeup clinical is approved.**
6. All skills required for a nursing course must be successfully demonstrated in order to earn a passing grade in the course.
7. Students will not be allowed to perform a skill in the clinical area until they have demonstrated competence in that skill in the laboratory setting.
8. If a student demonstrates difficulty with a specific skill in the clinical area, a course instructor can request that a student return to the laboratory to practice and demonstrate competency in that skill.

### **Uniform Policy**

The SGU student nurse uniform is representative of the University and of the nursing profession. The uniform is part of what the public perceives as the compassionate, competent, knowledgeable care giver. It is therefore, essential that it be freshly cleaned and well fitted in keeping with the dignity of the wearer.

1. The uniform shall consist black SGU scrubs with SGU patch above L pocket. Turtle necks or long-sleeved shirts may be worn underneath and should be neutral in color.
2. SGU name badge must be visible on lanyard.
3. Shoes should be close-toed and clean.
4. No gum chewing or sunflower seeds in the clinical setting.
5. Avoid the use of fragrances.
6. Hair should be clean and worn above the collar when in uniform.
7. Wedding and engagement rings may be worn. Other jewelry should be avoided.
8. All body piercing jewelry should be removed prior to entering the clinical setting. Ear piercing is the exception to that rule. Small stud earrings may be worn with a limit of two per ear. No loop or dangling earrings.
9. Fingernails should be short and unpolished. No artificial nails.
10. Tattoos must be covered in the clinical setting.
11. Students must meet the requirements of the facility where they attend clinical in addition to the SGU nursing uniform policy.
12. Students must abide by SGU Smoke & Tobacco Free Campus policy, as well as the Non-smoking policy per facility for clinical experiences. Students should not smoke while in uniform.
13. Uniforms should be worn for clinical experiences only and always with highest standard of behavior.



## HONOR CODE

**The commitment to academic integrity rests upon four pillars: Honesty, Respect, Responsibility, and Trust.**

**Honesty-** Exercising daily commitment to truthful thoughts and actions. Bringing honor to oneself by acting and speaking truthfully and sincerely.

**Respect-** A commitment to be tolerant of others, their views and values. It means having high regard for one's own well-being, as well as that of others. A commitment to behaving respectfully. Attending all classes on time, contributing to discussions, meeting academic deadlines, and performing to the best of one's ability. Extending thoughtfulness and understanding to others.

**Responsibility-** Commitment to duty, including assigned duties and those for which one volunteers. An obligation to the ownership of one's work, deeds, words, and actions. Personal accountability to do the right thing. Taking action against wrongdoing, despite peer pressure, fear, loyalty, or compassion.

**Trust-** Faith that others will act in a forthright manner. Reliance on the integrity, ability and character of others. A mutual relationship between students and faculty that enhances the learning environment.

*"It does not require many words to speak the truth."*

*Chief Joseph*

*"Lose your temper and lose a friend. Lie and you lose yourself."*

*Hopi Proverb*

*"I hope I shall always possess firmness and virtue enough to maintain what I consider the most enviable of all titles, the character of an honest man."*

*George Washington.*





## **PROFESSIONAL BEHAVIOR**

**The classroom is a professional setting. With any professional setting, the following behaviors demonstrate the commitment to professional standards of conduct:**

1. Attending each class.
2. Arriving on time and being properly prepared.
3. Staying within the classroom for the entire class time.
4. Turning off cell phones or pagers.
5. Abstaining from side bar conversations with classmates.
6. Being attentive and respectful to the faculty presenting the class
7. Being respectful to all of SGU faculty and staff.
8. Being attentive and respectful to classmates discussing cases, questions, or issues that may have come up during class.
9. Notifying the instructor well in advance if the student will be late, unable to attend, or unable to meet class requirements.

**The following behaviors are expected of each student at all times:**

1. Demonstrate responsibility and accountability.
2. Apply knowledge of legal and ethical aspects.
3. Respond appropriately to constructive criticism.
4. Demonstrate self-direction.
5. Comply with instructions.
6. Adhere to and respect the procedures and protocols of clinical sites.

**The following behaviors are considered unprofessional:**

1. Violation of the American Nurses Association Code of Ethics.
2. Inaccurately recording, falsifying or altering records or assignments.
3. Photocopying patient medical records or removing medical records

4. Reporting to the clinical site unprepared.
5. Performance impairment due to lack of sleep, illness, emotional instability, or the influence of drugs or alcohol.
6. Administering medication or treatment in a negligent manner or without permission.
7. Disclosing confidential information.
8. Discrimination
9. Use of profanity.
10. Violations of dress code.
11. Intentionally damaging, stealing or removing materials or equipment from SGU or clinical sites.
12. Leaving clinical sites during assigned time without permission.
13. Any form of dishonesty.
14. Violation of any policies of Sinte Gleska University and/or clinical sites.

### **VIOLATIONS OF THE HONOR CODE**

Instructors' expectations for all work are clearly stated. If a student is unsure of the requirements for any activity or assignment, to avoid a violation of the Honor Code, he/she is responsible for checking his/her understanding with the instructor.

Violations of the Honor Code include but are not limited to the following:

**Cheating:** In copying, a student is taking the work of another, either on homework, or on a test, and claiming it as his/her own. At Sinte Gleska University cheating includes but is not limited to:

1. Copying and or offering homework verbally, in written form, or by electronic means.
2. Copying and/or offering answers on tests or quizzes verbally, in written form, or by electronic means.
3. Pressuring other students to violate the Honor Code.
4. Bringing in and using unauthorized information during class time, including information stored in a calculator.
5. Offering or receiving information under circumstances when information is not to be share.
6. Having anyone, including parents or tutors, complete assignments and submitting the work as one's own.
7. Presenting collaborative work as independent work and independent work as collaborative. (In group work, one person should not bear the burden for the entire group assignment.)
8. Fabricating or "fudging" data, information, or sources. Attempting to pass off made up material as the result of genuine efforts.
9. Copying answers from answer guides in texts.

**Plagiarism:** The act of plagiarism may include direct copying, but it may also be more complex than verbatim repetition. A student, in preparing a project for a class, will have plagiarized if he/she has taken information from sources without citing what sources were used. Plagiarized material may appear in a student's paper as word-for-word copying, a summation, or a paraphrase of another's ideas. A student has plagiarized whether the material from another source has been taken in whole or in part. In effect, by not naming the source, the student is claiming the work of another as his/hers.

1. Submitting images and/or documents in whole or in part from the Internet without citation of the sources(s).
2. Copying another's work.
3. Using another's ideas without proper citations.
4. Incorporating portions of another's writing within the context of your own work.
5. Failing to acknowledge a source of information
6. Using "unique" phrases without citations.
7. Using graphics, charts, diagrams, illustrations without citations.

Disciplinary action for any academic violations will be addressed according to SGU Student Handbook (page 30).

**Acknowledge of Honor Code/Professional Behavior**

By signing below, I acknowledge that I have read and will abide by the Professional Behaviors and Honor Code and if found in violation, I understand that I will be subject to the appropriate consequences & could be dismissed from the Sinte Gleska University LPN Program.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Student Organizations**

SGU has a variety of student organizations and clubs to become involved in. Please check them out and give them a try. It's a great way to become involved in co-curricular activities at SGU. Check the Sinte Gleska Student Handbook or webpage for currently available clubs and organizations.

