DEWITT SCHOOL OF NURSING
Graduate and Undergraduate
Faculty & Staff Handbook

STEPHEN F. AUSTIN STATE UNIVERSITY
THE UNIVERSITY OF TEXAS SYSTEM ★ NACOGDOCHES, TEXAS

School of Nursing (SON) Overview

The SON mission and core values are written and published on the website and relate to all programs. The mission and core values are each congruent with those of Stephen F. Austin State University. They are consistent with relevant professional standards and nursing guidelines to prepare students for beginning and advanced nursing practice.

Mission
The DeWitt School of Nursing provides excellence in the undergraduate and graduate programs by valuing scholarship and service, developing a deep commitment to integrity and ethical behaviors, and caring for diverse populations in an ever-changing society.

School of Nursing Core Values

Excellence
The SON ensures a culture of educational and professional excellence committed to continuous quality improvement by providing transformative learning experiences. It is a culture where exceptional performance is the expectation.

Caring
The SON ensures a culture of caring where compassion and civility facilitate trust within the programs and extends into the community. It is a culture where diversity is valued, respected, and pursued.

Integrity
The SON ensures a culture of academic and professional integrity by upholding standards while encouraging humility, equity, ethical-decision making, and accountability.

Scholarship
The SON ensures a culture of scholarship that fosters a spirit of inquiry steeped in evidence-based practice. The programs are rooted in evidence-based teaching practices facilitating experiential learning which equip students to deliver high-quality, safe, patient-centered care.

Curricular Philosophical Framework

The philosophical framework for the DeWitt School of Nursing is multifaceted reflecting the dynamic focus of nursing education and the nursing profession. The primary supportive philosophy and theory are Benner's Novice to Expert and Watson's Theory of Human Caring. There are many additional influences; however, these provide the primary underpinning for the curricular framework addressing both the art and science of nursing.

Benner's Novice to Expert
Benner identifies the five levels of nursing experience based on the Dreyfus model of skill acquisition. Though this philosophy is targeted to the professional nurse, it is applicable to matriculation in nursing education. The five levels include novice, advanced beginner,

competent, proficient, and expert (Benner, 1982). The first level, novice, describes a beginner with no experience in a situation in which they are to perform tasks (Benner, 1982). The advanced beginner demonstrates marginally acceptable performance while level three, competent, describes the individual who is consciously aware of goals and plans based on abstract and analytic thought. The fourth level, proficient, is one who is able to perceive situations as whole rather than segmented parts. The final level is the expert. The expert no longer relies solely on analytical principle, but is able to demonstrate deeper meaning and insight (Benner, 1982).

Watson's Theory of Human Caring
Caring is a fundamental tenet of nursing practice. Watson's Theory of Human Caring is centered on the caring process defined as "caritas processes" (Watson, 2010). The caritas process includes: practicing kindness and equanimity, being authentically present, cultivating one's own self, developing and sustaining a caring relationship, engaging in caring practices, genuine teaching-learning experiences, creating a healing environment, assisting with basic needs from a holistic perspective, and being open-minded (Watson, 2010). The major assumption of this theory relates to the moral commitment and caring consciousness of the nurse valuing human dignity, wholeness, and healing.

Nursing Curricula
The nursing curricula in the DeWitt School of Nursing is presented in a format from simple to complex concepts addressing the values of excellence, caring, integrity, and scholarship. The cognitive and psychomotor domains of learning are firmly rooted in evidence-based practice. Each level also focuses on the caring nature of nursing targeting the affective domain of learning. Through this concerted effort, graduates of the DeWitt School of Nursing are prepared to meet the challenges associated with dynamic healthcare needs of a diverse population in an ever-changing world.

Undergraduate Student End of Program Student Learning Outcomes

1. Formulate nursing care based on knowledge acquired from general education and nursing curriculum courses.
2. Deliver exceptional nursing care within established state and national standards.
3. Defend personal and professional integrity in the practice of nursing.
4. Value a commitment to the pursuit of lifelong learning and scholarship.
5. Model caring, compassion, and civility within the practice of nursing.
6. Provide holistic nursing care while respecting individual and cultural diversity.

Undergraduate Student End of Program Student Learning Outcomes (prior to Fall 2025)

1. Apply knowledge of the physical, social, and behavioral sciences in the provision of nursing care based on theory and evidence based practice.

2. Deliver nursing care within an established legal and ethical parameters in collaboration with clients and members of the interdisciplinary health care team
3. Provide holistic nursing care to clients while respecting individual and cultural diversity.
4. Demonstrate effective leadership that fosters independent thinking, use of informatics, and collaborative communication in the management of nursing care.
5. Assume responsibility and accountability for quality improvement and delivery of safe and effective nursing care.
6. Serve as an advocate for clients and for the profession of nursing.
7. Value continuing competence, growth, and development in the profession of nursing.

Graduate Student End of Program Student Learning Outcomes

1. Synthesize nursing science with knowledge from other disciplines as the basis for the advanced level of nursing practice.
2. Evaluate effective strategies for managing the ethical and legal dilemmas inherent in patient care, the health care organization, and research.
3. Employ effective communication and collaborative skills in interdisciplinary teams for creating change in health care.
4. Analyze concepts of health promotion and culturally competent care across the lifespan.
5. Assume responsibility for the use of health care information systems and patient care technology to improve patient outcomes.
6. Demonstrate leadership and accountability in the development and implementation of health care policy.
7. Critically appraise existing literature from nursing and other disciplines to determine and implement the best evidence for practice.
8. Advocate for the advanced practice role within the policy related to access and health care communities.
9. Value continuing competence, growth, and development in the profession.

History of The School of Nursing
The School of Nursing has been in existence for over thirty years and accepted its first class in the summer of 1978. This was an RN transition course of study. In 1981, the first four-year BSN generic students were accepted. The SON has grown from admitting five to ten new students each semester to the present admission rate of eighty students each semester. Faculty has increased accordingly to meet the needs of the students. The SON moved to our new location at 5707 North Street, Nacogdoches, Texas, in January 2010.

Accreditation
The BSN and MSN programs are accredited by the Accreditation Commission for Education in Nursing (ACEN) and approved by the Texas Board of Nursing (BON). The RN-BSN program falls under the umbrella of the BSN program. The University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS/SACSCOC).

Websites
The university website can be accessed at www.sfasu.edu. The A-Z list is a wonderful tool for finding all university departments and resources. The University Policy and Procedure Manual

can be accessed there. The nursing website can be accessed at www.sfasu.edu/nursing. The SON Policy and Procedure Manual, Preceptor Handbook, Student Handbooks, and Faculty Handbook can be accessed there.

Social Media
Follow the School of Nursing on Facebook (SFA School of Nursing) and Instagram (sfanursing).

Organizational Structure of the School of Nursing

Organizational Structure
The organizational structure of the SON consists of a Director, Associate Director, Administration Team, Committee Chairs, and Faculty. The Administration Team consists of the Associate Director, Program Coordinators (MSN Coordinator, BSN Coordinator, and RN-BSN Coordinator), and the Simulation Lab Coordinator. Various committees implement the by-laws. The organizational chart for the SON is found in the appendices. (Appendix A).

Support Staff
Assistant to the Director
Responsibilities include all administrative duties associated with the running of the department. The Assistant to the Director reports directly to the Director of the School of Nursing.

Administrative Assistant
Responsibilities include assisting the Director, Associate Director, and Administration Team with SON operations and providing administrative support to the faculty. The Administrative Assistant oversees the records management of student information and assists faculty, as needed. The Administrative Assistant reports directly to the Director of the School of Nursing.

Clinical Coordinator
Responsibilities include supporting operational aspects such as clinical and preceptor facilities/contracts, student background and health checks, and clinical requirements. The clinical coordinator is also responsible for representing multiple programs in the School of Nursing, and promoting compliance with student and faculty in clinical partnerships.

Academic Advisors
Professional academic advisors in the College of Science and Mathematics are responsible for advising all BSN students. The BSN Program Coordinator assists with academic advising for in-program nursing majors, but the professional advisors retain responsibility for degree plans, registration assistance, and midterm failure notification. The Program Coordinators serve as academic advisors for the RN-BSN and MSN programs. The RN-BSN Coordinator also advises nursing students on the RN-BSN Track but not yet admitted to the program.

Work Study Students
The SON utilizes part-time student workers. The Assistant to the Director oversees the work study students who are available to assist the faculty with secretarial support.

Committees

The Director, faculty, and students participate in the governance of the SON. Various committees are designated in accordance with the SON Faculty Committee By-Laws. Faculty members are active on at least one School of Nursing committee. Participation in the SON governance is addressed in committee by-laws and confirmation of participation may be found in committee minutes. All committees directly report to the Director. Faculty meetings, which include the entire nursing faculty, are led by the Director of the SON at least twice a semester. See the appendices (Appendix A) for the organizational chart listing the committees.

School of Nursing Standard Operating Procedures

All faculty and staff are expected to comply with the established Standard Operating Procedures (SOPs) of the School of Nursing. These procedures are designed to ensure consistency, safety, and high-quality education and operations across all programs and activities. Adherence to these SOPs is essential to maintain accreditation standards, support student success, and uphold the integrity of the school's mission. It is the responsibility of each faculty and staff member to stay informed about current procedures and to implement them consistently in their roles. The complete Standard Operating Procedures (SOP) manual is available to faculty and staff on the School of Nursing Microsoft Teams site. Select SOPs are also published on the School of Nursing website to provide convenient access for external stakeholders.

Curriculum and Course Information

BSN Curriculum (prior to Fall 2025)
Level 1:
NURS 3205: Introduction to Nursing
NURS 3606: Basic Nursing Care of Adult Clients
NURS 3207: Assessment Across the Lifespan
NURS 3308: Pharmacology Across the Lifespan

Level 2:
NURS 3630: Nursing Care of Young Adult to Elderly
NURS 3431: Nursing Care of Women and Children I
NURS 3232: Nursing Care in Promotion of Mental Wellness

Level 3:
NURS 4606: Nursing Care of Complex Health Needs
NURS 4407: Nursing Care of Women and Children II
NURS 4208: Nursing Care of Clients with Complex Mental Health Needs

Level 4:
NURS 4330: Nursing Research and Application
NURS 4431: Nursing Care of Community Populations
NURS 4432: Leadership/Coordination of Nursing
NURS 4233: Nursing Capstone

*Three hours of Nursing Electives are required prior to graduation.

BSN Curriculum (effective Fall 2025)
<u>Level 1:</u>
NURS 3210: Professional Foundations of Nursing
NURS 3211: Wellness and Health Promotion
NURS 3312: Health Assessment (NURS 3012 lab)
NURS 3613: Fundamentals of Nursing Care (NURS 3013 Practicum)

<u>Level 2:</u>
NURS 3325: Pharmacology
NURS 3324: Mental Health Nursing (NURS 3024 Practicum)
NURS 3623: Common Concepts of Nursing Care (NURS 3023 Practicum)

<u>Level 3:</u>
NURS 4631: Complex Concepts of Nursing Care (NURS 4001 Practicum)
NURS 4532: Maternal Child Nursing Care (NURS 4002 Practicum)
NURS 4333: Community Nursing Care (NURS 4033 Practicum)

<u>Level 4:</u>
NURS 4443: Advanced Concepts of Nursing Care (NURS 4043 Practicum)
NURS 4445: Professional Transitions in Nursing (NURS 4043 Practicum)
NURS 4442: Leadership in Nursing (NURS 4042 Practicum)

*Two hours of Nursing Electives are required prior to graduation.

RN-BSN Curriculum
NURS 3211: Wellness and Health Promotion
NURS 4301: Concepts of Disease Processes
NURS 4302: Health Assessment (NURS 4012 Practicum)
NURS 4303: Nursing Informatics
NURS 4304: Health Policy and Legal Aspects
NURS 4405: Evidence-based Decision Making
NURS 4507: Community Care in Nursing (NURS 4017 Practicum)
NURS 4608: Leadership and Transition to Practice (NURS 4018 Practicum)

*One hour of Nursing Elective is required prior to graduation

MSN Curriculum
<u>Core Curriculum</u>
NURS 5301: Nursing Theory for the Advanced Practice Role (3)
NURS 5311: Contemporary Health Care Ethics (3)
NURS 5302: The Politics of Health Care (3)
NURS 5310: Health Promotion (3)
NURS 5322: Evidence Based Research for the Advanced Practice Role (3)
NURS 5331: Advanced Pathophysiology (3)

NURS 5332: Advanced Health Assessment (3, 60 clinical hrs)
NURS 5341: Advanced Pharmacology (3)

FNP Curriculum
NURS 5221: Advanced Practice Roles (2)
NURS 5342: Diagnostics and Procedures (3, 120 clinical hrs)
NURS 5551: Primary Care I (5, 120 clinical hrs)
NURS 5661: Primary Care II (6, 120 clinical hrs)
NURS 5670: MSN FNP Practicum (6, 300 clinical hrs)

Nurse Educator Curriculum
NURS 5360 Curriculum Design (3)
NURS 5362 Assessment & Evaluation of Nursing Education (3)
NURS 5361 Teaching and Learning in Nursing (3)
NURS 5370 Nursing Education Capstone (3, 120 clinical hrs)

Classroom Delivery
A variety of teaching techniques are used in the SON. As long as lectures meet the objectives, faculty are encouraged to be innovative in their teaching techniques. Faculty have been known to lecture traditionally from a slide presentation to presenting content in a "flipped classroom" setting. The Evaluation and Program Effectiveness Committee (EPEC) keeps a list of innovative techniques that faculty are using if more information is desired.

Classrooms are equipped with two retractable screens with projectors that connect with the computer at the podium.

Microphones are available for use during lecture. Each podium has a microphone. Wireless microphones are also available to allow the lecturer to walk away from the podium.

The testing room computer has SmartBoard technology that allows the lecturer to draw on the computer screen with a special pen.

Slide Presentations
At the discretion of the faculty, a student copy of the presentation may be posted on the learning management system prior to or following the lecture to assist the student with note taking. CTL supports that PowerPoint presentations alone are not pedagogy. In web-based classes, slideshow presentations should be accompanied with an oral and or video recording.

Oral/Video Recording
A recording of the lecture may also be placed in the learning management system at the discretion of the faculty member. CTL offers tech support and resources for this.

Centers For Teaching and Learning
The Centers for Teaching and Learning (CTL) supports faculty and students in the use of instructional technologies to enhance the teaching and learning process. CTL facilitates the

integration of technology into instruction in classroom and distance education environments through professional development workshops, consultation and support services for faculty and students. CTL also provides support for all facets of electronically delivered instruction, such as interactive videoconferencing (ITV) and learning management system. Visit the CTL website for more information and for contact information.

Brightspace D2L
Brightspace D2L, or D2L as it is commonly called, is SFASU's learning management system. To access D2L, visit the following URL, and log in using your MySFA username and password: http://d2l.sfasu.edu. Tutorials can be found on CTL's website.

Syllabus
The course syllabus reflects the content of the course and should be an accurate reflection of both content and evaluation. To ensure that essential materials are included in all SON syllabi, a syllabus template has been developed and is followed by all courses. Since syllabi are public information, cell phone numbers should not be included. You may give this information to the students, if you wish, in the learning management system, separate from the syllabus.

The syllabi are developed through the Curriculum Committee of the SON following the Accreditation Commission for Education in Nursing (ACEN), Board of Nursing (BON), and Stephen F. Austin State University (SFASU) guidelines. Content relating to the Course Descriptions, Program Learning Outcomes, Student Learning Outcomes, Unit objectives, Differentiated Educational Competencies Statements (DECs) for BSN and RN-BSN, AACN Essentials, NONPF Competencies, and Clinical Learning Outcomes cannot be modified or deleted in any way, except under the direction of the curriculum committee or administrative team. Any changes to the grading, evaluation, or clinical procedures for the course must be approved by the program coordinator.

Syllabi must be sent to the program coordinator for approval before posting for students. The faculty will post the syllabus on the learning management system, and the program coordinator will send to the administrative assistant for posting on the University website. Copies are not printed for the students.

Textbooks
Faculty may choose the textbook that best meets the needs of the course. Faculty adopt textbooks for their courses in mySFA. Instructions are sent each semester via email. Books for the fall semester must be adopted by 4/1, and books for the spring semester must be adopted by 11/1 to ensure the book store can order appropriate amounts of books.

Testing
ExamSoft is an exam management software suite that enables the SON to efficiently and practically administer exams to BSN students and analyze resulting data to improve curricular design, test design, and accreditation compliance. To access ExamSoft, visit the following URL, http://www.examsoft.com/sfasu, and log in using your assigned ExamSoft username and password. Please see the SON Examsoft administrator for assistance with access and use.

Makeup tests can be administered in the office designated as the makeup testing room. There is a calendar hanging outside the door to reserve the room.

The RN-BSN and MSN students test through Brightspace D2L. Faculty can compile quizzes or tests through the quizzes tool. Student results and statistical analysis can be accessed there as well.

Standardized Tests
In the BSN student's final semester a standardized test will be given. The MSN student will take standardized tests at different points in the curriculum. The rationale for standardized testing is to familiarize the student with standardized testing, identify areas of weakness, and experience nationally normed questions, thus allowing the student to remediate prior to the last semester of study.

Exam Proctoring Services
Proctoring services allow students to take an exam using a computer while a proctor authenticates and monitors the test taker from a distance. The instructor submits the information for their exam, and students then take the exam during the exam period. A proctor authenticates each test taker's identity and monitors individuals taking the exam. Contact CTL for assistance or for more information.

Grades
Failure Notifications
Students who do not achieve a passing grade on an exam are encouraged to meet with their faculty for remediation. The faculty should notify students who are not passing the class at mid-semester. The Director and program coordinator should be notified with the names of the students who are in jeopardy of failing your course at midterm; a formal midterm failure notification will be sent to the student.

Grade Posting
Faculty members are required to enter final grades in mySFA under the Faculty tab. The faculty will receive notification from the Registrar's Office regarding entry deadlines with attached entry instructions.

Room Schedule
A faculty or staff member takes responsibility to complete the scheduling and coordination of class meeting times and testing times. Room requests should be submitted to the designated person at the end of each semester by the course coordinator. The room scheduler will communicate with the course coordinators for needed changes before the beginning of the next semester. The finalized room schedule is posted in the workroom on the bulletin board. Any add-ons should be written onto the room schedule in the empty time slots.

Clinical Information and Expectations

Clinical Information

The clinical experience should be designed to enhance and extend the learning experiences of the students. The School of Nursing has clinical contracts with numerous health care agencies in the area. The Clinical Coordinator maintains a list of these agencies. Faculty wishing to pursue new clinical sites can reach out to the clinical coordinator for assistance with this process. At the end of each face-to-face clinical day in the BSN program, faculty meet with students for post-conference. In the RN-BSN and the MSN programs, clinical conferences are held within the course for discussions about clinical experiences.

Clinical Hours
The ratio of clinical to classroom hours for BSN and RN-BSN is 3:1. Therefore, for every hour of credit, is 3 hours of clinical. The ratio for MSN is 4:1. This is based on a 15-week semester.

The formula is as follows:

Course credit hours minus didactic hours = number of clinical credit hours.
The clinical credit hours is multiplied by 3, and then multiplied by the number of weeks. Using NUR 4606 as an example, the formula would work as follows: NURS 3616 is a 6-credit hour course with 3 didactic credit hours. The clinical is 135 hours per semester.

Course credit - didactic hours = number of clinical credit hours

(6 - 3) = 3 clinical credit hours.

Then, 3 clinical credit hours x 3 x number of weeks (15) = 135 clinical hours.

The faculty teaching in the same level coordinate clinical schedules. There is no mandated clinical schedule that must be followed. Faculty meet the learning needs of the students while working around the available clinical facilities. Some clinical courses use preceptors to assist in the supervision of the students and to provide the students with a more in-depth clinical experience.

Clinical with Preceptors
Preceptor information is available on the SFA Nursing website. The maximum faculty to student ratio for precepted student for the BSN and RN-BSN program is 1:24, meaning one faculty member can be responsible for 24 students being precepted by a nurse at one time. The maximum faculty to student ratio for precepted students for the MSN program is 1:8.

Uniforms and Name Tags
The student clinical dress code is addressed in the SON Policies and Procedure. Faculty typically wear purple scrub tops and bottoms in the clinical setting. Faculty are not required to follow every piece of the student dress code, however they are responsible for upholding facility dress code and safety standards. Nametags (IDs) for the SON are obtained from ID Card Services in the Student Center (936-468-3401). The student ID differs from the faculty ID. Be sure you ask for School of Nursing identification. All clinical faculty members must wear an ID during all clinical activities off campus.

Evaluations

Course and Course Instructor Evaluations
At the end of each semester, the students evaluate the course, course instructor, and clinical instructor through the university evaluation system through mySFA. Students and faculty receive reminder emails of when the evaluations open and close. Faculty access the evaluations in mySFA under the Resources tab under Course Evaluations and Surveys. Click on Course Evaluation Reporting. Current semester evaluations will populate. To search for a past semester, change the semester in the search area. To see questions asked on the evaluations, click on the magnifying glass under the Preview column. To add instructor supplied questions, click Add under Instructor Questions before evaluations open. The results of the evaluations will be available after final grades are due. You will know when the results are available to you when the check mark under Reporting Disabled is gone. You will also have your results emailed to you automatically a few days after they are available.

Encourage students to complete evaluations. The faculty can see which students have submitted their evaluations, but cannot see the responses since they are anonymous by clicking on Has Taken.

The SON Director has access to these results as well. The Director asks for written responses from faculty in the form of an action plan to all evaluation areas that do not meet the benchmark of 70%.

Typhon
Throughout the semester, the students and faculty evaluate various clinical agencies, preceptors, resources, and simulations. Typhon is an online database for creating, collecting, and analyzing surveys or evaluations that allows data to be aggregated and disaggregated. The Evaluation and Program Effectiveness Committee (EPEC) manages this database. The evaluations are anonymous and the faculty cannot see which students have responded. Faculty should encourage students to respond to Typhon surveys. Faculty will receive results from evaluations pertinent to them at the end of each semester on the same timeline as the university system.

Results are given to the faculty via email and discussed with the SON Director. The Director asks for written responses from faculty in the form of an action plan to all evaluation areas that do not meet the benchmark of 70%.

Ed & Gwen Cole Simulation Laboratory/Laerdal Center of Educational Excellence

Stephen F. Austin Richard and Lucille DeWitt School of Nursing was named a Laerdal Center of Educational Excellence on January 23, 2010. This designation is awarded to centers that have consistently demonstrated excellence in educational philosophy and programs

Simulation Lab
The simulation lab is open for scheduled faculty and student use Monday through Friday. The lab features realistic patient rooms with hospital beds, state of the art mannequins, monitors, bedside tables, and additional medical equipment. Mannequins can be controlled at bedside or

from a separate control room. All rooms have AV capabilities with video streaming to control room and classroom wing. The lab is 9,000 square feet with realistic inpatient and outpatient settings. There is a health assessment lab with ten exam tables each equipped with a wall-mounted otoscopes and ophthalmoscopes. The medical surgical lab is a ten-bed unit with a fully functional nurse's station. The women/children unit has four rooms and a full nursery/NICU area. There is also an ER with a foyer, two ER bays with four triage stations each, and a fully functional ambulance bay.

The simulation lab is reserved near the end of each semester for the subsequent semester by the course coordinator or designee. The schedule is very flexible, however, and simulation faculty is diligent in optimizing use of the lab. The Simulation Lab Room Reservation form is used for initial room reservation. At least two weeks before using the lab or supplies from the lab, faculty must fill out a Simulation Lab Set-up Request Form or a Simulation Lab Supply Request Form. Simulation lab faculty uses these documents to prepare, so it is important to be specific and detailed when filling them out. Students may also schedule additional practice times by contacting the Simulation Lab Coordinator.

Office Hours
Each faculty member is expected to be available a minimum of five office hours per week over two days for student conferences when students are not in class. When it is not possible to keep posted office hours, the Director should be notified. These hours are to be posted on your office door and a copy given to the administrative staff.

Outside Employment
Our accrediting agency requires faculty (full and part time) to maintain expertise in their areas of responsibility, and their performance reflects scholarship and evidence-based teaching and clinical practices. It is understood that these clinical practices include working outside of the university. However, it is imperative that the University policy Outside Employment be followed. See policy for specific guidelines. At the beginning of the Fall semester, the Request for Approval of Outside Employment form will be submitted to the Director. These outside work hours cannot be during the hours in which compensation is being received from SFA.

Tenure
Faculty wishing to be considered for promotion and/or tenure should refer to the SOP. To be considered for tenure, a terminal degree must be held.

Student Organizations, Services, and Recruitment

Association of Black Student Nurses
Association of Black Student Nurses (ABSN) is available to nursing students to enhance their personal and professional development and networking skills. SON faculty or staff serve as the advisor for this organization. All SON faculty members are encouraged to participate in the various activities of ABSN.

Hispanic Student Nurses Association

Hispanic Student Nurses Association (HSNA) is available to nursing students to enhance their personal and professional development and networking skills. SON faculty or staff serve as the advisor for the organization. The SON faculty members are encouraged to participate in the various activities of HSNA.

Nurses Christian Fellowship

Nurses Christian Fellowship (NCF) is a national organization that has an active local chapter at the SON. Anyone can be part of the local chapter to connect with other nurses and share spiritual journeys through Bible studies, prayer, and outreach or service programs. Students and faculty are also welcomed to join the professional nursing organization as well. NCF student leaders organize monthly get-togethers. Nursing and pre-nursing students, faculty, and nurses from the community are invited to attend through social media. NCF student leaders and faculty advisors meet prior to this get-together to discuss the following week's get-together.

Student Nurses Association

The Student Nurses Association (SNA) is available to nursing students to enhance their personal and professional development and networking skills. SON faculty members are appointed to advise the association. All SON faculty members are encouraged to participate in the various activities of SNA.

Sigma Theta Tau International Honor Society

The School of Nursing has an active Sigma chapter (Omicron Eta). Students in the top 35% are inducted during the third semester of study. Each semester, Sigma also inducts community leaders. If you are already a member of another Sigma chapter, you may transfer membership to the SON chapter or apply for dual membership. The chapter meets at least quarterly and provides a variety of continuing education opportunities.

Nursing Pinning and Hooding Ceremony and Graduation

One highlight of the culmination of study in the School of Nursing is the Nursing Pinning ceremony that occurs on the Friday evening prior to graduation. Family and friends of the graduate attend this special occasion. The ceremony is organized by the Pinning Committee made up of faculty members, with input from the graduates. The students select a speaker, a master of ceremonies, biography readers, and an RN to pin them. Faculty may be asked by the students to participate in this event. It is mandatory that all faculty members attend and participate in the candle lighting portion of the ceremony in full graduation regalia. RN-BSN and MSN graduates are invited to participate in the ceremony as well.

The dates of graduation may be found on the University website. All faculty members are required to attend one graduation ceremony each year in full regalia. Regalia may be rented or purchased if you do not have your cap and gown from your graduation.

Showcase Saturday and Recruitment

Prospective students and parents visit the SFA campus and SON building throughout the year. Two to three Saturdays a year, the University hosts Showcase Saturday. The recruitment committee oversees these events and seeks out volunteers to participate.

Technology

Information Technology Services (ITS)
ITS is the first point of contact for technical solutions. The SON has an onsite IT support technician that can help with technology needs in office and in the classroom. Notify the Administrative Assistant to place a work order for all IT support needs. To do so, email the need and include the computer tag number that can be found on the sticker on the top of the computer with "Property of Stephen F. Austin State University" and a barcode. The tag number is listed below the barcode. Do not contact the ITS technician at the SON directly.

The ITS Help Desk can be reached at 468-HELP (4357) or online at Help.sfasu.edu. Some services offered by the Help Desk include:

Services for Employees:
Classroom support
Computer support for SFA purchased computers
Support for university phone equipment
Software development and deployment
Password reset
Project management
Public safety technology
Online systems support (i.e. mySFA, Banner, Office 365)
Help website - help.sfasu.edu

Services for Students
Computer support
Password reset
Smartphone support
Online systems support (i.e. Office365, email)
Help website - help.sfasu.edu

Phones
The University phone system requires setup to customize. For assistance with the phones and voice mail, the SFA Information Technology Services Department asks that we contact the SON Administrative Assistant or Senior Secretary. If they are unable to be of assistance, they will call technical services for you. The Administrative Assistant distributes a Faculty Contact List each semester. To successfully make a long distance call you are still required to dial "9" then "1" and the full 10 digit number. Please remember that University services are to be used responsibly and according to University policy.

Fax
There are three fax machines located in the workroom, in the Senior Secretary's office, and in the annex. (Faxes may only be sent out from the Senior Secretary's fax machine or annex.)

Copier

The copiers are in the faculty workroom. Things may be copied directly at the machine and/or documents may be sent from the individual offices to the Xerox machine in the faculty workroom.

When requesting copies to be made by work study students, complete a work request form and place it in the work study basket in the workroom. Please allow two (2) full days for the copying to be completed.

Computers
Each faculty member is provided an office computer. You may also request the use of a laptop computer for official business. The laptop must be checked out through the Simulation Lab Coordinator.

Network Drives & Microsoft Teams
Personal documents can be saved to your computer's Z drive. Documents that all faculty need to access are located on Microsoft Teams. The department also has a common drive, known as the Y drive. The common drive is where archived faculty meeting and committee meeting minutes are housed. Beginning in 2025, the department shifted most files to Microsoft Teams.

Email
Each faculty member will have an e-mail address. The Assistant to the Director or Administrative Assistant can provide information to faculty regarding how to obtain the address and access to other computer systems. University HOP addresses the use of e-mail for University communications.

MySFA
MySFA is the portal for students, faculty, and staff at SFA. MySFA provides access to enter submit the 12th class day roster, enter final grades, request leave, report leave, enter the Faculty Activity Report (FAR), sign up for campus alerts, order parking passes, check your email from off campus, access evaluation results, access Office365, and access the SFA policy manual.

To login to mySFA, go to www.sfasu.edu and click on the "mySFA" link in the upper right corner. If assistance is needed to log in to MySFA, contact the Help Desk.

Faculty Activity Report (FAR)
Annually, each faculty member completes the FAR in the online database through mySFA. The FAR includes activities such as teaching, professional development, innovations, scholarly activities, professional certifications, professional memberships, service to SFA, the community, honors, awards, and recognitions, and goals and achievements. After the FAR has been completed, it is submitted to the Director for yearly evaluation. The Administrative Assistant will email the date due to all faculty members. This date varies and is contingent on dates set in the University calendar.

Vacation/Sick Leave Request
Faculty must submit the leave request prior to or at the time of being absent.

Log in to MySFA.
Click the Employee tab.
Click on Vacation/Sick Leave Request.
Enter the required information as denoted by asterisks.
The approver is the Director.
Click submit.

Faculty Leave Report
 A Faculty Leave Report must be submitted at the end of each month and signed off by the Director of the School of Nursing.

Log in to MySFA.
Click the Employee tab.
Click on Report Leave.
Choose the month from the drop down box.
Click on Leave Report.
Click next until the Submit button appears.
Click submit.

Office365
Office365 is just like Office that you have used from Microsoft for years but with more features. You still use Word, Power Point, Excel, plus 18 other programs. Instead of a onetime expensive purchase that will shortly be outdated, it stays up to date. In addition, it is online so you can access your documents from any device, anywhere, at any time. If you save it to the OneDrive feature then no matter the disaster, a coffee spill to a fire, your work is never lost.

Campus Security

Emergency Calls
From an on-campus phone: 911

From a cell phone or off-campus phone: (936) 468-2608

(911 calls from a cell phone or an off-campus phone will first be answered by Nacogdoches Police Department.)

In the event of an emergency, Jack Alert, Outdoor Sirens, and Rave Guardian will be used to issue the alert.

Jack Alert
When the Jack Alert system is activated, alerts are issued in three different ways:

Website: A bright yellow banner is splashed across the top of every webpage hosted on the SFA website announcing the alert. You can click on this banner to access information related to the alert.
The alert page is updated as often as new information is available. This system is

tested during the first week of each month.

Text and Phone: Alert calls and text messages are sent to every device registered on the JackAlert system. To receive these alerts, YOU MUST REGISTER YOUR DEVICES.

E-Mail: Notices sent via email are sent to the SFA e-mail address of every student and employee.

To register, log onto mySFA and click on the red "Sign up for Campus Alerts" link to get started. Landline phones and e-mail addresses, which are different from your campus e-mail address, may be registered, in addition to your mobile devices.

Outdoor Sirens

The Outdoor Siren system is designed to alert the campus to an imminent threat. Sirens are located on the roof of the Ralph W. Steen Library. While the sirens may be heard inside some buildings on campus, the system is only designed to provide an audible alert outdoors. For more details, please refer to the Campus Safety Website. The link is located at the bottom of the SFASU Homepage (www.sfasu.edu).

The SFASU Department of Public Safety uses Facebook and Twitter to communicate non-emergency information to the campus community as well. We post the Daily Crime Log, list Training Opportunities, provide Clery Act Information (Right to Know), and other information that might be helpful.

To receive Facebook alerts and information, "like" us at https://www.facebook.com/SFAPolice to receive Twitter alerts and information, "follow" us at https://twitter.com/sfapolicedept

Rave Guardian

The Department of Public Safety continues to offer the Rave Guardian smart phone app to all current students, faculty, and staff. To learn more about Rave Guardian and how to download it go to http://www.sfasu.edu/upd/lumberjack-guardian.asp

Teaching and Learning Supplies

Workroom

The following items are located in the workroom:

- The SON copier/printer is located in the workroom and can be linked to your office computer
- Faculty mailboxes
- Fax machine (cannot be used to send faxes; can only receive on this one)
- Shredder bin *Note: any paperwork that contains student identifiers (ID numbers, etc.) and/or grades that you plan to discard must be put in the shredder bin.*
- Office supplies
- Laminator

Office Supplies

All office supplies can be found in either the workroom or the closet of the workroom. The Administrative Assistant is responsible for ordering and maintaining supplies. Please communicate needs to her in a timely manner.
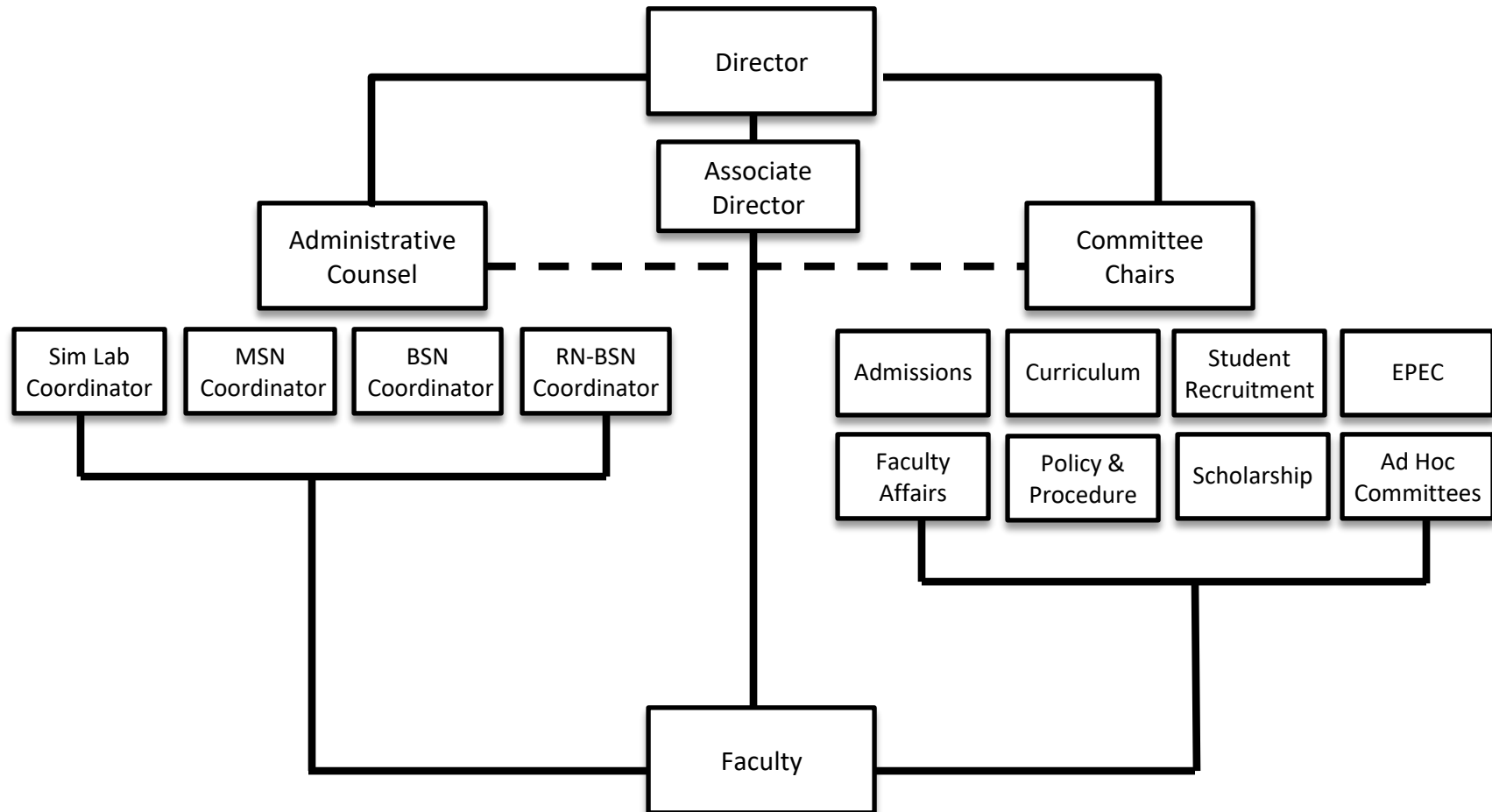
Business Cards
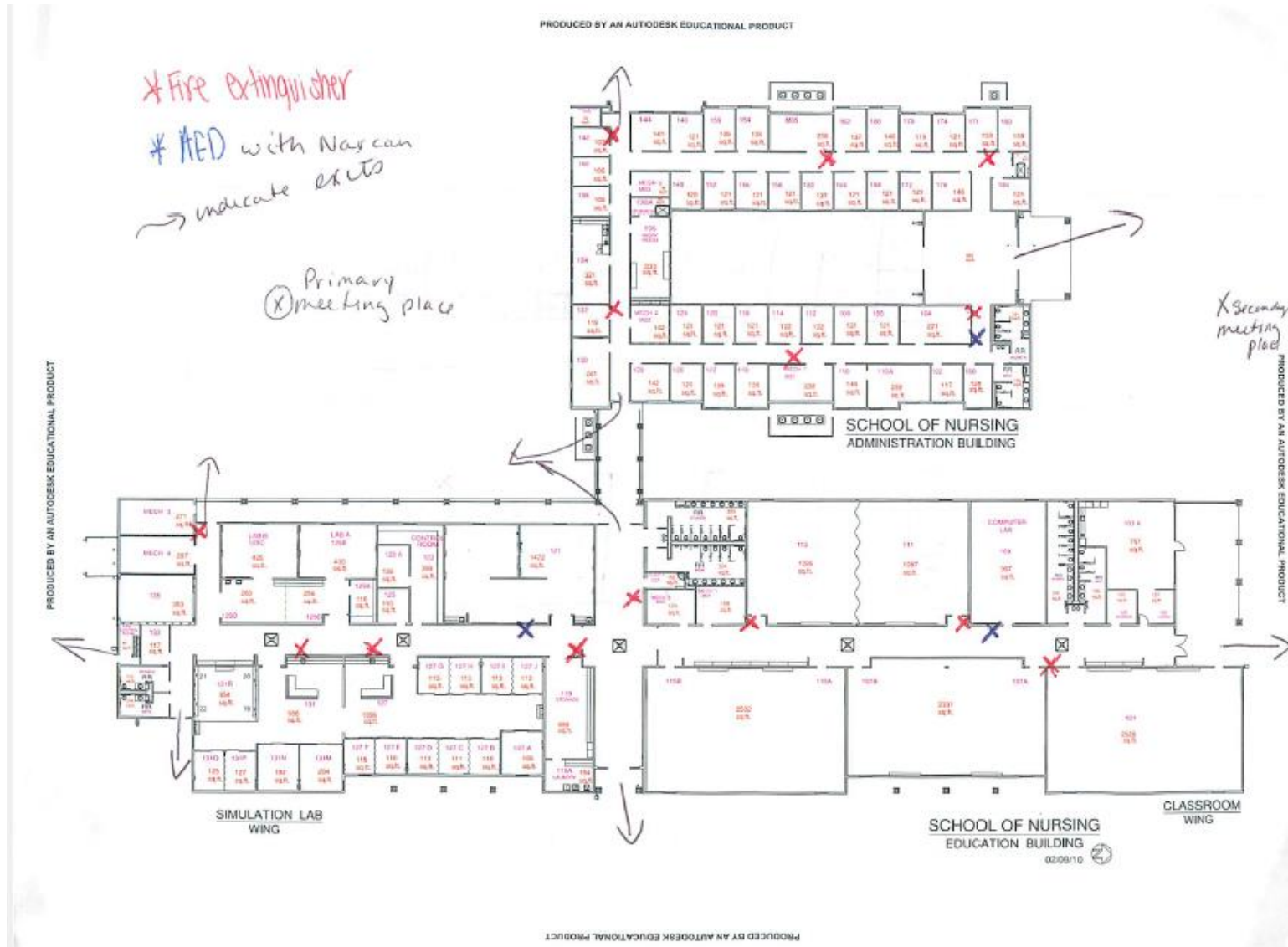See the Administrative Assistant to order business cards.

Other Resources
To check out equipment to be used off campus, see the Administrative Assistant.
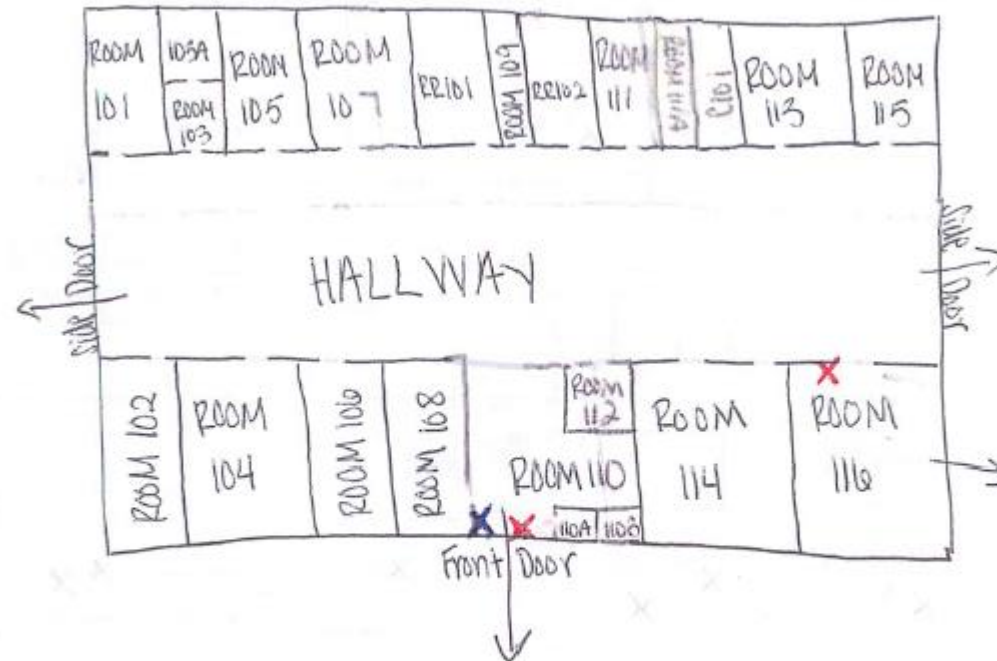
Appendix A – Organizational Chart

Director

Associate Director

Administrative Counsel

Committee Chairs

Sim Lab Coordinator — MSN Coordinator — BSN Coordinator — RN-BSN Coordinator

Admissions — Curriculum — Student Recruitment — EPEC

Faculty Affairs — Policy & Procedure — Scholarship — Ad Hoc Committees

Faculty

Appendix B – Safety Maps

21

Appendix B cont'd – Safety Maps