

University of Louisiana Monroe
College of Health Sciences
Kitty DeGree School of Nursing

GUIDELINES FOR PROFESSIONAL/COMMUNITY SERVICE

Each *semester* that a student is enrolled in **any course in the professional nursing program**, he or she must complete a community/professional service activity as specified in the “Guidelines for Community/Professional Service.” Completion of this activity is required before grades will be posted. Failure to complete this requirement will result in a grade of “Incomplete” (“I”).

1. Each semester that students are in the professional program, they will perform four (4) hours of community or professional service based on the courses that have been completed. Part-time students are considered students in the professional program.
2. Opportunities for service which are received by the Kitty DeGree School of Nursing Office will be shared with faculty and students through email and Moodle announcements and/or in the Learning Resource Center.
3. It is the student’s responsibility to seek out appropriate service opportunities. Examples of semester appropriate community service will be provided by faculty.
4. Community service opportunities not sponsored by ULM Kitty DeGree School of Nursing **must be preapproved** by semester faculty.
5. Dress code will be determined by the community service event and at the discretion of the responsible faculty member.
6. Community/professional service provided during semester breaks can be applied to the requirement for the following semester only.
7. Documentation is to be submitted to designated faculty member each academic semester on the “Report of Professional/Community Service Activity” form.
8. **Personal cell phone use is not allowed during scheduled community service hours. If the student uses a personal cell phone or any electronic device without authorization from faculty, the student will be dismissed from the community service event immediately and will receive no credit for hours worked.**
9. Completion of this activity is required before grades will be posted. Failure to complete this requirement will result in an Incomplete (“I”) grade being submitted.