1.2 Communication
(Revised 8/7/2023)

1.2.1 Maintaining Current Student Information

The current name, address, and telephone number of each student is essential information kept in each of the School of Nursing's (SON)   three offices from admission through graduation. Students will inform the appropriate nursing office and the Registrar's Office of any change in name, address, or telephone number while enrolled in the nursing program. See website: http://www.uttyler.edu/registrar/acadinfo/name_changes.php

1.2.2 Canvas Guidelines

Canvas is the Learning Management System at The University of Texas at Tyler. Canvas gives students access to online, hybrid, and technology-enriched courses. Faculty may use Canvas announcements and Inbox to communicate essential course information. It is the student's responsibility to remain informed of notices on the Learning Management site and campus bulletin boards. Students are expected to review these regularly. See website: https://www.uttyler.edu/canvas/

1.2.3 Email Guidelines

All UT Tyler students must use their UT Tyler student email to communicate with faculty and other entities on campus.

First Impressions Matter
While email exchange among friends or familiar colleagues may take on a more informal tone, a well-constructed email is an essential skill for the professional nurse. As a student representative and future graduate of the UT Tyler School of Nursing, the following recommendations should guide your professional interactions. These interactions include emails to (1) university faculty, staff, or administrators; (2) agency personnel (e.g., preceptors, clinic staff); and (3) potential employers or collaborators.

Post's (2017) article on email etiquette provides a good synopsis of "The Dos and Don'ts of Professional Emails."
Post, J. (2017, June 12). Email etiquette: The dos and don'ts of professional emails. *Business News Daily.* Retrieved from https://www.businessnewsdaily.com/8262-email-etiquette-tips.html.

Recommended Email Format when Communicating with Faculty or Staff
1. *Intended Recipient(s)*
   - To: xxxxx@uttyler.edu
   - cc: someone who additionally needs to know xxx@uttyler.edu
   - bcc: use if you need to let someone know but do not want to either let the other parties know, or you do not want to let the others see his or her email (Use sparingly)

2. *Subject Line*
   - Include the course number (e.g., NURS XXXX and section number) and a few words that highlight the focus of the email. (Example: NURS 5555.060 Request extension)

3. *Body of Email*
   - Start with a Proper Salutation
   - Example: Dear Dr., Mr., Ms., or Mrs.
   - Succinctly discuss the focus of the email; if directed to a university employee, include your student number

4. *Closing*
   - Let the Recipient know if a response is not needed (e.g., No reply necessary)
   - End with "Sincerely, " "Thank you," or another respectful closing.

5. *Include Signature Line*
   - The signature template on the next page should be used in your email communications as a UT Tyler School of Nursing student
   - You will need to edit to include your personal information
   - Please consult with your advisor if you need assistance

6. *Sending Email through Canvas*
   Since Canvas email (or Inbox) is an option for communicating with your course faculty, please
   review the above information, and ensure that at the bottom of all your emails, please include the following in the signature line:

   Full Name
   UT Tyler Graduate (or Undergraduate) Student
   NURS XXXX. section number
   Your telephone number and email

1.2.4 Creating & Saving your UT Tyler Email Signature for Students

Part 1: Creating your Signature
All students in UT Tyler School of Nursing need to use the same email signature for any university-related communication and when communicating with external constituents in their student role. The template is provided below, along with the steps to create your signature. You can follow the steps to update the template and then save your signature in your email program.

Name, Credentials
Degree student

School of Nursing

name@patriots.uttyler.edu

Ask about my strengths: (List your top 5)

Step 1 Line 1: Replace name and credentials with your name and any credentials you have. If you are a pre-licensure undergraduate student, you probably will not have credentials…yet.

Step 2 Line 2: Replace "Degree" with the degree you are earning (i.e., BSN, RN-BSN, MSN-Education, MSN-Administration, MSN/MBA, MSN-FNP, DNP-Leadership, DNP-Clinical, Ph.D.)

Step 3: Line 4: Insert your name in the email line

Step 4: Line 5: Replace "List your top 5" with your top 5 strengths

Example of updated signature:

Jane Doe, MSN, RN-BC, CNE
Ph.D. student

UTTyler SCHOOL OF NURSING

School of Nursing
jdoe2018@patriots.uttyler.edu

Ask about my strengths: Strategic, Communication, Activator, Input, Empathy

Once you have created your signature, you will have to save it to each device you use to send emails – your computer, tablet, phone, etc. Since there is no way this document can provide instructions for every device and email program available, we have provided you with links to Outlook on PC and Mac, but if what you need is unavailable, then search on email signature and your device or email application.

Part 2: Saving your Signature in your Email Programs
Depending on your device configuration, you may need to save the UT Tyler logo graphic separate as a picture on your device. On a PC, you would Right-click on the image above and select Save As Picture. If you do not know how to do this on a Mac, you will need to search for instructions for your version of Mac.

Saving your Signature in Outlook for PC
https://support.office.com/en-us/article/create-and-add-a-signature-to-messages-8ee5d4f4-68fd-464a-a1c1-0e1c80bb27f2

Saving your Signature in Outlook for Mac
https://support.office.com/en-us/article/create-and-insert-a-signature-in-outlook-for-mac-f4d21492-0956-4429-95ad-2769745b539c

Saving your Signature in Outlook 365 online
https://www.microsoft.com/en-us/microsoft-365/blog/2012/06/04/add-signatures-and-disclaimers-to-your-email-with-office-365/

1.2.5 Social Networking/ Media

This policy aims to outline the privacy and confidentiality issues related to students' postings to safeguard The University of Texas at Tyler School of Nursing's identity, integrity, and overall reputation to prevent confidentiality and privacy violations.

Social Networking is any activity involving interaction with other individuals in an online environment. Social networking platforms may be effective modalities for students to connect in positive ways. However, students must be aware of and sensitive to the information and pictures they post of themselves and others.

Using other electronic devices to record pictures, images, and other information or data that may be stored, reviewed, or shared with others immediately or at a future date is also considered social networking. This includes, but is not limited to, browsing other users' profiles, personalized web pages, and photos; reading messages sent through social networking forums; engaging in online messaging services or email that is in any way related to UT Tyler or the School of Nursing or activities conducted while in attendance at the University.

Students are encouraged to read "A Nurse's Guide to Professional Boundaries" and "A Nurse's Guide to the Use of Social Media" on the following website, prepared by the National Council of State Boards of Nursing (NCSBN): https://www.ncsbn.org/professional-boundaries.htm. These guidelines are not all-inclusive; they are intended to be used as a foundation for sound decision-making.

1.2.6 Use of Texting

Students may communicate with their clinical faculty through the use of texting while in the clinical setting. When communicating with faculty regarding coursework or nonclinical issues, the student should use their UTT email accounts.

Confidentiality and Privacy:
Violations of Confidentiality include but are not limited to:

1. Photocopying or recording patient documents, removing patient documents from the clinical site, and posting patient information on social network platforms, online blogs/vlogs, and journals.

2. Contacting patients or patients' family members through a social network platform.

3. Photographing in any clinical setting. Taking and/or posting any pictures taken within a clinical facility without the written permission of the facility or patient (even if the patient's identity is not disclosed) is a breach of the Health Insurance Portability and Accountability Act (HIPAA).

4. Discussing or posting any patient information related to the clinical facility one is assigned on social network platforms or in a public place.

5. Using UT Tyler School of Nursing's name, logo, or other information in one's personal social networking profile. Students may post pictures where they are identified as a nursing student at SON sanctioned events, e.g., white coat ceremony, pinning ceremony, community events, group photos outside of buildings, simulation, and skills

labs. Students may not post photos in uniform in personal settings such as restaurants, bars, and shopping areas. Social networking platforms, blogs/vlogs, and email are public domain.

Failure to comply with the above guidelines will result in disciplinary action, which may include dismissal from the program. Any student found in violation of the policies mentioned above and/or any policies related to conduct unbecoming a University of Texas at Tyler student is subject to procedural disciplinary action as outlined in the UT Tyler Manual of Policies and Procedures for Student Affairs. [Manual of Policies and Procedures for Student Affairs](#).