



## **Floridian Institute Catalog**

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Volume I**

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# GENERAL INFORMATION

## INSTITUTIONAL OWNERSHIP

Floridian Institute is a DBA for Floridian College, Corp. a registered Florida Corporation owned by Edith O. Perez and Jesus A. Perez

## LOCATION

13980 SW 47th Street, Miami, FL. 33175.

## PURPOSE OF THE INSTITUTION - MISSION

Our mission is to provide quality accessible education to students in pursue of a professional career.

## LICENSURE

Floridian Institute is licensed by the Commission for Independent Education, License # 5893. Additional information regarding about this institution may be obtained by contacting the commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400. Toll free: (888) 224-6684 [www.fldoe.org/cie](http://www.fldoe.org/cie)

## ACCREDITATION

Floridian Institute is not accredited by an accrediting agency that is recognized by the United States Department of Education at this time. THEREFORE, IF YOU ENROLL IN THIS INSTITUTION, YOU MAY NOT BE ELIGIBLE FOR TITLE IV FEDERAL FINANCIAL ASSISTANCE, STATE STUDENT FINANCIAL ASSISTANCE, OR PROFESSIONAL CERTIFICATION. IN ADDITION, CREDITS EARNED AT THIS INSTITUTION MAY NOT BE ACCEPTED FOR TRANSFER TO ANOTHER INSTITUTION, AND MAY NOT BE RECOGNIZED BY EMPLOYERS.

## FACILITIES AND EQUIPMENT

The school offers one convenient location in Miami at 13980 SW 47<sup>th</sup> Street, easily accessible by public or private transportation.

There is parking available for students, faculty and staff, including reserved handicapped parking spaces. The school consists of 2,125 square feet. The facilities include two classrooms, one lab for the Hemodialysis program, a media center, a snack-lounge area, two administrative offices, one office area for the faculty, and restrooms.

The classrooms are centrally air conditioned and well lighted which are conducive to a good learning environment. The facilities are in compliance with state and county regulatory agencies, and provide a safe and inviting environment that fosters learning.



## CLASS SCHEDULES

The school operates year around Monday through Friday from 9am to 10pm.

The school has the right to change its schedule in the interest of the student education. Students will be notified in advance of any schedule change.

## 2017 – 2018 SCHOOL CALENDAR

<b>2017 – Term I</b>	
Tuesday September 5, 2017	Semester starts
Friday December 15, 2017	Semester ends
<b>2018 – Term I</b>	
Monday January 8, 2018	Semester starts
Friday April 20, 2018	Semester ends
<b>2018 – Term II</b>	
Monday April 30, 2018	Semester starts
Friday August 10, 2018	Semester ends
<b>2018 – Term III</b>	
Monday August 20, 2018	Semester starts
Friday November 30, 2018	Semester ends
<b>2018 – Term IV</b>	
Monday December 10, 2018	Semester starts
Friday April 5, 2019	Semester ends

## 2017 – 2018 HOLIDAYS

The school remains closed during the following holidays:

### 2017 Holidays

Labor Day, Monday September 4, 2017

Thanksgiving, Thursday November 23 and Friday November 24, 2017

Winter Holiday Break, Monday December 25, 2017 through Friday January 6, 2018

### 2018 Holidays

Martin Luther King Day, Monday January 15, 2018

President's Day, Monday February 19, 2018

Memorial Day, Monday May 28, 2018

Independence Day, July 4, 2018

Labor Day, September 9, 2018

Thanksgiving, Thursday November 22 and Friday November 25, 2018

Winter Holiday Break, Monday December 24, 2018 through Friday January 4<sup>th</sup>, 2019

In addition to the above mentioned holidays, the school is closed on Saturdays and Sundays.

In the event of an emergency, closing due to inclement weather or natural disaster (Hurricane, Etc.) the school will close as determined by the Miami Dade County Public School system.

# ADMISSIONS

## ADMISSION REQUIREMENTS

Floridian Institute requires applicants for admissions to furnish a copy of a high school diploma, transcripts, or GED Diploma, and also comply with any additional requirements of their program of enrollment.

Student must be at least 16 years old to be accepted. Parental consent is required for students under 18. Any prospective student may receive a copy of the school's catalog prior to enrolling.

## ADMISSION PROCEDURES

Prospective students who wish to register at FLORIDIAN INSTITUTE should visit the campus and hold an interview with an admissions officer. Prior to acceptance, the applicant shall fulfill the following requirements:

- ✓ Present a High School Diploma or GED Diploma. Translation and evaluation is required for foreign diploma and transcripts.
- ✓ A picture ID
- ✓ Pay the registration fee (\$150)
- ✓ Complete a signed Enrollment Agreement
- ✓ Comply with any additional admission requirements that apply to the program of enrollment. Specific enrollment requirements are disclosed in this catalog under the program description section.

## STUDENT FINANCIAL ASSISTANCE

All tuition, fees, and related costs as disclosed in this catalog are due prior to the scheduled start-date of a student's course(s), unless the student has arranged to make monthly payments. The balance must be paid by graduation.

At the time of enrollment, students may select to make payments as follows:

- ✓ Full payment at time of signing enrollment agreement.
- ✓ Registration fee at the time of signing enrollment agreement with balance paid prior to starting date.
- ✓ Registration fee at time of signing enrollment agreement with balance paid prior to graduation following an agreed payment plan.



# CANCELLATION AND REFUND POLICY

When a student enrolls in a program of study, he has reserved a place that cannot be made available to other students. Once the Enrollment Agreement is signed by an institution's official it constitutes a contract.

Should a student's enrollment be terminated or cancelled for any reason after class start, all refunds will be made according to the following refund policy.

## REFUND POLICY

Cancellation can be in person, by electronic mail, by Certified Mail or by termination.

Refunds, when due, are made within 30 days (1) of the last day of attendance if written notification has been provided to the institution by the student, or (2) from the date the institution determines the status of withdraw. Retention of tuition and fees collected in advance for a student who does not commence class does not exceed \$150.

Should a student be terminated or cancel for any reason, all refunds will be made according to the following refund schedule:

1. Cancellation must be made in person or by certified mail.
2. All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the Student Enrollment Agreement and making initial payment.
3. Cancellation after the 3rd business day, but before the first class, will result in a refund of all monies paid, with the exception of the registration fee.
4. Cancellation after attendance has begun, but prior to 40% completion of the program, will result in a pro rata refund computed on the number of hours completed to the total program hours.
5. Cancellation after completing 40% of the program will result in no refund.
6. Termination Date: The Termination date for refund computation purposes is the last date of actual attendance by the student unless earlier written notice is received.
7. Refunds will be made within 30 days of termination or receipt of Cancellation Notice.
8. Cancellation of classes by the institution after attendance has begun will result in 100 percent refund. Should the prospective student not meet the entrance requirements it will result in 100 percent refund, if applicable, of all moneys already paid.

# ACADEMIC POLICY AND PROCEDURES

## EVALUATION SYSTEM

The School establishes its evaluations based on the results of the theoretical and practical examinations.

The following grading scale will be used:

## GRADING SYSTEM

Excellent:	90% -100 %	=	A	4.0	****
Good:	89%-80%	=	B	3.0	***
Satisfactory:	79%-70%	=	C	2.0	**
Unsatisfactory:	69%- 0%	=	F	0.0	*

## GRADE ASSIGNMENTS

Grades will be based on the quality of work and level of understanding demonstrated in assessments. Faculty members are required to post grades through LMS for every student based upon the grading and evaluation response time schedule provided in this catalog. Grade reports will be made available to students through the LMS. No official grade results will be given to students by phone or e-mail.

## DEFINITIONS

One clock hour constitutes 50 minutes of directed, supervised instruction and appropriate breaks.

A semester credit hour is equivalent to 15 lecture hours, 30 lab hours, or 45 externship hours.

A semester is a term of instruction of 15 weeks of duration.

A period of enrollment or payment obligation: the entire program.

Academic Year: a minimum of three semesters.

## COURSE NUMBERING SYSTEM

The course numbers are based on course codes established by the institution and do not relate to state common course numbering systems. The course numbering system consists of an alpha prefix followed by a digit course number. The Alpha Prefix identifies the academic discipline and the first digit specifies if the course belongs to an upper or lower division. The numbers indicate the level of the course.

## PREFIXES

HD	Hemodialysis
PSY	Psychology
ENC	English
SPC	Oral Communications
MCB	Microbiology
STA	Statistics
NUR	Nursing

## GRADUATION REQUIREMENTS

In order to graduate from a program, all students must complete the required examinations, hours and services, as well as the final institutional exam at the conclusion of each program, in which the minimum passing score achieved must be no less 70%. In addition to this, the student must fulfill all financial obligations as stated in the Enrollment Agreement. After satisfying all these requirements, the student will be awarded a diploma.

## TRANSFER OF CREDITS

### **Transfer of Credits Between Programs within the Institution**

FLORIDIAN INSTITUTE gives credit for studies at a previous program within the institution. Such credits are accounted and considered if classes previously taken are part of the new program of study.

### **Transfer of Credits for Studies in Other Institutions**

FLORIDIAN INSTITUTE gives credit for studies at other institutions that are approved within the United States. The students shall provide an official transcript of credit, which will be evaluated by Floridian Institute.

### **Transferability of Credits earned at Floridian Institute to another Institution**

Transferability of credits earned at this institution is at the discretion of the accepting institution. It is the student's responsibility to confirm whether or not credits will be accepted by another institution of the student's choice.

## ACADEMIC ADVISING

The institution assigns to each student a dedicated member of the faculty as adviser, the advisor may provide the student with all the assistance and or orientation they might need. The student is also free to direct any of their questions to appropriate staff members.

# ATTENDANCE POLICY

## SATISFACTORY ACADEMIC POLICY (SAP)

All students are required to meet the standards of academic progress that are outlined in the sections below and they are evaluated regularly to determine that the standards are met. These standards have multiple components (qualitative and quantitative measurements) that include: a minimum cumulative grade point average requirement (CGPA); a minimum successful completion rate based on all credit hours attempted; and, a maximum time frame requirement to successfully complete all required credit hours for the program.

### SAP - Quantitative Criteria

Students must complete at least 67% of credit hours attempted each semester to remain compliant with SAP Policy. Credit hour progression will be based on a cumulative total of attempted hours to earned hours. For example, a student enrolls for 12 term credit hours the student is required to successfully complete a minimum of 8 term credit hours ( $12 \times 67\% = 8$ ) for the term. Failure to meet these standards may result in dismissal from the academic program and in ineligibility to earn the Degree.

### SAP - Qualitative Criteria

Under the qualitative criteria, to make Satisfactory Academic Progress (SAP), the student must comply with the following two criteria:

1. Demonstrate a minimum overall cumulative grade point average of 2.0 at the end of the student's second term of enrollment, and at the end of each subsequent term thereafter.
2. Demonstrate successful completion of the required percentage of the total cumulative credit hours he or she has attempted in the program of study.
3. To maintain Satisfactory Academic Progress, a student must establish and maintain at least a 2.0 overall cumulative grade point average by the end of the student's second term of enrollment and all subsequent terms of enrollment. Also, to maintain Satisfactory Academic Progress, the student must complete the required percentage of coursework attempted. Any student who fails to establish or maintain Satisfactory Academic Process must meet with the School's Dean.
4. A student who fails to establish or maintain Satisfactory Academic Progress will be placed on academic probation and maintain this status of academic probation during the following semester. At the end of the semester in which the student is on probation, the student's overall GPA and Credit Completion Percentage will be recalculated. A student will be removed from academic probation only if the student completes the appropriate percentage of coursework and earns a "C" or better in all courses attempted during the semester in which he or she is on academic probation and earns a cumulative GPA of 2.0 or higher.

### SAP - Evaluation

1. Students are evaluated after the completion of every course and at the end of an academic semester.
2. If a student fails a course before the semester ends, he is immediately placed on academic probation.

3. The student will remain on academic probation until:

- ✓ The student retakes the failed course when it is next offered and passes on the next attempt; or,
- ✓ The student retakes the failed course and fails it again; or,
- ✓ The student takes another course (before retaking the first course) and fails it.

4. If the student takes the course a second time and passes it, the student is removed from academic probation.

5. If the student fails the course for a second time, the student is academically dismissed from the institution.

6. If the student takes another course (before retaking the first course) and fails it, the student is academically dismissed.

### **SAP Evaluation - Timeframe to Complete (MTF) Policy**

The maximum allowable timeframe for receiving aid is equal to 150% of the length of the program. For a credit hour program, the credit hours attempted cannot exceed 1.5 times the credit hours required to complete the program. The student will be withdrawn once it is determined that he/she has exceeded the allowable maximum time frame. For transfer students, accepted transfer coursework will be counted in the maximum timeframe. Students can repeat a course, but the credits will also be applied toward the maximum timeframe. Required remedial coursework will not be counted toward the student's maximum timeframe (up to 30 credits).

1. At the end of a semester, any student whose cumulative grade point average (CGPA) is below 2.0 or whose successful completion rate is less than 67% of all credits attempted will be placed on academic probation.

2. The student will have one semester to raise his or her CGPA to 2.0 or higher and/or their completion rate to 67% or better.

3. Any student who fails to earn the minimum CGPA or the required completion rate by the end of the probationary semester will be academically dismissed from the institution.

### **SAP - Appeals**

Any student who has been placed on academic probation for the first time but who feels that there were mitigating circumstances that caused him or her to fail the SAP standard, may file a written appeal with supporting documentation to the School's Dean will make the decision whether to accept the student's appeal within 5 days. If the student's appeal is granted, the student will be considered to be making satisfactory academic progress.

### **Academic Dismissal**

Any student who has been academically dismissed will not be considered for readmission to the institution until 6 months have passed. The student will have to reapply for admission, satisfy all admissions criteria in effect at the time, satisfy any outstanding financial obligations to the institution, and retake any failed classes before proceeding to other courses.

### **Academic Honesty**

Students must submit work that represents their original words or ideas. Students must make it clear the extent to which external sources were used. Words or ideas that require citation include, but are not limited to, all hard

copy or electronic publications, whether copyrighted or not, and all verbal or visual communication when the content of such communication clearly originates from an identifiable source.

It is possible that an act of academic misconduct may not be discovered until credits are issued or a degree is awarded. In such a case, the school reserves the right to revoke credits or degrees based on discovery of improper scholarly conduct. Individual instructors may fail a student for an examination, assignment or course that contains a violation of the school's academic honesty policy. The instructor may refer the circumstances to the Academic Policy Committee for review and final action.

The School's Dean may expel a student for cheating or plagiarism. No credit will be given for homework that is not the original work product of the submitting student. Students will receive credit only for their own original work. Plagiarism is grounds for dismissal from the institution.

# PROCESS OF CORRECTIVE ACTION

## WARNING

In the event of non-compliance with School rules and regulations, academic attendance or professional image, a student will be issued a written warning from his or her instructor. The instructor will advise the student of the non-compliance issue and proceed to identify a corrective action with the student.

## PROBATION

As policy of the institution it is established that the maximum time on probation for a student is 60 days. Within that period, the student should improve his/her satisfactory progress by completing additional hours and taking additional examinations provided by the instructor, and by completing those examinations with a minimum grade average of "C" (2.0). Meanwhile, the student should be fulfilling the minimum attendance requirements. If a student does not fulfill satisfactory progress up to the time of completing each evaluation period of the program, the institution places him/her under probation. If a student restores his/her satisfactory progress, but does not maintain that satisfactory progress status, then he/she will be removed from the program.

## APPEAL PROCESS

Policy of the institution indicates that all students should have the right to appeal a decision that can harm his/her interests. Appeals must be received within 10 days of dismissal.

A student may appeal the school's determination of unsatisfactory progress by submitting a written explanation of his/her reasoning to the Student Services Department. The Student Services Department will confer with the School's Dean, who will determine, in this case, the final decision. The student will be notified of the final determination within 10 days.

## READMISSION TO A PROGRAM

A student who withdraws from their respective program, due to unsatisfactory progress, may be re-admitted to the school on probation status. All former students who apply for readmission one year (i.e., 12 months) after the effective date of their withdrawal will be required to pay a readmission fee of \$50.00.

## SUSPENSION

The institution reserves the right to suspend any student for lack of lack of payment, and/or breach of the rules and regulations of the School.

# STUDENT RESPONSIBILITIES

## CODE OF CONDUCT

1. - The students will bring books, educational equipment and material to the School daily.
2. - All students must be punctual to class.
3. - In case of absence, the student will be responsible to obtain the covered material from a classmate or instructor, in order to maintain his/her daily progress.
4. - The institution will make reasonable arrangements for the recovery of hours and work missed. It is encouraged that all student take advantage of this option.
5. - In case of absence due to medical conditions, a medical certificate is required.
6. – There will be a twenty minute break during each class session.
7. – The School provides a comfortable atmosphere, free of intimidations hostilities or other offenses. Conduct such as sexual harassment, or any type of physical or verbal threat that interferes with educational development of the student will not be tolerated.
8. – Student must pay all financial obligations in due time.
9. – Visits from children and/or relatives and friends are not allowed on Campus.
10. – The student who is caught destroying or damaging School Property will be expelled and/or legally processed.
13. – The Institution does not allow sales, promotions or any other forms of commercial activities within the premises. The student who participates in these practices may be suspended, or dismissed from the School.

## PERSONAL PROPERTY

The student is responsible to identify and protect his/her personal belongings, materials and equipment at all times. The school will not take any responsibility for lost or misplaced personal property.

## SMOKING, EATING AND DRINKING ON PREMISES

Smoking, eating or drinking is not allowed in campus. Students are encouraged to help maintain campus premises clean at all times.

## USING AND CARING FOR THE EQUIPMENT

The students are responsible for their materials and equipment. The equipment and implements of the school should be used gracefully in a suitable and professional manner. Any damage caused to equipment or malfunction detected must be immediately communicated to the school director.



# STUDENT RIGHTS

## EQUALITY OF OPPORTUNITIES

FLORIDIAN INSTITUTE does not discriminate because of sex, age, origin, disability, race, religious beliefs, or social origins and does not exclude any applicants for any of these reasons.

## STUDENT RECORDS DUPLICATES

The student may request a copy of his/her record in person or through a representative authorized by them in a written consent, provided that all financial obligations have been met. The school safely and securely maintains the files of students in fire-proof file cabinets. Student records remain active in the institution permanently, to allow ample time for the student to complete any endeavors requiring the archived document. Transcript files, however, remain indefinitely. Financial records are held for seven (7) years. After the established years of commitment have expired, former students or graduates will be charged a fee of \$25.00 of additional restoration of the records available in the institution then.

## STUDENT PRIVACY RECORDS (ACT OF 1974)

The Federal Student Privacy Act of 1974 relates to the privacy of students, and it is designed to protect the privacy of their records. Students and parents of dependent students have the right to inspect and review the student's records safely stored in the premises. The School requires written authorization from the student or the designated representative before disclosing any individual information. All information requested for by the U.S. Department of Education will be provided in accordance with applicable laws and regulations.

## INFORMATION DISCLOSURE

In order to disclose student's personal information, written authorization is required. All information asked for by the United States Department of Education will be provided, in accordance with all applicable laws and regulations.

## GRIEVANCE POLICY

The administration, faculty and staff of FLORIDIAN INSTITUTE maintain an open-door policy for students to voice their concerns or complaints. Occasionally, a student or former student will require assistance with a problem at a level outside of FLORIDIAN INSTITUTE.

FLORIDIAN INSTITUTE grievance procedure is as follows:

1. The student attempts to handle the grievance with the instructor in a calm and professional manner.
2. If the grievance cannot be settled at this level, the student may ask for the intervention of the President to attempt to mediate, arbitrate, or rectify the situation. In most cases, complaints can be discharged at this level of intervention.
3. If a satisfactory result cannot be accomplished at this level, a written description of the grievance can be directed to the school President. The School President will evaluate the grievance and gather information.

The student will be kept informed by the School Director as to the status of the grievance, as well as the resolution of the problem.

4. In cases where the grievance is not settled at the institutional level, the student may also contact the Department of Education Commission regulation the institution:

The Commission for Independent Education (CIE)  
325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400  
Phone: (850) 245-3200, Toll free: (888) 224-6684  
[www.fldoe.org/cie](http://www.fldoe.org/cie)

# STUDENT SERVICES

## CAREER SERVICES

It is the policy of Floridian Institute to assist students in finding employment upon graduation. Prior to and after graduation, the Student Services Department advises students on career development skills and assists them in finding employment in their chosen career field.

## COUNSELING

Counseling is available to all students for career and academic reasons. Students with issues of a personal nature will be referred to local public or private agencies for professional assistance.

## MEDIA SERVICES

The school Media Center houses additional learning resources for active students and graduates. Resources include 2 computers connected to the internet, additional textbooks, reference materials, as well as program appropriate subscriptions. The media center is open during normal business hours.

## HOUSING

Floridian Institute does not maintain housing for students but provides information and resources about local apartments and rental opportunities for students interested in living near campus. S

## TRANSCRIPT REQUESTS

Student transcripts are permanently maintained at the institution and are available from the Registrar Department. One copy of the official academic transcript is provided to each student upon program completion and satisfaction of all financial obligations to the school. Students may request, in writing, additional copies of transcripts from the Registrar for a fee.

Provided a hold does not exist, a student may request a transcript from the Registrar by completing and delivering a transcript request form. Transcript requests may be made in person or by mail. There is a charge of \$25 for official transcripts, and \$5 per non-official transcript. Official and non-official transcript request may take approximately five (5) to ten (10) business days to process.

## STUDENTS' RIGHT TO KNOW

Floridian Institute's students have access to records as provided under federal and state law. Floridian Institute is in compliance with the Student Right to Know Act (PL 101-542).

## MAINTENANCE OF STUDENT RECORDS

Official academic records are maintained in the Registrar Department. Included are admission applications and associated documentation, the registration forms for each semester; the records of grades and credits received in courses at this institution or accepted from other institutions; and other documents directly relating to the student's academic progress and status.

## DISCRIMINATION AND HARASSMENT POLICY

Floridian Institute prohibits discrimination or harassment based on race, ethnic or national origin, religion, age, sex, color, physical or mental condition, marital status, or veteran status under any program or activity under its purview. Sexual harassment includes harassment based on gender, pregnancy, childbirth or related medical condition, and inappropriate conduct of a sexual nature.

# HEMODIALYSIS TECHNICIAN PROGRAM

23 SEMESTER CREDITS - 600 CLOCK HOURS - 30 WEEKS

## PROGRAM OBJECTIVE

This program prepares students for employment as Hemodialysis Technicians, employment in a dialysis facility, and apply for National and/or State certification examinations.

## PROGRAM DESCRIPTION

A graduate of this program would have learned and acquired the practice necessary in order to demonstrate knowledge of the renal system; renal failure and the impact of renal failure on other systems; identify treatment options for renal failure; demonstrate knowledge of principles of hemodialysis and operation of the hemodialysis machine; identify complications of hemodialysis and appropriate interventions; as well as demonstrate knowledge of the professional protocol that Hemodialysis Technicians follow.

## DIPLOMA

Upon successful completion of the program students receive a diploma.

## DELIVERY METHOD

This program is offered on campus only (not offered online).

## DISCLOSURE

Students may begin working in their field of training as soon as the diploma is received.

## DURATION

This program has a duration of 600 hours. Full time students complete the program in 30 weeks.

## ADMISSION REQUIREMENTS

Students are admitted without regard to age, religion, creed, ethnic origin, marital status, race, gender, or handicap. All students must be able to meet the program objectives in order to graduate. Students must comply with the following requirements in order to enroll to the program:

- Present a high school diploma or GED.
- Submit a completed application and corresponding fees
- Successfully complete an interview with a representative of the admissions department
- Present proof of passing the L-2 Criminal Background Check.

## PROGRAM COST

Registration Fee \$ 150

Tuition Fee \$ 4,715 (\$205 per credit)

Other Costs \$ 260 ( Student ID \$20; In-Services & First Aide Card \$100; BLS/CPR Card \$65; 2 Uniforms \$ 75)

Books & Supplies \$ 300

Total Program Cost \$ 5,425

## FEES NOT INCLUDED IN PROGRAM

Registration or application to Hemodialysis Examinations/ Certifications. Background Check fee: \$24.00

## PROGRAM OUTLINE

CODES	COURSE TITLE	CREDITS	CLOCK HOURS	LAB	CLINICAL	TOTAL HOURS
HD101	Renal Anatomy, Function and Renal Failure	1	15			15
HD102	Renal Failure Causes	1	15			15
HD103	Clinical Manifestation of Renal Failure	1	20			20
HD104	Laboratory of renal failure	1			60	60
HD105	The Dialysis Water Treatment	3	35	20	45	100
HD106	Assessing and Monitoring the Dialysis Patient	2	40	20		60
HD107	Vascular Access for Proper Hemodialysis	3	35	20	45	100
HD108	Dialysis Treatments and Procedures. Hemodialysis Principles	2	40	20		60
HD109	Nutrition as Part of the Patient Care	2	40			40
HD110	Infection Control: Precautions and Protection	2	40			40
HD111	Dialyzer Reprocessing	1	20			20
HD112	Medications and Effects in the Dialysis Treatment	2	30			30
HD113	Peritoneal Dialysis	1	20			20
HD114	HD114 Renal Transplant	1	20			20
	Sub-total	23	370	80	150	
	Total Hours					600

### CERTIFICATION

Graduates are eligible to apply for the following recognized Hemodialysis certifications:

Certified Clinical Hemodialysis Technician Exam (CCHT) with The Nephrology Nursing Certification Commission (NNCC). For information on how to apply and eligibility requirements visit their official site at [www.nnccexam.org](http://www.nnccexam.org)

Certified Hemodialysis Technologist/Technician examination (CHT) with the Board of Nephrology Examiners Nursing Technology (BONENT). For information on how to apply and eligibility requirements visit their official site at [www.bonent.org](http://www.bonent.org)

# RN TO BSN PROGRAM

61 SEMESTER CREDITS – 930 HOURS – 50 WEEKS

## PROGRAM OBJECTIVE

This program offers a path to earn a Bachelor of Science Degree in Nursing for students that already possess an Associate of Science Degree in Nursing.

## PROGRAM DESCRIPTION

Applicants will receive 60 credits for transfer, of which 15 must be in general education. The program prepares students to successfully manage patients and health care systems with increasing levels of complexity, strategically solve clinical problems, and establish best practices and direct evidence based practice.

## DIPLOMA

Florida Institute awards a Bachelor of Science Degree in Nursing upon completion.

## DELIVERY METHOD

This program is offered on campus and as a hybrid, where students attend one class each week, and complete the rest of the work through the online platform.

## PROGRAM LENGTH

This program has a duration of 930 hours. Full time students complete the program in 50 weeks.

## ADMISSIONS REQUIREMENTS

Students are admitted without regard to age, religion, creed, ethnic origin, marital status, race, gender, or handicap. All students must be able to meet the program objectives in order to graduate. Students must comply with the following requirements in order to enroll to the program:

- ✓ Evidence of a high school diploma or GED.
- ✓ Evidence of an Associate of Science Degree in Nursing with a minimum of 60 semester credits and fifteen general education credits.
- ✓ Official college transcripts for all colleges attended and for all courses taken for transfer.
- ✓ Must possess a current/active United States R.N. License.
- ✓ Transfer Credit - Must have an overall GPA of 2.6 or higher on a 4.0 to be considered for transfer.
- ✓ Submission of a completed application and fee.
- ✓ Two professional letters of reference, references should include contact information.
- ✓ Personal interview with the school Dean.
- ✓ Completion of all General Education courses with a "C" or better.

## PROGRAM COST

Registration Fee \$150

Tuition Fee \$ 9,638 (\$158 per credit)

Other Costs \$120 (Student ID \$20; In-Services & First Aide Card: \$100)

Total Program Cost: \$ 9,898

Note: The cost of textbooks is not included in the cost of the program. Students are responsible for purchasing their own textbooks. A list of textbooks required for each course is provided to all prospective students during the admissions process before enrollment.

## CURRICULUM OUTLINE

CODES	COURSE TITLE		Credits	Hours
PSY3000	Psychology	G. Ed.	3	45
ENC3000	Creative Writing	G. Ed.	3	45
SPC3000	Oral Communications	G. Ed.	3	45
MCB3000	Microbiology	G. Ed.	4	75
STA3000	Statistics	G. Ed.	3	45
NUR3001	Nursing Theory and Professional Practice	Core	3	45
NUR3002	Ethical and Legal Issue in Nursing	Core	3	45
NUR3003	Community Nursing	Core	3	45
NUR3004	Global Health	Core	3	45
NUR3005	Transcultural Nursing	Core	3	45
NUR4001	Family Nursing	Core	3	45
NUR4002	Gerontologic Nursing Care	Care	3	45
NUR4003	Nursing Informatics	Core	3	45
NUR4004	Nursing Researches	Core	3	45
NUR4005	Advance Health Assessment	Core	3	45
NUR4006	Advance Pathophysiology	Core	3	45
NUR4007	Pharmacology	Core	3	45
NUR4008	Leadership and Management	Core	3	45
NUR4009	Advanced Acute Concepts	Core	3	45
NUR4010	Evidence Base Practice	Core	3	45
	Total Hours		61	930



# COURSE DESCRIPTIONS

## HEMODIALYSIS PROGRAM COURSES

### HD101 Renal Anatomy, Function and Renal Failure

1 semester credit, 15 hours (15 lecture)

Students learn about the normal functions of the kidney, and basic renal anatomy. By the end of the course students are able to explain the basic functionality of the kidneys, and the medical terms pertaining to the field of nephrology.

Pre-requisites: None

### HD102 Renal Failure Causes

1 semester credit, 15 hours (15 lecture)

Students learn the differences among the causes of pre renal, intra renal, and post renal acute renal failure & how to describe the clinical course of acute renal failure. Student gain the ability to differentiate the etiology and cause of chronic renal failure. This course discusses the tools and tests used in the diagnosis and management of renal failure. By the end of the course students are able to recognize and assess the normal functions of the kidneys, as well as explain the cause of renal failure.

Pre-requisites: HD101

### HD103 Clinical Manifestation of Renal Failure

1 semester credit, 20 hours (20 lecture)

Students learn the etiology and pathogenesis of acute and chronic renal failure. By the end of the course students are able to perform the physical assessment of a patient with kidney disease, and recognize the sign and symptoms of renal failure.

Pre-requisites: HD101, HD102

### HD104 Laboratory of Renal Failure

1 semester credit, 60 hours (60 clinical)

Students learn to read and assess the information included in diagnostic tests done for kidney diseases, laboratory tests, imaging studies, normal values, as well as understand the roles and responsibilities of a technologist. By the end of this course students are able to understand and make a professional interpretation of kidney tests and assessments.

Pre-requisites: HD101, HD102, HD103

### HD105 The Dialysis Water Treatment

3 semester credits, 100 hours (35 lecture, 20 lab, 45 clinical)

Students learn about the water treatment to dialysis patients. By the end of this course students are able to test and monitor the quality of water prior to the patient receiving their treatment, practice and perform independently the water maintenance for the Hemodialysis room. Topics included: understanding of the method for microbiological testing of the water treatment system, typical water treatment monitoring schedule, components of a dialysis centre's water treatment system, and the advantages and disadvantages of water softeners.

Pre-requisites: HD101, HD102, HD103, HD104

#### HD106 Assessing and Monitoring the Dialysis Patient

2 semester credits, 60 hours (40 lecture, 20 lab)

Students learn about the precautions and guidelines necessary while performing the preparation, assessment, monitoring, and care of a dialysis patient. By the end of this course students are able to define the basics quality of care, and explain the impact of medical care on a patient when quality and safety are compromised in dialysis procedures.

Pre-requisites: HD101, HD102, HD103, HD104, HD105

#### HD107 Vascular Access for Proper Hemodialysis

3 semester credits, 100 hours (35 lecture, 20 lab, 45 clinical)

Students learn about the 2 basic types of vascular access and how access is necessary for sufficient blood supply to be delivered at a high flow rate for adequate dialysis without comprising circulation to the arm or other extremity, as well as how to care for each type of vascular access. BY the end of this course, students are able to assemble and prepare the artificial kidneys (non-reuse and reprocessed), operate the fluid delivery system (dialysis machine), prepare the dialyzing fluid, initiate and conclude the dialysis treatment.

Pre-Requisites: HD101, HD102, HD103, HD104, HD105, HD106

#### HD108 Dialysis Treatments and Procedures. Hemodialysis Principles

2 semester credits, 60 hours (40 lecture, 20 lab)

During this course students acquire an understanding and ability to explain the parts and pieces of the dialysis treatment and the components of the dialysis procedure, including water treatment and calculations, procedures used in dialysis. It also includes reprocessing, water treatment, quality assurance and infection control, federal and state regulations; certification options and the evolution of the field of dialysis, laws regarding patient documentation, personal development resources and required safety practices are discussed, patient rights and the needs of specific populations.

Pre-requisites: HD101, HD102, HD103, HD104, HD105, HD106, HD107

#### HD109 Nutrition as Part of the Patient Care

2 semester credits, 40 hours (40 lecture)

Students learn about the importance of nutrition to the overall care of the patient, including special dietary needs. By the end of this course students will be able to describe the role of nutrition in the management of ESRD patient including, explain the basics of nutrition and RDA's, the renal diet, teaching for a patient on renal diet, foods to avoid, methods of cooking to be employed, and planning a renal diet for a patient with CRF.

Pre-requisites: HD101, HD102, HD103

#### HD110 Infection Control: Precautions and Protection

2 semester credits, 40 hours (40 lecture)

Students learn to utilize standard precautions and aseptic techniques, and follow OSHA guidelines. By the end of this course students will be able to define standard and universal precautions, list personal protective equipment required to be worn whenever exposure to blood or body fluids is anticipated, and discuss the modes of transmission of Hepatitis B and more.

Pre-requisites: HD101, HD102, HD103, HD104, HD105, HD106, HD107, HD108

#### HD111 Dialyzer Reprocessing

2 semester credits, 40 hours (40 lecture)

Students learn to prepare the dialysis machine for the Hemodialysis patient. Includes: setting up, testing recirculating, setting parameters, tearing down, cleaning, and disinfecting. Student learn about the history of the

dialyzer reprocessing, the reason for dialysis reprocessing, the steps involved in dialyzer reprocessing, the hazards of dialyzer reprocessing, the documentation for dialyzer reprocessing, and the safety procedures in performing the tasks assigned to the dialysis technician.

Pre-requisites: HD101, HD102, HD103, HD104, HD105, HD110

#### HD112 Medications and Effects in the Dialysis Treatment

2 semester credits, 30 hours (30 lecture)

student learn how medications direct the dialysis treatment and the various drugs used for the treatment of kidney diseases and dialysis. By the end of this course students will be able to describe the dialyzability of drugs and uses during dialysis.

Pre-requisites: HD101, HD102, HD103, HD104, HD105

#### HD113 Peritoneal Dialysis

1 semester credit, 20 hours (20 lecture)

Student learn the principles of peritoneal dialysis; the principles of ultra filtration, diffusion, and convective solute transport. By the end of this course students will be able to describe the process of peritoneal dialysis, the indications, dialysis required and the various complications.

Pre-requisites: HD101, HD102, HD103, HD104, HD105

#### HD114 Renal Transplant

1 semester credit, 20 hours (20 lectures)

Students learn the principles of renal transplant, the peritoneal dialysis and renal transplantation. By the end of this course students will be able to state the advantages and disadvantages of a renal transplant, explain the contraindications to transplantation, describe electrolyte abnormalities after transplantations, and explain the evaluation process for a potential kidney transplant recipient.

Pre-requisites: HD101, HD102, HD103

### RN TO BSN PROGRAM COURSES

#### PSY3000 - Psychology

3 semester credits – 45 lecture hours

This course assists students obtain the knowledge of fundamentals of psychology and develop an insight in the behavior of self and others, introduces the scientific study of behavior and facilitates the knowledge about causes of behavior, and explains the principles of psychology and its application in health and diseases.

Pre-requisites: AS in Nursing Degree

#### ENC3000 – Creative Writing

3 semester credits – 45 lecture hours

This course is designed to aid students in their creative expression. Students learn to read and evaluate their effectiveness in different styles, and targeting different audiences. Students are expected to deliver their writing to an audience.

Pre-requisites: AS in Nursing Degree

#### SPC3000 – Oral Communications

3 semester credits – 45 lecture hours

This course explores the fundamentals of oral communication through the study and practice of interpersonal and small group communication and the composition and delivery of short speeches, introduces students to the functions and modes of oral presentation, as well as many practical strategies with which to execute it.

Pre-requisites: AS in Nursing Degree

#### MCB3000 – Microbiology

3 semester credits – 45 lecture hours

This course covers principles of microbiology with emphasis on microorganisms and human disease. Topics include an overview of microbiology and aspects of medical microbiology, identification and control of pathogens, disease transmission, host resistance, and immunity. Upon completion, students should be able to demonstrate knowledge of microorganisms and the disease process as well as aseptic and sterile techniques.

Pre-requisites: AS in Nursing Degree

#### STA3000 – Statistics

3 semester credits – 45 lecture hours

The purpose of this course is to introduce students to the major concepts and tools for collecting, analyzing, and drawing conclusions from data. Students are exposed to four broad conceptual themes: Exploring Data, Sampling and Experimentation, Anticipating Patterns, and Statistical Inference.

Pre-requisites: AS in Nursing Degree

#### NUR3001 - Nursing Theory and Professional Practice

3 semester credits – 45 lecture hours

This course reviews nursing theories as a foundation for nursing practice. Examines conceptual models and theories as they pertain to physical and mental health illnesses in cultural, social, economic, political and population contexts. Historical, legal, cultural, economic, and social factors that influence nursing and health care delivery are analyzed. Various philosophical perspectives upon professional nursing practice are considered.

Pre-requisites: AS in Nursing Degree

#### NUR3002 - Ethical and Legal Issue in Nursing

3 semester credits – 45 lecture hours

It provides students with a foundation of health law and ethics and reviews a wide variety of health care legal and ethical situations and dilemmas. Provides students with practical knowledge of health laws and ethics and their application in the real world of health care. Students will have a working knowledge of pertinent law and ethical procedures and how to apply them in the health care arena.

Pre-requisites: AS in Nursing Degree

#### NUR3003 - Community Nursing

3 semester credits – 45 lecture hours

This course provides students with a the practical understanding of the health factors that affect the community and vulnerable population. Students learn the role of the professional nurse in the provision of population-based nursing care directed toward health promotion and primary prevention in the community.

Pre-requisites: AS in Nursing Degree

#### NUR3004 - Global Health

3 semester credits – 45 lecture hours

This course introduces students to the practice of global health nursing, the political, economic, and The course focuses on challenges, diseases, and conditions of major public health importance, their patterns of global mortality and morbidity, their social, economic, and political determinants and consequences, their

inequalities and inequities, and the population-based interventions as well as social and institutional responses to these challenges structured through communities, national health systems as well as international agencies.

Pre-requisites: AS in Nursing Degree

#### NUR 3005 - Transcultural Nursing

3 semester credits – 45 lecture hours

This course explores the beliefs and practices of individuals and groups. This course is designed to assist nursing students in learning about culture, belief systems, values, and practices that are specific to identified cultures, in order to better understand and provide nursing care that is both culturally competent and culturally sensitive in nature.

Pre-requisites: AS in Nursing Degree

#### NUR4001 - Family Nursing

3 semester credits – 45 lecture hours

Focuses on health promotion, health protection, disease prevention and communication strategies throughout the lifespan. Explores the foundational concepts and the use of patient-care technologies necessary for safe, patient-centered nursing care across the life span while integrating legal/ethical responsibilities of the nurse.

Pre-requisites: AS in Nursing Degree

#### NUR4002 - Gerontologic Nursing Care

3 semester credits – 45 lecture hours

Students learn about the theoretical aspects of aging relevant to health promotion and illness prevention in older adults. Examines the process of aging. Physical, psychological, socio-cultural, and spiritual aspects of aging are examined within the context of the family and society.

Pre-requisites: AS in Nursing Degree

#### NUR4003 - Nursing Informatics

3 semester credits – 45 lecture hours

Students learn about concepts of nursing, technology, and information management, reviewing theory, practice, and the social and ethical issues in nursing and health care informatics. Explores current trends in health and health care, research findings, and trends in health care delivery. Students learn about how computer technology is used for clinical documentation, communication, discharge planning, client education, expert systems, professional development, networking and project management.

Pre-requisites: AS in Nursing Degree

#### NUR4004 - Nursing Researches

3 semester credits – 45 lecture hours

Nursing research as a basis for nursing practice. Provides basic understanding of the research process and its application to nursing and nursing practice. Various types of research and research methods as well as statistical methods will be discussed, with particular emphasis on the rights and responsibilities toward human subjects.

Pre-requisites: AS in Nursing Degree

#### NUR4005 - Advance Health Assessment

3 semester credits – 45 lecture hours

Clinical application of concepts and techniques of health assessment of clients. Emphasis is on comprehensive physical assessment techniques, interviewing skills, multi-system assessments, and genetic and health risk assessments. Emphasis is placed on applying critical thinking and diagnostic reasoning skills in assessing, diagnosing, and monitoring the health status of adult clients and families

Pre-requisites: AS in Nursing Degree

NUR4006 - Advance Pathophysiology

3 semester credits – 45 lecture hours

Concepts and nursing care applications of the pathophysiological basis of illness. It is designed to facilitate the student's development of nursing systems, thereby enabling the student to manage the health deviations of the individual therapeutically. Analyze the etiology and pathophysiological alterations associated with selected common conditions across the life span.

Pre-requisites: AS in Nursing Degree

NUR4007 - Pharmacology

3 semester credits – 45 lecture hours

Principles of pharmacology and application to nursing practice. Students apply their knowledge and experience in the development of a deeper understanding of pharmacological treatment modalities. Students evaluate major drug classifications/select prototype drugs and discuss the safe administration of medications, effective monitoring, and appropriate evaluation of physiological responses

Pre-requisites: AS in Nursing Degree

NUR4008 - Leadership and Management

3 semester credits – 45 lecture hours

Leadership in Healthcare Communities integrates concepts from community health nursing and leadership/management. This course emphasizes the application of knowledge, skills, and attitudes to effect change in health policy to improve healthcare delivery. Students analyze contemporary healthcare issues of concern to nursing and learn strategies for effective involvement in policy-making decisions and policy implementation.

Pre-requisites: AS in Nursing Degree

NUR4009 - Advanced acute Concepts

3 semester credits – 45 lecture hours

This course is designed for the student to use the nursing process in promoting the functional health patterns of the bio-psychosocial, spiritual state of the high-risk perinatal client and the high-risk neonate. The primary clinical emphasis is with the childbearing family experiencing deviations from normal in the acute health care setting.

Pre-Requisites: AS in Nursing Degree

NUR4010 - Evidence Base Practice

3 semester credits – 45 lecture hours

This course explores the application of the nursing process, scientific and evidence-based principles in the nursing care of clients in long-term care. It allows the learner to explore nursing research in an evidence-based practice setting. Fundamental principles of the research process, both quantitative and qualitative, and models for applying evidence to clinical practice will be explored. Strategies for implementation of evidence into clinical practice will be developed.

Pre-requisites: AS in Nursing Degree

# ONLINE DELIVERY

Floridian Institute offers a hybrid RN to BSN Program, where students attend class once a week, and complete weekly the rest of the work through the online platform.

Online delivery within the courses facilitates interaction between faculty/student and student/student. The methods of interaction include: online lectures, emails, document sharing, chat rooms, discussions, and webinars arranged exclusively for student meetings, academic advising sessions, and tutoring.

## DISTANCE EDUCATION ORIENTATION

Students wishing to take courses via distance education are required to complete an orientation course from Floridian Institute where they learn study skills. All distance education students are expected to be computer-literate and familiar with the internet prior to orientation.

Floridian Institute uses moodle as the platform for the delivery of the institution's online programs. The platform also provides learners with tutorials that guide them on the different ways they can interact online. Users will be shown a wide variety of activities they could complete once the course starts.

At the beginning of the semester all distance learning course participants will be invited to participate in an introductory lecture on how our distance-learning platform works to help learners answer any questions they may have about strategies or approaches professors will use.

## ACADEMIC ADVISING

Students are assigned to a faculty member to provide academic advising. Students and their assigned faculty advisor engage each term via phone or Skype, so as to encourage successful completion of the degree program. Faculty advisors also are available through email for guidance related to academic issues.

## ACADEMIC SUPPORT

By accessing the Floridian Institute's Virtual Classroom, students are in contact with professors and this communication is provided as follows:

1. Forums: All courses have an inquiry discussion to address students' questions about different academic topics.
2. Course Chats and Messages: Chatting with professors and peers provides synchronous interaction. In addition, here students can ask individual questions to professors and/or tutors regarding some academic or non-academic issues that could be affecting their performance.

## TECHNICAL SUPPORT

Technical support on the use of the platform is available at students' and professors' request throughout the course and provides information about course activities and how to use the platform tools. Students have access to technical support from Monday to Sunday 24/7. A Technical Support Hotline is available on the institution's web page.

## CLASS MATERIALS

Online class material is prepared before the semester begins.

## EQUIPMENT REQUIREMENTS FOR STUDENTS

Completed course content and supplemental materials needed for students (syllabus, PPT'S, PDF'S, links, activities, etc.) are provided in the course prior to the course start date.

The distance learning platform requires specific features in order to achieve required tasks.

<b>Windows</b>		
1	Processor: 2GHz or faster processor (or above)	Hardware
1	Operating System: Windows 10/8/7	Hardware
1	Memory: 1GB of RAM (or above)	Hardware
1	Screen Resolution: 1024 x 768 (or above)	Hardware
1	Microsoft Internet Explorer 11, Windows Edge, or Mozilla Firefox 47 and 48, Chrome 52 and 53	Software
1	Microsoft Office 2016 or 365 (or higher)	Software
1	Adobe Flash Player 22 and 23 (or higher) and Adobe Acrobat 11 (or higher)	Software
1	Webcam and Headset	Hardware

<b>Mac</b>		
1	Processor: 2GHz or faster processor	Hardware
1	Operating System: OSX 10.6 (or above)	Hardware
1	Memory: 1GB of RAM (or above)	Hardware
1	Screen Resolution: 1024 x 768 (or above)	Hardware
1	Mozilla Firefox 47 or Safari 6.2.8 browser supported for Mac OS X 10.6 (or higher)	Software
1	Microsoft Office 2012 or 365 (or higher)	Software
1	Adobe Flash Player 23 (or higher) and Adobe Acrobat 11 (or higher)	Software
1	Webcam and Headset	Hardware

Floridian Institute strives to prevent the spread of computer viruses by employing the latest virus detection software on all institution-owned computer systems; however, Floridian Institute makes no guarantee related to the unintentional propagation of computer viruses that may go undetected by our virus detection software. Floridian Institute will not be held liable for any direct, indirect, incidental, special, consequential or punitive damages of any kind, including but not limited to; loss of data, file corruption, or hardware failure, resulting from the effect of any malicious code or computer virus unintentionally transmitted by Floridian Institute staff members, students or affiliates. Floridian Institute strongly recommends and urges all Instructors and students to



seek out and install adequate virus detection software and to routinely check for, and install the most recent updates to their anti-virus software no less frequently than once each month, for their particular computer and operating system.

#### STUDENT ASSESSMENT

Each course in a program provides for a variety of both formative and summative assessments to evaluate student learning. The majority of courses require written assignments in the form of essays or short responses to discussion questions that cognitively engage the learner in achievement of the performance objectives specified for each course. Summative evaluations take the form of either written essays or final exams. Courses may also include case studies analyses.

Students are required to complete an end-of-course survey. The responses provide feedback on the students' learning experience for that course. Responses cover the range of questions about the instructional materials, instructor facilitation, support materials, student service support, technology and demographic questions.

The students' assessment grades, course grades and end of course survey responses provide a continuous feedback loop into course development and instruction that allows for continual improvement.

#### COURSE SYLLABI

Every course has a specific assessment system and a time frame that is given once they are registered. This timeframe includes the dates and times the tasks are due and the weight each task has in the final score. Evaluations are also included and specified in the student's calendar of activities.

Courses are carefully designed to include Interactive activities and autonomous learning projects, assignments, and papers, which are developed by course leads who are experts in the field. All course components are directly aligned with program objectives, course outcomes, and module objectives. As such, courses will be delivered as they are designed and provide a complete and consistent experience for all students.

#### STUDENT SUCCESS

To evaluate the students' success in achieving the online learning goals, students must:

- ✓ Submit all course work, projects, and assignments online
- ✓ Conduct research, and work individually, as well as collaboratively
- ✓ Participate in discussions / Virtual Classroom / and chat (as available)

Professors are responsible for controlling and updating student progress on a regular basis. Distance Learning Platform reporting tools are used to verify students' and professors' performance throughout the course.

Student progress is evaluated by using our virtual classroom tools provided by our platform.

#### COMPUTING AND NETWORKING RESOURCES

Although all learning resources, the Learning Management System, and Discussion Boards are not open for public access, students should note that they are not private or confidential and neither students nor faculty should assume privacy when communicating in the Learning Management System. The institution may access and observe communications conducted in the Learning Management System for regulatory, accreditation, and other

administrative purposes, or for the purpose of enforcing the Code of Conduct, including investigating allegations of misconduct, suspected misconduct or other complaints.

In addition, Floridian Institute recognizes the need to provide limited access to the Discussion Board and to other learning resources to persons other than students, alumni, faculty, and staff.

#### DISCUSSION BOARD ACCESS

For regulatory, accreditation, and other administrative purposes, Discussion Boards may be accessed and observed by persons other than students, faculty, and staff. Access to the Discussion Boards will be authorized only after the review of such a request and the determination that access is necessary and appropriate, does not infringe on the activities of students and faculty, and does not threaten the academic integrity of the Discussion Boards. Although the Discussion Boards are not open for public access, they are neither in the private nor confidential domain; neither students nor faculty should assume privacy within the Discussion Boards.

#### STUDENT LOGIN, USERNAME AND PASSWORD

Each student is assigned a designated username and password to log into Floridian's Institute online platform and courses. Registered Floridian Institute students with technical issues, please contact Technical Support via email for assistance if any login problems occur.

Students' usernames and passwords are vital for the security of a student's work. The responsibility for all activities carried out under a student's username rests solely with that student. Please ensure you keep your password secret and do not give it to anyone else

#### CONTACT INFORMATION FOR STUDENTS

Students are responsible for keeping their contact information accurate and current. Students' contact information is the information they submitted upon initiating the application process. Students wishing to update any of their contact information should contact the support department through their portal and include:

- ✓ Student's full name (first and last name)
- ✓ Student ID

The primary form of official communication is through e-mail. Students are required to maintain active e-mail addresses and inform the institution of a change of address according to the process described above. To ensure receipt of important communications, students should make sure that spam filters are set to receive e-mail from the institution.

#### EMAIL COMMUNICATION

E-mail communication is the preferred communication media for students, faculty and staff. In order to take advantage of this technology, it is required that students, faculty and staff acquire and maintain e-mail access with the capability to send and receive attached files.

# STAFF AND FACULTY

## STAFF

*President, Jesus A. Perez*

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*School Dean, Edith O. Perez*

MSN, Master of Science in Family Nurse Practitioner, University of Turabo, Miramar, Florida

*Financial Director, Jesus A. Perez*

MD, ISCMH University, Habana, Cuba

*Admissions, Nadir Perez*

PS in Political Science, Currently attending at Florida International University, Miami Florida

*Registrar, Isabel Suarez*

AA Business Administration, Miami Dade College, Miami, Florida

*Student Services, Lisandra Companioni*

BA, Bachelors of Arts in Chemistry, Florida International University, Miami, Florida

## FACULTY

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