

1.2 Communication

Reviewed 9/24/2018

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 three offices of the SON from the time of 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 WEB site:

http://www.uttyler.edu/registrar/acadinfo/name_changes.php

1.2.2 Email Guidelines

All UT Tyler students must use the student emails as a means of communication with faculty and other entities on campus.

1. Information concerning the [SON](#) can also be accessed through WEB.
2. Undergraduate students are expected to self-enroll in the Undergraduate Student Learning Management site for information sharing. Graduate students are placed in their respective student groups in the learning management system for information sharing.
3. It is the student's responsibility to remain informed of general and special notices on the Learning Management sites and campus bulletin boards. Students are expected to review these regularly.

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 on "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 Course Number (e.g. NURS XXXX and Section number) and/or a few words that highlight the focus of email. (Example: NURS 6666.060_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” or “Thank you” or other 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 is how you will be communicating with your course faculty, please review the above information, and, ensure at the bottom of all of your emails, please include the following in the signature line:

Full Name
 UT Tyler Graduate Student
 NURS 5324.your section number
 Your telephone number and email

1.2.3 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 then save your signature in your email program.

Name, Credentials

Degree student



College of Nursing & Health Sciences

name@patriots.uttyler.edu

Ask about my strengths: List your top 5

Step 1 Line 1: Replace Name, Credentials with your name and any credentials you have. If you are a pre-licensure undergraduate student, you probably won't have any 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, PhD)

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

Step 4: Replace word “List your top 5” with your top 5 strengths

Example of updated signature:

Jane Doe, MSN, RN-BC, CNE
PhD student



College of Nursing & Health Sciences
jdoe2018@patriots.uttyler.edu

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

Once you have created your signature, you will have to save to each device you use to send emails – your computer, tablet, phone etc. Since there is no way this document can provide you instructions for every possible device and email program available, we have provided you with links to Outlook on PC and Mac but if what you need is not available 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 image above and select Save As Picture. If you don't know how to do this on a Mac, then 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/>

1.2.4 Social Media

Social Networking Policy

Online social networking mediums, such as Facebook® and Instagram®, etc. 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). The purpose of this policy is to outline the privacy and confidentiality issues related to students' postings to ensure safeguarding of The University of Texas at Tyler (U.T. Tyler), School of Nursing's identity, integrity and overall reputation, in an effort to prevent violations of confidentiality and privacy.

Social Networking (definition) – Any activity that involves interaction with other individuals/users in an online environment, i.e., Facebook®, Twitter®, Instagram®, Flickr®, Friendstar®, Classmates.com®, LinkedIn®, Xanga®, Bebo®, etc. (http://en.wikipedia.org/wiki/List_of_social_networking_websites). In addition, the use of other electronic devices to record pictures, images, and other information or data that

may be stored, reviewed, or shared with others either immediately or at a future date are considered social networking. For purposes of this policy, this interaction includes, but is not limited to, browsing other users' profiles/personalized web pages, browsing other users' photos, reading messages sent through social networking forums, and engaging in online messaging services, such as instant messaging or email that is in any way related to U.T. Tyler or the School of Nursing or activities conducted while in attendance at the University.

The following provides guidance as to what type of behavior is inappropriate relative to online social networking. These guidelines are not all inclusive; rather, they are intended to be used as a foundation for sound decision making. Students are encouraged to refer to the following which was prepared by the National Council of State Boards of Nursing (NCSBN): [A Nurse's Guide to Professional Boundaries](#).

Confidentiality and Privacy

Violations of Confidentiality include but are not limited to:

1. Photocopying patient documents, removing patient documents from the clinical site, and postings of patient information on Internet social networking sites (Facebook®, MySpace®, Twitter®, YouTube®, etc.) as well as online blogs and journals.
2. Contacting patients/patients' family members through a social networking system.
3. Photographing in any clinical setting. Taking and/or posting any picture taken within a clinical facility without 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 (HIPPA).
4. Discussing/posting any patient information related to the clinical facility one is assigned on Internet social networking sites or in a public place.
5. Social networking, texting, email, and other recreational computer use is prohibited during class or clinical time.
6. Using U.T. 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 students at SON sanctioned events, for example: community events, group photos outside of buildings, simulation and skills labs. Posted photos in uniform are prohibited in personal settings such as restaurants, bars, shopping areas. Social networking mediums, blogs, Twitter® and Internet/electronic mail, all are considered public domain.

Failure to comply with the above guidelines will result in disciplinary action which can include dismissal from the program. Any student found in violation of the above mentioned policy 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 U.T. Tyler [Manual of Policies and Procedures for Student Affairs](#).