

The University of Texas at Austin School of Nursing
SHINE: Students Helping in Nursing Education

What is SHINE?

SHINE is a student volunteer program for pre-nursing students designed to increase interaction and promote friendliness and understanding among the students, faculty and staff.

What will I do and for how long?

A SHINE volunteer agrees to work no fewer than one and no more than two hours a week for an assigned faculty or staff member for one long semester. Tasks vary but may range from filing and organizing materials to doing literature searches and data coding. You are not expected to work during exams or other “crunch” times. Please note: This is not a clinical program.

What’s the incentive for students?

SHINE gives you the opportunity to learn from faculty and staff and to receive informal mentoring. And don’t forget, these friendly relationships may help you later when you need a recommendation.

How do I apply?

Applications will be available in the Learning Center during the first week of each long semester. Complete an application and return it to NUR 5.102K within that week.

How will I be notified of my assignment?

You will be e-mailed your work assignment within one week after the application deadline. The assignments will also be posted on the Learning Enhancement Services bulletin board on the 5th floor across from the south elevator. Remember, in order to avoid a conflict of interest, you will not be assigned to any of your current instructors.

What is expected of me?

- In order to participate, you must be a pre-nursing student at UT-Austin who is in good academic standing.
- By volunteering for SHINE, you are agreeing to work no fewer than one and no more than two hours a week for one long semester. Take this into consideration before applying. If you cannot do this, do not apply.
- Complete and turn in your application to NUR5.102K by the posted deadline.
- It is your responsibility to contact your SHINE supervisor to arrange a time to meet. You must place a call or send an email to your supervisor **by the posted deadline**. Please give your supervisor a few days to respond. If you have not heard back from your supervisor within a week, please contact me for assistance.
- Use your first meeting to exchange contact information (name, phone number and e-mail address) with your supervisor, discuss expectations, and complete the SHINE Agreement form:
<http://www.utexas.edu/nursing/les/docs/shineagreement.pdf>.
- Arrive on time for all appointments. If you cannot come at your assigned time, let your supervisor know ahead of time. If you suffer an emergency, alert your supervisor as soon as you can after the emergency. Please note: repeated absences may be grounds for dismissal.
- Your supervisor may designate a place where s/he will leave assignments for you in her/his absence. Make certain that you understand any such arrangements and follow through.
- If any problems arise during the semester, discuss them with your supervisor. If problems cannot be resolved, or you are not comfortable talking to your supervisor, contact me.
- If your situation changes and you are unable to complete your assignment, notify your supervisor and me immediately. Failure to do so may affect your future participation in the program.

Some additional tips

- Your supervisor is a wonderful resource. She or he will be happy to answer questions about nursing.
- Talk to your supervisor about any concerns that may arise regarding assigned tasks.
- Do not be afraid to ask questions if you are uncertain about instructions or duties. This is a learning experience!
- ALWAYS discuss time conflicts with your supervisor; she or he is depending on you to complete your tasks and needs to know if you will be unable to do so.
- PLEASE contact me if you have questions or concerns at 232-4775 or pcastaneda-english@mail.nur.utexas.edu