

MSN GRADUATE STUDENT HANDBOOK



MASTERS OF SCIENCE IN NURSING PROGRAM

*Revised
Summer2018*

DEPARTMENT OF NURSING
MSN PROGRAM
STUDENT HANDBOOK VERIFICATION

Please complete this form and return it to the office of the Director of Graduate Studies for Nursing. We will place this form in your student file to acknowledge that you received and understand the contents of the handbook.

I have accessed the Department of Nursing's MSN Graduate Student Handbook, and I have read and understood the contents of this handbook.

Name: _____ (Please Print)

Signature: _____

SEMO Student ID #: _____

Date: _____

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I. INTRODUCTION

A. Letter of Welcome

Dear Graduate Nursing Student:

Welcome to the Masters of Science in Nursing (MSN) Program at Southeast Missouri State University. Upon completion of the graduate nursing program of study, you will be awarded a Master of Science in Nursing (MSN) degree. This degree will prepare you to practice in a select advanced nursing role and is the basis for doctoral study. The MSN Program has full accreditation through the Commission on Collegiate Nursing Education (CCNE).

The MSN curriculum is designed to promote your professional growth in advanced nursing. In addition to expanding your knowledge base of advanced nursing, you will be challenged to think critically and communicate effectively as you enhance your ability to provide knowledgeable caring. You will participate in community-based experiences that will not only build your advanced knowledge and skills in a select advanced nursing role but also contribute to meeting the health care needs of rural populations.

The faculty and staff hope you will find the MSN Program exciting, thought provoking, and professionally satisfying. Uppermost, is our desire to promote and facilitate your education at the graduate level. We welcome you to our graduate nursing program and look forward to assisting you to achieve your goals in professional nursing.

Sincerely,

Graduate Nursing Faculty

B. Purpose of Handbook

This handbook has been prepared by the graduate nursing faculty to supplement but not replace the *University Graduate Bulletin* and to act as an overall guide to policies, procedures, and other information specific to the Department of Nursing. For general Graduate Studies matters, the *Graduate Bulletin* is the only official document.

Information in this handbook is as accurate as is realistically possible; however, the contents may change periodically. Due notice will be given to all students when changes are made to policies contained in the handbook. If there are questions about any of the information contained in this document, do not hesitate to contact the Director of Graduate Studies for Nursing for clarification. Graduate nursing students are responsible for information in this handbook as well as information in the current *University Graduate Bulletin* (<http://www.semo.edu/grad/bulletin.htm>).

Southeast Missouri State University supports both in practice and in spirit, the full intent to Titles VI and VII of the Equal Opportunity Act. All personnel concerned with recruitment, hiring, training, assignment, promotion, use of facilities, and privileges are reminded to govern personal actions and procedures within the intent of the Equal Opportunity Act, which prohibits discrimination on the basis of race, color, religion, gender, or ethnic origin, and affirmatively seeks to guarantee equal opportunity for all. The Affirmative Action Office monitors the University's policies and assists individuals who have questions or problems related to discrimination.

C. Rosemary Berkel Crisp Hall

The Department of Nursing is located in the Rosemary Berkel Crisp Hall at the top of the hill on Pacific Avenue. The Department of Nursing administrative office is located on the second floor of Crisp Hall (Room 213). The offices of the Director of Graduate Studies for Nursing and graduate nursing faculty are located on the third floor of Crisp Hall. Classrooms are located on all three floors of Crisp Hall.

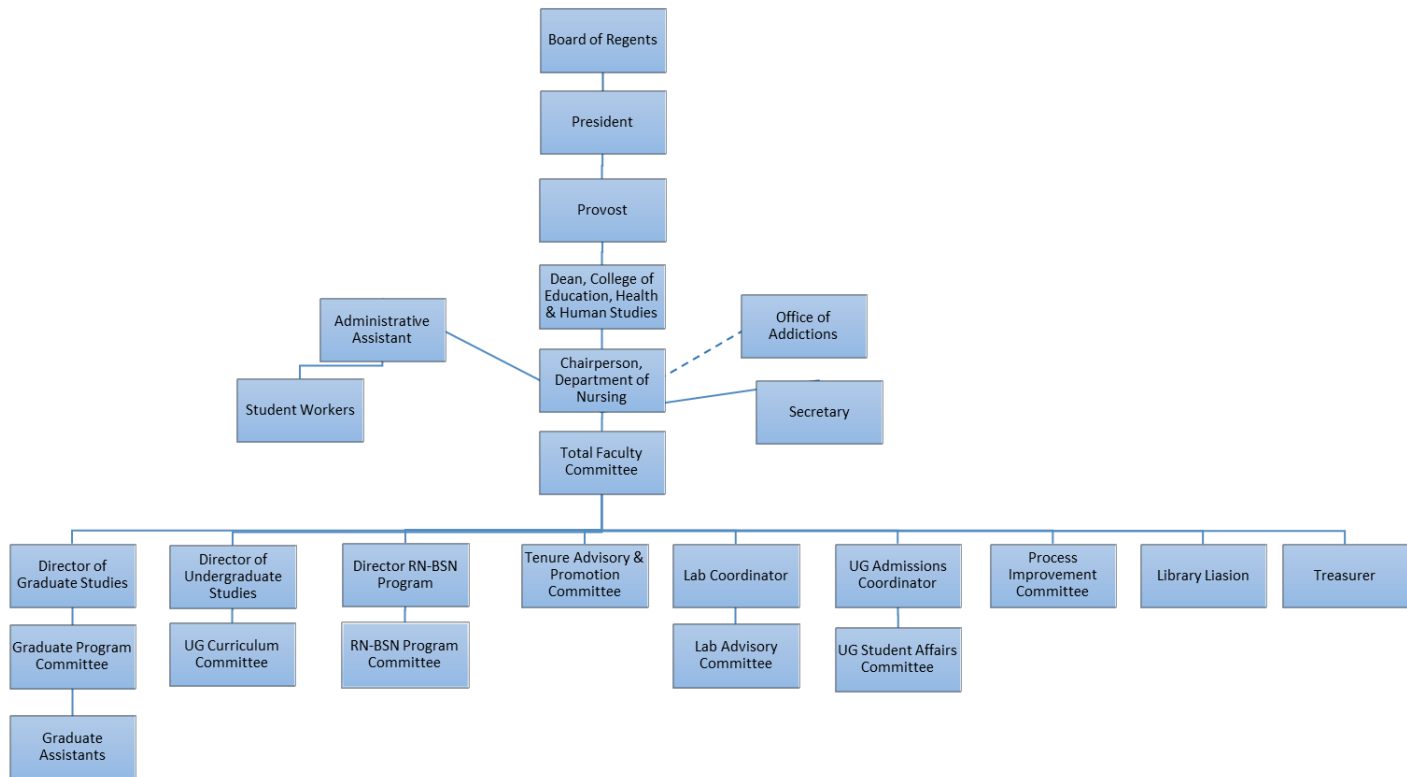
A student lounge, conference room, and two physical assessment rooms are located on the second floor of Crisp Hall. In addition, a small computer lab can be found on the third floor with a large computer lab on the second floor. A large conference room is also located on the third floor.

The telephone number for the main office is (573) 651-2585. The specific telephone number for the office of the Director of Graduate Studies for Nursing is (573) 651-2939. Support personnel for the MSN Program can be reached by telephone at (573) 986-6413.

D. Departmental Accreditation and Memberships

The MSN Program has full accreditation through the Commission on Collegiate Nursing Education (CCNE). The Department holds membership in the American Association of Colleges of Nursing (AACN) and the National Organization of Nurse Practitioner Faculties (NONPF).

E. Department of Nursing Organizational Chart



F. The Department of Nursing History

Since it was founded as the Missouri Normal School for the Third District in 1873 Southeast Missouri State University has served as the only institution of higher education for the Southeast Missouri region for over a century. After 1919, the University evolved through several name changes. In 1972, the Board of Regents, under the authority of the Missouri Legislature, approved the University's current name.

The University has evolved into a comprehensive University of five colleges and four schools offering more than 145 undergraduate majors, 100 minors, and more than 75 graduate programs. The Department of Nursing resides within the College of Education, Health and Human Studies and consists of three programs, the Bachelor of Science in Nursing (BSN) Program, the Master of Science in Nursing (MSN) Program, and the totally online RN-BSN program. Initially, the Department offered an Associate of Arts Degree in Nursing (ADN), but after 40 years of operation, the program was closed in 1998. The BSN Program began in 1973, and the MSN Program was established in 1993.

G. Department of Nursing Mission Statement

Southeast Missouri State University Department of Nursing's mission is to educate baccalaureate and masters graduates to practice nursing within the context of knowledgeable caring. The Department influences the health of the region and beyond by providing graduates who have demonstrated intellectual, personal, and professional growth and can integrate theoretical knowledge, experiential learning, and an interdisciplinary foundation. Faculty encourage graduates to pursue a career of life-long learning.

H. Department of Nursing Philosophy

As part of Southeast Missouri State University, the philosophy and mission statement of the Department of Nursing are consistent with the mission and core values of the University. The philosophy of the Department of Nursing at Southeast Missouri State University addresses the concepts of person, environment, health, nursing, and learning, and reflects the views of the faculty regarding learning, teaching, and specifically nursing education.

The faculty believes that each person is a unique being comprised of body, mind, and spirit that together enable the individual to strive to reach an optimal level of health throughout the lifespan, including death with dignity. The person's spirit is the driving force that guides the pattern of every day living and the attainment of one's full human potential. Therefore, regardless of physical or mental status, all people are worthy of being treated with respect and dignity.

The Department of Nursing strives to serve diverse patient populations that reside in the surrounding community and region. The populations are comprised of individuals, families, and communities and are predominantly rural in nature. Nurses are uniquely positioned to affect the quality and outcome of healthcare. The relationship that evolves between the nurse and the patient has a major influence on the perception and status of health and on access to and use of available resources.

The environment is both external and internal to the patient. The external environment goes beyond surrounding physical parameters to include historical, political, economic, cultural, and spiritual influences. Individual experiences and perceptions form the internal environment. There is a direct relationship between the health of patients and the quality of their environment. Environment is individually perceived and each patient responds and adapts accordingly. Therefore, supporting a healthy environment is an essential element in promoting optimal wellness.

Health is a dynamic, multidimensional phenomenon that exists on a wellness-to-illness continuum and is influenced by a patient's body, mind, and spirit. Wellness and illness are concepts that to a large extent are self-defined, allowing for individualized perceptions of health. Wellness is sought, in part, through the process of healing. Healing is an active process that should not be imposed upon a patient. It is, therefore, important to recognize the autonomy of patients in the healing process.

Nursing is an art and a science. The integrative articulation of the art and science of nursing is fundamental to the implementation of knowledgeable caring. Nurses use knowledgeable caring to partner with patient(s) for health, healing, or a peaceful, dignified death. Nursing is practiced in a variety of roles and occurs wherever nurses and patients interact.

Knowledgeable caring underlies the diverse nursing roles and settings for nursing practice. It is the ability to competently and creatively practice nursing, with consideration of the covert as well as the overt needs of the patient. Students are encouraged to develop a knowledgeable caring presence that will allow their patients to seek and attain an optimal level of wellness specific to each individual circumstance. Through knowledgeable caring, nurses partner with patients to develop activities and interventions to promote optimal wellness and/or assist the patient to a dignified death.

Learning is a continuous, life-long process that occurs at any developmental level and ideally is evidenced by a consistent change in behavior. Students bring to the learning environment previous life experiences that influence attitudes and motivation to learn. To facilitate learning, faculty serve as teachers, resources, mentors, and professional role models for students. Faculty use a variety of teaching-learning strategies to facilitate the students' practice of professional and advanced nursing.

The goal of nursing education is to assist students to think critically, problem solve creatively, and practice nursing from a caring perspective. This education integrates concepts, principles, and theories from nursing and the related arts, sciences, and humanities. Nursing students are empowered to assist patients to meet their health care needs and accomplish developmental tasks.

An expected outcome of nursing education is the socialization of graduates into professional nursing roles. Undergraduate nursing students are prepared to function as generalists in diverse roles, in a variety of settings, using cultural sensitivity, standards of practice, and professional guidelines. Graduate nursing students build on an undergraduate foundation. Their focus is on developing expertise in advanced nursing roles to meet the health and educational needs of patients and the profession.

Glossary for the Curriculum:

Patient: individuals, families, and/or communities who work in partnership with nurses to seek health and healing. Patients of nursing may also include organizations and agencies.

Creative thinking: “bringing together bits of knowledge or information that may initially seem unrelated, and formulating them into a plan that leads to effective decision making and solves the problem by finding connections between thoughts and concepts” (Catalano, 2006, p. 100).

Critical thinking: a conscious and organized thought process that “underlies independent and interdependent decision making. It includes questioning, analysis, synthesis, interpretation, inference, inductive and deductive reasoning, intuition, application, and creativity” (AACN, 1998, p. 9).

Full human potential: the maximum physical, spiritual, and emotional well-being attainable by a specific individual.

Healing: the process of bringing together the aspects of mind, body, and spirit in ways that lead toward integration and balance, and result in the realization of full human potential and optimal wellness (adapted from Dossey, Keegan, & Guzzetta, 2000, p. 6).

Illness: “the response of the [client] to a disease; it is an abnormal process in which the [patient’s] level of functioning is changed when compared with a previous level. This response is unique for each [patient] and is influenced by self-perceptions, others’ perceptions, the effects of changes in body structure and function, the effects of those changes on roles and relationships, and cultural and spiritual values and beliefs” (Taylor, Lillis, & LeMone, 2008, p. 67).

Knowledgeable Caring: “the nurse’s empathy for and connection with the client, as well as the ability to translate these affective characteristics into compassionate, sensitive, appropriate care” (AACN, 1998, p. 8). At the graduate level, knowledgeable caring enables the nurse in an advanced nursing role to make increasingly complex decisions requiring critical thinking as a prerequisite to providing individualized comprehensive nursing care within today’s complex health care environment.

Learning environment: any location or situation that is conducive to teaching/learning or that promotes an opportunity for change and growth in attitude, knowledge, and/or behavior.

Nursing Roles: a variety of behaviors demonstrated by the professional nurse in response to the patient’s unique needs. These roles exist upon a continuum from basic to advanced levels of practice.

- **Advocate:** supports and encourages clients as they seek information and make health-related choices and decisions
- **Care Provider:** uses theory and research-based knowledge in the direct and indirect delivery of care to patients
- **Collaborator:** seeks the input and participation of the patient, family, and other health care team members in health care decisions and activities
- **Communicator:** communicates effectively with patients, their families, and other members of the health care team through verbal, non-verbal, written and technological means
- **Educator:** develops and implements teaching plans for patient/family instruction, evaluates their effectiveness, and revises them as necessary.
- **Manager/Leader:** A manager organizes activities and resources when caring for multiple patient groups. A leader influences and/or guides/directs others to achieve desired patient outcomes.
- **Researcher:** demonstrates an appreciation for health-related research by applying research appropriately to practice

- The graduate student will be expected to demonstrate the ability to deliver nursing care as well as evaluate issues pertinent to advanced nursing, provide leadership in order to advance the profession, initiate collaborative professional relationships to promote comprehensive health care delivery, and participate in research activities designed to contribute to nursing science.

Nursing Settings: a variety of clinical and community sites and agencies through which the professional nurse fulfills basic and advanced nursing roles.

Rural: areas of low population density that affect communication and transportation, interactions between friends, family, and neighbors, and access to services (Condes, 1985).

Wellness: an “active state oriented toward maximizing the potential of the individual, regardless of his or her state of health” (Taylor, Lillis, & LeMone, 2008, p. 70).

References

- American Association of Colleges of Nursing. (1998). *The essentials of baccalaureate education*. Washington, DC: AACN.
- Catalano, J. T. (2006). *Nursing now! Tomorrow's issues, tomorrow's trends* (4th ed.). Philadelphia: F.A. Davis.
- Condes, S. M. (1985). Biopsychosocial imperatives from the rural perspective. *Social Science Medicine*, 21(12), 1373-1379.
- Dossey, B., Keegan, L., & Guzzetta, C. (2000). *Holistic nursing: A handbook for practice* (3rd ed.). Gaithersburg, MD: Aspen.
- Taylor, C., Lillis, C., & LeMone, P. (2008). *Fundamentals of nursing: The art and science of nursing care* (6th ed.). Philadelphia: Lippincott, Williams, & Wilkins.

April 21, 2008

Approved by Total Faculty

I. MSN Program Outcomes

The graduate of the MSN Program at Southeast Missouri State University is able to:

1. Safely perform in an advanced nursing role based on a synthesis of theories, concepts, and research from nursing, the sciences, and the humanities.
2. Demonstrate continuing professional development of a life-long pattern of scholarly learning.
3. Engage in intra- and inter-professional collaborations to improve patient and population health outcomes.
4. Demonstrate continuous quality improvement for optimal patient outcomes.

5. Use information systems and technology to enhance the delivery of health care.
6. Implement evidence-based nursing interventions within the context of knowledgeable caring with selected populations.
7. Use the research process to enhance and improve population health outcomes.
8. Apply leadership skills to improve health care advocacy and influence health care policy.

Approved by Graduate Program Committee: 2/8/12

Approved by Total Faculty: 2/22/12

J. Overview of the MSN Program

The curricula of the graduate and undergraduate nursing programs are responsive to the evolving health care needs of the external community. Consequently, based upon faculty and student input and major undergraduate curricular revisions, revisions in the MSN program of study were made in the 2013-2014 academic year. The revised curriculum was implemented Fall 2014.

The MSN curriculum offers two options: a family nurse practitioner (FNP) option (43 credit hours), and a nurse educator option (41 credit hours). A graduate from the FNP option is eligible to sit for national certification by the American Academy of Nurse Practitioners (AANP) or the American Nurses Credentialing Center (ANCC). With the pre-requisite post-graduation faculty experience, the Nurse Educator graduate is eligible to sit for national certification as a Certified Nurse Educator by the National League for Nursing (NLN). The nurse educator option is only offered if there is high enough enrollment.

Core Courses

There are ten core courses that all MSN students are required to take: Informatics for Advanced Nursing Roles (NS601), Quality and Safety in Advanced Nursing Roles (NS602), Organizational and System Leadership for Advanced Nursing Roles (NS603), Evidence-Based Practice: Synthesis and Translation (NS604), Policy, Politics, and Advocacy in Advanced Nursing Roles (NS610), Advanced Pharmacology (NS625), Advanced Health Assessment (NS628), Advanced Health Assessment Practicum (NS629), Advanced Pathophysiology (NS 636), Advanced Roles Seminar I (NS642), and Advanced Roles Seminar II (NS645). The core courses account for 29 credit hours in the MSN curriculum. In addition, all graduate nursing students complete a capstone requirement of either a Thesis (NS694/695 and GR699) OR the combination of a portfolio demonstrating the achievement of MSN Program outcomes and a comprehensive examination (GR698).

Informatics for Advanced Nursing Roles (NS601) provides an overview of informatics, the transformation of data into information, knowledge, decisions, and actions to improve outcomes. (3)

Quality and Safety in Advanced Nursing Roles (NS602) examines and evaluates strategies to create and sustain safe healthcare systems based upon research, expert recommendations, and public opinion. (3)

Organizational and System Leadership for Advanced Nursing Roles (NS603) emphasizes organizational and systems leadership for culturally responsive nursing practice to improve healthcare outcomes using theoretical, ethical, and communication principles. (3)

Evidence-Based Practice: Synthesis and Translation (NS604) analyzes and critically evaluates evidence to translate and integrate scholarship into advanced nursing roles. (3)

Policy, Politics, and Advocacy in Advanced Nursing Roles (NS610) examines health policy development and the advanced nursing role in advocacy and influencing policy in health care delivery. (3)

Advanced Pharmacology (NS625) comprehensively studies the management of drug therapy in diverse populations, meeting requirements for prescription writing by nurse practitioners. (4)

Advanced Health Assessment (NS628) systematically approaches health assessment building upon basic health history and physical assessment skills. (3.5)

Advanced Health Assessment Practicum (NS629) practices advanced health assessment skills in the clinical setting to prepare for provision of primary health care to rural families. (0.5)

Advanced Pathophysiology (NS636) explores the physiologic human response to illness. (4)

Advanced Roles Seminar I (NS642) presents theoretical content pertinent to the family nurse practitioner advanced nursing practice role. (1)

Advanced Roles Seminar II (NS645) presents theoretical content pertinent to the family nurse practitioner advanced nursing practice role. (1)

The capstone requirement of a **Thesis** (NS694/695) OR the **combination of a portfolio and a comprehensive examination** is determined by the student as the option that best fits the student's learning needs. The Thesis (NS694/695) allows students to implement the research process when investigating a nursing problem following existing thesis guidelines. The written thesis is a labor intensive, in depth process that assists students to employ a systematic mode of inquiry and to evaluate the outcomes of that inquiry. Students who complete a thesis will also complete the University requirement of GR699 Master's Oral Examination. The focus of the portfolio is to demonstrate the student's achievement of the MSN Program Outcomes requiring the use of critical thinking and decision-making skills to effectively implement the student's selected advanced nursing role. In conjunction with the completion of a portfolio, students will also complete the University requirement of GR698 Master's Final Comprehensive Examination as part of the MSN capstone requirement. For students in the FNP option, GR698 will be met by a score of 800 or higher on a nationally-normed written comprehensive examination, currently the *HESI-APRN Exit Examination for Family Nurse Practitioners*. The focus of the written comprehensive examination (GR698) is core and specialty course content similar to national certification examinations.

In addition to taking the core courses, graduate students are required to take specific courses to complete the MSN degree. The particular sequencing of the additional required courses depends upon what advanced nursing role the graduate student chooses to pursue.

Family Nurse Practitioner (FNP) Option Curriculum

In the FNP option's curriculum, students complete Primary Care I (NS638), Primary Care II (NS648), Primary Care II Practicum (NS649), and Primary Care III Clinical Role Practicum (NS659). These courses result in 14 additional credit hours to the core curriculum.

Primary Care I (NS638) prepares students to provide primary care to rural pregnant women/families. Emphasizes need identification to achieve optimal health. (3)

Primary Care II (NS648) prepares students to provide primary care to rural families. Emphasizes need identification to achieve optimal health. (3)

Primary Care II Practicum (NS649) prepares students to provide primary health care throughout the lifespan. Integration of theory and practice is guided by experienced practitioners. (4)

Primary Care III Clinical Role Practicum (NS659) develops the role of FNP as a primary care provider in family practice settings. Integration of theory into practice guided by experienced practitioners. (4)

Family Nurse Practitioner Curriculum Sequence

YEAR I (Fall)	CR	LEC	CLIN
NS601 Informatics for Advanced Nursing Roles	3	3	
NS602 Quality and Safety in Advanced Nursing Roles	3	3	
NS636 Advanced Pathophysiology*	4	4	
YEAR I (Spring)			
NS604 Evidence-Based Practice: Synthesis and Translation	3	3	
NS610 Policy Politics, and Advocacy in Advanced Nursing Roles	3	3	
NS625 Advanced Pharmacology*	4	4	
YEAR I (Summer)			
NS603 Organizational and System Leadership for Advanced Nursing Roles	3	3	
NS628 Advanced Health Assessment*	3.5	3.5	
NS629 Advanced Health Assessment Practicum*	0.5		0.5 (45)
Year II (Fall)			
NS638 Primary Care I ⁺	3	3	
NS649 Primary Care II Practicum ⁺	4		4 (360)
NS642 Advanced Roles Seminar I	1	1	
Year II (Spring)			
NS645 Advanced Roles Seminar II	1	1	
NS648 Primary Care II ⁺	3	3	
NS659 Primary Care III Clinical Role Practicum ⁺	4	4	4 (360)
GR698 Master's Final Comprehensive Examination			
TOTALS	43	34.5	8.5 765 clock hours

* **Please Note:** In order to progress into NS638 Primary Care I, the student must have achieved a grade of "B" or higher in NS636 Advanced Pathophysiology, NS625 Advanced Pharmacology, NS628 Advanced Health Assessment, and NS629 Advanced Health Assessment Practicum. ⁺ A minimum grade of "B" or better is required to successfully complete NS638 Primary Care I, NS648 Primary Care II, NS649 Primary Care II Practicum, and NS659 Primary Care III Clinical Role Practicum.

Nurse Educator Option Curriculum (This option is offered based upon sufficient demand. It is currently not available for the Fall 2018 semester.)

The Nurse Educator Curriculum builds on the core courses by requiring the graduate student to take 12 additional credit hours of coursework. The required courses are as follows: Advanced Nursing Roles I: Nurse Educator (NS643), Advanced Nursing Roles II Nurse Educator (NS644), an internship (NS641), and a 3-credit hour clinical specialty practicum (NS635 Nurse Educator Practicum).

Advanced Nursing Roles I Nurse Educator (NS643) explores implementation of the advanced nursing specialty role of nurse educator in academic and practice settings, emphasis on role related to curriculum

development. The course has a laboratory component (90 clock hours) for the in depth exploration and application of class content. (4)

Advanced Nursing Roles II Nurse Educator (NS644) continues exploration of advanced theoretical and empirical knowledge related to nursing education; focuses on development of learning objectives, a variety of learner-centered teaching strategies, and classroom/clinical evaluation techniques for nursing education. Explores a variety of teaching/learning issues influencing the nurse educator role. This course also has a laboratory experience (90 clock hours) for the in depth exploration and application of class content. (4)

Nurse Educator Practicum (NS635) provides for a precepted advanced clinical experience in a selected clinical focus area. (3)

Internship (NS641) provides students with supervised experience in an advanced nursing role. Students implement a selected advanced nursing role under the direction of a qualified nurse preceptor following an agreed upon plan that includes specific objectives consistent with the course objectives. Opportunities are provided for students to identify strategies, develop rationales for actions, and to expand problem-solving skills. (1)

Nurse Educator Curriculum Sequence

Year I (Fall)	CR	LEC	CLIN
NS602 Quality and Safety in Advanced Nursing Roles	3	3	
NS601 Informatics for Advanced Nursing Roles	3	3	
NS636 Advanced Pathophysiology	4	4	
Year I (Spring)			
NS610 Policy, Politics, & Advocacy in Advanced Nursing Roles	3	3	
NS604 Evidence-Based Practice: Synthesis and Translation	3	3	
NS625 Advanced Pharmacology	4	4	
Year I (Summer)			
NS603 Organizational and System Leadership for Advanced Nursing Roles	3	3	
NS628 Advanced Health Assessment	3.5	3.5	
NS629 Advanced Health Assessment Practicum	0.5		0.5 (45)
Year II (Fall)			
NS643 Advanced Nursing Roles I Nurse Educator	4	3	1 (90)
Year II (Spring)			
NS644 Advanced Nursing Roles II Nurse Educator	4	3	1 (90)
NS642 Advanced Roles Seminar	2	2	
Year II (Summer)			
NS635 Nurse Educator Practicum	3		3 (270)
Year III (Fall)			
NS641 Internship	1		1 (90)
TOTAL	41	34.5	6.5 585 clock hours

II. GENERAL POLICIES

A. Student Responsibility

Students are responsible for meeting with the Director of Graduate Studies for Nursing to plan their program of study. Students should be familiar with MSN Program policies and review them periodically in order to keep abreast of evolving changes. Additional policies, procedures and regulations pertinent to the MSN Program are found in the University's current *Graduate Bulletin* (<http://semo.edu/grad/bulletin.html>).

All provisions of the *MSN Graduate Student Handbook* are in effect for the year in which the graduate student enters the program. **The Department of Nursing reserves the right to change the regulations and policies in the *MSN Handbook* at any time and to add, modify, or withdraw courses at any time. Program changes may be made during a student's program of study, and students are responsible for following the most recent revisions. Due notice of program changes will be given to all students.**

Certain behaviors are essential for safe and ethical nursing practice. Students are referred to the *American Nurses Association (ANA) Code of Ethics for Nurses* and the Nurse Practice Act of the state(s) in which they are licensed. **Graduate nursing students in the FNP option should sign all clinical documentation as FNP Student after their name; for example, J. Doe, RN, FNP Student.** Violations of safe and ethical nursing practice are defined below so that each student may be aware of the seriousness of such actions. Unsafe and/or unethical nursing practice may result in a clinical failure and suspension or dismissal from the program. Unsafe or unethical nursing practice may be evidenced by one or more of the following behaviors:

- Performing activities for which the student is not prepared or which are beyond the capabilities of the student;
- Performing activities which do not fall within the legal realm of advanced professional nursing practice;
- Recording or reporting inaccurate data regarding client assessments, care plans, nursing interventions and/or client evaluations;
- Failing to recognize and/or report and record own errors (incidents) performed in relation to client care;
- Having physical, mental, and/or cognitive limitations which endanger or impair the welfare of the client and/or others;
- Disclosing confidential or private information inappropriately;
- Behaving in a disrespectful manner toward clients, other health team members, and/or faculty;
- Attending clinical experiences while under the influence of alcohol or drugs, including prescription medications which may impair performance; and
- Committing or omitting actions which result in violations of laws related to nursing such as negligence, malpractice, libel, slander, etc.

Civility/Academic Honesty:

Students will complete all course assignment with civility, respect, and academic honesty as described in the current *Southeast Missouri State University Statement of Student Rights and Code of Student Conduct*.

1. **Academic Honesty:** Students will be expected to abide by the University Policy for Academic Honesty regarding plagiarism and academic honesty. Refer to: <http://www.semo.edu/pdf/stuconduct-code-conduct.pdf>
2. **Civility and Harassment:** A major determinant of a successful educational experience is a shared sense of respect among and between the students and their instructor. Some of the texts and issues we will discuss may cause disagreements among members of the class. Multiple viewpoints are an essential component of any college course, and disagreeing with someone is fine. However, rude, disrespectful, aggressive, offensive, harassing, or demeaning behavior —either face-to-face or in an online discussion toward anyone in the class will not be tolerated; students are expected to abide by the Code of Student Conduct (<http://www.semo.edu/pdf/stuconduct-code-conduct.pdf>). Should a student feel someone has acted inappropriately toward them in class, please speak with the instructor at once so the situation can be addressed. The instructor for

the course reserves the right to ask a student to leave the classroom or the online discussion for any inappropriate behavior, and if the situation warrants, may call campus security to remove the offending student from class.

Student Expectations:

The following student expectations apply to all graduate nursing courses:

1. Providing own transportation to and from assigned clinical experiences.
2. Completing a course's required prerequisites prior to enrolling in any course.
3. Adhering to Department standards of nursing practice appropriate to the student's level, and for independent learning activities.
4. Maintaining current licensure as a professional registered nurse (RN) that allows practice within the state of Missouri.
5. Purchasing and maintaining current personal professional nursing liability coverage. FNP students will provide documentation of professional nursing liability coverage as a Nurse Practitioner Student prior to the first clinical course in the FNP option (NS649 Primary Care II Practicum). Students are strongly encouraged to purchase and maintain personal health and car insurance.
6. Maintaining current cardio-pulmonary resuscitation (CPR) professional level certification.
7. Completing annual screening for tuberculosis (TB).
8. Caring for, maintaining, and replacing any departmental materials and equipment used during independent practice.
9. Completing and submitting assignments when due or making alternate arrangement with the instructor **PRIOR** to the due date.
10. Following completion of any HESI Specialty Examination, it is expected that all missed items are reviewed prior to exiting the examination setting. This review gives immediate feedback about missed questions, improves learning and retention, and facilitates preparation for completion of the Capstone Requirement of GR698 Master's Final Comprehensive Examination. Review of missed questions is not allowed after exiting the examination setting; therefore, it is most important for the student to do so before exiting.
11. Following the current edition of the *Publication Manual of the American Psychological Association* guidelines in preparing written course work.
12. Placing proof of current malpractice insurance coverage for a Nurse Practitioner Student and current CPR certification (professional level) on file in the Department of Nursing.
13. Presenting a well groomed and professional image at all times. No visible body piercings/jewelry/tattoos are permitted in the clinical settings.
14. Wearing Southeast University Department of Nursing identification photo name badges during all clinical experiences. Students will buy their photo badges through the University Bookstore prior to the first clinical course. The badge will identify the student as a "MSN Student."
15. Obtaining seasonal influenza vaccine, if required by the clinical agency prior to or during clinical practice.
16. Submitting to drug screening, if required by the clinical agency or Department of Nursing prior to or during clinical practice.
17. Meeting all immunization requirements as listed under section II.F. and approved by the Department of Nursing total faculty.

B. Clinical Documentation Requirements

Prior to the beginning of any clinical experience, the following information should be current and uploaded to your individual database in the Moodle course “MSN Clinical Requirement”. This database is part of your student file for the Department of Nursing. Failure to do so will prevent students from participating in clinical experiences until documentation is completed.

1. Copy of current CPR certification (the American Heart Association course for “Health Care Providers” or the Red Cross course “CPR/AED for **Professional** Rescuer and Health Care Provider”). Typically, certification must be renewed every two years.
2. Results of a TB skin test taken within the past year (see information concerning history of a positive TB skin test on page 19 [see F7]).
3. Verification of a current RN license that allows for practice as a RN within the state of Missouri.
4. Results of a criminal background check prior to beginning specialty coursework.
5. Other requirements that may be designated by a clinical agency in which the student is assigned or elects to use for clinical experiences.

C. Student Representation on Departmental Committees

Students in the MSN Program are eligible and encouraged to serve as representatives on the following department committees: Graduate Program and Total Faculty. The Graduate Program Committee is responsible for all factors involving the development, implementation, evaluation, and revision of the MSN curriculum, for student admission/ readmission to the program, and for selection of award recipients related to the MSN Program. The Total Faculty Committee includes all faculty and involves discussions and issues regarding policies for the Department of Nursing.

D. Confidentiality of Student Records

In accordance with federal statutes and regulations, all student records are confidential. Students may have access to their personal student record upon request. Disclosure of any information contained in student records to anyone other than the student will be made only with written permission of the student. A form for release of information is available from the Director of Graduate Studies for Nursing. However, it should be noted that all health information, CPR certification status, professional liability insurance status, and criminal background check results may be released by the Department of Nursing to clinical agencies upon request, as required for clinical practice, and/or to satisfy requirements of accrediting bodies.

E. Professional Liability Insurance

All graduate nursing students must possess personal professional liability insurance. For the first three semesters (Fall 01, Spring 01, and Summer 01) the student may carry professional liability as a Registered Nurse (RN) (not Labor and Delivery). **For students in the FNP option, prior to enrolling in any clinical practice course (beginning at the end of the Summer 01 Semester), evidence of current liability insurance coverage (as a RN and Student Family Nurse Practitioner or Student Nurse Practitioner) must be uploaded to your individual database in the Moodle course “MSN Clinical Requirement” for documentation in department records.** Students are responsible for showing evidence of liability insurance renewal on an ongoing basis so that departmental records will reflect current professional liability insurance for all graduate students.

F. Health Requirements

All graduate nursing students must provide evidence of compliance with health requirements of the University, Department of Nursing, and appropriate clinical agencies. The requirements may be met by submission of immunization records to the Director of Graduate Studies for Nursing. Documentation of immunizations may be from immunization books, medical records, public health records, or elementary/secondary school records. A verbal statement of compliance will not be accepted. The following must be documented:

1. **Diphtheria-Pertussis-Tetanus:** An original series and subsequent boosters every 10 years after the original series. Students are to show evidence of a tetanus-diphtheria-pertussis booster (Tdap) within 10 years of any clinical experience. Graduate students, who attended US public schools during their elementary and secondary school years and cannot find documentation of the initial DPT series, after a diligent effort to locate the missing documentation, must show evidence of a Tdap within the last 10 years and Tdap immunization will be required every 10 years following that booster.
2. **Measles:** Two live immunizations after 12 months of age. Exempted are persons born before 1957 and those with a healthcare provider's documented proof of having the disease or a titer showing an immune status. Two documented MMR immunizations are considered immune regardless of results of subsequent serologic tests (ACIP and CDC recommendations). Only individuals with undocumented MMR vaccinations and indeterminate or equivocal serologic results will be considered not immunized and required two doses of MMR.
3. **Rubella:** Two live immunizations, healthcare provider's documented proof of having the disease, or a titer showing an immune status. Two documented MMR immunizations are considered immune regardless of results of subsequent serologic tests (ACIP and CDC recommendations). Only individuals with undocumented MMR vaccinations and indeterminate or equivocal serologic results will be considered not immunized and required two doses of MMR.
4. **Polio:** An original series is required. For graduate students who attended US public schools during their elementary or secondary school years and were vaccinated for the polio virus, but cannot find documentation of the polio vaccination series, after a diligent effort to locate the missing documentation, they must show an immune titer or receive the recommended polio series.
5. **Mumps:** Two live immunizations, healthcare provider's documented proof of having the disease, or a titer showing an immune status (exempted are those born before 1957). Two documented MMR immunizations are considered immune regardless of results of subsequent serologic tests (ACIP and CDC recommendations). Only individuals with undocumented MMR vaccinations and indeterminate or equivocal serologic results will be considered not immunized and required two doses of MMR.
6. **Varicella (Chicken Pox):** One live immunization, healthcare provider's documented history of the illness, or titer showing immune status. Two documented MMR immunizations are considered immune regardless of results of subsequent serologic tests (ACIP and CDC recommendations).
7. **Yearly TB testing (PPD):** QuantiFERON-TB Gold (QFT-GIT) testing or a PPD will be acceptable. If the selected test is positive, a chest x-ray with clear results must be completed and a nurse practitioner or physician's statement concerning the health status must be submitted with the results of the test. Documentation of current TB test status must be submitted prior to any clinical experience. Students with a pre-existing positive PPD or QFT-GIT test should have a clear chest x-ray on file within the Department of Nursing. Chest x-ray renewal will be based on answers to the screening questionnaire found in Appendix D. This questionnaire should be completed on an annual basis and submitted with yearly health

- updates. A repeat chest x-ray will be required only if answers on the questionnaire indicate possible TB exposure/symptoms.
8. **Hepatitis B Vaccination:** Documentation of an original series of three (3) injections should be placed on file in the Department of Nursing. An adequate titer is encouraged for documentation. A signed “waiver” form will be accepted in place of the series. The student’s decision not to have the Hepatitis B vaccination will become part of the student’s permanent record. The clinical settings for nursing practice have Occupational Safety and Health Administration (OSHA) regulations regarding possible exposure to Hepatitis B specifying that health care workers must be informed of the availability of the Hepatitis B vaccine by their employer. If the graduate student is employed by a hospital or other health care agency, the vaccine may be obtained at no cost through the employing agency. The vaccine may also be obtained at the Campus Health Clinic (at the student’s expense) or from another health care facility (at the student’s expense, approximately \$75 - \$165). Although not mandatory, the faculty strongly recommend receiving the vaccine because of the serious nature of the Hepatitis B disease. If the titer is negative or equivocal, the student should receive 1 booster immunization and provide a 2nd titer.
 9. **Influenza Vaccine:** Documentation of an influenza vaccination during the current flu season. The renewal will be set for 1 year from administered date of vaccine. A declination waiver may be signed by the student; however, not having an annual influenza vaccination may result in the student not being able to complete clinical experiences in a specific clinical setting or meet additional requirements of the agency due to the declination (e.g., wearing a face mask during clinical experiences).

G. Performance and Competency Standards

Students who wish to qualify for admission and progression in the MSN program must meet both academic requirements and performance standards. Academic requirements are described in Section III Academic Policies of this handbook and in the current University *Graduate Bulletin*. Performance standards include cognitive, sensory, affective, and psychomotor competencies. A student must, **with or without reasonable accommodation**, satisfy the following:

Competencies and Performance Standards	Examples of Necessary Activities (not all inclusive)
Critical/Analytical Thinking/(Cognitive Ability): Critical thinking, (both short and long term memory, and intellectual ability) sufficient to exercise sound clinical judgment.	Identify cause-effect relationships in clinical situations, predict outcomes, and interpret situational contexts. Reasoning skills sufficient to perform deductive/inductive thinking for nursing decisions. (Sufficient math skills to calculate medication dosages. Ability to transcribe data correctly.)
Interpersonal: Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.	Establish rapport with patients and colleagues. Work cooperatively on interdisciplinary health teams.
Communication: Communication abilities sufficient for interaction with others in both verbal and written English; ability to operate information technology systems.	Explain treatment procedures, initiate health teaching, document and interpret nursing actions, interventions, and patient responses.

Competencies and Performance Standards	Examples of Necessary Activities (not all inclusive)
Mobility: Physical abilities sufficient to move from room to room, maneuver in small spaces, and to access all clinical sites.	Move about in densely occupied locations, such as patient rooms, workspaces and treatment areas. Ability to administer cardio-pulmonary resuscitation.
Motor Skills: Gross and fine motor abilities sufficient to provide safe and effective nursing care.	Gross motor skills sufficient to provide full range of safe and effective nursing care activities such as positioning patients, obtaining and processing specimens. Fine motor skills sufficient to perform manual psychomotor skills such as the ability to calibrate instruments and operate equipment, prepare and administer medications.
Physical Endurance: Physical stamina sufficient to perform patient care activities for entire length of work role.	Physical endurance for extended administration of Cardiopulmonary Resuscitation, assisting with surgery or other procedures which might require standing for long periods of time, working shifts of 12 hours or longer duration or working during late evenings or nighttime hours.
Physical Strength: Physical strength sufficient to perform full range of required patient care activities.	Muscular strength sufficient to transfer patients from bed to chair, etc., support patients during ambulation, and to assist in other activities of daily living.
Hearing: Auditory ability sufficient for accurate observation and assessment necessary in nursing care.	Auditory ability sufficient for physical monitoring and assessment of patient health care needs. Ability to detect alarms, emergency signals, cries for help, and auscultatory sounds.
Visual: Visual ability sufficient for accurate observation and assessment necessary in nursing care.	Read graphs, scales, computer screens, oscilloscopes, use microscopes. Observe patient responses. Prepare and administer medications. Recognize emergency signals.
Tactile: Tactile ability sufficient for physical monitoring and assessment of health care needs.	Perform palpation, detect heat and cold, functions of physical examination and/or those related to therapeutic interventions, e.g., insertion of a catheter, administration of medication.
Smell: Olfactory ability sufficient to detect significant environmental patient odors	Ability to detect various breath odors, urine odors, wound odors, ability to detect smoke or chemical odor.
Emotional Stability: Emotional ability sufficient to assume responsibility/accountability for actions.	Ability to manage hostile or emotionally disturbed individuals or those under the influence of alcohol or other drugs, ability to support patients/ families in crisis or to support fellow workers in crisis, and ability to function in a high stress work environment.

Other Essential Behavioral Attributes: The student must have the ability to engage in activities consistent with safe nursing practice without demonstrated behaviors of addiction to, abuse of, or dependence on alcohol or other drugs that may impair judgment. The student must demonstrate responsibility and accountability for actions as a student in the Department of Nursing and as a professional nurse.

It is the responsibility of the student to notify the Department of Nursing Graduate Program Committee of any existing disability, either physical or otherwise. Such disclosure is necessary before any accommodations may be made in the learning environment or in the program's procedures. Information

about disabilities is handled in a confidential manner. It is the policy of the Department of Nursing to comply with federal guidelines regarding students with disabilities and to provide appropriate academic adjustments to otherwise qualified students with disabilities so they can meet these required performance standards. Whether or not a requested accommodation is reasonable will be determined on an individual basis. Requests for accommodation must be submitted in writing, allowing sufficient time prior to matriculation for action on these requests. Determining what is a reasonable accommodation is an interactive process that the student should initiate with the Department of Nursing and Disability Support Services. (Reviewed and Revised, Sept. 2004)

A student who has been excused from clinical responsibilities due to medical reasons must furnish a primary care provider's full release for unlimited practice prior to returning to clinical.

H. Students with Disabilities:

Southeast Missouri State University will take such means as are necessary to insure that no qualified disabled person is denied the benefits of, excluded from participation in, or otherwise subject to discrimination because Southeast Missouri State University's facilities are physically inaccessible to, or unusable by disabled persons. The accessibility standard required by Federal law for 'existing facilities' is that the recipient's program or activities when viewed in its entirety, must be readily accessible to disabled persons.

Southeast Missouri State University may meet this standard through such means as reassignment of classes, or other services to accessible locations, redesign equipment, assignment of aides, alterations of existing facilities, and construction of new accessible facilities. Southeast Missouri State University is not required to make structural changes in existing facilities where other methods are sufficient to comply with the accessibility standard described above.

Because scheduling classes, coordinating accommodations, and arranging housing in accessible facilities may require reasonable advance planning, students with disabilities accepted for admission should identify themselves and their disability within five days of the start of the semester of enrollment and indicate the nature of accommodation needed for their disability. For more information, see the Disability Support Services page or contact Disability Support Services, Room 302, University Center, One University Plaza ms1300, Cape Girardeau, MO 63701; (573)651-2273.

Students who believe that they may need an academic accommodation based on the impact of a disability should contact the instructor to arrange an appointment to discuss their individual needs. Instructors rely on Disability Services, and a student with a disability will be encouraged to do so also. In other words, accommodations for a disability will need to be verified by Disability Services (573-651-5927 or on the Disability Services webpage). The accommodation(s) will need to be confirmed on a semester-by-semester basis and for each course for which the accommodation(s) are being requested. If a student has a special need that is addressed by the Americans with Disabilities Act (ADA) and requires materials in an alternative format, please notify the instructor at the beginning of a course. Reasonable efforts will be made to accommodate special needs.

I. Infection Control in Clinical Settings

1. Students and faculty will treat contact with tissues, blood and other body fluids (e.g., semen, vaginal /rectal secretions, respiratory secretions, cerebrospinal fluid, synovial fluid, pleural fluid, periorbital fluid, peritoneal fluid, amniotic fluid) from ALL patients as potentially infective.

1. Unprotected Exposure is defined as being exposed to blood/body fluids through needle stick or other percutaneous or permucosal exposure. If a student or faculty member comes into contact with blood or other body fluid through puncture, cut, splatter, or aerosol, then the student or faculty member will:
 - a. Report the incident immediately to the clinical instructor and/or appropriate employee health representative of the agency or institution where the incident occurred.
 - b. Complete the appropriate health care agency forms if required. The institution's blood/body fluids (Hepatitis B/AIDS) policy should be followed.

The faculty member should notify the Department of Nursing Chairperson and the University's Campus Health Clinic. The Clinic staff can arrange for follow-up testing at appropriate intervals. When a student experiences an unprotected exposure to blood/body fluids while in a clinical agency, the student should be made aware that the agency policy will mandate that an incident report be filed. While the University will make very effort to maintain confidentiality, the University cannot be held responsible for actions taken by the clinical agency. The supervising faculty member will follow the procedure for reporting accidental exposure as outlined above.

2. The Department of Nursing **does not** assume responsibility for costs of any resulting health care.
3. The Department of Nursing **strongly recommends** that students carry health insurance.

J. Graduate Assistant Appointments

The following information is taken from the current *Graduate Assistant Handbook, Policies and Procedures* (<http://www.semo.edu/grad/faculty/gradassist.htm>). Should the student find any discrepancies between information found in this section and the *Graduate Student Handbook*, the student should follow information in the *Graduate Student Handbook* unless the information specifically relates to GA positions in the Department of Nursing. Should the student need clarification of any information in the *GA Handbook* or the *MSN Handbook* regarding GA positions, the student should contact the Director of Graduate Studies for Nursing. Any discrepancies should be brought to the attention of the Director of Graduate Studies for Nursing.

The graduate assistantship (GA) is designed to provide support for a student during full-time graduate study. Technically, the assistantship is a scholarship for which service is required. The assistantship provides an opportunity for a graduate student to serve in a professional role while establishing a professional relationship with faculty, professional staff, and/or administrators.

By accepting an assistantship, a graduate student makes a significant commitment to serve the University by carrying substantial professional responsibilities while achieving excellent academic performance in her/his degree program. Meeting these two responsibilities, as student and University employee, requires significant self-discipline and professionalism.

A limited number of graduate assistant (GA) positions are available. Graduate Assistants spend a majority of their time in the clinical setting with faculty and undergraduate nursing students in fundamentals, basic adult health, and advanced adult health clinical courses. The salary and responsibilities depend on the type of position and on the student's previous learning experiences. Applicants must possess a minimum

undergraduate grade point average (GPA) of 2.70 and must maintain a GPA of at least 3.0 during their period of assistantship. The assistantships provide a stipend and fee waiver for approved programs of study up to 9 graduate credit hours in regular semesters and 6 credit hours in the summer. Any credit hours beyond these semester limits are the responsibility of the student to pay.

After consultation with and under the direction of the Director of Graduate Studies for Nursing, interested students may be considered for graduate assistantships by the Office of the Provost. Applicants must carry at least 6 credit hours of graduate-level coursework per semester during the appointment period. Additional information related to graduate assistantships can be found in the Graduate Bulletin and at: <http://www.semo.edu/grad/faculty/gradassist.htm>”

Graduate assistants in the Department of Nursing must provide documentation of current licensure as a registered nurse that allows for practice within the state of Missouri, current CPR certification, and current malpractice insurance; a criminal background check; updated immunization status; and completion within the previous year of selected Safety Training Modules (see Director of Graduate Studies for Nursing for list of modules and how to access any needed modules). Graduate assistants will also wear a photo identification badge with designation as “Grad Assistant” obtained through the Department of Nursing.

Please note the following: During the first academic year of graduate studies, MSN students will be considered for a full GA position (an average of 20 hours of commitment per week). During the second academic year of graduate studies, MSN students will be considered for a half-time GA position (an average of 10 hours of commitment per week with associated changes in tuition/fees and stipend allocation to that of half of a full time position). Under extenuating circumstances, second academic year MSN students may appeal to the Department of Nursing’s Graduate Program Committee requesting consideration for a full-time GA position. It would be the student’s responsibility to present the case for extenuating circumstances and to provide a plan for time management to meet the responsibilities of the GA position, the demands of the second academic year coursework and clinical requirements, and personal and work responsibilities. The appeal and time management plan should be sent in written form to the Department of Nursing Graduate Program Committee via the Director of Graduate Studies for Nursing.

GA Parking Permit Information: As of Fall 2015, GAs, if parking on campus, will receive a parking decal at no additional cost to them. Parking decals are to be obtained through the Department of Public Safety (DPS). Once the parking permit decal is acquired, the GA will need to contact Student Financial Services (SFS) so the charges can be covered. Please contact SFS at sfsgrants@semo.edu or 573-651-2253. The parking decal is for the GA’s use only as a GA. If the GA does not park on campus, then the GA cannot obtain a parking decal for someone else. Abuse of the system will be considered grounds for dismissal as a GA. (Memo from Dean McAllister 11/19/15)

K. Financial Assistance for Graduate Research

The University Graduate Assistance Research Fund provides limited monetary resources to assist graduate students who incur extraordinary expenses completing research projects. Application guidelines are available in the office of Graduate Studies. In addition, funding for addictions research is available through the Nursing Department’s Office of Addictions Research from the Margaret Woods Allen Addictions Research Endowment. Lambda Theta Tau, the local chapter of Sigma Theta Tau International

Honor Society of Nursing, also has a Research Award with monies available to qualified graduate nursing student applicants.

L. Inclement Weather

Southeast Missouri State University recognizes that transportation problems result from inclement weather and hazardous road conditions. When conditions dictate, decisions to close the campus will be made by appropriate University officials and communicated through the appropriate media channels as soon as possible. Regardless of decisions regarding inclement weather, it is the student's responsibility to assess local and regional weather conditions and make prudent decisions regarding the safety of traveling when hazardous road conditions are or may become apparent.

M. Class Session Recording Restriction:

Recording of any class or clinical session is prohibited except with the expressed consent of the course instructor/presenter at the time of the recording. Should consent be granted, the posting of class or clinical session recording(s) to ANY social media site (Facebook, Twitter, YouTube, Instagram, Snap Chat, etc.) is strictly prohibited.

N. HESI (Health Education Systems, Inc) Examinations:

HESI specialty examinations will be required at the end of the specialty core courses (NS625 Advanced Pharmacology, NS628 Advanced Health Assessment, and NS636 Advanced Pathophysiology) and in the final semester of the FNP option to meet the requirement for GR698 Master's Final Comprehensive Examination. The cost of these examinations will be billed to the student's account during the semester in which an examination is taken.

O. Retention of Graded Course Material

When graded assignments (course papers, projects, etc) are returned to students during a course, students should retain these materials until the grading and appeal periods have been completed, usually at least one semester following the completion of a course. Capstone course assignments along with their graded rubrics should be retained until the completion of the program because these will be included in their MSN Portfolio.

P. Department of Nursing Mental Health Policy

The Department of Nursing is committed to the success of all students, including those with depression, anxiety, or other mental health conditions. The Department of Nursing will:

- Acknowledge but not stigmatize mental health problems;
- Encourage students to seek help or treatment that they may need;
- Ensure that personal information is kept confidential;
- Allow students to continue their education as normally as possible by making reasonable accommodations; and
- Refrain from discrimination against students with mental illnesses, including punitive actions toward those in crisis.

Counseling and Mental Health Services

Students are encouraged to seek counseling and mental health treatment through campus services or other available avenues. Counseling services and mental health treatment are available to students or other members of the campus community directly or indirectly affected by a student's depression or other mental health issues.

Emergency psychiatric services are available to students at all times. (Call the University Police Department at 651-2911 for emergency situations, after hours, on weekends, or during session breaks. The University Police Department will contact the University's Crisis Response Team).

Counseling and Disability Services is located on the first floor of the northeast side of Dearmont Hall. Call 573-986-6191 for an appointment with a counselor. For more information, please visit their website at <http://www.semo.edu/ucs/counseling.html>

All services are provided on a voluntary basis, and it remains the student's decision whether or not to seek services.

The Department of Nursing will recommend a student seek care at the counseling center when it learns that:

- The student exhibits academic, behavioral, or other difficulties that appear to be due to depression or another mental health condition or
- The student has engaged in a parasuicidal act or is known to be contemplating suicide.

III. ACADEMIC POLICIES

A. Admission

The University and the Department of Nursing are committed to the principles of non-discrimination and equal opportunity for all persons. Students are evaluated and admitted to the University and the MSN Program without regard to race, color, religion, gender, age, or national origin.

The Department of Nursing offers a Master of Science in Nursing (MSN) Degree Program accredited by the Commission on Collegiate Nursing Education. Admission to the MSN Program occurs once a year in the fall semester. Information about admission to the MSN Program may be obtained online by accessing the Nursing Department webpage (<http://www.semo.edu/nursing>) and the MSN Program webpage (<http://www.semo.edu/nursing/msn/index.html>) or by contacting the Nursing Department by telephone (573-986-6413). The MSN admission application may be found on the MSN webpage at: <http://www.semo.edu/nursing/msn/index.htm>

A Graduate Studies application should occur in conjunction with submission of an application to the MSN Program. A University application form and information concerning the University entrance requirements can be obtained online through the Office of Admissions. Completion and submission of the Graduate Studies application can be conducted online. Questions regarding the University Graduate Studies Admissions process can be answered by calling the Graduate Studies Admission Specialist at (573) 651-2049.

Completed MSN admission applications should be mailed to the address on the application. Admission to the MSN Program is competitive and based upon a review of the total pool of applicants submitting completed application packets by the designated deadline of April 1. For applicants not meeting regular admission criteria, requests for probationary or provisional admission consideration should be made in

writing by the applicant prior to the designated submission deadline. MSN admission applications are reviewed by graduate nursing faculty, and the most qualified applicants are admitted until all seats are filled. Written notification of acceptance or non-acceptance into the MSN Program occurs as soon as possible after the application submission deadline.

Applicants to the MSN Program must meet all admission requirements for Graduate Studies as outlined in the current *Graduate Bulletin* as well as MSN admission criteria. Students not meeting regular MSN admission requirements will be evaluated individually and may be considered for provisional or probationary admission. At Southeast Missouri State University, graduate students may be admitted in only one of three categories: regular, provisional, and probationary.

1. Regular admission status is for applicants who fully meet all MSN Program admission requirements.
 - a. A baccalaureate degree with an upper division major in nursing from a program accredited by the Accreditation Commission for Education in Nursing (ACEN) or the Commission on Collegiate Nursing Education (CCNE).
 - b. A minimum grade point average (G.P.A.) of 3.25 on a 4.0 scale.
 - c. A current licensure as a registered professional nurse (RN) that allows for practice within the state of Missouri.
 - d. Evidence of professional liability insurance of \$1,000,000/\$3,000,000 coverage.
 - e. A course in health assessment or demonstrated proficiency in health assessment which includes physical examination and history taking with a grade of “B” or higher.
 - f. An introductory course in statistics (graduate or undergraduate) with a grade of “B” or higher.
 - g. Current CPR (professional level) certification.
 - h. Statement of academic goals and objectives for graduate study/advanced practice (Appendix C).
 - i. Clinical experience as a registered nurse prior to admission is strongly recommended.
2. Provisional admission is for applicants who do not meet all of the MSN Program’s pre-requisites. In order to remove a provisional admission status, a student must meet the recommendations of the Department of Nursing Graduate Program Committee as stated in writing to the student upon provisional acceptance into the MSN Program. (Normally, provisional admission will be granted for one semester only so that the applicant may meet regular admission criteria.)
3. Probationary admission is for applicants who have a grade point average (GPA) (on a 4-point scale) between 2.90 and 3.24 with a GPA of 3.25 during the last 60 hours of undergraduate work. In order to remove a probationary admission status, students must achieve a grade of "B" or better for the first 9 credit hours in the MSN Program. Students not meeting the coursework grade requirement are subject to dismissal.

Applicants who are denied admission may appeal to the Department of Nursing, Graduate Program Committee.

Upon admission to the MSN Program, students will meet with their assigned advisor to establish an individualized plan of study within the declared option (family nurse practitioner or nurse educator). Unsatisfactory academic conditions that may increase time in the student’s program of study can be discussed at that time. In addition, admission to specific courses will be subject to

seat availability with preference being given to those students following their original plan of study.

B. Progression and Retention

As per University standards, to be retained in the MSN Program, students must maintain a cumulative GPA of at least 3.0. If a student receives a grade of 'F' in a graduate course, the student is placed on academic probation and may not continue in the MSN Program without approval from the Department of Nursing's Graduate Program Committee and the Provost. Failure to follow this procedure will result in suspension from the MSN Program. Removal from academic probation is based upon successfully retaking the failed course with a cumulative GPA of 3.0 or higher.

A student who has a cumulative GPA of less than 3.0 may not continue in the MSN Program until obtaining the written approval from the Department of Nursing's Graduate Program Committee and the Provost. Failure to follow this procedure will result in suspension from Graduate Studies at Southeast Missouri State University. To be removed from academic probationary status, the student must have a cumulative GPA of 3.0 or higher. A student who receives a grade below a "B" is encouraged to repeat the course. Completion of a Repeat Card and permission from the Provost are necessary to repeat a course. Only courses taken at Southeast Missouri State University may be repeated.

Students in the Family Nurse Practitioner Option should note that in order to meet pre-requisite criteria for enrollment in NS638 Primary Care I, the student must have achieved a grade of "B" or higher in NS636 Advanced Pathophysiology, NS625 Advanced Pharmacology, NS628 Advanced Health Assessment, and NS629 Advanced Health Assessment Practicum. **In addition, a minimum grade of "B" or better is required for NS638 Primary Care I, NS648 Primary Care II, NS649 Primary Care II Practicum, and NS659 Primary Care III Clinical Role Practicum. Students not achieving a grade of "B" or better are eligible to reapply to the Department of Nursing Graduate Program Committee and the Provost for continuation in the MSN Program. Following application and acceptance for continuation, an individual remediation plan to promote academic achievement will be developed for each student. (Approved 2/10/16)**

If a student is found to be convicted of a serious crime (e.g., felonies or substance abuse), continuation in the MSN Program will be reviewed by the Department of Nursing's Graduate Program Committee. Suspension from the nursing program may occur.

C. Transfer of Credits into the MSN Program

Information about transfer credit for graduate work at Southeast can be found online on the Graduate Studies website, specifically the current edition of the *Graduate Bulletin*. In all cases, over one-half of the coursework required in a degree program must be completed at the Cape Girardeau campus, the University's Regional Campuses and Center, or through Southeast Online. Transfer courses do not count toward meeting the residence or 600-level requirements.

No more than 12 hours transfer credit or credit older than 6 years may be applied to the MSN Program and must have the approval of the Director of Graduate Studies for Nursing. With approval, a maximum of six (6) semester hours of graduate level coursework completed prior to admission may be applied to a degree program unless prohibited by program regulations. If currently enrolled in the MSN program, the student is advised that before enrolling for credit at another institution, prior approval must be obtained from the major advisor, the Director of Graduate Studies for Nursing.

Approved transfer credit will be applied to the student's transcript at candidacy. Only coursework with a grade of "B" or better earned from a regionally accredited institution will be accepted as transfer credit.

D. Capstone Requirement Process

1. Portfolio Completion

Students who elect to complete the non-thesis capstone requirement will be given information about the MSN Portfolio during the MSN Orientation and NS601 Informatics for Advanced Nursing Roles when the continuous development of the portfolio requirement will begin. The portfolio will be completed and submitted during the last semester in the specialty option. The portfolio is defined as a creative project in the Department of Nursing.

2. Final Comprehensive Examination (GR698)

Students who elect to complete the non-thesis capstone requirement, in addition to information about the MSN Portfolio, will be given information about the MSN final comprehensive examination during MSN Orientation and NS648 Primary Care II. The examination will be completed and graded during the final semester of the student's program of study (either a spring or fall semester). **MSN final comprehensive examinations are not scheduled during the summer semester.**

3. Thesis Progression for FNP Students

The FNP student who elects to complete a thesis must have an FNP faculty-approved written plan for clinical hour completion. The student, Thesis Chairperson, and FNP faculty should be diligent in addressing any revisions in the original plan as the need for revisions occur. It is the student's responsibility to maintain a clinical hour completion schedule that allows clinical hours to be completed as close to graduation and the national certification examination as possible. (Approved 7/1/13)

E. Graduation

The Master of Science in Nursing (MSN) degree is conferred by Southeast Missouri State University following completion of criteria outlined in the current *Graduate Bulletin*. Students are referred to the Registrar's website to find specific information about completion of the Graduation Application and the deadlines appropriate to the completion of that application. Completion of the Graduation Application should be completed by the end of the semester prior to the semester in which the student plans to graduate. In other words, if a student plans to graduate in the Spring semester, then the graduation application should be completed and submitted prior to the end of the preceding Fall semester.

All academic requirements for the MSN degree must be completed within a 6-year period. This time period includes any transfer courses counted toward the degree. **Under extenuating circumstances, students may apply in writing to the Department of Nursing's Graduate Program Committee to extend the program of study.**

The graduate nursing student must complete a thesis or the capstone requirement for achievement of all degree requirements.

The Department of Nursing sponsors a Graduate Recognition Ceremony twice a year – in December and in May. Any student is eligible to participate in the ceremony if that student is within 3 months of graduation and in good academic standing with the Department of Nursing.

F. Semester Load

Full-time graduate students are enrolled in at least 9 credit hours during a regular semester. Enrollment in fewer credits than 9 during a regular semester constitutes part-time study by University definition.

G. Grades

Southeast Missouri State University is on a 4.0 grade point system. Graduate courses are graded A, B, C, and F. There is no D at the graduate level. The following grading scale for the MSN Program is:

90%-100%	A
80%-89%	B
70%-79%	C
69% and below.....	F

H. Absences

Students are expected to be diligent in the pursuit of their studies and regular in their class and clinical attendance. Absence in any course may require that the student repeat the course. Students have the responsibility of making arrangements satisfactory to the instructor regarding all absences. Such arrangements should be made prior to the absence if possible. Policies for making up work missed as a result of absence are at the discretion of the instructor, and students should inquire at the beginning of each semester concerning the policies of their instructors. The Department of Nursing in consultation with the faculty member(s) involved reserves the right to withdraw a student from a course because of excessive absences that interfere with attainment of course objectives.

Clinical learning experiences represent a commitment and responsibility to clients as well as essential application of knowledge. Satisfactory demonstration of course requirements and clinical competency are necessary for successful completion of the course. Should absences occur, it is the student's responsibility to consult with the instructor about the effect upon course progression. An unsatisfactory grade or withdrawal from the course may be necessary.

I. Incomplete (I) Grades

An incomplete grade may be given when students are unable to meet course requirements due to circumstances beyond their control, not for unsatisfactory/substandard work. Incomplete grades may not be agreed to by an instructor prior to the drop date. Incomplete grade forms are available from the Director of Graduate Studies for Nursing or the Department of Nursing administrative office. The reason for awarding the incomplete grade, the work that must be completed, a deadline for completing course requirements, and signatures of both parties must be included on the form. The completed form should be copied to the student, faculty member, department (for the student's file), the Registrar, and the office of Graduate Studies. All incompletes should be satisfied four weeks prior to the student's intended graduation date.

A grade of 'Incomplete' must be removed during the next academic year, exclusive of the summer semester, or a grade of 'F' will be recorded, and the student will be placed on academic probation. For a final research project with a grade of 'I' assigned, that grade will remain on the permanent

record for up to six years until the research project is completed. When completed, upon receipt of a signed grade change card in the Registrar's Office, the final grade will be recorded in place of the grade of 'I'. If, after six years, the grade of 'I' in the research project is not replaced, a grade of 'F' will be recorded in place of the 'I' grade. (Approved 2/10/16)

Additionally, in the Department of Nursing, should a graduate student receive an incomplete grade in a course, a copy of the contract will be maintained by the instructor and the student and placed in the student's file (approved 11/08). If the student does not meet the contractual agreement, the incomplete grade may be changed to a failing grade (approved 10/11).

J. Auditing of Courses

In the Department of Nursing, this option is available only with the course instructor's permission. No credit hours toward the MSN degree will be awarded for auditing courses.

K. Withdrawals

Withdrawals must be made through the Office of the Registrar or a failing grade(s) will be recorded. Deadlines for withdrawal are provided on the Registrar's web site.

L. Dismissal from the MSN Program Policy

The graduate nursing faculty reserves the right to review a student at any stage of the student's program of study. A review process will automatically be triggered by an grade less than a "B". This review has the potential to result in the dismissal of the student from the MSN Program.

Dismissal from the MSN Program may occur due to:

1. Loss of registered nurse license;
2. A grade of "F" in any course in the MSN Program;
3. An overall GPA of less than 3.00 at anytime in the program of study;
4. An incomplete grade that is not converted to at least a grade of "B" within the designated contractual period; or
5. Failure to complete the degree in a six-year period.

M. Re-Admission to MSN Program Policy

Under extenuating circumstances, students who are dismissed from the MSN Program may apply in writing to the Graduate Program Committee for consideration of re-admission to the program. All requests for re-admission will be considered on an individual basis. It is the student's responsibility to make the case for re-admission (approved 11/08). The student must successfully meet all stipulations for re-admission, and any decisions regarding re-admission to the MSN Program will consider seat availability prior to approval of re-admission. All requests for re-admission in the MSN Program will be considered by the GPC on a case-by-case basis (approved 2/15). This policy also applies to requests for continuation in the MSN Program.

N. Physical Assessment Credit

1. If NS628 Advanced Health Assessment or a compatible advanced assessment course from another institution was completed prior to the summer semester immediately preceding enrollment into NS638 Primary Care I; the student must complete a faculty supervised, comprehensive health and physical assessment; according to NS628 evaluation criteria. It is recommended that this requirement be completed prior to the beginning of the fall semester, but must be completed by the end of the first week of the fall semester and must be completed with 80% accuracy. Failure to complete the aforementioned evaluation will prohibit the student from progressing into NS638 Primary Care I (Approved 3/10/10).
2. If a grade of less than “B” was obtained in an undergraduate assessment course or no discrete undergraduate assessment course is present on the transcript, the prospective graduate student must complete a faculty supervised health and physical assessment according to the NS372 Health Assessment evaluative rubric. This criterion must be completed prior to admission to the MSN Program in the Department of Nursing and must be completed with at least 80% accuracy. Failure to complete the aforementioned evaluation will prohibit the student from being admitted to the MSN Program within the Department of Nursing (Approved 3/10/10).

O. Academic Advising

Advisement of all students upon admission to the MSN Program is performed by the Director of Graduate Studies for Nursing who will continue to provide academic advising to students as they progress through their program of study. University advising guidelines and deadlines are followed throughout this process. In addition, MSN students are expected to refer to their DegreeWorks audit at any time to evaluate progress toward the degree.

P. Confidentiality and Privacy in Practice

The student is expected to adhere to the American Nurses Association’s *ANA Code of Ethics for Nurses* and act in accordance with the *Patient’s Bill of Rights*. Confidentiality is the protection of a patient’s privacy through careful use of oral and written communications and by judicious protection of confidential information. The student is expected to protect patient information according to the *Health Insurance Portability and Accountability Act (HIPAA)* of 1996.

An individual can withhold any personal information desired. Nursing students must be especially careful regarding the invasion of the patient’s privacy. Students should use only the **INITIALS** of the patient when completing history forms, care plans, and any other documents that are a part of their educational experience. Care should be taken when in public places so that conversations are not overheard and any clinical documents are maintained confidential.

Under no circumstances may a student copy chart documents or remove chart documents from the clinical agency.

The graduate student must be particularly concerned with the process of informed consent in the implementation of research during completion of a thesis. The actual procedure used in obtaining informed consent and the basis for the Thesis Committee’s determination that the procedures followed by the student are adequate and appropriate shall be fully documented.

Q. Academic Honesty

Students are expected to maintain high standards of honesty and integrity in their academic activities. Receiving and/or giving unauthorized assistance in a testing situation (or related to a test) or passing off as one's own the work of another (plagiarism) is totally unacceptable. A student is expected to maintain the professional standards of the nursing discipline and follow the guidelines for academic honesty set forth in the *Faculty Senate Handbook* as noted in the following text:

ACADEMIC HONESTY

Policy. Academic honesty is one of the most important qualities influencing the character and vitality of an educational institution. Academic misconduct or dishonesty is inconsistent with membership in an academic community and cannot be accepted. Violations of academic honesty represent a serious breach of discipline and may be considered grounds for disciplinary action, including dismissal from the University.

Academic dishonesty is defined to include those acts which would deceive, cheat, or defraud so as to promote or enhance one's scholastic record. Knowingly or actively assisting any person in the commission of an above-mentioned act is also academic dishonesty.

Students are responsible for upholding the principles of academic honesty in accordance with the "University Statement of Student Rights" found in the Undergraduate or Graduate Bulletin. The University requires that all assignments submitted to faculty members by students be the work of the individual student submitting the work. An exception would be group projects assigned by the instructor. In this situation, the work must be that of the group. Academic dishonesty includes:

Plagiarism. In speaking or writing, plagiarism is the act of passing someone else's work off as one's own. In addition, plagiarism is defined as using the essential style and manner of expression of a source as if it were one's own. If there is any doubt, the student should consult his/her instructor or any manual of term paper or report writing. Violations of academic honesty include:

1. Presenting the exact words of a source without quotation marks;
2. Using another student's computer source code or algorithm or copying a laboratory report; or
3. Presenting information, judgments, ideas, or facts summarized from a source without giving credit.

Cheating. Cheating includes using or relying on the work of someone else in an inappropriate manner. It includes, but is not limited to, those activities where a student:

1. Obtains or attempts to obtain unauthorized knowledge of an examination's contents prior to the time of that examination;
2. Copies another student's work or intentionally allows others to copy assignments, examinations, source codes or designs;
3. Works in a group when she/he has been told to work individually;
4. Uses unauthorized reference material during an examination; or
5. Have someone else take an examination or takes the examination for another.

General Responsibilities for Academic Honesty. It is the University's responsibility to inform both students and faculty of their rights and responsibilities regarding such important matters as cheating and plagiarism. Most of what is considered unethical or dishonest behavior can be avoided if faculty and students clearly understand what constitutes such practices and their consequences. The University community should also be aware of the procedures to be followed should a breach of academic honesty occur.

The faculty member is responsible for clarification to his/her class of those standards of honesty for class assignments or functions where such standards may be unclear or when such standards vary from the accepted norm. Further, some faculty may choose to utilize preventive measures (multiple exams, alternate seating, etc.) to help insure the maintenance of academic honesty. However, the use of such measures is the prerogative of the individual faculty member and is not a responsibility or requirement of faculty in general.

The fundamental responsibility for the maintenance of honesty standards rests upon the student. It is the student's responsibility to be familiar with the University policy on academic honesty and to uphold standards of academic honesty at all times in all situations.

Protocol for Adjudicating Alleged Violations of Academic Honesty. Faculty members who discover evidence of academic dishonesty should contact the student within five business days of discovering the alleged dishonesty to arrange to meet and discuss the allegation. Prior to this meeting the faculty member may consult with the Department Chairperson, the appropriate Dean, and the Office of Judicial Affairs. The following sections describe the procedures to be adhered to in each of the listed instances: the student acknowledges the violation, the student denies the violation, and the appeals process. If the faculty member is the Department Chairperson, a departmental designee will assume the Department Chairperson's role in this protocol and references to the Department Chairperson should be read as departmental designee. The procedures below should be followed with online, ITV or face-to-face classes. **From Faculty Senate Bill 11-A-16** <http://www.semo.edu/facultysenate/handbook/5d.html>

Any student(s) enrolled in the MSN Program may contest the decision of a faculty member(s) regarding academic dishonesty and/or misconduct or unsafe and/or unethical practice. In such instances, the aforementioned resource should provide the appeal procedure. It is ultimately the student's responsibility to follow the appeal procedure as written. Failure to do so or to meet deadlines as stipulated can result in failure of the grievance or further consideration of the grievance.

Additional information regarding definitions, policies, and procedures regarding Academic Honesty may be located in the current *Graduate Bulletin*.

R. Grade Appeal Procedures

Students are responsible for meeting the standards of academic performance established for each course in which they are enrolled. Establishment of the criteria for grades and the evaluation of student academic performance are responsibilities of each course instructor.

Should a student believe that grading practices and procedures were not consistently and accurately followed in the determination of a final course grade, then the student has the right to appeal; first with the faculty member teaching the course, then the department chairperson, and finally a committee of faculty members. It should be noted that grade appeals are not for a review of faculty evaluation of the student's academic performance but for instances in which the student believes that the grade was assigned on the basis of criteria other than performance in the course, the particular student was held to a more stringent standard than other students in the course, or assignment of the grade was based upon

criteria that greatly differed from the evaluative criteria announced at the beginning of the course. It is the obligation of the student to prove the inconsistent or inaccurate grading. Detailed processes are in place for students to follow when appealing a grade and failure to follow the process can result in nullification of the student's appeal. The Grade Appeal Procedure can be found at: <http://www.semo.edu/facultysenate/bills/13-A-02.html> and in the current *Graduate Bulletin*.

S. Sexual Harassment Policy

The University is committed to providing an environment free of sexual harassment, intimidation, or abuse. Students who believe they have been victims of such behavior should consult the *Code of Student Conduct*. Should the situation not be addressed to the student's satisfaction at the departmental and college levels, the student may also contact the Associate Dean of Students or the Assistant to the President for Equity and Diversity Issues for assistance.

T. Criminal Background Checks

Criminal background checks for the state of Missouri are required for all graduate students prior to clinical practica. The process for completing the criminal background check will be explained to students upon admission to the program and may be conducted online at <http://health.mo.gov/safety/fcsr/> or using the <https://www.sentrylink.com> website.

Results of the criminal background check are to be filed in the Department of Nursing. Since it can take several weeks to obtain results, students must begin the process upon admission to the program. Failure to submit the required background check will jeopardize the student's participation in clinical practica. The fee for the background check is the responsibility of the student.

U. Substance Abuse

Southeast Missouri State University seeks to maintain an environment free from the effects of intoxicants or other substances that may alter behavior. The use of illegal/designer drugs or the abuse of alcohol, prescription drugs, or over-the-counter drugs may pose serious safety and health risks not only to the user, but also to all people coming in contact with the user.

Students are permitted to take legally prescribed and/or over-the-counter medications consistent with appropriate medical treatment plans. However, when such prescribed or over-the-counter medications interfere with the student's mental or physical performance, the student may be required to take an excused absence from clinical experience to preserve the safety of others.

For the purposes of this policy, a **chemically impaired person** is one who is under the influence of a substance that interferes with mood, perception, or consciousness resulting in physiological and/or behavioral characteristics. This impairment affects the individual's ability to meet standards of performance, computing, and safety in clinical settings, skills labs, classrooms, and office settings. *Students of the Department of Nursing are expected to refrain from using any substances that would prevent them from performing safely and effectively in all department and clinical settings.*

"For Cause" Testing

1. If a student exhibits behavior that in the opinion of the faculty member, is considered to be consistent with the use of drugs and/or alcohol, the student will be required to submit to a urine, blood, or breath analysis test.
2. The faculty member will remove the student to a private area, and will discuss the observed behaviors with the student. The student will be allowed to provide a verbal explanation of the suspicious behavior. This discussion will be conducted in the presence of a third person:

either another professional who has reason to be made aware of the situation, or one who is aware of the significance of chemical impairment to the student and those with whom the student interacts.

3. The faculty member will request immediate drug testing if deemed appropriate. Failure to cooperate or to provide a timely sample upon request will result in disciplinary action, up to dismissal from the program. The cost of the testing will be the responsibility of the student.
4. The student will be dismissed from the classroom or clinical site after testing is completed and until the results are available. Prior to such dismissal, the faculty member will supervise the student in making arrangements for someone else to drive the student home. If possible, the student should also arrange to have someone stay with them until they are at less risk for further drug use and/or for other self-destructive behavior, as people are more prone to suicide after experiencing such a confrontation.
5. The results will be reported to the appropriate Director and Department Chairperson.
6. Students who present positive results (other than for properly administered prescription or over-the-counter medications) will not be allowed to continue in the program. They will be notified in writing. In addition, those students will be immediately referred to appropriate professional counseling. Students may apply for readmission at a later date, but must provide documentation regarding treatment and counseling received, and record of attendance at appropriate support group meetings.

Handling of Test Results

1. All student test results will be maintained by the Department Chairperson in locked files until the student has completed degree requirements.
2. Any action taken as a result of the above policy may be appealed according to policy stated in the *Statement of Student Rights and Code of Student Conduct* for Southeast Missouri State University. This document may be obtained from the Office of Judicial Affairs.
3. In accordance with the nursing licensing regulations of the State of Missouri, students found to be convicted of serious crimes (felonies or substance abuse) will be reviewed by the Graduate Program Committee and may be suspended from the nursing program.

V. Evaluation by Students:

1. Evaluation of Courses, Clinical Facilities, and Instructors.
 - a. Students are given the opportunity to complete evaluation forms for courses, clinical facilities, preceptors, and instructors at the end of each semester in the MSN Program as appropriate.
 - b. Each semester, students will complete evaluations of appropriate graduate courses using the Department of Nursing Graduate Course Evaluation Form (Appendix E).
2. At the end of their program of study, students will be asked to complete an evaluation of the MSN Program.

IV. MISCELLANEOUS

A. Campus Health Clinic

Health services are available in the Campus Health Clinic to students enrolled for one or more credit hours per semester at the University. The Campus Health Clinic is located on the first floor of the Rosemary Berkel Crisp Hall of Nursing. For the Clinic's fee structure and hours, students should refer to the Campus Health Clinic website at: <http://semo.edu/healthclinic/>

B. Career Services

Career planning and placement services are available through the Office of Career Services located in Academic Hall. Individual counseling and small group workshops are available concerning job search techniques, resume preparation, interview strategies and videotaped mock interviews. There is no fee for these services.

C. Scholarships and Honors

Students are encouraged to discuss scholarship possibilities with the Financial Aids Office in Academic Hall. Scholarship information is also available on the Department web site. There is one endowed scholarship specifically for graduate nursing students.

1. Nancy S. Risko Endowed Scholarship in Nursing

Nancy Risko attended Southeast Missouri State University and used her education to vault her into a 20-plus year nursing career. She always believed that Southeast was where she started her life and career. Nancy and her husband, Georgi W. Risko, provided the bequest to establish this scholarship.

The recipient of this scholarship shall be a student enrolled at Southeast Missouri State University. The scholarship will support one or more financially needy and academically distinguished Master of Science in Nursing(MSN) students. The scholarship is renewable, but recipients must reapply each year.

Scholarship Amount and Timeline Details

Number of Awards: One (1) or more than one (1)

Amount of Award: Not to exceed \$5000 per year

Submission Deadline: March 1st Year One of MSN course work

Recipient Notified: Prior to the end of the Spring semester of Year One of MSN course work and applied to the student account the following Fall and Spring semesters

Additional Student Considerations

- Demonstration of financial need as verified by the FAFSA.
- Completion of a one page or less essay further expressing areas of financial need that may not be addressed by completion/results of the FAFSA such as multiple family members in college or recently leaving place of employment in order to complete course requirements

- Student will submit to scholarship committee a letter of appreciation addressed to the family of Nancy S. Risko. After review by committee, this letter will be submitted on Academic Works by the student to be shared with the person/persons making the endowment.
 - The recipient(s) will be recognized at graduation.
 - The recipient(s) may be required to attend the scholarship reception.
2. Membership in academic and professional honor societies is encouraged.
 - a. Sigma Theta Tau International

Sigma Theta Tau is the International Honor Society of Nursing to which eligible graduate students may be invited for membership. It is committed to fostering excellence, scholarship, and leadership in nursing to improve health care worldwide. Invitations are extended in the spring semester for each academic year. A 3.5 GPA with completion of at least 9 credit hours in the MSN Program is necessary to be eligible for membership in Sigma Theta Tau and its local chapter of Lambda Theta.

- b. Phi Kappa Phi

Phi Kappa Phi is a national honor society founded in 1897 to recognize and encourage superior scholarship in all fields of study. Members are elected to the Society for not only superior academic achievement but also character. Members are elected from all curricula of the University environment. The Society funds numerous fellowships and awards for graduate study and publish a national newsletter and journal.

D. Writing Center

The Writing Center is available to all graduate students who think they might benefit from an experienced tutor's advising regarding writing. For more information, visit the Writing Center's web site at <http://ustudies.semo.edu/writing/>

E. Information Technology (IT) Help Desk

1. Contact Help Desk for assistance with any concerns related to online and Internet technologies connected to the University. Contact information can be accessed at: <http://semo.edu/it/helpdesk/> by telephoning 573-651-4357 or email helpdesk@semo.edu
2. Refer to the following when checking and setting up a home computer to prepare to take an online course:

Recommended system requirements: <http://online.semo.edu/help/requirements.asp>

Other helpful downloads and resources from the Center for Scholarship, Teaching, & Learning (CSTL) and Office of Instructional Technology (OIT) at <http://cstl.semo.edu/cstl/>

V. GUIDELINES FOR WRITTEN MATERIALS

A. General Information:

1. Students should retain a copy of all coursework to protect against loss or inadvertent damage.
2. At the instructor's discretion, a paper which does not meet the criteria of form style and/or neatness may be returned to the student for correction before review by the instructor. If time does not permit corrections to be made and submitted by the required deadline, it will be considered a late paper.
3. Use nonsexist language, e.g., avoid "she" for the nurse and "he" for the physician.

B. Criteria

1. Professional Format
 - a. Papers must be written according to the current **Publications Manual of the American Psychology Association**. Use of headings and subheadings where appropriate is strongly encouraged.
 - b. Correct grammar, sentence structure, spelling and punctuation are expected.
 - c. Writing should be smooth, clear, concise, and well organized.
 - d. All papers must be typed and present a neat appearance.
2. Documentation of Sources (Evidence)
 - a. Very careful citation of materials quoted or paraphrased is essential.
 - b. An adequate number of references appropriate for the assigned course paper is expected.
 - c. Quality of references (e.g., relevant to subject, recent or continued validity of older publication established) is to be at a high level.
 - d. Current references.
 - e. Variety of references (e.g., nursing, medical, periodicals, texts, documents, etc.) as appropriate.
3. Content
 - a. Ideas are relevant and valid to subject. Focus is clearly identified.
 - b. A degree of creativity is evidenced.
 - c. Adequacy and completeness of thought development are evident.
 - d. Depth and breadth appropriate to needs of topic; limitations are clearly specified.
 - e. Conclusions must be clearly supported by content.
 - f. Recommendations, if any, are appropriate in scope to the subject.

APPENDIX B

Capstone Requirement: Portfolio and Comprehensive Examination Policy

GOAL AND PURPOSE:

- The *goal* of the Capstone Requirement is to allow the student the opportunity to demonstrate mastery of the analysis, synthesis, and application of advanced nursing concepts/ theories acquired throughout the MSN program. In the Department of Nursing, the Capstone Requirement may be the development of a MSN Portfolio with the successful completion of a written comprehensive examination.
- The MSN Portfolio in the Department of Nursing is defined as a creative project. The process of creating this portfolio is designed to reflect the student's ability to integrate theoretical concepts, research, and practice. The portfolio will include capstone assignments (papers, presentations, comprehensive examinations, etc) for all completed MSN courses that collectively will demonstrate the mastery of the content and skills for specialty graduate nursing preparation. The summary section of the portfolio will demonstrate the integrative implementation of analysis and synthesis to reflect achievement of the MSN Program Outcomes (see page 10).
- The student's portfolio content must reflect comprehension of the subject matter and critical and independent thinking. As noted in the current *Graduate Bulletin 2016-2017*:

“Instead of a thesis, a student may elect to produce another significant capstone work (e.g., non-thesis paper, internship paper, or creative work). **NO CREDIT IS ALLOWED FOR SUCH WORK.** Students electing this option **MAY** be required to take a comprehensive examination.

1. The student obtains approval from his/her advisor and the instructor for whom the paper or other capstone work will be written prior to beginning work on the paper.
2. The non-thesis paper or other capstone work may only be completed under the direction of a regular member of the graduate faculty.
3. The supervising instructor and advisor will be responsible for certifying the completion of each paper by filing one copy of the acceptance sheet with the office of Graduate Studies no later than the deadline specified in the semester class schedule.
4. In all cases, the paper or other capstone work must be approved and the acceptance sheet filed with the office of Graduate Studies prior to taking the comprehensive examination.
5. Any paper submitted as a capstone work must follow the style guide appropriate to the discipline in which it is written” (p. 18).

“Each candidate who elects the non-thesis option will be required during the final semester (or earlier by permission of the graduate program coordinator) to satisfactorily complete a course-embedded capstone or summative requirement and may also be required to pass a written

comprehensive examination in GR698. Incomplete grades are not allowed in GR698, GR699 or GR799” (p. 14).

MSN PORTFOLIO

1. Graduate nursing students electing the Portfolio Capstone Requirement (WITH completion of a written comprehensive examination) must submit their capstone assignment(s) with faculty evaluations as appropriate for each course to their portfolio via Moodle no later than 11:55 PM on the Friday of Finals Week each semester.
2. The portfolio will be labeled MSN Portfolio.
3. Students should use the filename format: Student’s Last Name, NSXXX, Specific Title.doc (e.g. Smith NS601 Health Literacy Project.doc)
4. Faculty teaching MSN courses will review student portfolios at the end of Week 16. Failure to submit the capstone assignment(s) will result in the assignment of a grade of Incomplete for the appropriate course. Faculty reserve the right to return unsatisfactory submissions.
5. Only assignments that receive a passing grade will be appropriate for submission to the portfolio. Should a capstone assignment receive a less than passing grade, the student and faculty will contract for remediation of the assignment to attain a passing grade. The submission to the portfolio will then reflect the original grade, the remediation, and the resulting post-remediation grade. However, the original grade will be the grade used in calculating the associated course grade.
6. By Week 14 of the final semester, of MSN coursework (Friday at 11:55 PM), students will submit a no more than 5-page, double-spaced summary describing how each MSN Program Outcome was met during the MSN program of study This summary must be submitted electronically to the portfolio. The portfolio must be complete to pass GR698.
7. Student summaries will be evaluated (See Appendix F for Evaluation Rubric) and approved by graduate nursing faculty. Following faculty review, summaries requiring revisions will be returned to the student no later than Friday at 11:55 PM of Week 15. Final submission of the revised summary is due by Thursday at 11:55 PM of Finals Week. Faculty approval must be in place in order for the student to graduate.

Failure to complete the portfolio requirement will result in dismissal from the program. If the student would like to be considered for re-admission to the program, the student should write a letter to the Department of Nursing Graduate Program Committee (GPC) requesting re-admission If the GPC determines re-admission is appropriate, the Director of Graduate Studies for Nursing will send the appropriate paperwork to the Provost who will notify the student in writing of re-admission. The GPC will provide the student with an official remediation plan.

PORTFOLIO CAPSTONE ASSIGNMENT LIST (Fall 2016)

NS601 Informatics for Advanced Nursing Roles	Health Literacy Project Presentation
NS602 Quality and Safety in Advanced Nursing Roles	Quality Improvement Application Oral Presentation
NS603 Organization & Systems Leadership for Advanced Nursing Roles	Resolving Health Care Problems: Organizational and Systems Leadership Considerations (Formal Paper)
NS604 Evidence-Based Practice: Synthesis and Translation	Translational Research Paper

NS610 Policy, Politics, and Advocacy in Advanced Nursing Roles	Health Policy Analysis Paper
NS625 Advanced Pharmacology	Comprehensive Final Examination
NS628 Advanced Health Assessment	Examination Scores and Head-to-Toe Physical Assessment Demonstration
NS629 Advanced Health Assessment Practicum	Clinical Logs; Student Evaluation of Preceptor; and History and Physical Examination Documentations (2 Pediatrics and 2 Adults)
NS636 Advanced Pathophysiology	Average of All Examinations
NS638 Primary Care I	Average of Examination Scores
NS642 Advanced Roles Seminar I	Resume
NS645 Advanced Roles Seminar II	Board Review Assignment
NS648 Primary Care II	Average of Examination Scores
NS649 Primary Care II Practicum	Clinical Logs; Student Evaluation of All Preceptors; All Preceptor Evaluations of Student Performance; and All Clinical Case Studies (OB, Pediatric, Adult, and Geriatric)
NS659 Primary Care III Clinical Role Practicum	Clinical Logs; Student Evaluation of All Preceptors; All Preceptor Evaluations of Student Performance; and All Clinical Case Studies

Approved by Graduate Program Committee 11/9/16

COMPREHENSIVE EXAMINATION (Revised and Approved as of 11/11/15)

1. Students must enroll in GR698 Master's Final Comprehensive Examination during the final semester of their program of study.
2. The Comprehensive Examination will include content from all courses taken in the student's program of MSN studies.
3. An orientation to the Comprehensive Examination will be held no later than the 3rd week of the semester by Department of Nursing graduate faculty and the Director of Graduate Studies for Nursing. At that time the exact date and site of the examination will be announced.
4. The Comprehensive Examination will be scheduled for FNP students during the 13th week of the spring semester and administered by personnel in the University Academic Testing Center.
5. All students must take the exam on the date and at the time announced/posted by the Director of Graduate Studies for Nursing. If a student is unable to take the exam for legitimate reasons (illness, death of an immediate family member, etc.), this reason must be documented and verified and will be addressed on an individual basis by the Director of Graduate Studies for Nursing and the Department Chairperson.
6. If the exam date is interrupted by a disaster, the faculty reserves the right to reschedule the exam.

This decision and date will be communicated with the student.

7. Sufficient time will be allotted for each student to complete the Comprehensive Examination.
8. On the day of testing, students must bring a photo ID.
9. No notes, textbooks, or electronic devices will be permitted during the Comprehensive Examination.
10. Within the Department of Nursing, requirements for completion of GR698 Master's Final Comprehensive Examination will be met by a score of 800 or higher on the HESI-APRN Exit Examination for Family Nurse Practitioners, a comprehensive computer-based examination (GPC approval 5/8/13).
11. Results of the Comprehensive Examination will be reported to Graduate Studies in the same manner as other course grades. Students will be notified of the Comprehensive Examination grade in a timely manner via email from the Director of Graduate Studies for Nursing.
12. If the student does not achieve a score of 800 or higher, the student will complete a subsequent Comprehensive Examination during the 15th week of the semester using a HESI-APRN Exit Examination for Family Nurse Practitioners.
13. If the student does not receive a score of 800 or higher on the second attempt, the student will not receive a grade for GR698 Master's Final Comprehensive Examination for the spring semester. The student will be allowed to retake the comprehensive examination the next semester (fall or spring). The Department of Nursing does not schedule Comprehensive Examinations during the summer semester.
13. The Department of Nursing will provide remediation prior to the examination retake. The FNP student will continue to attend NS648 Primary Care II. Upon notification of "unsuccessful" completion of the Comprehensive Examination on the second attempt, the FNP student should continue in the theory course (NS648) but cease clinical hour completion until a remediation plan (to include retesting in the next regular semester and clinical hour completion) can be established. Clinical hours are to be completed as close to graduation and the national certification examination as possible.
14. The student will graduate in the semester that GR698 Master's Final Comprehensive Examination is successfully completed, clinical hours are successfully completed, and all courses are completed successfully. The student will be allowed one test and one retest opportunity per semester.

STUDENT SUGGESTIONS:

- The Comprehensive Examination is an opportunity to assimilate all you have learned during your graduate study—a rewarding opportunity to demonstrate new knowledge gained over the last several semesters!!
- Begin studying several months prior to the examination.
- Acknowledge your learning style.
- Create a timeline.
- Get organized.

Approved : Graduate Program Committee 1/27/10; rev 12/10; 9/12/12; 5/8/13; 11/11/15
Total Faculty 2/17/10; rev 3/11; 9/26/12

APPENDIX C

STATEMENT OF GOALS/OBJECTIVES INSTRUCTIONS

Type a one-page statement addressing your future professional goals/objectives related to completion of a Master of Science in Nursing (MSN) degree with role preparation as a family nurse practitioner (FNP). The statement should provide a sample of your writing ability and help faculty determine your fit with Southeast's MSN program. Your Statement of Goals/Objectives should also include your understanding of the role of the FNP in the primary care of persons, families, and communities, and how you envision Southeast's MSN program helping you fulfill your goals/objectives. Your comments may include future employment plans.

The Statement of Goals/Objectives should:

1. Be limited to one page.
2. Be double spaced using a 12-pitch Times New Roman font.
3. Not include past experiences—they are not necessary.
4. Not include bullet points—full sentences are expected.

Evaluative Criteria for Statement of Goals/Objectives:

- | | |
|---|---|
| 0 | Unacceptable-multiple grammatical/spelling errors-frequent awkward sentence structure-difficulty understanding meaning of statements. |
| 1 | Limited approach to statements of goals/objectives but confusing focus of statements. Noted grammatical/spelling errors-some awkward sentence structuring. |
| 2 | Clear statements of goals/objectives. Minimal grammatical/spelling errors. Reflects a sense of career direction with vision of potential employment as a family nurse practitioner. |
| 3 | Thoughtful presentation of goals/objectives. Provided support for selection of goals/objectives. Minimal grammatical/spelling errors. Reflects a strong sense of career direction. Understanding of the family nurse practitioner role evident. |

APPENDIX D

GRADUATE STUDENT TUBERCULOSIS SCREENING

Name _____ Date _____

1. Have you ever had a positive PPD/TB test? No Yes

If you answered YES to #1:

As you positive for TB or lab testing (Quantiferon Gold)? No Yes

Have you had a negative CXR since positive for TB? No Yes

Have you completed the recommended treatment for TB? No Yes

2. Are you taking antibiotics, steroids, or immunosuppressive drugs? No Yes

3. Are you immunosuppressed? No Yes

If you answered Yes to #1, #2, or #3:

Do you have any of the following symptoms?

Persistent Cough lasting 3 weeks or longer? No Yes/Explain _____

Unexplained Fever? No Yes/Explain _____

Night Sweats lasting 3 months or longer? No Yes/Explain _____

Unexplained Weight Loss? No Yes/Explain _____

2 or more Episodes of Coughing Blood? No Yes/Explain _____

Chest Pain? No Yes/Explain _____

Anorexia? No Yes/Explain _____

Student Signature _____

APPENDIX E

GRADUATE COURSE EVALUATION

DIRECTIONS: The results of this evaluation will be used to help improve the program. Please respond to the following questions by circling the letter that best describes your thinking regarding the course.

A - Strongly Agree

C - Disagree

B - Agree

D - Strongly Disagree

NA- Not Applicable

Course

1.	The objectives of this course, as expressed in the course syllabus, were reflected in the course content.	A B C D NA
2.	Assignments (papers/projects, forums, oral presentations/debates) were of value to meeting course objectives.	A B C D NA
3.	Exams were relevant to the course objectives.	A B C D NA
4.	The method by which grades were earned was made clear to the students in advance.	A B C D NA
5.	For the number of academic credit hours that the course carries, the amount of work required of the student was appropriate.	A B C D NA
6.	I enhanced my oral expression skills in this course.	A B C D NA
7.	I enhanced my writing skills in this course.	A B C D NA
8.	The textbooks, references and other learning materials were appropriate to the course content and objectives.	A B C D NA
9.	The clinical facilities used for this course were appropriate for achievement of the course objectives.	A B C D NA
10.	This course contributed to my ability to synthesize theories, concepts, and research from nursing, the sciences, and the humanities for safe practice in an advanced nursing role.	A B C D NA
11.	This course contributed to my ability to engage in intra- and inter-professional collaborations to improve patient and population health outcomes.	A B C D NA
12.	This course contributed to my ability to implement evidence-based nursing interventions within the context of knowledgeable caring with selected populations.	A B C D NA
13.	This course contributed to my ability to apply leadership skills to improve health care advocacy and influence health care policy.	A B C D NA
14.	This course contributed to my ability to use the research process to enhance and improve population health outcomes	A B C D NA
15.	This course contributed to my ability to demonstrate continuous quality improvement for optimal patient outcomes	A B C D NA
16.	This course contributed to my ability to use information systems and technology to enhance the delivery of health care	A B C D NA
17.	This course contributed to my ability to continue my professional development in a life-long pattern of scholarly learning	A B C D NA

Instructor

18.	The teaching strategies used by the instructor(s) helped students to understand the course material	A B C D NA
19.	The instructor(s) facilitated learning by providing appropriate feedback/ evaluation	A B C D NA
20.	The instructor(s) stimulated intellectual growth and critical thinking.	A B C D NA
21.	The instructor(s) created an atmosphere that encouraged exchange of ideas.	A B C D NA
22.	The instructor(s) consistently interacted with students in a professional and courteous manner.	A B C D NA

Facilities (omit if not applicable)

23.	Classroom facilities provided an environment conducive to learning.	A B C D NA
24.	Library resources were adequate to facilitate meeting course objectives.	A B C D NA
25.	Computer labs were adequate to facilitate meeting course objectives.	A B C D NA
26.	Instructional technology support resources (i.e., Help Desk) were adequate to facilitate meeting course objectives.	A B C D NA

1. I feel that I accomplished the objectives of this course to the following degree:

Minimum
or no
Achievement / _____ / Maximum
0 10 Achievement

2. The following aspects of the course were helpful and should remain part of the course:

3. The following aspects of the course should be changed:

4. Other comments I would like to make concerning this course are:

APPENDIX F

RUBRIC FOR PORTFOLIO SUMMARY EVALUATION

Please note that although all listed elements of this rubric need to be included in the portfolio summary to be approved for final submission, the outcomes do not necessarily have to be addressed in the order listed. Of more importance is that the summary be structured to address the MSN Program Outcomes in a personalized, reflective, and easy to read manner.

Criteria	Meets Expectations	Does Not Meet Expectations
Writing Style	Well organized, clear and concise, correct grammar and punctuation. Reflective, first person style.	Poorly organized, hard to follow, multiple errors in grammar and punctuation.
Introduction	Addressed general purpose of summary	No introduction included in summary.
Safely perform in an advanced nursing role based on a synthesis of theories, concepts, and research from nursing, the sciences, and the humanities..	Described in a reflective manner at least two examples from the MSN Program of Study that helped you achieve the outcome. Information in the paragraph is more than a list of activities. It is how you would use this knowledge in practice.	Brief or no discussion of how the outcome was met. Less than two examples used in the description of outcome achievement.
Demonstrate continuing professional development of a life-long pattern of scholarly learning.		
Engage in intra- and inter-professional collaborations to improve patient and population health outcomes.		
Demonstrate continuous quality improvement for optimal patient outcomes.		
Use information systems and technology to enhance the delivery of health care.		
Implement evidence-based nursing interventions within the context of knowledgeable caring with selected populations.		
Use the research process to enhance and improve population health outcomes.		
Apply leadership skills to improve health care advocacy and influence health care policy		
Conclusion	Presented at least two statements indicating that the purpose of the summary addressed in the introduction was met.	No conclusion included in summary